



## Health & Safety Program

Revised January 2014

Fifth Edition

## Table of Contents

### Section 1 - Company Safety Policy & Management

<b>Health &amp; Safety Policy</b>	<b>Page 1</b>
Management Responsibilities & Supervisors	Page 2
Mechanics & Safety Coordinator Responsibilities	Page 3
Shop Hands Responsibilities, Workers, & Visitors Responsibilities	Page 4
Contractor Management Plan	Page 5
Contractor Management Checklist	Page 6
<b>Waste Management Policy</b>	<b>Page 7</b>
Waste Management Program	Page 8
<b>Working Alone Policy</b>	<b>Page 9</b>
Working Alone Program & Procedure	Page 10
<b>Workplace Violence Policy</b>	<b>Page 11</b>
Workplace Violence Program	Page 12
<b>Alcohol &amp; Drug Policy</b>	<b>Page 13</b>
Alcohol & Drug Abuse Policy & Program	Page 14
<b>Fatigue Management Policy</b>	<b>Page 19</b>
Fatigue Management Program	Page 20
<b>Modified Work Policy</b>	<b>Page 22</b>
Modified Work Program	Page 23
<b>Firearms Policy</b>	<b>Page 26</b>
<b>Cell Phone Usage Policy</b>	<b>Page 27</b>

## Table of Contents

### Section 2 – Hazard Assessment

<b>Hazard Assessment &amp; Control Policy</b>	<b>Page 1</b>
Hazard Identification & Control	Page 2
Step 1 - Identify Hazards	Page 3
Step 2- Rank Hazards	Page 5
Step 3- Controlling Hazards	Page 6
How To Control A Hazard Flow Chart	Page 7
Hazard Reporting & Accountability Flow Chart	Page 8
Daily Pre-Job Hazard Identification Form	Page 9
WHMIS Program	Page 10
WHMIS Labels	Page 11
WHMIS Symbols & Classification	Page 12
MSDS	Page 13
Transportation of Dangerous Goods	Page 14
<b>Respiratory Code of Practice</b>	<b>Page 15</b>
<b>Confined Space Entry Code of Practice</b>	<b>Page 29</b>
<b>Hydrogen Sulphide Code of Practice</b>	<b>Page 35</b>
Job Safety Analysis Form	Page 38

## Table of Contents

### Section 3 – Safe Work Practices

<b>Safe Work Practices Policy</b>	<b>Page 1</b>
3.1- Lock-Out/Tag-Out	Page 2
3.2- Housekeeping	Page 4
3.3- Fueling	Page 5
3.4- Grinders	Page 6
3.5- Equipment Operations	Page 7
3.6 Noise Exposure	Page 8
3.7 Portable Power Tools	Page 9
3.8 Chemical Handling	Page 10
3.9 Band Saw	Page 11
3.10 Compressed Air & Compressors	Page 12
3.11 Driving	Page 13
3.12 Cell Phone Usage	Page 14
3.13 Fire & Explosion	Page 15
3.14 Use of Portable Fire Extinguishers	Page 16
3.15 Drug & Alcohol Use	Page 17
3.16 Manual Lifting	Page 18
3.17 Forklifts	Page 20
3.18 Towing & Winching	Page 21
3.19 Overhead Power Line Safety	Page 22
3.20 Rigging	Page 24
3.21 Rigging & Hoisting	Page 26
3.22 Overhead Crane	Page 27
3.23 Pressure Testing Bop's	Page 29
3.24 Washing Equipment & Parts in Wash Bay	Page 30
3.25 Painting	Page 31
3.26 Office Safety	Page 32
3.27 Office Furniture Safety	Page 36

## Table of Contents

### Section 4 – Safe Job Procedures

<b>Safe Job Procedures Policy</b>	<b>Page 1</b>
4.1 Storage & Use of Compressed & Liquefied Gas	Page 2
4.2 Powered Mobile Equipment	Page 3
4.3 Passing Under Overhead Power Lines	Page 4
4.4 Lifting & Handling Loads	Page 5
4.5 Painting	Page 6
4.6 Testing B.O.P's	Page 7
4.7 Fill Chemical Sprayer	Page 8
4.8 Repair Swabs	Page 9
4.9 Pressure Test Valves & Kelly Cocks	Page 10
4.10 Washing Equipment	Page 11
4.11 Pressure Test Kelly Hoses	Page 12
4.12 Torque Testing & Pressure Testing Power Swivel	Page 13

**Table of Contents**

**Section 5 – Company Rules**

<b>Company Rules Policy</b>	<b>Page 1</b>
General Rules	Page 2
<b>Progressive Disciplinary Policy</b>	<b>Page 3</b>
Progressive Disciplinary Program/Actions	Page 4
Employee Complaint Form	Page 6
Discipline Warning Form	Page 7

## Table of Contents

### Section 6 – Personal Protective Equipment

<b>Personal Protective Equipment Policy</b>	<b>Page 1</b>
Personal Protective Equipment	Page 2
Eye & Face Protection	Page 3
Head & Hand Protection	Page 4
Foot & Fire Retardant Clothing (FRC) Protection	Page 5
Hearing Protection	Page 6
PPE Use, Selection, & Care	Page 8
PPE Inspection Form	Page 9

## Table of Contents

### Section 7 – Preventative Maintenance

<b>Preventative Maintenance Policy</b>	<b>Page 1</b>
Preventative Maintenance Program	Page 2
Maintenance Schedule	Page 4
Pre-Start Inspection	Page 5
Monthly Truck Inspection Form	Page 6
Weekly Forklift (Propane) Inspection Form	Page 7
Weekly Winch Truck Inspection Form	Page 8
Weekly Forklift (Electric) Inspection Form	Page 9



## Table of Contents

### Section 8 – Safety Training & Safety Meetings

<b>Safety Training &amp; Meeting Policy</b>	<b>Page 1</b>
Worker Orientations	Page 2
Job Specific Training	Page 3
New Worker Orientation Checklist	Page 4
Worker Right to Refuse Unsafe Work	Page 6
Alcohol & Drug Testing Acknowledgement	Page 7
Safety Orientation Questionnaire	Page 8
On The Job Training Record Form	Page 11
Employee Training Schedule	Page 12
Safety Meetings	Page 13
Safety Meeting Agenda	Page 14
Safety Meeting Sign In Sheet	Page 15

## Table of Contents

### Section 9 – Inspections

<b>Inspections Policy</b>	<b>Page 1</b>
Informal & Formal Inspections	Page 2
Inspection Schedule	Page 3
Office Inspection Form	Page 4
Shop Inspection Form	Page 6
Yard Inspection Form	Page 8
Corrective Action Form For All Inspections	Page 9

## Table of Contents

### Section 10 – Incident & Accident Investigation

<b>Incident &amp; Accident Investigation Policy</b>	<b>Page 1</b>
Definitions	Page 2
Incident Reporting	Page 3
Incident Report Form	Page 5
Witness Statement Form	Page 6
Investigation Report Form	Page 7

## Table of Contents

### Section 11 – Emergency Preparedness

<b>Emergency Preparedness Policy</b>	<b>Page 1</b>
Emergency Preparedness	Page 2
Our Worksite	Page 3
Workplace Health & Safety OH&S	Page 4
Contacting Outside Assistance	Page 5
Drills & Reviews	Page 6
Worksite Safety Plans	Page 7
Emergency Contact List	Page 8
ERP – Injured Worker	Page 9
ERP – Fire	Page 10
ERP – Spill	Page 11
ERP – Natural Disaster	Page 12
ERP – Evacuation & Other Emergency	Page 13
ERP-Vehicle Accident	Page 14
In Event Of An Accident	Page 15
Emergency Response Drill Form	Page 16

## Table of Contents

### Section 12 – Records & Statistics

<b>Records &amp; Statistics Policy</b>	<b>Page 1</b>
Safety Program Records	Page 2
Retention Of Documentation	Page 3
Exposure Hours, First Aid, & Injury	Page 4
Illness & Medical Treatment	Page 5
Lost Time Calculations	Page 6
Restricted Work	Page 7
Safety Activity Summary	Page 8

**Table of Contents**

**Section 13 – Legislative Requirements**

**Legislative Compliance**

**Page 1**

## Health and Safety Policy

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Northwell Rentals is committed to protecting its workers, its property, the public, and the environment from incident and accident through the implementation of a strong safety program. We believe that through this program, as well as training, communication, and awareness, we can achieve an incident free work place. To be successful in this, we all must work together.

All personnel, from management to labourers, share in responsibility for safety and each plays an important part in achieving our goals. Complete understanding and participation is required by each and every person, every day, at every worksite to reach the level of safety which is expected by the company.

The management of Northwell Rentals is responsible for ensuring that all workers are provided the proper equipment, tools, information and other resources which they require to perform their jobs safely. Management requires all employees to actively participate in the Health and Safety Program, and its development.

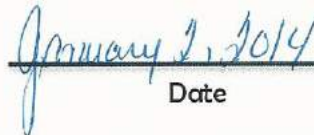
Our Supervisor/Foreman is responsible and accountable for working to the scope of legislation and to the scope of the Health and Safety program of Northwell Rentals. The supervisor/Foreman will liaison between the workers and management.

Employees are responsible for adhering to the programs training requirements, safe work practices and procedures. There is no job which is too important that it cannot be performed safely. If a worker is ever in doubt regarding their own ability, or the risks associated with a certain task, their obligation is that work must be stopped until risks are mitigated and it is safe to resume. All workers have the right to refuse unsafe work.

Our goal is to establish and maintain an injury free workplace through continual development of our program, adequate training of all workers, and high levels of communication, working together to make our work a safe place!



Mike Scott (Manager)



Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***

## Roles and Responsibilities

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### **Manager's Responsibilities:**

Manager's responsibilities include, but are not limited to:

- Develop and/or provide information, instruction, and assistance to all Supervisory staff in an effort to protect the health and safety of workers.
- Have a thorough knowledge and understanding of the accident prevention policy and Occupational Health and Safety legislation.
- Ensuring all Supervisory staff has a thorough knowledge and understanding of the accident prevention policy and Occupational Health and Safety legislation.
- Ensure all Supervisory staff is equipped with required tools, equipment, and PPE which are well maintained and compliant with Occupational Health and Safety legislation.
- Provide first aid training courses and safety training to workers as required.
- Monitor safety performance of all workers and ensure that rules are followed.
- Hold annual meetings with supervisors and workers to review safety policies, procedures and goals.
- Conduct inspections for unsafe practices and conditions, ensuring that the required corrective actions are completed in a timely manner.
- Adhere to the rules, guidelines, practices, and procedures set out within this program.
- A competent worker means adequately qualified suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work. All workers must be trained in procedures until they are competent.
- Northwell Rentals as an employer will ensure all equipment is maintained, safe to perform adequate strength for its purpose and free from obvious defects. Damage and faulty equipment reporting procedures must be in place.
- Northwell Rentals will ensure that all housekeeping issues such as keeping the work site clean and free from materials or equipment that could cause workers to slip or trip.

### **Supervisor's Responsibilities:**

Supervisor's responsibilities include, but are not limited to:

- Leading, directing & instructing employees & contractors in how to carry out their work safely. This includes coaching and mentoring of new personnel.
- Have a thorough knowledge, sound understanding & follow the company's Health and Safety Program, and relevant Occupational Health and Safety legislation.
- Ensure workers know, understand, and use the Safe Work Practices, and Procedures which relate to their work.
- Ensure workers are trained in the use, and care of, personal protective equipment which they are required to wear.
- Ensure workers are aware of any potential or actual dangers which they face, train them how to eliminate, prevent, or control these danger.
- Ensure workers have access to medical treatment as required, including transportation to a doctor or hospital when required.
- Ensure all incidents are reported immediately, then fully investigated and presented to management.
- Perform regular and frequent inspections of the work place in an effort to ensure the maintenance of a healthy and safe environment for all workers.
- Hold and document safety meetings on prior to the start of every job and communicate safety concerns, safe work practices, and emergency response plan to all workers.



### **Safety Coordinator Responsibilities:**

Safety Coordinator responsibilities include, but are not limited to:

- Leading, directing & instructing employees & contractors in how to carry out their work safely. This includes coaching and mentoring of new personnel.
- Ensuring all requirements under Northwell Rentals Health & Safety Program are followed on the worksites under his/her control
- Conducting Hazard Assessment & Control and managing hazards at levels as low as reasonably practicable. If the hazard cannot be managed, work will be stopped immediately until the appropriate control measures are in place.
- Follow up immediately on an employee's/contractor's report of an unsafe act or harmful condition/action and investigating if applicable. Corrective action is to be taken immediately is warranted.
- Ensuring employees/contractors work safely and follow the requirements of the Northwell Rentals Health & Safety Program as well as all applicable government legislation.
- Assist with monthly shop inspection, and track all mechanized equipment for mileage, roadworthiness and certification.
- Review inspection reports to ensure compliance and consistency;
- Keep management apprised of all hazards reported

### **Mechanic's Responsibilities:**

Mechanics responsibilities include, but are not limited to:

- To read, understand, and comply with Northwell Rentals Safety program, safe work practices, procedures and rules.
- Carry out their work in a manner that will not create a hazard to their own safety and the health and safety of other employees.
- To wear the safety equipment and personal protective devices and clothing required by regulations and their employer, and properly maintain them. Workers are responsible to provide their own Class 1 steel toed boots where required.
- Ensure that machinery and equipment being used is safe and properly maintained, and that they are using the machinery and equipment correctly. **Only qualified personnel shall operate equipment or machinery.**
- Report any accidents, incidents, near misses and/or injuries, including personal injuries immediately to their supervisors.
- To understand that participation in on-going safety training seminars and courses during working hours are terms of employment.
- **Are obligated to refuse unsafe work when he/she believes the condition exists. If a refusal of work is due to unsafe conditions, the unsafe condition MUST be reported to the supervisor or manager immediately.**
- Shop mechanic and/or safety coordinator will conduct the monthly shop inspection, and track all mechanized equipment for mileage, roadworthiness and certification.

### Shop Hand's Responsibilities

Shop Hand's responsibilities include, but are not limited to:

- To read, understand, and comply with Northwell Rentals Safety policy, safe work practices, procedures and rules.
- Carry out their work in a manner that will not create a hazard to their own safety and the health and safety of other employees.
- To wear the safety equipment and personal protective devices and clothing required by regulations and their employer, and properly maintain them. Workers are responsible to provide their own Class 1 steel toed boots where required.
- Ensure that machinery and equipment being used is safe and properly maintained, and that they are using the machinery and equipment correctly. **Only qualified personnel shall operate equipment or machinery.**
- Report any accidents, incidents, near misses and/or injuries, including personal injuries immediately to their supervisors.
- To understand that participation in on-going safety training seminars and courses during working hours are terms of employment.
- **Are obligated to refuse unsafe work when he/she believes the condition exists. If a refusal of work is due to unsafe conditions, the unsafe condition MUST be reported to the supervisor or manager immediately.**

### Worker's Responsibilities

Office Administrator responsibilities include, but are not limited to:

- Have a thorough knowledge and understanding of the company's Health and Safety Program, its Safe Work Practices, Procedures, and Rules.
- Use and maintain all safety equipment and personal protective equipment required by Northwell Rentals, and/or Occupational Health and Safety legislation.
- Report any unsafe acts or conditions which may be a source of danger to them, other workers, the public, or the environment.
- Report all incidents, injuries, and near misses to their immediate supervisors as soon as it is safe to do so.
- Ensure that all reasonable precautions and steps are taken to protect the safety of themselves, other workers, the public, and the environment.
- Attend and participate in all safety meetings as scheduled by supervisors and management.

### Office Administrator Responsibilities

Office Administrator responsibilities include, but are not limited to:

- Office Administrator answers the phones for the company. Follows all ERP planning, instruct all visitors to read the ERP plan and sign in on visitor's book, & invoicing.
- Report any unsafe acts or conditions to management as soon as reasonably practicable.

### Visitor's Responsibilities

Visitor's responsibilities include, but are not limited to:

- To sign in and out of worksites, including office locations.
- Follow the instructions of the site supervisor or personal escort. Never walk about a worksite unescorted.
- Wear personal protective equipment when required.
- To be aware of emergency response requirements for the site.

## Contractor Management Plan

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Northwell Rentals requires contractors to adhere to the general requirement of the OH&S Management System while at the location which they are performing work. The purpose of this plan is to establish guidelines to ensure that contractor's work in accordance with the Health & Safety Program within this company and all of its requirements so that neither the contractors nor Northwell Rentals employees are exposed to unnecessary hazards.

### **Northwell Rentals Responsibilities include:**

- Confirm that before any contractor enters the worksite or performs any work, they must have received orientation, read & signed the Rules & Regulations governing the work contract.
- Confirm that the contractor is informed of any hazards that could present themselves at the work site.
- Review the contractors pre-qualifications such as safety training documentation, a safety program, safety statistics and records of previous employment.
- Evaluate the contractor and the work being performed to confirm that responsibilities are as per this program & the Health & Safety Program of Northwell Rentals is.
- Implement safe work practices & procedures for the contractors employees regarding the worksite.
- Northwell Rentals is accountable for communicating the client's respective Alcohol & Drug Policy & Program to the contractor.

### **Contractors Responsibilities Include:**

Contractors are required to perform their work in a safe manner as to protect the health & safety of themselves, their employees, Northwell Rentals employees, the public & the environment.

- Comply with the Northwell Rentals Health & Safety Program and the legislative requirement which govern it.
- Use their own health & safety program provided, it is more stringent than that of Northwell Rentals, however if it does not surpass that of Northwell Rentals program, contractors shall follow that of Northwell Rentals.
- Read & sign the Contractor Work Agreement Form provided.
- Employees employed by the contractor shall adhere to the health & safety program set forth by Northwell Rentals.
- Participate in Northwell Rentals pre-job meetings, safety orientation & safety meetings. All contractors & their employees are mandatorily required to attend safety meetings & sign off prior to work commencing.
- Abide by Northwell Rentals company rules & site specific rules.
- Supply a letter or certificate to Northwell Rentals to show Workers Compensation coverage is current & the account is not in arrears. If work is frequently conducted on Northwell Rentals sites then a WCB clearance letter/certificate shall be required annually.
- Supply certification of Comprehensive General Liability insurance with coverage that is not less than \$5 000 000.00.
- Supply a certificate of Automobile Public Liability & Property Damage which covers all the motor vehicle the contractor is using during the course of work & is not less than \$3 000 000.00
- The contractor must adhere to the clients Alcohol & Drug Policy at all times while on the worksite.



## Contractor Management Checklist

Northwell Rentals is committed to maintaining a safe and healthy work environment through the active participation and support of Northwell Rentals Safety Program. As part of our commitment to this program, we must pre-approve those who may be providing us with sub-contract work.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Position of person completing form: \_\_\_\_\_

City, Province, Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Years in Business: \_\_\_\_\_

### **Insurance Requirements**

Northwell Rentals requirements are as follows: **(Must provide copies upon request)**

- \$3 000 000.00 General
- \$5,000,000 Automobile

Insurance company	Policy and/or account number

### **Workers Compensation Requirements**

Northwell Rentals requirements are as follows:

Account Number: \_\_\_\_\_ Industry Code: \_\_\_\_\_

Must provide copies of:

- WCB clearance letter
- Employer premium rate statement

### **Sub-Contractor Agreement**

Northwell Rentals believes that safety is a responsibility shared among owners, management, employees, subcontractors, suppliers, clients, and various regulatory agencies

All subcontractors engaged in work at Northwell Rentals worksites must perform their work equal to or exceeding industry standards. They will be held accountable for their Safety performance. Subcontractors are subject to periodic inspections of their operations by Northwell Rentals and are required to implement corrective actions as identified in inspections conducted on their work.

<b>Signature:</b>	<b>Date:</b>
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## Waste Management Policy


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Northwell Rentals supports the basic rules of reduce, reuse, and recycle in the workplace. Proper management of the waste generated at Northwell Rentals is an important part of our Health and Safety program.

All workers shall take the time to consider the ways they can help to reduce waste, and ensure that it is disposed of correctly and in a manner which will have the least impact upon the environment. We are committed to safeguarding our environment and will continue to look for ways we can improve our program through education, awareness, and active participation of all workers.

All workers are required to wear the appropriate personal protective equipment (gloves) when handling and storing waste. Through orientation, workers are trained in the basic rules of reduce, reuse and recycle in the workplace.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

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## Waste Management Program

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### **REDUCE**

The first step to waste management is the minimization of waste. The less we generate, the less we have to contend with. Each worker can incorporate the following into their daily tasks:

- Avoid purchasing products with excess packaging. Buy in bulk when possible.
- Maintain equipment in good working condition to reduce the fuel consumption and oil burn off.
- Use containers, spouts, funnels, etc. which reduce the potential for spillage. This reduces the amount of hazardous materials which may be lost.

### **REUSE**

When waste must be generated, before discarding it consider reusing it in one of the following ways:

- Clean filters and reuse
- Reuse boxes, pallets, packaging materials, and plastics
- Use both sides of paper, use discarded paper as scratch pads

### **RECYCLE**

Now that we have reduced our consumption, reused materials when and wherever possible, what remains should now be recycled.

Sort materials into groups and in approved safety containers. These can now be recycled at local facilities.

Recyclables include:

- Wood
- Aluminum
- Cardboard
- Batteries
- Oil, oil filters
- Paper
- Plastic

**When purchasing products, look for products made from recycled materials .**



## Working Alone Policy

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**Northwell Rentals at the present time does not have employees that work alone.**

Working alone applies if a worker is working alone at a work site and it is a hazard and assistance is not readily available if there is an emergency or the worker is injured or ill. At such time that a worker who has to work alone, the following will be followed. Whenever possible, workers will be dispatched in operator/scamper pairs. In the event that a worker must perform a task alone, the following precautions must be taken to ensure all risks are minimized and appropriate emergency response measures will be secured without delay.

- Ensure two way contact with designated check in person
- Determine method and time of check in prior to dispatching for task
- Verify that communication is effective. If electronic communication is not practicable or readily available at the work site, Northwell will provide a communication system consisting of a radio communication, landline or cellular communication or some other effective means of electronic communication that includes regular contact by the employer or designate intervals appropriate to the nature of the hazard associated with the workers work. The employer or other competent worker visits the worker or the worker contacts the employer or another competent worker. The visits or contact would be made at intervals of time appropriate to the nature of the hazard.
- Complete pre-job hazard assessment; check in plan and all other safety precautions warranted for working alone.
- When task is completed, worker must do a final check in before returning to base.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

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## Working Alone Program/Procedure

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In the Oilfield industry workers frequently work/travel alone. An effective system of communication is essential to ensure the continual well-being of these workers and will be supplied or a designate will be available.

The following will be used by all employees who will be working alone

- Assess the hazards
- Will be trained or experienced
- Use the proper PPE
- Establish safe work practices or procedures
- Have the provision of emergency supplies readily available
- Have proper communication available or designate
- Each worker will notify the on call person of his/her destination, approximate travel time and route prior to departure.
- Upon arrival at destination, the worker will contact the on call person via radio/cell to confirm arrival.
- The worker will state his/her approximate time on location and work to be performed. Additional calls will be made every two hour intervals for job tasks requiring several hours on location.
- If job task, delays, or other situations arise, the worker will immediately contact the on call person.
- Upon completion of the job task, the worker will contact the on call person. He/she will notify the on call person that they are leaving location and the time frame to return to base.



## Workplace Violence Policy

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Northwell Rentals is dedicated to building a working environment which is free from potential workplace violence. There is no person who has the right to administer violence or to tolerate violence.

Northwell Rentals will ensure that workers are instructed in the following.

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

Examples of workplace violence include, but are not limited to:

- Threatening behaviour such as shaking fists, destroying property or throwing objects;
- Verbal or written threats that express intent to inflict harm;
- Physical attacks;
- Any other act that would arouse fear in a reasonable person in the circumstances.

Northwell Rentals will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker reports an injury or adverse symptom resulting from workplace violence, or is exposed to workplace violence



Mike Scott (Manager)



Date

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## Workplace Violence Program

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### **Prohibited Conduct**

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee of the company that subjects another employee, client, or business associate of the company to workplace violence may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

### **Management Responsibilities**

For the purposes of this policy, as a supervisor or manager, you are responsible to:

- Act respectfully towards other individuals while at work and participating in any work-related activity
- Develop workplace arrangements that minimize the risk of workplace violence
- Promote a non-violent workplace
- Ensure that this policy is explained to all employees that you supervise or manage
- Identify training needs for employees
- Ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident
- Ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behaviour to the appropriate law enforcement agency
- Ensure the security and safety of all parties involved during an investigation of an incident of workplace violence.
- Ensure affected workers are provided with professional help if the situation warrants it.

### **Employee Responsibilities**

For the purposes of this policy, as an employee, you are responsible:

- To act respectfully towards other individuals while at work and participating in any work-related activity
- To ensure your own immediate physical safety in the event of workplace violence and to report the incident to a supervisor or manager as the situation warrants
- To co-operate with any efforts to investigate and resolve matters arising under this policy.

## Complaint Procedure

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Prior to filing a formal report of the incident a person subjected to workplace violence (the Complainant) should let their objections to the behaviour be known to the alleged offender (the Respondent). Directly or with the assistance of a third party.

- A Complainant may ask for support from the Corporate HR Manager to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.
- The Complainant should carefully record details of the incident including the date and time of the incident, the nature of the violence, and names of people who may have witnessed the incident. **This document is the Complainant's personal record and property.**
- The Complainant may choose to file a formal complaint that documents their concerns to the Corporate HR Manager.

### **Confidentiality**

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to Corporate HR Manager.

### **Non-Retaliation**

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.

## Alcohol and Drug Policy

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The company has established this drug and alcohol policy

- (a) To provide a safe workplace for its employees and those whose safety may be effected by the conduct of its employees, and
- (b) To ensure that its employees are treated fairly and with respect.

### **The Alcohol and Drug Policy is Important**

The use of drugs and alcohol may adversely affect the ability of a person to work in a safe manner. Employees at construction workplaces are often working independently and with equipment or material that pose a threat to the safety of the workforce and the property at the work place if handled without proper care and attention. This policy will remind employees of the risks associated with the use of drugs and alcohol and provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

By pursuing the purposes of the drug and alcohol work rule, the company is promoting

- (a) The safety and dignity of its employees,
- (b) The welfare of its employees and their families,
- (c) The best interests of the unions and employee organizations to which its employee belong, and
- (d) The best interest of the company, the construction industry and the public.



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Mike Scott (Manager)



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Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***

## Alcohol & Drug Abuse Program

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This policy is directed at protecting the health and safety of employees, customers and Subcontractors. Employees are made aware of the policy upon application for employment, and understood that the policy is not intended to constitute an invasion of privacy, or an attempt to detect matters unrelated to drug or alcohol abuse.

The Substance Abuse Program is administered by the General Manager and all matters pertaining to it are dealt with on a confidential basis.

It should be noted that Northwell Rentals Alcohol and Drug Policy was developed primarily in accordance with the Construction Owners of Alberta's "Alcohol and Drug Policy Canadian model for providing a Safe Workplace".

### **The Northwell Rentals Alcohol & Drug Policy is outlined below:**

#### **1.0 Alcohol and Drug Work Rule**

- 1.1 an employee of the company may not:
  - a) Use, possess or offer for sale alcohol and drugs while on company property or a company workplace
  - b) Report to work or work
    - (i) With an alcohol level that exceeds (40) forty milligrams of alcohol in one hundred millilitres of blood, breath, urine or saliva, or
    - (ii) With any drug level in blood, urine.
    - (iii) Or both.
  - c) Refuse to
    - (i) Comply with a request made a representative of the company under 2.3,
    - (ii) Comply with a request to submit to an alcohol and drug test made under 2.3.1
    - (iii) Provide a samples for an alcohol and drug test under 2.3.1
  - d) Tamper with a sample for an alcohol and drug test given
- 1.2 An employee complies with the alcohol and drug work rule if he or she is in possession while on company workplace of a prescription drug prescribed for him or her or a non-prescription drug and
  - a) The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacture of the drug the use of the prescription or non-prescription drug does not adversely affect the employee's
  - b) Ability to safely perform his or her duties, and
  - c) The employee has notified his or her supervisor or manager before starting work of any unsafe effects associated with the use of the prescription or non-prescription drug.

#### **2.0 Implementation of the Drug and Alcohol Work Rule**

##### **2.1 Education**

2.1.1 The company is committed to informing employees of the existence of this drug and alcohol policy and to taking such other steps as are reasonable to inform its employees of the risks associated with the use of drugs or alcohol and the assistance available under the company's employee assistance services program.

2.1.2 The likelihood that an employee will comply with the drug and alcohol work rule is increased if he or she knows the risks associated with the use of drugs and alcohol and the assistance available under the company's assistance services program.

##### **2.2 Possession of Drugs and Alcohol**

2.2.1 A representative of the company or the owner who has reasonable grounds to believe that an employee may not be in compliance with 1.1(a) of the drug and alcohol work rule must request an employee to confirm that he or she is in compliance with 1.1(a) of the drug and alcohol work rule and must explain to the employee why the request is being made or request the assistance of appropriate authorities to confirm compliance with 1.1(a) of the drug and alcohol work rule.



### **2.3 Accidents, Near Misses and Dangerous Incidents; Drug and Alcohol Screening**

2.3.1 A supervisor or a manager of an employee who **after consultation with the next level of management** concludes that there are reasonable grounds to believe that an employee was involved in an incident, a near miss or other potentially dangerous incident must request the employee to submit to a drug and alcohol test, immediately following the incident, near miss or other and must explain to the employee why the request is being made.

2.3.2 A supervisor or a manager of an employee need not request the employee to submit to a drug and alcohol test if the supervisor or manager, **after consultation with the next level of management**, concludes that there are reasonable grounds to believe that the use of drugs did not cause the incident, near miss or other potentially dangerous incident.

2.3.3 A supervisor or manager of an employee needs not request an employee to submit to a drug and alcohol test immediately after the employee was involved in an incident, near miss or other potentially dangerous incident if it is not practicable or reasonable to do so at a later time.

### **2.4 Alcohol and Drug Testing**

2.4.1 The company agrees to conduct "Alcohol Testing" in accordance with the Alcohol testing Program except where breath alcohol testing devices are not readily available.

2.4.2 The company agrees to conduct "Drug Testing" in accordance with the Mandatory Guidelines established by the Substance Abuse and Mental Health Services of Health and Human Services to assure the accuracy and confidentiality of test results.

2.4.3 By continuing his or her employment with the company the employee accepts the terms of this alcohol Drug and Alcohol policy and authorize the laboratory to provide the test results to the company or any person with legal authority to require the disclosure of the test results.

### **3.0 Consequence for Failure to Comply With the Drug and Alcohol Work Rule**

3.1 The company may discipline or terminate for cause the employment of an employee who fails to meet or comply with the Drug and Alcohol work rule. The appropriate consequences will be evaluated on a case-by-case basis and will not include but not be limited to the facts of the case, the nature of the violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

**Note 1.** At Minimum of a thirty day suspension procedure has been established internally by the company for those failing to comply with this policy.

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## **Employee Assistance Program**

The company encourages treatment for problems that affect your well-being and work performance. The company will encourage and assist, (but not give financial support) to those who develop such problems to seek the professional help necessary for their return to good health and productivity.

**AADAC – 1-866-332-2322**

All records created as a result of assistance referrals or treatment will be handled on a confidential basis and will not be included in the employee's regular personnel file.

Follow-up reports on the employee's progress will be requested from the treating agency and must indicate that rehabilitation is progressing satisfactorily. Any employee who fails to respond successfully to treatment may be subject to dismissal.

## Definitions

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### **4.0 In this Drug and Alcohol policy,**

- a) "Alcohol" means any substance that may be consumed and that has an alcohol content in excess of 0.5 percent by volume.
- b) "Drugs and Alcohol" means alcohol or drugs or both.
- c) "Drug and Alcohol work rule" means the drug and alcohol work rule set out in 1.1 of this drug and alcohol policy.
- d) "Catastrophic Incident" refers to incidents involving one or more of the following:
  - (i) multiple fatalities or disabling injuries
  - (ii) property damage exceeding \$500 million
- e) "Company Property" and "Company Workplace" means all real or personal property, facilities, land, buildings, equipment, containers, vessels, boats, and aircraft whether owned, leased, or used by the company and wherever it may be located.
- f) "Drugs" includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed treating physician, non-prescription medication lawfully sold in Canada and any drug paraphernalia
- g) "Employee" means any person on the company payroll
- h) "Manager" includes team leaders and other persons in authority

The health and safety of our employees, contractors, customers, the public and the environment is a prime concern of Northwell Rentals. The company recognizes that the use of alcohol, illegal and illicit drugs, as well as the misuse of medications and other substances, may have serious adverse effects on safety, job performance, and health. The objective of the company's Alcohol and Drug Policy is to minimize the safety and environmental risks associated with impaired performance due to substance use by employees and contractors of the company, while respecting the confidentiality and privacy of all individuals covered by the policy.

## Types of Testing

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### **Pre-Access (conducted only as required by the Northwell Rentals client):**

Workers performing Safety-Sensitive or Risk-Sensitive work must successfully complete an alcohol and drug test each 12 months. This requirement pertains to all company employees and sub-contractors or other workers in the employ of the company who perform fieldwork. Any type of drug or alcohol test including pre-access, reasonable cause or post incident testing may be used to satisfy this requirement. The intent of this test is to ensure all workers are tested prior to the start of work.

### **Reasonable Cause:**

Reasonable Cause testing will occur in all instances where drugs or alcohol or drug paraphernalia has been detected; where there are observable physical signs of impairment of a worker's ability to perform; or where reasonable grounds exist to suspect the involvement of drugs or alcohol by any person involved in an incident or accident. Reasonable cause testing must be carried out immediately once a determination has been made that cause exists, or as soon as reasonably practicable.

### **Post Incident:**

All workers performing all categories of work are subject to testing for drugs or alcohol after any significant incident as determined Northwell Rentals Testing may also be required at the discretion of Northwell Rentals for near-miss incidents or less serious incidents if they are considered to have significant potential for more serious consequences. Because post incident testing is an investigative procedure, testing is required even in the absence of direct evidence or suspicion of alcohol or drug misuse. It is recognized that it may not be possible to test an individual after an incident that renders him or her incapable of giving informed consent.

### **Test Administration**

All testing is the sole responsibility of the company. As a minimum, all testing will be conducted by outsourced contractors and will be conducted in accordance with the procedures set out by the Substance Abuse and Mental Health Services Administration.

## Alcohol & Drug Testing Procedure

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### **A&D Safety Sensitive Work**

This type of work will have both of the following characteristics:

- a key and direct employee role in an operation where impaired performance could result in a catastrophic incident affecting client, workers, subcontractors, customers, the public or the environment, and
- there is no direct or limited supervision available to provide frequent operational checks.

### **A&D Risk Sensitive:**

This type of work has a direct role in an operation where impaired performance could result in a catastrophic incident affecting the client, subcontractors, employees, the public or the environment.

### **A&D Non-Sensitive Work:**

This type of work includes all work not classified as Safety Sensitive or Risk Sensitive.

### **SUBSTANCE ABUSE TESTING**

The following substance abuse testing will apply to all company employees, company sub-contractors, visitors or other personnel employed in company worksites, as follows:

#### **Type Of Company Work**

Type of Test	Safety Sensitive	Risk Sensitive	Non-Sensitive
<b>Pre-access**</b>	X	X	
<b>Reasonable Cause</b>	X	X	X
<b>Post Incident</b>	X	X	X

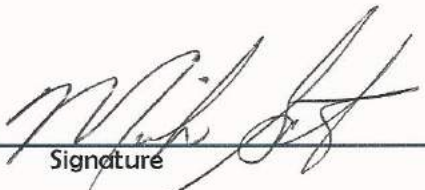
## Alcohol & Drug Testing Acknowledgement


Northwell Rentals will require the use of alcohol/drug testing, as is specified in the Alcohol & Drug Policy & Program. An employee's failure to comply with alcohol/drug testing, or otherwise found in violation of this policy, will be immediately suspended from the work and removed from the workplace pending investigation of the circumstances and will be subject to disciplinary action, up to and including termination.

### **Prescription and Non-Prescription Drugs**

Each employee must report to his/her supervisor the use of medically authorized drugs or substances that can impair job performance. Any employee taking prescribed medication must provide written medical authorization from a physician. Intentional misuse of prescription drugs is strictly prohibited. No worker shall report to work unfit due to the use or misuse of prescriptions drugs or over the counter medications.

**This is my consent & acknowledgement that should an Alcohol & Drug test be required, Northwell Rentals has my permission to complete the test.**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date



## Fatigue Management Policy

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Controlling fatigue in the workplace requires cooperation between employers and employees. Prevention is the best form of control, but is not always possible due to the number of factors that can cause fatigue. Not all of these factors are work related. Good management practices can assist in identifying fatigue. Employers have a duty to provide a workplace where, so far as is practicable, employees are not exposed to hazards.

Adopting a systematic approach to identifying, assessing and controlling hazards at work can be assisted by:

- Providing safe systems of work
- Information, instruction, training and supervision
- Consultation and cooperation.


Fatigue and stress are two common mental factors, which affect a drivers' ability to perform. When a driver finds they are in this condition or feeling sleepy, **they should not drive.**

Through in house training, Northwell Rentals will perform training on how to recognize fatigue, how to control fatigue and fatigue reporting. Northwell will ensure that work scheduling takes into account the employee needs, industry requirements and competitiveness and will ensure that scheduling is efficient. Northwell will ensure that when performing job rotation schedules, fatigue will have significant bearings on how long they work. For example, shift length, days off, ensure sufficient breaks.

Northwell Rentals will take into account the tasks that the workers are doing when designing the jobs. The jobs will be structured to minimize fatigue hazards of duration, repetition and monotony.

Northwell Rentals will ensure sufficient breaks in between shifts to ensure the worker has had a sufficient rest period. It is the responsibility of the worker to let the supervisor know of any fatigue issues that might be a hazard to the worker therefore allowing the supervisor to lessen the risk.

Northwells workers are not to operate a motor vehicle and/or heavy equipment while excessively fatigued. This attitude alone is considered a hazard and Northwell wants to ensure workers safety.



Mike Scott (Manager)



Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***

## Fatigue Management Program

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### **MEANING OF FATIGUE**

Fatigue is general term used to describe the feeling of being tired, drained or exhausted. Fatigue may be due to mental, physical or emotional reasons. It may affect the ability of an employee to carry out their duties in a safe manner. For example, fatigue has been identified as a major factor in transport accidents. Where fatigue may affect a person's ability to work safely it must be identified, assessed and controlled like other hazards in the workplace.

Fatigue can be caused by many factors in the workplace or a person's private life. Often a number of factors combine to increase fatigue to the point where a person may put their own or another person's safety at risk. As a result, both employers and employees have a role to play making sure any risks associated with fatigue are minimized.

Circadian Rhythms ("the body clock") are the body's natural rhythms that are repeated approximately every 24 hours. These rhythms regulate sleeping patterns, body temperature, hormone levels, digestion and many other functions. Depending on the time of day, the body is programmed for varying levels of wakefulness, body temperature, and so on.

Work schedules that require people to be awake and active at an inappropriate time in the cycle, or working for extended periods, cause disruptions to the body clock. These disruptions adversely impact on the quality of sleep, adversely impact on task performance and may also create a sense of personal dislocation and imbalance.

### **CAUSE OF FATIGUE**

Fatigue can result from a number of factors in the workplace or in a person's private life. Examples of the workplace include:

- Long and arduous work.
- Physical requirements of the job.
- Irregular and unpredictable working hours.
- Time of day when work is performed and sleep obtained.
- Mental stimulation of the job.
- Continual noise exposure.
- Poor workplace ventilation, lighting and design.
- Workplace climate.
- Continual vibration from equipment.
- Constant concentration on a fixed or moving point.
- Shift work.
- Excessive work schedules.
- Having more than one job.

Fatigue levels can also be influenced by health and emotional issues or by several of these factors in combination. Causes of fatigue can be identified by looking for signs and tracking down the causes. Open communication between employers and employees is necessary to help identify fatigue in the workplace.

### **EFFECTS OF FATIGUE**

- The most common effects associated with fatigue are:
  - Desire to sleep.
  - Lack of concentration.
  - Temporary memory loss.
  - Slowed reaction times.
  - Irritability.
  - Headaches and general body aches.
  - Mood swings.
  - Reduced physical strength and capabilities.
  - Reduced eye-hand coordination.
  - Poor judgment.
  - Effects of general health and well-being such as loss of appetite and weight and reduced immunity.
- There are a few indicators that show a person is tired and needs sleep such as:
  - Drowsy relaxed feeling
  - Blurred vision
  - Difficulty keeping eyes open
  - Excessive head nodding
  - Excessive yawning
  - Repeatedly moving off track if driving vehicles and plant.
- Any employer may identify fatigue by the following:
  - Increased employee irritability
  - Increased errors by the employee
  - Falling asleep at work
  - Increased employee absenteeism

### **STRADIGIES TO MANAGE FATIGUE IN THE WORKPLACE**

Controlling fatigue in the workplace requires cooperation between employers and employees. Prevention is the best form of control, but is not always possible due to the number of factors that can cause fatigue. Not all of these factors are work related. Good management practices can assist in identifying fatigue. Employers have a duty to provide a workplace where, so far as is practicable, employees are not exposed to hazards. Adopting a systematic approach to identifying, assessing and controlling hazards at work can be assisted by:

- Providing safe systems of work
- Information, instruction, training and supervision
- Consultation and cooperation.

## Modified Work Policy

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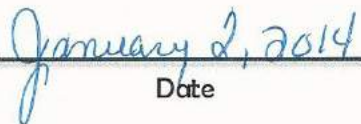
We at Northwell Rentals believe That Employees who have suffered a work related injury and are unable to perform their regular duties should be provided the opportunity to perform suitable (temporary) modified work. Further we are in agreement that such work should be performed at the employee's pre-injury, regular rate of pay. That the work performed is completed, in accordance with the WCB program guidelines, with the co-operation of the injured worker, and that of the injured worker's employer, Northwell Rentals.

The purpose of this policy intent is to assist in the rehabilitation and early return to work of the injured employee.

Northwell Rentals make their best effort when reasonably practicable to accompany and injured worker to the nearest Health Care Facility following an incident when a worker make become injured and needs medical attention.

At this point if modified duties are applicable, we will follow our Policy and Program for modified work.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

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## Modified Work Program

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

### **GOALS & OBJECTIVES OF THE PROGRAM**

- To facilitate the employee's rehabilitation to regular full time work.
- To provide temporary modified duties to the employee enabling him/her to resume job functions compatible with their limitations if unable to resume regular work duties.

### **BENEFITS OF MODIFIED WORK PROGRAM TO EMPLOYEE'S**

- enhances rehabilitation to pre-accident job position
- reduce any sense of estrangement or isolation from the workplace
- maintain contact with co-workers and friends
- provide gradual re-adaption to physical demands of the workplace
- maintain dignity and self-respect by remaining productive
- receive full wages and benefits

### **BENEFITS OF MODIFIED WORK PROGRAM TO EMPLOYER**

- assisting in an injured worker's rehabilitation process
- retaining skilled workers
- maintaining goodwill and employee relations
- retaining productivity
- Reducing accident costs
- reducing unnecessary lost time
- reducing cost of hiring and training replacement

### **WHAT DOES MODIFIED WORK NEED TO BE?**

- Achievable- given worker's injury, are able to physically do it
- Safe- your modified work plan should not endanger their recovery or safety or the safety of others
- Constructive-your modified work plan should contribute to your worker's skill development and their return to full duties
- Productive-your worker's duties should be meaningful to the organization.





## Fitness For Work Form

Company Contact \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Is committed to doing everything we can to achieve a successful recovery and return to work program for our injured employees. Our disability Management program is designed to help them return to work safely and at the earliest opportunity, using appropriate modified work alternatives when required.

We need your help! Please complete the fitness-for-work section at time of treatment and fax to the above number, or have our employee return it. A reporting fee of \$ \_\_\_\_\_ will be paid.

### **Authorization to Release Information (to be completed by injured worker)**

Injury: \_\_\_\_\_ Injury Date: \_\_\_\_\_

I hereby authorize my treating health care provider to release information related to my fitness for work.

Employee's name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

### **Fitness for work (to be completed by treating health care provider)**

Examination date: \_\_\_\_\_ Injury: \_\_\_\_\_

This worker is:  not capable of any work      How long? \_\_\_\_\_  
 fit for regular duties, no restriction  
 fit for modified work with the following recommendations:

Specific fitness recommendations and physical restrictions:

Sedentary     Light     Medium     Heavy    (see below for guidelines)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated date fit for regular work: \_\_\_\_\_ Next appointment: \_\_\_\_\_

Health care provider's name: \_\_\_\_\_

(Please print)

Payment address: \_\_\_\_\_

Health care provider's signature: \_\_\_\_\_

## Work Capabilities

### **Sedentary**

- Lifting 10 lbs maximum
- Occasional lifting and/or carrying
- Primarily sitting with occasional walking/standing

### **Light**

- Lifting 20 lbs maximum
- Frequent lifting and/or carrying up to 10 lbs
- May require walking/standing to a significant degree

- May involve sitting with pushing and pulling of arm and or leg controls

### **Medium**

- Lifting 50 lbs maximum
- Frequent lifting and/or carrying up to 20 lbs

### **Heavy**

- Lifting 100 lbs maximum
- Frequent lifting and/or carrying up to 50 lbs



Offer Of Modified Work

EMPLOYEE NAME: \_\_\_\_\_

In keeping with our policy to consider alternate suitable employment for any employee unable to perform their regular work due to injury, we are offering the following modified work placement.

The modified work position is \_\_\_\_\_

The duties you will be required to perform are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The hours of work will be from \_\_\_\_\_ to \_\_\_\_\_

The duration of modified work placement will be from \_\_\_\_\_ to \_\_\_\_\_

During the modified work placement your supervisor will be \_\_\_\_\_

Your rate of pay will be \_\_\_\_\_

It is expected you will only perform the duties outlined above. \_\_\_\_\_ will monitor your progress and meet you weekly to adjust your duties and/or length of placement as required based on your ability and relevant fitness information. If you have any difficulties performing the modified work, please notify your supervisor immediately.

Offer accepted \_\_\_\_\_ Offer rejected \_\_\_\_\_

Reason \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employer Signature: \_\_\_\_\_

**For WCB cases provide:** \_\_\_\_\_  
(Injured employee's WCB claim number OR date of accident and SIN or birth date)

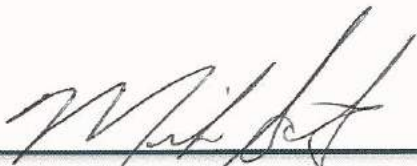
**Fax directly to WCB adjudicator/case manager, if known, or to (780) 427-5863.**

Name of employer contact: \_\_\_\_\_

## Firearms Policy

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The use, possession, demonstration, or transportation of firearms or other weapons is prohibited, while on Northwell Rentals business. This includes on any company premises, any company vehicle or mode of transportation, or on the job site of a customer, unless specifically authorized by Management. The provisions for search and to take custody any weapon, is identical to that defined under Searches Investigation and Tests of Alcohol, Illicit Drugs, and Banned Substances, and applies to this policy.



Mike Scott (Manager)



Date

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## Cell Phone Usage Policy

Talking on the phone and using applications such as email is a big part of your daily activities at Northwell Rentals. Our goal is to ensure that these daily activities don't distract anyone from driving and arriving in a safe manner.

If you have to take a call while on the road ensure the rules are followed:

1. If a call or use of an application is required, whether incoming or outgoing, you shall pull off the road (at an approach if possible) when it is safe to do so.
2. Stop, place vehicle in park, and then proceed with the phone call or other application.
3. Once the call or application has ended, signal and merge back onto the road once it is safe to do so.

If a cellular phone must be used, hands free devices and any other phone features (i.e. Bluetooth's, auto answer, auto dialling pre-sets) shall be used to limit driver distraction. **When providing services to a client, the client's cell usage policy will take precedent.**

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

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## Hazard Assessments & Controls Policy

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Northwell Rentals is ultimately committed to reduce losses in many areas including personnel, equipment, property, productivity, and the environment by thorough training in hazard identification, analysis, and control.

Northwell Rentals will never be able to eliminate all occupational hazards; however, we can manage these hazards to reduce negative impact on our organization, others we work with, the environment, and the public. Even though each work site and task is unique, workers are required to be thorough in the identification and control of hazards as well as continually assessing both new and existing tasks with the purpose of identifying and controlling hazards before they have an opportunity to cause injury or harm.

All hazards must be communicated to other workers and the immediate supervisor on site. All hazards must be controlled before any task is to be performed. In the event that a hazard cannot be effectively controlled, all work must cease to operate until the hazard is rectified.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

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## Hazard Identification & Control

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Proper hazard identification and control can only be achieved when workers are trained in what a hazard is, where hazards can be found, and how they can be eliminated or controlled.

Workers must begin to understand hazards by knowing these definitions.

### **Hazard**

A hazard is any act or circumstance which has the potential to cause accident, injury, or damage to workers, the public, the environment, or property.

### **Hazard Assessment**

Hazard assessment involves the identification of potential and actual hazards which may be present while performing an operation, task, or job. Hazard assessments are done prior to starting work on each jobsite. All workers names and participation in the process must be on the hazard assessment form or tool box meeting.

Hazard assessments must be repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, when a work process or operation changes, or before the construction of a new work site, or significant additions or alterations to a work site.

### **Incident**

May be defined as an event that could or does result in unintended harm or damage.

Incidents are usually divided into two categories. Those that could have caused harm or damage but did not are often called **no-loss incidents** (or near-miss incidents). Those that do cause harm or damage are often called **loss-type incidents**.

### **Inspection**

An inspection is a planned tour of any worksite with the specific purpose of identifying acts and conditions which may be unsafe. Inspections provide information in determining the level of worker compliance with the Health and Safety Program in its' entirety.

### **Risk**

Each hazard can be evaluated for risk by considering the potential for occurrence and the potential severity.

## Step 1 – Identify Hazards

Hazard identification begins by carefully evaluating the main sources of hazards in the workplace (people, worksite, equipment & tools, and materials) and asking questions about what could happen. A proper hazard identification will show what could happen before it does happen and allow for implementation of proper control measures to reduce the risk of incident or injury.

Before performing any job or task, hazards must be identified. All workers involved in the job or task should be assembled and the scope of the job reviewed. A hazard identification checklist shall be completed and these questions will be asked and answered:

### Workers

- Are they properly trained for the task? Do they have the skills?
- Do workers know the safe work practices associated with the task?
- Are they physically and emotionally able to complete the task?
- Could workers get caught, struck, pinched, ill, injured, or fall during the performance of the task?
- Is there proper supervision of workers?

### The Worksite

- Is the area clean and orderly?
- Are there extreme or adverse weather conditions?
- Is there excessive vibration or noise?
- Is there sufficient lighting?
- Is the air free from dust and fumes?
- Is there risk to the public?

### The Equipment & Tools Which Are Used

- Do tools meet applicable safety standards?
- Is there appropriate PPE available? Is it being used?
- Are the correct tools being used? Are tools inspected prior to use?
- Are workers trained in use of equipment and tools being used?
- Is there proper storage of equipment and tools?
- Are tools maintained according to the maintenance program?
- Is there a lock out / tag out program in effect?
- What emergencies could occur?

### The Materials Which Are Used

- What harmful materials are workers exposed to?
- Are WHMIS & TDG regulations in place?
- Have appropriate MSDS been reviewed?
- Are there electrical hazards?
- Are there biological hazards?
- Have products been purchased, shipped, and received according to policy?
- What potential material emergencies could occur?
- Are materials proper and safe for job?
- Is there appropriate PPE available? Is it being used?

Before beginning any job or task, every worker who is involved in the performance of work should be assembled and the overall scope of the job reviewed. Using a hazard identification checklist, the following questions will be asked:

- Are workers properly and competently trained for the task?
- Are the workers familiar with the safe work practices associated with the task?
- Are workers fit for work (emotionally and physically)?
- Is there proper supervision for all workers?
- Is the worksite clean, well lit, and well ventilated?
- Are there extreme weather conditions?
- Is there any risk to third parties?

- Are the appropriate tools available for the task?
- Are the tools maintained in accordance with manufactures standards?
- What emergency could potentially occur?
- Are WHMIS and TDG regulations in place? The employer must have a procedure to ensure a MSDS sheet is prepared for a controlled product produced, manufacture, or used at a work site.
- The employer must have a procedure to ensure that a controlled product is used, stored, handled, or manufactured at a work site in accordance with WHMIS
- The employer must have a procedure to ensure that a controlled product or its container at a work site has a supplier label or a work site label on it.

## Step 2 – Rank Hazards

Hazards must be controlled in order of risk. We can estimate the hazards risk potential by considering the degree of loss (human and property / equipment) and assigning the risk one of the following risk groups:

- 1) **IMMINENT DANGER** – death, widespread illness, major property / equipment damage.
- 2) **SERIOUS** – severe injury, serious illness, moderate property / equipment damage.
- 3) **MINOR** – minor injury, illness, or minor property / equipment damage.
- 4) **ACCEPTABLE** – negligible injury (first aid or less)
- 5) **N/A** – not applicable

1. POTENTIAL CONSEQUENCES (SEVERITY) What is the worst consequence possible?				
CATEGORY	CONSIDERATIONS			
	Health / Safety	Public Disruption	Financial Impact	Environment al Impact
<b>I</b> Imminent Danger	Fatalities / Serious impact on public	Large community	Corporate	Major / extended duration / full scale response
<b>II</b> Serious	Serious injury to personnel / limited impact on public	Small community	Division	Serious / significant resource commitment
<b>III</b> Minor	Medical treatment for personnel / limited impact on public	Minor (families)	Department	Moderate / limited response of short duration
<b>IV</b> Negligible/OK	Minor impact on personnel / first aid	Minimal to none	Other	Minor / little or no response needed

2. PROBABILITY (FREQUENCY) How often could it occur?				
A	B	C	D	E
Likely to occur immediately. Possibility of repeated incidents.	Likely to occur soon. Possibility of isolated incidents.	Possibility of occurring sometime.	Not likely to occur	Unlikely to occur. Practically impossible.

3. RISK ASSESSMENT MATRIX Define risk and look for suggested action!						
	A	B	C	D	E	
<b>I</b>	1	2	5	6	10	10.5
<b>II</b>	3	4	7	11	15	
<b>III</b>	8	9	12	16	18	
<b>IV</b>	13	14	17	19	20	
<p><b>Class A Hazard</b> – High Risk, All hazards that fall into the risk assessment of 1 to 5</p> <p><b>Class B Hazard</b> – Medium Risk, All hazards that fall into the risk assessment of 6 to 10</p> <p><b>Class C Hazard</b> – Lower Risk, All hazards that fall into the risk assessment of 10.5 to 18</p> <p><b>Class D Hazard</b> – Minimal Risk, All hazards that fall into the risk assessment of 19 to 20</p>						



4. CLASS AND SUGGESTED ACTION			
	Results of Risk Matrix	Suggested Action	Timing for Corrective Action
<b>A</b>	Likely to cause serious or permanent disability, loss of life or catastrophic structural damage	Stop work. Consider termination, treatment or transfer to manage risk	Immediate action is required
<b>B</b>	Likely to cause serious injury with temporary disability or disruptive property damage	Consider treatment or transfer to manage risk	Action is required within 24 hours
<b>C</b>	Likely to cause minor, non-disabling injury and non-disruptive property damage	Consider treatment to manage risk	Action is required, but not immediately necessary
<b>D</b>	Unlikely for loss to occur	Tolerate risk and continue work	No action is required

### Step 3 – Controlling Hazards

There are a wide variety of hazards which workers are exposed to in the course of their day. Some of these hazards can be eliminated, others cannot. Northwell Rentals has identified five approaches to effectively controlling hazards in the workplace:

- 1) **Elimination** - Remove the hazard from the worksite. This is effective when the hazard is a piece of faulty equipment, a sharp or protruding object, fumes, etc.
- 2) **Substitution** - Replace the source of the hazard with a safe option. Purchase materials which are less toxic, or tools with enhanced safety features.
- 3) **Administrative Controls** - These controls include practices such as good housekeeping, safe work practices and procedures, permitting programs, monitoring workers, etc. Administrative controls are a useful tool but must be closely monitored to ensure their effectiveness.
- 4) **Engineering Controls** - Design control measures taken during the developmental stage of a project. Installing additional lighting, making changes to procedures or processes, installing barriers, roll cages, warning devices, etc.
- 5) **Personal Protective Equipment** - The last line of defense when Elimination, Substitution, Administrative Controls, and Engineering Controls fail to provide sufficient protection from hazards. PPE includes hearing protection, CSA approved boots, hard hats, etc. and should only be provided to workers in conjunction with suitable training on its' use and care.

Hazards identified in the hazard assessment process must be controlled using one or more of the control approaches. Implementation of control measures must be clearly defined and assigned to a specific person who will be held accountable. Follow up must be done to ensure that hazard has been satisfactorily controlled. Use the '**Hazard Assessment Checklist**' for each task to ensure safety. If no hazard assessment exists, one must be completed before beginning task.

General rules for ensuring a safe workplace:

- Maintain good housekeeping at all worksites
- Inspect tools and equipment, and PPE prior to each use
- Perform a hazard assessment for each task
- Follow established safe work practices & procedures
- Report incidents & hazards promptly!

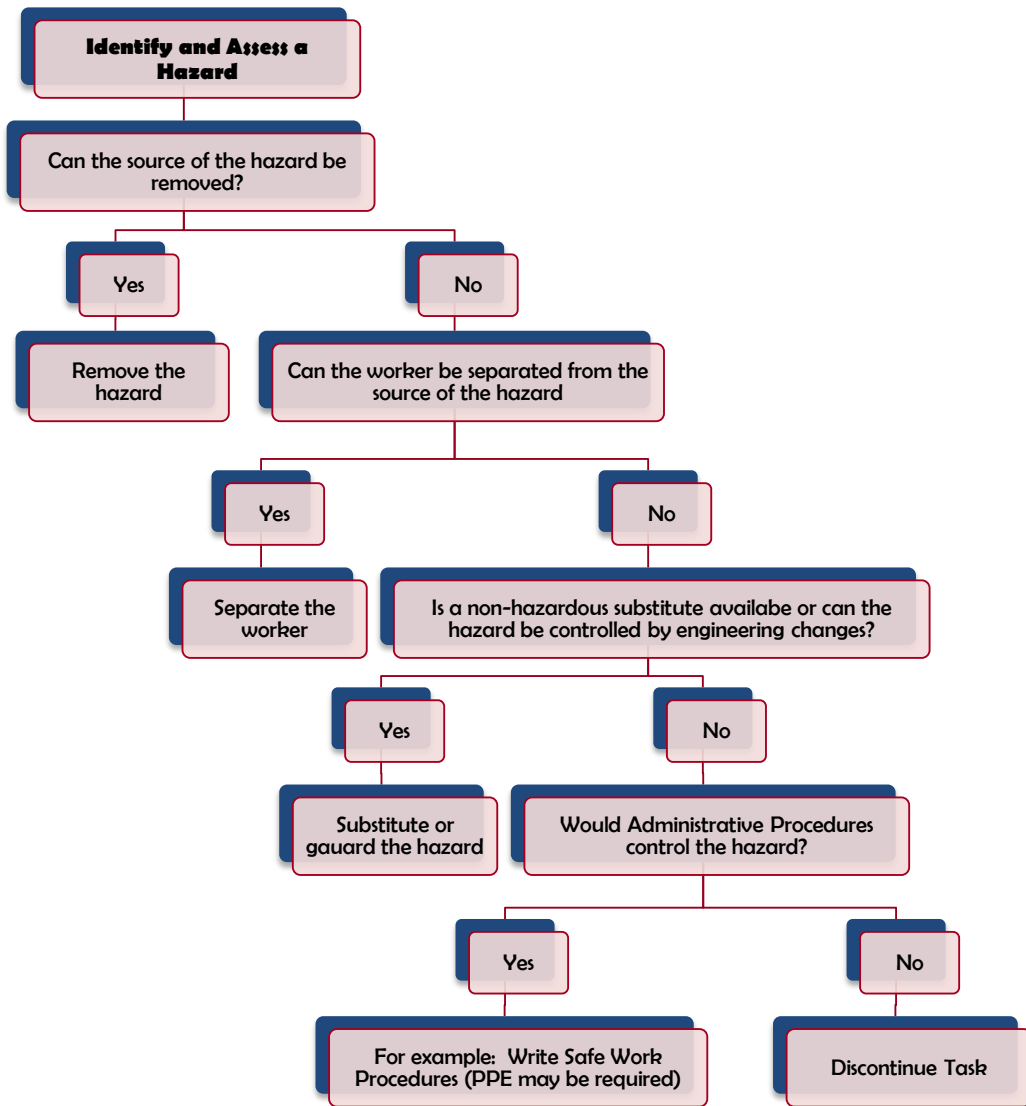
An Employer must make employees or workers aware that if a workers clothing/ and or skin is contaminated with a flammable or combustible liquid, the worker must:

- Avoid any activity where a spark or open flame may be created or exists,
- Remove the clothing and
- Ensure the clothing is decontaminated before it is used again. If a workers skin is contaminated, the worker must wash the skin at the earliest time.

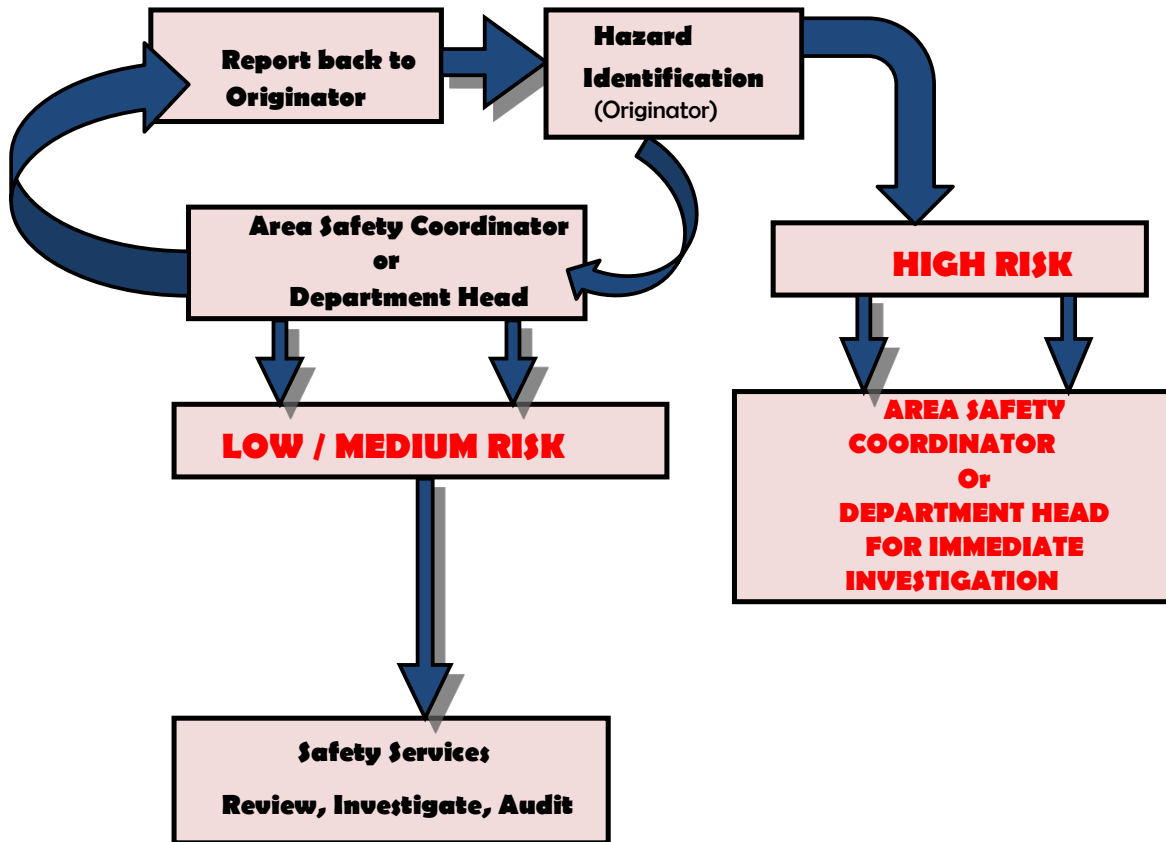


Flow Chart – How To Control A Hazard

The identification of hazards in the workplace is achieved by the use of the job hazard analysis. The hazard control action plan must be completed and implemented whenever an existing work process has been assessed as hazardous to employees.



**Hazard Reporting and Accountability Flow Chart**





**DAILY PRE-JOB HAZARD IDENTIFICATION**

Job To Be Done \_\_\_\_\_

Procedure Number(s): \_\_\_\_\_

**Risk Level 1. HIGH 2. MEDIUM 3. LOW 4. N/A**

<b>HAZARDS IDENTIFIED</b>	<b>RISK LEVEL</b>	<b>WHAT COULD HAPPEN</b>	<b>CONTROL MEASURES</b>

PPE To Be Used \_\_\_\_\_

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## WHMIS Program

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If a controlled product is a hazardous waste generated at the work site, Northwell Rentals ensures that it is stored and handled safely using a combination of:

- any means of identification, and
- instruction of workers on the safe handling

Northwell Rentals will ensure that a worker who works with or near a controlled product is trained in the content required to be on a supplier label and a work site label and the purpose and significance of the information on the label, the content required to be on a material safety data sheet and the purpose and significance of the information on the material safety data sheet, procedures for safely storing, using, and handling the controlled product, and the procedures to be followed in case of an emergency involving the controlled product.

Northwell Rentals will have a procedure to ensure that a controlled product or its container at a work site has a supplier label or a work site label on it.

Northwell Rentals does maintain a Material Safety Data binder for each area that controlled products are used, stored, and handles at the work sites in accordance with Part 29 of the OHS Code.

When Northwell Rentals acquires a controlled product for use at a work site they will obtain a supplier material safety data sheet for that controlled product. Northwell Rentals does ensure that the material safety data sheet is readily available at a work site to workers who may be exposed to a controlled product.

## WHMIS Responsibilities

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### Employers

- The employer must ensure that a controlled product is used, stored, handled or manufactured at a work site in accordance with OHS legislation.
- The employer must ensure that a worker who works with or near a controlled product or performs work involving the manufacture of a controlled product receives proper training in labeling and handling procedures.
- The employer must ensure WHMIS MSDSs are up-to-date meaning that they are no more than three years old. An employer must also ensure that the MSDSs are provided for all controlled products and made readily available at the worksite.

### Supervisors

- The supervisor must maintain a hazardous substance inventory for the regulated hazardous materials encountered on the worksite.
- Supervisors must have a corresponding, current MSDS readily available to all employees. An MSDS expires after three years and must be renewed at the three – year point. Or, if the MSDS is unchanged, the manufacturer can supply written confirmation of this and the existing MSDS is extended by attachment of the written notice.
- Supervisors must ensure that all personnel handling or exposed to controlled products has adequate and current WHMIS training.

### Workers

- Workers must participate in WHMIS training provided by their employer.
- Workers must comply with all relevant OHS WHMIS legislation.

## WHMIS Labels

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The WHMIS label from a supplier has a distinctive border with square corners, and one or more of the hazard symbols.

It also contains:

- A PRODUCT name
- A SUPPLIER name

A statement that the MSDS is available and except on very small container

- The RISK
- The PRECAUTIONS
- The FIRST AID, where applicable

The supplier label is attached to each container, either before shipment or immediately after it is unloaded at your receiving dock. Under normal circumstances, company employees, owner/operators or subcontractor shall not accept delivery of any controlled product unless a supplier label is attached. **WHMIS is not a color coded system.**

Under exceptional circumstances the Fleet Supervisor, may accept delivery or unmarked containers, but they shall be stored and not used until such time that a proper supplier label or work site label has been attached to the outside of containers.

For bulk products (such as diesel fuel) the Fleet Supervisor, should ask the supplier to provide supplier labels, which the Fleet Supervisor shall affix the container on company property. For example, a bulk fuel supplier who brings "diesel fuel" supplier labels to a location on which a company rig or other equipment is operating and the Fleet Workplace labels may have to be developed at the site.

WHMIS legislation requires that workplace labels contain the following information:









- The Product name
- Information regarding the safe handling of the product
- The reference to the
- MSDS

Although the company shall endeavor to use standardized workplace labels, such labels need not be commercially obtained. Workplace labels may be written on plain paper and then attached to the container or written directly onto the container providing the label is durable and legible at all times.

The following worksite containers should have a WHMIS label:

- Chemical Mixing Barrels/Storage Barrels
- Accumulator Fluid Reservoirs
- Diesel and Gasoline Tanks
- Lubricant Storage Tanks
- Chemical Baths for cleaning parts using acids and alkali
- Varsol Storage Tanks
- Storage of used oils, glycol, varsol and other refined oil products
- Propane Cylinders

**This list is not exhaustive. If a container with controlled produce is not labeled, inform the Client who will develop a worksite label. (Ref. Alberta OH\$ Code 2009 §398)**

Class	Symbol	Risks	Precautions
<b>CLASS A</b> Compressed Gas		<b>MATERIALS WHICH ARE NORMALLY GASEOUS KEPT IN A PRESSURIZED CONTAINER</b> <ul style="list-style-type: none"> <li>• Could explode due to pressure</li> <li>• Could explode if heated or dropped</li> <li>• Possible hazard from both the force of explosion and the release of contents</li> </ul>	<b>ENSURE CONTAINER IS ALWAYS SECURED</b> <ul style="list-style-type: none"> <li>• Store in appropriate designated areas</li> <li>• Do not drop or allow to fall</li> </ul>
<b>CLASS B</b> Flammable and Combustible		<b>MATERIALS WHICH WILL CONTINUE TO BURN AFTER BEING EXPOSED TO A FLAME OR OTHER IGNITION SOURCE</b> <ul style="list-style-type: none"> <li>• May ignite spontaneously</li> <li>• May be a material which will release flammable products if allowed to degrade or when exposed to water</li> </ul>	<b>STORE IN PROPERLY DESIGNATED AREAS</b> <b>WORK IN WELL VENTILATED AREAS</b> <ul style="list-style-type: none"> <li>• Avoid heating</li> <li>• Avoid sources of sparks / flames</li> <li>• Ensure electrical sources are safe</li> </ul>
<b>CLASS C</b> Oxidizing Material		<b>MATERIALS WHICH CAN CAUSE OTHER MATERIALS TO BURN OR SUPPORT COMBUSTION</b> <ul style="list-style-type: none"> <li>• Can cause skin or eye burns</li> <li>• Increase fire and explosion hazard</li> <li>• May cause combustibles to explode or react violently</li> </ul>	<b>STORE IN AREAS AWAY FROM COMBUSTIBLES</b> <b>WEAR BODY, HAND, FACE AND EYE PROTECTION</b> <ul style="list-style-type: none"> <li>• Store in proper containers which will not rust or oxidize</li> </ul>
<b>CLASS D, Div 1</b> Toxic Immediate and Severe		<b>POISONS / POTENTIALLY FATAL MATERIALS WHICH CAUSE IMMEDIATE AND SEVERE HARM</b> <ul style="list-style-type: none"> <li>• May be fatal if ingested or inhaled</li> <li>• May be absorbed through the skin</li> <li>• Small volumes have a toxic effect</li> </ul>	<b>AVOID BREATHING DUST OR VAPOURS</b> <b>AVOID CONTACT WITH SKIN OR EYES</b> <ul style="list-style-type: none"> <li>• Wear protective clothing which is effective against fumes and vapours</li> <li>• Wear face and eye protection</li> <li>• Work in well ventilated areas and wear breathing protection</li> </ul>
<b>CLASS D, Div 2</b> Toxic Long Term / Concealed		<b>MATERIALS WHICH HAVE HARMFUL EFFECTS AFTER REPEATED EXPOSURES OR OVER LONG PERIODS OF TIME</b> <ul style="list-style-type: none"> <li>• May cause death or permanent injury</li> <li>• May cause birth defects or sterility</li> <li>• May cause cancer</li> <li>• May be sensitizer causing allergies</li> </ul>	<b>WEAR APPROPRIATE PERSONAL PROTECTION</b> <b>WORK IN A WELL VENTILATED AREA</b> <ul style="list-style-type: none"> <li>• Store in appropriate designated areas</li> <li>• Avoid direct contact</li> <li>• Use hand, body, face and eye protection</li> <li>• Ensure respiratory and body protection is appropriate for the specific hazard</li> </ul>
<b>CLASS D, Div 3</b> Toxic Biohazardous / Infectious		<b>INFECTIOUS AGENTS OR A BIOLOGICAL TOXIN CAUSING A SERIOUS DISEASE OR DEATH</b> <ul style="list-style-type: none"> <li>• May cause anaphylactic shock</li> <li>• Includes Viruses, Yeasts, Moulds, Bacteria and Parasites which affect humans</li> <li>• Includes fluids containing toxic products</li> <li>• Includes cellular components</li> </ul>	<b>SPECIAL TRAINING REQUIRED WORK IN DESIGNATED BIOLOGICAL AREAS WITH APPROPRIATE ENGINEERING CONTROLS</b> <ul style="list-style-type: none"> <li>• Avoid forming aerosols</li> <li>• Avoid breathing vapours</li> <li>• Avoid contamination of people / area</li> <li>• Store only in special designated areas</li> </ul>
<b>CLASS E</b> Corrosive Materials		<b>MATERIALS WHICH REACT WITH METALS AND LIVING TISSUE</b> <ul style="list-style-type: none"> <li>• Eye and skin irritation on exposure</li> <li>• Severe burns/tissue damage on longer exposure</li> <li>• Lung damage if inhaled</li> <li>• May cause blindness if eyes contacted</li> <li>• Environmental damage from fumes</li> </ul>	<b>WEAR BODY, FACE AND EYE PROTECTION</b> <b>USE BREATHING APPARATUS</b> <ul style="list-style-type: none"> <li>• Ensure protective equipment is appropriate</li> <li>• Work in well ventilated area</li> <li>• Avoid all direct body contact</li> <li>• Use appropriate storage containers and ensure proper non-venting closures</li> </ul>
<b>CLASS F</b> Dangerously Reactive		<b>MATERIALS WHICH MAY HAVE UNEXPECTED REACTIONS</b> <ul style="list-style-type: none"> <li>• May react with water</li> <li>• May be chemically unstable</li> <li>• May explode if exposed to shock or heat</li> <li>• May release toxic or flammable vapours</li> <li>• May vigorously polymerize</li> <li>• May burn unexpectedly</li> </ul>	<b>HANDLE WITH CARE AVOIDING VIBRATION, SHOCKS AND SUDDEN TEMPERATURE CHANGES</b> <ul style="list-style-type: none"> <li>• Store in appropriate containers</li> <li>• Ensure storage containers are sealed</li> <li>• Store and work in designated areas</li> </ul>

## Material Safety Data Sheets (MSDS)

A MSDS sheet for all controlled products used at the worksite must be available for the workers to review. The MSDS information must not be older than 3 years. Be sure you are using current information. MSDS must contain the following sections of information:

<b>Section</b>	<b>Description</b>
1. Product Identification and Use	Includes the manufacturer's and supplier's name, address, and telephone numbers, the product identifier, and product use. A distributor buying a controlled product for resale does not have its own identification on the MSDS.
2. Hazardous Ingredients	Provide a list of chemical identifications of all controlled products and related concentrations. A concentration expressed as a percentage is generally by weight.
3. Physical Data	Includes the physical properties of the controlled product such as color, density, boiling point, melting point, etc.
4. Fire or Explosion Hazard	Provides information such as the flammability limit, upper and lower explosive limits and means of extinction
5. Reactivity Data	Include the unstable conditions of the material, the names of incompatible substances, and the hazardous decomposition products
6. Toxicological Properties	Provide information on the possible health effects of the product from acute or chronic exposure, exposure limits, and names of toxicologically synergistic products
7. Preventative Measures	Provide the required PPE, specific engineering controls, emergency procedures, waste disposal and storage and shipping measurements
8. First Aid Measures	Includes specific first aid measures for workers.
9. Preparation Information	Provides the name and telephone number of the group preparing the MSDS and the date of preparation

(Ref. Alberta OHS Code 2009 s405, s406)



## Transportation of Dangerous Goods

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Northwell Rentals at the present time does not haul Dangerous Goods, but at such time that they may, Northwell will provide training by a qualified trainer to all employees upon hire.

And during orientation the TDG course will instruct all employees that where there is an accidental release of dangerous goods in excess of a prescribed quantity or concentration occurs, it shall be reported immediately to the proper authorities. Northwell training according to ACSA program that the consignor must determine the classification of the dangerous goods. The training will address the keeping of documentation for two years after the date the consignor ensured that the carrier, on entry into Canada had a shipping document or was given an electronic copy of one, and within 15 days after the day on which the consignor receives a written request from an inspector.

A person must not offer for transport, transport or import a means of containment that contains dangerous goods safety mark is displayed on it.

A person 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 including handling, there will be no accidental release of dangerous goods that could endanger the public safety.

### **Load Securement**

A person must load and secure 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 transport that could lead to an accidental release of the dangerous goods.

A driver or carrier must ensure that cargo transported by a commercial vehicle 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 shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

For Provincially regulated companies- A driver shall not during the driver's work shift exceed 13 hours of driving time, or drive at any time after the driver has been on duty for 15 or more consecutive hours.

## Respiratory Code Of Practice

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Northwell Rentals personnel have exposure to a wide range of potentially hazardous substances including toxic gas, mists, paints and other particulates which require some form of respiratory protection. This code of practice will provide the process used to select, use and maintain respiratory protective equipment.

This code of practice is to be used in conjunction with MSDS Sheets, work instructions and safe work practices to identify specific job hazards.

### **APPLICABLE REGULATIONS**

#### **OH & S**

- Identify requirement to develop a respiratory code of practice.
- Identifies requirements for training in the selection, fitting, use, maintenance and storage of respiratory protective equipment. **Canadian Standards Association (C.S.A.)**

#### **Specifies standards for:**

- Respiratory Protective Equipment. Z94.4-93
- Breathing Air Quality/Compression. CAN3 Z180.1
- Pressure Cylinders B339-96

#### **Work Group; That Code Of Practice Applies To:**

- Welder's Helpers
- Shop Personnel
- Painters
- Welders
- Supervisors

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## Guide For Respiratory Selection

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#### **Air supplied respirators will be worn:**

- When an oxygen deficiency exists below 19.5%
- When the concentration of the contaminant is immediately dangerous to life and health (IDLH).
- When the concentration of the contaminant is unknown.
- When the contaminant has poor warning properties.
- For emergency rescue situations.

SUBSTANCE	OEL	IDLH	Air Purifying Respirator Recommended	Comments
Asphalt	5mg/m <sup>3</sup>	----- ---	Half mask with organic vapor cartridge and dust/mist /fume pre filter/yellow	
Benzene	1 ppm	1000 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Calcium Hydroxide	5mg/m <sup>3</sup>	----- ----	Full face mask with HEPA filter/purple	Corrosive to skin and eyes
Carbon Monoxide	25 ppm	1500 ppm	Not allowed	Poor warning properties
Caustic Sodium Hydroxide	2mg/m <sup>3</sup>	10mg/m <sup>3</sup>		
Citrasolve Ethylene glycol monobutyl ether	25 ppm		Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Citric Acid				
Condensate	10 ppm		Not allowed	Poor warning properties
Diluent	10 ppm		Not allowed	Poor warning properties
Foambrak Cdf 1085	100 ppm		See Kerosene	
Formic Acid	5 ppm	30 ppm	Full face mask with organic vapor cartridge and dust/mist/fume pre filter/yellow (only use when levels are monitored below 5ppm.	Monitoring of vapor concentration must take place at all times.
Flush off Ethylene glycol monobutyl ether	25 ppm		Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Gasoline	300 ppm		Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Hydrogen Chloride Hydro Chloric acid	5 ppm	100 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Hydrogen Fluoride Hydro Floric acid	3 ppm	30 ppm	Full-face mask with organic vapor cartridge and dust/mist/fume pre filter/yellow <b>(Only allowed when circulating the acid in a closed system. To be used for escape purposes only.)</b>	Low IDLH
Hydrogen Sulphide	10 ppm	100 ppm	Not allowed	Poor warning properties
Kerosene	100 ppm			
Liquid Petroleum gas (LPG)	1000 ppm	1900 ppm	Not allowed	Warning properties unknown.

Methanol	200 ppm	2500 ppm	Not allowed	Poor warning properties short service life
Naphtha	500 ppm	10000 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Oil Mist	5mg/m3		Half mask with HEPA filter/purple	
Pentrax				
Silica Sand.	0.05 mg/m3		Half mask with HEPA filter/purple	
Soda Ash				
Sulfuric Acid	.35mg/m3	80mg/m3	Full face with HEPA/acid gas/purple & white	
Sulphur Dioxide	2 ppm	100 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Toluene	50 ppm	2000 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Trisol	100 ppm			
Varsol	100 ppm	5000 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
Welding fumes	5mg/m3		Half mask with HEPA filter/purple	
Xylene	100 ppm	1000 ppm	Half mask with organic vapor cartridge and dust/mist/fume pre filter/yellow	
<p><b><u>NOTE: This is not a complete list of all the respiratory hazards that may be encountered at the worksite. Always see the appropriate MSDS, procedure and respiratory selection guide to determine the proper respiratory protection.</u></b></p>				

**NOTE: There may be occasions where there is a combination of substances. If this occurs, the respirator chosen, should be capable of providing adequate protection from the combine chemical hazards.**  
**Contact the Area Safety Advisor for help in the selection process if you are unsure of what is required.**

### **MEDICAL ASSESSMENT**

- A medical questionnaire is to be completed by all employees requiring respiratory protection. The Human Resources Department will determine if further assessment is required by a physician.
- All employees requiring respiratory protection will be assessed for fitness to wear a respirator as follows:
- At the time of the orientation or
- At the time of the fit testing or
- At any time the employee requires repeat fit testing.

### **FIT TESTING**

- The Human Resources department will ensure that all required personnel are fit tested and that records are maintained.
- In the fourth quarter of each year, a check will be made by the program administrator to ensure that all personnel are fit tested.
- An **employee** is responsible for requesting a re-test if he has a change in facial shape (i.e. new dentures, broken jaw and significant weight gain or weight loss).

### **TRAINING**

- The program administrator will ensure that:
- All personnel required to wear respiratory protection must be trained for both self-contained breathing apparatus and air purifying types. The training program will include:
- The nature and effects of respiratory hazards to which the person may be exposed.
- An explanation of the operation limitations, and capabilities of the selected respirators
- Instructions in procedures for the inspection, donning and removal, checking the fit and seals, and in wearing the respirator. Sufficient practical experience shall be provided to enable the person to become thoroughly familiar and confident with the use of the respirator.
- Proper maintenance and storage of the respirator
- Emergency situations involving the use of different respirators or the malfunction of respirators
- Refresher training including both instruction and practise once a year
- The training department will maintain records of the training

Respiratory-protective equipment varies in design, application and protective ability but falls into one of the following main groups:

### **Air Supplied**

- self-contained breathing apparatus
- supplied-air breathing apparatus

### **Air Purifying**

- vapour and gas-removing respirators
- particulate-removing respirators

### **AIR SUPPLIED - Self-Contained Breathing Apparatus (SCBA)**

SCBAs are air-supplied respirators that require the user to carry the air supply, thus providing unlimited mobility. However the air supply is limited to the amount of air in the SCBA cylinder, the worker's physical fitness, and the degree of physical activity.

#### **Only use SCBA; that:**

- have at least a 30 minute rating
- provide full face protection
- provide positive pressure in the face piece

### **Supplied Air Breathing Apparatus**

Supplied Air masks receive air through a supply hose that is connected to compressed breathing air cylinders. These respirators are much lighter than SCBA units and are not restricted to the amount of air the user is able to carry. However, the length of air hose restricts the user's movement and the user has to return to a safe atmosphere by retracing the entry route.

#### **Only use SABA; that:**

- Are equipped with an auxiliary air supply (egress cylinder) which provides air to escape if the primary system fails.
- Operates with an inlet air supply of 414 kpa to 862 kpa.
- Provides full face protection
- Provides positive pressure in the face piece
- Have neoprene double reinforced hoses with a pressure rating suitable for the application
- Have hoses equipped with factory fitted couplings

### **Air Purifying**

This type of system consists of a half mask or a full-face mask that receives different cartridges to protect against contaminants in the air. With the air-purifying respirator, the ambient air is passed through a filter or cartridge that removes the particulates, vapours, gases or other contaminants before they are inhaled. They are limited in use, however, to low concentrations of contaminants, and also cannot be used for substances that do not have adequate warning properties.

#### **Vapour and Gas Removing Respirators**

These types of respirators are equipped with cartridges or canisters to remove vapours and gas from the air.

Use the vapour and gas removing respirators only:

- As protection against low concentrations of organic vapours (i.e. our cleaning chemicals) gases, pesticides and paint vapours or mists
- According to the application specified on the manufacturer's instructions for the cartridge.

#### **Particulate Removing Respirators**

These types of respirators are equipped with mechanical filters to remove particulate matter, such as dust, from the air.

## Selecting Respiratory Protective Equipment

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Vapour, gas, and particulate removing respirators do not protect against oxygen deficiency or acutely toxic gases. Therefore they must never be used in atmospheres that are immediately dangerous to life and health (IDLH). When working in IDLH concentration of the contaminant or in oxygen deficient atmosphere, workers must wear self-contained breathing apparatus (SCBA) or supplied air breathing apparatus (SABA).

When selecting the specific respiratory protective equipment, workers must consider:

- Whether the equipment is to be used for emergency or normal conditions
- The types of airborne contaminants possible and their form (i.e. particulate, mist, gas or vapour). This determines the type of respiratory protection required
- The concentration of the airborne contaminants that are encountered.
- The duration of worker exposure
- The toxicity of the contaminant and the occupations exposure limit (OEL) of the identified contaminant
- The warning properties (i.e. odor, taste, and eye irritation) of the contaminants
- The oxygen concentration. If oxygen level is less than 19.5% then an air supplied system must be used
- The need for back up equipment (i.e. for a situation where a worker loses their air supply or where there's an accidental release of a contaminant).

**NOTE: For more information on selecting and using respiratory protective equipment refer to the Material Safety Data Sheets, the North Respiratory Selection Guide and the Safety Coordinator.**



## Equipment Inspection And Inspection Frequencies

For everyone's health and welfare it is important to make sure that the respiratory equipment is functioning properly. In order to be sure of this, inspections of the equipment should be carried out on a regular basis

AMOUNT USED	INSPECTION FREQUENCY
Not used routinely but kept for emergency purposes	Monthly
Used occasionally (1-3 days a week)	Weekly
Used daily	Daily

For a complete inspection check list for **supplied air respirators**, refer to "Air gear-maintenance and checking of".

Cartridge respirators must also be inspected. Visually inspect all components for damage or wear, especially rubber parts. Replace parts where needed. All O-Rings and gaskets must be replaced at least once a year.

- 1) Conduct a parts inventory :
  - Regulator assembly
  - Mask assembly
  - Harness assembly
  - Air supply and/or escape cylinder
- 2) Check cylinder pressure gauge to ensure it is at least at 80% of capacity
- 3) Ensure that there is no cracks or cuts in the mask assembly, hoses or harness
- 4) Put on cylinder and harness assembly then adjust and tighten straps.
- 5) Adjust all head straps to full outward position
- 6) Hold head harness out of the way with one hand.
- 7) Put on the mask and tighten neck straps and then the temple straps.
- 8) Tighten top head strap only if necessary.
- 9) Do a negative pressure test by blocking breathing tube or air connection port on the mask and take a breath to ensure that mask will seal against your face. If a vacuum seal is not formed between your face and the mask you should not use this mask.
- 10) Check exhalation valve by covering breathing tube and exhaling.
- 11) Connect the air to the mask by connecting the breathing tube to the regulator or hook the low-pressure regulator to the air connection port on the mask.
- 12) Open cylinder valve.(SCBA ONLY)
- 13) Ensure that low level alarm sounds at 20-25% of air volume by closing the cylinder valve and breathing it down slowly. (SCBA ONLY)
- 14) Reopen cylinder valve (SCBA ONLY)
- 15) Ensure that the pressure gauge shows the same pressure as did the cylinder valve gauge. (SCBA ONLY)
- 16) If low-level alarm sounds, get to a safe area immediately.
- 17) After finishing with the equipment, refill the air cylinders or replace with fully charged ones
- 18) Clean the face piece
- 19) Perform a pre-use inspection on the apparatus
- 20) Put the apparatus back into the proper storage cases.

### **Emergency Operation:**

#### **Immediately Leave The Work Area And Replace The Respirator If:**

- Should the regulator become damaged or inoperative during use, open by-pass valve (red knob).
- Adjust flow of air to sufficiently supply the breathing requirements of the user.
- Close main line valve (yellow knob) completely if airpack has one.
- Immediately leave to safe area

## Air Purifying (Full Face)

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- 1) Visually check the unit to make certain that all major components are in place and in good condition. Make sure all components on face piece are secure.
- 2) Adjust the five face piece head straps to their full outward position.
- 3) Put on the face piece by grasping the head strap harness and with the thumbs through the straps, spread outward.
- 4) Push harness over the forehead, brushing hair upward from the face seal area. Continue up and over the head until the harness is centered at the rear of the head, and the chin is fitted into the chin cup.
- 5) Make sure the face piece is centered on the face and tighten both lower straps at the same time towards the rear.
- 6) Tighten the two upper head straps.
- 7) Tighten the forehead straps
- 8) Perform a negative pressure test by placing the palms of the hands over the filter receivers (filters cannot be attached to do this test properly).
- 9) Inhale and hold you breathe for about 5 seconds. If the face piece collapses slightly and no air escapes between the face piece and the face are detected, a good fit has been obtained. If not, find another mask to try.

### **Emergency Operations:**

#### **Immediately Leave The Work Area And Replace The Respirator If:**

- Breathing becomes difficult
- Dizziness or other distress occurs
- You smell, taste or sense irritation from the contaminants in the work area
- The air purifying element is equipped with an End of Service Life Indicator which has changed color to indicate expiration
- If respirator becomes damaged

**NOTE: It is recommended to replace the air purifying cartridges after a single day of use even if the service life has not yet expired. Also always replace air-purifying cartridges after being exposed to excessive moisture which can destroy certain cartridges or cause complete blockage in others.**

## Air Purifying (Half Mask)

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- 1) Visually check the unit to make certain that all major components are in place and in good condition. Make sure all components on mask are secure.
- 2) Place the respirator over the mouth and nose and then pull the head harness back over the crown of the head.
- 3) Attach the bottom straps behind the neck.
- 4) Tighten the top strap by pulling on the ends, located on the top straps by the nose cone, to obtain a secure and comfortable fit.
- 5) Tighten the bottom strap by pulling on the ends located behind the neck.
- 6) Perform a negative pressure test by placing the palms of the hands over the filter receivers (filters cannot be attached to do this test properly).
- 7) Inhale and hold you breathe for about 5 seconds. If the mask collapses slightly and no air escapes between the mask and the face are detected, a good fit has been obtained. If not find another mask to try

### **Emergency Operations:**

#### **Immediately Leave The Work Area And Replace The Respirator If:**

- Breathing becomes difficult
- Dizziness or other distress occurs
- You smell, taste or sense irritation from the contaminants in the work area
- The air purifying element is equipped with an End of Service Life Indicator which has changed color to indicate expiration
- If respirator becomes damaged

**NOTE: It is recommended to replace the air purifying cartridges after a single day of use even if the service life has not yet expired. Also always replace air-purifying cartridges after being exposed to excessive moisture which can destroy certain cartridges or cause complete blockage in others.**

## Instructions For Cleaning And Sanitizing Respirators

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- 1) Remove filters, cartridges, or canisters.
- 2) Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer.
- 3) Discard or have any defective parts repaired.
- 4) Wash components in 50°C water with a mild detergent or cleaner recommended by the manufacturer.
- 5) Remove dirt using a stiff bristled brush (not wire) if necessary.
- 6) Rinse components thoroughly in clean, warm (50°C maximum), preferably running water.
- 7) If the cleaner used does not contain a sanitizing agent hand dry and apply “Wipe Out” to the mask for 15 minutes and then hand dry again.
- 8) Allow to air dry for at least half an hour
- 9) Reassemble face pieces, replacing filters, cartridges, and canisters where necessary

## Qualitative Respirator Fit Testing Instructions

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### General

- Qualitative fitting tests involve exposing the respirator wearer to a test atmosphere containing an easily detectable nontoxic aerosol, vapour, or gas as the test agent.
- All QLFT on respirators with face pieces that require a tight face to face piece seal in order to provide the user with a proper protection should be conducted in negative pressure mode
- While wearing the respirator, in the test atmosphere, the user performs a series of exercises simulating work movements.
- Fit testing shall be conducted using an enclosure about the head and shoulders that is approximately 300mm in diameter and 350 mm tall with at least the front portions clear and shall allow free movement of the head when a respirator is worn.
- The test subject cannot eat, drink or chew gum for 15 minutes before the test.

### Procedure

- 1) The test subject should wear the respirator for 5 minutes before starting the fit test.
- 2) The test subject shall don the enclosure while wearing the respirator selected.
- 3) The nebulizer is inserted into the hole in the front of the enclosure and the fit test solution is sprayed into the enclosure (squeeze nozzle ten times).
- 4) The test subject will then perform the following exercises:
  - Normal breathing
  - Deep breathing. Be certain breaths are deep and regular
  - Turning head from side to side. Have test subject inhale when his/her head is at either side.
- 5) Nodding head up and down. Alert the test subject not to bump the respirator on the chest. Have the test subject inhale when his/her head is in the fully up position.
- 6) Talking. Talk aloud and slowly for several minutes. Have them read the following paragraph. **“When the sunlight strikes raindrop in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colours. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to a legend, a boiling pot of gold at one end. People look, but no one ever find it. When a man look for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.”**
- 7) Every 30 seconds the aerosol concentration should be replenished using half the number of squeezes initially used.
- 8) The test subject is to indicate to the test conductor if at any time during the fit test the odour or taste of the test substance becomes noticeable inside the mask
- 9) If the odour or taste is detected, the fit is deemed unsatisfactory and a different respirator will be tried.

## Fit Testing Record

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Name:	
Date:	
Time Of Test:	
Respirator Make:	
Respirator Model:	
Respirator Style:	
Respirator Size:	
Type Of Fitting Test:	Qualitative <input type="checkbox"/>
	Quantitative <input type="checkbox"/>
Comments On Test Difficulties:	
Tested By	



**Fit Test Medical Assessment Questionnaire**

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**MEDICAL HISTORY**

<b>TYPE</b>	<b>YES</b>	<b>NO</b>
Cardiovascular disorders	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory disorder	<input type="checkbox"/>	<input type="checkbox"/>
Skin disorder	<input type="checkbox"/>	<input type="checkbox"/>
Neurological disorder	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety attacks	<input type="checkbox"/>	<input type="checkbox"/>
Claustrophobia	<input type="checkbox"/>	<input type="checkbox"/>
Joint disorders	<input type="checkbox"/>	<input type="checkbox"/>

**FUNCTIONAL INQUIRY**

<b>TYPE</b>	<b>YES</b>	<b>NO</b>
Limitations or restrictions of movement or use of limbs, back or neck	<input type="checkbox"/>	<input type="checkbox"/>
Problems with breathing (breathlessness, chronic cough)	<input type="checkbox"/>	<input type="checkbox"/>
Skin inflammation or infection (especially furunculosis, acne, contact dermatitis, sycosis barbae).	<input type="checkbox"/>	<input type="checkbox"/>
Episodes of sudden loss of consciousness	<input type="checkbox"/>	<input type="checkbox"/>
Visual deficiencies and use of contact lenses	<input type="checkbox"/>	<input type="checkbox"/>
Episodes of chest pain or irregular pulse	<input type="checkbox"/>	<input type="checkbox"/>
Drug, alcohol and medication use	<input type="checkbox"/>	<input type="checkbox"/>

**IF YOU HAVE CHECKED "YES" FOR ONE OR MORE OF THE ABOVE PLEASE GIVE SPECIFIC INFORMATION IN THE SPACE PROVIDED.**

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## Confined Space Entry Code Of Practice

### **A Restricted Space/ Confined Space Is Defined As A Work Area That Is:**

- a) Enclosed or partially enclosed, and
- b) Not intended for continuous worker occupancy, and
- c) Restricted in entry or access, and
- d) Large enough so that a worker could enter to perform work.
- e) A confined space is also an environment that may become hazardous to a worker entering it because:
  - i. Of its design, construction, location, or atmosphere,
  - ii. Of the work activities, materials, or substances in it,
  - iii. The provision of first aid, evacuation, rescue or other emergency response services could be or is already compromised, or
  - iv. Of other hazards relating to it.

### **Standard Documentation for all Confined Space Entries.**

In order to meet the requirements of this code of practice, the following documentation must be present and available for viewing on the work site before any work commences:

- a) Northwell Rentals Confined Space Code of Practice or same from Prime contractor if deemed to be acceptable for use.
- b) Copies of workers qualifications for the work being undertaken.
- c) Northwell Rentals Confined Space Code of Practice binder with all pertinent OH&S legislation included.
- d) Task specific Emergency Response Plan, including the First Aid Transportation Plan and emergency measures to be taken in the event of any problems.
- e) Work permit/ clearance form from Customer requesting work.
- f) Completed Confined Space Entry Permit or prime contractor Entry Permit if deemed acceptable for use.
- g) All permits will be completed and retained at work site even if the task is considered to be a **Restricted Space** task.

### **Examples of Restricted (Low Hazard) Spaces:**

- a) Rig Tanks with low level production water in them.
- b) Skirting around tanks, vessels, trailers, or towers.
- c) Crawl spaces or utilidors.
- d) Hoardings.
- e) Under grating.
- f) Underground utility tunnels or vaults.
- g) New or cleaned and ventilated oil tanks not hooked up to active lines.

### **Examples of moderate to high hazard Confined Spaces:**

- a) Mud and cement pits.
- b) Sumps and scale pits.
- c) Exhaust ducts.
- d) Inside used tanks, vessels, towers, and silos.
- e) Inside large heaters and aerial coolers.
- f) Firebox/ steam generating furnace.
- g) Bins, hoppers, Tank cars.
- h) Chemical storage tanks.

**Above sites are considered high hazard when the spaces cannot be properly ventilated.**

## Responsibilities

All employees have the ultimate responsibility to stop all work if at any time they see a problem that could result in an incident which could cause harm to any person, or damage to any equipment in the area.

### **Northwell Rentals Management:**

Management is responsible for ensuring implementation of the Confined Space Entry Code of Practice by providing resources to:

- a) Identify general locations and situations where confined spaces exist or could potentially be created.
- b) Control hazards associated with Confined Space entry or work carried on in the immediate area.

### **Northwell Rentals Supervision:**

Supervision may be carried out either by a Northwell Rentals employee or by the representative of the prime contractor on site. Supervisor must be formally trained and qualified to carry out the task on hand, and ensuring high quality workmanship.

#### **The supervisor is responsible for:**

- a) Determining if entry into the Confined Space is absolutely necessary.
- b) Determining the amount of time required to complete the task inside the Confined Space.
- c) Ensuring the workers are qualified and competent to carry out the assigned job, and are familiar with hazards, risks, and control measures, prior to entry into the Confined Space.
- d) Ensuring that a Hazard Assessment is completed with all hazards and controls to prevent problems. Tailgate is to include all points picked up at this time.
- e) Ensuring atmospheric monitoring is completed by competent and qualified personnel with properly calibrated and pre-shift bump tested four head monitor.
- f) Ensuring that all required permits are filled out and held at job site for review as required.
- g) Ensuring the appropriate tools and protective equipment is used to complete task, and
- h) Following established guidelines within this Code of Practice.
- i) Tasking an employee with setting up and securing the ventury tube air mover. Air compressor must be turned on after tube is secure on tank.
- j) Ensuring that unauthorized persons are prevented from entering the confined space at all times.

### **Northwell Rentals Employees Or Sub Contractors.**

All Northwell Rentals Employees or subcontractors performing work around a Confined Space task must be made aware of the hazards and controls for those hazards by a qualified and competent supervisor. All workers are responsible to ensure they follow the Confined Space Code of Practice and that all unsafe acts or conditions are reported immediately to the supervisor.

### **Safety Watch/ Tender/ Standby Person.**

The Safety watch/ Tender/ Standby Person must be in place at all times during a Confined Space Entry. The safety watch has four primary responsibilities including:

- a) Participating in pre-entry safety discussions and ensuring that entrants are aware of the hazards and the controls associated with the Confined Space Entry.
- b) Maintaining communications with the workers inside the Confined Space.
- c) Initiating the emergency response plan by sounding alarm.
- d) The authority to shut down work inside the confined space should conditions warrant such an act.

### **The Safety Watch Shall:**

- a) Confirm and document communication with workers in Confined Space at least every 20 min.
- b) Record all personnel who enter or exit Confined Space and times inside.
- c) Only be assigned safety watch duties as instructed by supervisor.
- d) Be qualified and competent in the task.
- e) Not leave their post until relieved or the task is complete.

- f) Be willing and prepared to initiate the emergency response plan.
- g) Be prepared to render assistance to workers inside tank.
- h) Ask workers inside space to relay monitor readings to them and record on permit with time of reading.

### **The Rescue Team**

The Rescue Team shall consist of members having the basic Confined Space Entry and Rescue course. There will be a min of one competent rescuer outside the tank for each worker inside the tank. The rescuers must be readily available with equipment at the worksite but need not be situated directly outside the entrance to the Confined Space.

### **The Rescue Team shall:**

- a) Remain at the worksite, within hearing distance of the safety watch in case of emergency arising.
- b) Ensure their Confined Space Entry and Rescue certification is maintained at all times.
- c) Practice entry and rescue scenarios a min of one time each year. More times if practical.
- d) Ensure the rescue and first aid equipment is maintained in top condition at all times.
- e) Ensure that the Scott packs are full, operational and masks are proper size for the person using it.

## **Potential Hazards**

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All confined Spaces have the potential to contain one or several different types of hazards. Being a confined space is a hazard in itself. Before entering any Confined Space, the workers must assess all potential hazards and include them in the Workplace Hazard Assessment/ Tailgate Meeting form. Any unfamiliar hazards must be controlled before entry into the Confined Space.

### **Oxygen Level Hazard**

Under Occupational Health and Safety regulations, workers may conduct work in oxygen levels between 19.5% and 23%. Below 19.5% O<sub>2</sub>, fatigue and loss of reasoning begins and eventually leading up to loss of consciousness at lower levels. Supplied air must be used at lower levels. At levels above 23% the explosive range of most substances is increased significantly. Work should not be undertaken in oxygen enriched environments for this reason. O<sub>2</sub> levels must be lowered before working under these conditions.

### **Flammable Substances Hazard.**

Flammable material, liquids or gases may be present in any confined space. When ventilation is carried out to clear hazards, the oxygen level may increase enough to cause the flammable material to become even more volatile. Caution must be taken to ensure explosive levels are not increased.

### **Physical Hazards.**

There is a large variety of physical hazards inside of a Confined Space, including: Poor lighting/ visibility, slipping or tripping hazards, noise levels, extreme temperatures, Electrical hazards, moving equipment, sharp or falling objects and drowning hazards.

### **Toxic Vapors or Substances.**

Toxic vapors or substances may be present in any confined space. They may be encapsulated within other substances and released with cleaning or disturbing of the substances. Constant monitoring for these vapors will only detect the gaseous substances but not the liquid or solid ones. Caution must be taken to not come in contact with any dangerous or toxic substances. Proper PPE must be worn at all times.

### **Worker Specific Hazards.**

Individual workers may have personal issues or problems associated with the confined space entry. Some workers may be claustrophobic or have anxiety problems. Workers may have allergies to certain chemicals or have asthma that may be triggered during the course of the task. Any such problems must be reported to the supervisor immediately and appropriate steps taken to ensure the safety of the workers.

## Pre- Entry Controls for Confined Space

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- A hazard assessment must be conducted prior to entry into any Restricted/ Confined Space. All hazards will be recorded on the Job Hazard/ Tailgate Safety Meeting form along with the controls to prevent these hazards from becoming a problem.
- This Hazard Assessment will be carried out by the supervisor with assistance from other workers as required. All workers will sign on top of this form.
- A safe means of entry to and exit from the confined space will be confirmed and indicated to all workers at the pre job tail gate meeting.
- Signs will be posted at entrance to site to notify all visitors to the area what is going on and who to contact for further information.
- There is a means of maintaining effective communication with a worker who has entered the hazardous space
- Tailgate meeting will be carried out to allow all workers on site to be briefed on hazards and the controls for those hazards.
- Air packs, life lines and harnesses, air horn and all other emergency equipment will be laid out and tested prior to work beginning.
- Lock-out/ Tag-out will be reviewed and logged on permit as required. Blind/ Blank list will be maintained by supervisor at the site.
- Bonding cables will be connected between the door and the tank to prevent any spark from static or cathodic protection.

## Permits

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- A confined Space Entry permit will be filled out with all pertinent information prior to entry into tank. Permit will remain at work site until task is completed and confined space is closed or a hazard no longer exists.
- A worksite work permit from customer will be received and filled out before any other work begins.
- Hot work will only be carried out if proper paperwork is completed and in possession of supervisor on site.
- Blanket permits are not acceptable for this type of work.
- A Confined Space Entry permit may be filled out for use on several similar locations or Confined Spaces that have no additional hazards or problems.
- A new permit will be required each day or each separate shift.
- Permits will be retained for a min of one year if no unplanned event or incident occurred or for two years if an unplanned event or incident occurred during the entry.

## Entries on Confined/ Restricted Space Entry Permit

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- a) Permit issued to and by names along with phone numbers.
- b) Date and Time must be current.
- c) Names of workers, safety watch and rescue team will be logged.
- d) Location and specific space that is to be entered.
- e) Hazard assessment is to be carried out on the hazard assessment/ tailgate meeting form.
- f) Air quality test to be documented including times.
- g) Lock-out Tag-out list to be included with CSE permit.

## Pre-Cleaning and Purging.

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- All Efforts must be undertaken to pre-clean the confined space prior to any worker entering the space. Sludge, fluids and all used cleaning materials must be disposed of in accordance with waste management guidelines.
- If the confined space has been purged with inert substances, the area will have to be mechanically vented and air quality confirmed prior to any worker entering the confined space.
- If the area cannot be vented or if the air quality is not confirmed then entry to the confined space will be under SCBA or SABA

## Gas Detection and Air Quality

- Pre-entry Gas Detection is required for all confined space entries. If there is very low hazard and the Restricted space is not likely to have any hazardous gasses then the initial testing, if it confirms no hazards, is the only test required.
- If the confined space is considered to be medium or high risk space, constant monitoring is required and readings are to be recorded on CSE permit.
- For monitoring purposes, you must use a four head monitor that will test for H<sub>2</sub>S, O<sub>2</sub> levels, LEL, and CO. The monitor will have warnings for high and low alarms at the following levels.

<b>H<sub>2</sub>S</b>	low alarm- 10 ppm	high alarm- 15 ppm
<b>O<sub>2</sub> –</b>	low alarm- 19.5%	high alarm- 23%
<b>LEL</b>	low alarm- 10%	high alarm- 20%
<b>CO</b>	low alarm- 12ppm	high alarm 25ppm

- A telescopic pole with a filter, tubing and sampling pump attached will be used along with an M-40 monitor to carry out initial atmospheric testing.
- If a high alarm is reached, all workers must stop work and immediately exit the confined space. No work is to resume until ventilation has rectified the alarm situation and all levels are brought down to acceptable levels.
- No hot work will be carried out if the LEL limit is above 0%

### Training

- Formal training will be conducted for all employees that require it at an approved training facility. The qualification will be valid for three years from date of issue before the course is required to be taken again. Records of this and all training must be kept on the workers personnel file.
- The site supervisor will provide all workers on the job with site specific training and all local hazards and emergency procedures will be briefed.
- This training will be documented on the hazard assessment/ tailgate meeting form. All workers will print their names, company and sign the form before beginning work.

### Personal Protective Equipment

- All standard PPE must be inspected and in good working condition before work Commences in a confined space.
- All emergency or rescue PPE or equipment shall be inspected and certified before work commences in a confined space. Inspections shall be recorded on inspection sheets and retained with the entry permit.
- Workers must have access to respiratory equipment, either SABA or SCBA.
- Disposable chemical resistant and fire retardant coveralls must be used.
- Chemical resistant boots and gloves are required.
- Face and eye protection must be available and used when required.
- CSA approved lifelines and personal harness systems are required. Lifelines are not required to be hooked to the worker unless the hazard assessment determines that it is beneficial to do so. In some situations it is hazardous for the worker to use the life line and then it will only be used in emergency situations.
- A class 2 min first aid kit is required along with a burn kit, wire basket stretcher, backboard and straps for securing a casualty.
- An air horn will be situated at the entrance to the confined space for alarming the occupants or rescue team members that a problem has occurred.

## Emergency Response

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- Prior to confined space entry, an emergency response plan must be completed for the work site. The plan must include rescuing workers from dangerous situation, alerting appropriate contacts of the incident, containing the incident to protect the public, the environment, and other equipment or worksites.
- The emergency response plan must include how an unresponsive worker will be removed from the confined space without endangering the lives of others.
- If an incident occurs during a confined space entry then all workers must exit the confined space and report to the supervisor or the muster area to await further instructions or return to work.
- No entry or attempted rescue of injured workers may be performed unless an immediate and effective rescue can be carried out without danger to the rescuer or injured worker.
- If atmospheric testing shows a dangerous level of oxygen or of any hazardous substances then the air horn shall be sounded three times to indicate that evacuation of the area must be carried out immediately.
- An injured worker shall not be moved from the location he is in unless there is a danger to his life from staying in that location or position.
- Emergency response personnel will handle evacuation of injured workers from nonhazardous locations.



## Hydrogen Sulphide (H<sub>2</sub>S) Code Of Practice

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### **Hydrogen Sulfide:**

Any time there is a possibility of a worker occupying an area that may have an atmosphere containing any amount of Hydrogen Sulfide (H<sub>2</sub>S), there must be measures in place to protect the worker from danger.

H<sub>2</sub>S may be encountered on any gas or oil lease or in plant environments. If H<sub>2</sub>S is a hazard for a location it will be clearly marked on a sign at the entrance to that area.

### **Standard Documentation for H<sub>2</sub>S exposure.**

In order to meet the requirements of this code of practice, the following documentation must be present and available for viewing on the work site before any work commences:

- a) Copies of workers qualifications for H<sub>2</sub>S training.
- b) Work permit/ clearance form from Customer requesting the work.
- c) Northwell Rentals Jobsite Hazard Assessment form. If the work permit does not have a place to enter atmospheric readings then they must be placed on back of this form.
- d) Task specific Emergency Response Plan, including the First Aid Transportation Plan and emergency measures to be taken in the event of any problems.
- e) SCBA Daily use inspection forms.

## Responsibilities

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### **Northwell Rentals; Employees:**

- All employees have the responsibility to ensure they understand the operation of the H<sub>2</sub>S monitor and to have it in operation any time they are in a possible sour site. Employees must ensure they understand the risk of working in a possible H<sub>2</sub>S area.
- All workers are responsible to ensure they follow the H<sub>2</sub>S Code of Practice and that all unsafe acts or conditions are reported immediately to the supervisor.

### **Northwell Rentals; Management:**

- Northwell Rentals is responsible to ensure implementation of the Hydrogen Sulfide Code of Practice. All Workers must be trained in recognition of hazards and that they are competent in the use of the monitors for gas testing purposes. Management must ensure that serviceable monitors and breathing equipment are available for use on site.
- Management is responsible for ensuring by providing resources to:
  - a. Identify general locations and situations where H<sub>2</sub>S exists or could potentially be created.
  - b. Control hazards associated with H<sub>2</sub>S or work carried on in the immediate area

### **Northwell Rentals; Supervision:**

- Supervision may be carried out either by a Northwell Rentals employee or by the representative of the prime contractor on site. Supervisor must be formally trained and qualified to carry out the task on hand, and ensuring the safety of all workers on site.
- Supervisors have the responsibility to ensure all workers are briefed on the potential dangers of the work site and that the workers understand the emergency procedures for the site.
- The muster point must be pointed out and situated so that it is upwind or cross wind from the possible source of H<sub>2</sub>S gas. This will ensure contamination of the muster point by H<sub>2</sub>S is not a hazard.
- Supervisors must ensure atmospheric monitoring is completed by competent and qualified personnel with properly calibrated and pre-shift bump tested four head monitor.
- Ensure that all required permits are filled out and held at job site for review as required.
- Ensuring the appropriate tools and protective equipment is used to complete task, and
- Ensuring that unauthorized persons are prevented from entering the work area at all times.

## Controls For Suspected H2S Areas

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- A hazard assessment must be conducted prior to entry into any suspect area. All hazards will be recorded on the Job Hazard/ Tailgate Safety Meeting form along with the controls to prevent these hazards from becoming a problem.
- This Hazard Assessment will be carried out by the supervisor with assistance from other workers as required. All workers will sign on top of form.
- A safe evacuation muster point from the work area will be confirmed and indicated to all workers at the pre job tail gate meeting.
- Signs will be posted at entrance to work area to notify all visitors to the area what is going on and who to contact for further information.
- Air packs, life lines and harnesses, air horn and all other emergency equipment will be laid out and tested prior to work beginning.
- Any task to be completed in an area with the lower level alarm sounding will have a min of two workers at any time. The backup worker must watch for any hazards or elevated H2S levels.

### Gas Detection and Air Quality.

- Signs will be posted at entrance to work area to notify all visitors to the area what is going on and who to contact for further information.
- Gas Detection is required for all suspect areas. If there is very low hazard and the work area is not likely to have any hazardous gasses then the initial testing, if it confirms no hazards, is the only test required.
- If the work area is considered to be a risk for H2S, constant monitoring is required and readings are to be recorded on the work permit.
- If a high alarm is reached, all workers must stop work and immediately exit the work area. No work is to resume until H2S levels have dropped down to acceptable levels.
- No work will be carried out and the area evacuated if the H2S limit is above 15 ppm.
- If the lower alarm level is reached, all workers must report to the supervisor for direction. If the level can be lowered then work may resume, if not then rescuers must be made available and rescue equipment made ready in case of any incident.
- No work that is not immediately required will be carried out when the lower or upper limit alarms are sounding. Workers not required in the area will move to the muster point and remain there.
- For monitoring purposes, you must use a monitor that will test for H2S. The monitor will have warnings for high and low alarms at the following level. **H2S- low alarm- 10 ppm**  
**high alarm- 15 ppm.**
- Any alarm for H2S will be noted and reported back to management as soon as possible.

### Training.

- Formal training will be conducted for all employees at an approved training facility. The qualification will be valid for three years from date of issue before the course is required to be taken again. Records of this and all training must be kept on the workers personnel file.
- The site supervisor will provide all workers on the job with site specific training and all local hazards and emergency procedures will be briefed.
- This training will be documented on the hazard assessment/ tailgate meeting form. All workers will print their names, company and sign the form before beginning work.

### Personal Protective Equipment.

- All standard PPE must be inspected and in good working condition before work Commences in a suspected H2S work area.
- All emergency or rescue PPE or equipment shall be inspected and certified before work commences. Inspections shall be recorded on inspection sheets and retained with the permit.
- Workers must have access to respiratory equipment, either SABA or SCBA.
- A class 2 min first aid kit is required along with a burn kit, wire basket stretcher, backboard and straps for securing a casualty.
- An air horn will be used for alarming the workers or rescue team members that a problem has occurred.

## Emergency Response

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- An emergency response plan must be completed for the work site if H<sub>2</sub>S could be a hazard. The plan must include rescuing workers from dangerous situation, alerting appropriate contacts of the incident, containing the incident to protect the public, the environment, and other equipment or worksites.
- The emergency response plan must include how an unresponsive worker will be removed from the danger without endangering the lives of others.
- If an incident occurs, then all workers must exit the work area and report to the supervisor or the muster area to await further instructions or return to work.
- No entry or attempted rescue of injured workers may be performed unless an immediate and effective rescue can be carried out without danger to the rescuer or injured worker.  
**If atmospheric testing shows a dangerous level of H<sub>2</sub>S or of any hazardous substances then the air horn shall be sounded three times to indicate that evacuation of the area must be carried out immediately.**
- An injured worker shall not be moved from the location he is in unless there is a danger to his life from staying in that location or position. Any injured worker in an H<sub>2</sub>S atmosphere must be removed by rescuers wearing SCBA or SABA.
- Emergency response personnel will handle evacuation of injured workers from nonhazardous locations.





**Safety Equipment Required**

<input type="checkbox"/> Hard Hats	<input type="checkbox"/> Safe work Agreement	<input type="checkbox"/> Face Shields	<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> SCBA
<input type="checkbox"/> Safety Footwear	<input type="checkbox"/> MSDS	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Locks and Tags	<input type="checkbox"/> Other
<input type="checkbox"/> Fire Retardant Clothing	<input type="checkbox"/> Barricades	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Reflective Vest	<input type="checkbox"/>
<input type="checkbox"/> Cotton Gloves	<input type="checkbox"/> Goggles	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Safety Harness	<input type="checkbox"/>







## Safe Work Practices Policy

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Northwell Rentals is committed to ensuring the safety of all workers by providing training and safe work practices which, when followed, will minimize the risk of injury to workers, equipment, the public, and the environment.

All tasks require pre job hazard assessments to fully and completely identify potential hazards before they cause injury. The safe work practices provided here are meant as a source of information to guide workers on how to control hazards which they may be exposed to while performing a specific task. Workers are required to follow the guidelines set forth in these practices and provide management with input in an effort to continually develop these safe work practices.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***

## 3.1 - Lock-Out/Tag-Out

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The purpose of this practice is to provide guidelines for employees to follow to Lock Out and Tag Out all energy sources. The following guidelines should be considered to ensure the safety of the employee and complete isolation of energized electrical equipment or removal of all forms of stored energy.

### Electrical Lockout – General

- In-plant procedure specified by the owner or client takes precedence over the procedures outlined in the work practice, providing there is no contravention of existing codes or status.
- Where drawings exist, review drawings of the system to be de-energized and de-activated to determine and, where required, confirm with the owner or client the switches, power sources, controls, interlocks, or other such devices necessary to isolate the system before work is performed.
- Energy sources must be locked out and tagged out before maintenance is performed.
- All workers involved in the maintenance activity must place their own lock and tag on energy control point.
- All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out and physically disconnecting or otherwise rendering the apparatus inoperable. Switches, power sources, controls, interlocks, and other such devices must be appropriately tagged and personally locked off by each tradesman involved in the operation.
- Test the system to ensure that all components are de-energized and de-activated, including interlocking or dependent systems which could feed into the system being isolated, either mechanically or electrically.
- Observe the following safeguards for locking off and tagging:
  - After the circuit has been de-energized and locked out by the person in charge, each worker or foreman must be protected by personally placing his/her own safety lock on the disconnect switch. The key for his/her lock must be retained on his/her person while his/her lock is in place.
  - Where several workers or tradesmen are working on the circuit, keyed alike locks must not be used. Provision for additional locks must be made through the use of a lockout bar. This arrangement can accommodate any number of locks by placing another lockout bar in the last hole of the previous bar.
  - Each worker must attach a durable company identified tag to his/ her lock filled out to include date, time, tradesman, and employer.
  - Each worker must recognize that, even though the disconnect switch may be already locked; he/she attach his/her own safety lock.
  - Where practicable, de-energized electrical system must be discharged by short circuit and phase to ground. A temporary ground cable must be attached to the system and remain in place until work is completed.
- A record must be kept of the devices opened, locked off, or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete. On well sites, this may be documented on the permit and/or the PJHA.
- Place signs/tags on the system indicating that it is not to be energized or operated and guards, locks, temporary ground cables, chains, tags and other safeguards are not to be tampered with or removed.
- Workers testing electrical systems or trouble-shooting and working on live apparatus must:
  - Remove all watches, rings, neck chains, or other current conducting jewelry
  - Wear electrical resistant footwear (Green triangle and Omega symbols).
  - Wear safety eye protection (safety glasses).
  - Wear protective clothing (FR coveralls)
  - Use other protective equipment (mats, sleeves, etc.).
  - Don Arc Flash PPE where applicable. Review Arc Flash Protection Policy. Arc Flash Protection includes FR coveralls c/w 100% natural fibers under-garments, arc flash face shield, leather gauntlet gloves or voltage rated gloves, and hearing protection.
  - A minimum of one electrician and one apprentice must work together on any energized circuit with a potential of 480 volts or greater.



Once maintenance is completed:

- The supervisor must ensure that personnel are out of harm's way
- All slip, trip, and fall hazards have been cleared from the area
- Guards have been replaced to the equipment
- Each worker who affixed a lock to an energy control point must remove his/her own lock(s).
- Equipment start-up may occur after the entire above are complete.

**Lockout procedures are to be reviewed prior to all work projects.**

**Note: In an emergency, only a designated competent supervisor may remove someone else's lock, if it has been determined safe.**

## 3.2 - Housekeeping

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Basic housekeeping reduces the risk of slips, trips, falls, and other incidents. Workers shall take all precautions to ensure their workplace is kept free from debris, garbage, and hazards by following these practices:

- Maintain working areas continuously during shift.
- Dispose of garbage as it is generated and in approved containers.
- Clean up immediately – if clean-up must be postponed, the hazardous area must be communicated to other workers through words, the erection of barriers, flagging, etc.
- Sweep or mop regularly to remove debris from floors.
- Remove obstacles and tidy clutter as soon as it is observed – whether you made it or not!
- Close drawers and cabinets after using.
- Cover cables, cords, etc. that cross walkways.
- Keep work areas well lit with permanent or temporary lighting as required.
- Keep exits clear at all times!
- Inspect work area regularly, including space itself, the tools and equipment.
- Maintain adequate supplies for effective housekeeping.
- If you do not have what you need to maintain an orderly workspace, report to your supervisor!

### 3.3 – Fueling

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Fuelling vehicles and equipment must be done safely to ensure that the flammable liquid does not catch fire & to ensure that the worker and the environment are both protected. Workers performing fuelling operations must ensure:

- Ensure to wear appropriate PPE such as coveralls, glasses, gloves and safety boots.
- There is no source of flame, spark or ignition within 7.5 meters of fuelling area.
- Fuelling will not begin until the engine is shut off.
- Workers must remain beside the fuel nozzle while refuelling to ensure that nozzle does not fall or over flow tank.
- Workers are required to notify their supervisor immediately if a spill occurs during fuelling.
- All spills shall be cleaned up immediately and materials properly disposed of in an approved container, at an approved facility.

#### **DO NOT'S!!!!**

- × **No smoking is permitted within 3 meters of the fuelling operation.**
- × **DO NOT use cell phones while fuelling!**

## 3.4 – Grinders

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Grinders have moving parts that spin at high speeds, and have the potential to cause serious injury should hair or clothing become caught. Extreme care must be taken whenever workers are grinding. Ensure that prior to starting any grinding task that the appropriate PPE is worn including (but not limited to) fire retardant coveralls, safety boots, appropriate gloves, hearing protection and eye protection.

### Portable Side Grinders

- Use a face shield to protect the face and eyes from debris coming in all directions.
- Use hearing protection suitable for the type of grinder being used.
- Ensure that all guards are in place and adjusted correctly.

### Bench or Pedestal Grinders

- Bench and pedestal grinders shall be permanently mounted to a heavy base.
- Use a face shield to protect the face and eyes from debris coming in all directions.
- Use hearing protection in suitable for the type of grinder being used.
- Every grinder shall have an individual on/off control switch which is accessible
- Every grinder shall be effectively grounded.
- Grinding areas are to be kept clean at all times.
- Machine operator must ensure area is free from hazards before beginning grinding operations.

### Grinding Disks

- Disks shall be checked for cracks and defects before installation on grinder.
- Mounting flanges are to be clean and free of debris.
- Run grinder with new disk to check for vibration prior to beginning grinding operations

### DO NOT'S!!!!

- × **Do not remove safety guards from tools.**
- × **Do not use portable electric tools where gas vapors are present.**
- × **Do not over tighten the mounting nut.**
- × **Do not adjust tools or grinders while the tool is still operational or while electrical or power air is still connected.**

### 3.5 – Equipment Operations

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Workers operating equipment and machinery must be trained and qualified to operate it, or they shall be directly supervised by a competent worker until such time that they become trained and qualified.

- Equipment and machinery is to be kept clean & free from debris
- Maintained according to manufacturer specifications.
- Proper PPE shall be used when operating any piece of equipment or machinery

#### **DO NOT'S!!!!**

- × **Remove any guards off of machines or equipment at any time when movement could cause injury or loss to personnel, equipment, property or the environment.**
- × **Operate equipment or machinery if under the influence of medication.**

**Equipment and machinery which require repair must be effectively locked out prior to the removal of guards.**



### 3.6 – Noise Exposure

Temporary hearing loss may occur after just a few minutes of exposure to an intense noise but will be recovered after a period of time away from the source of the noise. Permanent hearing loss may occur when there is repeated exposure to intense noise, through infections, tumors, and disease. Hearing protection is required whenever workers are exposed to noise levels in excess of 82dBA.

Hearing protection shall be made available to every worker. In order for hearing protection to be effective, it must be used according to manufacturer directions and all workers must be instructed in the correct use and care of their hearing protection.

- Ear plugs should be cleaned or replaced daily in an effort to prevent infection.
- Earmuff style protection may be worn instead of, or in addition to, ear plugs, as exposure to noise requires.

#### **DO NOT'S!!!!**

- × **Wear another person's earplugs.**
- × **Use if ripped, cracked (ear muff) or damaged in anyway**

The following charts indicate the occupational exposure limits for noise and the appropriate hearing protection

<b>Exposure Level (dBA)</b>	<b>Exposure Duration</b>	<b>CSA Class of Hearing Protection</b>	<b>CSA Grade of Hearing Protection</b>
<b>82</b>	16 hours	C,B, or A	<b>1,2,3, or 4</b>
<b>83</b>	12 hours, 41 minutes	C,B, or A	<b>1,2,3, or 4</b>
<b>84</b>	10 hours, 4 minutes	C,B, or A	<b>1,2,3, or 4</b>
<b>85</b>	8 hours	C,B, or A	<b>1,2,3, or 4</b>
<b>88</b>	4 hours	C,B, or A	<b>1,2,3, or 4</b>
<b>91</b>	2 hours	B or A	<b>2,3, or 4</b>
<b>94</b>	1 hour	B or A	<b>2,3, or 4</b>
<b>97</b>	30 minutes	A	<b>3 or 4</b>
<b>100</b>	15 minutes	A	<b>3 or 4</b>
<b>103</b>	8 minutes	A	<b>4</b>
<b>106</b>	4 minutes	A earplug + A or B muff	<b>3 or 4 earplug + 2,3, or 4 earmuff</b>
<b>109</b>	2 minutes	A earplug + A or B muff	<b>3 or 4 earplug + 2,3, or 4 earmuff</b>
<b>112</b>	56 seconds	A plug + A or B earmuff	<b>3 or 4 earplug + 2,3, or 4 earmuff</b>
<b>115 and greater</b>	<b>0 seconds; No Exposure!!!!</b>	<b>A plug + A or B earmuff</b>	<b>3 or 4 earplug + 2,3, or 4 earmuff</b>

### 3.7 – Portable Power Tools

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Portable power tools pose danger to workers when they are improperly used or are not maintained correctly. Safe work practices apply to all power tools. Caution must be taken to maintain and service portable power tools in compliance with manufacturer specifications.

- ◆ Ensure that proper PPE is worn including gloves, glasses or hearing protection.
- ◆ Check equipment prior to use.
- ◆ Ensure that all guards are in place and working correctly.
- ◆ All rotating or moving parts must be guarded sufficiently to prevent physical contact.
- ◆ Electric power tools must be used with approved extension cords only with ground fault circuit interrupters.
- ◆ All hoses, cords, plugs, & guards shall be checked for rips, frays etc. prior to every use.
- ◆ Electrical tools must have 3 wire grounding cord and plug, excluding double insulated tools.
- ◆ On/off switches must be fully functional and positioned so that the operator has access to them.
- ◆ Angle grinders to have Original Equipment Manufacturer (O.E.M) guard.
- ◆ Tools are only to be used in the manner for which they were designed.
- ◆ Store portable tools in approved locations.
- ◆ All tools must be cleaned after use and repairs made before being properly stored
- ◆ Qualified personnel, using O.E.M parts or equivalent, must perform repairs on tools.

#### **DO NOT'S!!!!**

- × **Use it the tool is damaged or malfunctioning. These tools must be effectively tagged and removed from service.**
- × **Use if there are cracked and split handles. They must be replaced prior to use.**
- × **Do not remove safety guards from tools.**
- × **Do not use portable electric tools where gas vapors are present.**
- × **Do not adjust tools or equipment while the tool is still operational or while electrical or power air is still connected.**
- × **Do not use air hoses to clean floors, benches, clothing or skin.**

## 3.8 – Chemical Handling

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Throughout the course of employment, workers are exposed to a variety of materials, some of which may be explosive, corrosive, flammable, or toxic. The objective of this safe work practice is to guide all workers who use and/or purchase hazardous materials so that they can perform work safely. Some materials are low hazard by themselves but become higher hazard when in contact with another substance.

To control the risks associated with working with hazardous materials, all workers must understand the hazardous properties of the chemicals they work with or purchase. Before using or purchasing a chemical, safe handling methods shall be reviewed and Supervisors must ensure that appropriate PPE is provided. The use of training, labeling, and MSDS, as outlined in the WHMIS program shall be the primary methods of education and awareness within Northwell Rentals.

Safety precautions to be observed when working with or purchasing chemicals:

- ◆ Ensure all PPE is worn and appropriate gloves for the chemical you are handling.
- ◆ Maintain a clean and orderly working area.
- ◆ Assess the task prior to starting and identify the chemicals which are or could be used.
- ◆ Review the applicable MSDS for those chemicals.
- ◆ Ensure containers are properly labeled and stored.
- ◆ Store incompatible chemicals separately.
- ◆ Maintain minimum quantities of chemicals.

All workers are responsible for ensuring they are aware of the hazards involved with the task they are performing and the chemicals related to that task. All workers shall wear PPE as outlined on the MSDS for the material they are working with.

**All workers shall wear PPE as outlined on the MSDS for the material they are working with.**

### 3.9 – Band Saw

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This SWP was designed in protecting workers from injuries associated with the IMPROPER use of the band saw. The objective of this SWP is to guide all workers to protect themselves and others around them while operating this piece of equipment.

- Ensure that proper PPE is worn including safety glasses, coveralls (must be good fit, **NOT LOOSE**)
- Ensure that you operate the band saw in accordance to the manufacturer specifications.
- Keep safe distances away from all moving parts whenever the blade motor or the hydraulics' are running.
- Keep the movable blade guide arm close to work.
- Keep the saw clean as a safety precaution and maintain proper adjustment of the blade tension, blade guides and thrust bearings.
- Work piece should be held firmly against the table.
- Always disconnect and lock out the power supply when performing any maintenance on the machine. Power hook ups & repairs should only be completed by a qualified technician.

#### **DO NOT'S!!!!**

- × **Use it the machine if it is damaged or malfunctioning. This machine must be effectively tagged and removed from service.**
- × **Operate unless all guards and covers are in place.**
- × **Never attempt to dislodge or move stock while the blade is moving. Take time to stop the saw blade, remove any obstruction using a plastic or wooden stick and restart the blade.**
- × **Have your hair hanging (tie it back), wear loose clothing, gloves or jewelry while setting up or operating this saw.**
- × **Never load stock onto the machine while the blade is running.**

### 3.10 – Compressed Air & Compressors

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Compressed air & compressors may pose serious danger to workers if used improperly. This safe work practice has been designed to ensure that the worker is aware of the proper ways to compressed air and/or compressors. Air compressors require regular inspections and service in accordance with manufacture specifications. All PPE is required when working with compressed air and compressors

- All compressors must be equipped with pressure gauges and pressure relief valves.
- Intakes must be correctly installed to ensure that only clean and uncontaminated air enters into the compressor.
- Compressors must be drained of moisture and oil periodically. Compressors require regular servicing according to manufacturer specifications. These services shall take place and be documented.
- Air lines and hoses shall have quick coupler fittings and be checked regularly for damage and defects.
- **Any items having a deficiency shall be effectively tagged and removed from service.**

#### **DO NOT'S!!!!**

- × **At no time shall compressed air be used to blow debris from boots or clothing. Compressed air can cause significant and potentially fatal injury to workers.**

## 3.11 – Driving

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Safe vehicle operation is assisted by a thorough maintenance program and proper installation of equipment. Vehicles shall be inspected by licensed mechanics at approved facilities on a regular basis, according to manufacturer specifications. **Ensure that you have completed a pre-start inspection!**

- Seatbelts are a mandatory and effective part of your vehicles safety feature system. Seatbelts reduce the injury and death risks associated with collisions. Seat belts must be worn by all occupants of a vehicle. Personal use of seat belts is also encouraged.
- Drivers who do not obey traffic regulations are putting themselves and others at increased risk of injury and death. Operators of vehicles must maintain speeds within the legal limits or risk injury and / or disciplinary actions. Personal adherence to speed limits is also encouraged
- Weather & road conditions vary from day to day and from town to town. Ensure that you the worker drives according to these conditions as well as in accordance to the above statement.
- Worker consumption of alcohol or illicit drugs while at work is prohibited.
- Use of prescription drugs which have the potential to cause impairment of motor skills is also prohibited. **Workers must contact their supervisors to advise them of the medication prescribed by their doctor and to discuss work options.**
- Fatigue has a major impact on awareness, reaction speeds, and motor skills. If you are noticeably fatigued while driving a company vehicle, it is strictly prohibited.

All vehicles used for the purpose of completing work for Northwell Rentals must be equipped with the following:

- Appropriate first aid kit, fire extinguisher, and spill kit compliant with OH&S.
- A form of communication (cell phone, radio)
- Spare tire and tools
- Beacon and road flares
- Survival equipment as required
- Replacement PPE as required
- Minimum one 10lb fire extinguisher
- Seatbelts in good working condition
- Windshields, windows and mirrors in good repair so as not to impair vision.
- Proper tow hooks installed
- A headache rack if vehicle is equipped with a slip tank.

### 3.12 – Cell Phone Usage

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This SWP was designed in protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle. Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and the general public. Our goal is to ensure that these daily activities don't distract anyone from driving and arriving in a safe manner.

- Make driving your first priority.
- Whenever possible, let your voice mail take your incoming calls.
- Utilize a hand free device if necessary.
- Ensure you know your wireless phone and its features such as speed dial and re-dial.
- If a call or use of an application is required, whether incoming or outgoing, you shall pull off the road (at an approach if possible) when it is safe to do so.
  - Stop
  - Place vehicle in park
  - Then proceed with the phone call or other application.
  - Once the call or application has ended, signal and merge back onto the road once it is safe to do so.

#### **DO NOT'S!!!!!!**

- × **Do not take notes or look up numbers while driving.**
- × **Do not engage in stressful or emotional conversations.**



### 3.13 – Fire & Explosion

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Fire extinguishers are provided throughout all facilities, vehicles, equipment, and work sites. Extinguishers shall be mounted in accessible areas and are to be clearly labelled at all times. Workers shall be instructed periodically on the use of fire extinguishers and corresponding fire protection procedures.

**Types of Fires:**

- **CLASS A**-These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials
- **CLASS B**-Flammable Liquids such as oil and grease.
- **CLASS C**-Electrical Equipment.

**IF YOU DO NOT THINK YOU CAN PUT THE FIRE OUT WITHIN TWO MINUTES**  
**IMMEDIATELY CALL FOR HELP!**

All workers shall conduct their operations in a manner which minimizes the potential for fire.

**This includes:**

- Keeping combustibles away from sources of ignition
- Not smoking in or near areas which house combustible materials

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.

**Fire Exits:**

- All exits shall be clearly marked, easily accessible, and of sufficient number to allow for rapid evacuation by all personnel.
- Doors shall not be locked from the inside, allowing for personnel to have secure evacuation from the building.
- The various types of extinguishers purchases, used, and tested must be in accordance with the recognized standards

### 3.14 – Use Of Portable Fire Extinguishers

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Portable fire extinguishers are an effective method of controlling small fires. If you are unable to control a fire within one minute you should evacuate the area and call 911. Only use fire extinguisher which have been maintained according to manufacturer specifications. When using a portable fire extinguisher you must ensure:

- You are wearing the appropriate PPE
- You are fully trained with the operation of the extinguisher.
- Point nozzle at the base of the fire and sweep from side to side.
- Continue to discharge extinguisher in a sweeping motion until the fire is completely extinguished.
- Use a shovel to spread the ashes and help to ensure the fire is completely out.

**DO NOT'S!!!!**

- × **Use fire extinguisher; that are expired**
- × **Put yourself in danger!!!!!!!!!!!!**

### 3.15 – Drug And Alcohol Use

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Communication of this policy through orientation, meetings, newsletters, and other methods will provide continuous training and education to workers on the effects of alcohol and drugs. Our goal is to minimize the risk of impaired performance attributed to substance abuse and to achieve this; the follow shall be **strictly prohibited** for all workers on Northwell Rentals worksites:

- Possession, use, offer, or sale of any illegal drug, un-prescribed drug (which legally requires a prescription in Canada)
- Presence in the body, or presence of their metabolites, of illegal drugs, un-prescribed drug (which legally requires a prescription in Canada)
- Possession, use, or distribution of alcohol
- A blood alcohol level of .02% or higher
- Being unfit for work due to the use or after effects of drugs (prescription or otherwise), or alcohol.

Disciplinary action will be taken should any of the above occur. Management will review the incident and reprimand the worker according to discipline policy.

### 3.16 – Manual Lifting

Before a worker manually lifts, lowers, pushes, pulls, carries, handles, or transports a load that could injure the worker, Northwell Rentals must perform a hazard assessment that considers:

- **the weight of the load,**
- **the size of the load,**
- **the shape of the load,**
- **the number of times the load will be moved, and**
- **the manner in which the load will be moved.**

Northwell Rentals will provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads.

Each individual must be familiar with their own limitations and the following chart is offered as a guideline only.

<b>Personnel (minimum)</b>	<b>Lifting Device</b>	<b>Weight</b>	<b>Cautions</b>
<b>One Person</b>	None	0-30 lbs	● <b>Proper lifting techniques</b>
<b>One Person</b>	Preferred	31-50 lbs	● <b>Proper lifting techniques</b> ● <b>Use caution and ensure load is within personal limitations</b>
<b>Two Person</b>	<b>Preferred</b>	<b>51-100lb</b>	● <b>Proper lifting techniques</b>

Whenever possible, workers should use a lifting device for movement of heavy loads. When manual lifts are required, following the procedures for proper lifting will minimize risk of injury.

- Ensure feet are securely positioned and area is clear of hazards
- Bend at the knee keeping the back straight and lengthened.
- Grasp object to be lifted, ensuring that the hold is secured and firm.
- Use the leg muscles to perform the lift and pull object close to the body to assist with balance.
- Carry load to desired location and place object using same practices as lifting.

#### **DO NOT'S!!!!**

- × **Twist, slip, trip, or fall**
- × **Over extend or over exert yourself**
- × **Get caught between objects**

### 3.16 – Manual Lifting Continued

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If a worker reports to the employee what the worker believes to be work related symptoms of a musculoskeletal injury, the employer must promptly:

- Review the activities of that worker, and other workers doing similar tasks, to identify work-related causes of the symptoms, if any, and
- Take corrective measures to avoid further injuries if the causes of the symptoms are work related.
- If a worker may be exposed to the possibility of musculoskeletal injury, the employer must ensure that a worker is trained in specific measures to eliminate or reduce that possibility. The training must include identification of factors that could lead to a muscular injury, the early signs and symptoms of musculoskeletal injury and their potential health effects and preventative measures including, where applicable, the use of altered work procedures, mechanical aids, and PPE.

## 3.17 – Forklifts

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Each operator shall be physically fit enough to perform their job safely and efficiently. Operators shall wear all required PPE and be trained/certified and deemed competent in the operation and maintenance of the forklifts. Operators shall be familiar with the safety features of the forklifts they are to operate and shall follow the guidelines set forth in this SWP.

### **General Operating Procedures**

- All operators must be familiar with the Emergency Response Plan for their job prior to the start of work on any given worksite.
- Operators must be trained and competent in the operation of the forklift they are to operate.

### **The Following Rules Apply To All Operators:**

- During fuelling operations, ignitions must be shut off and it must be ensured there are no sources of flame or spark within 3 meters of the fuelling area.
- Ensure when charging a forklift up that there is no loose or frayed wires and that there is a sufficient place to charge the forklift without obstructing any doorways/walkways or that the cords are not strung all over the place to avoid tripping hazards.
- A minimum of 60 meters distance shall be maintained between machines working.
- Unattended machines shall have the fork set on the ground, except when being changed and an effective lock out has been engaged.
- All equipment shall be under the control of an operator while they are under power.
- Daily visual inspections are to be performed to ensure equipment is in good working condition and prepared for the job.
- Approaching a machine can only be done when the operator signals it is safe to do so.

### **DO NOT'S!!!!**

- × **Have passengers while operating that are not designed to carry passengers.**
- × **Approach the forklift that is operation unless the operator and you have made contact therefore the operator is aware that there is someone there.**
- × **Operate while fatigued, stressed or under the influence of alcohol or drugs.**
- × **Operate the forklift; if you have not been trained and deemed competent.**

## 3.18 – Towing And Winching

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Towing and winching operations have been identified as a hazardous task and must be performed with great care and regard to safety. These guidelines must be followed in each and every situation or, if they are unable to be followed, professional towing and winching services shall be obtained to perform the task safely. PPE such as coveralls with high visibility reflective striping, safety boots, eye protection and hand protection is required.

### **Tools & Equipment:**

- Only approved, flat nylon webbing straps are to be used.
- Designated and approved tow points shall be used.
- Use double lines whenever possible to provide greater safety margins against shock load during towing.
- Workers must wear appropriate PPE for task at hand.
- Designate the towing or winching director. Only one person should have ultimate directional over the situation, this will avoid situations of workers receiving several sets of instructions.
- All non-driving workers should step back and be well clear of the towing/winching area
- Personnel involved shall review the steps of the procedure with the director.
- The director shall stand well back from vehicles and to the side of cables under tension.
- The director shall communicate the steps to workers.
- Use a snatch block whenever possible.
- Ensure gloves are worn when handling cable as steel slivers and burrs can injure workers.
- Use extreme care when spooling the slack cable back onto the drum of the winch.
- Stand at minimum 1 meter back from the cable guides to allow time to stop the winch if required.
- Wind the cable on the drum neatly so that when tension is put on the line it doesn't kink the cable.

### **DO NOT'S!!!!**

- × **Use nylon rope or metal components; such as chains**
- × **Use any kind of combination of strap; and chains**
- × **Ever let the cable slide through your hands; instead use the hand over hand technique.**
- × **Never stand on the running board; or in the back of a truck while towing.**
- × **Use excessive force to tow another vehicle. Ensure that you pull in a smooth fashion.**

### 3.19 – Overhead Power Line Safety

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When driving and moving loads under power lines drivers shall review their planned route and identify possible hazards including the height of the line and load. If the move cannot be performed safely, the job must be stopped and the power company called to lift the line.

Whenever possible, a spotter shall be used to monitor the movement of vehicles under power lines.

- 1) Ensure load is properly secured and placed on trailer.
- 2) Verify line height & height of loaded equipment to ensure safe transport below line.
- 3) If line requires lifting, call the power company. Never lift power lines on your own.
- 4) Use a spotter with two way radio while movement below power line is carried out.
- 5) Move slowly under power line, maintaining contact with spotter.
- 6) All workers should be at least 10 meters away from area in case contact with power line occurs.

#### **Power Line Contact Procedure:**

- 1) DO NOT EXIT VEHICLE. Radio or call the owner immediately.
- 2) The power company will be called to lift the line and allow for safe movement of equipment.
- 3) Turn off vehicle, and eliminate all sources of spark or flame.
- 4) Never be in contact with vehicle and ground at the same time.
- 5) If you must exit vehicle due to fire or other emergency, follow these steps:
  - JUMP from vehicle, with both feet together, as far away from vehicle as possible.
  - LAND with both feet together.
  - HOP with both feet together, until a safe distance from power line and equipment.
  - REPORT to the owner immediately.

**Ensure no workers approach the area. Everyone must stay at least 10 meters away from equipment.**



### 3.19 – Overhead Power Line Safety Continued– Safe Distances

Depending on the voltage of the power line, safe distance can be as little as 33 feet (10 meters) or as much as 105 feet (32 meters). If equipment could come into contact with a power line, notify the power company before beginning work to ensure your safety.

Operating Voltage Between Conductors	Safe Limit of Approach for Persons & Equipment
0 – 750 volts (insulated)	300 millimeters
0-750 volts ( not insulated)	1.0 metres
Above 750 volts (insulated)	1.0 metres
750 volts – 40 kilovolts	3.0 metres
69 kilovolts & 72 kilovolts	3.5 metres
138 kilovolts & 144 kilovolts	4.0 metres
230 kilovolts & 260 kilovolts	5 metres
<b>500 kilovolts</b>	<b>7.0 metres typical power line</b>

## 3.20 - Rigging Requirements

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While rigging may look like an easy operation that requires no particular skill or experience, too many workers have lost fingers or hands or have suffered more serious injuries because they thought, “Anybody can do that”.

The following requirements must be met whenever using rigging:

- Only authorized, trained and competent personnel familiar with proper rigging procedures will be allowed to perform rigging at Northwell Rentals sites.
- Only rigging equipment that is in good condition, free of damage and is not suspect will be used
- All rigging equipment used will meet all appropriate government standards and will only be used as per manufacturers’ specifications. Only rigging equipment meeting the appropriate legislative standard will be purchased. All rigging must be assembled, used, maintained and dismantled under the supervision of a competent worker and in accordance with manufacturers’ specifications
- All rigging equipment shall be visually inspected by the operator prior to use. Slings and attachments must be visually inspected before use on each shift, and defective equipment must be immediately removed from service. In addition, shackles, turnbuckles, eyebolts, links, rings, metal clamps, spreader bars and other similar rigging hardware shall be checked periodically for safety
- Inspect all slings thoroughly at specified intervals and maintain them in good condition
- Ensure that safety latches on hooks are in good working condition
- All rigging equipment shall be protected from physical damage caused by neglect, abuse, or misuse
- All rigging equipment shall be stored and maintained in accordance with the manufacturer’s recommendations. A sling must be stored to prevent damage when not in use
- Slings (e.g., wire rope, synthetic web or rope, metal mesh, and chain) and rigging hooks shall be labelled for identification purposes with a durable tag (synthetic or metal) permanently affixed to the device. Equipment that is not properly labelled shall not be used. All rigging will be labelled with working load limits for lifting proposes.
- No load will be imposed on any rigging in excess of 10% of the breaking strength of the weakest part of the rigging (if the rigging is being used to raise and lower workers) and 20% of the breaking strength of the weakest part of the rigging in all other cases.
- Northwell Rentals shall ensure that any sling used to hoist a load (and the sling’s fittings and attachments) are in compliance with legislated standards, and capable of supporting at least 10 times the load to which the sling’s fittings, and attachments may be subjected where they are used to support a worker, and at least five times the maximum load to which they may be subjected in any other case.
- All slings will be clearly labelled to indicate the sling’s maximum load
- Hooks will be inspected before use and no hook will be used where the throat opening has been increased or the tip has been bent more than 10% out of plane from the hook body, or any dimension of the hook has been decreased by 10%
- No shackle will be subjected to a load greater than the maximum load indicated on the shackle. All shackle pins will be installed to prevent accidental withdrawal, and a bolt may never used in lieu of a properly fitted shackle pin
- Where the dislodgement of a hook could injure a worker, Northwell Rentals or its contractor shall ensure that the hook is secured by a safety latch, mousing, shackle or other effective means
- All hooks will be clearly labelled with the maximum load of the hook in a location where a worker using the hook can easily see the rating
- Where a worker or object may be struck by the rotation or motion of a load during hoisting, tag lines will be used to control the rotation or motion of the load. The tag lines must be of sufficient length to protect the workers from any overhead hazard, and the tag lines shall not be removed from the load until the load is securely landed

- Management shall ensure that equipment purchased through commercial channels meets or exceeds the requirements. The foreman and supervisors will ensure that all rigging is in good shape and that all personnel using rigging understand that.
- Defective equipment shall be removed from service and destroyed to prevent inadvertent reuse.
- All rigging equipment shall be maintained, inspected, tested (or calibrated), inventoried, and stored in accordance with the requirements of the manufacturer.
- No non-certified equipment will be used at any site for any hoisting action.

### Examples of conditions where rigging will need to be removed from service

<b>Synthetic slings with</b>	<b>Wire-rope slings with</b>	<b>Alloy steel chain slings with</b>
WLL Ratings tags missing	Kinking, crushing, bird-caging, or other distortions.	Cracked, bent, or elongated links or components.
Abnormal wear.	Evidence of heat damage.	Missing required safety latches
Torn stitching.	Cracks, deformation, or worn end attachments.	Evidence of heat damage.
Visible threads from the interior of the sling fabric.	Broken wires	Stretched chains or hooks.
Broken or cut fibres.	No WLL tags or means to determine the WLL of the sling	Cracked hooks.
Evidence of heat damage.	Shackles, eye bolts, turnbuckles, or other components that is damaged or deformed.	
Knots	No WLL tags or means to determine the WLL of the sling	

### 3.21 – Rigging & Hoisting

Northwell Rentals recognizes the hazard associated with rigging of loads and has developed this SWP to minimize the chances of injury to the worker or damage to any equipment.

Prior to work starting ensure that

- Only authorized personal will do any rigging – Lead hands and foreman only may authorize personnel to perform the rigging. Rigging and slinging work must be done by or under the direct supervision of qualified workers familiar with the rigging to be used and with the signals for controlling hoisting operations
- A job task analysis has been completed
- Any hazard in the work area that can be removed has been
- All work is done with the supervisor's permission
- A critical or serious lift plan, if required as defined by the load classifications, is completed
- Ensure that all appropriate PPE is worn.
- Ensure to designate a signaller that is familiar with the appropriate hand signals.
- Determine the weight of the load. Do not guess
- Determine the proper size for slings and components
- Only properly certified rigging will be used
- All rigging will have weight capacity tags, if they are not present the rigging is not to be used
- All rigging will be visually inspected prior to each use and if unsure of the soundness of the rigging it will not be used but removed from service
- Make sure that shackle pins and shouldered eye bolts are installed in accordance with the manufacturer's recommendations
- Pad sharp edges to protect slings. Machinery foundations or angle-iron edges may not feel sharp to the touch but could cut into rigging when under several tons of load. Wood, tire rubber, or other pliable materials may be suitable for padding
- Determine the center of gravity, and balance the load before moving it
- Keep the attachment points of rigging accessories as far above and as far away from the center of gravity as possible
- Initially lift the load only a few inches to test the rigging and balance
- If you must hold the sling or choker in position, be sure your hand is clear of pinch points
- Watch out for the roll or swing of the load. Since it's almost impossible to position the hook exactly over the load center there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it
- Loads to be unhooked by a worker must be safely landed and supported before the rigging is detached
- Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load
- When lowering or setting the load, be sure your and all other parts of your body are out from under it. Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from
- Identify the designated signalman by the use of distinctive vests, armllets, etc
- Check weight capacities of rigging make sure rigging is not overloaded. If capacity tags are not visible check charts for capacity of rigging. If still unsure do not use that piece of rigging
- If at any time you are unsure of the load stop the lift and make sure everything is safe.
- Keep all personnel clear of all loads at all times

#### **DO NOT'S!!!!**

- × **Place yourself between material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swinging load**
- × **Never stand under the load**
- × **Use damaged rigging.**
- × **Work under a suspended load.**
- × **Operate if under the influence of prescription medication without consulting your supervisor first.**

## 3.22 - Overhead Crane

Only competent personnel will operate overhead cranes; all crane operators will only do so with the expressed permission of their supervisors. Supervisors will document the worker's competency to operate an overhead crane.

- 1) Inspect crane and rigging prior to each use
- 2) Ensure cable remains tight and is properly on the drum of the crane
- 3) Maintain at least 2-3 wraps on the drum at all times
- 4) Report all damage to an overhead crane and tag it out if you are unsure of its soundness
- 5) Refer to rigging practices

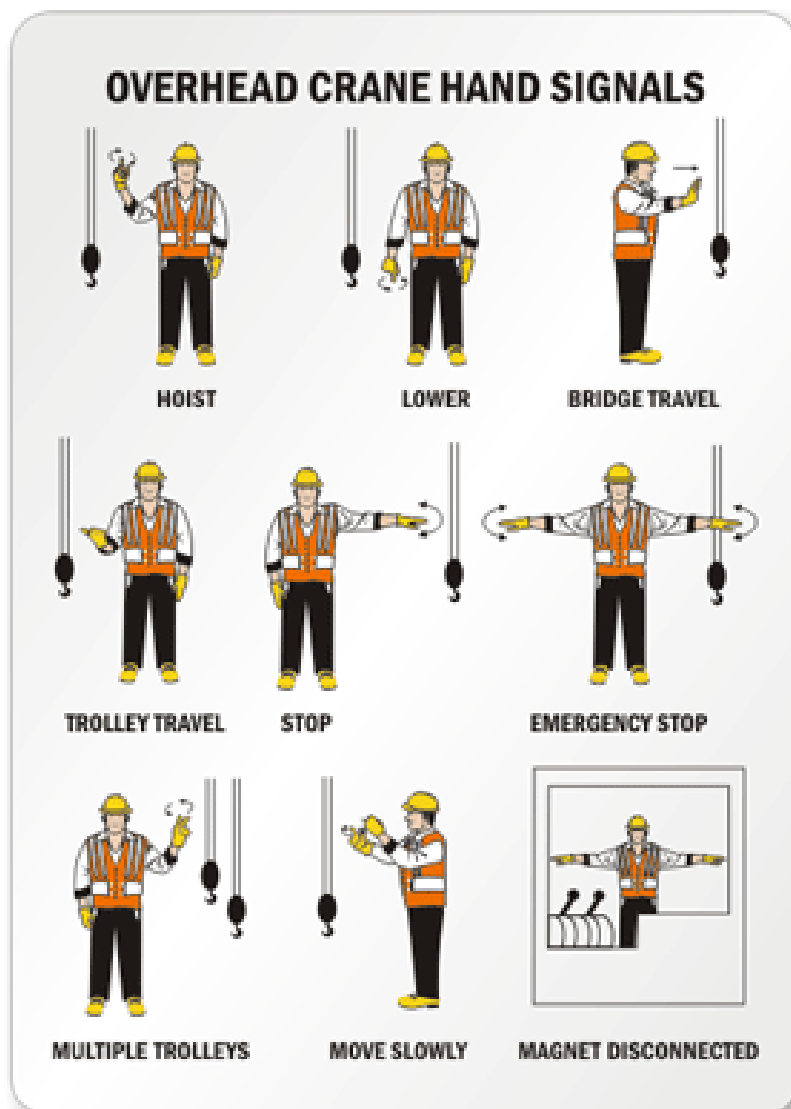
Determine the weight of the object or load prior to making a lift to ensure that the lifting equipment can operate within its capabilities. Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity. Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain. Ensure that when completing any lift at Northwell Rentals the following requirements shall be met:

- Always know the weight of the load prior to lifting and use appropriate rigging to lift the load
- Identify the designated signaller by the use of distinctive vests, armlets, etc
- Select only proper slings in good condition and **NEVER** exceed the working load limits of the slings
- Make sure the hoist or crane is directly over the load
- Use slings of proper reach. **Never** shorten a line by twisting or knotting. With chain slings, **never** use bolts or nuts
- If you must hold the sling or choker in position, be sure your hand is clear of pinch points
- When you have positioned the sling or choker you're using, release it, if possible, before you give the all ready signal
- Watch out for the roll or swing of the load. Since it's almost impossible to position the hook exactly over the load center there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it
- Make sure all personnel stand clear from the load being lifted
- When first lifting the load, only lift it a small distance and check balance and rigging
- Only lift loads as high as necessary. Keep loads as low as possible, even if this may mean raising and lowering loads to travel a distance
- Ensure that if a signaller is being used he/she is properly identified and understands the techniques of proper signalling
- Keep eyes on the hook make sure it is not swinging and will not contact anything
- Watch line as it unwinds or rewinds on the barrel
  - Watch for line crossing
  - Watch for line not wrapping properly on drum
  - If any of these happen stop crane, unwind and rewind properly
- If pendant controls are not clearly marked make sure you inform your supervisor
- When not in operation hooks should be left at approximately 10 ft above floor area
- Make sure a tagline is used to control the load

### **DO NOT'S!!!!**

- × **Never place yourself between material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swinging load**
- × **Never stand under the load.**

- × **When lowering or setting the load, be sure your hands and all other parts of your body are out from under it. Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from**
- × **Use if capacity tags are not visible check charts for capacity of rigging. If unsure DO NOT use**
- × **Never permit anyone to ride the lifting hook or the load**
- × **Never work under a suspended load, unless the load is properly supported**
- × **Never move a load over anyone. Always make sure a clear path of travel exists for all loads**
- × **Never leave a load suspended when the hoist or crane is unattended**
- × **No one is allowed to operate an overhead crane without first receiving proper training and being cleared by their foreman**



### 3.23 – Pressure Testing Bop's

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Northwell Rentals maintains specialty equipment for the oil & gas industry. This SWP has been developed to ensure you, the worker, have a guideline to follow when working on this piece of equipment.

- Wear all appropriate PPE.
- Wash, break down and inspect BOP in the wash bay area.
- Assemble the BOP to ensure that pipe rams, blind rams or annular element look to be in good condition before the doors are tightened in place with an air impact wrench with the proper socket.
- Remove rubber products if necessary.
- Move the BOP to the testing area.
- Bolt the BOP's onto the pressure test stump using a rubber gasket & proper sized bolts.
- Open valve for unit to fill with water.
- Hook up the hydraulic unit to function BOP. Perform function test. Close blind rams.
  - Close door in test bay area and ensure room is free from others.
  - Every time pressure testing is performed ensure the room is free from others and the door is shut.
- Pressure with water to 3000psi.
- Watch the pressure gauge for drops.
- If pressure drops inspect the BOP's for leaks.
- Bleed pressure off prior to fixing any leaks then pressure back up to 3000 psi to ensure the leak is fixed.
- Bleed pressure off. Install chart & pressure back to 300 psi. Leave pressurized for 10 minutes.
- Pressure to 3000 psi and record on chart for 10 minutes.
- Bleed pressure off through the pump bleed off valve. Open the blind rams.
- Screw in pup joint of the same size as the rams into the test stump. Close the pipe rams.
- Repeat the above testing steps.
- Remove the pup joint, disconnect the hydraulic unit & drain water from unit.
- Remove BOP's from test stump and test area.
- Clean up area at the end of the day.

#### **DO NOT'S!!!!**

- × **Complete any testing with others in the test area.**
- × **Exceed the specified testing limits.**

### 3.24 – Washing Equipment & Parts In The Wash Bay

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Washing equipment and parts may not seem all that hazardous however there is lots of flying debris and different chemicals that are required that makes this a hazardous task. Northwell Rentals had developed this SWP to inform all workers of the related hazards to this task and the appropriate actions to take to reduce the chance of injury to you the worker. When washing any equipment or parts the following shall be complied with.

- Ensure that all appropriate PPE is worn including coveralls (or fire retardant rain suits), safety glasses, gloves and safety boots with good traction.
- Pre-arrange the wash bay area.
- Bring in the equipment or parts in one at a time in the order in which they are required.
- Fill the chemical canister with the cleaning solution.
- Spray all over the piece of equipment or part that is being washed.
- Let soak for 15 minutes.
- Wash off all chemical with the high pressure wash wand and with HOT water.
- Once the entire chemical is washed off, give the equipment or part one last spray down.
- Let the equipment or part dry in the wash bay.
- Once it's dry move into the shop into the designated repair area.
- At the end of the day always wash the wash bay walls and floors to have ready and available for the next day.

#### **DO NOT'S!!!!**

- × **Use a chemical without consulting the MSDS first!**
- × **Spray anyone with the wand.**
- × **Wash anything outside of the wash bay. All chemicals must be washed down the drain.**



## 3.25 - Painting

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Painting is considered a hazardous task that requires a SWP & SJP to ensure that all employees understand the hazards related to the task and the appropriate actions to perform the task safely. All workers are required to review the SWP & SJP's prior to performing any painting task. When painting the following steps shall be complied with.

- Ensure that all appropriate PPE is worn (safety glasses, gloves, FRC, etc.). Including specialty PPE such as respiratory protection.
- Once you have received the equipment or parts from the wash bay ensure that you check for any deficiencies or damage.
- Buff the equipment or parts with appropriate buffers or grinders.
- Ensure to check the grinders or buffers for deficiencies prior to use.
- Now that the equipment is ready to paint ensure that you:
  - Use a proper fitting respirator
  - Turn on exhaust fan
  - Paint the equipment with spray cans
  - Put empty spray cans in appropriate recyclable containers.
- Once the equipment or parts are dry move them into the appropriate storage area.
- Always clean up paint bay at the end of the day.

### **DO NOT'S!!!!**

- × **Work in the paint area without ALL PPE!!!!!!!**
- × **Look directly into the sprayer if there is something blocking it. Ensure to turn it away from your face.**
- × **Use the paint area for personal painting use.**

## 3.26 – Office Safety

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A large percentage of workplace accidents and injuries occur in office buildings. Like the shop, the office requires a few preventive measures to ensure a safe and healthful environment. Common causes of office accidents include the following:

- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Improper lifting and handling techniques
- Unobservant and inattentive employees
- Improper office layout and arrangement
- Dangerous electrical wiring
- Exposure to toxic substances
- Horseplay
- Using chairs or other office furniture to serve as a ladder

The following sections address several office safety practices. Other preventive measures not mentioned may be necessary also.

The office building is not a sterile working environment; common workplace hazards can be extra dangerous when you ignore them.

### **Good Housekeeping Practices**

Good housekeeping skills are essential for personal safety. Employees are responsible for reducing potential hazards and keeping their work areas safe and clutter free. Good housekeeping guidelines include

- Keeping aisles and stairways free from clutter
- Cleaning spills
- Minimizing combustibles in the workplace and storage areas
- Keeping all exits free from obstructions

By keeping the office floor neat and clean, you can eliminate most slip, trip and fall hazards. Other good housekeeping practices include the following

- Ensure that office lighting is adequate and available. Replace burned out light bulbs and have additional lighting installed as necessary
- Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a n outlet installed or secure the cord to the floor with cord covering strips
- Do not tape cords down or run them underneath carpet
- Report or repair tripping hazards such as defective tiles, boards, or carpet immediately
- Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury
- Keep office equipment, facilities, and machines in good condition.
- Fire and Safety Codes prohibit the stacking of boxes closer than 18” to the ceiling. Store clearly marked boxes in an approved storage space. Fire and Safety Codes also prohibit the use of hallways for storage so boxes, file cabinets, tables and chairs, etc. are not to be stored in the hallways. Machine rooms housing utility equipment are not storage areas. Fire and Safety Codes state that these rooms must be clear of any obstructions that would slow or prevent access by emergency personnel or physical plant employees
- Maintain clear and unobstructed access to emergency equipment, such as fire extinguishers, pull stations, eyewash units, showers, etc

### **Cuts and Punctures**

Cuts and punctures happen when people use everyday office supplies without exercising care. Follow these guidelines to help reduce the risk of cuts and punctures

- Do not carry pencils behind the ear or between the fingers with the point toward the palm of the hand
- When sealing envelopes, use a liquid dispenser, not your tongue
- Use caution when folding or handling paper – it can cut
- Ensure staples are fully closed when fastening papers together
- Use a staple remover to remove staples. When using or refilling staplers, keep fingers away from the operating parts
- Be careful when using kitchen knives, scissors, staples, letter openers, and box openers. Any of these items could cause a painful injury.
- Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan. Place used blades or broken glass in a rigid container, such as a box, before disposing in a wastebasket.
- Remove all sharp edges, splinters, splinters, and burrs on furniture or equipment. Protruding nails should be removed or turned down.
- Turn on lights before entering a dark room or corridor. Report locations that are inadequately lighted.

### **Equipment Safety**

As mentioned earlier, common office machines, such as the following, require special safety consideration

- Copiers
- Microwaves
- Adding machines
- Typewriters
- Computers

Be sure you know how to operate these machines before using them, and never use one of these machines if you think it is defective.

Other office equipment requiring safety consideration includes furniture such as file cabinets and shelves, desks, and chairs.

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee.

Follow these guidelines to ensure machine safety

- Secure machines that tend to move during operation
- Do not place machines near the edge of a table or desk
- Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards
- Unplug defective machines and have them repaired immediately
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way
- Close hand-operated paper cutters after each use and activate the guard
- Take care when working with copy machines. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting
- Unplug paper shredders before conducting maintenance, repair, or troubleshooting.

Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines with unguarded moving parts

- Loose belts
- Jewelry
- Long loose hair
- Long, loose sleeves or pants
- Scarves or Ties

### **Indoor Air Quality**

Indoor air quality refers to the condition of air within an enclosed workplace. The indoor environment of any building is based on several factors including location, climate, building design, construction techniques, building occupant load, and contaminants.

Four key elements are involved in the development of poor indoor air quality:

- Multiple contaminant sources
- Poor ventilation systems
- Pollutant pathways
- Building usage and occupant load

Outside sources for indoor air contaminants include pollen, dust, industrial pollutants, vehicle exhaust, and unsanitary debris near outdoor air intake vents. Other outdoor agents, such as underground storage tanks or landfills, may also affect indoor air quality. Indoor contaminants are classified according to these categories:

- Combustion products (e.g., smoke)
- Volatile organic compounds (e.g., solvents and cleaning agents)
- Respiratory particulates (e.g., dust, pollen, and asbestos)
- Respiratory byproducts (e.g., carbon dioxide)
- Microbial organisms (e.g., mold, mildew, fungi, and bacteria)
- Radio nuclides (e.g., radon)
- Odors (e.g., perfume, smoke, mold, and mildew)

Additional examples of indoor contaminants include

- Dust
- Dirt or microbial growth in ventilation systems
- Emissions from office equipment
  - Fumes or odors from any source.

Northwell Rentals follows recognized guidelines for new building ventilation systems and air quality control; however employees are also responsible for the quality of their indoor air. Because indoor air often contains a variety of contaminants at levels far below most exposure standards, it is difficult to link specific health problems with known pollutants. Employees must minimize all contaminants to reduce the low level pollutant mixtures that commonly cause health problems.

The following practices will help ensure optimum indoor air quality:

- Fix leaks and drips. (Moisture promotes microbial( i.e., mold and mildew) growth
- Clean mold and mildew growths with a bleach/water mixture to prevent re-growth
- Ensure that indoor ventilation filters are changed regularly
- Minimize chemical and aerosol usage. Ventilate your area when chemical or aerosol usage is required. (These compounds include paint, cleaning agents, hairspray, perfume, etc)
- Do not block air ducts to control the temperature in your office
- Avoid smoking or cooking in enclosed areas (Smoking is strictly prohibited within office facilities)
- If possible, open windows when it is cool and dry outside

### **Smoking Policy**

The Canadian government's many health authorities have determined the following

- Breathing secondary smoke causes various diseases and allergic reactions in healthy non-smokers
- Separating smokers and non-smokers within the same air space does not eliminate exposure to environmental tobacco smoke for non-smokers
- Tobacco smoke and secondary tobacco smoke is a Class A carcinogen

To promote a safe, healthy, and pleasant environment for employees and visitors, Northwell Rentals has instituted a smoke free policy. Smoking is not allowed within the office area and will only be permitted in designated areas.

### **Slips, Trips and Falls**

Slips, Trips and Falls are among the most common injuries that occur. These injuries are perhaps some of the most preventable if we pay attention to our surroundings, follow good housekeeping procedures and do not run or rush. Listed below are suggestions that can minimize ones susceptibility to slips, trips and falls

- Turn on office lights. Ensure that passageways are adequately lit
- Arrange office furnishings in a manner that provides unobstructed areas for movement
- Keep hallways/stairwells neat
- Do not open more than one file cabinet drawer at a time
- Keep electrical and telephone cords out of walkways. Do not tape down or run cords under carpet
- Never obstruct your view when walking
- Secure throw rugs and mats to prevent slipping hazards
- Report uneven surfaces such as loose or missing floor tiles for repair
- Cleanup spills as soon as they occur
- Avoid horseplay
- Avoid unnecessary haste. Do not run in work areas

## 3.27 – Office Furniture Safety

### **Chairs**

Safety guidelines for office chairs include the following

- Do not lean back in office chairs, particularly swivel chairs with rollers
- Do not climb on any office chair. Use an approved ladder
- Office desk chairs should have adjustable back supports and seat height. Make sure that your chair's back support position and seat height are comfortable
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down.
- Repair or report any chair damage that could be hazardous
- Do not roll chairs over electrical cords

### **Desks**

Follow these safety guidelines for office desks

- Keep desks in good condition (i.e., free from sharp edges, nails, etc.)
- Ensure that desks do not block exits or passageways
- Ensure that glass-top desks do not have sharp edges
- Ensure that desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury
- Do not climb on desks. Use an approved ladder
- Keep desk drawers closed when not in use
- Repair or report any desk damage that could be hazardous

### **File Cabinets**

Because file cabinets and shelves tend to support heavy loads, treat them with special care.

Follow these safety guidelines for file cabinets

- Secure file cabinets that are not weighted at the bottom. Either bolt them to the floor or to the wall
- Ensure that file cabinet drawers cannot easily be pulled clear of the cabinet
- Do not block ventilation grates with file cabinets
- Open only one drawer at a time to keep the cabinet from toppling
- Close drawers completely when they are not in use
- Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly
- Close drawers slowly using the handle to avoid pinched fingers
- Keep the bottom drawer full. This will help stabilize the entire cabinet

### **Ladders**

Always use an approved ladder or stool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf, chair, or box, as a substitute for a ladder.

Follow these guidelines when using ladders:

- Do not load a ladder above its intended weight capacity
- Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available
- Avoid placing ladders in walkways. Secure a ladder if its location could cause an accident
- Keep areas around ladders clean and free of debris
- Do not use a ladder in front of a door unless the door is locked and barricaded

### **Shelves**

Follow these safety guidelines for office shelves:

- Secure shelves by bolting them to the floor or wall
- Place heavy objects on the bottom shelves. This will keep the entire structure more stable
- Ensure that there is at least 18 inches between the top shelf items and the ceiling. This space will allow ceiling sprinklers (if present) to function properly if a fire occurs
- Do not block ventilation grates with shelves
- Never climb on shelves (even lower shelves). Use an approved ladder

### **Strain and Stress**

To prevent back strain, do not lift beyond your strength. When lifting objects, keep back straight and lift with the legs. When heavy items are to be moved, arrange for necessary help and proper moving equipment.

To reduce stress and prevent fatigue, it is important to take mini-breaks (not many breaks) throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck and legs often if you do the same type of work for long periods of time. Rest your eyes often by closing them or looking at something other than the work at hand. For a quick pick-me-up, breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, always try to eat your lunch somewhere other than your desk.

Other examples of stress-relieving exercises that can be done at your desk include the following:

- **Head and Neck Stretch:** Slowly turn your head to the left, and hold it for three seconds. Slowly turn your head to the right, and hold it for three seconds
- Drop your chin gently towards your chest, and then tilt in back as far as you can
- Repeat these steps five to ten times

### **Work Station Arrangement**

With the extensive use of computers and other automated desk devices in the workplace, employees must take special care to ensure proper workstation arrangement. For the purpose of this manual, a workstation consists of the equipment and furniture associated with a typical desk job (i.e., desk, chair, and computer components).

In recent years, computer screens for Video Display Terminals (VDTs) have received much attention concerning non-ionizing radiation levels. Tests prove, however, that VDT's do not emit harmful levels of radiation. Improper workstation arrangement combined with repetitive motion, however, may contribute to visual and musculoskeletal fatigue.

Cumulative trauma disorders, such as carpal tunnel syndrome may result from the stress of repetitive motion. Therefore, it is very important to arrange your workstation properly to take breaks frequently.

The following sections offer recommendations for ensuring employee comfort through proper workstation arrangement.



### **Operator's Position**

Your seating position at work is important to your comfort and safety. To reduce the painful effects of repetitive motion follow these guidelines when working with computers or typewriters

- Always sit up straight. Make sure your chair is adjusted to provide adequate support to your back
- Place your feet flat on the floor or on a footrest. Lower legs should be approximately vertical, and thighs should be approximately horizontal. The majority of your weight should be on the buttocks
- Ensure that there is at least 1 inch of clearance between the top of your thighs and the bottom of the desk or table
- Keep your wrists in a natural position. They should not rest on the edge of the desk
- Keep the front edge of your chair approximately 4 inches behind your knees

### **Equipment Arrangement**

By properly arranging your equipment, you can also help reduce the harmful effects of repetitive motion. Follow these guidelines for arranging office equipment.

### **Document Holders**

Keep documents at approximately the same height and distance from your face as the VDT screen.

### **Keyboards**

Position computer keyboards so that the angle between the forearm and upper arm is between 80 and 100 degrees. Place the keyboard in an area that is accessible and comfortable.

### **Lighting**

Lighting around computer workstations should illuminate the work area without obscuring the VDT or causing glare. Position computer screens, draperies, blinds, and pictures to reduce glare during work hours (e.g., place the VDT screen at a right angle to the window).

### **Telephones**

Neck tension is a common problem caused by holding the telephone between the head and neck. Use a headset or speakerphone if you use the telephone for extended periods of time.

### **VDT Screen**

VDT images should be clear and well defined. Adjust the screen's brightness, contrast and display size to meet your needs. If a screen flickers or jumps, have it repaired or replaced.

Place the VDT 20-28 inches away from your face. The center of the VDT should be approximately 15 to 25 degrees below your line of vision.

### **Wrist Support**

Use wrist supports made of a padded material. The support should allow you to type without bending your wrists.



## Safe Job Procedures Policy

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Northwell Rentals is committed to ensuring the health and safety of all workers by providing appropriate and adequate training. The on-going development of Safe Work Procedures which when implemented, and followed, will minimize the risk or injury to workers, the public, property, and environment.

All tasks require a pre-job hazard assessment to be completed to identify any hazards that may pose danger to workers, and prevent the opportunity to cause injury. Northwell Rentals has developed Safe Work Procedures as a source of information to help guide workers on controlling hazards which they may be exposed to while performing a specific task.

All workers are required to follow the Company's Safe Work Procedures at all times, as well as provide input to management of Northwell Rentals pertaining to the Safe Work Procedures in an effort to continue development.



Mike Scott (Manager)



Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***

## 4.1 - Storage & Use Of Compressed Gas And Liquefied Gas

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### **An Employer Must Ensure That:**

- 1)** Compressed or liquefied gas containers are used, handled, stored and transported in accordance with the manufacturers specifications
- 2)** 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.
- 3)** Compressed or liquefied gas cylinders, piping and fittings are protected from damage during handling, filling, transportation and storage.
- 4)** Compresses or liquefied gas cylinders are equipped with a valve protection cap if manufactured with a means of attachment, and
- 5)** Oxygen cylinders or valves, regulators or other fittings of the oxygen-using apparatus or oxygen distributing system are kept free of oil and grease.

## 4.2 - Powered Mobile Equipment

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves		

### **Job Steps:**

- 1) The power equipment is inspected by a competent worker for defects and conditions that are a hazardous or may create a hazard.
- 2) Before operating any powered mobile equipment the operator must complete a visual inspection of the equipment and the surrounding area to ensure that the equipment is in a safe operating condition and that no worker, including the operator is endangered when the equipment is started up.
- 3) A person must not leave the controls unless the equipment is secured against unintentional movement by an effective method of immobilizing the equipment.
- 4) A worker must not smoke within 7.5 meters of a vehicle while it is being fuelled or refuel a vehicle when there is a source of ignition within 7.5 meters of that vehicle.

A worker must not operate powered mobile equipment (forklift, pile driver, all-terrain vehicles and tank trucks) unless competently trained.

The operator of powered mobile equipment must report to the employer any conditions affecting the safe operation of the equipment, operate the equipment safely, maintain full control of the equipment at all times, use the seat belts and other safety equipment, ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment, keep the powered mobile equipment free of objects that could interfere with the operation or create hazards.

All inspections and maintenance carried out is kept at the work site and readily available to a worker who operated the equipment.

**Developed & Approved By:** Dave Heck on Aug. 04/09

### 4.3 - Passing Under Overhead Power Lines

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves		

When driving and moving loads under power lines drivers must review their planned route and identify possible hazards including the height of the line and load. If the move cannot be performed safely, the job must be stopped and the power company called to lift the line.

A worker must follow the direction of the employer in maintaining the appropriate safe clearance when working in the vicinity of an overhead power line. The safe limit of approach distances apply to a load, equipment, or building that is transported under energized overhead power lines when the total height, including truck and equipment is greater than 4.15 meters.

#### **Job Steps – Before Beginning Pass:**

- 1) Verify the height of your load.
- 2) Notify owner of power line that you will be working in the area. Tell them the type of work you are performing, the date and time.
- 3) If possible, request line is de-energized, insulation barriers are erected.
- 4) Identify the safest area for machinery operation.
- 5) Travel under power lines ONLY when necessary, and only where safe routes have been confirmed for your load.
- 6) Assume all lines are energized and avoid contact.
- 7) Direct all personnel to stay clear of area and in a designated safe zone until authorized to approach area.

#### **Job Steps – Passing Under Overhead Power Lines:**

- 1) Visually check the area for high/low spots, low hanging lines, etc. If any uncontrollable hazards are identified DO NOT pass under power line. Report to Supervisor.
- 2) If all hazards have been controlled and it is safe to pass under power line, precede slowly maintaining contact with a spotter.
- 3) Use extra caution when moving on uneven ground that could cause machine to weave or bob into power lines.
- 4) Depending on the voltage of the power line, safe distance can be as little as 33 feet (10 meters) or as much as 105 feet (32 meters). As per OH&S Code, the employer must contact the power line operator before work is done or equipment is operated within 7 meters of an energized power line to determine the voltage of the line and the appropriate safe limit of approach.
- 5) Maintain a visual of power line, move slowly under power line until well clear and positioned in a designated safe area.

**Developed & Approved By:** Dave Heck on Aug 01/09

## 4.4 – Lifting & Handling Loads

PPE Required		
Gloves	Steel Toed Safety Boots	

Prior to making a manual lift, the worker must first assess the task at hand to identify if the lift can be safely made. Each individual must be familiar with their own limitations and the following chart is offered as a guideline only. Northwell Rentals is responsible to provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Whenever possible, workers should use the device for movement of heavy loads. When manual lifts are required, following the procedures for proper lifting will minimize the risk of injury.

- 1) Ensure feet are securely positioned and area is clear of hazards
- 2) Bend at the knee keeping the back straight and lengthened
- 3) Grasp object to be lifted, ensuring that the hold is secured and firm
- 4) Use the leg muscles to perform the lift and pull object close to the body to assist in balance
- 5) Carry load to desired location and place object using same practices as lifting
- 6) Take extra precautions not to twist, slip, trip, or fall, over extend or over exert one or get caught between objects.

If a worker reports to the employer what the worker believes to be a work related symptoms of a musculoskeletal injury, the employer must promptly

- (a) Review the activities of that worker, and other workers doing similar tasks to identify work related causes of the symptoms, if any, and
- (b) Take corrective measures to avoid further injuries if their causes of the symptoms are work related.

Personnel (minimum)	Lifting device	Weight	Cautions
One Person	None	0-30 lbs.	▪ Proper lifting techniques
One Person	Preferred	31-50 lbs.	▪ Proper lifting techniques ▪ Use caution and ensure load is within personal limitations
Two Person	Preferred	51-100 lbs.	▪ Proper lifting techniques

**Developed & Approved by:** Dave Heck on Aug. 04/09

**4.5 – Painting \*\*\*\*\*CRITICAL TASK\*\*\*\*\***

Developed & Approved by: Dave Heck, Owen Noble (Aug. 10/10)

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves	Respirator	

- 1) Wash equipment or parts in wash area, and then inspect for damages.
- 2) Move equipment into Paint booth
- 3) Turn fan on and wear proper fitted respirator, coveralls and safety glasses and/or face shield.
- 4) Use spray cans to paint equipment
- 5) Discard in proper recycle bin empty spray cans

**Developed & Approved by:** Dave Heck, Owen Noble on Aug. 10/10

4.6 - Testing B.O.P'S \*\*\*\*\***CRITICAL TASK**\*\*\*\*\*

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves	Face Shield	

- 1) Wash, break down & inspect BOP in wash bay area.
- 2) Assemble BOP ensuring pipe rams, blind rams, or annular element look to be in good condition. Ensure O-rings on door are clean and in good condition before doors are tightened in place with air impact wrench. Replace rubber products if necessary.
- 3) Move into test bay area.
- 4) Bolt BOP's on to pressure test stump using rubber gasket and proper sized bolts.
- 5) Open valve for unit to fill with water.
- 6) Hook up hydraulic unit to function BOP. Perform function test. Close blind rams.
  - Close door in test bay area and ensure room is free of other personnel before testing
  - Every time pressure testing is performed, make sure room is free of other personnel
  - And door is closed.
- 7) Pressure with water to 3000 psi. Watch gauge to check for pressure drop off.
- 8) If pressure drops inspect BOPs for leaks. Bleed off pressure prior to fixing leaks. Pressure back to 3000 PSI to ensure leak is fixed.
- 9) Bleed pressure off. Install chart, and pressure back to 3000 PSI. Leave pressure test on for 10 minutes.
- 10) Pressure to 3000 PSI and record on chart for 10 minutes. **DO NOT** perform other work in area of BOP while it is under pressure.
- 11) Bleed off pressure through pump bleed off valve. Open blind rams. Screw pup joint of the same size as the rams into test stump. Close pipe rams.
- 12) Repeat steps 1 through to 11
- 13) Remove pup joint, disconnect hydraulic unit and drain water from unit.
- 14) Remove BOPs from test stump in the test area.

**Developed & Approved by:** Dave Heck, Owen Noble on Aug. 10/10

**4.7- Fill Chemical Sprayer \*\*\*\*\*CRITICAL TASK\*\*\*\*\***

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Chemical Resistant Gloves	Face Mask	

- 1) Worker is to Wear Proper PPE
- 2) Bleed air pressure off chemical canister through bleed off valve.
- 3) Open lid on top of chemical canister.
- 4) Open main valve (red valve) to operate the chemical pump. Fill canister ¼ full of chemical then shut off air supply to shut down the chemical pump.
- 5) Open air valve (black valve) to operate chemical pump. Fill canister ¼ full of chemical. Then shut off air supply to shut down the chemical pump.
- 6) Open water valve (blue valve) and put enough water to fill the canister ½ full. Shut off water valve.
- 7) Shut main valve on the discharge line.
- 8) Install lid on chemical canister.
- 9) Pressure up canister with air to a maximum pressure of 130 PSI.
- 10) Chemical canister is now ready to spray on equipment for cleaning.

**Developed & Approved by:** Dave Heck on Aug. 04/09



## 4.8 - REPAIR SWABS

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves		

- 1) Wash and inspect casing swab
- 2) Secure swab in pipe vice.
- 3) Break apart using pipe wrenches and remove cups. Discard used cups.
- 4) Use angle grinder to grind off pipe wrench marks. Face shield must be worn when grinding.
- 5) Chase threads on rod box connection.
- 6) Move swab to paint bay to be painted and marked for proper identification before being stored.

**Developed & Approved by:** Dave Heck on Aug. 04/09

**4.9 - Pressure Test Valves & Kelly Cocks \*\*\*\*\* CRITICAL TASK\*\*\*\*\***

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves	Face Mask	

- 1) Clean Valve and have threads inspected by a qualified inspector.
- 2) Secure Valve in pipe vice
- 3) Connect test head and high pressure hose.
- 4) Pressure to 3000 PSI.
- 5) Watch pressure gauge for bleed off.
- 6) If pressure does not hold, valve needs to be sent away for repair.
- 7) Bleed off pressure through bleed off valve on pump pipe manifold.
- 8) Disconnect hose and remove test head.

**Developed & Approved by:** Dave Heck, Owen Noble on Aug. 15/10

**4.10 - Washing Equipment \*\*\*\*\*CRITICAL TASK\*\*\*\*\***

PPE Required		
Safety Glasses	High Visibility Coveralls	Steel Toed Safety Boots
Gloves	Rain Suit	Face Mask

- 1) Put on PPE including coveralls, safety glasses, safety boots with good traction and appropriate gloves.
- 2) Pre-arrange the wash bay area.
- 3) Bring the equipment in the order which it is needed.
- 4) Fill chemical canister with cleaning chemical & spray on the piece of equipment that is being washed.
- 5) Let the chemical soak for 15 minutes.
- 6) Turn on wash bay pump.
- 7) Wash off equipment with high pressure water wand & hot water.
- 8) Once the equipment is dry then move into the shop for repair.
- 9) At the end of the day always clean wash bay walls & floors & have ready for the next day.

**Washing Tanks**

Make sure you test tank for UEL (Upper Explosive Limits) and LEL (Lower Explosive Limits)  
When you are on top of a tank be aware of slipping hazards.

**Developed & Approved by:** Dave Heck on Aug. 01/11

**4.11 – Pressure Test Kelly Hoses \*\*\*\*\*CRITICAL TASK\*\*\*\*\***

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1. Clean and inspect hoses for any damage
2. Put on test caps (hammer unions)
3. Fill hoses with water
4. Pressure test to 3000 psi
5. Be outside of area when building up pressure
6. Monitor gauge for pressure drop
7. Hold pressure for 3-4 minutes
8. If tests good and no leaks, bleed off pressure valve at pump
9. Disconnect pressure hose and test caps
10. Wrap up hoses for storage

## 4.12 – Torque Testing and Pressure Testing Power Swivel

**\*\*\*\*\*CRITICAL TASK\*\*\*\*\***

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1. Install the fitting on the swivel to be tested, install the hair pin to hold the test bar in and attach the safety cable to a secure point on the unit. Secure the head to the carrying frame with a chain.
2. Place the torque testing signs in the proper area to warn others of the test, verbally inform any one working in the area of the test. Make sure everyone is in the clear.
3. Proceed with the torque test in the forward position, test to the recommended torque for the head you are testing.
4. When the torque test is done, hook up the high pressure water line flood the unit up, bleed the air from the system, and pressure test the head to the recommended pressure. When you are done the pressure test bleed the system down, unhook the water hose and recoil it back on the reel.
5. Reposition the torque test bar to the other side of the unit; warn all workers in the area that you are conducting a torque test again. Place unit in the reverse and proceed to break the connection
6. Put all of the test equipment back in its proper storage area, remove the chain that you used to secure the head to the stand. Take the signs down and return them to their proper place.
7. Put all other tools and torque test equipment away.

## Company Rules Policy

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Northwell Rentals believes that an important part of our Health and Safety Program is the development and enforcement of company rules. Those rules, combined with the regulations set forth by government legislation, provide workers with a solid framework for safe operations. By working within the framework, and following the rules, you are ensuring that a basic level of safety is maintained.

The rules are clear and reasonable. They apply to every situation and to every worker. They have been established and developed in an effort to keep workers safe and will be enforced consistently with all workers. It is the policy of Northwell Rentals to clearly outline what is expected of workers and what actions or behaviours are unacceptable. Discipline will be issued for all violations of the company rules and will occur based on the frequency and severity of the violation.

**No violation of rules will go undisciplined.**

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***

### **All Workers Must Follow The Rules:**

- Wear the required PPE for the job you are doing. Steel toed safety boots, safety glasses with side shields, and FRC's (coveralls or smocks) is the basic requirement for all work. Some tasks require additional PPE such as respirators, hard hats, gloves, etc.
- Report all near misses, hazards, unsafe behaviors, conditions, or acts to your supervisor as soon as they are identified.
- Report injury, illness, and incidents immediately!
- Follow safe work practices and procedures for all tasks. If you are ever unsure of how to perform a task – ask your supervisor.
- Keep work areas and equipment clean and well maintained.
- Follow rules set out by clients, our company, and government.
- Never attempt to do a job which you know is unsafe. Always report unsafe conditions to your supervisor.
- Smoking is permitted only in designated areas.
- Running is strictly prohibited anywhere on the worksite, unless in case of an extreme emergency.
- Drivers must drive in accordance with all applicable Provincial, Federal and municipal legislation and OH&S acts, codes and regulations
- All drivers must ensure that they drive according to all posted speed limits and according to weather conditions.
- The use of cell phones while driving is prohibited. If you need to make or take a call, text or email, find a safe place to pull over before proceeding with the call.

### **Prohibited Acts Or Conditions Which Are Grounds For Dismissal:**

- Possession, consumption, or impairment of, or from, alcohol, illegal or un-prescribed drugs on company worksites, in company vehicles, equipment, or on company premises.
- Possession of firearms or weaponry on company worksites, in company vehicles, equipment, or on company premises.
- Theft or vandalism
- Tampering with safety equipment including: fire extinguishers, emergency shut off equipment, first aid equipment, etc.
- Deliberate violations of the company's safe work procedures.
- Fighting, horseplay or practical jokes are strictly prohibited.

All violations of rules will result in appropriate disciplinary actions, based on frequency and severity. Discipline may include warning, suspension, or dismissal. In all cases, the following employee warning report will be issued.



## Progressive Disciplinary Policy

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Northwell Rentals progressive discipline policy contains three main requirements:

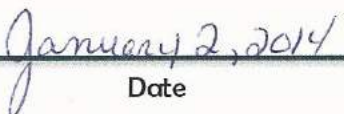
- Employees must be aware of Northwell Rentals safety rules and work procedures.
- Management and site representatives must reinforce safe work performance.
- Violations of safety rules or work procedures must be immediately corrected.

The goal of Northwell Rentals progressive discipline policy is to reinforce the benefits of safe work performance. When violations of safety rules or work procedures occur, management should look for reasons behind the violations before determining corrective actions. In most cases a violation results from lack of training, ignorance of the rules or attempts to cut corners. By providing necessary training or a review of the safety rules and work practices, similar violations can be prevented.

When workers intentionally do not perform work safely, **disciplinary action shall be taken**. Disciplinary action should also be undertaken if company property, funds or sensitive information is stolen or misused, or if relations between the company, its employees/contractors/subcontractors, the public or the environment suffer as a result of unsafe work performance.

**Infractions of the safety rules will be dealt with at the discretion of management according to the seriousness or repetition of the infraction(s).**

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***



## Progressive Discipline Program - Disciplinary Actions

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**Verbal Reprimand** - Includes discussion of the violation and a warning of more severe action should the offence be repeated. Discussions will be documented.

**Written Reprimand** - Includes discussion of the violation followed by a written record of the violation and reprimand, which is given to the employee and placed in the employee's personnel file. Warning of more severe action should the offence be repeated is also given.

**Suspension without Pay** - Includes release from all job responsibilities without pay for a period of time determined by the severity of the misconduct. Suspensions must be documented in a letter to the worker and a copy of the letter must be placed in the worker's personnel file. Workers are also informed that discharge will result if the offence is repeated.

**Discharge** - Is usually only used when all other attempts to correct behaviour have failed and where proper legal authority for discharging the individual(s) has been confirmed. Formal discharge must be documented in a letter to the worker and a copy of this discharge letter placed in the past worker's personnel file. This action should be taken only as a final step when sound judgment indicates no other alternative.

### **Documentation**

The "Opportunity for Improvement" form will be used for all disciplinary actions, including dismissal. Supervisors are to ensure that their documentation regarding any infraction or violation of standard work procedures or safety requirements is accurate and up-to-date. Ensure that you have the correct dates, times and the nature of the infractions or violations documented. All verbal warnings must be documented as they support the action taken when a warning is given in writing. Consequently, the first written warning is the foundation for the second written warning and so forth. If there is no documentation or accurate facts to support the warnings, the company has little room to defend its actions.

Prior to issuing any warning, the following questions should be asked:

- Has the employee/contractor/subcontractor violated a company rule or regulation?
- Do you know the company rules and regulations?
- Does the employee/contractor/subcontractor know the company rules and regulations?
- Has the employee/contractor/subcontractor been properly trained?
- Has the company done all it can to avoid this situation?
- Is there another alternative?

### **Guidelines**

When issuing a warning, either verbally or in writing, the following guidelines should be observed to ensure that the warning shall have a positive effect in changing the employee's substandard performance:

- Make certain the warning is deserved.
- Respect the dignity of the individual; speak to the person in private.
- Do not take phone calls and avoid interruptions.
- Gather all the available facts.
- Review the procedure or rule and the purpose of the procedure or rule.
- Give the employee/contractor/subcontractor the opportunity to explain his/her actions.
- Listen for hidden facts that may be affecting the employee's/contractor's/ subcontractor's behaviour.
- Decide on the most appropriate form of disciplinary action (in the case of a suspension or termination consult with Northwell Rentals management).
- Explain your reasons for the disciplinary action and what is expected from the employee/contractor/subcontractor.
- Administer the warning and complete and distribute the necessary paperwork.

Supervisory personnel are responsible for ensuring that employees/contractors/ subcontractors understand and comply with general safety rules and vehicle safety rules. Violations of Northwell Rentals safety rules, regulations, safe work procedures and/or poor work performance by workers indicate a breakdown in the system. The supervisor must correct these deficiencies immediately, before they become standard practices and disrupt the normal work environment. Any failure on the part of the supervisor to immediately correct a violation or substandard practice is the supervisor giving his/her permission to violate the rules.



## Employee Complaint Form

Date: \_\_\_\_\_ Time: \_\_\_\_\_  am  pm

Nature Of Incident: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
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Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Discipline Warning Form

From: \_\_\_\_\_ Date: \_\_\_\_\_

REGARDING Employee Name: \_\_\_\_\_

Check One:  Verbal Warning  Written Warning  Suspension  Discharge

**I have made the following observation of the above named employee:**

\_\_\_\_\_  
\_\_\_\_\_

**The organizational Policy or Work Rule which has been violated is:**

\_\_\_\_\_  
\_\_\_\_\_

**Has this employee previously received disciplinary action for this rule or policy infraction?  
YES  NO  (Check One). If yes, enter the date(s) and discipline administered:**

\_\_\_\_\_  
\_\_\_\_\_

**I have informed the employee that these matters are important because:**

\_\_\_\_\_  
\_\_\_\_\_

**I have informed the employee of the following consequences if they fail to observe the standards set forth in item above:**

\_\_\_\_\_  
\_\_\_\_\_

These matters will be reviewed on an on-going basis.

**Employee's comments/remarks:**

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Signing this form does not indicate agreement, but only signifies that you have been informed of the action and you have received a copy of this counseling statement.\*\*

Review Action: Signed \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ Original to Personnel File \_\_\_ Copy to Employee \_\_\_ Copy to Management for Initialing.

## Personal Protective Equipment (PPE) Policy

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Personal protective equipment is a vital part of our Health and Safety Program because when all other control efforts have been exhausted and fail to protect workers, the PPE we wear becomes the last form of protection from illness and injury. It is the policy of Northwell Rentals to ensure all workers are equipped with the proper PPE, training in its use, care, and selection, in an effort to minimize the risk of injury and illness faced by workers.

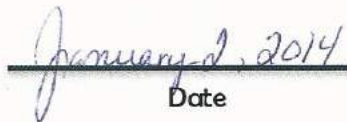
All workers are required to wear basic PPE during the performance of all tasks. This shall include CSA approved safety glasses, CSA approved Foot and FRC's. Specialized PPE is required by workers when performing specific jobs which require additional protection from specific hazards. All personal protective equipment shall be compliant with the guidelines set forth by Occupational Health and Safety.

**All workers are required to perform hazard analysis on all tasks to ensure that they are wearing properly selected Personal Protective Equipment.**



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Mike Scott (Manager)



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Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***

## Personal Protective Equipment

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Personal protective equipment is our last line of defense from injury. It is important that all workers are aware of the different types of PPE which is available to them. Each job you perform will have its own set of hazards. As a worker, you must take the time to assess the hazards and take the appropriate corrective measures to control hazards and choosing the correct PPE is part of this process.

### **The basic PPE required at Northwell Rentals includes:**

- Fire Retardant Coveralls(flame resistant outerwear)
- Safety Glasses
- Steel Toed Boots(CSA approved Standard Z195-02)
- Clothing under flame resistant outwear is made of flame resistant fabric or natural fibers that will not melt when exposed to heat.

### **Specialized PPE which may be required includes:**

- Hard Hats (every overhead load)
- Gloves (welding gloves for welding, chemical resistant for washing, etc)
- Respiratory Protection
- Face Shields
- Ear Protection (CSA approved ear plugs and/or earmuffs)

The PPE Information Sheet provides information for quick and easy reference to the different types of PPE which may be required throughout the course of your work. Use this sheet frequently to provide information on the personal protective equipment you use.

If a workers eye is injured or irritated at a work site, an employer ensure that the worker wears properly fitted eye protection equipment that is approved to CSA standard Z94.3-07, and is appropriate to the work being done and the hazard involved. If eye protection is required to be worn by a worker at a work site, prescription eyewear with glass lenses must not be used if there is danger or impact unless it is worn behind safety glasses that meet the current standards. If wearing contact lenses poses a hazard to the workers eyes during work, the worker is advised of the hazards and the alternatives to wearing contact lenses.

If there is a danger that a workers hands, arm, leg, or torso may be injured, an employer ensure that the worker wears properly fitted hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified. A workers skin must be protected from harmful substances that may injure the skin on contact or may adversely affect a workers' health if it absorbed through the skin.

If a worker may be exposed to a flash fire or electrical equipment flashover, Northwell will ensure that the worker wears flame resistant outerwear and uses other personal protective equipment appropriate to the hazard.

Northwell Rentals will ensure that the worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site. If the hazard assessment identifies that protective footwear needs to have toe protection, a puncture resistant sole, metatarsal protection, chainsaw protection or any combination of these, Northwell will ensure that the workers wears protective footwear that is approved to CSA Standard Z195-02, Protective Footwear.

If there is a foreseeable danger to a workers head at a work site, Northwell will ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-5, Industrial Protective Headwear.

## Eye & Face Protection

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If a worker's eyes may be injured or irritated at a work site, Northwell Rentals will ensure that the worker wears properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07, Eye and Face Protectors (or current version). Prescription safety eyewear having glass lenses must not be used if there is danger of impact unless it is worn behind safety glasses that meet the standard.

### **Eye protection and/or face shield; must be worn for the following tasks:**

#### **CSA approved eyeglasses c/w side shields:**

- Any work in industrial areas where the possibility of flying objects, particles or debris exists. (This includes company employees/contractors and visitors conducting inspections or walk-around);
- Indoor maintenance (i.e. changing light bulbs, painting, plumbing, etc.);
- All operations that require machine repair work; and
- Hand and power tool use.

#### **CSA approved safety goggles:**

- Any work in industrial areas where the possibility of splashing liquids exist;
- Chemical use;
- Water spray/steam cleaner use;
- Welding/cutting (shielded and tinted glass may be required);
- Outdoor maintenance (grounds keeping activities); and
- Any work using compressed air/gas.

#### **CSA approved safety goggles c/w full face shield:**

- Any work in industrial areas where the possibility of splashing acids, caustic substances and dangerous chemical liquids exist;
- Portable and stationary grinder operations; and
- Welding goggles and/or helmet in welding areas (barriers shall also be used if non-welding personnel are located near the welding area).

Employees shall clean eye protection equipment regularly and check before every use for cracks, scratches, pits or fading. Badly chipped, scratched or pitted lenses indicate the surface is broken and shall not be used. Do not use bent, modified or poorly fitted eye protection. To prevent the fogging of lenses when working in cold temperatures, warm eye protection slightly before use.

Employees who require vision correction may use goggles that fit over prescription lenses or may wear eye protection that incorporates the prescription of the wearer.

Employees are prohibited from wearing contact lenses in areas where they may be exposed to fugitive emissions/vapours or high-pressure tools.



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## Head Protection

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

Employees/contractors/subcontractors will wear protective headgear when working in industrial areas and wherever the field supervisor or field representative deems appropriate. Headgear must be worn in a proper fashion and not be structurally or visibly altered (i.e. boring holes; applying solvents or paints); must be able to be fitted with a chinstrap for use in high wind conditions; must not be worn with any liner that contains metal or conductive material; and should be protected from the effects of the sun if carried in a vehicle.

If there is a foreseeable danger of injury to a worker's head at a work site, Northwell Rentals will ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05, Industrial Protective Headwear (or current version)."

All head protection must be suitably maintained. If there is any doubt about the serviceability of the headgear, it shall be removed from service and destroyed. In particular, headgear that has been subjected to a blow, regardless of whether damage is visible, must be replaced immediately.

For more information on this topic, please refer to Alberta Occupational Health and Safety Code, Part 18, Section 234 "Industrial Headwear".

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## Hand Protection

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Many injuries in the workplace occur because hand protection is either not worn or is inadequate for the type of hazard encountered. Tasks for which gloves shall be used include, but are not limited to:

- Exposure to bodily fluids or biochemical hazards – latex gloves;
- Toxic, corrosive or caustic chemical use – rubber or chemical-resistant rubber gloves;
- General handiwork or wire rope use – leather or heavy canvas gloves;
- Handling hydrocarbons – rubber gloves;
- Welding/cutting – approved welding gloves with wrist coverings; and
- Outdoor maintenance, grounds keeping activities, pesticide or herbicide use or sampling equipment use – appropriate gloves (work or chemical resistant).

If in doubt about the selection or requirement for hand protection, please consult your supervisor, Material Safety Data Sheets (MSDS), or Occupational Health and Safety regulations.

Make sure gloves fit properly and are free of rips and holes before using. Reusable gloves shall be cleaned often to prevent accumulation of flammable materials. Caution shall be exercised when operating moving machinery or equipment, as a glove may get snagged or caught.



## Foot Protection

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Northwell Rentals will ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site. If the hazard assessment identifies that protective footwear needs to have toe protection, a puncture resistant sole, metatarsal protection, electrical protection, chainsaw protection, or any combination of these, the employer must ensure that the worker wears Protective footwear that is approved to CSA Standard Z195-02, Protective Footwear (or current version).

Workers must ensure that footwear is comfortable; appropriate to the hazards associated with the work being performed and place of work; and is regularly inspected for excessive wear. The footwear must be a full boot with a minimum height of six inches from the heel to the top of the boot. Bootlaces must be properly tied and the pant leg should be placed over the top of the boot to prevent hot liquids or chemicals from entering the boot. Footwear with exposed metal, steel toe plates, heel plates or metal studs is not allowed.

## Fire Retardant Clothing (FRC)

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If a worker may be exposed to a flash fire or electrical equipment flashover, Northwell Rentals will ensure that the worker wears flame resistant outerwear and uses other protective equipment appropriate to the hazard.

Coveralls made of approved flame retardant material (i.e. Nomex IIIA, Proban or Indura) that state flame retardancy on the label will be considered “approved” coveralls. Any clothing worn over flame retardant clothing/coveralls shall also be flame retardant. Outer garment types/materials that are acceptable include clothing made of 100% flame retardant material (Nomex IIIA, Proban and Indura).

### **Other Guidelines Regarding Fire Retardant Clothing Include:**

- Chemically treated fire retardant clothing is acceptable; however, this clothing can only be dry-cleaned when soiled. Washing this type of clothing with detergent may remove its flame protection capability and, therefore, its effectiveness. Types of chemically treated FRC include Proban and Indura.
- The type of clothing worn by personnel on worksites where the potential exists for flammable or explosive atmospheres will not create a possible source of ignition (for example, some clothing possesses static enhancing properties [i.e. nylon]). In the event of a flash fire (3 - 5 second duration), worker’s clothing shall not have the potential for complicating the extent of the burn injuries due to the nature of the material from which it is made (nylon, polyester, etc.).
- All FRC must be kept clean and free of hydrocarbons, grease, etc. FRC must be mended with fire retardant material and thread. All maintenance should follow manufacturer specifications.
- Clothing should fit properly and comfortably, and care should be taken to avoid clothing being caught or snagged by moving equipment.

## Hearing Protection

Northwell Rentals will ensure that the noise management program includes the following:

- a plan to educate workers in the hazards of exposure to excess noise and to train workers in the correct use of control measures and hearing protection;
- the methods and procedures to be used when measuring or monitoring worker exposure to noise;
- the posting of suitable warning signs in any work area where the noise level exceeds 85 dBA;
- the methods of noise control to be used;
- and the selection, use and maintenance of hearing protection devices to be worn by workers.

The purpose of the hearing protection standard is to protect employees/contractors/ subcontractors from harmful noise exposure when sound levels exceed the Noise Permissible Exposure Limits. Occupational Exposure Limits (OEL's) in Table 1 will be adhered to. Hearing protection identified in Table 2 will be utilized at all Northwell Rentals operating sites. Northwell Rentals shall ensure a worker's exposure to noise does not exceed:

- the occupational exposure limits listed in Table 1, and
- 85 dBA Lex.

Local Occupational Exposure Limits define the maximum permitted daily exposure to noise without hearing protection. The Occupational Exposure Limits (OELs) adopted by Northwell Rentals are as follows:

<b>TABLE 1 – Occupational Exposure Limits for Noise</b>	
<b>Exposure Level (dBA)</b>	<b>Maximum Permitted Duration (per day)</b>
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 4 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
<b>115 and greater</b>	<b>No exposure</b>

**Table 2 – Selection of Hearing Protection Devices**

Maximum Equivalent Noise Level (dBA Lex)	CSA Class of Hearing Protector	CSA Grade of Hearing Protection
Up to 90	C, B or A	1, 2, 3, or 4
Up to 95	B or A	
Up to 100	A	
Up to 105	A	
Up to 110	An earplug + A or B earmuff	3 or 4 earplug + 2, 3, or 4 earmuff
Greater than 110	An earplug + A or B earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA Lex	3 or 4 earplug + 2, 3, or 4 earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA Lex

Noise exposure assessments will be conducted at worksites where workers are, or may be, exposed to noise in excess of 85 dBA Lex and the noise exposure limits in Table 1, in accordance with the Alberta Occupational Health and Safety Code, Part 16, Sections 219-220. Equipment will also be evaluated and decibel levels will be posted appropriately to enable the correct selection of hearing protection. Audiometric testing will be provided to personnel exposed to excess noise in accordance with the Alberta Occupational Health and Safety Code, Part 16, Sections 223-224. All records of noise assessment or audiometric testing will be retained in the Head Office Safety Program master files.

**Northwell Rentals will ensure that hearing protection equipment is provided to workers exposed to excess noise:**

- meets the requirements of CSA Standard Z94.2-02, Hearing Protection Devices: Performance, Selection, Care, and Use (or current version), and
- is of the appropriate class and grade as described in Schedule 3, Table 2.

**Northwell Rentals will ensure that the noise management program includes the following:**

- a plan to educate workers in the hazards of exposure to excess noise and to train workers in the correct use of control measures and hearing protection;
- the methods and procedures to be used when measuring or monitoring worker exposure to noise;
- the posting of suitable warning signs in any work area where the noise level exceeds 85 dBA;
- the methods of noise control to be used;
- and the selection, use and maintenance of hearing protection devices to be worn by workers.

**PPE Use, Selection & Care Guidelines**

Type of PPE	Related Hazards	Types Available	Care of Equipment	DO	DO NOT
Fire Retardant Coveralls	<ul style="list-style-type: none"> <li>Fire</li> <li>Sparks</li> <li>Flame</li> </ul>	Various brands	Care for according to manufacturer specifications.	<ul style="list-style-type: none"> <li>Ensure good fit</li> <li>Care for according to manufacturer instructions</li> <li>Ensure FRC's are type accepted on each worksite.</li> </ul>	<ul style="list-style-type: none"> <li>Use when soiled</li> <li>Use when torn</li> <li>Wear clothing that is synthetic &amp; will melt when exposed to heat</li> </ul>
Gloves	<ul style="list-style-type: none"> <li>Cuts</li> <li>Scrapes</li> <li>Chaffing</li> <li>Burns</li> </ul>	A wide variety each with different applications and protective qualities	Clean and care for according to manufacturer instruction. Replace as necessary.	<ul style="list-style-type: none"> <li>Use protection suitable for the task at hand.</li> <li>Ensure good, snug fit</li> <li>Have extra hand protection available</li> </ul>	<ul style="list-style-type: none"> <li>Use damaged or slippery protection.</li> <li>Under protect hands</li> <li>Dispose of oil soaked hand protection in general waste.</li> </ul>
Hard Hat	<ul style="list-style-type: none"> <li>Falling Objects</li> <li>Bumps</li> <li>Energized equipment</li> </ul>	Various designs must be suited to specific use and class.	Check regularly for defects. Care for according to manufacturer specifications. Wash with mild detergent and rinse thoroughly.	<ul style="list-style-type: none"> <li>Use CSA approved protection</li> <li>Ensure good, snug fit</li> <li>Replace when dented, cracked or old.</li> <li>Wear additional liner as required by weather and conditions</li> </ul>	<ul style="list-style-type: none"> <li>Use when damaged</li> <li>Use solvents to clean</li> <li>Use a liner with a conductive material</li> <li>Carry anything in hard hat while wearing it</li> <li>Alter in any way</li> </ul>
Safety Glasses	<ul style="list-style-type: none"> <li>Flying objects</li> <li>Debris</li> <li>Liquids</li> <li>Light</li> <li>Wind</li> </ul>	Glasses, Full Face Shield, Full Face Helmet	Clean regularly and replace as required.  Follow manufacturer instructions.	<ul style="list-style-type: none"> <li>Use CSA approved protection</li> <li>Ensure good, snug fit</li> <li>Keep clean and clear</li> <li>Use both glasses and face shields as required</li> </ul>	<ul style="list-style-type: none"> <li>Use cracked or pitted glasses</li> <li>Take off eye protection to get a 'better look'</li> <li>Use eye protection that is not approved</li> </ul>
Foot Protection	<ul style="list-style-type: none"> <li>Puncture</li> <li>Compression</li> <li>Laceration</li> <li>Impact</li> </ul>	Different styles including boot and runner type.	Follow manufacturer instruction. Keep clean and free of grease and oil.	<ul style="list-style-type: none"> <li>Use CSA approved protection</li> <li>Ensure good fit and lace up to top of boot.</li> <li>Use protective dressing to increase resistance to water.</li> </ul>	<ul style="list-style-type: none"> <li>Use if worn out</li> <li>Modify or alter footwear</li> </ul>



**PPE Inspection Form**

Site Location:	Date:		Inspector:							
Client:	Inspector Assistant:			Management Signature:						
PPE REQUIRED	Steel Toed Boots	Hard Hat	Eye Protect.	Ear Protect.	Coveralls	Gloves	Face Mask	Rain Suits	Face Shields	Initials
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
<b>Workers Inspected:</b>										
<b>Comments/Corrective Actions:</b>										

## Preventative Maintenance Policy

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It is the policy of Northwell Rentals that all tools, equipment, and vehicles shall be maintained properly and according to manufacturer specifications in an effort to reduce the risk of injury and damage to people, property, and the environment.

A schedule for preventative maintenance has been developed and is based on requirements set forth by manufacturers, industry recommended practices, and government. All workers shall regularly inspect tools, equipment, and vehicles as dictated by the preventative maintenance schedule. Inspections shall be documented and any tool, piece of equipment, or vehicle which poses a safety hazard must be taken out of service.

The forms used to identify deficiencies shall then serve as a record indicating the repairs needed and will be reviewed by management to ensure the repairs are completed. Only when management has verified the repairs shall the tool, equipment, or vehicle be returned to service.

The goal of the preventative maintenance program is to ensure that all tools, equipment, and vehicles used by workers are in safe working order. The presence of a preventative maintenance program does not eliminate the need for every worker to thoroughly inspect all tools, equipment, and vehicles prior to each use.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***



## Preventative Maintenance Program

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### **Lock out/Tag Out**

Once all energy isolating devices have been activated to control hazardous energy, Northwell Rentals will ensure that a worker involved in work at each location requiring control of hazardous energy secures energy isolating device with a personal lock Northwell Rentals will ensure that each personal lock used has a unique mark or identification tag on it to identify it as belonging to the worker to whom it is assigned.

If more than one worker is working at each location requiring hazardous energy to be controlled, each worker must attach a personal lock to energy isolating device.

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 Northwell Rentals 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.

Northwell Rentals must 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.

### **Tools**

Basic tools are used by all workers in the course of their daily duties. These include wrenches, screwdrivers, hammers, shovels, ladders, power cords, lighting, ropes, slings, chains, hoses, clamps, hitches, etc.

Workers are required to inspect tools prior to their use. A quick visual inspection can identify cracks, breaks, frays, loose parts, and other deficiencies associated with tools. When a tool has a deficiency, it loses its integrity. It is no longer as strong as it was before. This means that there is a significant increase in risk because it cannot be determined how severely the tool has been damaged.

When a worker identifies a tool with a deficiency, it must be taken out of service and appropriately tagged out. No deficient tool is permitted for use. Before you may perform any task, you must be certain that tools are safe to use.

Specialized tools are used in particular circumstances and for the purpose of the preventative maintenance program, will include fire extinguishers, fire protective clothing, and other emergency equipment / tools.



### **Fire Extinguishers & Protective Clothing**

All fire extinguishers are to be professionally inspected at least annually. Fire extinguishers shall be visually inspected at the start of each job to ensure they are fully charged and maintained according to manufacturer specifications.

Each piece of fire protective clothing must be maintained in strict adherence to the manufacturer specifications. Workers must carefully read the directions for each piece of clothing they use and ensure that these directions are followed. Clothing must be inspected prior to each use to ensure that they are free of rips, tears, chafing etc. and that they fit well without being restrictive or overly loose.

Workers must also ensure that the clothing they have selected meets or exceeds the minimum standards set by occupational health and safety legislation for the particular task at hand.

### **Equipment & Vehicles**

All equipment and vehicles used at Northwell Rentals have an established maintenance schedule to be followed which meets or exceeds the manufacturer's specifications. Vehicles in excess of 11793kg must be inspected on an annual basis and follow the pre and post trip inspections and maintenance guidelines set forth in the CVIP. Equipment and vehicles have been assigned a unit number and maintenance file. All inspection records, service records, and other information shall be kept in these maintenance files.

In addition to meeting the manufacturer specifications, mobile equipment must meet the R.O.P.S. standards set by the Society of Automotive Engineers and be maintained in a condition which does not compromise the health and safety of workers.

All equipment and vehicles are subject to pre-start inspections and regular maintenance and services as outlined by the manufacturer. Workers should become familiar with the following maintenance schedule and use it as a handy reference guide for the maintenance of equipment, and vehicles.



## Maintenance Schedule

TYPE OF EQUIPMENT	TYPE OF INSPECTION	FREQUENCY	BY WHOM
Overhead Crane	Formal	Annually	Certified Inspector
Paint Filter	Formal	Every 2 <sup>nd</sup> Month	Workers & Supervisors
Sump in Wash Bay	Formal	Monthly	Workers & Supervisors
Pick Ups	Formal	Monthly	Operators
Propane Fork Lift	Formal	Daily Monthly Visual & Annually	Operator On Shift Workers, Supervisors & Certified Mechanic
Electric Fork Lift	Formal	Daily Monthly Visual & Annually	Operator On Shift Workers, Supervisors & Certified Mechanic
Air Compressor	Formal	Monthly & As per manufacturer specifications	Workers & Supervisors
Band Saw	Formal	Monthly Visual & Annually	Workers & Supervisors
Used Oil Tank	Formal	Monthly	Workers & Supervisors
Fire Extinguisher	Formal	Monthly & Annually	Workers, Supervisors & Certified Facility
<b>All equipment must be visually inspected prior to use and adhere to manufacturer specifications for maintenance and service. Deficiencies must be reported and recorded immediately! Repair maintenance occurs on all equipment as required.</b>			

## Pre-Start Inspection

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The pre-start inspection plays an important role in the preventative maintenance program. By walking around your vehicle and other mobile equipment, you can ensure that the unit is safe to operate. A pre-start inspection verifies that the basic safety requirements are satisfied before you begin your work.

### **The Complete Walk Around Pre-Start Inspection:**

- Walk around the vehicle/equipment to make sure there are no other people in the area.
- Check brake lines for any visible leaks. Report and repair all leaks prior to use.
- Check tires for cuts, wear, separation, and embedded objects. Check for bulges, cracks and breaks in tires, rims and valve stems.
- Check wheel lugs for loose or broken lugs.
- Check all fluid levels while equipment is on level ground, check manufacturer specifications for exact fluid requirements.
- Check on the ground for a sign of fluid leaks - before and after the engine is running.
- Check all belts for tightness and good condition.
- Be careful of fluid that will be draining out of tanks and drain until clean air is visible.
- Visually check the hoist rams, making sure the hoist anchor pins and keepers are in place.
- Check hydraulic hoses for leaks, cracks, and wear.
- Visually check the main frame for cracks.
- Turn on lights to make sure they are working – headlights, clearance lights, signal lights, retarder lights, and back up lights.
- Check windshield and mirrors for cracks and dings.
- Check handholds, making sure they are not loose.
- Ensure truck is equipped with two wheel chocks mounted in an accessible place.
- Check seat belts are working correctly & wear them!
- Check alarms are working correctly.

**If you find any of these areas to be faulty, defective, or missing report to your supervisor immediately and get repairs completed before beginning work!**

**Monthly Truck Inspection**

Conducted By: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Kms: \_\_\_\_\_

Date/Time: \_\_\_\_\_

<b>Y/N</b>	<b>Item</b>	<b>Comments</b>
	Engine Oil Level	
	Transmission Oil level	
	Coolant Levels	
	Power Steering Fluid Levels	
	Belts	
	Battery	
	Radiator	
	Steering Column	
	Steering Wheel	
	Windshield & Windows	
	Windshield Wipers & Washer Fluid	
	Brakes & Emergency Brake	
	Seat Belts	
	Lights	
	Horn	
	Defroster/Heater/AC	
	Suspension	
	Tires	
	Doors Working Properly	
	Emergency Equipment	
	Other	
	Other	

Inspector Signature: \_\_\_\_\_

Managers Signature: \_\_\_\_\_



## Weekly Forklift (Propane) Inspection

Date/Time: \_\_\_\_\_ Machine Make/Model: \_\_\_\_\_

Unit #: \_\_\_\_\_ Equipment Hours: \_\_\_\_\_ Operator: \_\_\_\_\_

<b>Rating Legend:</b> <b>N/A-</b> Not Applicable <b>M-</b> Passed but Maintenance Required <b>P-</b> Passed in Good Working condition <b>R-</b> Rejected, Repair Necessary Before Returning to Service	
<b>Fluid Levels:</b>	
	Motor Oil
	Radiator
	Hydraulic Fluid
	Propane Lines & Connectors
	Greasing Required?
	Oil Change Required?
	Oil Filter Change?
<b>Operator's Compartment:</b>	
	Horn & Safety Switches
	Pedal Pads
	Brakes
	Park Brake
	Seat & Seatbelts
<b>Body Exterior:</b>	
	Lights
	Turn Signal Lamps
	Hazard Lights
	Tire Pressure
	Tire Wear
	Mirrors
	Forks
	Lifting Chains on Mast
	Hydraulic Lines

Operator Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Maintenance Completion Date: \_\_\_\_\_

**Weekly Winch Truck Inspection**

Conducted By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

<b>Y/N</b>	<b>Item</b>	<b>Comments</b>
	Engine Oil Level	
	Transmission Oil level	
	Coolant Levels	
	Power Steering Fluid Levels	
	Belts	
	Battery	
	Radiator	
	Steering Column & Steering Wheel	
	Windshield & Windows	
	Windshield Wipers & Washer Fluid	
	Brakes & Emergency Brake	
	Seat Belts	
	Lights	
	Horn	
	Suspension	
	Tires	
	Doors Working Properly	
	Air Compressor	
	Air Pressure Holds	
	Winch Line Free of Frays	
	Other	
	Other	

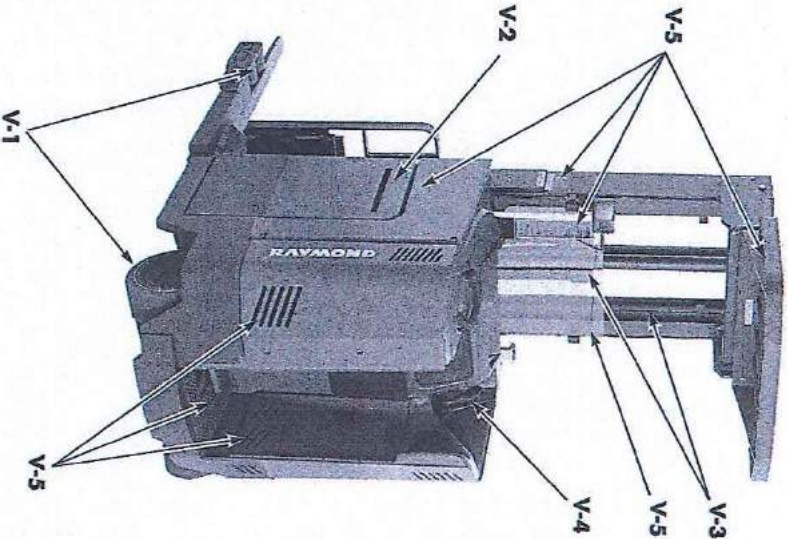
Inspector Signature: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

**Weekly Forklift (Electric) Inspection**

Daily Record (Perform these checks at the start of each shift)

Model: <b>Easi Reach-Fork® and Deep-Reach® trucks</b>	Serial Number:	Operator:
Shift Number:	Truck Number:	Date:
Mark Each Box OK or R/A (Repair/Adjust)		

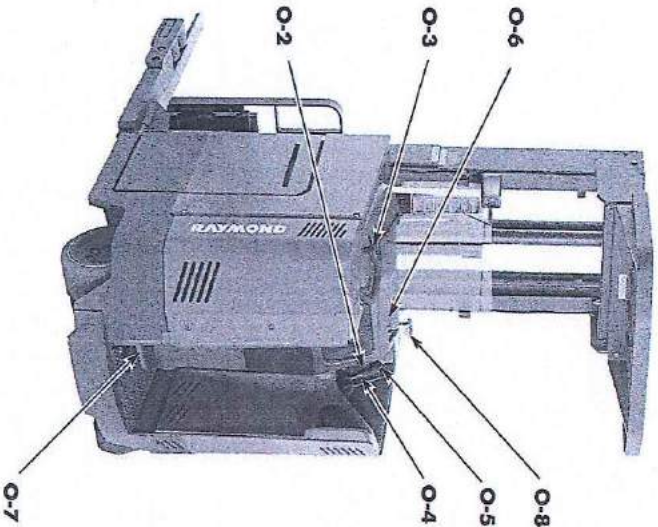


Visual Inspection: Key Switch Turned OFF (O)		Mark
1	<b>TIRES</b> <ul style="list-style-type: none"> <li>No gouges, chunking, or flat spots</li> <li>No bond failure</li> <li>Adequate tread (if applicable)</li> </ul>	
2	<b>BATTERY</b> <ul style="list-style-type: none"> <li>Fully charged/correct voltage and weight/no leakage</li> <li>Properly installed</li> <li>Gates properly installed</li> <li>Emergency disconnect functions properly</li> <li>Connector in good condition and properly attached to the mating connector</li> </ul>	
3	<b>LIFT/LOWER SYSTEM</b> <ul style="list-style-type: none"> <li>No damage to chains, hoses, or limit switches</li> <li>Check hydraulic fluid level in hydraulic reservoir</li> </ul>	
4	<b>CONTROLS</b> <ul style="list-style-type: none"> <li>Move smoothly without binding</li> <li>Return to neutral when released</li> </ul>	
5	<b>GENERAL</b> <ul style="list-style-type: none"> <li>Guards and covers properly installed</li> <li>No loose or missing hardware</li> <li>Warning and accessory lights operate</li> <li>Decals — Warning, Safety, and Operational are present and legible</li> <li>Make sure that there are no leaks, bent forks, abnormal sounds, cracked welds, and so on</li> <li>Strut straps (under the truck) are in good condition</li> <li>Fire extinguisher (if included) is properly installed and properly charged</li> <li>Wind screen/mast guard not damaged, cracked, or chipped (if glass)</li> <li>SMARTI card (optional on some models; not available on others) functions properly</li> <li>No ice or water accumulation in tractor and; no ice or water on the operator compartment floor, deadman pedal, or any other operator control</li> <li>All plugs, terminals, cables, and receptacles are in good condition</li> <li>Vent slots are not obstructed</li> </ul>	



Daily Record (Perform these checks at the start of each shift)

Operational Inspection: Key Switch Turned ON (1)		Mark
1	<ul style="list-style-type: none"> <li>• SELTTEST</li> <li>• Must pass</li> </ul>	
2	<ul style="list-style-type: none"> <li>• HORN</li> <li>• Sounds when button is depressed</li> </ul>	
3	<ul style="list-style-type: none"> <li>• STEERING</li> <li>• Is smooth, without binding or excess play</li> </ul>	
4	<ul style="list-style-type: none"> <li>• DIRECTIONAL/SPEED CONTROL</li> <li>• Moves smoothly without binding</li> <li>• Returns to neutral when released</li> <li>• Controls speed and direction properly</li> <li>• Plugging functions properly</li> <li>• Speed limits function properly</li> </ul>	
5	<ul style="list-style-type: none"> <li>• LIFT/LOWER SYSTEM</li> <li>• Lift/lower buttons move smoothly and return to neutral when released</li> </ul>	
6	<ul style="list-style-type: none"> <li>• All controls perform their functions as indicated</li> <li>• HOUR METERS AND TOTAL MILES INDICATOR</li> <li>• Records hours of lift truck operation, hours spent lifting, and total miles traveled</li> </ul>	
7	<ul style="list-style-type: none"> <li>• BRAKES</li> <li>• Pedal moves freely without binding</li> <li>• Stops lift truck in specified distance (with a rated load and traveling at full speed, stopping distance should be approximately one and one-half truck lengths)</li> <li>• Deadman brake functions properly (travel circuits disabled)</li> </ul>	
8	<ul style="list-style-type: none"> <li>• BATTERY DISCONNECT</li> <li>• Shuts down all functions when pressed</li> </ul>	
9	<ul style="list-style-type: none"> <li>• SAFETY</li> <li>• All warning and working lights are functional</li> <li>• The (optional) travel and/or lift/lower alarm functions</li> <li>• All limit switches function properly</li> </ul>	
COMMENTS:		



**Do not operate this truck if an unsafe condition is discovered.  
Lock/Tag the truck out of service and notify your supervisor immediately.**

Hour Meter Readings	Operator's/Supervisor's Initials/Signature





## Safety Training & Safety Meeting Policy

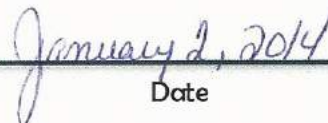
Safety training and communication of safety are the cornerstones of Northwell Rentals safety program. Without proper knowledge and communication we cannot ensure that workers are provided the proper and required information and skills to perform their jobs safely. It is because safety training and communication are so vital to ensuring worker safety that Northwell Rentals has developed this policy relating to the provision of general and specialized safety and related training throughout every level of the company.

Northwell Rentals will provide workers with the necessary training to minimize the risk of injury, illness, and loss to workers, the public, the environment, and property. Training will be formal and informal and will include, at minimum:

- Safety orientations for workers new to the company
- Job, task, and trade specific training as required such as welding
- Additional training for supervisors (LSE, etc.)
- WHMIS, T.D.G, First Aid with CPR and H2S
- Refresher training
- Additional specialized training as required such as fork lift training
- Safety meeting guidelines

Workers are required to participate in safety training as provided by Northwell Rentals and will be required to attend and participate in company safety meetings for the purpose of communicating safety related issues throughout workers and the company. An approved training agency provides the first aid training to candidates for a certificate in emergency first aid, standard first aid or advanced first aid. A worker who successfully completes the training by an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid or advanced first aid that are adopted by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board. The registered owner of every vehicle must maintain, for each of their owner's drivers, a driver record file. A driver abstract will be requested upon hire.

  
\_\_\_\_\_  
Mike Scott (Manager)

  
\_\_\_\_\_  
Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***

## Worker Orientations

---

All workers will be given an orientation to Northwell Rentals prior to their first day of work. This is an important first step to introducing new workers to the company's Health and Safety Program. It provides an opportunity to effectively communicate the company expectations and requirements as they apply to the new worker, as well as provide a complete illustration of the management's role in maintaining a safe work environment.

Orientations are completed following a standard procedure although different methods may be used to best communicate information to each individual worker. If a worker has any questions or does not understand any part of the orientation, please ASK! This is the time for questions.

After the safety orientation has been completed, workers will be given a quiz to verify that they have sufficiently understood the safety information that has been communicated to them. Questions not completed correctly on the quiz will be discussed with the worker to ensure complete understanding of the information. The quiz will then be filed in the worker's information file.

The quiz will change from time to time but will be of a yes/no or multiple choice format or a true/false format. An example of questions to be asked is:

*A good general rule for entering or exiting a vehicle or piece of equipment is:*

- a. Always jump off carefully*
- b. Use two point contacts*
- c. Use three point contacts*
- d. Wear steel toed boots with ankle support*

Workers will read the question and select the best answer. The trainer will be available to answer any questions the worker may have. After the orientation has been completed, the trainer will use the following checklist to ensure that the mandatory areas have been reviewed during the orientation.

## Job Specific Training

The purpose of on the job training is an important part of ongoing job skills training. It helps to ensure that employees are competent in their work and are made aware of the hazard related to the tasks to reduce the risk of injury within the work place.

- 1) On the job training will be conducted by upper management or a professional person experienced in the applicable field
- 2) On the job training is provided to new workers to the job or worksite
- 3) On the job training is provided if there is a change in work procedures.
- 4) On the job training is provided to demonstrate new or revised safety requirements or equipment
- 5) Priority for on the job training will be as follows
  - a) Serious hazards
  - b) Jobs that are done frequently
  - c) High staff turnovers
  - d) Where accidents frequently occur
- 6) On the job training will include
  - a) Company and regulatory requirements
  - b) Standard work procedures
  - c) Equipment operations
  - d) Proper use of tools
  - e) Effective use of manuals, checklists, and records
  - f) Personal protective equipment, first aid skills
  - g) Emergency response procedures

**Safety is the primary concern of every job we do. Workers are not permitted to perform any job or task for which they do not have proper training.**

Training is ongoing and may occur in a classroom setting, or may be more casual and occur in the field. This type of casual training is called 'on the job training' and will be beneficial to the worker because it offers:

- Hands on experience under the direction of experienced trainers
- Practical application assists in learning
- Ability to ask and clarify questions as they occur
- Opportunity to practice until comfortable with the new skill

Workers will receive job specific training during their orientation for basic tasks which all workers will be required to perform and there will be additional training when workers are assigned a new task or when a routine task will be performed in a new location or site. When a new tool or equipment is put into use, the worker will also receive training on its use.

Supervisors and management are responsible for providing workers with proper training and information on tasks. This will occur using a variety of methods including:

- Review of safe work practices and procedures
- Tool box meetings discussing hazards and corrective measures
- One on one discussion with worker to determine level of knowledge
- Observation of workers performing task.

Training may occur briefly as a simple question / answer format, or it may take several weeks as workers are introduced to new tasks and led through a progressive training plan. Regardless of the duration of the training process, all training must be documented and the records kept in the workers file. All workers will be monitored to ensure safe work practices, work procedures, and applicable legislation is being complied with at all times.

**Always remember to ASK if you are UNSURE how to perform ANY task!**

## New Worker Orientation Checklist

Employee:	Hire Date:
Orientation Date:	Position:
<p><b><u>Introduction &amp; Safety Responsibility</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company Safety Policy</li> <li><input type="checkbox"/> Workplace Violence Policy</li> <li><input type="checkbox"/> Review Of All Other Company Policies</li> <li><input type="checkbox"/> Management, Supervisor &amp; Worker Safety Expectations</li> </ul> <p><b><u>Hazard Assessment</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily Hazard Identification Form</li> <li><input type="checkbox"/> Definitions</li> <li><input type="checkbox"/> Near Miss/Observation/ Hazard Id Form</li> </ul> <p><b><u>Safe Work Practices</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3.1 Lockout/Tagout</li> <li><input type="checkbox"/> 3.2 Housekeeping</li> <li><input type="checkbox"/> 3.3 Fueling</li> <li><input type="checkbox"/> 3.4 Grinders</li> <li><input type="checkbox"/> 3.5 Equipment Operations</li> <li><input type="checkbox"/> 3.6 Noise Exposure</li> <li><input type="checkbox"/> 3.7 Portable Power Tools</li> <li><input type="checkbox"/> 3.8 Chemical Handling</li> <li><input type="checkbox"/> 3.9 Band Saw</li> <li><input type="checkbox"/> 3.10 Compressed Air &amp; Compressors</li> <li><input type="checkbox"/> 3.11 Driving</li> <li><input type="checkbox"/> 3.12 Cell Phone Usage</li> <li><input type="checkbox"/> 3.13 Fire &amp; Explosion</li> <li><input type="checkbox"/> 3.14 Use of Portable Fire Extinguishers</li> <li><input type="checkbox"/> 3.15 Drug &amp; Alcohol Use</li> <li><input type="checkbox"/> 3.16 Manual Lifting</li> <li><input type="checkbox"/> 3.17 Forklifts</li> <li><input type="checkbox"/> 3.18 Towing &amp; Winching</li> <li><input type="checkbox"/> 3.19 Overhead Power Line Safety</li> <li><input type="checkbox"/> 3.20 Rigging</li> <li><input type="checkbox"/> 3.21 Rigging &amp; Hoisting</li> <li><input type="checkbox"/> 3.22 Overhead Crane</li> <li><input type="checkbox"/> 3.23 Pressure Testing Bop's</li> <li><input type="checkbox"/> 3.24 Washing Equipment &amp; Parts in Wash Bay</li> <li><input type="checkbox"/> 3.25 Painting</li> <li><input type="checkbox"/> 3.26 Office Safety</li> <li><input type="checkbox"/> 3.27 Office Furniture Safety</li> </ul> <p><b><u>Safe Job Procedures</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4.1 Storage &amp; Use of Compressed &amp; Liquefied Gas</li> <li><input type="checkbox"/> 4.2 Powered Mobile Equipment</li> <li><input type="checkbox"/> 4.3 Passing Under Overhead Power Lines</li> <li><input type="checkbox"/> 4.4 Lifting &amp; Handling Loads</li> <li><input type="checkbox"/> 4.5 Painting</li> <li><input type="checkbox"/> 4.6 Testing B.O.P's</li> <li><input type="checkbox"/> 4.7 Fill Chemical Sprayer</li> </ul>	<p><b><u>Safe Job Procedures</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4.8 Repair Swabs</li> <li><input type="checkbox"/> 4.9 Pressure Test Valves &amp; Kelly Cocks</li> <li><input type="checkbox"/> 4.10 Washing Equipment</li> <li><input type="checkbox"/> 4.11 Pressure Test Kelly Hoses</li> <li><input type="checkbox"/> 4.12 Torque Testing &amp; Pressure Testing Power Swivel</li> </ul> <p><b><u>Company Rules</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company Rules Policy</li> <li><input type="checkbox"/> Disciplinary Policy &amp; Program</li> <li><input type="checkbox"/> No Alcohol or Drugs</li> <li><input type="checkbox"/> No Horseplay, Fighting</li> <li><input type="checkbox"/> No Tampering With Safety Equipment</li> <li><input type="checkbox"/> No Theft &amp; Vandalism</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard Hats</li> <li><input type="checkbox"/> Safety Glasses &amp; Face Shields</li> <li><input type="checkbox"/> Steel Toed Footwear</li> <li><input type="checkbox"/> Fire Retardant Coveralls</li> <li><input type="checkbox"/> Gloves</li> </ul> <p><b><u>Specialized PPE</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Respiratory Equipment</li> <li><input type="checkbox"/> Hearing Protection</li> <li><input type="checkbox"/> PPE Inspections</li> </ul> <p><b><u>Preventative Maintenance &amp; Inspections</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preventative Maintenance Policy</li> <li><input type="checkbox"/> Lockout/Tag out</li> <li><input type="checkbox"/> Maintenance Schedule</li> <li><input type="checkbox"/> Daily Informal Inspections</li> <li><input type="checkbox"/> Formal Inspections</li> </ul> <p><b><u>Meetings/Training</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers Right To Refuse Unsafe Work</li> <li><input type="checkbox"/> Safety Meetings</li> <li><input type="checkbox"/> Tool Box Meetings</li> <li><input type="checkbox"/> On The Job Training Forms</li> </ul> <p><b><u>Emergency Procedures</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Injured Worker</li> <li><input type="checkbox"/> Fire</li> <li><input type="checkbox"/> Spill</li> <li><input type="checkbox"/> Natural Disaster</li> <li><input type="checkbox"/> Evacuation &amp; Other Emergency</li> </ul>

**Incident Reporting**

- Incident/Accident Policy
- When & How To Report
- Incident Report Form
- Witness Statement

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**Trainer/Supervisor Signature**

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**Employee Signature**

---

**Date**



## Worker Right To Refuse Unsafe Work

### OH&S Code

#### 35(1) No worker shall:

- a) Carry out any work if, on reasonable and probable grounds, the worker believes that there exist an imminent danger to the health or safety of that worker.
- b) Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health and safety of that worker or another worker present at the work site, or
- c) Operate any tool, appliance, or equipment, if on reasonable or probable grounds, the worker believes that it will cause exist an imminent danger to the health and safety of that worker or another worker present at that work site.

#### (2) "Imminent danger" means in relation to any occupation:

- a) A danger that is not normal for that occupation, or
- b) A danger under which a person engaged in that occupation would not normally carry out the person's work.

#### (3) A worker who:

- a) Refuses to carry out work, or
- b) Refuses to operate a tool, appliance or equipment

*Shall as soon as practicable, notify the worker's employer at the work site of the worker's refusal and the reason for the worker's refusal.*

#### (4) On being notified under subsection (3), the employer shall:

- a) Investigate and take action to eliminate the imminent danger, or
- b) Ensure that no worker is assigned to use or operate the tool, appliance or equipment or to perform the work for which a worker had made a notification under subsection (3), unless
  - I) The worker to be assigned is not exposed to imminent danger, or
  - II) The imminent danger has been eliminated.
- c) Prepare a written record of the worker's notification, the investigation and action taken, and
- d) Give the worker who gave the notification a copy of the record described in clause (C).

Signature

Date

**Alcohol & Drug Testing Acknowledgement**

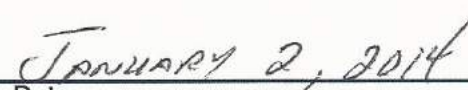
Northwell Rentals will require the use of alcohol/drug testing, as is specified in the Alcohol & Drug Policy & Program. An employee's failure to comply with alcohol/drug testing, or otherwise found in violation of this policy, will be immediately suspended from the work and removed from the workplace pending investigation of the circumstances and will be subject to disciplinary action, up to and including termination.

**Prescription and Non-Prescription Drugs**

Each employee must report to his/her supervisor the use of medically authorized drugs or substances that can impair job performance. Any employee taking prescribed medication must provide written medical authorization from a physician. Intentional misuse of prescription drugs is strictly prohibited. No worker shall report to work unfit due to the use or misuse of prescriptions drugs or over the counter medications.

**This is my consent & acknowledgement that should an Alcohol & Drug test be required, Northwell Rentals has my permission to complete the test.**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

## Safety Orientation Questionnaire

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please read the following questions carefully and select the best answer.**

### Multiple Choice

- 1. Which of the following statements has the proper safe tip for manual lifting?**
  - a. Keep feet shoulder width apart, keep your back and knees straight, lift with your back, lift calmly and smoothly, and twist and turn as you need,
  - b. Keep feet shoulder width apart, keep your back straight, bend your knees, lift with your back and avoid jerking motions
  - c. Keep feet shoulder width apart, bend your back, keep your knees straight, lift with your legs, pivot with your feet and lift quickly and abruptly
  - d. Keep feet shoulder width apart, keep your back straight, bend at your knees, lift with your legs, pivot with your feet and avoid jerking motions
  
- 2. The use of contact lenses is prohibited in which of the following areas?**
  - a. Where you may be exposed to dust, rain or snow
  - b. Where you are working at high angles from a ladder or man basket
  - c. Where you may be exposed to high-pressure tools or exposed to fugitive fumes.
  - d. Where you are working in heavily treed vicinity
  
- 3. When responding to a vehicle accident what do you NOT do.**
  - a. Secure the scene and set out reflective triangles
  - b. Stay until help arrives and provide information as needed
  - c. Move any incapacitated or deceased bodies
  - d. Take down the names of all persons involved in the accident
  
- 4. If you are unsure how to do a job safely you should do what?**
  - a. Perform the job, just make sure you pay attention.
  - b. Perform the job the next day after you have thought about it for a while.
  - c. Leave the job for someone else to do.
  - d. Report to your supervisor for training & instruction
  
- 5. The purpose of WHMIS Labels on hazardous material is what?**
  - a. Tell you what PPE to use
  - b. Tell you the Name of the product.
  - c. Tell you about the related risks & first aid treatments
  - d. All of the above
  
- 6. Who is responsible for safety?**
  - a. The Receptionist
  - b. Everyone
  - c. Management
  - d. Workers



**7. Your protective footwear must have which of the following?**

- a. Toe protection, CSA approved triangle & puncture resistant sole.
- b. CSA approved triangle, grey in color & toe protection
- c. Puncture resistant sole, toe protection & velcrow laces
- d. CSA approved triangle, 8 inch ankle support & blue in color

**8. Which of the following is NOT a Northwell Rental's company rule?**

- a. Keep work area's clean & free of debris.
- b. Don't tamper with safety equipment such as fire extinguishers.
- c. Smoking is allowed wherever you want as long as you share.
- d. Use of cell phones while driving is prohibited.

**9. Who is responsible for reporting near misses, injuries or incidents?**

- a. Management
- b. Supervisors
- c. Workers
- d. Everyone

**10. Disciplinary actions can be taken when...**

- a. Workers intentionally don't perform work safely
- b. Company property is stolen or misused.
- c. Workers appear to be under the influence of alcohol and/or drugs
- d. All of the above.

**True or False**

**11. Hazard identification and control is important to maintaining a safe working environment?**

- a. True
- b. False

**12. Following safe work practices, procedures, and government legislation is not a requirement of workers?**

- a. True
- b. False

**13. Personal Protective Equipment should ONLY be worn when supervisor's tell you to wear it?**

- a. True
- b. False

**14. All injuries must be reported immediately regardless of how minor they may seem?**

- a. True
- b. False

**15. Removing guards and safety devices is only permissible when workers have to get the job finished?**

- a. True
- b. False

**16. MSDS (material safety data sheets) are available only from the government?**

- a. True
- b. False



**17. Training is instruction that happens in a classroom only.**

- a. True
- b. False

**18. You are the 1<sup>st</sup> responder on the scene of an accident. After you have secured the scene, you must leave to go seek aid rather than sending a witness.**

- a. True
- b. False

**19. You have the right to refuse work whenever an unsafe condition exists.**

- a. True
- b. False

**20. If your hard hat has suffered from a substantial blow, it's ok to keep wearing it as long as you don't see any cracks or dents.**

- a. True
- b. False

**Score:     /20**

New Worker Signature: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_



## Employee Training Schedule

Training Programs	Employees	Re-Certification
Northwell Orientation	All	Not Required
First Aid	All	Every 3 Years
WHMIS	All	Every 3 Years
Transportation of Dangerous Goods	All (Northwell at this time does not transport dangerous goods but all employees shall have it)	Every 3 Years
H2S Alive	All	Every 3 Years
Fork Lift Training	Operators	Every 3 years

**A Northwell Orientation is required if an employee is gone from the company for longer than 6 months.**

## Safety Meetings

---

Proper communication between workers, supervisor, and management is the best way to ensure that everyone has received the information, tools, and training required for the safe performance of all jobs.

Communication is verbal, written, signaled, posted, and exchanged in a wide variety of methods. The purpose of safety meetings is to allow management, employees and subcontractors the opportunity to express their knowledge and concerns on safety.

We at Northwell Rentals will hold both safety meetings and pre-job meetings (toolbox meeting). This 'Toolbox Meeting' is regular part of each day and includes the supervisor and workers of each job. The supervisor is responsible for preparing the meeting but participation by all workers is required.

The focus of the toolbox meeting is safety. It is not a time to discuss topics that relate to other issues. Stay focused on the topics scheduled for the meeting and do not stray to unrelated topics. A short 10 to 15 minute toolbox meeting which focuses on safety is far more effective than a long drawn out general meeting.

Every worker in attendance at the toolbox meeting must sign their name to verify their review of the information. This is a perfect time to mention any hazards that have not yet been identified. Participation by all workers is mandatory!

In addition to the toolbox meetings, management will hold additional monthly safety meetings to discuss company safety on a broader scale. **Worker attendance is mandatory for all scheduled safety meetings.**

Other forms of communication will be used to distribute information to workers and it is the responsibility of workers to read and understand the information distributed to them. If there is every anything that you do not understand, ask your supervisor!

We hope to gain the following from our safety meetings.

- To increase the awareness of safety to our employees and subcontractors
- To increase the awareness of the safety rules and regulations of the company, our clients, and the government on specific jobs and projects
- To provide proper training and safety procedures for our employees and subcontractors
- To give our employees and subcontractors the opportunity to express their concerns

**All meetings will be recorded with copy to be posted in the lunchroom for everyone to read.**

**Old Business:**

**New Business:**

**Open Discussion:**



## Inspections Policy

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Northwell Rentals will maintain a comprehensive program of safety inspections at all work sites. The purpose of safety inspections is to further minimize the risk of injury and loss to workers, the public, the environment, as well as company property.

As the manager and owner of Northwell Rentals, I hold responsibility for the overall operation of the program and will ensure that this policy is complied with at all times.

Supervisors are responsible for conducting inspections on the job sites they control and for including workers in the inspections. Workers are responsible for participating and contributing to the inspection program.


Informal daily inspections of the shop, PPE and equipment will be conducted by all workers & supervisors. Monthly formal inspections shall be completed in the shop, yard and office by workers and supervisors. Annual inspections of equipment shall take place as per manufacture specifications and shall be completed by a competent manufacture inspector.

Inspections will follow a pre-determined format to thoroughly identify unsafe acts and conditions as defined by Northwell Rentals, manufacturer recommendations, and industry recommended practices, OH&S acts, codes and regulations.

Once unsafe acts and conditions have been identified they must then be assessed, prioritized, and controlled. Performing inspections is not enough. There must be appropriate corrective actions taken to eliminate or control the deficiencies identified through inspections. Our success is measured in worker safety.

Inspection Location	Type of Inspection	Person(s) Responsible
Office	Formal (Monthly)	Office Administrator & Supervisor
Shop	Formal (Monthly) Formal (Semi Annually)	Workers & Supervisor Owner
Outside Yard	Formal (Monthly) Formal (Semi Annually)	Safety, Supervisors & Workers Owner

  
 \_\_\_\_\_  
 Mike Scott (Manager)

  
 \_\_\_\_\_  
 Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations***



## Informal Inspections

---

Casual, or informal, inspections are performed everyday by all workers. Many times we perform a casual inspection without even realizing it.

An example of a common and informal inspection is:

**Checking the building before we leave to make sure that lights are turned off, machinery is turned off, valves are closed, etc.**

This type of informal inspection is to be performed by workers and supervisors on an ongoing basis as outlined in the inspection schedule. The informal inspection itself does not need to be documented but any hazards or unsafe acts which are identified through the informal inspection must be formally documented.

Informal inspections of tools, equipment, vehicles, and the site itself are all part of the worksite inspection. Workers are expected to use their senses to assess their working environment and analyze it continually for new and existing hazards.

**Workers have a responsibility under Occupational Health and Safety legislation to report unsafe working conditions!**

## Formal Inspections

---

Planned, or formal, inspections are clearly defined before the inspection begins. They are performed by supervisors and management, and should include workers. Unlike a casual inspection, formal inspections are purposely looking for conditions and acts which are unsafe.

In order to achieve consistency and thoroughness in the formal inspections, the same basic procedure for performing a formal inspection will be followed every time. This process will help to ensure that all areas are covered each every time an inspection is performed, regardless of the individual who performs the inspection.

## Inspection Schedule

---

Inspection Location	Type of Inspection	Person(s) Responsible
Office	Formal (Monthly)	Office Administrator & Supervisor
Shop	Formal (Monthly) Formal (Semi Annually)	Workers & Supervisor Owner
Outside Yard	Formal (Monthly) Formal (Semi Annually)	Safety, Supervisors & Workers Owner

## Inspection Procedure

---

1. Assign the role of inspector
2. Review previous inspection reports
3. Begin new inspection report form
4. Proceed with inspection tour, looking under, around, inside, etc.
5. Pause to observe workers in action (if at any time there is imminent danger, take immediate corrective action!)
6. Record unsafe acts and conditions
7. Rank the unsafe acts and conditions
8. Identify corrective actions for each unsafe act or condition
9. Assign responsibility for corrective action to a person, along with a target date for completion
10. Follow up with all personnel involved to ensure that corrective actions are completed.
11. Distribute copies of inspection to management and communicate the information during safety meetings.

**Office Inspection Form**

Inspection Conducted By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

am  pm

	Activity	Yes	No	N/A	Comments
1	Access/egress routes unobstructed				
2	Materials suitably stored/stacked (paper, ink, etc.)				
3	Adequate signs posted identifying stored materials (e.g. hazardous goods such as cleaners)				
4	Material Safety Data Sheets (MSDSs) readily available				
5	Hazardous chemicals stored in designated areas				
6	Storage & segregation of chemicals appropriate				
7	Storage areas clearly sign posted				
8	Containers clearly labelled & in good condition				
9	Inventory of stored materials readily available				
10	Work areas clean and tidy				
11	Doors and windows in good working order				
12	Fire Extinguishers by doors/ current inspection				
13	First Aid Kits				
14	Emergency contact lists posted in appropriate areas				
15	Work areas have adequate lighting				
16	Lights are functional (free from flickers)				
17	Lights & housings suitable for the working environment				
18	Electrical equipment in good working order				
19	Adequate toilet/washing facilities for the number & sex of employees				
20	Toilet/washing areas maintained clean & tidy				



21	Hot & cold running water available				
22	Adequate supply of soap/hand cleaner & towels				
23	Adequate ventilation in toilet/wash areas				
24	Adequate facilities for heating food				
25	Adequate facilities for keeping food cool				
26	All visitor accurately signing in & out for each visit				



## Shop Inspection Form

Inspection Conducted By: \_\_\_\_\_

Date & Time: \_\_\_\_\_

am  pm

#	Activity	Yes	No	N/A	Comments
1	Access/egress routes unobstructed				
2	Road surfaces, paths, etc. in sound condition				
3	Materials suitably stored/stacked				
4	Adequate signs posted identifying stored materials (e.g. hazardous goods, etc.)				
5	Tools & equipment stored when not in use				
6	Emergency contact lists posted in appropriate areas				
7	Work areas clean and tidy				
8	Doors and windows in good working order				
9	Work benches clean and tidy				
10	Fire Extinguishers by doors/ current inspection				
11	First Aid Kits				
12	Signs displaying PPE site requirements clearly posted (E.g. hard hat, boots, safety glasses, ear protection)				
13	Site PPE rules complied with by personnel & visitors				
14	PPE appropriate for the intended task				
15	PPE in good condition				
16	Adequate facilities for storing PPE				
17	Hazardous chemicals stored in designated areas				
18	Storage & segregation of chemicals appropriate				
19	Storage areas clearly sign posted				
20	Spill response material readily available				
21	Containers clearly labelled & in good condition				
22	Inventory of stored materials readily available				
23	Material Safety Data Sheets (MSDSs) readily available				
24	Ground free of staining				
25	Compressed gases storage area clearly sign posted identifying hazards				
26	Cylinders stored upright & secured				
27	Cylinders clearly identify their contents				
28	Cylinders stored away from sources of heat or collision				
29	High standards of housekeeping in cylinder storage area				

30	Work areas have adequate lighting				
31	Lights are functional (free from flickers)				
32	Lights & housings suitable for the working environment				
33	Electrical equipment in good working order				
34	Tools out of service (properly tagged out)				
35	Adequate toilet/washing facilities for the number & sex of employees				
36	Toilet/washing areas maintained clean & tidy				
37	Hot & cold running water available				
38	Adequate supply of soap/hand cleaner & towels				
39	Adequate ventilation in toilet/wash areas				
40	Adequate facilities for heating food				
41	Adequate facilities for keeping food cool				
42	Operating controls for overhead doors clearly identified				
43	Visually inspect wash bay pumps				
44	Barriers, guards etc. in good condition & in place				
45	Cranes (emergency shut off)				
46	Lifting slings, shackles, etc. clearly identify their SWL (safe working load)				
47	Fibre slings free from frays or cuts				
48	Fork lifts (all guards on, no loose parts, check all fluid levels & hr. metre)				
49	Air compressors (components working according to manufacturer specs, all fluid levels good & filters in good condition)				
50	Band saws (all components in tackr and to manufacturer specifications)				
51	Exhaust fan in paint bay free of debris (bi monthly inspection) (also check filter)				
52	Check sump for oil & clean out				
53	Check used oil tankr & filter				



**Outside Yard Inspection Form**

Inspection Conducted By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

am  pm

Activity	Yes	No	N/A	Comments
1 Tanks in good condition (used oil & fuel tanks)				
2 Ground free of staining				
3 Are pipe racks in good condition & all rack pins in place				
4 Yard well maintained from garbage, snow, large puddles etc.				
5 All signs are clean & visible for all workers & visitors to see				
6 Is the yard congested?				
7 Are all materials required to be outside stored appropriately.				
8 Access/egress routes unobstructed				
9 Road surfaces, paths, etc. in sound condition				
10 Work areas have adequate lighting				
11 Lights are functional (free from flickers)				
12 Lights & housings suitable for the working environment				





## Incident / Accident Investigation Policy

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Northwell Rentals is committed to performing thorough investigations of all incidents and accidents, including near misses, in an effort to identify the root causes and apply effective corrective measures.

The accident / incident investigation form has been developed to ensure that investigators collect the information required to accurately assess the contributing factors to accidents / incidents of all severities. Every report must be investigated as outlined in this policy. Under OH&S Regulations, workers have a responsibility to report unsafe working conditions. **If a worker is aware of a potentially dangerous act or condition, they must report it to their supervisor immediately!**

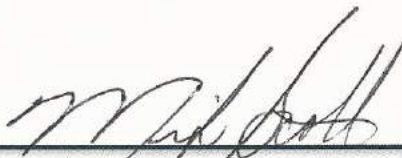
Supervisors are responsible for investigating the reported accident / incident, properly documenting their investigations and reporting the findings to management and the appropriate Government authorities if required. This may include Worker's Compensation Board, Local authorities, and other agencies.

Management is responsible for verifying the results of the investigation and ensuring that the appropriate corrective measures are implemented in an effort to prevent recurrence and further exposure to worker safety. Management objectives at Northwell Rentals with respect to incidents are:

- To comply with all government laws, legislation and regulations applicable to our operations.
- To provide safe working conditions and well maintained equipment
- To ensure all employees receive proper orientation, training and constructive on the job training.
- Obviously all regulations which apply to employees cannot be included in a summary and situations will arise where additional precaution sent good judgment will be necessary to avoid unacceptable risk.

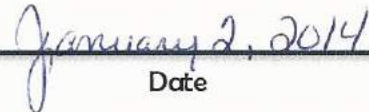
The participation is a priority in our operation and requires the employees; contractors or subcontractors working for Northwell Rentals are aware of and comply with this Safety Policy

**Together we share the responsibility of keeping our workplace safe.  
What is a near miss today may be an accident tomorrow.  
Report early. Report often.**



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Mike Scott (Manager)



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Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulation. All employees are to be familiar with the OH&S Act, Code & Regulation.***

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## Definitions

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<b>Incident:</b>	Any unplanned or unwanted event resulting in damage or injury OR which could have resulted in damage or injury. <i>Example: driver almost hit pedestrian, other near misses.</i>
<b>Near Miss:</b>	A specific type of incident which could have resulted in damage or injury but did not.
<b>Hazard:</b>	Any circumstance that pose a risk of an incident.

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## When Do You Report?

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Workers should maintain ongoing communication with their supervisors and notify them of all accidents and incidents, including near misses. Workers should report these to their supervisors as soon as is practical. Worker safety is always the first priority and once that has been secured, workers should contact the supervisor.

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## How Do You Report?

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Workers can use cellular phones, radios, and conversation to report near misses, incidents, and accidents. The supervisor will ask you to provide more details and may ask you to complete a report form. The supervisor will help you through this process to ensure that the report has been documented correctly.

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## What Happens After You Report?

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After the supervisor has been notified of the incident and gathered enough information to assess the situation, they will contact all the required authorities. Depending on the area, nature, and severity of the incident, there may be a requirement to contact the client, local police, fire departments, the Department of Transportation, the EUB, and other agencies.

When the situation has been controlled and the event is over, a thorough investigation will be conducted for the purpose of identifying the root causes. These will allow for proper and effective corrective measures to be put into place which help to ensure that workers are safe while performing these tasks in the future.

## Incident and Accident Reporting

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### **The Purpose Of Reporting Incidents And Or Accidents Is To:**

- a) Collect information used to calculate statistics and tracking accident trends
- b) Help identify training needs, problems in the work procedure and the need for better protection, safety and emergency equipment
- c) Collect information needed to complete investigations, insurance reports and complying with regulatory requirements
- d) Identify failure in communications

### **Types of Events to Report**

- a) Fatalities
- b) Injuries or occupational illness to prevent a worker from performing regular tasks
- c) Injuries that can be treated at work site
- d) Any emergency or loss (I.e) motor vehicle accident, fire, explosion, vandalism
- e) All incidents (near misses)

Any and all incidents/accidents shall be reported to the job site foreman who will notify the appropriate authorities where necessary.

### **When to Prepare Reports:**

- a) Reports will be prepared immediately after the event has occurred, reason being, important evidence will not be lost or disturbed and details are not forgotten
- b) Reports will be kept on file at the office

Should the job site foreman fail to have the proper incident/accident form to complete at the time, the following information will be obtained and recorded on blank paper

- The name of the person(s) involved
- Name and location, date, and time of incident/accident
- Name the victims and description of the illness or injuries
- Describe the damage
- Describe the incident/accident
- Describe the events leading up to the incident

## Incident & Accident Reporting Investigation

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An incident may be defined as an event that could or does result in unintended harm or damage. Incidents are usually divided into two categories. Those that could have caused harm or damage but did not are often called **no-loss incidents** (or near-miss incidents). Those that do cause harm or damage are often called **loss-type incidents**.

An Accident is described as “An undesired event that results in physical harm to a person or damage to property.”

We at Northwell Rentals want to avoid the above, so should you feel the job you are doing is unsafe, stop and report it to your job foreman.

- a) Ensure you know what is required of you before starting a job or project
- b) If you are unsure of what is required, ask questions before beginning the job
- c) If conditions change during the job, stop and report the hazard to your job site foreman
- d) Safety is one of the most important aspects of our work

## Accidents to be Reported to Alberta Labour Board

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- An injury or accident that results in death.
- Injury resulting in worker being admitted to hospital for more than 2 days.
- Unplanned or uncontrolled explosion, fire, flood.
- Collapse or upset of a crane, derrick, or hoist.
- Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

INCIDENT REPORT FORM						
File #:		Date of Report: d/m/y				
Type of Report:	Injury/Illness Spill	Property Damage Other	Hazard Near-Miss	Vehicles Equipment		
Incident Date: d/m/y		Time:		AM	PM	
Geographic Area:			Specific Location:			
Injury/Illness						
First Aid	Medical Aid	Modified Work	Lost Time	Fatality		
Name of Employee:		Age:		Gender:		
Occupation:		Experience (years):		Supervisor:		
Nature of Injury:						
Object/Equipment/Substance Inflicting Damage:						
Description of Damage:						
Estimated Cost:						
Other Actual/Potential Loss						
Type of Loss Potential:						
Description of Loss or Loss Potential:						
Estimated Cost:						
Risk Potential if Not Corrected:						
Major		Moderate		Minor		
Frequent		Occasional		Rare		
If the incident was to recur describe how severe the injuries and damages could be:						
Diagram of Scene						
Witnesses:						
Witness(es) Statement(s) Attached:			Yes	No		
Direct Cause(s) Description:						
Indirect Cause(s) Description:						
Corrective Actions(s) (Immediate, Long Term, Final):						
By Whom:		Time:		AM	PM	Date: d/m/y
Signatures:		Reported to WCB:		Yes	No	
Supervisor:		Injured Worker:				
Manager:		Forward to Client:		Yes	No	



## Witness Statement Form

*Please print clearly and complete the entire form.*

Name:	
Location:	
Date:	Time:
Contact Numbers:	
Description of Type of Accident – Incident – Near Miss:	
<b>Please provide a detailed description of ALL events and factors leading up to this occurrence.          Include all actions taken before and after.</b>	
Description:	
Signature of Witness:	
OFFICE USE ONLY IN SHADED AREA.	
File #	Date Received:
Job #	Reviewed By:
Review Notes:	



## Investigation Report

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Location of Incident/Accident: \_\_\_\_\_

Diagram of Incident/Accident:

**Cause of Incident/Accident:**

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**Conditions of Incident/Accident:**

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**How could this incident have been prevented?:**

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**Recommendations for further action:**

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**First Aid Treatment / Lost Time Cases:**

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Date of Incident / Accident: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_



## Emergency Preparedness Policy

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Despite our best efforts, there is always potential for an unexpected emergency to occur. This risk means that all workers must be prepared in advance for an emergency situation. By assigning and reviewing responsibilities before the job starts, we are able to prepare workers on the correct actions to take in the event of an emergency.

Northwell Rentals has an emergency response plan developed and will ensure that all workers are trained in its execution in an effort to prepare them and reduce the risk of confusion and injury in the event of an emergency.

All workers, at every level, must be familiar with the contents of this policy, the location of emergency equipment in the area of their work, and to participate in all ERP drills, and training which is provided by the company. Whether workers are in the field or in the office, the responsibility to be prepared for an emergency is the same.

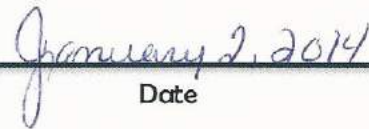
Our Emergency Response plan is designated to assist workers in making the best decisions in the event of an emergency to ensure that the following occurs:

- First aid is provided to the injured
- Transportation to a medical facility is provided to the injured
- Initial firefighting is conducted
- Emergency services are promptly contacted for additional assistance

Our goal is and will remain to protect the health and safety of our workers. Strict knowledge and adherence of this policy is mandatory by all workers, in every department and at every level of the company.



Mike Scott (Manager)



Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***

## Emergency Preparedness

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An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation. An employer must consult with affected workers in establishing the Emergency Response Plan and ensure that the Emergency Response Plan is current. The Emergency Response Plan will include the following:

- The identification of potential emergencies
- Procedures for dealing with the identified emergencies
- The identification of, location of and operational procedures for emergency equipment. For off-site locations, available emergency equipment will be identified and reviewed with workers prior to commencing work activities.
- The emergency response training requirements
- The location and use of emergency facilities
- The fire protection requirements
- The alarm and emergency communication requirements. For off-site locations, the method of emergency communication notification will be identified and reviewed by all workers prior to commencing work activities.
- The first aid requirements
- Procedures for rescue and evacuation workers

Depending on the nature of the emergency, there may be a need for additional external resources to be contacted. That is why it is so important to properly assess your work site BEFORE an emergency occurs. Nearby operations which are not directly involved in our work may pose a hazard to our workers and should be included in the hazard assessment and emergency response plans for the site. The ERP's in this section have been designed to clearly outline the priorities during any emergency situation, and the steps to be taken to assure the safety of all workers are generally equipped with medic and transportation to medical facilities. It is up to the workers at the work site to be familiar to the services provided for specific sites. For local work, transportation will be provided by the manager or the local ambulance. The number of first aid personnel required for sites are followed according to the OH&S part 11 Sec 181(1) stating the employer must ensure that the number of first aiders at a work site and training comply with Schedule 2, tables 5,6,or 7. The employer keeps a record of workers at a site who are first aiders.

## Our Worksite

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Our worksites change from job to job and are often impacted by weather, time of year, as well as a host of other factors. Supervisors are responsible for establishing and reviewing the site emergency response plan with the workers prior to the start of the job. Supervisors are responsible for ensuring that workers know and are aware of:

- Location of emergency equipment such as fire extinguishers, first aid supplies, eye wash stations, special rescue equipment, etc.
- Location of radios, cell phones, land phones, and other communication devices
- List of emergency contact numbers for reporting and securing outside assistance
- Location of MSDS for hazardous materials
- Planned escape route specific to jobsite and designated muster point

The basic steps to be taken are outlined in the ERP and are constant. The contacts, applicable telephone numbers, and specific suppliers of emergency supplies may change however, making it imperative that a job site ERP is completed, posted, and regularly reviewed on every job.

The employer or Prime Contractor will ensure that the first aid equipment, supplies and the first aid room required by Code Part11, Sec179(a,i,ii) are located at or near the work site the employees are intended to service, and available and accessible during all work hours. An employer and Prime Contractor will ensure that the first aid equipment and supplies are maintained in a clean, dry and serviceable condition, contained in a material that protects the contents from the environment, and clearly identified as first aid equipment and supplies.

Before workers are sent to a work site, Northwell will ensure that arrangements are in place to transport injured workers to the nearest health care facility. The employer will ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Northwell will ensure that other transportation is available and is suitable considering the distance to be traveled and the types of acute illnesses or injury that may occur at the work site, protect occupants from the weather, have a system that allows occupants to communicate with the health care facility to which the injured or ill worker is being taken, and can accommodate a stretcher and an accompanying person if required to.

## Workplace Health & Safety – OH&S

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In the event the following incidents the OH&S must be contacted. According to the *OHS Act*, injuries and incidents have to be reported to the Government of Alberta if they:

- a) result in a death;
- b) cause a worker to be admitted to hospital for more than two days;
- c) involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;
- d) involve the collapse or upset of a crane, derrick or hoist; or
- e) involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

**This will be done by**

- Safety Coordinator
- Manager
- Supervisor

**If news media request information**

In the event of a serious incident all employees shall direct any media inquiries to:

- Owner of Northwell Rentals
- Operations Manager

No media statement will be made without a full investigation of the incident and knowledge of all the facts. Further to this, no media will be given access to any Northwell Rentals site without expressed written permission from the president.

**No worker will at any time give a statement to the media regarding any work site incident.**

In the event of an incident that requires a worker's next of kin be contacted, this will be done by

- Safety Coordinator
- Supervisor
- Manager

**NOTE: in the case of a fatality ONLY Victim Services or the RCMP can contact next of kin**

In the event of an explosion, gas leak, bomb threat or any emergency situation that can affect the areas outside of the Northwell Rentals work area the following personnel will contact companies or contractors in the area

- Manager
- Safety Coordinator
- Supervisor

## Contacting Outside Assistance

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When an injury, accident or fire occurs, outside assistance from the local ambulance service or fire department may be needed. It is essential that every employee know where the nearest means of communication is and how to summon assistance.

In a plant or shop setting, telephones are normally used to get aid. Emergency numbers should be posted at all phones and all employees should know where the phones are.

In field settings and remote locations, radios or non-company phones may be used to get help. In such situations, it is especially important that these provisions are made for getting help and that all employees know what these provisions are.

### **Emergency Phone Number list must be completed and posted at all work sites.**

#### **All Phone Lists Must Have As A Minimum**

- Ambulance (Stars for remote areas )
- Police
- Fire
- Poison control
- Power
- Gas
- Electrical
- Client Numbers – if not a Northwell Rentals site
- Site contact numbers for Northwell Rentals personnel on site and at management level

## Emergency Response Reporting

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All employees must be familiar with the specific emergency response plan appropriate to their work location. An overview of the plan will be provided as part of the safety orientation. All new employees should be familiar with the contents of the area plan from their supervisor.

Any employees finding themselves in an emergency situation should undertake the following:

- Provide aid to injured and prevent further injuries, protection of life is the highest priority. (Only provide first aid if qualified)
- Initiate corrective action as required by the nature of the emergency
- Notify the supervisor
- Call urgently needed emergency services (ambulance etc.)
- Initiate area emergency response plan as appropriate and as directed by the nature of the emergency

## Drills & Reviews

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These will be conducted once a year to ensure emergency response plans are correct. Drills can be table top or actual drills and must be conducted at least yearly.

All emergency response plans must also be reviewed at least yearly and after each use and drill. These reviews will be conducted at safety meeting, safety committee meetings and by site safety personnel.

The review will allow employees an opportunity to contribute to the emergency response plans they are affected most by and to make them site specific to the project.

All activated plans either by drill or response need will be reviewed for short comings and corrections made to address these areas.

### **Fire Prevention – Smoking**

All smoking will only be done in designated areas clear of all fire hazards. Smoking areas will be equipped with fire extinguishers.

### **Fire Prevention – General**

- Follow all housekeeping practices and keep the area clean to prevent sources or fuels for welding or cutting sparks
- If any danger of fire is present make sure a spark watch is in place
- Fire extinguishers will be placed around the work areas, in the tool cribs, beside all gas or fuel storage and fuel refilling areas
- All flammable or explosive materials (Fuels, Gases) will be stored away from any ignition sources and all MSDS and manufactures specification for handling will be followed.

## Worksite Safety Plans

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Each worksite is unique, in location, condition, access, climate, and a variety of other factors which impact an emergency response plan. Northwell Rentals has relevant Emergency Response Plans for the types of emergencies which are most likely to occur in the course of our work.

All Designated rescue and emergency workers must be trained in an emergency response plan appropriate to the work site and the potential emergencies identified in the emergency response plan.

The company Emergency Response Plans (ERP) are individual, two sided documents. One side contains the emergency contact numbers for the company, government agencies, local authorities, and other emergency contacts. The reverse side contains information particular to a type of emergency.

All worksites must review their emergency response plan to ensure that workers, whether in the field or in the office, are familiar with the steps to take in the event of an emergency.

The company has identified 5 emergencies at being relevant to our work:

1. Injured Worker Emergency
2. Fire Emergency
3. Spill Emergency
4. Natural Disaster Emergency
5. Evacuation & Other Emergency

### **Remember:**

- **In the event of an emergency, workers safety must be secured.**
- **As soon as it is safe to do so, workers are required to report the emergency immediately to the supervisor.**
- **Once the report has been made, continue to follow the established ERP.**





**YOU ARE AT: 6401-63 AVENUE, Lloydminster**

**EMERGENCY CONTACT LIST**

<b>PRIMARY CONTACTS</b>	<b>TELEPHONE NUMBERS</b>
Ambulance, Hospital, Police, Fire Department	<b>911</b>
Oil & Gas Emergencies EUB	1-780-826-5352
Workplace Health & Safety	310-000-427-8848
Spill Report-TDG-Environmental	1-800-222-6514
Disaster Services	1-800-272-9600
Poison Center	1-800-332-1414
Alberta One Call	1-800-242-3447
WCB	310-000-498-3800
Mike Scott (Manager) Owen Noble (Assistant Manager/Safety Coordinator)	780-872-4029 or 306-825-2633

**SITE SPECIFIC INFORMATION**

EFFECTIVE December 1, 2012

**First Aid Attendants:** Owen Noble, Mike Scott, Kevin Carter, Ron Salicon, John Larkin, Wilf Hannan

**\*\*\*Location of First Aid Equipment: IN COFFEE ROOM & IN LUNCH ROOM\*\*\***

**Muster Area: South West Corner by Northwell Entrance  
EMERGENCY RESPONSE PLAN: (ALWAYS KEEP CURRENT)**

1. **Fire**
  - Evacuate Building and go to Muster Area (SW Entrance)
  - Call Fire Dept/911
  - Shut off natural gas supply & power supply if possible
  
2. **Injury / Death**
  - Safely shut the equipment down
  - Move the casualty to safety if required
  - Administer First Aid
  - Call 911, or if necessary transport casualty to nearest medical facility
  - Notify foreman with location, what happened and directions if necessary
  
3. **Spills, Leaks and Other Releases of Hazardous Substances**
  - Call Fire Dept if necessary
  - Call Steam/vacuum truck to clean up & dispose of fluid where necessary
  
4. **Natural Disasters**
  - For floods call vacuum truck to do necessary work

**\*\* POST THIS ERP NEAR PHONES AND IN VEHICLES \*\***



The employer will designate the workers who will provide rescue services and supervise evacuation procedures in an emergency.

**In The Event Of Worker Injury:**

- 1) REPORT the injury. Call your supervisor, local emergency authorities or call on radio **\*\*medic-medic-medic\*\*** (if applicable)
- 2) Ensure area is free from hazards
- 3) Provide first aid to your level of training.
- 4) Do not move the injured worker unless there is a danger in the current location.
- 5) Direct other personnel arriving at the scene to keep unnecessary people away from the site.
- 6) When the designated first aid attendant or EMS arrives on site, advise them of what has happened, the current status of the injured worker, and what you have provided for first aid.
- 7) After you have handed the injured worker off to the EMS, report to your supervisor to provide detailed information of the incident.
- 8) Supervisors and Management are responsible for notifying next of kin and filing reports of the incident with the appropriate agencies.

**Be Prepared For Worker Injury By Ensuring That:**

- Safe work practices and procedures are followed at all times.
- Worksites have at a minimum, the number of qualified first aiders on site, as outlined by Occupational Health and Safety Legislation.
- Worksites are equipped with first aid kits throughout the jobsite, as outlined by Occupational Health and Safety Legislation

**During An Emergency:**

- Protect yourself. Never attempt to assist another worker if it places you at risk.
- Remain calm and remember the ERP.
- Reassure the injured worker.

**In The Event Of Fire:**

- 1) Report the fire immediately. Notify workers in the immediate area.
- 2) If it is possible to control the fire within one minute proceed with extinguishing the fire. If not EVACUATE!
- 3) If fire cannot be controlled within one minute, EVACUATE! Notify local fire department immediately.
- 4) All personnel not directly involved with controlling the fire shall meet at the designated muster point for employee count.
- 5) No worker shall return to the fire area until authorization has been given by authorities.

**Be Prepared For Fire Emergencies By Ensuring That:**

- Safe work practices and procedures are followed at all times.
- Worksites have at a minimum, the number and type of fire extinguishers required by Occupational Health and Safety Legislation.
- Worksites are equipped with fire extinguishers which are inspected, fully charged and easily accessible by workers.
- Workers receive training in the use of fire extinguishers and fire safety equipment.

**During An Emergency:**

- Protect yourself. Never attempt to assist another worker if it places you at risk.
- Remain calm and remember the ERP.
- Report to the local authorities and supervisors as soon as it is safe to do so.

**In The Event Of A Spill:**

- 1) Report the spill to other workers and supervisor.
- 2) Assess the spill and the hazards.
- 3) Protect yourself. If you cannot continue without ensuring your safety – STOP! If you can control hazards at the site, then continue with controlling the spill.
- 4) Control the spill
  - Stop the source
  - Protect waterways
  - Report to Environmental authorities if required.
  - Clean up the spill using approved methods.
  - Dispose of debris in approved containers.
- 5) Recharge spill kits and other spent equipment.
- 6) Complete incident report form and review with supervisor to help prevent recurrence.

**Be Prepared For Spill Emergencies By Ensuring That:**

- Safe work practices and procedures are reviewed with workers regularly.
- Safe work practices are followed at all times.
- Worksites are equipped with spill kits, shovels and other spill fighting equipment as required.
- Equipment is maintained in good working order with routine inspections performed to minimize the occurrence of unplanned releases.

**During An Emergency:**

- Protect yourself. Never attempt control or clean a spill if it places you at risk.
- Remain calm and remember the ERP.
- Notify other workers in the area of the spill to obtain help and ensure that others are not put at risk.
- Report to supervisor as soon as it is safe to do so.

**In The Event Of Natural Disaster:**

- 1) Report the disaster to the supervisor.
- 2) Assemble at the designated muster point for your worksite.
- 3) The supervisor will receive instruction from the local officials as to the community's emergency response plan based on the nature and severity of the disaster. Workers may be required to:
  - Return to the office, home, or other safe shelter
  - Take shelter at nearest, safest location
  - Provide first aid for injured workers (if trained)
- 4) Follow the instructions given by the supervisor.
- 5) In addition to being aware of the natural disaster, be cautious of other hazards which may be created as a result of the natural disaster. These may include:
  - Dangerous / unstable buildings
  - Hazardous chemicals
  - Downed power lines
  - Flooding, strong currents
  - Wild fires
  - Smoke
  - Flying debris

**Be Prepared For Natural Disasters By Ensuring That:**

- All workers are familiar with the emergency response plans for natural disasters.
- Workers are aware of the secondary hazards which can be created during a natural disaster.
- Workers are equipped with emergency response equipment such as hand held communication devices, first aid kits and fire extinguishers while on the jobsite.

**During An Emergency:**

- Protect yourself. Never attempt to assist another worker if it places you at risk.
- Remain calm and remember the ERP

## ERP – Evacuation & Other Emergency

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### **In The Event Of Evacuation & Other Emergency:**

- 1) Report the emergency to the site supervisor and notify them of the reason for evacuation.
- 2) Evacuate the worksite safely following these guidelines as applicable:
  - Use stairways only for exit
  - Inform your supervisor of your location during the evacuation
  - Follow specific ERP's as applicable
- 3) Assemble at the designated muster point for your worksite.
- 4) Remain at the muster point until roll call has been taken and the supervisor has provided further instructions for each worker.

### **Be Prepared For Evacuation Emergencies By Ensuring That:**

- Workers are familiar with the location of the muster point for each worksite.
- Evacuation drills are performed periodically to ensure that workers are aware of the correct procedures for evacuating their worksites.
- Proper and sufficient emergency response equipment is provided to every worker on every job site.

### **During An Emergency:**

- Protect yourself. Never attempt to assist another worker if it places you at risk.
- Remain calm and remember the ERP.

In the event of an emergency, drivers have a responsibility towards the animals, their company and the industry. These responsibilities include:

- Being aware and prepared to handle emergencies.
- Ensuring their own personal safety and an awareness of public safety.
- Responding to the situation professionally.
- The welfare and humane treatment of the animals.
- The protection of company property
- Projecting a positive perception of their company and the industry.

**In order to be properly prepared for an accident, each tractor/trailer unit should contain the following:**

- 1) Emergency contact sheet. This list should contain 24 hour phone numbers for:
  - Police/Fire
  - Company Dispatch
  - 24 Hour Accident/Emergency Line (if available)
  - Processing Plant numbers
  - Common Destination numbers
  - Insurance companies
- 2) Emergency warning devices (i.e. flares, emergency triangles).
- 3) A disposable camera and accident information sheet.
- 4) Company accident policy sheet (if you have one).
- 5) Fire extinguisher and first aid kit, Tow Slings.
- 6) Spill kit.

## In The Event Of An Accident

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### **If Uninjured And Able To Do So:**

- 1) Call 911 if the accident occurs on a public roadway or if emergency assistance is required for an on-farm accident. Advise operator of:
  - a) location of the accident;
  - b) any known hazards
- 2) Set out emergency warning devices within 10 minutes of accident.
- 3) Phone your dispatcher/supervisor. If your company has a dispatch checklist for accidents, proceed through list. If you do not, inform your dispatch of:
  - a) the location of the accident;
  - b) if there are any injuries
  - c) the position of truck/ trailer;
  - d) the number of vehicles involved;
  - e) if first responders are on scene yet.
- 4) If damage is minor, the trailer is upright and there are no injuries, take photos and record names and addresses of other people involved and witnesses.
- 5) Locate accident reporting kit and camera. Take photos of the accident as soon as possible and if safe to do so, also protect any evidence if it is applicable

#### **Photographs should include photos of:**

- road conditions
  - vehicle damage
  - trailer position
  - the overall accident scene
  - skid marks
  - curves, intersections
  - where the vehicle left the road
- 6) Release statements only to people of authority. Remember, at this point you are the most visible representative of your company and you must conduct yourself as such.
  - 7) When first responders arrive, advise them of the accident including any human injuries, any known hazards and the companies emergency response plan.
  - 8) Respect the chain of command at all times. Once police and fire arrive, they will take command of the incident scene. In Canada, the driver, owner and producer do not have any legal jurisdiction at an accident scene. They will often be utilized to assist at accidents, but operate solely under the command of police and fire.

## Written Accident

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Northwell Rentals shall prepare a written report that includes a description of the accident, any graphics photographs or other evidence that may assist in determining the cause or causes of the accident, an explanation of the cause or causes of the accident, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action.

Northwell Rentals will ensure that every dangerous occurrence is investigated as soon as is reasonably possible.

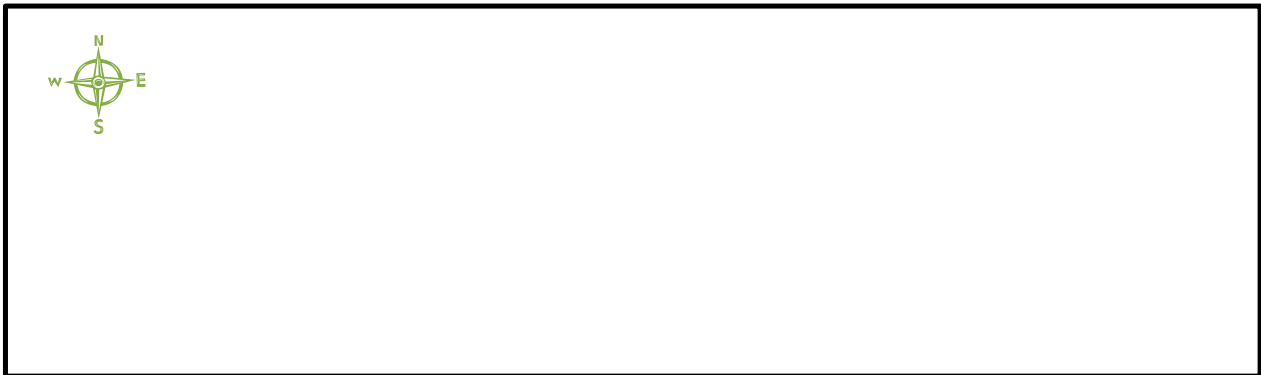
**Emergency Response Drill Form**

Date & Time: \_\_\_\_\_ Type of Drill: \_\_\_\_\_  
 Location of Drill: \_\_\_\_\_ Conducted By: \_\_\_\_\_

Emergency Contact Numbers:  
 Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Local Ambulance: \_\_\_\_\_ Other: \_\_\_\_\_  
 Location of First Aid Kits & First Aiders Are: \_\_\_\_\_  
 \_\_\_\_\_

Transportation of Ill or Injured worker is by: \_\_\_\_\_

Alarm & Emergency Communication Includes: \_\_\_\_\_  
 (Diagram of Drill – include location of muster point)



- Emergency Evacuation Procedure Includes:
- Advise all personnel
  - Sound the alarm
  - Evacuate all personnel to muster point
  - Perform rescues
  - Administer first aid, call 911, arrange for transportation of ill/injured worker if needed

Have all potential emergencies been identified in the hazard assessment & discussed with workers?  
 Please circle one: Yes No

Have procedures for all potential emergencies been reviewed & discussed with affected workers?  
 Please circle one: Yes No

**Describe the details of the emergency drill:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Summary of completed drill (what worked well, what needs improvement):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





## Records & Statistics Policy

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The purpose of a health and safety program is to minimize the risk of injury to workers. This goal can only be achieved when an effective program has been put into place and the information is reviewed. By recording the company safety information, we are able to identify areas of concern and control hazards before workers are injured or at the very least, to ensure that workers are not exposed to the same hazard again.

It is the policy of Northwell Rentals that all information generated through the Health and Safety Program shall be maintained in an orderly fashion at the head office. Information will be documented, reported, and analyzed according to company policies and will be used to determine trends within our company.

Thorough record keeping and trend analysis will enable us to effectively prioritize the future goals and activities of the program. As is always the case, participation is the key to a successful program



Mike Scott (Manager)



Date

***The safety information within this policy does not take precedence over applicable OH&S Act, Code & Regulations. All employees are to be familiar with the OH&S Act, Code & Regulations.***

## Safety Program Records

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The company's safety files contain records and reports on a variety of subjects controlled through the health and safety program.

- Worker Training Records
- Orientation Forms
- Toolbox Meetings
- Hazard Assessment Forms
- Incident Report Forms
- Incident Reports
- WCB Reports
- Near Miss Reports
- Inspection Reports
- Other documents, forms and reports as required
- Employer keeps a record of designated First Aid Providers for each work site
- All employee incident records are retained for three years from date of incident.

All information generated through the health and safety program is to be forwarded to the owner for review. Investigations will take place according to company policy and all necessary actions will be taken immediately.

Consolidation of Northwell Rentals information will be performed on a quarterly basis. This information will be reviewed by the owner and released to supervisors and workers to help increase awareness of our program, its strengths and areas where we have set goals to improve.

Each worker will be asked for their original certification to be copied and recorded in the Worker Training Records. This information will be updated on an annual basis to ensure that worker training is current and appropriate for their position.

The consolidation of company safety information will be documented on the Safety Activity Summary form on a quarterly basis. These reports will be maintained in the main safety files.

The registered owner of every commercial must maintain, for each of that owner's drivers, a driver record file. The records required to be maintained by a carrier must be kept at the carrier's principal place of business, be retained for at least five years from the date they are created, established or received, and be readily available for inspection by a peace officer during the carrier's regular business hours.

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## Retention of Completed Documentation

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All completed safety documentation shall be retained for a minimum of 3 years after the document was created.

The following documents must be kept for at least the following period

- Training records – at minimum 3 years after the certificate expires
- First Aid & Medical Aid – minimum of 3 years
- MSDS – at least 30 days after the last worker was exposed to the product
- Investigation reports involving third parties – at least 5 years
- All financial records – at least 7 years (as per Revenue Canada Guidelines)

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## Disposal of Completed Documentation

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All completed safety documentation shall be disposed of by shredding the original documents using a cross cut shredder.

Documentation stored on electronic media shall be handled in the following manner.

- CD's & DVD's shall be destroyed by cutting up or otherwise destroying the CD (i.e. shredding)
- Thumb drives & hard drives – the information shall be deleted from the storage device and the storage device shall be formatted at least twice to ensure all contents were removed.

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## First Aid Records

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Northwell Rentals maintains records for every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as is practicable after the illness or injury is reported to the employer.

The records include the following:

- a) the name of the worker;
- b) the name and qualifications of the person giving first aid;
- c) a description of the illness or injury;
- d) the first aid given to the worker;
- e) the date and time of the illness or injury;
- f) the date and time the illness or injury was reported;
- g) where at the work site the incident occurred;
- h) the work-related cause of the incident, if any, Northwell Rentals will retain these records for three years from the date the incident is recorded.

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## Exposure Hours

Exposure hours are the total number of hours of employment including overtime and training but excluding leave, sickness and other absences. In order to determine realistic injury frequencies, the total number of exposure hours must be relatively accurate. Determining the number of hours worked for contractors is often much more difficult than for employees and in many cases will involve estimations. Section 11 of Appendix B of the Capp Guidelines for Reporting of Occupational Injuries and Illnesses, outlines some guidelines for calculating estimated employee and contractor exposure hours.

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## First Aid

Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc. that do not ordinarily require medical care by a physician. Such treatment and observation are considered first aid even though provided by a physician or registered professional medical personnel.

The following are considered to be first aid treatments:

- application of antiseptics during the first visit to medical personnel;
- treatment of first degree burns (characterized by reddening of the skin only) ;
- application of bandages during any visit to medical personnel;
- use of elastic bandages during the first visit to medical personnel;
- removal of foreign bodies not embedded in the eye, if only irrigation is required;
- removal of foreign bodies from a wound, if the procedure is uncomplicated (e.g. using tweezers);
- use of non-prescription medications and administration of a single dose of prescription medication on the first visit for minor injury or discomfort;
- soaking therapy during an initial visit to medical personnel, or removal of bandages by soaking;
- application of hot or cold compresses during the first visit to medical personnel;
- application of ointments to abrasions to prevent them from cracking or drying
- drinking fluids to relief of heat stress (OSHA)

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## Injury

Any cut, fracture, sprain, amputation, loss of consciousness, etc. which results from an exposure involving a single event (or a number of linked events close together in time) in the work environment. Injuries are caused by essentially INSTANTANEOUS events; "instantaneous" means "a snap of the fingers".

Conditions resulting from animal or insect bite, or from one-time exposures to chemicals, are considered to be injuries. Work-related events, including overexertion that aggravates a pre-existing condition are deemed to be injuries.

## Illness

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An illness is any abnormal condition or disorder, other than one resulting from an injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact, as well as repetitive strain cases (i.e., carpal tunnel syndrome) and potentially other "ergonomically induced" conditions. Illnesses include mental stress and psychiatric disorders that directly result from objectively verifiable psychologically traumatic events. Illnesses are:

- deemed to have occurred on the date of diagnosis (for purposes of reporting);
- limited to active direct hire employees;
- those conditions where diagnosis is clear and diagnosed by a physician; and
- cases where there is greater than 50% likelihood that the condition was caused by a work-related exposure.

Treatment is not a determining factor for record ability of illnesses. All occupational illnesses are recordable, no matter how transient or short-lived. Any work-related abnormality (resulting from a non-instantaneous event) reported to the employer is recordable, whether or not functional impairment is present or lost workdays are involved. All illnesses, other than Cumulative Trauma Disorders (CTD), should be evaluated using only the illness criteria. For CTDs only, employers should use either physical findings or subjective symptoms and the injury criteria (i.e., medical treatment, days away from work, restricted work activity, loss of consciousness, and transfer to another job) to determine whether the case is recordable.

## Medical Treatment

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A medical treatment case is any injury that involves neither lost workdays nor restricted workdays, but which requires treatment by a physician or other medical professional. Medical treatment does not include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care) even though provided by a physician or other registered professional medical personnel.

The following examples are generally considered to be medical treatment:

- treatment of infection
- application of antiseptics during a second or subsequent visit to medical personnel
- treatment of second or third degree burns
- application of sutures, or the application of butterfly dressings or steri-strips in lieu of sutures
- removal of foreign bodies embedded in the eye
- removal of foreign bodies from a wound, if the procedure is complicated due to depth of embedment, size or location
- use of prescription medications (except a single dose of prescription medication on the first visit for minor injury or discomfort)
- use of hot or cold soaking therapy during a second or subsequent visit to medical personnel
- application of hot or cold compresses during a second or subsequent visit to medical personnel
- cutting away dead skin (surgical debridement)
- application of heat therapy during a second or subsequent visit to medical personnel
- use of whirlpool bath therapy during a second or subsequent visit to medical personnel
- positive X-ray diagnosis (broken bones, fractures, etc.)
- admission to a hospital or equivalent medical facility for treatment

Administration of tetanus shots or booster shots is not considered medical treatment. Diagnostic procedures such as X-rays or laboratory analysis are not considered medical treatment unless they lead to further treatment. If a worker loses consciousness as the result of a work-related exposure or injury, the case is at minimum a medical treatment case regardless of what type of treatment is provided.

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## Lost Time Injuries (LTI)

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Lost time injuries include fatalities, permanent total disabilities, and lost workday cases resulting from work-related injuries.  $LTI = F + PTD + LWC$

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## Lost Time Injuries Frequency (LTIF)

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The lost time injury frequency measures the number of lost time injuries in the exposure period as a percentage of the workforce. It is calculated by multiplying the number of lost time injuries (LTI) by 200,000 and dividing by the exposure hours worked during the period. 100 workers work approximately 200,000 hours in one year.

$$LTIF = \text{Number of Lost Time Injuries} \times 200,000 \text{ Exposure Hours Divided by Man Hours}$$

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## Lost Time Injury Severity (LTIS)

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Lost time injury severity is a measurement of the seriousness of injuries and is the number of lost workdays (estimated where necessary) per 200,000 exposure hours worked during the period.

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## Total Recordable Injuries

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Total recordable injuries are the sum of lost time injuries (fatalities + permanent total disability + lost workday cases), restricted work cases, and medical treatment cases.

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## Total Recordable Injury Frequency (TRIF)

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Similar to LTIF, TRIF measures the number of total recordable injuries in the exposure period as a percentage of the workforce. It is calculated as follows:

$$TRIF = \text{Total Recordable Injuries} \times 200,000 \text{ Exposure Hours Divided by Man Hours}$$

*(Ref. CAPP Guide – Reporting Occupational Injuries, June 2008)*



## Restricted Work (Modified Work)

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A work-related injury or illness which results in an individual being unable to perform all normally assigned work functions during any scheduled work shift, or being assigned to another job on a temporary or permanent basis after the day of the injury or illness.

Less than normal assigned work functions include:

- a) performing all duties or normally assigned work functions but at less than regular schedule, or
- b) performing limited duties during normally assigned regular schedule.

Restricted work activity occurs when the employee, because of the job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the normal workday or shift.

The emphasis is on the employee's inability to perform normal job duties over a normal work shift. "Normally assigned work" means any tasks that the employee performs or is expected to perform as part of their job.

A case is not considered to be restricted work if the following three conditions are met:

- there is no medical treatment required;
- the worker is fully capable of doing all tasks that had been scheduled to be performed during the period, and
- there have been no explicit restrictions placed on the worker by a medical professional.

This allows implementing preventative measures to reduce the risk of aggravating an otherwise minor injury.

## Restricted Workdays

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The number of restricted workdays is the total number of scheduled workdays on which the injured person is temporarily unable to perform all normally assigned work functions (see definition on Restricted Work). Restricted workdays continue until the employee is declared fit to return to normal work. If the incident occurs prior to the termination of the contract, then the number of days countable as restricted work will be as estimated by a medical professional.



### Safety Activity Summary

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1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> QUARTER of 20

1.	Number of Workers Hired:	_____
	Number completed Orientation:	_____
2.	Number of Tool Box Meetings Scheduled:	_____
	Number Conducted:	_____
3.	Number of Formal Inspections Scheduled:	_____
	Number Completed:	_____
	Total Unsafe Acts/Conditions Identified:	_____
	Number Corrected:	_____
	Number Outstanding:	_____
4.	Number of Incidents	_____
	Damage Only:	_____
	Injury Only:	_____
	Injury and Damage:	_____
	Near Miss:	_____
	Number of Investigations Completed:	_____
	Outstanding:	_____
	Number of Recommendations Made:	_____
	Completed:	_____
	Outstanding:	_____

Notes:

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

## Legislative Compliance

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Safety legislation is designed to protect workers, the public and the environment. Compliance with legislation helps prevent personal injuries, fines and legal actions. Regulatory requirements include all acts, regulations, policies, practices and procedures administered by governments and their agencies. Using these codes and standards, programs and documents have been developed for internal use to promote worker health and safety.

Our work is governed by a variety of internal company and regulatory agency requirements, some of which are listed below (titles will vary among provinces):

- Federal and Provincial Occupational Health and Safety - statutes and regulations and municipal bylaws
- Provincial Workers' Compensation Acts and Regulations
- Alberta Energy and Utilities Board (EUB) legislation
- Provincial Utility Regulatory Bodies
- Provincial Energy, Mines and Resources Acts
  - Oil and Gas Regulations
  - Guides, interim directives and informational letters
- Workplace Hazardous Materials Information System (Controlled Products Act)
- Transportation of Dangerous Goods (TDG) Act and Regulations
- Motor Transport Act (Federal and Provincial)
- National Safety Code regulations
- Industry Recommended Practices
- National Energy Board Act
- Various provincial Boiler and Pressure Vessel safety codes
- Building Code of Canada
- Canada Labour Code, Part IV
- Canadian Electrical Code
- Various provincial Electrical Protection Safety Codes
- Northwell Rentals Corporate Safety Management Program
- Northwell Rentals Handbook for Employees and Contractors
- Various client corporate and/or site-specific emergency response plans

Site supervisors will obtain copies of legislation that may affect their work and ensure that workers, contractors, equipment and worksites meet the requirements. Copies of all legislation will be maintained at the Lloydminster Head Office in the safety program master files. These documents will be reviewed and updated annually or when otherwise informed of legislative updates.