2022

Company Health & Safety Manual

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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RENTALS (LLOYDMINSTER) INC.

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Health and Safety Policy

Northwell Rentals is committed to the protection and maintenance of its workers, its property, the public and the environment from incidents and accidents through the implementation and stewardship of a strong Health and Safety program. We believe that with training, communication and awareness, we can achieve an incident free workplace. To be successful in this, we must work together.

All personnel, from management to labourers, share in the responsibility for safety and each plays an important part in achieving our goals. Understanding and participation are required by each and every person, every day, at every worksite, to reach the level of safety that is expected by the company in accordance with the OH&S legislation as it relates to their work.

The management of Northwell Rentals is responsible for ensuring that all workers are properly trained and provided with 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, making workers aware of their rights, duties, safety concerns and responsibilities under the Occupational Health and Safety legislation. Management will protect their workers physical, psychological and social well-being at the worksite and will ensure that workers do not participate in harassment or violence. The Safety Representative will be a liaison between workers and management, and Management will work with the Health and Safety Representative to share health and safety information, and to resolve issues in a timely manner.

Our Supervisor/Foreman is competent to supervise workers to the scope of legislation and Northwell Rentals Health and Safety Program. They will ensure workers use all hazard controls and properly wear the personal protective equipment as required by Northwell Rentals. They will ensure workers know, understand, and use the Safe Work Practices and Procedures which relate to their work. Supervisors will ensure that workers are not subjected to or participate in harassment or violence.

Employees have the right to know about hazards and participate in decisions that affect their health and safety at work, such as safe work practices, hazard assessment and controls procedures. All employees are to wear the safety equipment, personal protective devices and clothing required by regulations, and to properly maintain them. All workers have the right to refuse dangerous work. 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 are to refrain from causing or participating in violence and harassment.

Contractors will comply with the OHS Act, Regulation and Code and Northwell Rentals policies, and assist in the identification of hazards.

Our goal is to establish and maintain an injury free workplace through the continual development of our program, adequate training of all workers, high levels of communication and increased safety awareness.

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

Manager's Responsibilities:

Managers 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.
- Work with the health and safety committee or representative to share health and safety information and resolve issues in a timely manner.
- Cooperate and comply with any person exercising a duty under the Occupational Health and Safety legislation.
- Make workers aware of their rights, duties and safety concerns and responsibilities under the Occupational Health and Safety legislation.
- Protect their workers from harassment or violence at the work site and ensure that workers do not participate in harassment or violence.
- Ensure all staff are equipped with required tools, equipment, and PPE which are well maintained and compliant with Occupational Health and Safety legislation.
- Ensure all equipment is maintained and will not compromise workers and will safely perform the function for what it is intended for, and free of defects.
- Provide first aid training courses and safety training to workers as required.
- Hold annual meeting with supervisors and workers to review safety policies, procedures and goals.
- Adhere to the rules, guidelines, practices, and procedures set out within this program. 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:

Supervisors' 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.
- Making sure supervised workers and are not subject to or participate in harassment and violence.
- Ensure workers know, understand, and use the Safe Work Practices, and Procedures which relate to their work.
- Ensure workers are trained in the care maintenance and limitations 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 dangers.
- Ensure workers have access to medical treatment as required, including transportation to a doctor or hospital when required.
- 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 Representative's Responsibilities:

The role of the safety representative, who has been appointed by the employees, is to advise and assist, not assume managerial responsibilities for health and safety in the workplace. The safety representative shall fulfill their duties for a minimum of one year.

- Receive and address concerns and complaints about the health and safety of workers.
- Make recommendations to the employer, respecting the health and safety of workers and maintain records in connections with concerns or complaints.
- Participate in workplace inspections, incident investigations and work refusals at the work site.
- Develop and promote all requirements under Northwell Rentals Health & Safety Program to protect the health and safety of persons at the work site.
- 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. Keep management informed of all hazards reported.
- 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 if warranted.
- Ensuring employees/contractors work safely and follow the requirements of Northwell Rentals Health & Safety Program as well as all applicable government legislation.
- Cooperate with an officer exercising duties under this Act, the regulations and the OHS code.

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 dangerous 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

Office Administrator Responsibilities

Office Administrator responsibilities include, but are not limited to:

- Office Administrator answers the phones for the company. Follows all ERP planning, instructs all visitors to read the ERP plan and sign in on visitors' book, & invoicing.

- Report any unsafe acts or conditions to management as soon as reasonably practicable

Shop Hand's Responsibilities

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

- **Right to know about workplace hazards and have access to health and safety information** at the work site, and to **participate in safe work practices, procedures and rules.**
- **Right 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.**
- 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.
- 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.
- Must not cause or participate in harassment or violence.
- Work in compliance with OH&S acts and regulations.

Welder's Responsibilities:

Welder's 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.

Visitors 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.

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Contractor Management Plan

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 contractor's 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.
- Implement safe work practices & procedures for the contractor's employees regarding the worksite.
- Northwell Rentals is accountable for communicating the client's respective Alcohol & Drug Policy & Program to the contractor.
- Northwell must report all incidents involving subcontractors to the hiring client and participate in the subcontractors Incident Investigations.
- Post-job performance reviews to be conducted for subcontractors.

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, if the subcontractor does not have their own Safety Manual.
- 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 meeting & 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 or 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.

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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.

Safety Manual: ☐ **Yes**
☐ **No**

Company Name: _____ Date: _____
Name/Position of person completing form: _____
City, province, mailing address: _____
Phone Number: _____ Cell Number: _____
Fax Number: _____ Email: _____
Contact Name: _____ Years in Business: _____

Insurance Requirements

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

- ❑ $5 000 000 General
- ❑ $3,000,000 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.

Signature:	**Date:**

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Environmental & Waste Management Policy

Northwell is committed to continuous improvement process for ongoing evaluation of ways to reduce environmental impact.

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 Environmental Health and Safety program. 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 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. Each worker will be aware and incorporate the following into their daily tasks.

REDUCE

- Energy Consumption by shutting down equipment not in use.
- Control greenhouse emissions by unnecessarily having equipment or vehicles running.
- Maintain equipment in good working condition to reduce the fuel consumption and oil burn off.
- Use of Energy efficient equipment where applicable (lighting, etc.)
- The first step to waste management is the minimization of waste. The less we generate, the less we have to contend with. Example oil sump management for disposal.
- Avoid purchasing products with excess packaging. Buy in bulk when possible.
- Water Consumption by using minimal amount of water for the job. Check equipment for water leakage, when cleaning use a broom instead of unnecessary use of a hose.
- Reduce the amount of hazardous materials, use containers, spouts, funnels, etc. reducing the spillage of materials, which could harm the **animal or plant environment.**

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 that are Energy Efficient and have alignment to the principles of the Reduce, Reuse & Recycle 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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Working Alone Policy

Northwell Rentals Working Alone Policy is in place to protect employees from serious injury or loss of life in the event they have to work alone or in isolation. This policy describes the responsibilities and actions to be taken to protect employees in the event they have to work alone or in isolation.
Northwell Rentals shall take all reasonably practicable steps to reduce, eliminate, or control identified and potential risks to workers who work alone or in isolation.
A Working Alone Policy is used to help try to limit the number of injuries or illnesses that result in a lost time accident suffered by a worker in/around the workplace. 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.

Responsibilities

Employer:

- Develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.
- Ensure the worker has an effective means of communication to persons capable of responding to the worker's needs in case of an emergency or the worker is injured or ill.
- Train workers in the safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

Employees:

- Take reasonable care/precautions to look after their own health and safety.
- Ensure a two-way contact with a designated check in person.
- Upon arrival at destination, the worker will confirm arrival. If any job delays or other situations arise the worker will contact the designated person/answering service.
- Upon completion of the job task, the worker will contact the designated check in person, and notify the designated person when leaving location and a time frame of their return.
- Complete a pre-job hazard assessment; check in plan and all other safety precautions warranted for working alone.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received.
- Ensure to report any accidents, injuries, near misses, and other dangerous occurrences.

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Workplace Violence and Harassment Policy

Northwell Rentals is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment and violence will not be tolerated from any person including visitors, clients, contractors and delivery persons.

Northwell Rentals is committed to eliminating, or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace violence/harassment.

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

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

Northwell Rentals will ensure that the violence/prevention includes the procedures to be followed by a worker when reporting a violence/harassment incident, and instruction on recognizing workplace violence and harassment.

How to recognize workplace violence:

- Threatening behavior (attempted or actual) by a person that causes, or is likely to cause, physical or psychological injury or harm. This includes domestic or sexual violence.

How to recognize workplace harassment:

- Any single incident, or repeated incidents, of behaviour that would cause offence or humiliation to a worker which would affect the worker's health and safety and includes:
  - Conduct, comments, bullying, or actions because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity/expression and sexual orientation.
  - A sexual solicitation or advance

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. If a worker receives treatment for work related violence or harassment he will not lose pay when receiving treatment.

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

Workplace Violence and Harassment Program

Prohibited Conduct

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence /harassment or allow to create conditions that support workplace violence/harassment. 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:

- Management will implement control measures in order to control the hazard of violence, such as a procedure for working alone, and an emergency response procedure in order to control the hazard of violence to workers.
- 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.
- Investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence/harassment in a fair, respectful and timely manner.
- Ensure the security and safety of all parties involved during an investigation of an incident of workplace violence.
- Ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behaviour to the appropriate law enforcement agency.
- Ensure affected workers are provided with professional help if the situation warrants that.
- With respect to the violence prevention plan a review will take place on the earliest of the following:
    a. When an incident of violence occurs
    b. If the worksite recommends a review of the plan
    c. Every 3 years

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, then 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, and follow procedures in order to obtain immediate assistance when an incident of violence occurs.

Violence and Harassment Prevention Procedure

The following steps are to be followed when reporting, documenting and investigating workplace harassment or violence.

- A Complainant is to immediately report instances of harassment or violence to their direct supervisor or manager.
- Employees are required to complete the Harassment and Violence Reporting Form, including the date and time of the incident, the nature of the violence, and names of people who may have witnessed the incident.
- Management along with the Safety Representative will investigate the Incident.
- Employee who submitted the incident will meet with the investigator(s).
- Employee accused of committing actions of harassment or violence will be questioned, and other employees or external parties related to or witnessed the incident.
- Investigation team will prepare an investigation report outlining the circumstances of the incident and the corrective action.
- Employer will not disclose the circumstances related to the incident or names of the parties involved, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken.
- Employers will retain the investigation report for at least 2 years after the incident, and keep it readily available and provide a copy to Alberta OHS on request.

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 Management and the Safety Representative.

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 or harassment.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Harassment and Violence Reporting Form

Employee Information

Name: _____ Department: _____

Position: _____

Incident Details

☐ Harassment ☐ Violence

Date of Incident: _____ Time of Incident: _____

Incident Reported to: _____ Location of Incident: _____

Name of Offender: _____

Description of Incident

_____

_____

_____

_____

_____

Witnesses

Name: _____ Contact Information: _____

Name: _____ Contact information: _____

Northwell Rentals takes reports of harassment and violence extremely seriously. By signing this reporting form, you certify that the information stated is factual and accurate to the best of your knowledge.

Signature of Reporting Party: _____ Date: _____

Signature of Manager: _____ Date: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Fit for Duty Policy

Northwell Rentals is committed to protecting the health and safety of all individuals affected by our activities. There are several factors that can pose a risk to a safe workplace and can affect performance. All Northwell staff and contractors have a responsibility for themselves and others. They must be fit for duty to engage in any work activities. All workers will be informed of these expectations while reviewing policies during the orientation process.

Fit for Duty means that a worker is physically and mentally able to safely perform their duties without limitations resulting from, but not limited to: fatigue, stress, injury, illness, substance and alcohol use. Being Unfit for Duty means that a worker is unable to safely and effectively perform their work due to these and other impairing factors.

Northwell Rentals expects that all individuals engaging in work activities are physically capable of performing their tasks, and must not report for work while under the influence. Workers will be monitored for unsafe behaviours, and if necessary, be removed from the work site. If any staff or contractors have reasonable grounds for suspecting someone of being unfit for duty, it must be reported immediately to a supervisor or management.

Northwell Rentals management will provide assistance, whenever reasonably practicable, to workers who are unable to perform their job duties. Northwell Rentals will guarantee privacy and confidentiality in relation to personal issues, and will work to ensure that all persons do not feel harassed, embarrassed or otherwise as the result of an inability to meet the fitness for duty standards required.
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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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Alcohol and Drug Policy

The company has established this drug and alcohol policy:

(a) To provide a safe workplace for its employees and those whose safety may be affected by the conduct of its employees.

(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 workplace 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 belongs.

(d) The best interest of the company, the construction industry and the public.

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

Alcohol & Drug Abuse Program

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 are 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 milliliters 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 sample 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 side 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.

Definitions

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.
Management ensures that the testing and screening of alcohol and drugs are done and comply in accordance with the standards of COAA for providing a safe workplace, and communicated to all levels of the company.

Management has training and is knowledgeable in the recognition of the signs of impairment and the symptoms of the use of alcohol and drugs.

Management is responsible for the training and education of supervisors in the recognition of impairment or substance abuse problems.

Management and Supervisors are knowledgeable on how the company's Alcohol and Drug Policy works and are able to communicate the rules and procedures to all workers.

Management and Supervisors know the procedures to follow when an employee is impaired or having a substance abuse problem.

Types of Testing

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

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
Pre-access**	X	X	
Reasonable Cause	X	X	X
Post Incident	X	X	X

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Fatigue Management Policy

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 through:
  - effectively manage work schedules (overtime, shift swaps, on call duties) to allow for adequate time off
  - encouraging all workers to take periodic breaks to minimize fatigue
  - considering fatigue issues when scheduling shifts or assigning work
- Information, instruction, training and supervision:
  - Recognizing symptoms and impacts of fatigue
- Consultation and cooperation.
  - reporting fatigue to supervisor.

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.**

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Fatigue Management Program

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 check") 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 preformed 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

STRATEGIES 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, employers 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 through:
    - effectively manage work schedules (overtime, shift swaps, on call duties) to allow for adequate time off
    - encouraging all workers to take periodic breaks to minimize fatigue
    - considering fatigue issues when scheduling shifts or assigning work
- Information, instruction, training and supervision:
    - Recognizing symptoms and impacts of fatigue
- Consultation and cooperation.
    - reporting fatigue to supervisor

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Return to Work/Stay at Work Policy

Northwell Rentals is committed to the well-being and rehabilitation of all employees unable to perform their normal duties as a result of being injured on or off the job or recuperating from an illness.

A Stay at Work or Return to Work Plan is individualized for each employee, and is supported by medical documentation either by a physician or other health care specialist such as a physiotherapist. This program provides for timely and appropriate job modification, or placement to a temporarily or permanently injured employee who cannot perform regular duties as a consequence of an occupational or non-occupational injury/illness.

The alternative job will be productive and valued work which can be performed safely and without risk of re-injury or aggravation to the injury, or risk to other employees.

It is Northwell Rentals intent that this program will be compatible with current labour laws and WCB practices in Alberta.

All employees who become injured or disabled, regardless of cause, will be eligible and encouraged to participate in the program.

Northwell Rentals is also committed to the awareness of accident and injury prevention in the workplace. All employees are required to report a workplace illness or injury to their supervisor immediately after the incident accident takes place or at the end of their shift.

If the employee is unable to report the accident at the time of injury or illness then they will have 24 hr. to report the incident to their employer.

Northwell Rentals has developed an Injured Employee Care Package to facilitate communication between all parties involved (employee, employer, attending physician, and/or other health care specialists such as physiotherapists, and WCB).

In case of injury Northwell Rentals will provide the employee with a Worker Care Package to aid in their Return to Work Plan.

Mike Scott (Manager)	Date
Employee Safety Representative	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

Modified Work Program

Northwell Rentals is committed to the well-being and rehabilitation of all employees unable to perform their normal duties as a result of being injured on or off the job or recuperating from an illness.

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.
- The alternative job will be productive and valued work which can be performed safely and without risk of re-injury or aggravation to the injury, or risk to other employees.
- 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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Fitness for Work Form

Company Contact:_____

Phone: _____ Fax: _____

Northwell Rentals 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 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 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.

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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 test_____
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 for rejection: _____

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

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

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

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Cell Phone Usage Policy on the Job

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 dialing 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

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

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Vehicle Safety Policy

Northwell Rentals expects that, while driving company or own vehicles for work purposes, employees comply with traffic legislation, be conscious of road safety and demonstrate safe driving habits. Northwell Rentals expects all employees to display the highest level of professional conduct when driving a company vehicle.

All employees who operate motor vehicles while performing work for Northwell Rentals must:

- hold a valid driver's license for the class of vehicle they are operating
- immediately notify their supervisor if their license has been suspended or restricted in any way
- submit a driver's abstract annually for review
- be responsible and accountable for their actions while operating a vehicle for work purposes
- Seatbelts are mandatory for all drivers and passengers.
- Operators of vehicles must maintain speed limits, and obey all other traffic regulations.
- Workers are expected to drive to road & weather conditions as well as in accordance to traffic regulations
- Use of drugs or alcohol while operating a vehicle are strictly prohibited.
- Workers must contact their supervisor if they are prescribed a drug that can cause motor skill impairment to discuss work options.
- Use of handheld cell phones and/or other handheld electronic devices while driving is strictly prohibited
- All workers are expected to perform pre-use vehicle inspections.
- All vehicles are to have regular maintenance according to manufacturer specifications
- Pull through or back in techniques should be used in parking lots whenever practicable
- All cargo must be adequately secured
- All near misses or incidents must be reported immediately, including those that do not involve injury

Failure to comply with the above may result in disciplinary action.

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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

Fall Protection Program

Elevated Work:
Elevated work is 3 meters (10ft) or more above surface/or work in which fall from lesser height would likely result in injury worse than what would be expected from a fall onto flat surface (i.e. machinery/hazardous object).
All workers who perform elevated work 3m (10ft) or higher must be trained in all aspects of the fall protection program and rescue procedures.
Any worker who is not trained to use the fall protection system will not be permitted to work in any area where elevated work is 3m (10ft) or higher.

Inspections
Training for workers will include how to employ the checklist to carry out a complete inspection of the fall arrest or travel restraint system. Workers must also be able to inspect the anchor point they will be using and able to identify any problems associated with it. Any item of a fall protection system that is of questionable condition must be taken out of service immediately and not used until a qualified inspector has certified it to be of serviceable condition. Any item that is found not serviceable must be destroyed immediately so it will not be used by another worker in the future. Any all arrest system that has been employed to arrest a fall must be taken out of service immediately and not used unless inspected and found serviceable by an approved inspector.

Fall Protection Plan

Fall protection must be used when performing elevated work. The best method of fall protection is a guardrail, with a top rail located between 92 cm and 107 cm above the work surface, and a mid-rail between the top rail and work surface. Must be strong enough to support a worker when falling against it.
Proper PPE such as fall arrest and travel restraint is the next best method.
A fall protection plan and emergency response procedures must be filled out and reviewed by all workers using the fall protection system prior to work commencing.
The fall protection plan may be made up previously and used on several different sites if the hazards are the same at each site. If any different hazards are found at a site then they must be included in the fall protection plan. Employees must be made aware and adhere to client fall protection requirements if they exceed the legislated standard.

Rescue Plans
Documented rescue plan must provide direction in the event that a fall occurs and an employee requires rescue. There are two options for rescue. Rescue cannot rely only on emergency services rescue. Employees must have a rescue plan in place.

Emergency Response Procedures
If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

- Make sure the rescuers are protected against falling by using a fall arrest.
- Attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You should have two workers pull someone to the level from which they fell.
- Eliminate any slack in the retrieving line to avoid slippage.
- Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury. If required arrange transportation to hospital.

All non-affected workers should remain in a designated safe gathering zone until the supervisor notifies them to do otherwise. Supervisor will begin the accident investigation procedure, recording all documented statements from employees, witnesses.
Secure the area (OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred)

Work Platform

Any worker using elevated work platform and is elevated at least 3m (10 ft) or higher on an elevated work platform must use a fall arrest system. The work platform must have a hand rail for the worker to hold and separate anchor point preferably above the workers head for attaching the lanyard to.
Lanyards must be short enough to prevent the worker from being ejected from the work platform but long enough to not interfere with the work being carried out.

Safety Belts, Lanyards, and Life Lines

Body belts and harnesses are used in industry to provide workers working at heights above ground level 3m (10ft) or higher with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting device or rope grab. Better quality systems usually some form of shock absorber in the system. If the fall to be arrested is short (less the 2ft. or 0.6 m) a safety belt can be used. If the fall is greater than two feet, a body harness is recommended to prevent further injuries caused by the sudden stop at the end of the fall.
A lifeline should never be used as a service line. The only time a lifeline becomes a load bearing line is in the event of a fall. At all other times it should be just slack enough to permit free movement of the service lines.
In the construction industry, full body harness systems used with a shock absorber are preferred over waist safety belts. It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

See CSA Standard:
"Fall Arresting Safety Belts and Lanyards for the Construction and Mining Industries"
"Fall Arresting Devices, Personal Lowering Devices and Life Lines"
"Lineman's Body Belt and Lineman's Safety Strap"

DO

- Obtain expert advice before purchasing a fall arresting device.
- Properly train and practice with the system you decide to use.
- Use webbing type harnesses instead of leather harness.
- Use only the manufacturer's components for replacement parts.
- Inspect carefully before each use (done by trained worker).
- Have the harness fitted snug to the work to the worker using the system.
- Ensure the anchor points are engineered and approved to be able to support the load in the event of a fall (minimum 3600 lbs.).
- Follow manufacturer's instructions on care and use.
- Ensure all lines are used with the systems have thimbles.
- Use only the proper safety rated fastenings with the system.
- Use a full body harness with shock absorber whenever possible.

DON'T'S

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

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Health and Safety Representative

What is a Health and Safety Representative?
The health and safety representative is chosen by the workers of Northwell rentals and works with management to identify and solve the health and safety concerns at NWR work sites. The HS representative also promotes awareness and interest in health and safety, and ensures that all Northwell Rentals' employees know their rights as workers. The role of the safety representative is to advise and assist, not assume managerial responsibilities for health and safety in the work place.

Health and Safety Representative Rules of Procedure/ Terms of Reference

Introduction

Alberta's *Occupational Health and Safety (OHS) Act* requires that under certain circumstances an employer have a Health and Safety Representative in the work place. In order for the Safety Representative to work effectively, the Health and Safety Representative's roles must be clearly defined, understood and accepted. Detailed terms of reference that set out the mandate, structure and functions of the HS Representative ensure that its important work can be done.

HSCs are important forums for workers to participate in OHS. They ensure supervisors and workers discuss health and safety issues in the workplace and work collaboratively to find ways to address them. Committees allow workers to participate in OHS and support the three basic rights of workers:

- the right to know;
- the right to participate; and
- the right to refuse dangerous work.

Vital to developing and maintaining healthy and safe workplaces is an effective internal responsibility system (IRS). An IRS functions best when it recognizes the roles and responsibilities of all work site parties and encourages joint participation in recommending solutions to health and safety issues. The HSC is an important part of the IRS in a workplace,representing the collective contributions of workers and employers.

1.0 Purpose

1.1 The health and safety representative identifies opportunities and recommends initiatives to promote physical and psychological health and safety and continuous improvement in the operation and effectiveness of Northwell Rentals' Health and Safety Program.

1.2 The Health and Safety Representative helps management fulfill their obligation to address employee concerns related to hazardous activities or conditions that affect employee health and safety across the department's business operations.

1.3 The HS Representative promotes and encourages employees to participate in health and safety at the workplace.

1.4 It is understood that these terms of reference shall not amend, alter, subtract from, add to or qualify in any way, the OHS Act, or the terms of collective agreements between the Employer and the union that is the certified bargaining agents.

1.5 Any amendments to the OHS Act or collective agreement provisions will be incorporated into the terms of reference, as applicable.

2.0 Membership

2.1 The HS Representative is chosen by the workers.

2.2 If the HS Representative ceases to be employed at the workplace, a new HS Representative shall be appointed by the workers of Northwell Rentals as soon as practicable.

Posting of Names

2.3 The name and contact information of the HS Representative will be posted at every worksite.

3.0 Term of office

3.1 The term of office for the HS representative is not less than one year and they may continue to hold office until their successors are selected or appointed.

4.0 Functions

4.1. The main function of the HS representative is to be a liaison between Northwell Rentals' workers and management, and to help identify, evaluate and make recommendations concerning health and safety hazards and issues in the workplace.

4.2 The HS representative will strive to fulfill their role and responsibility by working cooperatively, following the processes in these terms of reference and make every effort to reach consensus on issues.

5.0 Health and Safety Representative Responsibilities

5.1 Receive and address concerns and complaints about the health and safety of workers.

5.2 Make recommendations to the employer, respecting the health and safety of workers and maintain records in connections with concerns or complaints.

5.3 Participate in workplace inspections, incident investigations and work refusals at the work site.

5.4 Develop and promote all requirements under Northwell Rentals Health & Safety Program to protect the health and safety of persons at the work site.

5.5 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. Keep management informed of all hazards reported.

5.6 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 if warranted.

5.7 Ensuring employees/contractors work safely and follow the requirements of Northwell Rentals Health & Safety Program as well as all applicable government legislation.

5.8 Cooperate with an officer exercising duties under this Act, the regulations and the OHS code

6.0 Entitlements of HSC members

Time to fulfil HSC duties

6.1 HS representatives are entitled to take the following time away from their regular duties:

- the amount of time that the representative determines is necessary to prepare for each meeting with management
- time required to attend each meeting
- time required to attend approved health and safety training
- time that the representative determines is necessary to carry out their duties under the OHS Act, the Regulation and Code
-

6.2 The HS representative is deemed to be working while receiving mandatory OHS training, or performing committee work and are entitled to be compensated at the applicable rate of pay.

6.3 Accompany OHS officer
The HS representative shall be afforded the opportunity to accompany an OHS officer during an inspection of the workplace.

Investigations and work refusals

6.4 The HS representative will be involved in the investigation of serious incidents, as well as any other incident "that injures a person, and results in the person requiring medical treatment, or that had the potential to cause a serious incident.
A written report must be prepared for each incident investigation. The HS representative must be provided with a copy of these reports once the investigation is complete.

6.5 The HS representative shall be made available be present at any inspection into a work refusal by a worker and shall attend such inspection without delay.

7.0 Administrative processes

Meetings

7.1 The management of Northwell Rentals will meet with the HS representative regularly to discuss health and safety matters.

The HS representative may call a special meeting with Northwell management to deal with urgent concerns at the work place

8.0 Training

8.1 Northwell management will ensure the HS representative receives training with respect to the duties and functions of an HS representative as soon as practicable. The HS representative will be permitted to take time away from regular duties to attend training.

The amount of time allowed annually for this training is 16 hours, or the amount of time the representative normally works during two shifts**.**

9.0 Review and approval of the terms of reference

9.1 These terms of reference should be reviewed annually and will remain in force and in effect until new terms of reference are entered into.

9.2 These terms of reference were last amended on _____ were approved by:

_____ _____

Health and Safety Representative Date

_____ _____

Management Date

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Health & Safety Representative Meeting Minutes	
Date:	**Time:**
Location:	
1. Previous Meeting minutes:	
2. Items Discussed at Meeting:	
3. Review of inspection report(s)	
4. Review of incident report(s) .	
5. New Items	
6. Recommendations to employer	
7. Training and communication	
9. Adjourn	
Minutes Prepared By:	

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Safety Representative Recommendation

To:

cc'd:

Work Site: **Date:** MM/DD/YYYY

From: Safety Representative

_____
(Health and Safety Representative)

Please Respond by: MM/DD/YYYY

Health and Safety Issue:

SR Recommendations:

Employer Response:

_____ _____ _____
Name – Employer Signature – Employer Date Returned

Comments:
Note any follow-up or additional actions that may be required.

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Hazard Assessments Policy & Procedure

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.
Managers and supervisors receive hazard assessment training, and hazard assessments are reviewed by individuals who are competent.

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 are 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. Formal and informal hazard processes must be controlled before any task is to be performed. In the event that a hazard cannot be effectively controlled, all work must seize to operate until the hazard is rectified.
Hazard Assessment Procedure outlines the steps when conducting the hazard assessment.

- Identify the task.
- Identify hazards that are relevant to the task.
- Determine the priority of the hazard by using the risk matrix.
- Identify the controls.
- Assign a competent worker to implement the control by a specific date.
- Ensure controls are effective through continuous monitoring, and if not, effective new controls must be put in place. Repeat controls if charges are made to work processes or if conditions change.

_____ _____

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

Hazard Identification & Control

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

Definitions:
Formal Hazard Assessments involve a detailed look at an organization's overall operations. It is meant to identify hazards, measure risk (to help prioritize hazards), and develop, implement and monitor related controls Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, may involve many people, and will require time to complete.

Informal Hazard Assessment (site-specific) is performed before work starts at a site, when conditions change, or when non-routine work is added. This flags hazards identified at the location or introduced by a change at the work site (scope of work). Any hazards identified must be addresses right away, before work begins or continues.

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

An incident is an event which results, or had the potential to result, in accident, injury, or damage to workers, the public, the environment, or property.

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.

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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 GHS WHMIS & TDG regulations in place?
- Have appropriate SDS 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 is reviewed or as tasks change to prevent the development of unsafe or unhealthy working conditions when a new process is introduced, or if alterations are made to the worksite. 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 GHS WHMIS and TDG regulations in place? The employer must have a procedure to ensure an SDS 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 GHS 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.

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Step 2 – Rank Hazards

Hazards must be controlled in order of risk. Risk is the chance of injury, damage or loss. Some hazards pose a greater risk than others. By evaluating the risk of the hazards, you can prioritize which hazards to address first. Once you have identified all the hazards of individual tasks, you can evaluate the level of risk that is associated with each hazard.

RISK OF MATRIX		**Potential Consequences of Harm**		
		1. Minor Injury (Hazard can cause illness, injury or equipment damage but the result would not be serious	**2. Significant Injury** (Hazard can result in serious injury and/or illness, over 3-day absence)	**3. Major Injury** (Hazard capable of causing death or serious life-threatening injuries)
Likelihood of harm	**1. Unlikely** (Injury, rare, though possible)	**1 - Low**	**2 - Low**	**3 - Medium**
	2. Possible (injury, could occur occasionally)	**2 - Low**	**4 – Medium**	**6 - High**
	3. Probable (injury, likely to occur, can be expected)	**3 - Medium**	**6 - High**	**9 - Extreme**

RISK EVALUATION:
This is calculated by multiplying the likelihood against the consequence. Take the likelihood of 1, which is classified as unlikely and multiplying this against a potential consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a Low Risk. High risk (6) and extreme risk (9) are critical tasks.

1 to 2 = Low Risk
3 to 4 = Medium Risk
6 = High Risk
9 = Extreme Risk

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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:

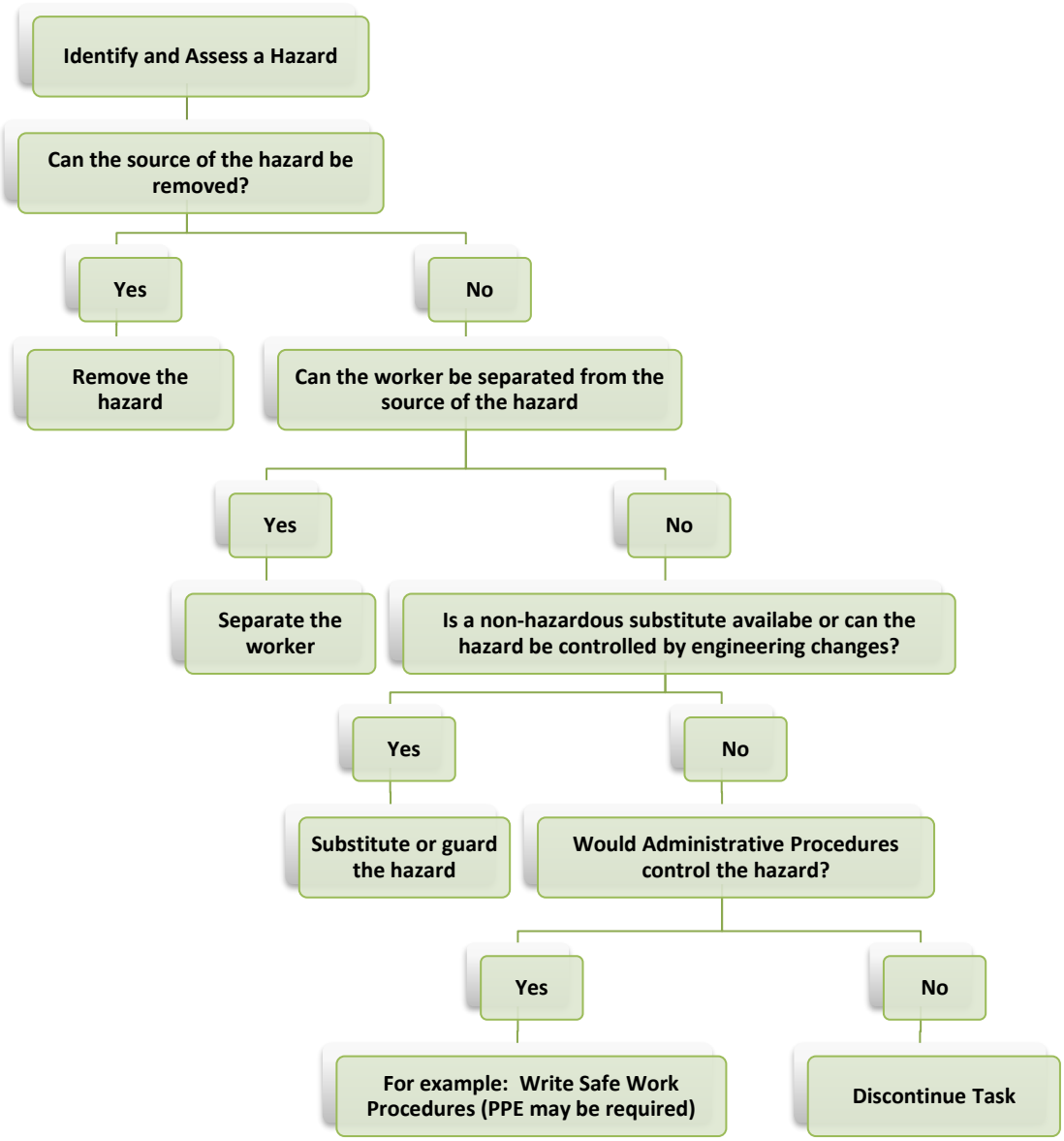
- Maintain good housekeeping at all worksites
- Inspect tools and equipment, and PPE prior to each use
- Perform a hazard assessment for each task
- Follow established safe work practices & procedures
- Report incidents & hazards promptly!

An Employer must make employees or workers aware that if a worker's 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 crested or exists,
- Remove the clothing and
- Ensure the clothing is decontaminated before it is used again. If a worker's 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.



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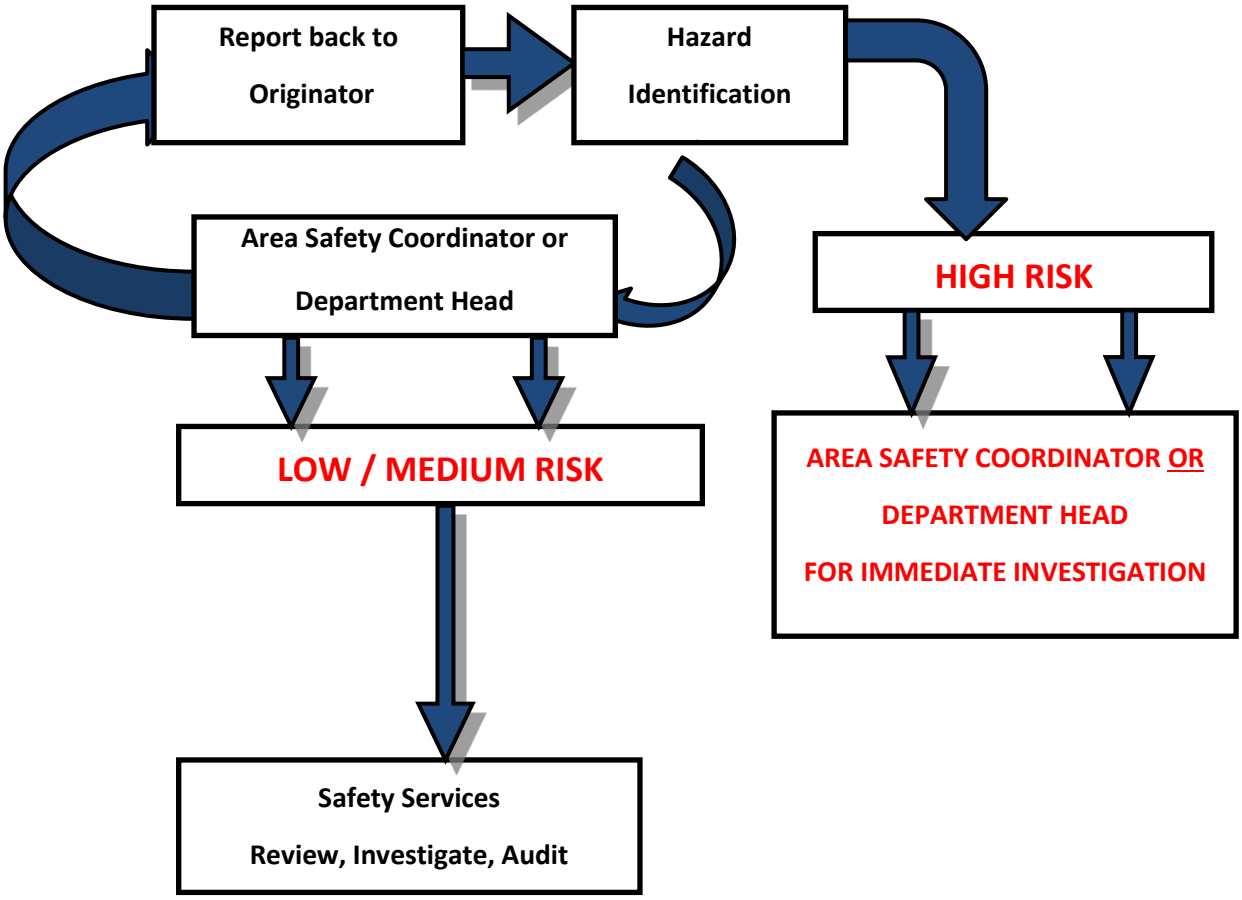
Hazard Reporting and Accountability Flow Chart



GHS WHMIS Program

If a hazardous 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 hazardous 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 safety data sheet and the purpose and significance of the information on the safety data sheet, procedures for safely storing, using, and handling the hazardous product, and the procedures to be followed in case of an emergency involving the hazardous product.

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

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

When Northwell Rentals acquires a hazardous product for use at a work site will obtain a supplier safety data sheet for that hazardous product. Northwell Rentals does ensure that the safety data sheet is readily available at a work site to workers who may be exposed to a hazardous product, and to the Health and Safety Representative.

GHS WHMIS Responsibilities

Employers

- The employer must ensure that a worker who works with, or who may be exposed to a hazardous product receives proper training on WHMIS 2015 (GHS). This course can be performed in-house or by a 3rd party.
- The employer must ensure that a hazardous product is used, stored, handled or manufactured at a work site in accordance with OHS legislation.
- Ensure workers follow procedures for safe use, storage, handling and disposal of hazardous products specific to the job they are doing.
- An employer must ensure SDS sheets are readily available for all hazardous products that are handled, used and stored at the worksite

Supervisors

- The supervisor must maintain a hazardous substance inventory for the regulated hazardous materials encountered on the worksite.
- Supervisors must have corresponding, current SDS sheets readily available to all employees.
- Supervisors must ensure that all personnel handling or exposed to hazardous products have adequate and current GHS WHMIS training.

Workers

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

GHS WHMIS Labels

The GHS WHIMIS label from a supplier must be bilingual (English/French), easy to read, and durable.
It also contains:

- A PRODUCT IDENTIFIER
- HAZARD PICTOGRAMS
- SIGNAL WORD ("Danger" or "Warning")
- HAZARD STATEMENTS
- PRECAUTIONARY STATEMENTS
- A SUPPLIER IDENTIFIER

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

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

The employer must ensure each container of hazardous product that is received from the supplier has a supplier label affixed to the container before unloaded at our receiving dock. No person shall remove, or alter the supplier label as long as any amount of the hazardous product remains in the container. In the event the supplier label is missing or illegible, it can be replaced with a workplace label.
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.
GHS WHIMIS legislation requires that workplace labels contain the following information:

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

Although the company shall endeavor to use standardized workplace labels, such labels need not be commercially obtained. The employer must ensure a workplace label is affixed to a container of hazardous product that was transferred from the original container to another. Labels not required if it is going to be used immediately, or it is under the control of and for the exclusive use of the worker who transferred the product. If the product is going to be used up on a shift and contents are clearly identifiable.
The following worksite containers should have a GHS WHIMIS 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 hazardous product is not labeled, inform the Client who will develop a worksite label. (Ref. Alberta OHS Code 2009 s398)

Class	Symbol	Risks	Precautions
CLASS A **Compressed Gas**		**MATERIALS WHICH ARE NORMALLY GASEOUS KEPT IN A PRESSURIZED CONTAINER** • Could explode due to pressure • Could explode if heated or dropped • Possible hazard from both the force of explosion and the release of contents	**ENSURE CONTAINER IS ALWAYS SECURED** • Store in appropriate designated areas • Do not drop or allow to fall
CLASS B **B1 to B6** **Flammable and Combustible**		**MATERIALS WHICH WILL CONTINUE TO BURN AFTER BEING EXPOSED TO A FLAME OR OTHER IGNITION SOURCE** • May ignite spontaneously • May be a material which will release flammable products if allowed to degrade or when exposed to water	**STORE IN PROPERLY DESIGNATED AREAS** **WORK IN WELL VENTILATED AREAS** • Avoid heating • Avoid sources of sparks / flames • Ensure electrical sources are safe
CLASS C **Oxidizing Material**		**MATERIALS WHICH CAN CAUSE OTHER MATERIALS TO BURN OR SUPPORT COMBUSTION** • Can cause skin or eye burns • Increase fire and explosion hazard • May cause combustibles to explode or react violently	**STORE IN AREAS AWAY FROM COMBUSTIBLES** **WEAR BODY, HAND, FACE AND EYE PROTECTION** • Store in proper containers which will not rust or oxidize
CLASS D, Div 1 **Toxic Immediate and Severe**	 	**POISONS / POTENTIALLY FATAL MATERIALS WHICH CAUSE IMMEDIATE AND SEVERE HARM** • May be fatal if ingested or inhaled • May be absorbed through the skin • Small volumes have a toxic effect	**AVOID BREATHING DUST OR VAPOURS** **AVOID CONTACT WITH SKIN OR EYES** • Wear protective clothing which is effective against fumes and vapours • Wear face and eye protection • Work in well ventilated areas and wear breathing protection
CLASS D, Div 2 **Toxic** **Long Term / Concealed**	 	**MATERIALS WHICH HAVE HARMFUL EFFECTS AFTER REPEATED EXPOSURES OR OVER LONG PERIODS OF TIME** • May cause death or permanent injury • May cause birth defects or sterility • May cause cancer • May be sensitizer causing allergies	**WEAR APPROPRIATE PERSONAL PROTECTION** **WORK IN A WELL-VENTILATED AREA** • Store in appropriate designated areas • Avoid direct contact • Use hand, body, face and eye protection • Ensure respiratory and body protection is appropriate for the specific hazard
CLASS D, Div 3 **Toxic** **Biohazardous / Infectious**		**INFECTIOUS AGENTS OR A BIOLOGICAL TOXIN CAUSING A SERIOUS DISEASE OR DEATH** • May cause anaphylactic shock • Includes Viruses, Yeasts, Moulds, Bacteria and Parasites which affect humans • Includes fluids containing toxic products • Includes cellular components	**SPECIAL TRAINING REQUIRED WORK IN DESIGNATED BIOLOGICAL AREAS** **WITH APPROPRIATE ENGINEERING CONTROLS** • Avoid forming aerosols • Avoid breathing vapours • Avoid contamination of people / area • Store only in special designated areas
CLASS E **Corrosive Materials**		**MATERIALS WHICH REACT WITH METALS AND LIVING TISSUE** • Eye and skin irritation on exposure • Severe burns/tissue damage on longer exposure • Lung damage if inhaled • May cause blindness if eyes contacted • Environmental damage from fumes	**WEAR BODY, FACE AND EYE PROTECTION** **USE BREATHING APPARATUS** • Ensure protective equipment is appropriate • Work in well ventilated area • Avoid all direct body contact • Use appropriate storage containers and ensure proper non-venting closures
CLASS F **Dangerously Reactive**	 	**MATERIALS WHICH MAY HAVE UNEXPECTED REACTIONS** • May react with water • May be chemically unstable • May explode if exposed to shock or heat • May release toxic or flammable vapours • May vigorously polymerize • May burn unexpectedly	**HANDLE WITH CARE AVOIDING VIBRATION, SHOCKS AND SUDDEN TEMPERATURE CHANGES** • Store in appropriate containers • Ensure storage containers are sealed • Store and work in designated areas

Safety Data Sheets (SDS)

An SDS sheet for all controlled products used at the worksite must be available for the workers to review. Be sure you are using current information. MSDS must contain the following sections of information:

Section	Description
1. Product Identification	• Product identifier (e.g., Product name) • Recommended use • Restrictions on use • Supplier contact Information • Emergency telephone number

2. Hazardous Identification	• Classification (hazard class and category)
	• Label elements:
	  ○ Hazard Pictogram
	  ○ Signal word
	  ○ Hazard statement(s)
	  ○ Precautionary statement(s)
	• Other hazards which do not result in classification

3. Composition/Information on ingredients	• When a hazardous product that is a substance:
	  ○ Chemical name
	  ○ Common name and synonyms
	  ○ Chemical Abstract Service (CAS) registry number and unique identifiers.
	  ○ Chemical name of impurities, stabilizing solvents and/or additives
	• For each material or substance in a mixture that is classified in a health hazard class.
	  ○ Chemical name
	  ○ Common name and synonyms
	  ○ CAS registry number and any unique identifiers
	  ○ Concentration

4. First-aid measures	• First-aid measures by route of exposure:
	  ○ Inhalation
	  ○ Skin contact
	  ○ Eye contact
	  ○ Ingestion
	• Most important symptoms and effects (acute or delayed)
	• Immediate medical attention and special treatment, if necessary

5. Fire-fighting measures	• Suitable (and unsuitable) extinguishing media • Specific hazards arising from the hazardous product. • Special protective equipment and precautions for fire-fighting

6. Accidental release measures	• Personal precautions, protective equipment and emergency procedures • Methods and materials for containment and cleaning up
7. Handling and storage	• Precautions for safe handling • Conditions for safe storage, including any incompatibilities
8. Exposure controls/Personal protection	• Exposure Limits • Appropriate engineering controls • Individual protection measures (PPE)
9. Physical and chemical properties	• Appearance (physical state, color, etc.) • odor, odor threshold • pH • Melting/Freezing point • Flash point • Evaporation rate • Flammability (solid; gas) • Explosive limit (lower/upper flammable) • Vapor pressure/density
10. Stability and reactivity	• Reactivity • Chemical stability • Hazardous reactions • Conditions to avoid • Incompatible materials
11. Toxicological information	• Concise but complete description of the various toxic health effects and data used to identify those effects.
12.Ecological information	Aquatic and terrestrial toxicity, mobility in soil, other adverse effects
13. Disposal considerations	Information on safe handling for disposal and methods of disposal including contaminated packaging
14. Transport information	• UN number • Un proper shipping name • Transport hazard classes
15. Regulatory information	Safety, health and environmental regulations specific to the product
16. Other information	Date of the latest revision of the SDS

Transportation of Dangerous Goods

Northwell Rentals at the present time does not haul Dangerous Goods, but at such time that they may, Northwell will train 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

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

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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 Groups That Code of Practice Applies to:

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

Guide for Respiratory Selection

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/m3	----------	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/m3	---------- -	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/m3	10mg/m 3		
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 Hydrofluoric acid	3 ppm	30 ppm	Full-face mask with organic vapor cartridge and dust/mist/fume pre filter/yellow **(Only allowed when circulating the acid in a closed system. To be used for escape purposes only.)**	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	
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.				

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
- At the time of the fit testing
- 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 practice once a year.
- The training department will maintain records of the training.

Equipment Types

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 SCBAs 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 SABAs that:

- Are equipped with an auxiliary air supply (egress cylinder) which is 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.

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Selecting Respiratory Protective Equipment

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 & 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.

Air Supplied

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 air pack has one.
- Immediately leave to safe area.

Air Purifying (Full Face)

1) Visually check the unit to make certain that all major components are in place and in good condition. Make sure all components on facepiece are secure.
2) Adjust the five facepiece head straps to their full outward position.
3) Put on the facepiece 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 facepiece 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) Preform 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.

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Air Purifying (Half Mask)

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) Preform 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

1) Remove filters, cartridges, or canisters.
2) Disassemble face pieces 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

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 facepieces that require a tight face to facepiece 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 raindrops 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 finds it. When a man looks 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.

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Fit Testing Record

Name:	
Date:	
Time of Test:	
Respirator Make:	
Respirator Model:	
Respirator Style:	
Respirator Size:	
Type of Fitting Test:	Qualitative ☐
	Quantitative ☐
Comment On Test Difficulties :	
Tested By	

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Fit Test Medical Assessment Questionnaire

MEDICAL HISTORY

TYPE	YES	NO
Cardiovascular disorders	☐	☐
Respiratory disorder	☐	☐
Skin disorder	☐	☐
Neurological disorder	☐	☐
Anxiety attacks	☐	☐
Claustrophobia	☐	☐
Joint disorders	☐	☐

FUNCTIONAL INQUIRY

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

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

_____
_____
_____
_____
_____
_____
_____

Confined Space Entry Code of Practice

A Restricted Space/ Confined Space Is Defined as A Work Area That Is:

a) Enclosed or partially enclosed.
b) Not intended for continuous worker occupancy.
c) Restricted in entry or access.
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.
    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 Space:

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 monitors.
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

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% O2, 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. O2 levels must be lowered before working under these conditions.

Flammable Substances Hazard

Flammable material, liquids or gasses 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.

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Pre- Entry Controls for Confined Space

- 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.
- 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

- 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

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

- 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 H2S, O2levels, LEL, and CO. The monitor will have warnings for high and low alarms at the following levels.

H2S	low alarm- 10 ppm	high alarm- 15 ppm
O2 –	low alarm- 19.5%	high alarm- 23%
LEL	low alarm- 10%	high alarm- 20%
CO	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 worker's 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.

Confined Entry Emergency Response

- 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 (H2S) Code of Practice

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 (H2S), there must be measures in place to protect the worker from danger.
Northwell Rentals will ensure that a worker exposure to H2S is kept as low as reasonably achievable. Employees will not be exposed to airborne concentration of H2S in excess of 10 ppm over an 8-hour time period.
H2S may be encountered on any gas or oil lease or in plant environments. If H2S is a hazard for a location it will be clearly marked on a sign at the entrance to that area.

Standard Documentation for H2S 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 H2S 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

Northwell Rentals Employees:

- All employees have the responsibility to ensure they understand the operation of the H2S 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 H2S area.
- All workers are responsible to ensure they follow the H2S 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 H2S exists or could potentially be created.

    b. Control hazards associated with H2S 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 H2S gas. This will ensure contamination of the muster point by H2S 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 monitors.
- 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

- 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 worker's 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.

H_2S Emergency Response

- An emergency response plan must be completed for the work site if H2S 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 H2S 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 H2S atmosphere must be removed by rescuers wearing SCBA or SABA.
- Emergency response personnel will handle evacuation of injured workers from nonhazardous locations.

Daily Pre-Job Hazard Assessment Form

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

DAILY PRE-JOB HAZARD ASSESSMENT

Date & Time: Supervisor:

Description of Work to Be Performed:

- ❑ Procedure 4.5 - Painting
- ❑ Procedure 4.6 - Pressure Test Bops
- ❑ Procedure 4.8 - Repair Swabs
- ❑ Procedure 4.9 - Pressure Test Threaded Connection Valves & Kelly Locks
- ❑ Procedure 4.10 - Washing Equipment
- ❑ Procedure 4.11 - Pressure Test Kelly Hoses
- ❑ Procedure 4.12 - Torque Testing & Pressure Testing Power Swivel
- ❑ Procedure 4.13 - Buffing Bolts
- ❑ Procedure 4.14 - Grinding
- ❑ Procedure 4.15 - Pressure Test Flanged Connections (Foaming Spools)
- ❑ Procedure 4.16 - Loading & Unloading with Propane Forklift
- ❑ Procedure 4.21 - Welding
- ❑ Procedure 4.24 - Use of Overhead Crane / Jib Crane
- ❑ Procedure 4.25 - Winch Truck (Loading / Unloading) / Shack Tanks / Catwalks
- ❑ Procedure 4.27 - Procedure for Hydraulic Testing Accumulators & Tongs
- ❑ Procedure 4.28 - Hydraulic Press
- ❑ Procedure 4.29 - Power Hack Saw
- ❑ Procedure 4.30 - Drill Press
- ❑ Procedure 4.31 - Starting Bed Truck
- ❑ Procedure 4.32 - Loading & Unloading Electric Forklift
- ❑ Procedure 4.33 - Filling Accumulator Bottles with Nitrogen
- ❑ Procedure 4.34 - Equipment Refueling
- ❑ Procedure 4.35 - Recharging Backup Bottles
- ❑ Other Work: _____

Safety Equipment Needed / Identified: ❑ Fire Extinguisher ❑ Eye Wash ❑ AED ❑ First Aid ❑ Muster Point

PPE Needed ❑ Safety Glasses ❑ Coveralls ❑ Safety Boots ❑ Hard Hat ❑ H_2S Monitor (Back of Page)
❑ Paint Air Mask ❑ Gloves ❑ Face Shield ❑ Hearing Protection ❑ Welding PPE

Hazard Identification - Identify potential hazards that may be encountered while performing all tasks. Associated controls documented in the Corrective Actions section. **Risk Levels: 1 - High 2 - Medium 3 - Low 4 - N/A**

Hazards	Risk Level	Corrective Actions
❑ Poor Lighting		Use aux lights
❑ Heavy Lifting		Use crane - clark forklift- electric forklift -or get help
❑ Weather		Dress proper for weather
❑ Excessive Noise Levels		Use proper hearing protection
❑ Flammable Sources		Identify and store properly and a 30 minute watch after welding
❑ Swinging Loads		Control swinging loads
❑ Welding Hazards		Use welding shields to protect others,dress properly for the job, follow procedures.
❑ Congested Work Area		Clean up cluttered area use caution in congested areas
❑ Pressure Hazard		Inspect unit to be pressured up for damage. Discard if damaged, warn others of testing
❑ Fire / Explosion		Store flammables in proper containers, handle with care and monitor L.E.L.
❑ Slips / Trips / Falls		Clean up spills, remove tripping hazards, if possible, wear proper footwear for conditions
❑ Chemical Hazards		Wear proper PPE, use proper containers, store in proper area
❑ Visibility Hazards		Use caution, use spotters when visibility is poor
❑ Communications		Tell others of your plans when they are near your work area
❑ Changes to Scope of Work		Review procedures wher your job project changes
❑ Sling Condition		Inspect sling for damage, report, record and discard damaged web or chain slings
❑ Pinch Points		Identify and avoid pinch points, inform work partners of them
❑ Access & Egress		Plan your escape at least 3 exits if possible
❑ Uneven Loads		Re sling or rearrange load if it is uneven or not balanced
❑ Other		

❑ Incident Free Day *(If Box Not Checked Incident Report Needed)*

Print & Sign Name: _____ _____

imagepress

3RD Party Trucking/Forklift/Overhead Crane Pre-Job Hazard Assessment

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

**3RD PARTY TRUCKING
FORKLIFT & OVERHEAD CRANE
PRE-JOB HAZARD ASSESSMENT**

Date & Time:	Supervisor:
	Trucking Company:
Description of Work to Be Performed:	Trucking Company JSA Completed ❑ Yes ❑ No

❑ Procedure 4.16 - Loading or Unloading Equipment with Propane Forklift
❑ Procedure 4.17 - Moving Equipment (Trailers) in and out of Shop
❑ Procedure 4.18 - Loading with Overhead Crane
❑ Equipment Needed: Personal PPE, Tagline
❑ 2 Men Required
❑ Other Work - Description of Work to be Performed: _____

Safety Equipment Needed / Identified: ❑ Fire Extinguisher ❑ Eye Wash ❑ AED ❑ First Aid ❑ Muster Point
PPE Needed ❑ Safety Glasses ❑ Coveralls ❑ Safety Boots ❑ Hard Hat ❑ Gloves

Hazard Identification - Identify potential hazards that may be encountered while performing all tasks. Associated controls documented in the Corrective Actions section. **Risk Levels: 1 - High 2 - Medium 3 - Low 4 - N/A**

Item	Risk Level	Corrective Actions
❑ Poor Lighting		Use aux lights
❑ Heavy Lifting		Use crane - clark forklift - electric forklift -or get help
❑ Weather		Dress proper for the weather
❑ Excessive Noise Levels		Use proper hearing protection
❑ Flammable Sources		Identify and store properly
❑ Swinging Loads		Control swinging loads
❑ Welding Hazards		Use welding shields to protect others
❑ Congested Work Area		Clean up cluttered area and use caution in congested areas
❑ Pressure Hazard		Inspect unit to be pressured up for damage. Discard if damaged, warn others of testing
❑ Fire / Explosion		Store flammables in proper containers, Handle with care
❑ Slips / Trips / Falls		Clean up spills, remove tripping hazards if possible, wear proper footwear for conditions
❑ Chemical Hazards		Wear proper PPE, use proper containers, store in proper area
❑ Visibility Hazards		Use caution, use spotters when visibility if poor
❑ Communications		Tell others of your plans when they are near your work area
❑ Changes to Scope of Work		Review procedures when your job, project changes
❑ Sling Condition		Inspect slings for damage, report, record and discard damaged web or chain slings
❑ Pinch Points		Identify and avoid pinch points, inform work partners of them
❑ Access & Egress		Plan your escape at least 3 exits if possible
❑ Uneven Loads		Re sling or rearrange load if it isuneven or not balanced

Print and Sign Name:

STOP & THINK
Identify Hazards → Control Hazards
Re-Assess Hazards
Resume Work

❑ Incident Free Day *(If Box Not Checked Incident Report Needed)*

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Section 3 – Safe Work Practices

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Safe Work Practices Policy

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. Safe work practices are written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

Safe work practices will require specific job procedures, which clearly set out in a chronological order of each step in a process.

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

Northwell Rental Employees are provided awareness training in house, on the Lock-out/tag-out procedures. 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 an 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.

Northwell Rentals has procedures and controls in place to ensure that all machinery, equipment and powered mobile equipment is serviced (including, but not limited to repairs, tests, adjustments or inspections) safely if the manufacturer's specifications require it to remain operative while the service is being performed.

A worker must not perform any work/service on machinery, equipment, or powered mobile equipment until it is tested to verify that it is inoperative, and the worker is satisfied that it is inoperative.

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:

- Each involved worker is accounted for.
- Any personal locks placed by workers are removed.
- 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.
- The worker is satisfied that the equipment is operative.

3.2 - Housekeeping

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

Reference: JSA 4.32

Fueling 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 fueling 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 fueling area.
- Fueling will not begin until the engine is shut off.
- Workers must remain beside the fuel nozzle while refueling to ensure that nozzle does not fall or over flow tank.
- Workers are required to notify their supervisor immediately if a spill occurs during fueling.
- 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 fueling operation.**
- ✖ **DO NOT use cell phones while fueling!**

3.4 – Grinders

Reference: JSA 4.13

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

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 are 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.

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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. Northwell Rentals will ensure that in-house training is supplied in regards to the hazards of exposure to excess noise and will train workers in the correct use of control measures and hearing protection. Northwell will supply training in the selection, use and maintenance of hearing protection equipment required to be used at a work site in accordance with the manufacturer's specifications. This training will be provided through safety meetings and everyday hazard awareness of noise levels. Appropriate warning signs will be posted in areas where the noise level exceeds 85 dba and methods of noise control to be used. 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

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

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3.7 – Portable Power Tools

Portable power tools pose danger to workers when they are improperly used, so make sure training is documented and instruction is given before operating, as only **competent workers are to operate**.
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 and maintenance record
- 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; document any repairs needed in the maintenance log.
- Qualified personnel, using O.E.M parts or equivalent, must perform repairs on tools.
- **Use proper ergonomics**, such as keep good balance and proper footing at all times.
  Do not overreach, hold tool close to the body.
  Frequently used tools that weigh more than 0.5 kg (1 pound) should be counter-balanced.
  Rest your hands by putting the tool down when not using.
  Select the tool with the workplace layout and job design in mind.
  Select tools that can be used without bending the wrist, allowing the operator to grasp, hold and use the tool with the wrist held straight.

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

Reference: JSA 4.6

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 material s 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 SDS, as outlined in the WHMIS 2015 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 SDS 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 SDS for the material they are working with.

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

3.9 – Band Saw

Reference: JSA 4.27

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 obstructions 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

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

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
- 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.

Journey Management

- The journey management plan should be reviewed with all employees before they drive on company business. A manager or supervisor must be made aware of the travel plans, and must include where they are going, the estimated arrival time, and when they plan on returning. The employee must communicate with their manager or supervisor at pre-designated intervals.
- Trips should be limited, and only taken when necessary. When possible, multiple tasks should be completed in single trips to improve safety and efficiency.
- Driving should be done during daylight hours whenever possible. Ensure to reduce speed when night travel is necessary, and be aware of the potential for wildlife on the road.
- Weather and road conditions vary from day to day and town to town. Whenever possible, avoid travel during adverse weather conditions.
- Plan your route ahead of time, and be sure to have directions when travelling to an unfamiliar location.
- Take frequent rest breaks to reduce fatigue

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

- Appropriate first aid kit and fire extinguisher
- A form of communication (cell phone, radio)
- Spare tire and tools
- Beacon and road flares
- 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

3.12 – Cell Phone Usage

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

Fire extinguishers (Class ABC) 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 **10 PERCENT** OF THE LOWER EXPLOSIVE LIMIT OF A FLAMMABLE OR EXPLOSIVE SUBSTANCE IS PRESENT IN THE ATMOSPHERE. ATMOSPHERIC TESTING RESULTS SHOULD BE ASSESSES 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

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 extinguishers that are expired**
- ✖ **Put yourself in danger!!!!!!!!!!**

3.15 – Drug *and* Alcohol Use

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

Reference: JSA 4.3

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.

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**	**51-100lbs**	– **Proper lifting techniques**

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 strait 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**

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

- 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

Reference: JSA's 4.15-4.30

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.
- Forklift seat belts must be worn at all times.

The Following Rules Apply to All Operators:

- During fueling operations, ignitions must be shut off and it must be ensured there are no sources of flame or spark within 3 meters of the fueling area.
- Ensure when charging a forklift up that there are 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 forklifts if you have not been trained and deemed competent.**

3.18 – Towing & Winching

Reference: JSA's 4.24

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 straps and chains**
- ✖ **Ever let the cable slide through your hands, instead use the hand over hand technique.**
- ✖ **Never stand on the running boards 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

Reference: JSA 4.2

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 meters**
Above 750 volts (insulated)	**1.0 meters**
750 volts – 40 kilovolts	**3.0 meters**
69 kilovolts & 72 kilovolts	**3.5 meters**
138 kilovolts & 144 kilovolts	**4.0 meters**
230 kilovolts & 260 kilovolts	**5 meters**
500 kilovolts	**7.0 meters typical power line**

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

3.20 – Rigging Requirements

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:

- Maintenance and inspection records (log book) must be maintained for each lifting device.
- 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. All rigging equipment to have a weatherproof label permanently secured to it that legibly shows manufacturer’s rated load capacity, manufacturer’s name and the model, serial number and year of shipment date. 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 slings will be clearly labelled with working (maximum) 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.

- 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 use 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, moussing, 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 remove 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

Synthetic slings with	Wire-rope slings with	Alloy steel chain slings with
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

Reference: JSA's 4.16-4.24-4.25

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, armlets, 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

Reference: JSA 4.23

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 record in log book 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

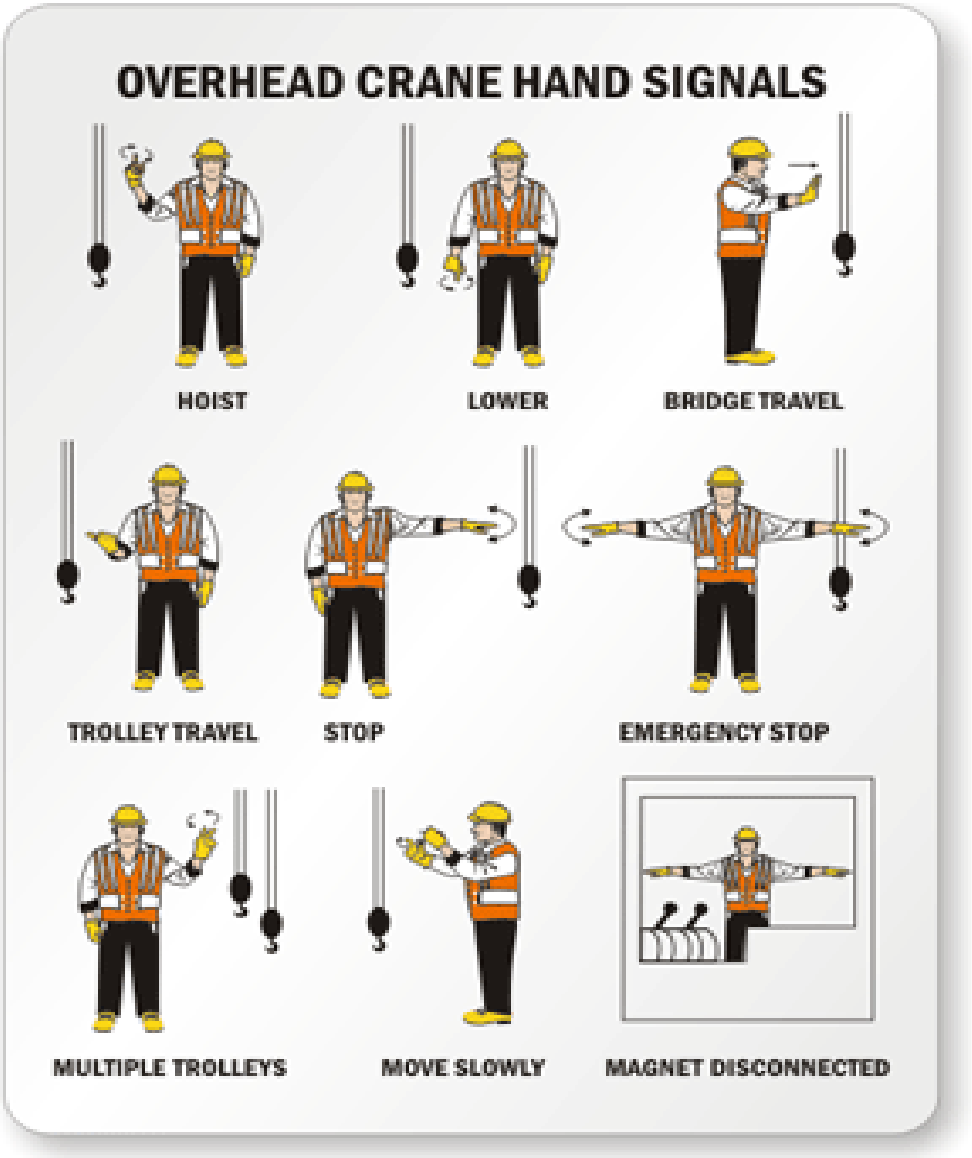
Ensure the rated load capacity is clearly marked on the lifting equipment. If the load capacity is not marked, refer to the manufacturer specifications. Determine the weight of the object or load prior to making a lift to ensure that the lifting equipment can operate within its capabilities. Estimate 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 pendent 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.**


OVERHEAD CRANE HAND SIGNALS
HOIST
LOWER
BRIDGE TRAVEL
TROLLEY TRAVEL
STOP
EMERGENCY STOP
MULTIPLE TROLLEYS
MOVE SLOWLY
MAGNET DISCONNECTED

3.23 – Pressure Testing Bop's

Reference: JSA's 4.5

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 and 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. Preform 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 join 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

Reference: JSA's 4.6- 4.9 - 4.39

Washing equipment and parts may not seem all that hazardous however there is lots of flying debris and different chemicals that are required that make 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 all of the 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 SDS first!**
- ✖ **Spray anyone with the wand.**
- ✖ **Wash anything outside of the wash bay. All chemicals must be washed down the drain.**

3.25 – Painting

Reference: JSA 4.4

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 preforming 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

Reference: JSA 4.41

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, slivers, 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 by-products (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 one's 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 holds 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.

3.28 – Welding

Reference: JSA's 4.17 to 4.21

All welding, cutting and burning are to be performed by certified personnel, who are trained and familiar with the required welding operations using oxy-acetylene and arc welding and cutting equipment.

- Ensure to wear proper PPE such as welding helmet, flame resistant welding coveralls, welding gloves, safety glasses, and steel toed safety boots.
- Check/inspect cables prior to use, check grounding clamp for damage.
- All areas around welding operations inspected for and cleared of flammable, combustible or explosive materials, gases, vapors, etc. before welding begins.
- All welding operations to be done in confined spaces protected by use of "shield screen" permitting air circulation at floor level.
- Ensure adequate exhaust ventilation is supplied to minimize worker exposure to harmful air contaminants produced by welding, cutting or burning.
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side.)
- Recently welded or flame cut work must be marked "HOT" or effectively guarded to prevent contact by a worker who is not directly involved in the hot work and is likely to enter the work area.
- Use a fire watch when welding near combustible materials to alert other workers and conduct initial fire suppression for 30 minutes following completion.
- Keep a fire extinguisher nearby in the event of an accidental fire from metal spray.

DO NOT'S!!!!!

- ✖ Do not use compressed air, which may contain oil or scale, to blow out the talc in a new hose. Blow it out with oxygen.
- ✖ Do not completely empty cylinders. Leave five pounds pressure to prevent contamination flow back.
- ✖ Do not expose cylinders to damage from heat or electrical arc.
- ✖ Do not attempt to repair a leaking cylinder. Remove it immediately.
- ✖ Do not leave oxygen and/or acetylene cylinders free standing. They are to be secured by a safety chain or bar, at all times.

3.29– Repair Swabs

Reference: JSA 4.7

- Ensure that all appropriate PPE is worn (safety glasses, gloves, safety boots.).
- Wash casing swab equipment and inspect threads, check that the ball seat is not stuck.
- Secure in the pipe vice, and break apart and remove the swab cups and discard the used cups.
- Clean and inspect threads, and grind off any pipe wrench marks.

DO NOT'S!!!!!

- ✖ Paint before checking threads and pipe wrench marks.
- ✖ Do not lift outside manual guide lines (50 lbs.)
- ✖ Do not re stamp with wrong size.

3.30 – Pressure Testing Equipment

Reference: JSA's 4.5- 4.8- 4.10 - 4.11 – 4.14

Pressure testing should only be done in pressure room. When torque testing signs should be placed in the proper area to warn others of the test and verbally inform any one working in the area of the test. Make sure everyone is in the clear.

- Ensure that all appropriate PPE is worn (safety glasses, gloves, safety boots.).
- Secure valve in the pipe vice.
- Pressure test low 100 psi and then high-pressure test for equipment rating, and hold for 3 to 5 minutes.
- Watch pressure gauge for bleed off.
- If pressure does not hold, valve needs to be sent away for repair.
- If test is good bleed off valve on pump pipe manifold.
- Do a visual inspection.
- Have threads inspected by a qualified inspector.
- Send valve to paint bay for painting.

DO NOT'S!!!!!

- ✖ Pressure test unless in pressure test room.
- ✖ Do not pressure test unless threads have been inspected?
- ✖ Do not exceed specified test pressure.
- ✖ Do not forget to bleed air before pressure testing.

3.31– Tong Inspections

Reference: JSA's 4.22 - 4.35- 4.36 - 4.37-4.38

Make sure when testing tongs, you are trained and orientated by a knowledgeable qualified person.

- Check the size of the makeup dies.
- Function the tongs and check the mode they are in (Makeup or breakout), move the pin on rotary table of tongs and select mode you want to test.
- Test safety door in insure it works properly.
- Make sure the test joint is proper size.
- After functioning tongs in makeup and breakout, observe torque reading on torque gauge.
- Re-inspect dies and jaws for damage.

DO NOT'S!!!!!

- ✖ Do not function with door open.
- ✖ Do not over torque.
- ✖ Do not exceed 2200 psi.

3.32– Recharging Backup Bottles

Reference: JSA's 4.33 - 4.34

*** Make sure you are trained and orientated by a knowledgeable qualified person. ***

- Knowledge and understanding the gasses and associated equipment using.
- Refer to MSDS and Proper PPE and other special requirements for gas being used.
- Secure cylinders when in storage, transit or Refilling.
- Use a pressure-reducing regulator or separate control valve to safely discharge gas from a cylinder or to recharge cylinder.
- Use regulators and associated equipment approved for the specific gas and pressures you are dealing with.
- The cylinder label or decal is the only positive way to identify the contents of a cylinder. Know how to identify the cylinder.
- Open cylinder valves slowly and carefully after the cylinder has been connected to the process.
- Stand clear of the regulator and valve outlet while opening the valve.
- Discontinue use and notify your supervisor if a cylinder valve is difficult to operate. Wrenches should not be used on valves equipped with hand wheels.
- If the valve or gauge is faulty, tag the cylinder, identifying the problem, and notify your supervisor.
- Inspect the bottle for damage.

DO NOT'S!!!!!

- ✖ Attempt to mix gases in a cylinder.
- ✖ Insert an object (e.g., wrench, screw driver, etc.) into valve openings
- ✖ Allow any part of a cylinder to be exposed to temperatures exceeding 125°F (52°C).
- ✖ Permit cylinders to become part of an electrical circuit.
- ✖ Use oxygen as a substitute for compressed gas.
- ✖ Introduce another product into a cylinder.
- ✖ Strike an arc on a cylinder.

3.33 – Handling and Straightening Drill Collars

Reference: JSA 4.40

- This procedure is a two-man job.
- Bring collar into shop with forklift, use a 2" sling in the center of the collar.
- Use a crane to set the collar on a set of roller stands.
- Use a tag line to control the swing.
- Use proper blocking when picking up or setting collar down.
- Secure collar with a strap and refer to the Hydraulic Press Procedure 4.28 before straightening.

DO NOT'S!!!!!

- ✖ Do not attempt to handle and straighten drill collar alone.
- ✖ Do not unhook before securing collar.

3.34 – Hydraulic Press

Ensure orientation is documented and instruction is given before operating this equipment.

- Familiarize yourself with the following:
  - Location of power cable.
  - Know how to turn unit on and off.
  - Know where the ESD is located.
  - Know what pins and rails to check before using the press.
  - Understand the amount of force (50 ton. 100,000 lbs.) you are using.

- Wear proper PPE coveralls, safety glasses, safety footwear.

- Make sure to check main bed pins for bends or crack and they are in place.
- Plug cord in and turn the main switch on.
- With the pump running function the ESD to ensure that it works.
- Using the foot pedal- function unit in both directions then raise cylinder to desired height.
- Get assistance in putting item to be pressed in place.
- Use proper lifting techniques.

DO NOT'S!!!!!

- ✖ Do not operate this machine without proper training.
- ✖ Do not operate without first checking cord for damage or breaks.
- ✖ Do not operate without first checking the ESD function.

3.35 – Drill Press

Reference: JSA 4.28

DO NOT USE THIS DRILL PRESS UNLESS YOU RECEIVED TRAINING IN ITS SAFE USE AND OPERATION AND HAVE BEEN GIVEN PERMISSION TO USE THIS EQUIPMENT.

- Check workspace and walkways to ensure no slip-hazards are present.
- Check the drill chuck guard is in position.
- Ensure the chuck key (if used) has been removed from the drill chuck.
- Locate and ensure you are familiar with the operation of the Forward/Off Reverse switch and E-stop.
- Follow correct clamping procedure to ensure work is secure.
- Adjust spindle speed to suit drill or cutter diameter.
- Feed downwards at a sufficient rate to keep the drill cutting.
- Feed with care as the drill breaks through the underside of work.
- When operator has finished working on the drill press, and before leaving the drill press for any reason, the power must be shut off and the machine must come to a complete stop.

DO NOT'S!!!!!

- ✖ Do not leave Drill Press while it is running.
- ✖ Before making adjustments or before cleaning accumulations switch off and bring the machine to a complete standstill. Do not force the drill with extra pressure.
- ✖ Do not hold work under stock being drilled.

3.36 – Buffing Bolts

Reference: JSA 4.12

- Wear proper PPE safety glasses, coveralls, gloves and safety boots.
- Wash the nuts and bolts.
- Make sure guards are in place, and do not rush the job.
- Buff nuts and bolts.
- Once buffed, spray nuts and bolts with a spray coating.
- Wear air mask and be aware of the SDS's on the spray that is used on the bolts.
- Organize nuts and bolts in crates in the proper size and number.
- Mark size and number on crate and stack in storage.

DO NOT'S!!!!!

- ✖ *Fill crate in excess of 50 lbs.
- ✖ *Use the buffer without first checking the guards.
- ✖ *Lift crates in excess of 50 lbs.

Section 4 – Safe Job Procedures

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Safe Job Procedures Policy

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.
Northwell Rentals has developed Safe Work Procedures as a series of specific steps that guide a worker through a task, from start to finish in a chronological order, to help guide workers on controlling hazards which they may be exposed to while performing a specific task.
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.

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Task Inventory and Critical Task List

Severity: 1, 2, 3 **Likely:** 1, 2, 3 Severity **x** Likelihood=**Risk** Low= 1 to 2 Medium= 3 to 4 High=6 Extreme=9

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
All Positions	4.1	Storage & Use of Compressed Gas & Liquefied Gas	• Leaking gas into unventilated areas • Compressed gases may fall over creating a leak or blow up • Asphyxiation due to fumes, mist, or vapors.	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
All Positions	4.2	Passing Under Overhead Power Lines **CRITICAL TASK**	• Lines down causing electrocution • Touch the line if a load is too high	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
All Positions	4.3	Lifting & Handling Loads Manual	• Other bodily injury if you drop the load due to it being too heavy • Back injury to due improper lifting	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.4	Painting	• Fire or explosion due to flammable, explosive materials and an ignition source. • Worker exposure to product – contact or inhalation. • Asphyxiation due to fumes, mist, or vapors.	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.5	Testing BOP's	• BOP's could fall over causing bodily injury • If pressure valves fail then the pressure blow out could be fatal. • Hydraulic oil could spray everywhere causing slippery surfaces & danger to the workers	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.6	Fill Chemical Sprayer	• Get chemical burns if it contacts the skin • Asphyxiation due to fumes, mist, or vapors. • Use of improper chemicals if new to task	2	2	4	April 2019	Wilf Hannam Ron Salicon Ansley McMahon Mike Scott

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
Supervisors, Mechanics, Shop Hands, Workers	4.7	Repair Swabs	• Cleaning chemical in face & eyes • Slip, trip, or fall. • Back strain due to lifting	2	2	4	April 2019	Ansley McMahon Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.8	Pressure Test Valves & Kelly Cocks **CRITICAL TASK**	• If pressure valves fail then the pressure blow out could be fatal. • Cleaning chemical in face & eyes • Slip, trip, or fall.	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.9	Washing Equipment	• Slip on slippery floors, fall off equipment, trip over hose • Chemical in face or eyes • Worker exposure to product – contact or inhalation.	2	2	4	April 2019	Mark Abajero Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.10	Pressure Test Kelly Hoses **CRITICAL TASK**	• If pressure valves fail then the pressure blow out could cause injury. • Musculoskeletal injuries due to heavy lifting and ergonomics. • Cleaning chemical in face & eyes	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.11	Torque & Pressure Testing Power Swivel **CRITICAL TASK**	• Equipment or facility damage from driving or spotting. • Musculoskeletal injuries due to heavy lifting and ergonomics. • If pressure valves fail then the pressure blow out could cause injury. • Cleaning chemical in face & eyes	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.12	Buffing Bolts	• Cut hands or wrists or arms on bolts • Musculoskeletal injuries due to heavy lifting. • Worker exposure to product – contact or inhalation.	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
Supervisors, Mechanics, Shop Hands, Workers	4.13	Grinding	• Cut yourself • Struck by flying object. • Debris in eyes or face • Burns from sparks flying	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.14	Pressure Test Flanged Connections (Foaming Spools) **CRITICAL TASK**	• Equipment or facility damage from driving or spotting. • Back injuries due to heavy lifting. • If pressure valves fail then the pressure blow out could be fatal. • Cleaning chemical in face & eyes	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.15	Unloading & Loading Equipment with Propane Fork Lift	• Tip over if loading to high & too heavy • Load fall off if not lifted in the middle • Push load off trailer • Equipment damage when moving	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.16	Moving Trailers In & Out of Shop	• Equipment or facility damage from driving or spotting. • Personal harm due to spotting & pinch points	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Welder	4.19 4.20 4.21	Welding, Cutting Burning **CRITICAL TASK**	• Equipment could pose shock or malfunction if not grounded. • Welding flames and arcs could injure other workers eyes or burn skin. • Fire or explosion due to flammable, explosive materials and an ignition source. • Hazardous fumes and recently welded or flame cut work could harm other workers. • Explosion could occur if equipment not shut down properly or if leakage near a combustible.	3	2	6	April 2019	Buck Scarf Mike Scott

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
Supervisors, Mechanics, Shop Hands, Workers	4.22	Power Tong Inspection Service	• Musculoskeletal injuries due to heavy lifting and ergonomics. • Cleaning chemical in face & eyes. • Pinch points, snags and cuts	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, All Workers trained with valid Crane ticket.	4.23	Overhead Crane ** CRITICAL TASK**	• If not hooked up right could lose the load and cause equipment and personnel damage.	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Trained Shop Hands	4.24	Loading shacks, Tanks and Catwalks with Winch Truck ** CRITICAL TASK**	• If untrained could cause damage to equipment or personnel.	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands, Workers	4.26	Hydraulic Press	• Be trained in its safe use and operation to avoid injury to self or others. • Could cause bodily harm or flying debris if not placed in an isolated place.	2	2	4	April 2019	Wilf Hannam Ron Salicon Buck Scarf Mike Scott
Supervisors, Mechanics, Trained Shop Hands	4.27	Power Hacksaw	• Be trained in it the safe use and operation to avoid injury to self or others • Blade could overheat and break injuring operator or others • Could get fingers cut or clothing caught in moving machine parts.	2	2	4	April 2019	Wilf Hannam Ron Salicon Buck Scarf Mike Scott

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
Supervisors, Mechanics, Trained Shop Hands	4.28	Drill Press	• Be trained in the safe use and operation to avoid injury to self or others. • Material could fly off press causing injury. • Drill bit could break if not fed properly	2	2	4	April 2019	Wilf Hannam Ron Salicon Buck Scarf Mike Scott
Supervisors, Mechanics, Shop Hands	4.29	Starting Bed Truck	• If not checked before operation could cause serious equipment failure.	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Trained Shop Hands	4.30	Loading and Unloading Equipment with Electric Forklift	• Forks not properly fit under load could cause damage to equipment or others • Load could fall off if forks not tilted. • Equipment damage when moving	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Trained Shop Hands	4.31	Filling Accumulator Bottles with Nitrogen	• If the accumulator is filled too fast the bladder will be pinched causing a star burst or a ¾ circle on the bottom	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Supervisors, Mechanics, Shop Hands	4.32	Refueling Equipment	• Fumes could ignite • Splash backs • Slips/Falls	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott
Qualified and Trained Personnel	4.33	Recharging Backup Bottles **CRITICAL TASK**	• Be able to identify the cylinder by label or decals. • If valve or gauge is faulty, tag the cylinder, identify the problem notify your supervisor.	3	2	6	April 2019	Wilf Hannam Ron Salicon Mike Scott

Relevant Position	JSA No.	Work-Related Activities / Tasks	Potential Incidents or Hazards	Sev	Likely	Risk	Revision Date	Reviewed By
Qualified and Trained Personnel	4.35 4.36 4.37 4.38	Testing Rod Tongs Testing Universe Tongs Testing Farr Tongs Testing Slant Tongs	• Could damage equipment or personal injury if proper procedures are not followed	2	2	4	April 2019	Wilf Hannam Ron Salicon Ansley McMahon Mike Scott
Qualified and Trained Personnel	4.39	Cleaning BOPS in Wash Bay **CRITICAL TASK**	• Could damage equipment or personal injury if proper procedures are not followed	3	2	6	April 2019	Wilf Hannam Ron Salicon Ansley McMahon Mike Scott
Two-man Job Trained Personnel	4.40	Handling and Straightening Drill Collars	• Could damage equipment or personal injury	2	2	4	April 2019	Wilf Hannam Ron Salicon Ansley McMahon Mike Scott
Office Administration	4.41	Computer, typing, printing	• Musculoskeletal disorders due to improper Ergonomics	2	2	4	April 2019	Mike, Jason, Cari, Geraldine, Dolores, Brian
Qualified Technician	4.42	Inspecting and Measuring Ram Blocks & Carriers	• Could damage equipment if not qualified and follow procedures	2	2	4	April 2019	Wilf Hannam Ron Salicon Mike Scott

NORTHWELL
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Job Inventory and Task List by Position

		Job Inventory										
FHA #	TASK LIST	Manager	Office Manager	Business Developme	Reception	Accounts Pay/Rec	Safety Admin.	Shop Supervisor	Foreman	Mechanic	Welder	Shop Hands
	Work-Related /Task	MANAGEMENT			ADMINISTRATIVE			SHOP				
4.1	Storage & Use of Compressed Gas							x	x	x	x	x
4.2	Passing Under Overhead Power Lines							x	x	x	x	x
4.3	Lifting & Handling Loads							x	x	x	x	x
4.4	Painting							x	x	x	x	x
4.5	Testing BOP's							x	x	x		x
4.6	Fill Chemical Sprayer							x	x	x	x	x
4.7	Repair Swabs							x	x	x		x
4.8	Pressure Test Valves & Kelly Cocks							x	x	x		x
4.9	Washing Equipment							x	x	x	x	x
4.10	Pressure Test Kelly Hoses							x	x	x		x
4.11	Torque & Pressure Testing Power Swivels							x	x	x		x
4.12	Buffing Bolts							x	x			x
4.13	Grinding							x	x	x	x	x
4.14	Pressure Test Flanged Connections (Foaming Spools)							x	x	x		x
4.15	Unloading & Loading Equipment with Propane Fork Lift							x	x	x	x	x
4.16	Moving Trailers In & Out of Shop							x	x	x	x	x
4.19- 4.21	Welding, Cutting, Burning							x	x	x	x	
4.22	Power Tong Inspection							x	x	x		x
4.23	Overhead Crane							x	x	x	x	x

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

		Job Inventory										
FHA #	TASK LIST	Manager	Office Manager	Business Developme	Reception	Accounts Pay/Rec	Safety Admin.	Shop Supervisor	Foreman	Mechanic	Welder	Shop Hands
	Work-Related /Task	MANAGEMENT			ADMINISTRATIVE			SHOP				
4.24	Loading Shacks, tanks & Catwalks with winch truck							X	X	X		X
4.26	Using Hydraulic Press							X	X	X	X	X
4.27	Power Hacksaw							X	X	X	X	X
4.28	Drill Press							X	X	X	X	X
4.29	Starting Bed Truck							X	X	X		X
4.30	Loading and Unloading Equipment with Electric Forklift							X	X		X	X
4.31	Filling Accumulator Bottles with Nitrogen							X	X	X	X	X
4.32	Refueling Equipment							X	X	X	X	X
4.33	Recharging Backup Bottles							X	X	X	X	X
4.34	Accumulator Test Stand							X	X	X	X	X
4.35	Testing Rod Tongs							X	X	X		X
4.36	Testing Universe Tongs							X	X	X		X
4.37	Testing Farr Tongs							X	X	X		X
4.38	Testing Slant Tongs							X	X	X		X
4.39	Cleaning BOPS in Wash Bay							X	X	X		X
4.40	Handling and Straightening Drill Collar							X	X	X	X	X
4.41	Office Administration	X	X	X	X	X	X	X				
4.42	Inspecting and Measuring Ram Blocks & Carriers									X		

4.1 - Storage & Use of Compressed Gas and Liquefied Gas

An Employer Must Ensure That:

Employees have their TDG Certificate and have been trained in safe handling, the storage and disposal of flammable and combustible substances.

Employees must have their WHMIS Certificate and access to the SDS sheets with information identifying the hazards of the substance.

- Compressed or liquefied gas containers are used, handled, stored and transported in accordance with the manufacturer's specifications, stored in a designated building.
- Flammable liquids are stored in a separate area with adequate ventilation.
- Combustible and flammable liquids are stored separate and kept away from sources of ignition.
- 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.
- Compressed or liquefied gas cylinders, piping and fittings are protected from damage during handling, filling, transportation and storage.
- Compresses or liquefied gas cylinders are equipped with a valve protection cap if manufactured with a means of attachment, and
- Oxygen cylinders or valves, regulators or other fittings of the oxygen-using apparatus or oxygen distributing system are kept free of oil and grease.
- When transferring flammable or combustible liquids ensure containers are electrically bonded or grounded to each other.

When disposing flammable waste material such as solvent, grease, paint is to be placed in a covered metal container outside the building

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.1 Storage & Use of Compressed Gas and Liquefied Gas

Job safety analysis (JSA) prepared by (initial) Wilf and Buck Revision Date: Dec. 31, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	Potential Incidents or Hazards	S	L	R	Ways to Eliminate or Reduce Potential Hazards
Compressed or liquefied gas containers are used, handled, stored and transported in accordance with manufacturer's specification, and stored in a designated building.	Could cause damage to equipment or personnel.	2	2	4	Ensure employees have their TDG and WHMIS certificates. Wear proper PPE, safety glasses, gloves, steel toe boots and coveralls
Store cylinders in a clearly identified well ventilated area that is not exposed to direct rays of sun.	Exposing a cylinder to heat can cause weaknesses or cracks in the cylinder's shell, which can result in a shrapnel-laden explosion.	2	2	4	Store cylinders of compressed oxygen separate from acetylene cylinders. Combustible and flammable liquids are stored separate, at least 20' and kept away from sources of ignition
Have cylinders clearly labelled.	Different gases could get mixed up & an explosion could occur.	2	2	4	Make sure the labels are intact and that they match other identifying markings on the cylinder
Protect cylinders from falling.	Cylinders could become damaged and explosion could occur. Valve could get knocked off.	2	2	4	Store cylinders both empty and full in an upright position and secure with an insulated chain or non-conductive belt.
Keep oxygen cylinders or valves, regulators or other fittings of the oxygen-using apparatus free of oil and grease.	Explosion could occur causing damage and fatalities.	2	2	4	Ensure valves are completely closed and any protection devices are secured, such as caps or guards.
Ground the cylinders when moving	Explosion could occur causing damage and fatalities.	2	2	4	When transferring flammable or combustible liquids ensure containers are electrically bonded or grounded to each other.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boots

4.2 - Passing Under Overhead Power Lines

Approved By: Mike Scott (April 8, 2016)

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 applies 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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.2 Passing Under Overhead Power Lines *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Revision Date: Dec. 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	*Potential Incidents or Hazards*	*S*	*L*	*R*	*Ways to Eliminate or Reduce Potential Hazards*
Ensure load is properly secured and placed on trailer	Load could shift if not secure.	2	2	4	Make sure load is strapped or chained down. (Engineered)
Visually check area for high/low spots, low hanging lines.	If line should touch, electrocution could occur	3	2	6	If any uncontrollable hazards are identified, DO NOT pass under. Report to Supervisor
Verify the height of your load, maximum 4.15 meters including truck and equipment	Electrocution could occur	3	2	6	Must contact power line operator before work is done or equipment is operated within 7 meters of an energized power line to determine voltage of the line and safe limit of approach.
If line requires lifting, call power company	Do not lift or move line as electrocution could occur.	3	2	6	Call power company if line requires lifting. Never lift power lines on your own.
Use a spotter with communication while moving below power line.	Line could be hit.	3	2	6	Have communication with spotter.
Move slowly and maintain a visual of power line.	Line could be hit.	3	2	6	Have a visual of power line and move slowly.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boot

4.3 - Manual Lifting & Handling Loads

Approved by: Mike Scott (April 8, 2016)

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

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, were reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.
Northwell Rentals will ensure that workers involved in manual lifting will receive training in proper lifting techniques that includes identification of factors that could lead to injury and preventative measures, including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.
Whenever possible, workers should use a device for movement of heavy loads. When manual lifts are required, following the procedures for proper lifting will minimize the 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 in balance.
- Carry load to desired location and place object using same practices as lifting.
- 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 symptom of a musculoskeletal injury, the employer must promptly be notified.
    - Review the activities of that worker, and other workers doing similar tasks to identify work related causes of the symptoms.
    - 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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.3 Manual Lifting and Handling Loads

Job safety analysis (JSA) prepared by (initial) Ron Salicon, Wilf Hannam Revision Date: Dec. 13, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Assess the task at hand to identify if lift can be safely made	Musculoskeletal injury	1	2	2	One person limitation not over 50 lbs. Two Person over 50-110 lbs., with good communication. Over 110 lbs. use mechanical
Make sure your path is free from obstructions	Could trip, slip or fall over obstacles in your way	1	2	2	Inspect area and the route for clearance and tripping hazards. Clean spills that could affect foot traction.
Lift the load, using proper lifting techniques.	Back injury due to improper lifting. Finger injury	1	2	2	Bend at the knees keeping the back straight and lengthened. Grip the object firmly and pull it close to you. Lift with your legs in a gradual and smooth movement. Do not twist your body while lifting. Wear gloves to protect your fingers and hands from pinching and scraping.
Carry load to desired location and place object using same practices as lifting.	Back injury or other bodily injury if you drop the load. Foot injury	1	2	2	Carry close to your body. Bend at the knee, keeping the back straight and lengthened, Lower weight with your legs in a gradual and smooth movement.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boots with Good Grip

4.4 - Painting

Approved by: Mike Scott (April 8, 2016)

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

- Wash equipment or parts in wash area, and then inspect for damages.
- Move equipment into Paint booth.
- Turn fan on and wear proper fitted respirator, coveralls and safety glasses and/or face shield.
- Use spray cans to paint small equipment and spray gun for large equipment.
- Discard empty cans in proper bin.
- Perforate and discard empty spray cans into recycle bin.

Job Safety Analysis – Task: 4.4 Painting

Job safety analysis (JSA) prepared by (initial) Ron Salicon, Kevin Carter, and Braydon Tourand Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Set object for painting on floor or on table in front of exhaust fan. Set equipment by use of the fork lift or the overhead crane.	Could hurt your back when lifting by hand. Could damage property or injure workers while moving equipment with the overhead crane or the fork lift.	2	2	4	Proper lifting technique. Check over the equipment used for lifting heavy equipment, overhead crane and the fork lift. Make sure the operators of this equipment are properly certified. Make sure the route is clear, and move equipment as low as possible. Wear proper PPE, hard hat, safety glasses, respirator, coveralls, steel toed boots and gloves.
Turn on the exhaust fan and paint the equipment using spray can or the spray gun on bigger equipment.	Inhalation of paint fumes and spraying of paint in your eyes.	2	2	4	Wear proper PPE, air mask, safety glasses coveralls, steel toed boots and gloves
Once painting is done, clean up mess and clean the spray gun with cleaning fluid.	Inhalation and getting splashed with the cleaning fluid	2	2	4	Make sure the exhaust fan is still running. Wear the proper PPE and be aware of the SDS's of the cleaning fluid.
Perforate and discard empty spray cans into recycle bin.	Pollution	2	2	4	Recycle all cans.
Move equipment to storage after painting and paint is dry	Could hurt back and damage property or injure workers	2	2	4	Proper lifting technique. Using the proper machines to lift the heavy equipment and the proper certified people to run the machines. (overhead crane and forklift)

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boots with Good Grip, Respirator, Face Shield

4.5 - Testing BOP's

Approved by: Mike Scott (April 8, 2016)

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

- Wash, break down & inspect BOP in wash bay area.
- Move into test bay area.
- Assemble BOP ensuring pipe rams, blind rams, or annular element look to be I 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.
- Bolt BOP's on to pressure test stump using rubber gasket and proper sized bolts.
- Open valve for unit to fill with water.
- Hook up hydraulic unit to function BOP. Perform function test. Close blind rams (CSO).
- 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.
- Low Pressure Test.
- Pressure with water to 3000 psi. Watch gauge to check for pressure drop off.
- Low Pressure Chart Test.
- If pressure drops inspect BOPs for leaks. Bleed off pressure prior to fixing leaks. Pressure back to 3000 PSI to ensure leak is fixed.
- Bleed pressure off. Install chart, and pressure back to 3000 PSI. Leave pressure test on for 10 minutes.
- 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.
- 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.
- Repeat steps 2 through to 11
- Remove pup joint, disconnect hydraulic unit and drain water from unit.
- Remove BOPs from test stump in the test area.
- Send to Paint Bay.

Job Safety Analysis – Task 4.5 – Testing BOP's

Job safety analysis (JSA) prepared by (initial) Wilf Hannam and Ron Salicon, Kevin Carter, Braydon Tourand Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Move into wash bay, wash and dismantle and inspect BOPs in wash bay	Could fall off fork lift when moving it in, causing damage to the building and to staff. Slip trip and falls around equipment when washing and dismantling. Tools could slip off and injure worker	2	2	4	Make sure you inspect the fork lift before moving in BOP. Make sure operator is certified. Use caution when moving in to wash bay. Be caution when walking around BOP in wash bay. Use proper tools when dismantling. Wear proper PPE safety glasses, steel toed boots, coveralls and gloves and your hard hat.
Move BOP into test area. Make sure bolts on doors are tight before moving	If using overhead crane slings could break and drop the BOP and run into equipment. If using the fork lift the BOP could fall off causing damage and injuries. Drive could run into building and other equipment.	2	2	4	Have trained and certified people running the OHC and the fork lift. Check slings for tears or rips. Use caution when moving BOP. Make sure your pathway from the wash bay to the test area is clear. Move BOP with it is as low as it can be.
Bolt BOP onto pressure stump.	BOP will not pressure test and the unit could fall over.	2	2	4	Use the proper gaskets and proper size bolts. Make sure all bolts are tight. Do not rush job.
Assemble BOP ensuring all pieces are in good condition. Use impact wrench to tighten bolts on doors.	A ram could fall and hurt someone. Your hands could get pinched when closing the doors. Impact wrench could blow apart or the airline rupture	2	2	4	Be careful assembling BOP. Do not rush the job. Check all your tools before use. Check the air line for weak points.
Hook up hydraulic lines to the BOP to function test. Fill BOP with water then close the blind rams	Hydraulic lines to connector could leak and cause an oil spill.	2	2	4	Check lines and fittings before connecting.

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Low pressure test BOP up to 3000 psi with water and check for pressure drop on the gauge. If there are no leaks, leave unit pressured up for 10 minutes	The BOP could blow apart and cause damage to the surroundings and workers	2	2	4	Close doors in the test area and have everyone stay clear of the area. Do not enter the test area until the pressure has been released. Do not perform other work on the BOP when it is under pressure
Bleed off pressure through pump bleed off valve. Unhook hydraulic lines	The valve or the line could blow apart causing a release of water pressure	2	2	4	Check the bleed off valve and line, make sure in good working condition.
Move BOP out of test area to holding area, to be then moved into the paint area	By using overhead crane, slings could break and the BOP would fall causing damage to the equipment	2	2	4	Have a qualified person running the crane. Check your slings for tears. Do not rush the job. Where the proper PPE including your hard hat when using the overhead crane.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Safety Boots, Hard Hat

4.6 - Fill Chemical Sprayer

Approved by: Mike Scott (April 8, 2016)

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

- Worker is to Wear Proper PPE
- Bleed air pressure off chemical canister through bleed off valve.
- Open lid on top of chemical canister.
- Put fill hose into canister and secure.
- Open main valve (red valve) to open fill hose.
- Open (silver valve) to operate water pump.
- Open (yellow valve) to operate air pump.
- Fill till ¾ full.
- Install lid on chemical canister.
- Pressure up canister with air to a maximum pressure of 130 PSI.
- Chemical canister is now ready to spray on equipment for cleaning.

Job Safety Analysis – Task: 4.6 Filling Chemical Sprayer

Job safety analysis (JSA) prepared by (initial) Mark Abajero, Kevin Carter, Braydon Tourand and Ron Salicon Revision Date: April 8,2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Bleed off pressure on chemical canister and remove lid. Secure fill hose to canister.	Worker could get sprayed with left over chemical	*1*	*2*	*2*	Have knowledge of the chemical as per the MSDS. Wear the proper PPE, safety glasses, coveralls, steel toed boots, and gloves
Open red valve on fill hose. Open silver valve to operate water pump.	One could pressure up the chemical pump and blow a line causing a spill.	*1*	*2*	*2*	Ensure all valves are open before starting pump. Do not leave pump running unattended
Then open the yellow valve to operate air pump. Fill ¾ full. Shut off all valves. Install lid on canister and pressure up to max pressure of 130psi.	Lid not on correctly and the canister will not pressure up and leak. Canister could explode if pressure is too high.	*1*	*2*	*2*	Ensure all valves are closed. Make sure the lid is on right before you pressure up the canister. Always check the pressure when pressurizing the canister.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield

4.7 - Repair Swab Mandrel

Approved by: Mike Scott (April 8, 2016)

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

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.7 Repair Swab Mandrel

Job safety analysis (JSA) prepared by (initial) Mark Abajero, Braydon Tourand, Kevin Carter and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Wash and inspect swab	Slip and trip in wash bay, and get chemical and water sprayed in eyes	2	2	4	Wear proper PPE, ensure your steel toed boots have good traction, have your safety glasses on, coveralls and gloves.
Lift and secure swab in pipe vice.	Strain your back and drop the swab.	2	2	4	Use proper lifting technique and know your limit to lift and wear the proper PPE
Break swab apart using pipe wrench and remove rubbers.	Pipe wrench could slip off causing injury.	2	2	4	Check tool out for defects before use.
Use angle grinder to grind off pipe wrench marks	Grinder or the disc could fly apart. Filings could fly into eyes	2	2	4	Check over the grinder and make sure you have the right disc and it is good shape. Have the proper PPE, safety glasses and even a face shield, gloves and coveralls.
Clean and chase the threads on the rod pin connection. Then send to paint area.	Could get cleaning spray or filings in your eyes.	2	2	4	Have the proper PPE on, safety glasses and gloves.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield, Steel Toed Boots

4.8 - Pressure Test Valves & Kelly Cocks

Approved by: Mike Scott (April 8, 2016)

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

- Receive Valve from Wash Bay.
- Secure valve in pipe vice.
- Connect test head and high-pressure hose.
- Pressure test low to 500 psi and then high-pressure test to 3000 psi.
- Hold for 3 to 5 minutes.
- Watch pressure gauge for bleed off.
- If pressure does not hold, valve needs to be sent away for repair.
- If pressure test good, bleed off valve on pump pipe manifold.
- Disconnect hose and remove test head.
- Do a visual inspection.
- Have threads inspected by a qualified inspector
- Valve is ready for painting.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.8 Pressure Test Threaded Connection Valves & Kelly Cocks *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Braydon Tourand and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Clean valves or thread connectors.	Slip trip and falls and chemical could get sprayed in workers eyes.	2	2	4	Make sure work area is clear of other equipment. Wear proper PPE, safety glasses, coveralls, steel toed boots and gloves.
Secure valve in pipe vice and connect test head and high-pressure water hose. Fill valve with water.	Valve could slip out of vice causing damage or injury. Parts could blow apart if not connected right	3	2	6	Check all equipment for faults. Make sure all connections are good. Wear proper PPE.
Low pressure test first. Pressure test to 3000 psi. Do a visual inspection of the ball and stem of the valve	Valve could blow apart causing damage and injury	3	2	6	Make sure area is clear when pressure testing. Check all hoses and connections before pressuring up. Keep an eye on pressure gauge.
If pressure test is good, bleed off pressure and remove test head. Make sure pressure has been released	Valve could blow apart or the line could rupture	3	2	6	Make sure all equipment is in good working condition. Be aware of the pressure.
Move valve to paint bay for painting, if the pressure test is good. If not a good pressure test then put the valve aside for repairs.	Could drop and damage when moving. Paint fumes.	2	2	4	Do not rush job, and make sure your route is clear when moving valves. Wear proper PPE.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield, Steel Toed Boots

4.9 - Washing Equipment

Approved by: Mike Scott (April 8, 2016)

PPE Required		
Safety Glasses	**High Visibility Coveralls**	**Steel Toed Safety Boots**
Gloves	Rain Suit	**Face Mask/Shield**
H^2S Monitor		

- Put on PPE including coveralls, safety glasses, and safety boots with good traction, H2S monitor and appropriate gloves.
- Pre-arrange the wash bay area.
- Bring the equipment in the order which it is needed.
- Fill chemical canister with cleaning chemical & spray on the piece of equipment that is being washed.
- Let the chemical soak for 15 minutes.
- Turn on wash bay pump.
- Wash off equipment with high pressure water wand & hot water.
- Once the equipment is washed then move into the shop for repair.
- At the end of the day always clean wash bay walls & floors & have ready for the next day.
- If spraying chemical upwards wear a face shield.

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

Job Safety Analysis – Task: 4.9- Washing Equipment

Job safety analysis (JSA) prepared by (initial) Mark Abajero, Braydon Tourand, Kevin Carter and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Put on PPE including coveralls, safety glasses, H2S monitor, safety boots with good traction and appropriate gloves.	Slip on wet or soapy floor. Get water, chemicals or debris in the eyes	1	2	2	Ensure your boots have good traction. Ensure safety glasses are worn and a shield is highly recommended too.
Pre-arrange the wash bay area.	Trip over equipment	1	2	2	Ensure wash bay is arranged for easy movements
Bring the equipment in the order which it is needed.	Wash equipment required	1	2	2	Ensure you check with supervisor to find out ordering
Fill chemical canister with cleaning chemical & spray on the piece of equipment that is being washed	Spray chemical in eyes or get on hands or body	1	2	2	Ensure safety glasses are on and chemical resistant gloves have coveralls on as well.
Let the chemical soak for 15 minutes.	Chemicals get on other persons	1	2	2	Ensure all unauthorized personnel are out of the area.
Turn on wash bay pump.	Equipment failure	1	2	2	Ensure an inspection is conducted before turning on wash bay pump
Wash off equipment with high pressure water wand & hot water	Burn yourself or cut skin with high pressure	1	2	2	Ensure wand is kept away from face or body, ensure PPE is worn
Once the equipment is washed then move into the shop for repair	Drop equipment on toes or body	1	2	2	Use proper lifting devices
At the end of the day always clean wash bay walls & floors & have ready for the next day.	Debris and sludge on ground	1	2	2	Ensure everything is cleaned up at the end of the day

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield, H^2S Monitor, Steel Toed Boots with good grip

4.10 - Pressure Test Kelly Hoses

Approved by: Mike Scott (April 8, 2016)

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

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

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RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.10 – Pressure Test Kelly Hoses *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Mark Abajero, Braydon Tourand and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Clean and inspect hoses for any damage	Slip, trips and falls. Washing chemical could get into eyes.	2	3	6	Make sure work area is clear. Lay hoses out on wash bay floor. Wear proper PPE, safety glasses, coveralls, gloves and steel toed boots.
Put on test caps (hammer unions), fill hose with water and hook up pressure hose.	Material can get in eyes and hose connections could leak.	2	3	6	Check on connection, and check the condition of the pressure hose. Wear proper PPE.
Pressure test to 3000 psi.	Hose could blow apart or rupture and other workers are not aware of the testing.	3	2	6	Ensure pressure testing signs are up at entrance to the wash bay. Be outside the work area when building up pressure. Monitor pressure gauge for leaks. Wear proper PPE.
Hold pressure test for 3 to 5 minutes. If test is good and no leaks bleed off pressure at pump	Hose or pressure line could rupture.	3	2	6	Monitor pressure gauge, and wear proper PPE
Disconnect pressure hose and test caps. (hammer unions)	Material could fly into your eyes.	2	2	4	Wear proper PPE. Safety glasses.
Wrap up hoses and put them in storage.	Hoses are heavy and awkward to handle.	2	2	4	Use forklift to lift hoses and be careful tying hoses together and wear proper PPE.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield, Steel Toed Boots

4.11 - Torque Testing and Pressure Testing Power Swivel

Approved by: Mike Scott (April 8, 2016)

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

- 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.
- Place the torque testing signs in the proper area to warm others of the test, verbally inform any one working in the area of the test. Make sure everyone is in the clear.
- Proceed with the torque test in the forward position, test to the recommended torque for the head you are testing.
- 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.
- 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
- 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.
- Put all other tools and torque test equipment away.

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Job Safety Analysis – Task: 4.11 – Torque Testing and Pressure Testing Power Swivel *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Ron Salicon, Wilf Hannam, Braydon Tourand, and Kevin Carter Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
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.	Hair pin could break and the test bar fly off the swivel causing damage as well as the chain break and the swivel head will fly off the stand out of control	3	2	6	Make sure work area is clear. Have on proper PPE, steel toed boots, coveralls, safety glasses and gloves. Make sure hair pin and chain are in good condition
Place the torque testing signs in the proper area to warm others of the test, verbally inform any one working in the area of the test. Make sure everyone is in the clear.	Test bar could break and cause material to fly dangerously around as well if the chain broke.	3	2	6	Make sure torque testing signs are up to keep people a safe distant away.
Proceed with the torque test in the forward position, test to the recommended torque for the head you are testing.	Test bar or chain could break causing material to fly out of control	3	2	6	Make sure test area is clear of people
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.	High pressure water line could fail and blow apart. When pressure testing the head, the packing could blow out. Both of these would cause material to fly out of control.	3	2	6	Make sure the hose is in good condition and everyone is clear of the swivel.
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	Test bar or chain could break causing material to fly around	3	2	6	Make sure testing signs are up and people are clear of the area.

Basic Job Steps	*Potential Incidents or Hazards*	*S*	*L*	*R*	*Ways to Eliminate or Reduce Potential Hazards*
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.	One could slip if water is on the floor from testing and put signs back to the proper storage area	2	2	4	Make sure the floor is dry and put chains around the signs in their storage area.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat, Face Shield, Steel Toed Boots

4.12 - Buffing Bolts

Approved by: Mike Scott (April 8, 2016)

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

- Put nut and bolts in crate to be washed
- Wash nuts and bolts.
- Buff nuts and bolts.
- Once buffed, spray nuts and bolts with a spray coating.
- Organize nuts and bolts in crates in the proper size and number.
- Mark size and number on crate and stack in storage.

Job Safety Analysis – Task: 4.12 – Buffing Bolts

Job safety analysis (JSA) prepared by (initial) Braydon Tourand Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Put nut and bolts in crate and wash off.	Heavy crate can cause lifting problems. Slips trips and falls on wet floor and wash chemical getting splashed on you.	1	2	2	Proper lifting technique and do not fill crate full. Wear proper PPE safety glasses, coveralls, gloves and safety boots
Buff nuts and bolts.	Could get material in eyes and could cut hands.	1	2	2	Make sure guards are in place, do not rush job and wear proper PPE.
Spray nuts and bolts with spray coating	Could inhale and get in your eyes.	1	2	2	Wear the proper PPE as well as an air mask and do in an open area. Read your MSDS on the spray.
Place proper number and size of nuts and bolts in a proper box and put on storage shelf.	Slips, trips and falls and heavy lifting.	1	2	2	Use proper lifting technique and make sure your pathway is clear. Maximum personnel lifting is 50lbs.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required*:* Safety Glasses, Coveralls, Gloves, Face Shield, Steel Toed Boots

4.13 - Grinding/Buffing

Approved by: Mike Scott (April 8, 2016)

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

- Put on your proper PPE.
- Select the grinder you are going to use. And check it over.
- Select the proper grinding wheel or wire wheel to be used.
- Inspect the cord of the grinder and then plug in.
- Grind or buff the equipment or tools as needed.

Job Safety Analysis – Task: 4.13 Grinding /Buffing

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Braydon Tourand and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Select the grinder you are going to use.	Defective equipment causing injury	2	2	4	Inspect equipment
Select the proper grinding wheel or wire wheel to be used.	It could break apart causing flying debris.	2	2	4	Select the proper wheels and inspect before using.
Plug in grinder.	You can get an electric shock, and grinder might not work.	2	2	4	Inspect the electrical cord of the grinder.
Grind or Buff the equipment or tools as needed.	Flying debris and sparks could cause a fire. Noise hazard	2	2	4	Wear proper PPE, safety glasses, face shield, coveralls earplugs, gloves and safety boots. Know where the Fire extinguishers are and have fellow works stay clear of the area.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Face Shield, Safety Boots, Hearing Protection

4.14 - Pressure Test Flanged Connections (Foaming Spools)

Approved by: Mike Scott (April 8, 2016)

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

- Clean equipment in the wash bay.
- Move valve from wash bay and secure valve to pressure stump to test, with help of the overhead crane.
- Install pressure test caps. Fill valve with water and attach the pressure hose.
- Low Pressure test.
- High pressure test to 3000 psi.
- Inspect for leaks. Hold pressure for 3 to 5 minutes. If pressure test is good, bleed off the pressure and remove test caps. Make sure the pressure has been released.
- If pressure test is good, remove off the test stump and move to the paint bay for painting.
- If the pressure test is not good, set aside for repairs.
- Repair the item if repairable.
- Repeat the low pressure and then high-pressure test

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Job Safety Analysis – Task: 4.14 Pressure Test Flanged Connections *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Ron Salicon, and Braydon Tourand Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Clean equipment in the wash bay.	Slip trip and falls. Washing chemical could get in eyes	2	2	4	Make sure work area is clear from other equipment. Be aware of MSDS of washing chemical. Wear proper PPE, safety glasses, coveralls, steel toed boots and gloves
Move valve from wash bay and secure valve to pressure stump to test, with help of the overhead crane.	Valves could be dropped causing damage or injury. If not secure on test stump then will not be able to pressure test.	2	2	4	Check slings before moving. Check the ring gasket and make sure valve is secure and all the bolts are tight. Wear the proper PPE including your hard hat when using the overhead crane.
Install pressure test caps. Fill valve with water and attach the pressure hose.	Part could blow apart if not connected right.	3	2	6	Check all equipment for faults and make sure all connections are good
(a)Low Pressure test 300 – 500 psi. (b) High Pressure test to 3000 psi.	Valve could blow apart causing damage and injury	3	2	6	Make sure test area is clear of workers when testing. Check all equipment and hoses
Inspect for leaks. Hold pressure for 3 to 5 minutes. If pressure test is good, bleed off the pressure and remove test caps. Make sure the pressure has been released.	Valve or hose could blow apart.	2	2	4	Make sure all equipment is good working condition and wear proper PPE.
If pressure test is good, remove off the test stump and move to the paint bay for painting. If the pressure test is not good, set aside for repairs, or repair it and test again	Could drop when moving causing damage or injury	2	2	4	Do not rush the job. Make sure your route is clear before moving and wear your proper PPE

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Face Shield, Steel Toed Boots

4.15 - Loading & Unloading Equipment with Propane Forklift

Approved by: Mike Scott (April 8, 2016)

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

- Complete daily vehicle/equipment inspection on Forklift.
- Start and warm up forklift. Operate the forks up and down and sideways.
- Make sure the forks are in the proper position to pick up equipment.
- If going in or out of the shop make sure the door is wide open.
- Pick up equipment and load onto truck. Be aware of the ground conditions as per driver instruction.
- Once equipment is loaded and strapped down, back away. The same with unloading, undo the straps and then lift the load and back away.

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Job Safety Analysis – Task: 4.15 Loading and Unloading Equipment with Propane Forklift

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Mark Abajero, Braydon Tourand, and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Complete daily vehicle/equipment inspection on Forklift.	Tripping or falling when walking around the forklift.	2	2	4	Be careful when walking around the forklift. Be aware of what you are looking for. Wear the proper PPE, safety glasses, coveralls, steel toed boots and gloves and a hard hat.
Start and warm up forklift. Operate the forks up and down and sideways.	Possibility of fluid leaking out of motor. A ruptured hydraulic line or broken chain could cause you to drop the equipment causing damage and injury	2	2	4	Check the motor once it is running for oil leaks. Check all the hydraulic lines and the chains to make sure they are in good working condition.
Make sure the forks are in the proper position to pick up equipment.	You could drop equipment or it could slip off causing damage or injury	2	2	4	Make sure the forks are in the right position and tilted back when moving equipment.
If going in or out of the shop make sure the door is wide open.	Could hit the shop or door causing damage to the shop and equipment	2	2	4	Make sure the door is wide open.
Pick up equipment and load onto truck. Be aware of the ground conditions.	Forklift could spin out if ground conditions are slippery, causing the forklift to hit the truck and damage equipment	2	2	4	Be aware of your surroundings and of the ground conditions. (level and not slippery)
Once equipment is loaded and strapped down, back away. The same with unloading, undo the straps and then lift the load and back away.	Equipment could fall or the forklift could run into the truck, causing damage or injury.	2	2	4	Be aware of your surroundings and the ground conditions. Be aware of the workers on the truck. Work safe.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boots

4.16 - Moving Trailers In & Out of the Shop

Approved by: Mike Scott (April 8, 2016)

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

- Be certified to run the forklift.
- Complete daily vehicle/equipment inspection on Forklift.
- Start and warm up forklift. Operate the forks up and down and sideways.
- Put the proper trailer hitch on the forklift for moving equipment.
- Make sure the door is wide open before moving equipment in or out of the shop.
- When moving equipment in have a spotter.
- Move equipment in or out of the shop with the forks as low as possible to the ground

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Job Safety Analysis – Task: 4.16 Moving Trailers in and out of the Shop

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Mark Abajero, Braydon Tourand and Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Complete daily vehicle/equipment inspection on forklift	Tripping or falling when walking around the forklift	1	2	2	Be careful when walking around the forklift. Be aware of what you are looking for. Wear the proper PPE, safety glasses, coveralls, steel toed boots and gloves and a hard hat
Start and warm up forklift. Operate the forks up and down and sideways.	Possibility of fluid leaking out of motor. A ruptured hydraulic line or broken chain could cause you to drop the equipment causing damage and injury	2	2	4	Check the motor once it is running for oil leaks. Check all the hydraulic lines and the chains to make sure they are in good working condition
Put the proper trailer hitch on the forklift for moving equipment	Equipment coming unhooked, running into the forks or other equipment causing damage	2	2	4	When you hook up the equipment to the forklift make sure everything is secure
Make sure the door is wide open before moving equipment in or out of the shop	Damage the doors or the shop and damage the equipment	2	2	4	Make sure the door is wide open and make sure you have a spotter when moving equipment in
When the spotter gives the go ahead. Move equipment in or out of the shop with the forks as low as possible to the ground	The forklift could spin out and the equipment could ram into the forks causing damage	2	2	4	Make sure everyone is aware of you moving equipment. If the ground condition is icy get it sanded. Use caution at all times. Use a spotter if needed

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Steel Toed Boots

4.17- Oxyacetylene Equipment

Never leave oxygen and/or acetylene cylinders free standing. They are to be secured by a safety chain or bar, at all times.

Start Up:

- Always refer to oxygen as oxygen (Oxygen hose is always **green**).
- Always refer to acetylene as acetylene (Acetylene hose is always **red**).

Remember: Acetylene is always "First On, First Off".

- Open the acetylene cylinder valve one half turn (¾ turn maximum).
- Open the torch needle valve ½ turn.
- Adjust the acetylene regulator to the desired pressure (14 lb. - maximum).

Note: Allow 1 lb. for gauge discrepancy and safety reasons.

- Close the acetylene torch valve.
- Open the oxygen cylinder valve, to the fully open position.
- Open the oxygen torch needle valve ¾ turn.
- Adjust the oxygen regulator to the desired pressure.
- Close the oxygen torch valve.
- Open the acetylene torch valve and, using a striker, start the flame.

Note: Do not use a lighter, slag or another torch to light the torch.

- Adjust the acetylene flame.
- Slowly open the torch oxygen valve and begin introducing oxygen to the flame, until the desired flame is achieved.

Shut Down:

Remember: Acetylene is always "First On, First Off"

- First close the acetylene torch valve, then the oxygen torch valve.
- Close the acetylene cylinder valve.
- Close the oxygen valve.
- Open the acetylene torch needle valve and drain the acetylene from the hose and regulator.
- Close the acetylene regulator.
- Close the oxygen cylinder valve.
- Open the oxygen torch needle valve and drain the oxygen from the hose and regulator.
- When the oxygen is completely drained, close the regulator valve.
- Close the oxygen torch needle valve.
-

Wind up the hose and if the cutting tip on the torch is hot, **do not** let it rest on the oxygen acetylene hose (make sure it is at room temperature

4.18 - Removing or Replacing a Cylinder

Approved by: Mike Scott (April 8, 2016)

PPE Required		
Safety Glasses	**High Visibility Coveralls**	**Steel Toed Safety Boots**
Gloves	**Hard Hat (as required)**	

- The oxygen acetylene equipment must be shut down, as mentioned above.
- Using an adjustable open-end combination wrench, loosen the regulator and remove it from the cylinder.
- Remove the securement chain and cylinder, install the new cylinder and reinstall the securement chain.
- Always "crack" the cylinder valve before installing the regulator.
- After installing the regulator always check for leaks.

Note:

- Use water or a soap solution to check for leaks. **Do not** use a petroleum-based product.
- Cylinders not in use should always have safety caps on them.
- Cracking the cylinder means to momentarily open and close the cylinder valve to blow out any impurities that may have accumulated in the valve threads.
- Oxygen is right-hand thread; Acetylene is left-hand thread.

4.19 - Welding, Cutting and Burning

Approved by: Mike Scott (April 8, 2016)

PPE Required		
Safety Glasses	**High Visibility Coveralls**	**Steel Toed Safety Boots**
Welding Gloves	**Hard Hat (as required)**	**Welding Helmet**
Welding Coveralls	Welding Apron (as required)	**Respirator (as required)**

- All welding, cutting and burning will be performed by certified personnel only
- A hazard assessment will be completed prior to starting work
- Controls for identified hazards will be developed and used
- Proper PPE will be worn at all times
- Testing of worker competence will be ongoing

General

- Check/ inspect machine and cables prior to use, check grounding clamp for damage. Look for
  - Damaged welding cable
  - Worn spots on cables
  - Cracks or cuts
  - Broken or damaged grounds
  - power cable damage and that the power cable is plugged in properly
  - Turn on machine listen if does not sound right ask!
- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting, or burning
- Proper PPE must be worn while welding
  - Welding helmet
  - Proper welding clothes – Flame resistant clothing covering all exposed skin
  - A leather apron for heavy work
  - Welding gloves or gauntlets- Leather or other suitable material. Remove wet gloves or clothing prior to welding
  - Safety glasses
  - Proper safety foot wear for the welding procedure. Leather or other suitable material
  - Respirator if ventilation in area is not adequate
- Where other workers may also be exposed to the hazards created by welding, cutting, and burning, they must be alerted to these hazards or protected from them by the use of “isolation blinds”
- Never start work without proper authorization
- Always be aware of where to find firefighting or prevention equipment before starting welding, cutting, or burning
- Check the work area for combustible material and possible flammable vapours before starting work. A container which may have held a combustible substance must be thoroughly cleaned before any welding or burning operation is carried out on the container. Burning, welding or other hot work must not be done on any vessel, tank, pipe or structure, or in any place where the presence of a flammable or explosive substance is likely until tests have been made by a qualified person to ensure the work may be safely performed, and suitable safe work procedures have been adopted, including additional tests made at intervals that will ensure the continuing safety of the workers
- A welder should never work alone
- Welding and cutting generate heat; be aware of burns from contact
- Ensure proper cables and hoses are used at all times

  - Ensure welding cables are properly attached to the welding machine using appropriate connectors (i.e., welding and grounding connections)
  - Ensure grounding cable is properly attached to material being welded
- Before using gas welding or burning equipment, the worker must ensure that the equipment is free from defects, leaks, oil and grease
- Check cables and hoses to protect them from slag or sparks.
- Make sure cables are run in a manner to not be a trip hazard for yourself or others
- Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained
- Never enter, weld or cut in a confined space without proper ventilation to remove smoke and CO build up
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side)
- Open all cylinder valves slowly. If a wrench is used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use
- If welding is performed above, rope off the area below to protect a worker below from sparks, debris and other falling hazards.

4.20 - Welding Operations

Approved by: Mike Scott (April 8, 2016)

PPE Required		
Safety Glasses	**High Visibility Coveralls**	**Steel Toed Safety Boots**
Welding Gloves	**Hard Hat (as required)**	**Welding Helmet**
Welding Coveralls	**Welding Apron (as required)**	**Respirator (as required)**

Welders are exposed to many types of injuries in the course of their daily work. Harmful light rays from welding flames and arcs can seriously injure eyes and burn skin. Poisonous fumes and gases are hazards of welding operations and severe electrical shock from arc equipment is a definite possibility. Only fully qualified personnel who are trained and familiar with required safety practices shall be authorized to perform welding operations using oxy-acetylene and arc welding and cutting equipment

- All welding, cutting and burning will be performed by certified personnel only
- A hazard assessment will be completed prior to starting work
- Controls for identified hazards will be developed and used
- Proper PPE will be worn at all times
- Testing of worker competence will be ongoing

- **NO Hot tap work will be done without a permit** and a job specific safe work plan being developed
- Always inspect the welding machine, cables and stinger prior to use if damaged have them repaired or replaced prior to use. Report all damaged welding equipment to your supervisor
- Report all damaged or malfunctioning welders to your supervisor tag the unit off stating what is wrong with it and do not use it
- A coating on metal which could emit harmful contaminants (such as lead, chromium, organic materials, or toxic combustion products) must be removed from the base metal whenever practicable, before welding or cutting begins
- All welding equipment will be maintained to manufactures specification
- All welding work will be completed following all applicable OH&S standards, CSA standards for W117.2-01 and CSA Standard W117.2-94, Safety in Welding, Cutting, and Allied Processes
- Welders shall wear the necessary gloves, aprons, footwear, helmets and shields when actually performing welding operations. They will wear proper eye protection when chipping or grinding. They will be careful to wear the proper shade-filter goggles according to the type of equipment being used. A welder's helper must also wear eye protection and other equipment required
- Respiratory protective equipment must be provided and worn if an effective means of natural, mechanical or local exhaust ventilation is not practicable
    - During short duration welding, burning or similar operations
    - During emergency work
- It is the Welder's responsibility to obtain and work behind screens, especially when not working in an enclosed welding shop and when working in outdoor areas where property and other personnel are exposed to flying particles, flash burns to the eyes and fire and explosion hazards
- Arc welding must not be carried out unless workers who may be exposed to radiation from the arc flash are protected by adequate screens, curtains or partitions or wear suitable eye protection. A screen, curtain or partition near an arc welding operation must be made of or be treated with a flame-resistant material or coating, and must

- have a non-reflective surface finish. The shields should be of fire-proofed canvas, plywood, or metal having two sides at an angle of 90 degrees, each side to be not less than 30 inches square and having hand-holds on the helper's side. If necessary, the helper should hold portable shields when they cannot be secured or anchored. A fire-safety watch must be provided when welding near combustibles
- Always wear welding goggles or a welding shield when spot welding. Be sure others whose duties bring them close to the work are provided with and wear eye protection
- Short ends of arc welding electrodes shall be deposited in containers (rod buckets) provided for that purpose to prevent fire and tripping hazards
- If the electrode sticks for any reason stop your weld remove electrode holder from electrode and wiggle back and forth until it breaks of. Do not pull on it until it comes free
- Fire extinguishers must be readily available. At least one fire extinguisher of a suitable type and capacity must be immediately available at a work location where welding or cutting is done. Fire extinguisher locations must be marked and made known to workers
- Suitable safety devices to prevent reverse gas flow and to arrest a flashback must be installed on each hose in an oxy-fuel system between the torch and the regulator (Flashbacks)
- Recently welded or flame cut work must be marked "HOT" or effectively guarded to prevent contact by a worker, if a worker is not directly involved in the hot work and is likely to enter the work area

Keep in mind before welding:

- Use a fire watch to alert other workers and conduct initial fire suppression for **30 minutes** following completion.
- Ensure that a hot work permit has been conducted;
- Before beginning any welding job ensure that all electrical cords and plugs are in good working order. Any found to be faulty are to be replaced or repaired immediately
- When welding wear proper protective equipment while engaged in welding (i.e., flame retardant clothing, tinted safety glasses or face shields)
- When welding take all precautions necessary to protect other workers in the area from flash burn (i.e., ensure that others are wearing safety glasses in the area, or shield screens are in place to prevent exposure to flash)
- Welding ground return must be placed on the material being welded and closely adjacent to the area being welded unless an alternative method is approved
- Welding machines must be turned off when left unattended or the job is done
- In areas where sparks could cause ignition of nearby materials non-combustible tarps or blankets must be used to isolate the work and protect surrounding areas
- Fire extinguishers shall be maintained in the area in a location that is easily visible and accessible
- No worker, while welding, cutting or grinding, shall carry strike anywhere matched of butane lights
- Care shall be taken to avoid electrical connections in damp or water filled areas, cords and plugs shall be kept high and dry at all times
- Valve on acetylene and oxygen cylinders must be properly shut off at the end of each job
- Acetylene, whether full or empty, must be stored upright and secured

4.21 - Cutting Operations

Approved by: Mike Scott (April 8, 2016)

PPE Required		
Safety Glasses	**High Visibility Coveralls**	**Steel Toed Safety Boots**
Welding Gloves	**Hard Hat (as required)**	**Welding Helmet**
Welding Coveralls	**Welding Apron (as required)**	**Respirator (as required)**

- All welding, cutting and burning will be performed by certified personnel only
- Controls for identified hazards will be developed and used
- Testing of worker competence will be ongoing
- A hazard assessment will be completed prior to starting work
- Proper PPE will be work at all times

Before operating the torch

- Check hoses and valves for leaks (if your hose has more than one repair per 10 feet it should be replaced)
- Check regulator valves and gauges for leaks
- Check cutting tip, if dirty clean it
- Ensure material is supported to prevent it from falling
- Ensure the cutting area is free of all flammable materials
- Ensure other workers will not be affected by sparks created from the cutting
- Always know where the nearest fire extinguisher is
- Cutting lenses should be 3 or 5 shade

If at any time you hear, smell or detect gas leaking from a torch or hose immediately remove from service and tag off hose as leaking. Immediately inform supervisor and follow his instructions

General procedure

- Move material into place and support material making sure it will not fall
- Check length or shape to be cut, check twice cut once
- Turn on valves to feed gas to regulators, make sure gauges read proper regulator pressure for cutting
- Take torch to work area and ensure hoses are free throughout cut
- Light torch and set flame using a sparker or igniter. Do not use machines or a lighter
- Cut material
-

After cutting is done

- Turn off oxygen, then acetylene at the torch
- Wrap up hoses
- Turn off gases for supplied gas

At the end of each shift

- Make sure gases are turned off
- zero gauges on regulators
- Some locations will require that the regulators be removed when not in use

At the beginning of next shift when you first need a torch

- Make sure regulators are at zero
- Open valves slowly (Quickly opening the valve can damage the Regulator causing creeping)
- Set regulators to required pressures (Industry recommends 5 acetylene and 40 oxygen but this can vary depending of individual preference)

It is the responsibility of the worker to

- Turn off gases when torch not in use – some site requirements will be to remove the regulators when not in use
- Zero gauges at the end of a shift and before using the torch again
- Turn valves on slowly and reset gas pressure before each shift or the first time a torch is used

PPE required when cutting

- Proper long-sleeved clothing
- Gloves
- Safety boots
- Safety glasses / cutting lenses

Cylinder, Hoses and Regulators

- Always secure cylinders in an upright position. The valve protection cap will not be removed until the cylinder is secured and about to be used
- Inspect hoses prior to each use for damage replace or repair any damaged hose.
- Be sure your hands or gloves are free of oil or grease before setting up your work
- Always attach an oxygen pressure- reducing regulator before using oxygen from a cylinder
- When "cracking" the oxygen cylinder valve, stand to the side or rear of the cylinder outlet. Open the oxygen cylinder slightly at first before opening it fully. This will clear the valve of dust or dirt
- It is important that the regulator pressure-adjusting screw be released before opening the cylinder valve. This prevents possible damage to the regulator and gauge
- When connecting the oxygen pressure-reducing regulator to the oxygen cylinder, always use a 'regulator wrench' or 'key'
- Test the connections for leaks around the oxygen cylinder valve stem, oxygen regulator, inlet connections at the cylinder valve, all hose connections, and blow-pipe oxygen valves. Use nothing except soapy water (Ivory or Castile soap) for testing
- Do not use compressed air, which may contain oil or scale, to blow out the talc in a new hose. Blow it out with oxygen
- After shutting off a cylinder, make sure all pressure is released from both gauge diaphragms. Be sure gases are shut off before you put down a torch
- **Never completely empty cylinders**. Leave five pounds pressure to prevent contamination flow back. Northwell Rentals shall ensure that no oil, grease or other contaminant contacts a cylinder, valve, regulator or any other fitting of an oxygenizing apparatus, an oxygen distribution or generating system

Oxygen shall only be used as intended and will not be used

- As a substitute for compressed air in pneumatic tools
- To create pressure
- For ventilating purposes
- To blow out a pipeline

All cutting and welding gas cylinders will be equipped with approved flashback devices installed on both hoses at the regulator end

- Acetylene and liquefied gas containers are to used and stored in an upright position
- Do not expose cylinders to damage from heat or electrical arc
- Fire extinguishers must be readily available

Operational Hazards

- When an electrode is not in use, it must be placed where neither the holder nor the electrode can cause an arc
- Use an igniter or pilot light-to-light torches. Do not use matches or a lighter. Do not light the torch with both valves open as it may cause a backfire
- Fumes and dust accumulating in the air during welding of cadmium-plated metals pose a major health hazard. When cadmium-plated or cadmium-bearing metals are being welded, positive lock exhaust ventilation must be available. Wear respirators for protection against fumes and dust if ventilation is insufficient.

Do not attempt to repair a leaking cylinder. Remove it immediately

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis- Task: 4.19, 4.20, 4.21, Welding Procedures *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Buck Scarf Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Inspect /Check cables and hoses prior to use, check grounding clamp	If not grounded could pose a shock, or equipment could malfunction	2	2	4	Inspect/Check hoses and cables. Check grounding. Wear proper PPE, welding helmet, safety glasses (shaded lens), flame resistant welding coveralls, welding gloves and steel toed boots
Clean work area	**Fire or explosion could occur from a spark if combustibles or flammable vapors present**	3	2	6	Ensure the work area is free from combustible or explosive material and flammable vapors. Wear proper PPE
Adequate exhaust ventilation	Hazardous fumes could be created. Other workers may be exposed.	2	2	4	Ensure adequate ventilation is supplied. Never weld or cut in confined space without proper ventilation. Wear proper PPE
Use a shield screen	Welding flames and arcs could injure other workers eyes or burn skin	2	2	4	Put up a shield screen permitting air circulation at floor level. A shield screen will protect other workers from harmful light rays from welding flames and arcs that can injure eyes and burn skin. Wear proper PPE
Recently welded or flame cut work marked **Hot**	Other workers could get burned if unaware of welding being done	2	2	4	Put up a sign marked HOT to protect other workers wh0 are not involved in the hot work. Wear proper PPE

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Use a fire watch	When welding near combustibles could spark a fire	2	2	4	Use a fire watch to alert other workers and conduct initial fire suppression for 30 minutes. Have a fire extinguisher nearby. Wear proper PPE
Startup of Oxyacetylene Equipment	Explosion	3	2	6	Secure oxygen/or acetylene equipment with safety chain or bar. Inspect hoses, check for no oil in contact with regulators. Acetylene (red) is always" first on, first off". Light torch adjust proper setting. Turn oxygen valve on (green). Wear proper PPE.
Shut down of Oxyacetylene Equipment	If not shut down properly and you have a leakage an explosion could occur if there is a source of combustion	3	2	6	Ensure torch is in good condition. Acetylene (red) is always" first on, first off". Open the acetylene torch needle valve and drain the acetylene from the hose and regulator. Close the acetylene regulator. Close oxygen valve (green). Open the oxygen torch needle valve and drain the oxygen from the hose and regulator. When oxygen is completely drained close the regulator valve. Close the oxygen torch needle valve. Wind up the hose and if the tip is hot do not let it rest on the oxygen acetylene hose Wear Proper PPE

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Removing or Replacing a Cylinder	Explosion if there is a leakage and combustibles are nearby	3	2	6	Ensure the oxygen acetylene equipment is shut down. Oxygen is right-handed thread; Acetylene is left-handed thread. Cylinders not in use should always have safety caps on them. Loosen the regulator and remove it from cylinder. Crack cylinder valve (open and close the valve to blow out any impurities in the valve threads, before installing regulator. Check for leaks do not use petroleum-based product. Wear proper PPE.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Welding Helmet, Flame resistant Welding Coveralls, Welding Gloves, Steel toed boots, Shaded lens Safety Glasses

4.22 (a) – Power Tong Inspection and Service

Approved by: Mike Scott April, 2016

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Gloves	**Hard Hat**	**Hearing Protection**

- Clean Unit in the Wash Bay.
- Move to Work Bay.
- Dismantle and inspect the makeup section.
- Make necessary repairs.
- Inspect all gears and bearings and grease.
- Assemble the makeup section.
- Remove the pins and assembly from the hydraulic backup section.
- Clean and measure all pins and pin bores.
- Check and replace damaged hoses on the backup unit.
- Assemble the backup unit back into the body.
- Inspect the frame and all external hoses and pipes.
- Test the unit hydraulics and hoses

4.22 (b) – Universe 5.5 Tong Inspection Procedure

Approved by: Mike Scott April, 2016

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Gloves	**Hard Hat**	**Hearing Protection**

- Wash and clean.
- Remove all dies and blocks and check them for damage or wear.
- Replace dies if needed.
- Check all hoses and Lines for damage or leaks.
- With the gear-selector in neutral rotate the cage assembly with the barring tool.
- Inspect the flanged bearings as they are exposed.
- Grease them at the same time.
- Replace any broken grease nipples.
    - If you feel that the cam follower bearings are damaged the unit must be disassembled and repaired.
- Grease all other grease points.
- Assemble the Blocks into the Unit.
- Hook up the Hydraulic lines. Make sure they are "**Pressure to Pressure**"" Return **to Return**"
- Function the unit both directions
- Function the backups open and close
- Function the raising ram and check for damage and leaks. Make sure the safety door is working properly.
- Make sure all components are working properly.
- Make sure all parts, tools, etc., are in tool kit and make sure to note missing items.
    - INFORM Shop Supervisor if any items are missing.
- Send unit to be painted.

If you are unsure about any issue on the tongs ask the Supervisor to check it with you.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.22(a) Power Tong Inspection Procedures
Task: 4.22 (b) Universe 5.5 Tong Inspection Procedures

Job safety analysis (JSA) prepared by (initial) Wilf Hannam Ron Salicon Revision Date: April 8, 2016

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Clean the Unit in the Wash Bay	Spray chemical in eyes or get on hands or body.	1	2	2	Wear proper PPE, safety glasses, and chemical resistant gloves
Move to Work Bay	Swing load, Pinch points, check sling condition	2	2	4	Use tag lines, eliminate the points, Inspect the slings; if damaged discard
Dismantle and inspect the make-up section	Pinch points, slip and falls due to Grease and oil spills	2	2	4	Clean up grease and oil spills to avoid slips and falls
Make necessary repairs	Pinch points, slip and falls due to Grease and oil spills	2	2	4	Use caution, clean up grease or oil
Inspect all gears and bearings and grease	Pinch points, slip and falls due to Grease and oil spills	2	2	4	Use caution while checking the gears, keep fingers clear. Clean up any grease or oil
Assemble the make- up section	Pinch points	1	2	2	Use caution while putting sections together
Remove the pins and assembly from the hydraulic back up section	Slips and falls, pinch points, heavy lift	2	2	4	Clean up oil or grease spills. Use the crane, forklift or get help. Keep fingers clear of items when removing the unit
Clean and measure all pins and pin bores	Pinch points, Heavy lifting	2	2	4	Use proper lifting technique
Check and replace damaged hoses on the back up unit	Snags and cuts	2	2	4	Wear leather gloves. Watch for worn hoses and jagers on the hoses
Assemble the backup unit back into the body	Heavy lifting and pinch points	2	2	4	Use crane or fork lift, get help. Keep fingers clear
Inspect the frame, and all external hoses and pipes	Snags and cuts	2	2	4	Wear leather gloves

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Test the Unit hydraulics and hoses	High pressure, pinch points, and heavy lifting	2	2	4	Protect yourself and others in case of line break. Keep hands and fingers clear of moving parts. Use the crane

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Safety Glasses, Hard Hat, Safety Boots, Gloves, Hearing Protection

4.23 – Overhead Crane

Approved by: Mike Scott April 2016

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Gloves	**Hard Hat**	

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

- Inspect crane and rigging prior to each use.
- Ensure cable remains tight and is properly on the drum of the crane.
- Maintain at least 2 – 3 wraps on the drum at all times.
- Report all damage to an overhead crane and tag it out if you are unsure of its soundness.
- 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 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 signaler 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, **neve**r 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 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 signaler is being used, he/she is properly identified and understands the techniques of proper signaling.
- Keep eyes on the hook and make sure it is not swinging and will not contact anything.
- Watch line as it unwinds and rewinds on the barrel.
- Watch for line crossing

- If any of these happen to stop crane, unwind and rewind properly.
- If pendent 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 when the load requires it for control

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 crane without first receiving proper training and being cleared by their foreman

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.23 – Overhead Crane *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Kevin Carter Revision Date: January 03, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Check Controls are functioning Ensure the cables remain tight and have 2 – 3 wraps on drum. Fill in daily log book before operating	Load could fall causing equipment damage or personal damage	3	2	6	Do not operate this machine unless you have been trained in its safe use and operation. Wear proper PPE: hard hat, coveralls, safety glasses, safety footwear
Ensure weight of load prior to lifting.	Slings could break if load is too heavy	3	2	6	Check the weight rate of the slings. Check slings for fraying.
Make sure the crane hoist is directly over the load	Trolley could move and load could swing causing damage.	3	2	6	Never leave a load suspended when the hoist or crane is unattended
Make sure all personal stand clear and path is clear and allow room.	Could damage other equipment or personal damage to other employees	3	2	6	Never move a load over anyone, and make sure you have a clear path. Never stand under the load.
Lift loads a small distance and check balance and rigging	Load could swing or tip causing damage.	3	2	6	Never place yourself between equipment and any stationary object. Avoid pinch points
Walk beside moving load and able to see in all directions and make sure load is high enough to clear all objects.	Could trip or fall or the load could run over you	3	2	6	Have a plan of egress.
Lower load slowly making sure it is stable before slacking the sling	The load could roll and cause equipment or personal damage	3	2	6	If it rolls on the blocking, it will be a slow shift that you can get away from. Have a plan of egress.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Hard Hat, Coveralls, Safety Glasses, Gloves, Safety Footwear

4.24 (a) - Loading Shacks and Tanks with Winch Truck

Approved by: Mike Scott April 2016

PPE Required		
Coveralls	**Gloves**	**Steel Toed Safety Boots**

- Check the oil and the radiator levels; start truck to warm up and do a walk around the truck as per Driver's handbook.
- Get a swamper to help, before you move equipment in or out of the shop.
- Move the lever for the winch to make sure it is out of gear (in neutral).
- **FOLLOW THE DIRECTIONS** of the swamper, as you can't see past the tank or shack.
- Position the truck in a straight line directly in front of the shack or tank, making sure you are on level ground and you are centered to the unit.
- Stop truck approximately ten feet away from the skid to allow enough room to work safely.
- Take truck out of gear and apply parking brake making contact with swamper.
- **FOLLOW THE DIRECTIONS** of the swamper, as you can't see past the tank or shack.
- Put dog switch to the out position.
- Pull out winch line.
- Hook to unit. Do not hook up unless truck is square to the skid.
- Swamper will do a walk around the unit to make sure it is ready to go.
- Make sure dogs are out and set brakes for the winch.
- Once the line is unspooled properly, winch the dogs in gear.
- Depress clutch and engage the PTO to kick in winch.
- Leave the brake on.
- **FOLLOW THE DIRECTIONS** of the swamper, as you can't see past the tank or shack.
- Winch in or up to make sure dogs are in.
- Take off the brake. Use the foot brake on truck to keep tension in line.
- Try to let the unit pull the truck back so you can steer the truck if you need to. Watch in your mirror so you know when the unit is lifted up on the truck.
- Winch the unit on until there is approximately 1 – 1.5 feet of overhang off the rear of the truck.
- **FOLLOW THE DIRECTIONS** of the swamper, as you can't see past the tank or shack.
- **Make sure the shack or tank is loaded flat on the deck of the bed truck and cannot tilt.**

4.24 (b) - Loading Catwalks with Winch Truck

Approved by: Mike Scott April 2016

PPE Required		
Coveralls	**Gloves**	**Steel Toed Safety Boots**

- Check the oil and the radiator levels; start truck to warm up and do a walk around the truck as per Driver's handbook.
- Get **Two swampers** to help, before you move equipment in or out of the shop.
- Move the lever for the winch to make sure it is out of gear (in neutral).
- **FOLLOW THE DIRECTIONS** of the swampers, as you can't see past the catwalk.
- Position the truck in a straight line directly in front of the catwalk, making sure you are on level ground and you are centered to the unit.
- Stop truck approximately ten feet away from the skid to allow enough room to work safely.
- Take truck out of gear and apply parking brake making contact with swampers.
- **FOLLOW THE DIRECTIONS** of the swampers, as you can't see past the catwalk.
- Put dog switch to the out position.
- Pull out winch line.
- Hook to unit. Do not hook up unless truck is square to the catwalk.
- Swampers will do a walk around the unit to make sure it is ready to go.
- Make sure dogs are out and set brakes for the winch.
- Once the line is unspooled properly, winch the dogs in gear.
- Depress clutch and engage the PTO to kick in winch.
- Leave the brake on.
- **FOLLOW THE DIRECTIONS** of the swampers, as you can't see past the catwalk.
- Winch in or up to make sure dogs are in.
- Take off the brake. Use the foot brake on truck to keep tension in line.
- Try to let the unit pull the truck back so you can steer the truck if you need to. Watch in your mirror so you know when the unit is lifted up on the truck.
- Winch the unit on until there is approximately 1 – 1.5 feet of overhang off the rear of the truck.
- **FOLLOW THE DIRECTIONS** of the swamper, as you can't see past the catwalk.
- **Be Aware of Swing.**
- **Make sure the shack or tank is loaded flat on the deck of the bed truck and cannot tilt.**

4.25 (a) - Unloading Shacks and Tanks with Winch Truck

Approved by: Mike Scott April 2016

PPE Required		
Coveralls	**Gloves**	**Steel Toed Safety Boots**

- Line up to the door/bay that you want to unload
- **SWAMPER**
  - Make sure truck and load is lined up proper and the door is open fully, and there is top clearance for the tank or shack to go into the Bay.
  - Make sure the Load is flat on the Bed of the truck.
- **SWAMPER**
  - Guides the truck and load into the Bay, make sure the load is in far enough to clear the Overhead Crane beam
  - Let the driver know where to position the Load.
- **Driver: Make sure Swamper is in the Clear before slacking the line.**
  - Slack the line to shake the load back. Once the load is tilted the Swamper will check if it is in the correct position.
- Engage the Winch in the proper direction to let the load down to the floor.
- SWAMPER will guide the driver to unhook the line and exit the shop.

4.25 (b) - Unloading Catwalks with Winch Truck

Approved by: Mike Scott April 2016

PPE Required		
Coveralls	**Gloves**	**Steel Toed Safety Boots**

Use two Swampers when Unloading or Loading Catwalks

- Slowly proceed to the Bay you want to unload in.
- **Swampers:** Make sure load is lined up properly, that the load will not hang up on the slope of the yard, when backing into the shop. (Forklift might be needed to lift the catwalk to clear the yard slope)
- Back into the shop and follow the **Lead swamper's** directions. The **#2 swamper** is in the shop and can't be seen by the driver.
- Winch the Cat Walk down to the floor, follow the direction of the same lead swamper to unhook and exit.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task 4.24 - 4:25 Loading & Unloading Shacks, Tanks & Catwalks with Winch Truck

CRITICAL TASK

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, and Kevin Carter — Revision Date: February 8, 2017

Critical Questions: Is everyone ready and capable to work? Has the potential for a spill or exposure been addressed? Has the worst case been discussed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Ensure the operator is trained in winching	Load may not be secured properly for transport. Danger to others causing injury or death.	3	2	6	**Do not operate this machine unless you have been trained in its safe use and operation.** Read and understand the Drivers handbook. If you don't understand seek assistance from experienced operator
Start the truck	Mechanical problems could occur	1	2	2	Check the oil and radiator levels; start truck to warm up and do a walk around truck as per Driver's handbook
Get a Swamper to help If loading or unloading *Loading or Unloading Catwalk use Two (2) Swampers. *	Could run into equipment or other workers	3	2	6	Follow directions of the swamper, as you cannot see past the unit you are winching. **If loading or unloading Catwalk two (2) swampers are needed**
Position truck in a straight line directly in front of the unit you will be winching.	Load could side pull and winch on an incorrect angle causing winch damage or failure. Load could fall off truck	3	2	6	Make sure you are on level ground and centered to unit you will be winching
Stop Truck ten feet away from skid	Could get trapped between truck and skid	3	2	6	Stopping ten feet away from skid to allow enough room to work safely
Take truck out of gear and apply parking brake. Put dog switch to the out position	Load could roll away and become dislodged.	3	2	6	Keep eye contact with swamper. Follow directions of swamper
Ensure winch lines are not frayed	Winch could break causing death or equipment damage	3	2	6	Check winch line for frays, kinks or breakage

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Hook to unit	If truck is not square to unit load could winch on incorrect angle causing damage. Load could fall off truck	3	2	6	Make sure truck is square to Unit you are winching Hook up properly
Swamper will do walk around	If not hooked properly unit could fall and cause fatal damage	3	2	6	Swamper does walk around to ensure all is hooked properly
Make sure dogs are out and set brakes for the winch	Could cause injury or equipment damage. Load could fall off truck	3	2	6	Make sure dog clutch are fully engaged
Unspool line properly and winch the dogs in gear	Winch line could unspool uncontrollably	3	2	6	Unspool winch line in gear with a load on
Depress clutch and engage the PTO to kick in winch. Leave brake on	May cause winch breakage or load release. Load could fall off truck	3	2	6	Make sure you feel the detent and ball make connection
Follow direction of the swamper or swampers	Cannot see past the unit and could cause equipment damage	3	2	6	Swamper or Swampers have a view of the load, and will direct you when safe to winch
Winch in or up to make sure dogs are in	Winch line could break or may cause load release	3	2	6	Never winch less than five (5) wraps of wire rope around the drum
Take off the brake. Use the foot brake on truck to keep tension line	Rope bird-nests on the drum when rope becomes slack, which could damage winch	3	2	6	Use of the foot brake will keep the tension line
Let unit pull the truck back so you can steer truck if need to.	Unit could slip off causing damage to equipment	3	2	6	Watch in your mirror so you know when the unit is lifted on the truck
Winch the unit until there is 1 – 1.5 feet overhang off the rear of the truck	Serious injury or death could occur if standing under suspended loads or if load is not flat on the deck	3	2	6	Ensure load is flat on the deck so will not tilt
Follow direction of swamper or swampers	Cannot see past the unit, so could cause property damage or worker injury	3	2	6	Swamper has a view of the load and will direct you when safe to load or unload.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, and Steel Toed Safety Boot

4.26 – Hydraulic Press

Approved by: Mike Scott

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Gloves		

Ensure orientation is documented and instruction is given before operating this equipment, as only **competent workers are to operate**.

A worker should:

- Be familiar with the power cable
- Know how to turn unit on and off
- Know where the ESD is located
- Know what pins and rails to check before using the press
- Understand the amount of force (50 ton, 100,000 lbs.) you are using

1. Check the main bed pins for bends or cracks and make sure they are in place.
2. Plug the power cord in, and turn the main switch on.
3. With the pump running function the ESD to ensure that it works.
4. Using the foot pedal
   - Function the unit in both directions
   - Then raise the cylinder to the desired height.
5. Get assistance in putting item to be pressed in place.
6. Proceed to press it

Job Safety Analysis - Task: 4.26 – Operating Hydraulic Press

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Buck Scarf Date: January 03, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Check main bed pins for bends or cracks and make sure they are in place	Could hurt back bending to check pins	2	2	4	Do not operate this machine unless you have been trained in its safe use and operation. Be careful when bending as not to hurt back. Wear proper PPE, coveralls, safety glasses, safety footwear
Plug the power cord in and turn the main switch on	Could get electrical shock when plugging cord in	2	2	4	Check the cord for damage or breaks. Ensure you grasp plug properly
With the pump running function the ESD to ensure that it works	Could get hydraulic oil spray if a hose blew	2	2	4	Ensure press is in good working order without visible damage to structure or hydraulic leaks
Using the foot pedal function the unit in both directions. Raise the cylinder to the desired height	Could get hydraulic oil if hose blew.	2	2	4	Ensure hoses and fittings are in good shape before operating.
Get assistance in putting item to be pressed in place.	Could strain muscles if item was too heavy, or injuries to feet or other body parts if item fell	2	2	4	Use proper lifting technique and know your limit to lift (one person 50 lbs. two-person 100lbs). Use alternative if too heavy (crane).
Proceed to press the item.	Possibility of item being pressed breaking and flying, bed pins fail, hydraulic hose failure	2	2	4	Install the press in an isolated area or shield the press to minimize danger to others. The owner/operator of a press must see that it is installed and operated according to OH&S

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Hard Hats, Coveralls, Safety Glasses, Gloves, Safety Footwear

4.27 – Power Hacksaw

Approved by: Mike Scott January 2017

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Gloves		

DO NOT USE THIS MACHINE UNLESS YOU HAVE BEEN INSTRUCTED IN ITS SAFE USE AND OPERATION AND HAVE BEEN GIVEN PERMISSION

1. Ensure all guards are fitted, secure and functional. DO NOT operate if guards are missing or faulty.
2. Check workspaces and walkways to ensure no slip/trip hazards are present.
3. Ensure the material is tightly clamped in the work vice.
4. Check coolant delivery system to allow for sufficient flow of coolant.
5. Ensure no one stands in front of the saw when it is started.
6. Keep clear of moving machine parts.
7. Direct coolant onto blade before starting to cut.
8. Switch off machine when work completed.
9. Before making adjustment or before cleaning accumulations, switch off and bring machine to a complete standstill.
10. Leave the machine and work area in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INURIES

- Reciprocating saw arm
- Metal splinters
- Sharp edges and burrs
- Eye injuries.
- Hair/clothing getting caught in moving machine parts

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.27 – Power Hacksaw

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Kevin Carter Date: February 7, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Ensure operator is trained in using the Hack Saw	Injury to self and others	2	2	4	Be trained and instructed in the safe use and operation of the Power Hack Saw.
Ensure all guards are fitted, secure and functional	Reciprocating saw arm.	2	2	4	Do not operate if guards are missing
Clamp material tightly in the saw vice	Material could come loose causing injury.	2	2	4	Ensure the material is tightly clamped in the saw vice
Direct coolant onto blade before starting to cut	Blade could overheat and break, injuring operator or others	2	2	4	Check coolant delivery system to allow for sufficient flow of coolant so the cut is enhanced and keeps blade cool.
Proceed to cut material	Metal splinter Sharp edges and burrs Eye injuries.	2	2	4	Do not cut very small items. Do not cut material other than metal Do not leave machine running unattended. Wear Safety Glasses
When work is done turn machine off	Unaware workers could get hurt.	2	2	4	Switch off machine when work completed and leave machine in a safe, clean tidy state
Clean off accumulations	Could get fingers cut or clothing caught in moving machine parts	2	2	4	Before cleaning accumulation, switch off and bring machine to a complete standstill

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Hearing Protection, Coveralls, Safety Glasses, Gloves, Safety Footwear

4.28 – Drill Press

Approved by: Mike Scott February 2017

PPE Required		
Safety Glasses	**Coveralls**	**Steel Toed Safety Boots**
Hearing Protection		

DO NOT USE THIS DRILL PRESS UNLESS YOU RECEIVED TRAINING IN ITS SAFE USE AND OPERATION AND HAVE BEEN GIVEN PERMISSION TO USE THIS EQUIPMENT.

1. Check workspace and walkways to ensure no slip-hazards are present.
2. Check the drill chuck guard is in position.
3. Ensure the chuck key (if used) has been removed from the drill chuck.
4. Locate and ensure you are familiar with the operation of the Forward/Off Reverse switch and E-stop.
5. Follow correct clamping procedure to ensure work is secure.
6. Adjust spindle speed to suit drill or cutter diameter.
7. Feed downwards at a sufficient rate to keep the drill cutting.
8. Feed with care as the drill breaks through the underside of work.
9. When operator has finished working on the drill press, and before leaving the drill press for any reason, the power must be shut off and the machine must come to a complete stop.

DO NOT

*Leave Drill Press while it is running.

*Before making adjustments or before cleaning accumulations switch off and bring the machine to a complete standstill

Job Safety Analysis - Task: 4.28 – Drill Press

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Kevin Carter Date: February 7, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Ensure operator is trained in using the Drill Press.	Injury to self and others if not trained how to use				Be trained and instructed in the safe use and operation of the Drill Press
Place the drill chuck guard in position and ensure the chuck key (if used) has been removed from the drill chuck.	Clothing entanglement- rotating spindle/drill				Ensure the guard is in position and chuck key has been removed
Locate the Forward –Off Reverse Switch	Machine will not operate or rotate wrong way.				Ensure you are familiar with the operation of the switches
Clamp work securely and adjust spindle speed to suit drill or cutter diameter.	Could fly off press causing injury.				Follow correct clamping procedures to ensure work is secure
Feed downwards at a sufficient rate to keep drill cutting.	Break drill bit if not fed proper				Feed with care as drill breaks through the underside of work. Your hand should never l eave the chuck key during chucking
Shut off machine when work is complete.	Injury to self when cleaning accumulations				Clean off accumulations and leave machine in a safe, clean and tidy state

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Hearing Protection, Coveralls, Safety Glasses, Safety Footwear

4.29 – Starting Bed Truck

Approved by: Mike Scott

PPE Required		
Coveralls	Gloves	**Steel Toed Safety Boots**

1. Check the oil
2. Check the coolant level
3. Circle Check the Unit as per Drivers Handbook.
4. Start Truck to warm up. (Use Pro Heat if cold out)
5. Proceed to do task at hand.
6. When done with the unit park and drain air brakes of fluid buildup in the air lines and air tanks.
7. Park Unit inside when cold outside

4.30 – Loading and Unloading with Electric Forklift

Approved by: Mike Scott

PPE Required		
Coveralls	Gloves	**Steel Toed Safety Boots**

1. Fill out JSA
2. Use daily check list to inspect forklift.
3. Read operating instructions, or be trained and signed off on by supervisor.
4. Make sure area around electric forklift is clear of equipment, people and tight spots.
5. Stand on deadman pedal and operate

UNLOADING AND LOADING OFF SHELF

1. When forklifting off the shelves, move forks to proper width.
2. Put forks to the proper depth.
3. Make sure area is clear around load and around the forklift base.
4. Maneuver with skill into position.

UNLOADING AND LOADING OFF A VEHICLE

1. Have vehicle back into a cleared bay.
2. Adjust forks to proper width for load.
3. With a spotter put forks under the load.
4. Check to make sure lift is clear, tilt load back and lift.
5. Check behind Forklift and proceed to back up

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Job Safety Analysis - Task: 4.30 Loading and Unloading Equipment with Electric Forklift

Job safety analysis (JSA) prepared by (initial) Kevin Carter, Ron Salicon — Date: February 8, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Complete daily check list to inspect Forklift	Tripping or falling when walking around the forklift	2	2	4	Be trained in operation of the forklift. Be careful when walking around the forklift. Be aware of what you are looking for
Move forks to proper width to pick up the load. Move forks to proper depth to pick off load on shelf	You could drop equipment or it could slip off causing damage or injury	2	2	4	Make sure the forks are in the right position and tilted back when moving equipment
Check that area is clear no obstructions in the way	Could run into other equipment or injury to other workers	2	2	4	Make sure area is clear around load and forklift base. Make others aware by beeping forklift horn
Use a spotter and put forks under the load. Check with spotter to make sure lift is clear	Forks may not properly fit under the load and cause damage or injury to others	2	2	4	Hard to see around the grid on the forklift so use a spotter to let you know if load is secure on forks
Pick up load with forks tilted and load onto truck that is in the Bay; or onto the shelf	Load could fall off the forks if not tilted causing damage or injury	2	2	4	Make sure forks are tilted when picking up the load Be aware of your surroundings
Once equipment is loaded back away. The same with unloading the load	Load could fall or the forklift could run into the truck, causing damage or injury	2	2	4	Be aware of your surroundings. Be aware of the workers on the truck. Work safe

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Safety Glasses, Coveralls, Gloves, Hard Hat and Steel Toed Boots

4.31 – Filling Accumulator Bottles with Nitrogen

Approved by: Mike Scott

PPE Required			
Coveralls	**Safety Glasses**	**Gloves**	**Steel Toed Safety Boots**

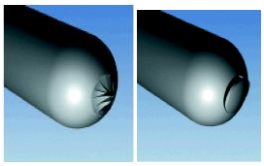
Dry nitrogen is used to precharge accumulators for several reasons:
It is an inert gas. This means it will not react to external conditions such as heat and compression or pressurization. It does not react with other chemicals.

Pre-Charge Procedure:

1. Install the hose end of the gauging/charging assembly onto the nitrogen gas bottle.
2. Verify the gas chuck is backed all the way out on the gauging assembly.
3. Make sure the bleed valve is closed.
4. Once steps #2 and #3 are verified, begin installing the gas chuck onto the gas valve.
5. Turn the gas chuck in until pressure is indicated on the gauge. Do not turn the gas chuck all the way in, as this will damage the gas valve.
6. Slowly crack open the nitrogen bottle valve; let the accumulator slowly fill until the gauge displays the desired precharge pressure.
7. Shut off the valve on the nitrogen bottle.
8. Let the precharge set for 10 to 15 minutes. If after this time, the precharge is too high, slowly open the bleed valve until desired pressure is reached. Then close the bleed valve.
9. Do NOT reduce precharge pressure by depressing the gas valve core with a foreign object (such as a screwdriver) as this may damage the valve seat. Once the desired pressure is reached, screw the gas chuck out all the way.
10. Open the bleed valve to relieve any pressure trapped in the assembly.

Accumulators should be precharged slowly, as indicated in step #6. This is especially important when filling a bladder style accumulator. If filled too quickly the results are:

- The nitrogen will travel quickly and hit the furthest end of the bladder, extending the bladder longitudinally to the full length of the shell
- Meanwhile, the rest of the bladder expands diametrically and fills out the rest of the shell
- As the bottom of the bladder reaches the poppet valve, it goes around the poppet valve trying to extrude from the port intact and whole
- By now, the rest of the bladder is also pushing down on the poppet valve which causes the portion of the bladder that is trying to extrude to get pinched
- Once pinched, the nitrogen in the bladder escapes rapidly causing either a star burst or 3/4” circle “C” cut on the bottom of the bladder

If filled too fast this will be the result 

Job Safety Analysis - Task: 4.31 Filling Accumulator Bottles with Nitrogen

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Kevin Carter, Ron Salicon Date: February 8, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Install hose end of the gauging/charging assembly onto the nitrogen bottle, ensuring the gas chuck is backed all the way out on the gauging assembly.	Leakage from connection. Damage to valve on the bottle	II	C	C	Follow the Procedures and Read the Instructions.
Make sure bleed valve is closed.	Leakage from the valve.	II	C	B	Close the Bleed Valve
Begin installing the gas chuck onto the gas valve.	If not installed properly damage to the fittings.	II	*C*	C	Make sure fittings match and thread easily. Do not over tighten.
Turn gas chuck in until pressure is indicated on the gauge.	Damage to valve if screwed in too far.	II	*C*	C	DO NOT turn the gas chuck all the way in as could damage the gas valve if gas chuck is all the way in.
SLOWLY crack open the nitrogen bottle valve. Slowly fill the accumulator bottle until gauge displays the desired precharge pressure.	Make sure regulator is adjusted properly. Do not overfill.	II	*C*	B	Open cylinder slowly with valve pointing away from you.
Shut off valve on the nitrogen bottle	May leak product if not closed.	II	*C*	C	Make sure valve is closed.

(L)Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses and Steel Toed Boots

4.32 – Equipment Refueling

Approved by: Mike Scott February 2017

PPE Required			
Coveralls	**Safety Glasses**	**Gloves**	**Steel Toed Safety Boots**

1. Wear proper PPE.
2. Shut off ignition on unit to be fueled.
3. Reset the Meter to Zero.
4. Attach ground cable to unit to be fueled.
5. Turn pump on and fill to 80 % capacity.
6. When fueled return nozzle to supply tank, shut pump off.
7. Detach and recoil grounding cable.

DO NOT

*Smoke while fueling is in progress.
*Fuel equipment before it is shut off.
*Leave fuel pumping unattended

Job Safety Analysis - Task: 4.32 Equipment Refueling

Job safety analysis (JSA) prepared by (initial) Wilf Hannam Kevin Carter, Ron Salicon Date: February 8, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Shut off ignition on unit to be refueled	Fumes could ignite.	2	2	4	Make sure unit is shut off.
Reset the Meter to Zero	Unit could overfill causing Environmental concerns. Could get fuel on oneself.	2	*2*	4	Make sure the meter is set to zero to eliminate overfilling the unit.
Attach ground cable to Unit	Static electricity could cause static electrical sparks.	2	*2*	4	Make sure unit is grounded to eliminate conducting static electricity.
Fill up to 80 % capacity	Fuel spills could occur causing damage to the environment. Getting fuel spillage on oneself.	2	*2*	4	Read the meter to ensure the unit is only filled to 80%, so as to not overfill.
Return nozzle to supply tank	Leaks could occur getting fuel on oneself.	2	*2*	4	Make sure nozzle is disengaged and put back on supply line.
Detach and recoil grounding cable	Leaving cable on the ground could cause slips, trips or falls.	2	*2*	4	Detach and recoil the ground cable.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Safety Glasses, Gloves and Steel Toed Boots

4.33 – Recharging Back Up Bottles

Approved by: Mike Scott February 2017

PPE Required			
Coveralls	**Safety Glasses**	**Gloves**	**Steel Toed Safety Boots**

***Make sure you are trained and orientated by a knowledgeable qualified person. ***

- Knowledge and understanding the gasses and associated equipment using.
- Refer to MSDS and Proper PPE and other special requirements for gas being used.
- Secure cylinders when in storage, transit or Refilling.
- Use a pressure-reducing regulator or separate control valve to safely discharge gas from a cylinder or to recharge cylinder.
- Use regulators and associated equipment approved for the specific gas and pressures you are dealing with.
- The cylinder label or decal is the only positive way to identify the contents of a cylinder. Know how to identify the cylinder
- Open cylinder valves slowly and carefully after the cylinder has been connected to the process.
- Stand clear of the regulator and valve outlet while opening the valve.
- Discontinue use and notify your supervisor if a cylinder valve is difficult to operate. Wrenches should not be used on valves equipped with hand wheels.
- If the valve or gauge is faulty, tag the cylinder, identifying the problem, and notify your supervisor.
- Inspect the bottle for damage

Pre-Charge Procedure

1. Install the regulator onto the manifold of the skid, Install the Valve and gauge end of the charging assembly onto the nitrogen regulator.
2. Check the identification, certification date and the maximum psi allowed, on the bottle being filled. Inspect the bottle for damage. **Secure bottle to be filled.**
3. Hook the other end of the fill assembly to the bottle to be filled

4. Once steps #2 and #3 are verified, begin opening the gas valve on the bottle to be refilled.
   Open the first cylinder valve on the skid slowly and carefully stand clear of the regulator and valve outlet while opening the valve.
5. When the first bottle on the skid is empty close the valve on it and proceed to the next full bottle. Repeat step 4 as needed.
6. When the bottle being filled reaches its max pressure close all of the valves in the system, bleed the pressure from the fill hose assembly. Disconnect the hose from the bottle. Disconnect the assembly from the regulator. Make sure all of the bottles on the skid are shut off.
7. (a) Let the recharged bottle set for 10 to 15 minutes. If after this time, the precharge is too high. Reconnect the assembly and use the bleed valve to reduce the pressure. *DO NOT* reduce precharge pressure by opening the gas valve. **MAKE SURE THE BOTTLE IS SECURED.**
   (b) Verify the gas valves are all closed.
   (c) Replace the protective cap on the bottle before unsecuring it.

DO NOT

- Attempt to mix gases in a cylinder.
- Insert an object (e.g., wrench, screw driver, etc.) into valve openings
- Allow any part of a cylinder to be exposed to temperatures exceeding 125°F (52°C).
- Permit cylinders to become part of an electrical circuit.
- Use oxygen as a substitute for compressed gas.
- Introduce another product into a cylinder.
- Strike an arc on a cylinder.

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Job Safety Analysis - Task: 4.33 Recharging Back Up Bottles *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Kevin Carter, Ron Salicon — Revision Date: March 13, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
– Check that regulator, valves, fittings and hose have proper working pressure rating. – Install the regulator onto the manifold of the skid. – Install the valve and gauge end of the assembly onto the nitrogen regulator.	If not done properly leaks and could damage equipment or cause injury to self and others.	3	2	6	Backup Bottle Recharging to be done by trained and orientated by qualified person. Follow the Procedures and Read the Instructions. Read the MSDS Sheets.
– Check the cylinder label and max. psi allowed – Inspect bottle for damage. – Secure bottle to be filled.	– Wrong product in bottle, overfill the bottle. – Fill an uncertified bottle. If damaged could explode causing bodily harm. – If not secure could cause injury to self or others.	3	2	6	– Cylinder label or stamping is only positive way to identify contents of the cylinder. – Do not fill damaged bottle or bottles with damaged valves or fittings. – Make sure bottle is Secure.
Hook the other end of the fill assembly to bottle to be filled.	Damage to valves and fittings. Could blow off causing injury to self or others.	3	*2*	6	Install and hook up fittings of valves properly.
Open the first cylinder valve on the skid slowly and stand clear of the regulator and valve outlet while opening the valve.	Damage to regulator if opened too fast. Regulator could fail if shocked.	2	*2*	4	Follow procedures and open valves slowly.
When first bottle on the skid is empty close the valve on it and proceed to the next full bottle.	Opening next bottle too fast.	2	*2*	4	Open and close slowly and check for leaks.

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
– When reaches its max pressure close all of the valves in the system. – Bleed the pressure from the fill hose assembly. Disconnect the hose from the bottle. – Disconnect the assembly from the regulator. – Make sure all the bottles on skid are shut off.	– Pressure blasts, causing personal injuries. – Break fittings, damage equipment or personal injury. – Check hose connections. – Loss of product.	3	*2*	6	– Double check valves. – Make sure they are bled off. – Use backup wrenches on fittings. – Use plugs or caps on open fittings. – Make sure valves are shut off.
– Let the recharge bottle set for 10-15 min. – If after this time precharge is too high. Reconnect the assembly and use the bleed valve to reduce pressure**.**	– If bottle not secure it could blast the operator. – Pressure in the hose could blast the operator.	3	*2*	6	– Reconnect the assembly and use the bleed valve to reduce pressure, if the precharge is too high after 10 – 15 minutes. – DO NOT reduce precharge pressure by opening the gas valve. – MAKE SURE BOTTLE IS SECURE:
Close the gas valves.	May leak gas if not closed and loss of product.	3	*2*	6	Ensure the gas valves are closed.
Replace the protective cap on the bottle before unsecuring it.	Bottle could fall and break valve off.	3	*2*	6	Ensure protective cap properly installed.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Safety Glasses and Steel Toed Boots. Device to secure bottles

4.34 - Accumulator Test Stand

Approved by: Mike Scott February 2017

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

*** Make sure you are trained and orientated by a knowledgeable qualified person. ***

- Check the oil level in the Hydraulic tank to make sure it is in operating range.
- Familiarize yourself with all the shutdown switches and where they are located.

The main breaker in the utility room is #32, #34, and 36. A 40 Amp breaker and lockout in the starter box on the NORTH wall behind the Accumulator/test stand unit. There are four on/off switches that must all be on for the unit to operate the pump.

  - The tank low level switch, operated by the hydraulic oil in the tank.
  - The pressure control switch, controlled by the pressure in the accumulator storage bottles.
  - The on/off switch, controlled by the operator, used to turn the pump on for both accumulator and test stand functions.
  - A main on/off switch inside of the starter box on the NORTH wall.

- Ensure that you have been ORIENTATED on the operation, and that you understand how it works before you operate this unit.
- Check that all valves are in the proper position **GREEN**= OPEN **RED** = CLOSED
- Check that the main function selector valve is in the proper position for the job you are doing.
- VALVE HANDLE TO THE **BACK** OF THE VALVE for **ACCUMULATOR**
- TO THE **FRONT** for **TEST UNIT**
- If the valve is centered it is in NEUTRAL.
- Hook up hoses to the unit to be tested, **MAKE SURE THE PRESSURE SIDE AND THE RETURN SIDE ARE CORRECT.** If in doubt ask someone that knows.
- Select the test function on the main function selector valve **TO THE FRONT for THE TEST UNIT.**
- Turn the pump on and operate as per the procedure for the job you are doing.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.34 Operation for Accumulator Test Stand *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Wilf H., Kevin C. Ansley M., Braydon T., Buck S. Revision Date: March 13, 2017

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Ensure that you have been ORIENTATED on the operation of the unit.	– Damage to equipment being tested – Personal Injury – Structural damage	3	2	6	Make sure you are trained on the operation of the unit by a knowledgeable qualified person.
Check the oil level in the Hydraulic tank to make sure it is in operating range.	Pump failure could occur	2	2	4	Make sure the oil level is checked before operating the unit
Familiarize yourself with the location of the shutdown switches. These are fully described in the procedures.	Will not be able to shut down if a failure should occur when testing equipment.	2	*2*	4	Make sure you know where all the shutdown switches are.
Check that all valves are in the proper position Green=Open and Red = Closed	– Could blow a hose. – Would not get a proper test of equipment, if valve not in the proper position.	3	*2*	6	Ensure valves are in proper position and follow proper procedures.
Check the main function valve selector valve is in the proper position for job you are doing. – Valve handle to back of the valve for Accumulator. – To the front for Test Unit. – If the valve is centered it is in Neutral.	The Unit will not function if valve not in proper position.	2	*2*	4	Follow the procedures.

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Hook up the hoses to the unit to be tested. Make sure the pressure side and the return side are correct.	– Damage equipment that is being tested. – Blow the valves – Personal injury	3	2	6	Follow the procedures as to equipment being tested.
Select the test function on the main function selector valve to the front for the test unit.	The unit will not operate.	2	2	4	Follow the procedures for unit testing.
Turn the pump on and operate as per the procedure for the job you are doing.	Unit will not operate if not in the correct operating position.	2	*2*	4	Follow the procedures for unit testing.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses, Hearing Protection and Steel Toed Boots.

4.35 - Testing Rod Tongs

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

*** Make sure you are trained and orientated by a knowledgeable qualified person***

- Hook up the hoses properly.
- Make sure the proper makeup and backup dies match.
- Turn on the test unit and function the tongs, to make sure they operate.
- Using the matching rod (Pin and Box) makeup the assembly and take a torque reading.
- Using the same Pin and Box, switch to breakout mode and break the assembly.

Job Safety Analysis - Task: 4.35 Testing Rod Tongs

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Ansley McMahon — Revision Date: June 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Hook up hoses properly	If not hooked up properly could damage valve body	1	2	2	Make sure hoses are hooked up properly
Match the dies , Makeup and Backup	Injury to self Damage to equipment	2	2	4	Makeup and Backup dies match Wear proper PPE
Turn on test unit to function the tongs	Incorrect torque reading and unit will not work	1	1	1	Make sure Unit is set to function tongs and the tongs function.
Use matching rod (Pin and Box) makeup the assembly and take a torque reading.	Incorrect torque reading Damage to equipment	1	1	1	Take torque reading with matching rod (pin and box). Make sure torque reading is correct
Use same (Pin and Box) switch to breakout mode and break the assembly	Personal injury Damage to equipment	2	2	4	Wear proper PPE Break the assembly using the same pin and box switch to breakout mode. Make sure it breaks

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses, Hearing Protection and Steel Toed Boots

4.36 - Testing Universe Tongs 5 ½" & 7 5/8"

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

Make sure you are trained and orientated by a knowledgeable qualified person

- After servicing tong, check the size of makeup dies and backup dies that are in the tongs.
- Identify the pressure and return the hookups on the tong and hook up the test hoses.
- Function the tongs to make sure of the mode they are in (Makeup or breakout).
- Select the mode you want to test, by moving the pin on the rotary table of the tongs.
- Test the safety door to insure it works proper.
- Insert the test joint into the tongs.
- Close the door.
- Close the backup jaws on test joint and check what the max psi reads **(should not exceed 2200 psi).**
- Function the tongs in makeup and breakout and observe the torque reading on the torque gauge.
- If test is all good remove the test joint and shut down the Test unit and function all tong controls to bleed off then remove the hoses.
- Re-inspect the dies and jaws for damage.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.36 Testing Universe Tongs 5 ½" & 7 5/8"

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Ansley McMahon — Revision Date: June 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
After servicing tong, check the size of makeup dies in the tongs.	Personal Injury or Equipment damage	2	2	4	Make sure test joint match the makeup and breakout dies that are in the tongs. Wear proper PPE
Identify pressure and return hookups on the tong and hook up the test hoses.	Personal injury or Equipment damage	2	2	4	Check the pressure and return hookups on the tong and hook up the test hoses.
Function the tongs and check the mode they are in (Makeup or breakout)	Will not function properly	1	2	2	Make sure tongs are in proper mode before functioning.
Move the pin on rotary table of tongs and select the mode you want to test.	Personal injury or Equipment damage	2	2	4	Make sure pin is in proper.
Test the safety door to insure it works.	Personal injury or Equipment damage	2	2	4	Make sure tongs do not function with door open
Insert test joint into the tongs, make sure of proper size	Equipment damage	1	2	2	Make sure you are using proper size test joint
Close the door	Personal injury or Equipment damage	2	2	4	Make sure the door is closed.
Close the backup jaws on test joint and check pressure max psi (2200)	Equipment damage	1	2	2	Make sure pressure does not exceed 2200 psi
Function tongs in makeup and breakout, observe torque reading on torque gauge.	Over torquing could damage equipment	1	2	2	Adjust to desired psi do not exceed 2200 psi
Remove test joint and shutdown test unit and function all tong controls then remove hoses.	Personal Injury	2	2	4	Back off dies before removing test joint Wear proper PPE
Re-inspect dies and jaws for damage	Personal Injury from flying debris or cuts	2	2	4	Use caution when cleaning, checking or replacing.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses, Hearing Protection and Steel Toed Boots

4.37 - Testing Farr Tongs

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

Make sure you trained and orientated by a knowledgeable qualified person

- After servicing tong, check the size of makeup dies and backup dies in the tongs.
- Identify the pressure and return hookups on the tong and hook up the test hoses.
- Function the tongs to make sure of the mode they are in (Makeup or breakout)
- Select the mode you want to test, by moving the pin on the rotary table of the tongs.
- Test the safety door to insure it works proper.
- Insert the test joint into the tongs.
- Close the door.
- Close the backup jaws on test joint and check what the max psi reads, **do not exceed (2200 psi).**
- Function the tongs in makeup and breakout and observe the torque reading on the torque gauge.
- If test is all good remove the test joint and shut down the Test unit and function all tong controls to bleed off, then remove the hoses.
- Re-inspect the dies and jaws for damage.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.37 Testing Farr Tongs

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Ansley McMahon — Revision Date: June 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
After servicing tong, check the size of makeup dies in the tongs.	Personal Injury or Equipment damage	2	2	4	Make sure test joint match the makeup and breakout dies that are in the tongs. Wear proper PPE
Identify pressure and return hookups on the tong and hook up the test hoses.	Personal injury or Equipment damage	2	2	4	Check the pressure and return hookups on the tong and hook up the test hoses.
Function the tongs and check the mode they are in (Makeup or breakout)	Will not function properly	1	2	2	Make sure tongs are in proper mode before functioning.
Move the pin on rotary table of tongs and select mode you want to test.	Personal injury or Equipment damage	2	2	4	Make sure pin is in proper.
Test safety door to insure it works properly.	Personal injury or Equipment damage	2	2	4	Make sure tongs do not function with door open
Insert the test joint into the tongs. Make sure of proper size.	Equipment damage	1	2	2	Make sure you are using proper size test joint
Close the door.	Personal injury or Equipment damage	2	2	4	Make sure the door has been closed.
Close the backup jaws on test joint and check pressure max psi (2200)	Equipment damage	1	2	2	Make sure pressure does not exceed 2200 psi
Function tongs in makeup and breakout, observe torque reading on torque gauge.	Over torquing could damage equipment	1	2	2	Adjust to desired psi do not exceed 2200 psi
Remove test joint and shutdown test unit and function all tong controls then remove hoses.	Personal Injury	2	2	4	Back off dies before removing test joint Wear proper PPE
Re-inspect dies and jaws for damage.	Personal Injury from flying debris or cuts	2	2	4	Use caution when cleaning, checking or replacing

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses, Hearing Protection and Steel Toed Boots

4.38 – Testing Slant Tongs

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

Make sure you are trained and orientated by a knowledgeable qualified Person

- Connect the auxiliary bank used for testing.
- After servicing tong check the size of the makeup dies and backup dies that are in the tongs.
- Identify the pressure and return hookups on the tong and hook up the test hoses.
- Function the tongs to make sure of the mode they are in (Makeup or breakout).
- Select the mode you want to test, by moving the pin on the rotary table of the tongs.
- Test the safety door to insure it works proper.
- Insert the test joint into the tongs.
- Close the door.
- Close the backup jaws and check what the max psi reads (should be 2200 psi).
- Function the tongs in makeup and breakout and observe the torque reading on the torque gauge.
- If test is all good, remove the test joint and shut down the Test unit and function all tong controls to bleed off then remove the hoses.
- Re-inspect the dies and jaws for damage.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.38 Testing Slant Tongs

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ron Salicon, Ansley McMahon — Revision Date: June 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Connect the Auxiliary valve bank used for testing.	Equipment damage	1	2	2	Make sure Auxiliary valve is properly connected
After servicing tong check size of makeup and backup dies in the tongs.	Personal Injury or Equipment damage	1	2	2	Make sure that you check the tong size of makeup and backup dies in the tongs. Wear proper PPE
Identify the pressure and return hookups on the tong and hook up the test hoses.	Personal Injury or Equipment damage	2	2	4	Check the pressure and return hookups on tong and test hoses. Wear proper PPE
Function the tongs and check the mode they are in (Makeup or breakout)	Will not function properly	1	2	2	Make sure tongs are in proper mode before functioning.
Move the pin on rotary table of tongs and select mode you want to test.	Personal Injury or Equipment damage	1	2	2	Make sure pin is in proper
Test safety door to insure it works properly.	Personal Injury or Equipment damage	1	2	2	Make sure tongs do not function with door open
Insert the test joint into the tongs, make sure of proper size	Equipment damage	1	2	2	Make sure you are using proper size test joint
Close the door	Personal Injury or Equipment damage	1	2	2	Make sure door is closed
Close the backup jaws on test joint and check pressure max psi (2200)	Equipment damage	1	2	2	Make sure pressure does not exceed 2200 psi
Function tongs in makeup and breakout, observe torque reading on torque gauge.	Over torquing could damage equipment	1	2	2	Adjust to desired psi Do not exceed 2200 psi
Remove test joint and shutdown test unit and function all tong controls then remove hoses.	Personal Injury	2	2	4	Back off dies before removing test joint Wear proper PPE

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Re-inspect dies and jaws for damage.	Personal Injury from flying debris or cuts	2	2	4	Use caution when cleaning, checking or replacing

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses, Hearing Protection and Steel Toed Boots

4.39 - Cleaning BOP's in Wash Bay (Unload Outside)

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

- Separate BOP from stump outside with help of picker truck.
- Bring BOP and then the stump into wash bay with forklift. Hook the crane to the BOP ASAP (so you have control of it.
- Pre-wash outside of BOP and clean the stump before setting onto it.
- With a helper set BOP on stump add hot water and chemical inside, let sit one hour and drain.
- Open doors of BOP take rams out wash the inside and close doors.
- Remove BOP off the stump with the crane.
- Clean inside of BOP and clean the stump.
- Do a visual inspection of ring groves and flange and bolts.
- Place BOP back onto stump with new bolts and ring gasket, tighten and move into the BOP room with crane to pressure test.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis - Task: 4.39 Cleaning BOP's in Wash Bay (Unload outside) *CRITICAL TASK*

Job safety analysis (JSA) prepared by (initial) Ron Salicon, Kevin Carter, Ansley McMahon, Wilf Hannam Revision Date: June 13, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Separate BOP from stump outside with help of picker truck	Bop could fall Sling could break	3	2	6	Wear proper PPE Check slings.
Bring BOP and then stump into wash bay with forklift Hook the crane onto the BOP ASAP (so you have control of it)	Forklift rear wheels could lift with heavy load and loss of steering	2	2	4	Review the Forklift procedures Stop and reassess the job.
Prewash outside of BOP and clean the stump before setting the BOP onto it.	Chemical splash	2	*2*	4	Wear proper PPE
Bolt the BOP on stump, and add hot water and chemical inside, and let stand for 1 hour and then drain. Use a helper to set BOP on stump and bolt down.	Sling could break BOP could fall	3	*2*	6	Check slings Wear PPE
Open doors of BOP and take rams out wash the inside then close doors when done.	Personal Injury Equipment damage	3	*2*	6	Ensure sling and eyebolts are properly screwed in when lifting rams out.
Remove BOP off the stump with crane.	Personal Injury BOP falling	3	*2*	6	Check slings and make sure rated for the load
Clean inside of BOP and clean the stump.	Chemical splash	2	*2*	4	Wear proper PPE
Do a visual inspection of ring groves and flanges, bolts.	Personal Injury	2	*2*	4	Check slings and make sure rated for load and in good shape.
Place BOP back onto stump with new bolts, ring gasket tighten and move into the BOP room with crane to pressure test.	Sling could break and BOP could fall, causing personal injury, strains from over exerting.	3	*2*	6	Check sling and make sure rated for load and is in good shape before you do the lift. Use the proper tools to tighten bolts.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses and Steel Toed Boots

4.40 – Handling and Straightening Drill Collars

Approved by: Mike Scott June 2018

PPE REQUIRED				
Coveralls	**Safety Glasses**	**Gloves**	**Hearing Protection**	**Steel Toed Safety Boots**

**** This Procedure is a two Man Job ****

1. Pick up collar from rack and bring into the shop. Use a 2" sling in the center of the collar and bring into shop with forklift. Second person have a tag line to guide the collar.
2. Set the collar on the floor and determine where the bend is and mark the bend on the high side.
3. Using the crane, set the collar on a set of roller stands and feed it into the press.
4. Follow the Hydraulic Press Procedures 4.28 and straighten the bent collar.
5. Set the collar back on the floor and check for bends.
6. Pick up collar off the floor with the forklift and return it to the rack.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.40 Handling and Straightening Drill Collars

Job safety analysis (JSA) prepared by (initial) Wilf Hannam, Ansley McMahon — Revision Date: July 19, 2018

Critical Questions: Is everyone ready and capable to work? Has the worst case been discussed?
Has the potential for a spill or exposure been addressed? Have the potential questions been checked?

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Pick up collar from rack and bring into the shop. Use a 2" sling in the center of the collar and bring into shop with forklift. Second person to have a tag line to guide the collar	Collar could fall from forks, and roll on your foot. Collar could swing and injure other workers or equipment	2	2	4	Keep clear of forklift. Use caution while hooking up sling use the tag line to control the collar. Use proper blocking when setting the collar down.
Set the collar on the floor and determine where the bend is and mark the bend on the high side.	Collar swings and hits worker. Collar rolls and pinches worker.	2	2	4	Warn others of your intentions Use proper blocking.
Using the crane, set the collar on a set of roller stands and feed it into the press.	Collar could fall off stands. Collar could swing and hit worker or equipment. Stand could collapse.	2	*2*	4	Use caution when setting collar on stand Use a tag line when moving collar Make sure stands will support the collar. Secure collar in the press before unhooking.
Use the press to straighten the bent collar and follow the Hydraulic Press Procedure 4.28	Collar could kick out from press ram.	2	*2*	4	Keep hands clear of shaft when pressing. Secure the collar with a strap.
Set the collar back on the floor and check for bends.	Collar swings, pinches Sling could break.	2	*2*	4	Use proper blocking and keep hands and feet clear when rolling the collar.
Pick up collar off the floor with the forklift and return it to the rack.	Collar could fall from forks, and roll on your foot. Collar could swing and injure other workers or equipment	2	*2*	4	Keep clear of forklift. Use caution while hooking up sling use the tag line to control the collar. Use proper blocking when setting the collar down.

(L) Likelihood X (S) Severity = Risk Rating

Safety Equipment Required: Coveralls, Gloves, Safety Glasses and Steel Toed Boots

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Safety Analysis – Task: 4.41 Office Administration

Job safety analysis (JSA) prepared by (initial) Dolores Hanson, Cari Hoffman, Geraldine Scott — Revision Date: September 2015

Basic Job Steps	***Potential Incidents or Hazards***	***S***	***L***	***R***	***Ways to Eliminate or Reduce Potential Hazards***
Answering Phone	Neck tension holding phone between neck and shoulder. Cord too long, may tangle cause equipment to fall off desk.	1	2	2	Use speaker phone or headset (engineered) Use shorter cord (engineered)
Typing	Musculoskeletal disorders such as Carpal Tunnel, Tendonitis.	2	2	4	Keyboard in proper position, level with one's elbows and use a wrist support to alleviate strain on the wrist. (engineered)
Computer Monitor	Eye Strain, headaches.	2	2	4	Every few minutes look away from the screen for a few seconds. Focus your vision on distant objects. (administrative)
Chair	Disrupts blood circulation in lower legs and can cause back injury.	2	2	4	Highest point of chair seat should be just below the kneecap. Adjustable backrest should support the lower part of back. (engineered) If feet do not rest flat on the floor a footrest should be used. (engineered)
Printer	Finger injury or paper cut when loading or when clearing a paper jam. Hands and clothes stained from Toner.	1	2	2	Use caution when clearing or loading paper. Follow directions on how to replace toner, and wear rubber gloves. (administrative)
Shredder	Get jewelry or clothing caught when emptying.	1	2	2	Unplug before emptying. (engineered)
Filing	Filing Cabinet could tip when filling. Tripping, caused by drawer left open.	2	2	4	Always fill from the bottom up. (administrative) Always shut drawers when done.
Lighting	Eye strain, irritation and headaches.	2	2	4	Have sufficient light, coming from the right direction and not cause obscuring shadows or glares on monitor. (engineered)

Basic Job Steps	Potential Incidents or Hazards	S	L	R	Ways to Eliminate or Reduce Potential Hazards
Laminator	Burns	2	2	4	Turn off after use. (engineered)
Stapler	Staple injury	2	2	4	When loading staples into stapler be careful as to not injure finger with staple. (engineered)

(L) Likelihood X (S) Severity = Risk Rating

4.42 – Inspecting and Measuring Ram Blocks and Carriers

Approved by: Mike Scott June 2018

PPE REQUIRED			
Coveralls	**Safety Glasses**	**Gloves**	**Steel Toed Safety Boots**

- Remove elastomers from the Ram blocks.
- Remove all the paint and rust from the blocks and carriers, *reference procedure 4.13.*
- Remove burrs from blocks and carriers, *reference procedure 4.13.*
- Identify and record the size, serial number, WO number, PO# and any other identifying marks.
- Measure the thickness in three spots (ramp up areas) on all blocks, width and three spots on 7” and 9”, three spots and width on carriers. Record the measurements.
- Inspect all blocks and carriers for excessive wear or damage. Set units for repair to the side.
- Arrange for NDT, Nace and hardness test.
- Replace the elastomers and pressure test the blocks and carriers, *reference procedure 4.5.*
- Chart and record the pressure tests.

Section 5 – Company Rules

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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Company Rules Policy

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

General Rules

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 you 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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Progressive Disciplinary Policy

Northwell Rentals progressive discipline policy contains three main requirements:

- Employees shall be made aware of Northwell Rentals safety rules and work procedures. Methods used to educate employees may include, but are not limited to safety meetings, safety talks/training sessions, or new employee orientations.
- 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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Progressive Discipline Program - Disciplinary Actions

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 Rental's 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.

Employees must be informed of the company's Progressive Discipline program. Methods used to educate employees may include, but are not limited to, posting of the policy in the Lunchroom or in a conspicuous location at the work site, safety meetings, safety talks/training sessions, new employee orientations, and/or a requirement to read and acknowledge the company's policy.

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Employee Complaint Form

Date: _____ Time: _____ AM ☐ PM ☐

Nature of Incident: _____

Witnesses: _____

Description of Incident: _____

_____

_____

_____

_____

_____

Employee Comments: _____

_____

_____

Manager Comments: _____

_____

_____

_____
Employee Signature

_____
Manager Signature

_____
Date

_____
Date

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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:

March _____

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

March _____

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:

_____

_____

Employee's comments/remarks:

_____

_____

_____ _____
Employee Signature Supervisor Signature

_____ _____
Date 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. **

Manager Initial: _____ Title: _____ Date: _____

[ ] Original to Personnel File [ ] Copy to Employee [ ] Copy to Management

Section 6 – Personal Protective Equipment (PPE)

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Personal Protective Equipment (PPE) Policy

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.

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

Personal Protective Equipment

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 (Painting)
- Face Shields (Washing Equipment, Grinding)
- 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 worker's 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 worker's 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 worker's 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 wear protective footwear that is approved to CSA Standard Z195-02, Protective Footwear.

If there is a foreseeable danger to a worker's 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

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 shields 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.
- Hand and power tool use.

CSA approved safety goggles:

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Head Protection

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".

Hand Protection

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.
- 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

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)

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:

Table 1 – Occupational Exposure Limits for Noise

Exposure Level (dBA)	Maximum Permitted Duration (per day)
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
115 and greater	**No exposure**

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 earplugs + 2, 3, or 4 earmuffs
Greater than 110	An earplug + A or B earmuff and limited exposure time to keep sound reaching the worker' eardrum below 85 dBA Lex	3 or 4 earplugs + 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 2 19-220. 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).
- Is of the appropriate class and grade as described in Schedule 3, Table 2.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

PPE Use, Selection & Care Guidelines

Type of PPE	Related Hazards	Types Available	Care of Equipment	DO	DO NOT
Fire Retardant Coveralls	• Fire • Spark • Flame	Various brands	Care for according to manufacturer specifications.	• Ensure good fit • Care for according to manufacturer instructions • Ensure FRC's are type accepted on each worksite.	• Use when soiled • Use when torn • Wear clothing that is synthetic a will melt when exposed to heat.
Gloves	• Cuts • Scrapes • Chafing • Burns	A wide variety each with different applications and protective qualities	Clean and care for according to manufacturer instruction. Replace as necessary.	• Use protection suitable for the task at hand. • Ensure good, snug fit • Have extra hand protection available	• Use damaged or slippery protection. • Under protect hands • Dispose of oil-soaked hand protection in general waste.
Hard Hat	• Falling Objects • Bumps • Energized equipment	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.	• Use CSA approved protection • Ensure good, snug fit • Replace when dented, cracked or old. • Wear additional liner as required by weather and conditions	• Use when damaged • Use solvents to clean • Use a liner with a conductive material • Carry anything in hard hat while wearing it • Alter in any way
Safety Glasses	• Flying objects • Debris • Liquids • Light • Wind	Glasses, Goggles, Full Face Shield, Full Face Helmet	Clean regularly and replace as required. Follow manufacturer instructions.	• Use CSA approved protection • Ensure good, snug fit • Keep clean and clear • Use both glasses and face shields as required	• Use cracked or pitted glasses • Take off eye protection to get a 'better look' • Use eye protection that is not approved
Foot Protection	•Puncture •Compression •Laceration •Impact	Different styles including boot and runner type.	Follow manufacturer instruction. Keep clean and free of grease and oil.	• Use CSA approved protection • Ensure good fit and lace up to top of boot.	• Use if worn out • Modify or alter footwear

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

PPE Maintenance and Inspection Form

Site Location: NORTHWELL RENTALS SHOP	Date:	Inspector:
Clients: NORTHWELL EMPLOYEES	Inspector Assistant:	Management Signature:

PPE REQUIRED	Steel Toed Boots	Hard Hat	Eye Protect.	Ear Protect.	Respirator	Coveralls	Gloves	Face Mask	Rain Suits	Face Shields	Care and Maintenance	Shop Monitor CO NO2	**Initials**
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
Workers Inspected:													
Comments/Corrective Actions:													

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Personal Protective Equipment Acknowledgment Form

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. Each job you perform will have its own set of hazards. As a worker, I 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)

Specialized PPE which may be required includes:

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

I am aware of the required PPE and failing to comply in wearing proper PPE will result in disciplinary action.

_____ _____

Signature Date

Section 7 – Preventative Maintenance

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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Preventative Maintenance Policy

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. An inventory of all vehicles, machinery and heavy mobile equipment will be kept current and will be updated as new items are required. 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 until it is repaired.

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Preventative Maintenance Program

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. 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 be 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 4500 kg 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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Maintenance Schedule

TYPE OF EQUIPMENT	TYPE OF INSPECTION	FREQUENCY	BY WHOM
Overhead Crane	Formal	Semi-Annually Daily	Certified Inspector Workers & Supervisors
South Jib Crane	Formal	Annually Daily	Certified Inspector Workers & Supervisors
North Jib Crane	Formal	Annually Daily	Certified Inspector Workers & Supervisors
Paint Filter	Formal	Every 2nd Month	Workers & Supervisors
Sump in Wash Bay	Formal	Monthly	Workers & Supervisors
Pressure Washer	Formal	Daily Monthly	Workers & Supervisors
Boiler Inspection Shop Heat Boiler Inspection	Formal Formal	Daily Monthly	Workers & Supervisors
Pick Ups	Formal	Monthly	Operators
Winch Truck	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	Daily oil Check Monthly & As per manufacturer specifications	Workers & Supervisors
Band Saw	Formal	Monthly, Visual & Annually	Workers & Supervisors
Hydraulic Press Drill Press	Formal Formal	Monthly, Visual & Annually Monthly, Visual & Annually	Workers & Supervisors Workers & Supervisors
Used Oil Tank	Formal	Monthly	Workers & Supervisors
Fire Extinguisher	Formal	Monthly & Annually	Workers, Supervisors & Certified Facility
Portable Power Tools	Formal	Daily	Workers & Supervisors
Power Swivel (Head)	Formal	Daily/Returns (CAT I) Quarter (CAT II) Repair (CAT III) 1000 Operating /day (CAT IV)	Workers, Supervisor & Certified Mechanic NDT Inspection

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Pre-Start Inspection

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!

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Monthly Truck Inspection

Conducted By: _____ Unit Number: _____ Date/Time: _____

Previous KM's: _____ Current KM's: _____ Personal KM's: _____

Y/N	Item	Comments
	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	
	Body Condition	
	Doors Working Properly	
	Emergency Equipment	
	Fire Extinguisher	
	Other	

Inspector Signature: _____

Managers Signature: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Clark Forklift (Propane) Check List

Counterbalance Internal Combustion Truck Daily Check List

675701

Date: __ / __ / __ Truck #:_____ Operator:_____

Hour Meter:_____ Dept.:_____ Fuel:_____

✓= No problem visible X= Problem is detected

	Visual Inspection	✓	X
1	Propane Pressure Relief Value		
	Propane Fuel Level		
	No Leaks		
	Safety Straps		
2	Rear Tire (Left)		
3	Engine - Oil Level		
	Battery Connectors		
	Radiator Fluid		
	Air Filter		
	Fan Belt		
4	Hydraulic Oil Level		
5	Overhead Guard		
6	Front Tire (Left)		
7	Tilt Cylinder (Left)		
8	Carriage		
9	Fork Locking Pins		
10	Forks		
11	Mast		
12	Lift Cylinder(s)		
13	Lift Chains & Hoses		
14	Attachment (if applicable)		
15	Tilt Cylinder (Right)		
16	Front Tire (Right)		
17	Capacity Data Plate		
18	Seat & Seatbelt		
19	Rear Tire (Right)		
20	Fire Extinguisher		

	Operational Inspection	✓	X
A	Seat Belt		
B	Horn		
C	Lights		
D	Gauges		
E	Parking Brake		
F	Lift/Lowering Control		
G	Tilt Control		
H	Sideshifter (if applicable)		
I	Forward Drive and Braking		
J	Reverse Drive and Braking		
K	Oil Spots on Floor		
L	Listen for Unusual Noise		
M	Scale Tested (if applicable)		
N	Other		

Comments: _____

_____

_____

Caution: This is not a complete list of all items which may require attention. Operators are responsible for ensuring that the lift truck is in proper working condition in accordance with the manufacturer's specifications.
DO NOT operate the lift truck if a problem is detected. Report any problems to the supervisor immediately.

Signed: _____

White - Supervisor Yellow - remains in book

To be completed by designated operator and forwarded to the supervisor prior to the shift.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Pre-Start Winch Truck Inspection

Conducted By: _____ Date/Time: _____

Y/N	Item	Comments
	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: _____

Electric Forklift Check List

Narrow Aisle Truck
Daily Check List 083501

Date: D / M / Y Truck #:_____ Operator:_____
Hour Meter:_____ Dept.:_____ Charged:_____
✓= No problem visible X= Problem is detected

	Visual Inspection	✓	X
1	Battery - Water Level		
	Vent Caps		
	Battery Connector		
	Cables		
	Battery Restraints		
2	Base Leg (Right)		
3	Front Load Wheel (Right)		
4	Mast		
5	Carriage		
6	Fork Locking Pins		
7	Forks		
8	Lift Chains & Hoses		
9	Lift Cylinder(s)		
10	Tilt & Reach Mechanism		
11	Front Load Wheel (Left)		
12	Base Leg (Left)		
13	Overhead Guard		
14	Hydraulic Oil Level		
15	Fire Extinguisher		
16	Capacity Data Plate		
17	Drive Steer Wheel		
18	Compartment Door		
19	Castor Wheel		

	Operational Inspection	✓	X
A	Horn		
B	Lights		
C	Gauges		
D	Lift/Lowering Control		
E	Tilt Control		
F	Sideshifter (if applicable)		
G	Forward Drive and Braking		
H	Reverse Drive and Braking		
I	Foot Emergency Brake		
J	Oil Spots on Floor		
K	Listen for Unusual Noise		
L	Scale Tested (if applicable)		
M	Other		

Comments: _____

Caution: This is not a complete list of all items which may require attention. Operators are responsible for ensuring that the lift truck is in proper working condition in accordance with the manufacturer's specifications.
DO NOT operate the lift truck if a problem is detected. Report any problems to the supervisor immediately.

Signed: _____
White - Supervisor Yellow - remains in book

To be completed by designated operator and forwarded to the supervisor prior to the shift.

Section 8 – Safety Training & Meetings

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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Safety Training & Safety Meeting Policy

Safety training and communication of safety are the cornerstones of the company's 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:

- Workers have the right to know about workplace hazards and have access to health and safety information at the work site, to participate in safe work practices, procedures and rules.
- Workers are obligated to refuse dangerous work and if an unsafe condition is present, and must be reported to the supervisor immediately.
- 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, overhead crane.
- 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 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

New Worker

An employee is generally considered to be a "New Worker" if he/she has less than 3 months experience with Northwell Rentals, or less than 3 months in his/her present role.

At NO time shall a new worker perform job tasks alone. A competent worker must be present at all times with a new worker while performing job tasks until the new worker has been deemed competent by their trainer.

Northwell Rentals shall notify the owner client (project coordinator, site supervisor) if a "New Worker" employee is present on work crews at their worksite.

A mentor will be assigned to the new worker to provide guidance and assist in the development of their skills. All new workers will wear green hard hats to easily identify them from a competent worker.

"New Workers" will be monitored for compliance with Northwell Rentals' HSE policies and procedures. Northwell Rentals will remove the green hard hat identifier from the new worker once they have demonstrated competency and compliance with HSE policies and procedures.

All new workers are expected to provide documentation that demonstrates their qualifications for their new positions. Required documentation may include, but is not limited to: driver's license, driver's abstract, journeyman/apprenticeship certification, etc.

NOTE: All subcontractors must adhere to the requirements of Northwell Rentals' "New Worker" program, and are expected to verify their employee's qualifications before permitting them to perform work for Northwell Rentals.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Worker Orientations

All workers will be given an orientation 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. The company organizational chart, duties, and qualifications will be reviewed during the orientation process.

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 New Worker Orientation checklist to ensure that the mandatory areas have been reviewed during the orientation.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Job Specific Training

The employees are competent in their work and are made aware of the hazards related to the tasks to reduce the risk of injury within the work place.

On the job training:

1. Will be conducted by upper management or a professional person experienced in the applicable field.
2. Is provided to new workers to the job or worksite.
3. Is provided if there is a change in work procedures
4. 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 and been deemed competent to perform that task.

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. Additional training will be provided when workers are assigned a new task, when a routine task will be performed in a new location or site and when a new tool or equipment is put into 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 worker's 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!

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

New Worker Orientation Checklist

Employee:	Hire Date:
Orientation Date:	Position:

Introduction & Safety Responsibility
- ☐ Company Safety Policy
- ☐ Workplace Violence/Harassment Policy
- ☐ Review Of All Other Company Policies
- ☐ Management, Supervisor & Worker Safety Expectations

Hazard Assessment
- ☐ Daily Hazard Identification Form
- ☐ Definitions
- ☐ Near Miss/Observation/ Hazard Id Form

Safe Work Practices
- ☐ General Housekeeping
- ☐ Equipment Operation
- ☐ Noise Exposure
- ☐ Chemical Handling
- ☐ Band Saw
- ☐ Overhead Crane
- ☐ Rigging
- ☐ Manual Lifting
- ☐ Overhead Power Line Safety
- ☐ Forklifts
- ☐ Use of Portable Fire Extinguishers
- ☐ Painting
- ☐ Washing Equipment & Parts
- ☐ Pressure Testing BOP's
- ☐ All other SWP's

Safe Job Procedures
- ☐ Powered Mobile Equipment
- ☐ Painting
- ☐ Testing BOP's
- ☐ Fill Chemical Sprayer
- ☐ Repair Swabs
- ☐ Pressure Test Valves & Kelly Cocks
- ☐ Washing Equipment
- ☐ All other SJP's

Company Rules
- ☐ Company Rules Policy
- ☐ Disciplinary Policy & Program
- ☐ No Alcohol or Drugs
- ☐ No Horseplay, Fighting
- ☐ No Tampering with Safety Equipment
- ☐ No Theft & Vandalism

Personal Protective Equipment (PPE)
- ☐ Hard Hats
- ☐ Safety Glasses & Face Shields
- ☐ Steel Toed Footwear
- ☐ Fire Retardant Coveralls
- ☐ Gloves
- ☐ PPE Training
- ☐ PPE Maintenance &Inspections

Specialized PPE
- ☐ Respiratory Equipment
- ☐ Hearing Protection

Preventative Maintenance & Inspections
- ☐ Preventative Maintenance Policy
- ☐ Lockout/Tag out
- ☐ Maintenance Schedule
- ☐ Daily Informal Inspections
- ☐ Formal Inspections

Meetings/Training
- ☐ Worker Rights (right to refuse, right to know, right to participate)
- ☐ Safety Meetings
- ☐ Tool Box Meetings
- ☐ On The Job Training Forms

Incident Reporting
- ☐ Incident/Accident Policy
- ☐ When & how to Report (Supervisor, WCB, other agencies)
- ☐ Incident Report Form
- ☐ Witness Statement

Emergency Procedures
- ☐ Injured Worker
- ☐ Fire
- ☐ Spill
- ☐ Natural Disaster
- ☐ Pandemic Illness
- ☐ Evacuation & Other Emergency

_____
Trainer/Supervisor Signature

_____
Employee Signature

_____
Date

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Worker Rights

The Occupational Health and Safety Act entitles all workers to three basic rights:

1. The right to know about Health and Safety matters
2. The right to participate in decisions that could affect their health and safety
3. The right to refuse work that could affect their health and safety and that of others

1. Right to Know

The right to know, as a worker, means that you have the right to be informed of known, or likely, hazards in the workplace. You have the right o be provided with the information, training, and supervision necessary to protect your health and safety.

Examples of information include (but not limited to:

- workplace hazards identified during day-to-day operations, during workplace inspections, daily pre-use tool inspections, etc.
- Safe work policies and procedures
- emergency procedures, incident reporting, investigation procedures, etc.

2. Right to Participate

The right to participate allows workers to have input on the steps taken by Northwell Rentals to ensure health and safety.

Workers can provide input on workplace safety by participating in Safety Meetings, making suggestions for improving safety, completing hazard assessments, and reporting concerns regarding health and safety to their Health and Safety Representative or supervisor.

3. Right to Refuse

All workers must use reasonable care to protect themselves and others at or near their work site while they are working, and have an obligation to report concerns about unsafe or harmful work conditions to their supervisor.

A worker has the right to refuse work if they believe on reasonable grounds that there is a dangerous condition at the work site, or that the work is a danger to themselves or others.

OHS considers dangerous conditions to be hazards that are not normal for the job, or normal hazards that are not properly controlled. i.e.) broken tool or equipment, risking immediate harm that is not normal to the job.

Northwell Rentals management will investigate all reported dangerous conditions and attempt to immediately take action to eliminate or control the hazard. Management will also ensure that no other worker will perform the work, or operate the defective tool or equipment until it has been determined that it is safe to do so. All Work Refusals will be documented with a written record of the refusal, the investigation and the action taken, and a copy of the report will be provided to the employee.

_____ _____

Signature Date

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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 tips 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. Preform the job, just make sure you pay attention
    b. Preform 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 materials 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 & Velcro laces
    d. CSA approved triangle, 8-inch ankle support & blue in color

8. Which of the following is NOT a Northwell Rentals 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 supervisors 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. SDS (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 1st 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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

On the Job Training Record Form

Employee Name: _____Date: _____ Task: _____

DUTIES COMPLETED THIS DAY ARE AS FOLLOWS:				
Recognized & used the appropriate PPE correctly for the task	Yes	No		
Identified and Understand Controls for task	Yes	No		
Identified existing or Potential Hazards for task Followed the SWP and/or the SJP	Yes Yes	No No		
Demonstrated a sound understanding of the task at hand	Yes	No		
Competency Level:	Low	Medium	High	100% Competent

New Worker Signature: _____

Competent Worker Signature (Trainer): _____

Date Training Completed: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Employee Training Schedule

Training Programs	Employees	Re-Certification
Northwell Orientation	Office and Shop Employees	Not Required
First Aid	Office and Shop Employees	Every 3 Years
WHMIS	Office and Shop Employees	Periodically
Transportation of Dangerous Goods	Shop Employees (Northwell at this time does not transport dangerous goods but all employees shall have it)	Periodically
H2S Alive	Shop Employees	Every 3 Years
Fork Lift Training	Operators	Every 3 years
Overhead Crane	Shop Employees	Every 3 years
Leadership for Safety Excellence (LSE)	Supervisors & Management Health and Safety Representative	Not Required

A Northwell Orientation is required if an employee is gone from the company for longer than 6 months.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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 procedures for our employees and subcontractors
- To give our employees and subcontractors the opportunity to express their concerns

<u>All meetings will be recorded with copy to be posted in the lunchroom for everyone to read.</u>

Safety Meeting Agenda

1) Review of last meeting
2) Business arising from the review
3) Incidents / Accidents since last meeting
4) Action taken to prevent recurrence
5) Up and coming training / safety courses
6) New procedures - work or safety
7) Demonstration of new or revised safety equipment
8) New policies

Open discussion

Section 9 – Inspections

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Outside Yard Inspection Form	13

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Inspections Policy

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 Administrators & Office Manager
Shop	Formal (Monthly) Formal (Semi Annually)	Workers, Foreman & Supervisor Management
Outside Yard	Formal (Monthly) Formal (Semi Annually)	Workers, Foreman & Supervisor Management

_____ _____

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, foreman 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.

Behavioral Based Observation

Formal job observations are performed on all company employees. Employees are provided training on how to conduct effective job observations as part of their on the job training process. Employees are encouraged to give feedback after an observation is complete. All job observations are documented on the worksite inspection form and filed at the office. These observations are used to analyze and identify trends and increase safe behaviors.

The observations are used to identify the unsafe behaviors and provide direct and measurable information on the employee's work practices. Job observations are intended to help identify the safest ways for the employee to perform work not to be used to discipline.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Inspection Schedule

Inspection Location	Type of Inspection	Person(s) Responsible
Office	Formal (Monthly)	Office Administrators & Office Manager
Shop	Formal (Monthly) Formal (Semi Annually)	Workers, Foreman & Supervisor Management
Outside Yard	Formal (Monthly) Formal (Semi Annually)	Workers, Foreman & Supervisor Management

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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	Safety Data Sheets (SDSs) 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 in Office and Conference Room				
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	Electrical equipment in good working order				
18	Adequate toilet/washing facilities for the number & sex of employees				

19	Toilet/washing areas maintained clean & tidy				
20	Hot & cold running water available				
21	Adequate supply of soap/hand cleaner & towels				
22	Adequate ventilation in toilet/wash areas				
23	Adequate facilities for heating food				
24	Adequate facilities for keeping food cool				
25	All visitor accurately signing in & out for each visit				
26	Defibrillator Battery Check List				

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Shop Inspection Form

Inspection Conducted By: _____ Date & Time:_____ AM ☐ PM ☐

AREA		Yes	No	N/A	Comments
SHELVING STORAGE (BAY 1)					
1	Access/egress routes unobstructed				
2	Lights are functional(free from flickers)				
3	Equipment and material safely stored/stacked				
4	Fire Extinguisher current inspection (by shop door)				
5	Site PPE rules compiled with by personnel & visitors				
6	Bay door 1 in good working order				
7	Operating controls for overhead doors clearly identified				
8	Containers clearly labelled & in good condition				
LOCKER ROOM					
9	Access/egress routes unobstructed				
10	Lights are functional(free from flickers)				
11	Fire extinguisher current inspection (SW corner)				
12	First aid Kit				
13	Adequate facilities for storing PPE				
14	PPE appropriate for the intended task				
15	PPE in good condition				
PARTS ROOM					
16	Access/egress routes unobstructed				
17	Materials suitably stored/stacked				
18	Lights are functional(free from flickers)				
19	Fire Extinguishers current inspection (3 spare)				
MEZZANNINE (Upstairs)					
20	Access/egress routes unobstructed				
21	Materials suitably stored/stacked				
22	Lights are functional(free from flickers)				
23	Fire extinguisher current inspection				

PAINT BAY		Y	N	N/A	Comments
24	Access/egress routes unobstructed				
25	Work area has adequate lighting/ free from flickers				
26	Work Area clean and tidy				
27	Work bench clean and tidy				
28	Exhaust fan free of debris and in good operation, check filter				
29	Paint suitably stored				
30	Fire Extinguisher current inspection (between Paint Bay & BOP Bay)				
31	Containers clearly labelled & in good condition				
BOP BAY					
32	Access/egress routes unobstructed				
33	Work area has adequate lighting/free from flickers.				
34	Work area clean and tidy				
35	Tools & equipment stored when not in use				
36	Containers clearly labelled & in good condition				
37	Fire Extinguisher current inspection (between Paint Bay & BOP Bay)				
38	Carbon Monoxide/Nitrogen Dioxide monitor (south wall)				
39	Fiber slings free from frays or cuts				
40	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
ACCUMULATOR TESTING BAY					
41	Work area has adequate lighting/ free from flickers				
42	Check oil level on Accumulator Testing Station				
43	Check for leaks on Accumulator pump				
44	Check gauges on Accumulator Testing Station				
45	Check pressure on the Bottles				
46	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
47	Fiber slings free from frays or cuts				
BUFFING BAY					
48	Access/egress unobstructed				
49	Work area has adequate lighting/ free from flickers				
50	Jib crane #2 secured, functional lock out, current inspection				
51	Work areas clean and tidy				

BUFFING BAY (cont'd)		Y	N	N/A	Comments
52	Work benches clean and tidy				
53	Materials suitably stored/stacked				
54	Containers clearly labelled & in good condition				
55	Electrical equipment in good working order				
56	Tools & equipment stored when not in use				
57	Tools out of service (properly tagged)				
58	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
59	Fiber slings free from frays or cuts				
60	Equipment and Ground free of staining				
BOLT BAY					
61	Access/egress unobstructed				
62	Work areas have adequate lighting /free from flickers				
63	Work area clean and tidy				
64	Work benches clean and tidy				
65	Tools and equipment stored when not in use				
66	Containers clearly labelled & in good condition				
67	Check valves for leaks on chemical level tank				
UTILITY ROOM					
68	Access/egress unobstructed				
69	Adequate lighting /free from flickers				
70	Check hot water heater				
71	Check soap level				
72	Visually inspect wash bay pumps				
73	Spill response material readily available				
74	Check boilers				
AIR COMPRESSOR					
75	Access/egress unobstructed				
76	Adequate lighting /free from flickers				
77	Fire extinguisher current inspection				
78	Air compressor (components working according to mfg. specs, all fluid levels good & filters in good condition)				

AIR COMPRESSOR (cont'd)		Y	N	N/A	Comments
79	Ladder inspection				
WASH BAY (BAY 4)					
80	Access/egress unobstructed				
81	Work areas have adequate lighting /free from flickers				
82	Work area clean and tidy				
83	Doors in good working order				
84	Operating controls for overhead doors clearly identified				
85	Fire Extinguishers by doors/ current inspection				
86	Containers clearly labelled & in good condition				
87	Hot water existing in pressure washer				
88	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
89	Fiber slings free from frays or cuts				
90	Check hydraulics for leaks on dip tank				
91	Check sump for oil & clean up				
MECHANICS BAY (BAY 3)					
92	Access /egress unobstructed				
93	Work area has adequate lighting/ free from flickers				
94	Containers clearly labelled & in good condition				
95	Bay 3 door in good working order				
96	Operating controls for overhead doors clearly identified				
97	Exhaust fan in good operating condition				
98	Work area clean and tidy				
99	Work benches clean and tidy				
100	Materials suitably stored				
101	Electrical equipment in good working order				
102	Hydraulic Press check for leaks, unplugged and cord wrapped up when not in use				
103	Tools & equipment stored when not in use				
104	Tools out of service (properly tagged out)				
105	Check used oil tank level & filter recycle				
106	Ground free from staining				

MECHANICS BAY (BAY 3) (cont'd)		Y	N	N/A	Comments
107	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
108	Fiber slings free from frays or cuts				
WELDING BAY (BAY 2)					
109	Access/egress routes unobstructed				
110	Work area has adequate lighting/ free from flickers				
111	Bay 2 door in good working order				
112	Operating controls for overhead doors clearly identified				
113	Jib crane #1 secured, functional lock out, current inspection				
114	Fire extinguisher current inspection (between Bay 2 & Bay 3)				
115	Work area clean and tidy				
116	Work benches clean and tidy				
117	Electrical equipment in good working order				
118	Band saw (all components intact and to manufacturer specifications)				
119	Lifting slings, shackles, etc. clearly identify their SWL(safe work load)				
120	Fiber slings free from frays or cuts				
121	Containers clearly labelled & in good condition				
122	Barriers, guards etc. in good condition & in place				
123	Compressed gases storage area clearly sign posted identifying hazards				
124	Cylinders stored upright & secured				
125	Cylinders clearly identify their contents				
126	Cylinders stored away from sources of heat or collision				
127	Tools & equipment stored when not in use				
128	Tools out of service (properly tagged out)				
SHOP GENERAL					
129	Signs displaying PPE site requirements clearly posted (E.g. hard hat, boots, safety glasses, ear protection)				
130	Fire extinguisher current inspection (on West wall, conference room, front office)				
131	ERP and Emergency contact lists posted in appropriate areas				
132	Eyewash station inspection (activate)				
133	Inventory in SDS binder of stored materials readily available				

SHOP GENERAL (cont'd)		Y	N	N/A	Comments
134	Safety Data Sheets (SDSs) readily available				
135	Adequate toilet/washing facilities for the number & sex of employees				
136	Toilet/washing areas maintained clean & tidy				
137	Hot & cold running water available				
138	Adequate supply of soap/hand cleaner & towels				
139	Adequate ventilation in toilet/wash areas				
140	Adequate facilities for heating food				
141	Adequate facilities for keeping food cool				
142	Location of: Northwell Company's Safety policy, safe work practices / work procedures, OH&S manual, SDS binder, Safety manual and sign in book at shop entrance.				
EQUIPMENT					
143	Forklifts Clarke (all guards on, no loose parts, check all fluid levels, tires & hr. meter) daily maintenance check book				
144	Forklift Electric (all guards on, no loose parts, check all fluid levels, tires & hr. meter) daily maintenance check book				
145	Overhead Crane (emergency shut off) Lock out, meeting manufacturer specifications				

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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) Free of leaks				
2	Ground free of staining				
3	Are pipe racks is 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				
13	Outside perimeter of fence line.				
14	Lube shack fire extinguisher current inspection				
15	Fire extinguishers current inspection in Light Plant 1 & 3, Light tower 1&2, FLH 1,2,3				

Section 10 – Investigations

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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Incident / Accident Investigation Policy

Northwell Rentals is committed to performing thorough investigations of all accidents, incidents, near misses and including work refusals in an effort to identify the root causes and apply effective corrective measures.
The accident / incident investigation form has been developed to ensure that trained and qualified investigators collect the information required to accurately assess the contributing factors to accidents / incidents of all severities and occupational illnesses. 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.

At Northwell Rentals the following types of incidents shall be reported to Occupational Health & Safety and WCB (as applicable) & shall be thoroughly investigated.

- Accidents or injuries that result in death.
- Accidents or injuries that result in a worker being admitted to a hospital.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing serious injury.
- The collapse or upset of a crane or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

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 and good judgment will be necessary to avoid unacceptable risk.

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.

_____ _____

Mike Scott 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

Definitions

Incident: Any unplanned or unwanted event resulting in damage or injury OR which could have resulted in damage or injury. *Example: driver almost hit pedestrian, other near misses*

.

Near Miss: A specific type of incident which could have resulted in damage or injury but did not.

Hazard: Any circumstance that pose a risk of an incident.

When Do You Report?

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.

How Do You Report?

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.

What Happens After You Report?

After the supervisor has been notified of the incident, a thorough investigation will be conducted by an **Investigation team that have been trained on investigation techniques**. This 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. 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.

Accidents to be Reported to AB OH&S

- An injury or accident that results in death
- Injury resulting in worker being admitted to hospital
- Unplanned or uncontrolled explosion, fire, flood.
- Collapse or upset of crane, derrick or hoist.
- Collapse or failure of any component of a building or structural integrity of the building or structure

Incident and Accident Reporting

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

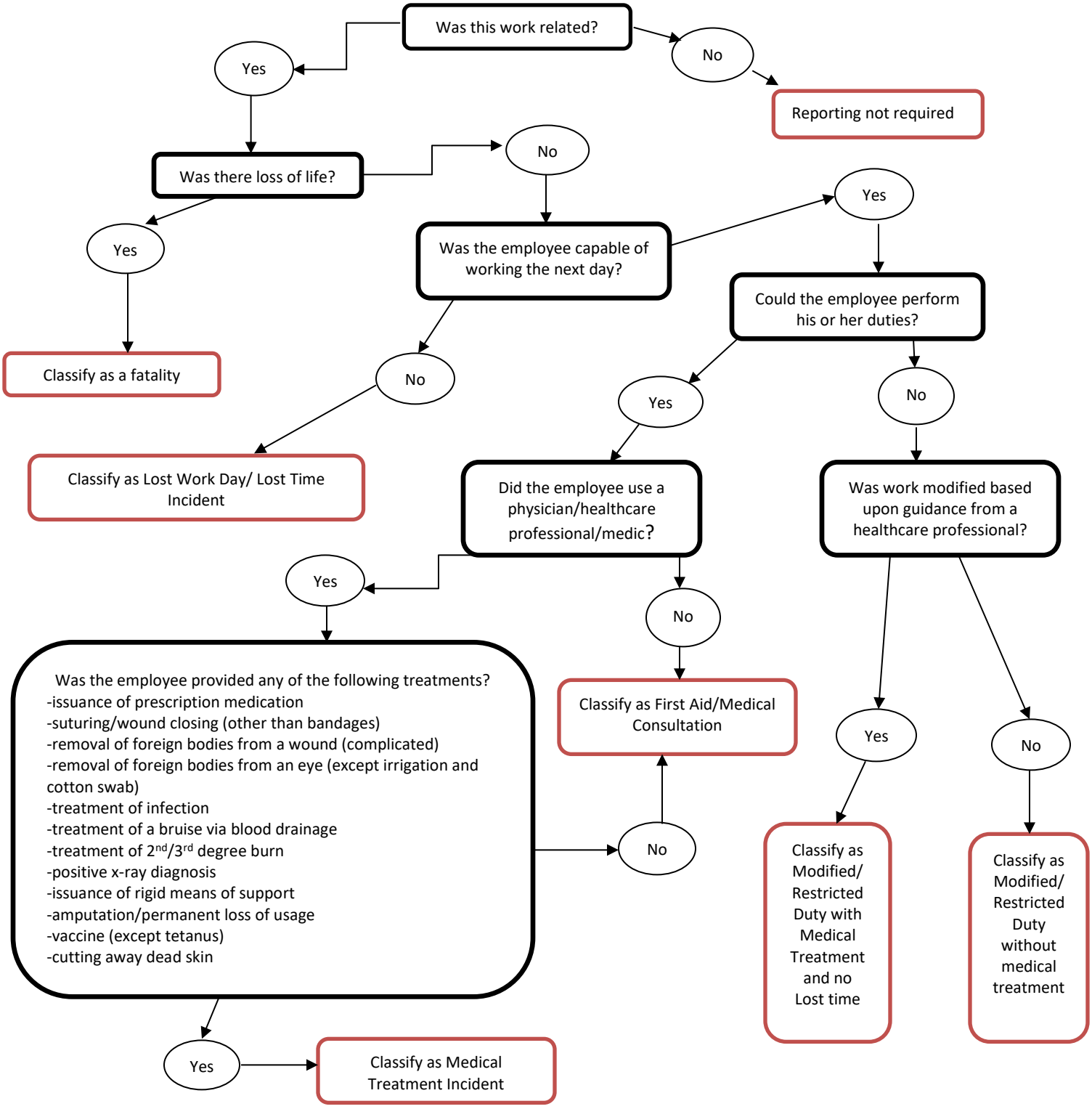
We at Northwell Rentals want to avoid an incident/accident so should you feel the job you are doing is unsafe, stop and report it to your job foreman who will then refer to an **Investigation team who are provided training on investigation techniques.**

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

Corrective action is implemented to prevent recurrences of similar incidents

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Incident Classification Flow Chart



NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Incident Report Form

File #:	Date of Report: d/m/y

Type of Report:	Injury/Illness	Property Damage	Hazard	Vehicle
	Spill	Other	Near Miss	Equipment

Incident Date: d/m/y	Time: AM ☐ PM ☐

Injury/Illness

First Aid	Medical Aid	Modified Work	Lost Time	Fatality

Employee Name:	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

Direct Causes:

- ☐ Collision
- ☐ Struck
- ☐ Caught under or between
- ☐ Dropped on or through
- ☐ Slip/Tripped
- ☐ PPE
- ☐ Other (specify) _____
- ☐ Poisoned/Asphyxiated
- ☐ Collapse (crane/structure)
- ☐ Fall from height
- ☐ Electrical contact
- ☐ Burned
- ☐ Failure of a guard

Indirect Causes:

Substandard Actions:

- ☐ Operating equipment without authority
- ☐ Tampering or unauthorized removal
- ☐ Unsafe position
- ☐ Trying to gain or save time
- ☐ Working unsafely or moving dangerous equipment
- ☐ Operating at improper speed
- ☐ Under the influence of alcohol and/or drugs
- ☐ Inadequate training
- ☐ Other (specify): _____
- ☐ Failure to warn or secure
- ☐ Unsafe lifting or carrying
- ☐ Inattentive to job hazards
- ☐ Procedural deviation
- ☐ Horseplay
- ☐ Using defective equipment/tools
- ☐ Inadequate inspection
- ☐ Inadequate supervision

Substandard Conditions

- ☐ Inadequately guarded
- ☐ Inadequate ventilation
- ☐ Congested Area
- ☐ Defective equipment, materials, tools
- ☐ Inadequate or improper PPE
- ☐ High or low temperature
- ☐ Other (specify): _____
- ☐ Inadequate illumination
- ☐ Substandard housekeeping
- ☐ Inadequate warning system
- ☐ Fire and explosive hazards
- ☐ Noise exposure

Root Cause(s):

- ☐ Inadequate hazard identification/control
- ☐ Insufficient training and/or orientation
- ☐ Insufficient instruction or follow up by Supervisor
- ☐ HS&E policy incomplete or not developed
- ☐ Failure to use provided safety controls
- ☐ Inadequate tool or equipment purchasing specifications
- ☐ Inadequate communication
- ☐ Equipment or tools insufficient for task
- ☐ Abuse of equipment/tools
- ☐ Ergonomics
- ☐ Inexperience
- ☐ Fatigue
- ☐ Exposed to extreme temperature
- ☐ Time constraints
- ☐ Other (specify): _____

Recommendations to prevent recurrence:

- ☐ Training or orientation required
- ☐ Instruct persons involved
- ☐ Re-assign person(s) involved
- ☐ Improve housekeeping
- ☐ Require procedure or revision
- ☐ Inform department personnel
- ☐ Improve compliance
- ☐ Repair, replace, provide
- ☐ Implement corrective actions
- ☐ Improve inspection
- ☐ Improve design
- ☐ Improve protective equipment
- ☐ Improve rules and regulations
- ☐ Improve enforcement
- ☐ Other (specify): _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Witness Statement Form

Please print clearly and complete the entire form

Name: _____

Location: _____

Date: _____ Time: _____

Contact Numbers: _____

Description & Type of Accident – Incident – Near Miss: _____

_____

_____

_____

Please provide a detailed description of ALL events and factors leading up to this occurrence. Include all actions taken before and after.

Description: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Witness

OFFICE USE ONLY IN SHADED AREA

File#	**Date Received:**
Job#	**Reviewed By:**
Review Notes	**Diagram/Photos Attached:** ☐ **Yes** ☐ **No**

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Investigation Report

Incident File # _____

Date & Time of Incident/Accident Report: _____

Location of Incident/Accident: _____

Investigation Report Conducted By: _____

What happened (incident summary): _____

_____

_____

Who was involved?

Directly:

Name: _____ Company: _____
Name: _____ Company: _____
Name: _____ Company: _____

Witnesses (attach statements)

Name: _____ Company: _____
Name: _____ Company: _____
Name: _____ Company: _____

Medical details First Aid Treatments/ Lost Time Cases (if required)

Name of Injured: _____
Name of Injured: _____
Name of Injured: _____
How Could this have been prevented? _____

_____

_____

Describe action(s) taken to prevent recurrence (short term and long term)

Action Item	**Responsible**	**Completion Date**	**Sign Off**
By Whom:	Time:	☐ AM ☐ PM	Due date d/m/y
Signatures:		Reported to WCB: ☐ Yes ☐ No	
Supervisor:		Injured Worker:	
Manager:		Forward to client: ☐ Yes ☐ No	

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Near Miss Report

Date of Incident: _____ Time of Incident: _____
Incident Location: _____ Injuries: ☐ **Yes** ☐ **No**

Description of Incident: _____

Other Witnesses: _____

Describe briefly what happened including sequence of events: _____

Near Miss Investigation

What preventative action should have been taken? _____

What contributing factors were there? _____

Corrective Action(s)	Person Responsible	Completion Date

_____
Employee Name (print) & Signature

_____
Investigator Name (print) & Signature

_____
Manager Signature

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Vehicle Accident Report

Procedure you need to follow:

1. *Do not admit responsibility. (You do not know all the facts.)*
2. *If any injured, aid the injured, then call the police.*
3. *Do not move the vehicle.*
4. *Notify your supervisor ASAP.*
5. *If damage is over $1000, notify the police.*
6. *If possible, obtain the name of witnesses and written statements.*
7. *Complete this form.*

Form Completed By: _____ Accident Location: _____

Date/Time of Accident: _____ RCMP Notified: _____

Name of Injured: _____ Phone Number: _____

Type of Road: Pavement Gravel Under Construction

Road Condition: Dry Icy/Slippery Wet Snow Covered

Weather Conditions: Sunny Cloudy Night Time Foggy Snowy Raining Extreme Cold

OUR VEHICLE

Operator: _____ Phone Number: _____
Vehicle make/model: _____ Unit Number: _____
Speed at time of accident: _____ KM/hr. Travelling which direction? _____
Description of damage: _____
_____
Name of Police Officer: _____ Badge Number: _____
Vehicle Towed? (To where and by whom): _____
Name(s) of witness(es), address, phone number (use additional paper)

OTHER VEHICLE

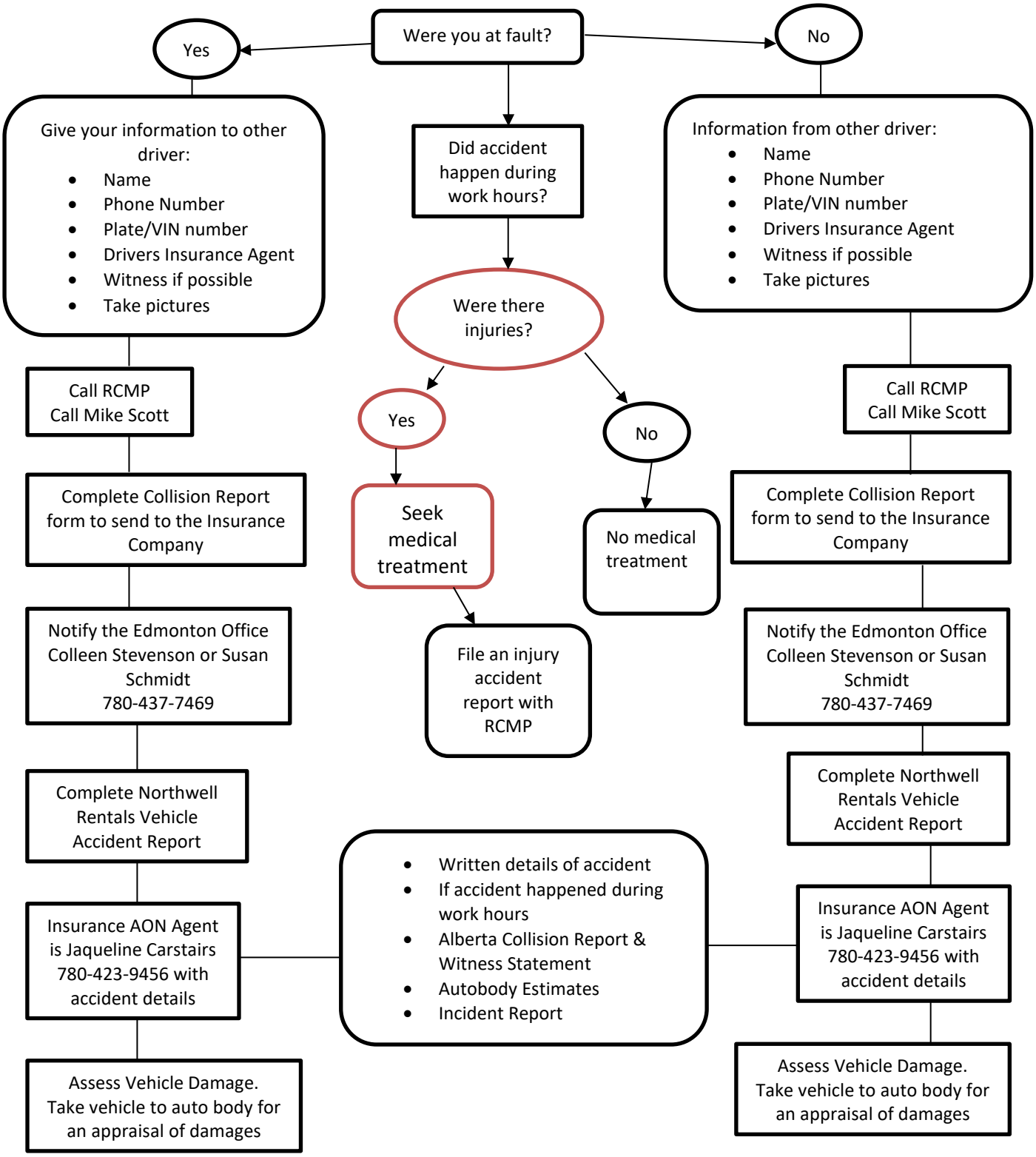
Name: _____ Phone Number: _____
Address: _____
License Number: _____ Province: _____
Insurance Company: _____
Policy Number: _____ Expiry Date: _____
Description of damage: _____
_____

Operator Signature: _____ Date: _____

Manager Signature: _____ Date: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Vehicle Incident/Accident Flow Chart



Section 11 – Emergency Preparedness

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Worksite Safety Plans	**7**
Emergency Contact List	**8**
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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Emergency Preparedness Policy

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Emergency Preparedness

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
- Designated 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

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 suppliers may change however, making it imperative that a job site ERP is completed, posted, and regularly reviewed on every job.

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.

Contacting Outside Assistance

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 list must have at a minimum:

Ambulance (Stars for remote areas)	Electrical
Police	Fire
Poison Control	Power
Gas	Client Numbers – if not a Northwell Rentals site
Site contact numbers for Northwell Rentals personnel on site and at management level	

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Workplace Health & Safety – OH&S

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) Employers must report "potentially serious" incidents to Alberta Labour, which have potential to cause serious injury to a person, but did not.
b) Injuries resulting in a worker being admitted to hospital must be reported to Alberta Labour.
c) Result in a death.
d) Involve the collapse or upset of a crane, derrick or hoist.
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 Representative
- 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 Representative
- 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 Representative
- Supervisor

Emergency Response Reporting

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

Written Accident Report

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.

Worksite Safety Plans

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 as 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.**

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Emergency Contact List

YOU ARE AT: 6401 – 63 AVENUE, LLOYDMINSTER, AB

PRIMARY CONTACTS	TELEPHONE NUMBERS
Ambulance, Hospital, Police, Fire Department	**911**
Oil & Gas Emergencies EUB	1-780-826-5352
ATCO Gas	1-800-511-3447
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 (General Manager)	780-808-8260 or 780-872-5776

SITE SPECIFIC INFORMATION

First Aid Attendants: All Northwell Staff

*****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
5. **Evacuation and other Emergencies**
   - Sound Horn and Evacuate
   - Protect yourself. Never attempt to assist another worker if it places you at risk.
   - Meet at Muster Point (SW Entrance)
   - Call 911

ERP – Injured Worker

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.

ERP – Fire

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.

ERP – Spill

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
    a. Stop the source
    b. Protect waterways
    c. Report to Environmental authorities if required.
    d. Clean up the spill using approved methods.
    e. 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.

ERP – Natural Disaster

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

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.

ERP - Vehicle Accident Preparation

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.

ERP - Vehicle Accident

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.

Drills & Reviews

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.

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

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 is by: _____

(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 and 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): _____

_____

_____

_____

_____

Attendees:

Name	Signature	Date

Conductor's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Manager Signature: _____ Date: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Follow Up Action Required For Emergency Response Drill

Date & Time: _____

Type of Drill: _____

Location of Drill: _____

Follow Up Action:

_____

_____

_____

_____

_____

_____

Date of next drill to conduct follow up actions: _____

Supervisor Signature: _____ Date: _____

Manager Signature: _____ Date: _____

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Emergency Response Plan

Company Name: **NORTHWELL RENTALS (Lloydminster) Inc.**

Location: **6401 – 63 Avenue Lloydminster, AB**

POTENTIAL EMERGENCIES (Based on Hazard Assessment)	The following are identified potential emergencies: • Fire • Injury/death • Spills Leaks, other Hazardous Substances • Natural Disasters • Evacuation and other Emergencies	
EMERGENCY PROCEDURES	In the event of an emergency occurring within or effecting the worksite, management makes the following decisions and ensures the appropriate key steps are taken: 1. Pull the alarm to initiate an evacuation of the building. 2. Evacuate and assist injured workers to muster point. 3. Make an account of all employees and visitors from the visitor and employee sign in books. 4. Call 911	
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm: Coffee Room door on shop side	
	• *Fire Extinguisher*: Coffee Room, Office, NW Shop, SW Shop, SE Shop, Paint Bay, Wash Bay Top of Utility Room, Top of Parts Room, Mechanic Bay, Lube Shack	
	• Emergency Blanket: Locker Room	
	• AED: Coffee Room	
	• Panic Alarm Button: Shop by Coffee Room door and Wash Bay	
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained and equipment trained on)	**ALL NORTHWELL STAFF**	
EMERGENCY RESPONSE TRAINING REQUIREMENTS	**Type of Training**	**Frequency**
	Use of fire extinguishers	Annually
	Practice fire drills	Annually
	Defibrillator (AED)	Annually
	Rescue & Evacuation	3 Years
LOCATION AND USE OF EMERGENCY FACILITIES	**The nearest emergency services are located:** • Fire Station: 5011 – 49 Avenue Lloydminster SK Call **911**	
	• Ambulance: 4734 – 42 Street Lloydminster SK Call **911**	
	• Police: 5106 – 44 Street Lloydminster AB Call **911**	
	• Hospital: 3820 – 43 Avenue Lloydminster SK Call **911**	

FIRE PROTECTION REQUIREMENTS	Fire Alarm are located Shop by Coffee Room door.
FIRST AID	First Aid Supplies are located at: • First Aid Kit Location: Shop in Locker Room ,Office • First Aiders are **ALL NORTHWELL STAFF** • Transportation by: Ambulance or Personal Vehicle • Call: **911**
MATERIAL SAFETY DATA SHEETS (SDS)	Material Safety Data Sheets are located in the binder holder by the eye wash station
PROCEDURES FOR RESCUE AND EVACUATION	In case of (Fire): • Advise all personnel • Pull the fire alarm • Evacuate all persons to muster point and account for everyone including visitors and clients (take visitor and employee sign in books). • Assist ill or injured workers to evacuate the building. • Provide first aid to injured workers if required. • Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required.
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: **ALL NORTHWELL STAFF** Locations: Shop Names: Mike Scott, Jason Harty Locations: Office

Completed on: _____

Signed: _____

Section 12 – Records & Statistics

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NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Records & Statistics Policy

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

NORTHWELL
RENTALS (LLOYDMINSTER) INC.

Safety Program Records

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
- Investigation 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 carriers 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.

Retention of Completed Documentation

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
- SDS – 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)

Disposal of Completed Documentation

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.

First Aid Records

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 theses 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.

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)

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.

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Illness

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-lasted. 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

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.

Lost Time Injuries (LTI)

Lost time injuries include fatalities, permanent total disabilities, and lost workday cases resulting from work-related injuries. LTI = F + PTD + LWC

Lost Time Injuries Frequency (LTIF)

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 = Number of Lost Time Injuries x 200,000 Exposure Hours Divided by Man Hours

Lost Time Injury Severity (LTIS)

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.

Total Recordable Injuries

Total recordable injuries are the sum of lost time injuries (fatalities + permanent total disability + lost workday cases), restricted work cases, and medical treatment cases.

Total Recordable Injury Frequency (TRIF)

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 = Total Recordable Injuries x 200,000 Exposure Hours Divided by Man Hours

(Ref. CAPP Guide – Reporting Occupational Injuries, June 2008)

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Restricted Work (Modified Work)

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.
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.
- 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

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.

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Safety Activity Summary

1st 2nd 3rd 4th QUARTER of 20

1. Number of Workers Hired: _____
   Number completed orientations: _____

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: _____

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Monthly Statistics

Month: _____ Year: _____

Injury Type	Number of Injuries
Cuts/Scrapes	
Broken Bones	
Chemical Burns	
Heat Burns	
Eyes – Dust or Debris	
Eyes – Fluids or Chemicals	
Back Sprains/Strains	
Knee Sprains/Strains	
Leg/ Foot Sprains/Strains	
Arm/Elbow/Shoulder Injury	
Head Injury	
Inhalation Injury	
Other:	

Incident Type	Number of Incidents
Vehicle - Resulting in Damage	
Vehicle – Resulting in Injury	
Spill	
Fire	
Natural Disaster	
Injured Worker – Total	

The results of these statistics shall be entered into the computer so that graphs may be created to analyze.

Type of Hazardous Occurrence (Near Misses)	Number of Occurrences
Improper PPE for Task	
Slips/Trips Due to Ice	
Slip/Trips Due to Housekeeping	
Slips/Trips Other	
Speeding in Yard	
Missing Guards	
Improper Use of Tool	
Improper Use of Machines	
Failing to Comply with Procedures	
Other:	
Other:	

Type of Hazardous Occurrence (Observations)	Number of Occurrences
Proper PPE for Task	
Compliance with Procedures	
Helping Others	
Good Housekeeping	
Other:	
Other:	

Section 13 – Legislative Requirements

Legislative Compliance **2**

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Legislative Compliance

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
- Workplace Hazardous Materials Information System.
- Motor Transport Act (Federal and Provincial)
- National Safety Code regulations
- Industry Recommended Practices
- 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.