Revision #	Section Revised	Date	Revised By	Approved By
000	All (first version)	June 2020	Auscan OHS	

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1 Introduction and General Requirements

1.1 Introduction

The purpose of this manual is to document the Health and Safety Management System used by Austech Industries Ltd. to meet legislative and industry standards and promotes a work environment free of occupational injuries and illnesses.

The Health and Safety Management System is designed to meet or exceed the requirements of Canadian Standards Association (CSA) standard Z1000.

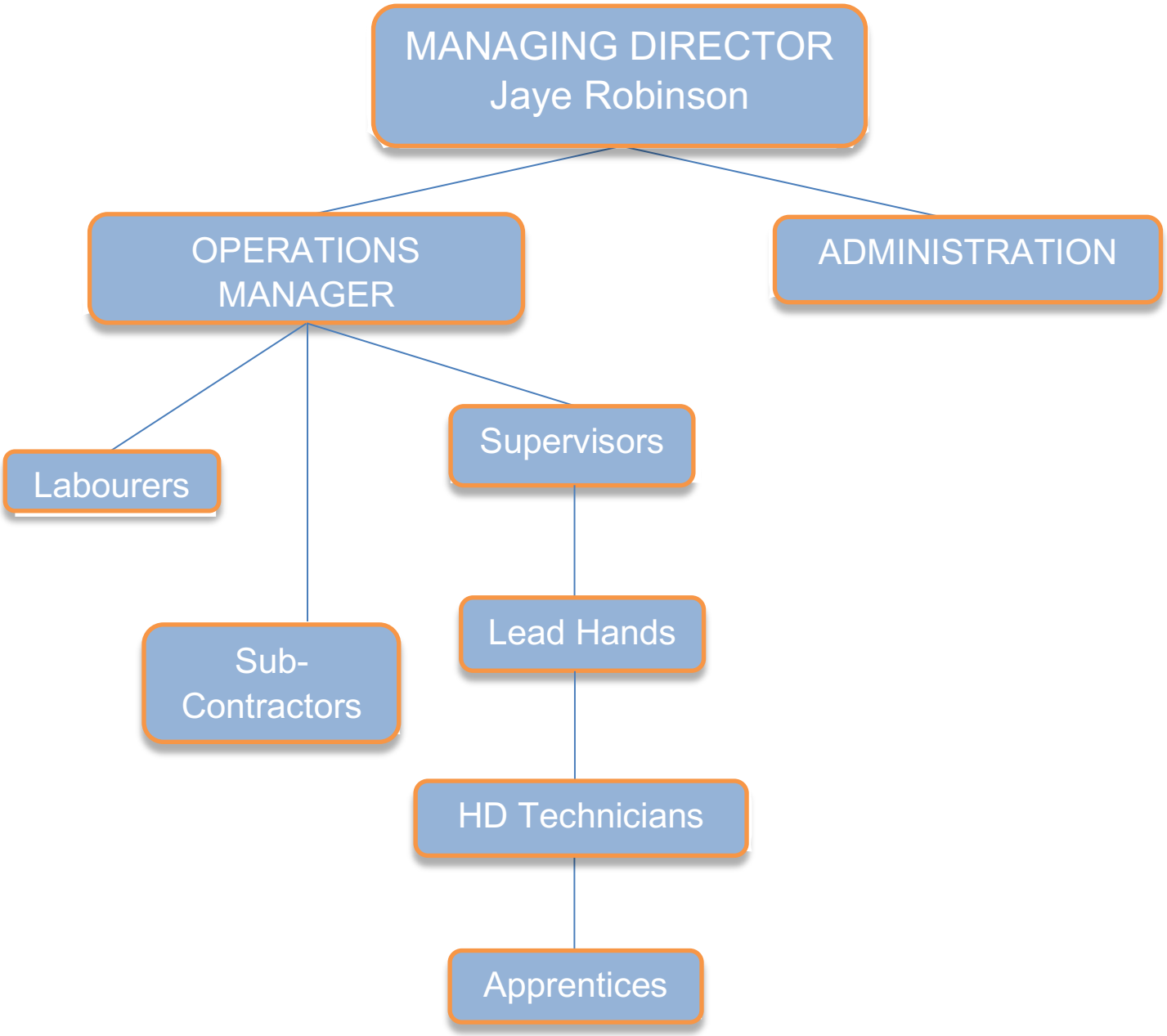
1.2 Company Profile

It is the expectation at Austech Industries Ltd. that all of our employees and our contractors be safe in all aspects of our work and remain compliant with all applicable legislation. Our employees and contractors are required to follow all company policies and rules, and are required to be professional and courteous to one another, our customers and our suppliers.

This manual contains Austech Industries Ltd.'s Health and Safety policies. If you have any questions about the material in this manual, please contact the Managing Director. From time to time this manual will be revised to reflect changes in our operations or new legislative requirements. The 2020 manual contains significant changes, which have been made to help bring our Health and Safety Management System in line with CSA standard Z1000.

Our industry is one where you must come to work every day with a healthy attitude towards your own safety and the safety of others. Remember, health and safety is everyone's responsibility.

1.3 Organizational Chart



1.4 Definitions

The following definitions apply throughout this manual:

Administrative Controls – Controls that alter the way the work is done from an administrative perspective, such as policies, procedures, training and rules. Signs are also a form of an administrative control.

ANSI – American National Standards Institute.

Audit – Planned and documented activity performed by qualified personnel to determine by investigation, examination or evaluation of objective evidence, the adequacy and compliance with established procedures, or applicable documents and the effectiveness of implementation.

Ceiling Limit – Short Term Exposure Limit – The maximum contaminate concentration to which a contractor can be exposed for a 15-minute period. This value is established by the authority having jurisdiction over the work.

Competent – Adequately qualified, suitably trained with sufficient experience to perform tasks with minimal supervision.

Contractor – An organization or individual providing services to another organization in accordance with agreed-upon specifications, terms and conditions.

Controlled Products – Materials and substances regulated by WHMIS legislation.

COP – Code of Practice – Includes practical guidance on the requirements of the regulations or the adopted code applicable to the work site, safe working procedures in respect of the work site and other matters required by a Director, the regulations or the adopted code.

COR – Certificate of Recognition.

CSA – Canadian Standards Association.

Direct Cause – The direct cause of an incident is “the unsafe act or condition that immediately preceded the incident”.

Document – A piece of written, printed or electronic matter that provides information about the OHSMS.

Elimination (including substitution) – Remove the hazard from the workplace.

Emergency – Any situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action.

Employer – Any person who directs the work of others.

Employee – An employee is hired for a specific job or to provide labour and who works in the service of the Employer.

Engineering Control – Physical changes to work stations, equipment, materials, production facilities or any other relevant aspect of the work environment that reduce or prevent exposure to hazards.

ERP – Emergency Response Plan.

Ergonomics – The applied science of workplace design intended to maximize productivity and prevent injuries by reducing operator fatigue and discomfort.

Equipment Loss – An event leading to equipment damage; air compressor, press, motor, etc.

FLHA – Field Level Hazard Assessment.

First Aid – First aid is emergency care given immediately to an injured person. The purpose of first aid is to minimize injury and future disability. In serious cases, first aid may be necessary to keep the victim alive.

Fit for Duty – Free from impairment due to drugs and alcohol; able to perform the duties of the job in a safe, secure, productive and effective manner.

Harassment – Any objectionable conduct, comment or display by a person that is directed at an employee or contractor, is made based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, nationality, ancestry, place of origin, sex or sexual orientation or conviction for an offence unrelated to his or her employment or constitutes a threat to the health and safety of a contractor.

Harness Hang Syndrome – An effect which occurs when the body is held upright without movement for an extended period of time. When a fall occurs, effect is amplified due to circulatory restriction caused by fall protection harnesses.

Hazard – A situation, condition or thing that poses a level of threat to life, health, property or environment.

HA – Hazard Assessment.

Hazard ID – The identification of an unsafe condition.

H2S – Hydrogen Sulfide.

Immediately Dangerous to Life or Health (IDLH) – The concentration of substance or vapour which could cause immediate injury or debilitating health effects. Very high concentrations of acutely toxic substances or very low concentrations of atmospheric oxygen are Immediately Dangerous to Life or Health. IDLH situations require the use of positive–pressure, atmosphere supplying equipment.

Imminent Danger – A danger that is not normal for the occupation in which the contractor is working, or a danger under which a person engaged in that occupation would not normally carry out that person's work.

Incident – An occurrence, arising during work, which could or did result in an injury, illness or damage.

Indirect Cause – The indirect cause of an incident is "any factor which may have contributed to the direct cause of an incident".

JHA – Job Hazard Assessment.

Legal Requirements – Requirements of applicable federal, provincial and municipal acts, codes, regulations, laws and bylaws.

Manufacturer's Instructions/Specifications – Expectations outlined by the manufacturer required to ensure proper performance of equipment.

MSDS/SDS – Material Safety Data Sheet / Safety Data Sheet.

Near Miss – An incident which had the potential to result in an injury, illness or damage but where loss did not occur.

Occupational Health and Safety Management System (OHSMS) – The systematic approach to managing the organizations documents, records and activities related to health and safety.

Occupational Illness – An illness, either physical or mental in nature, deemed to have been caused by or contributed to by an exposure to a hazard in the workplace.

OEL – Occupational Exposure Limit – A limit set by legislation, which refers to the concentration of a substance to which employees may be repeatedly exposed, 8 hours per day, and 40 hours per week, without adverse effects.

OH&S – Occupational Health and Safety.

Personal Protective Equipment (PPE) – Equipment worn by individuals to reduce exposure. Some examples are gloves, steel toe boots, safety glasses, respirators and hearing protection.

Personal Loss – An event leading to personal injury such as first aid, medical aid, lost time.

Property Loss – An event leading to property damage including buildings, vehicles, equipment, etc.

PIR – Partners in Injury Reduction.

Practice – Methods of behaviour or work conduct meant to reduce contractor exposure to hazards, property damage and equipment failure.

Procedure – A documented set of sequential steps to carry out an activity.

Process – A set of interrelated or interacting activities, which transforms inputs into outputs.

Record – A written, printed or electronic matter that provides evidence of activities performed and results of action items.

Risk – Product of the consequence and probability of a hazardous event.

SSE – Short Service Employee.

SWPP – Safe Work Practice and Procedure – refer to definitions for both ‘practice’ and ‘procedure’.

TDG – Transportation of Dangerous Goods.

Sexual Harassment – One or a series of incidents involving unwelcome sexual advances, request for sexual favours or other verbal or physical conduct of a sexual nature.

Unsafe Act – An unsafe act of any individual is “any departure from an accepted, normal or correct procedure or practice which may cause an accident or injury”.

Unsafe Condition – An unsafe condition is any hazardous arrangement which, if left uncorrected, may lead to an accident or injury.

Violence – Includes behaviours such as physical assault or aggression, unsolicited and unwelcome conduct, comment, gesture or contact which causes offense or humiliation, and physical harm to any individual which creates fear or mistrust, or which compromises and devalues the individual.

WHMIS – Workplace Hazardous Materials Information System.

Working Alone – A contractor who is working alone at a work site where assistance is not readily available if there is an emergency or the contractor is injured or ill.

Work Area – Any area on an Austech Industries Ltd. site or client's site where work is being performed.

1.5 General Requirements

The health and safety system is designed to be compatible and integrated with all applicable quality policies and procedures. Documentation is to be maintained in accordance with procedures for document control.

The development and maintenance of the health and safety system is to follow a plan-do- check-act cycle.

2 Commitment, Leadership & Participation

2.1 Occupational Health and Safety Policy

Austech Industries LTD. is committed to a health and safety system that protects our workers, visitors, and others (i.e., contracted employers) who enter onto our property, and the general public.

The employer, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence include the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

Austech Industries will ensure:

- the health, safety, and welfare of workers at the work site,
- the health, safety, and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,
- that workers are aware of their OHS rights and duties,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the JHSC,
- that health and safety concerns are resolved in a timely manner,
- the prime contractor is advised of all the supervisors and workers names, and
- supervisors and workers are adequately trained for the protection of health and safety at the work site.

Supervisors will ensure:

- they are competent to supervise the workers under their supervision,
- the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
- the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code, and
- that workers are not subjected to or participate in harassment or violence at the work site.
- that all precautions necessary to protect the health and safety of every worker under their supervision
- to advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- to report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

Workers including contractors will:

- protect the health and safety of themselves and other people at or near the worksite.
- cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- refrain from causing or participating in harassment or violence.
- report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

In addition, employers, supervisors, and workers will:

cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice. Other workers (e.g. contracted employers, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and work site policies.

Workers at every level must be familiar with the requirements of the provincial OHS legislation as it relates to their work.

Jaye Robinson, Managing Director

Date

2.2 Management Commitment and Leadership

2.2.1 Continuous improvement and HSE planning

In order to continually protect our people and clients Austech Industries LTD. not only observe the relevant legislation, but we also develop a yearly HSE improvement plan based on our previous years performance, by doing this we can raise goals within health and safety on a continuous basis.

2.2.2 HSE Objective and Targets

Objectives

COR Certification in Alberta and BC

Visible felt leadership

Zero injuries

Targets

COR Certification in Alberta and BC – December 2020

Active Safety Committee for all regions – meetings held as per schedule

Inspections at all project's sites- as per schedule

Training Matrix developed – all employees meet requirements

Leaders to perform Safety interactions – 5 per month

Leaders to be visible at project sites – 1 per month

Zero fatalities

TRIF = <5

2.2.3 Responsibility, Accountability and Authority

The Managing Director will provide leadership for occupational health and safety activities and assume overall responsibility for the OHSMS. This responsibility includes the following:

- Establishing, actively promoting and maintaining the OHSMS.
- Providing appropriate financial support, personnel, and organizational resources to plan, implement, check, review and correct the OHSMS.
- Defining roles, assigning responsibilities, establishing accountability and delegating authority to implement an effective OHSMS.
- Establishing and implementing an OH&S Policy and measurable objectives.
- Reviewing the organization's OHSMS at planned intervals.
- Ensuring that contractors and contractor representatives are consulted as required by CSA Z1000-06.

- Encouraging active participation on the part of contractors and contractor representatives in the establishment and maintenance of the OHSMS.

2.2.4 Management Representatives

The Operations Manager will be the management representative who, irrespective of other responsibilities, will have the defined roles, responsibilities and authority for ensuring that an OHSMS is established, maintained and reviewed in accordance with the requirements of this CSA Z1000 - 06 to support the following:

- Effective processes to identify and eliminate or control work-related hazards and risks.
- Reporting on the performance of the OHSMS to management, supervisors, contractors and contractor representatives as appropriate for review and as the basis for improvement.

The Operations Manager will also tour the worksites to observe health and safety practices and reinforce the management team's commitment to ensuring that all the policies, procedures, practices and rules established within the health and safety management system are being followed.

2.2.5 Operations Manager

- Ensure employees and contractors are aware of hazards and are trained to perform their job safely.
- Enforce Health and Safety Standards and positively reinforce good behaviour .
- Ensure all Incidents are reported and investigated, and that corrective actions are taken.
- Comply with all legislation including compliance with the "employer shall" requirements in the OH&S Code.
- Tor the work sites to reinforce health and safety practices and behaviours at least every 6 months.
- Communicate to all employees and contractors, at least annually, the organisation's commitment to health and safety.
- Ensure all training needs are met.
- Promote health and safety awareness.
- Communicate expectations for health and safety to employees and contractors.
- Instruct employees and contractors in the safe work practices and procedures.

2.2.6 Supervisors

- Set a standard of performance and behaviour.
- Demonstrate commitment to health and safety.
- Provide adequate supervision and resources.
- Promote health and safety awareness.
- Ensure proper maintenance of equipment, tools and PPE.
- Correct unsafe practices or conditions.
- Conduct hazard assessments where required and eliminate or reduce associated risks.
- Enforce Health and Safety Standards and positively reinforce good behaviour.
- Conduct or participate in inspections.

- Ensure incidents are reported and investigated, and that corrective actions are taken.

2.2.7 Employee and Contractor Participation

Contractor participation is an essential aspect of the OHSMS. Austech Industries Ltd. will do the following to promote it:

- Provide employees, contractors and contractor representatives with time and resources to participate effectively in the development of the OH&S Policy and in the process of OHSMS planning, implementation, training, evaluation and corrective action.
- Encourage employee and contractor participation by providing mechanisms that support contractor participation, such as identifying and removing barriers to participation.
- Ensure that employees, contractors and contractor representatives are trained in, and consulted on, all aspects of OH&S associated with their work.

2.2.8 Responsibilities

- Become familiar with the OHSMS.
- Participate in the OHSMS and make suggestions for improvement.
- Participate in all training offered by the employer.
- Follow the employer's health and safety standards.
- Comply with all legislation including all “worker shall” requirements in the OH&S Code.
- Report any unsafe conditions or acts to their supervisor and/or operations manager.
- Immediately correct unsafe conditions, if safe to do and where possible.
- Refuse to perform work when unsafe conditions exist.
- Report all incidents and near misses to their supervisor and/or operations manager.
- Use required protective and safety equipment where required.
- Inspect tools, equipment, machinery and vehicles before use.
- Perform all mandatory inspections of the vehicles and equipment they are using.
- Be familiar with the emergency response plans and location of First Aid, firefighting and communication equipment.

2.3 Health and Safety Rules

Austech Industries Ltd. is committed to providing a safe working environment for all employees and contractors. The following general health and safety rules apply to all Austech Industries Ltd. employees and contractors:

- All incidents, injuries, near misses or hazardous conditions shall be promptly reported to supervisor.
- Cooperate with any incident investigation.
- Adhere to all applicable federal, provincial and local legislation along with Austech Industries Ltd. policies and safe work practices and procedures.
- Appropriate PPE must be worn when required.
- All customer site requirements must be followed.
- Maintain good housekeeping in your area.

- Only use tools for the purpose they are intended.
- Never remove guards from tools or equipment.
- Defective tools or equipment must be taken out of service until repairs are completed by a qualified person.
- Only certified, competent contractors are to operate equipment.
- Operate all vehicles and mobile equipment in accordance with site rules and Austech Industries Ltd. policies as well as highway regulations, including the distracted driving law.
- Horseplay and fighting are strictly prohibited.
- Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly prohibited. Compliance with the Drug and Alcohol / Fit for Duty Policy is required at all times.

Employees or Contractors who are found to be in breach of one or more of the Health and Safety rules may be subject to discipline up to and including, termination or employment.

2.4 Progressive discipline

2.4.1 Policy

Following company policy is a condition of employment for all employees and contractors. Failure to follow the company rules will result in an employee being disciplined according to the company's progressive discipline process.

Progressive Discipline Process:

1. Verbal warning.
2. Written warning.
3. Probationary period or suspension.
4. Termination which will be effective immediately.

****Note:** *An employee may be started anywhere in the disciplinary process based on the seriousness of the rule violation, including termination.*

*****Note:** all discipline will be documented in the employee's personnel file.

Austech Industries Ltd Safety Rules:

- Employees and contractors will not cause or participate in any form of harassment or violence.
- Employees and contractors will not report to work if they are not fit for duty.
- Employees and contractors will not operate an equipment or vehicles while distracted.
- Employees and contractors will not do anything that damages the reputation of the company.
- Employees and contractors will treat other persons on the work site in a professional manner.
- Employees and contractors will refuse all unsafe work and report all unsafe conditions to supervisors.
- Employees and contractors will follow all safe work policies, procedures and practices.

- Employees and contractors will comply with all applicable OHS legislation.
- Employees and contractors will use all appropriate PPE at all times when it is required.
- Employees and contractors will report any injury/incident as soon as reasonably practicable.
- Employees and contractors will seek first aid on site for any injury no matter how minor.
- Employees and contractors will attend all safety meetings when they are on the work site.

I understand that following Austech Industries Ltd. rules and policies are a condition of employment with the company and that I can be disciplined according to the progressive discipline process for violating them.

Employee:_____ Date:_____

Supervisor:_____ Date:_____

3 Legal Requirements

3.1 Overview

The federal and provincial governments have developed a number of legislated requirements with respect to health and safety in the workplace. Management and staff of Austech Industries Ltd. are required to conduct their activities in accordance with the various regulations as they apply to our industry. A copy of the Occupational Health and Safety legislation is freely available for review at each location at all times.

3.2 Legislation

The purpose of this policy is to ensure that all parts of the OH&S legislation for the site is communicated and being met. This policy applies to all Austech Industries Ltd. visitors and contractors.

Related Documents

- Alberta OH&S Act, Regulation and Code
- WorkSafe BC OH&S Regulations/WorkSafe BC OH&S Guidelines Contractors
- Compensation Board Standards
- Contractors Compensation Act

3.2.1 Responsibilities

Managing Director

- Ensure, as far as reasonably practicable, the health and safety of contractors engaged in the work of Austech Industries Ltd. employees and all contractors and visitors present at the work site at which that work is being carried out.
- Ensure that employees and contractors are aware of the responsibilities and duties under the OH&S Act, Regulations and Code.
- Ensure that resources are allocated in order for employees and contractors to work safely.
- Follow applicable legislation and procedures.
- Know their responsibilities under OH&S legislation.
- Ensure compliance to legislation and follow set standards by OH&S and Austech Industries Ltd.

Supervisor

- Ensure, as far as reasonably practicable, the health and safety of employees and contractors engaged in the work of Austech Industries employees, all contractors and visitors present at the work site at which that work is being carried out.
- Ensure that employees and contractors are aware of the responsibilities and duties under the OH&S Act, Regulations and Code.
- Ensure that resources are allocated in order for contractors to work safely.
- Follow applicable legislation and procedures.
- Know and understand their responsibilities under OH&S legislation.

- Ensure compliance to legislation and follow set standards by OH&S and Austech Industries Ltd.

Contractors

- Take reasonable care to protect the health and safety of themselves, other contractors, and visitors.
- Follow all Austech Industries Ltd. policies, practices and procedures.

Health and Safety Representative

- Educate contractors the supervisor and Managing Director on OH&S legislation and applicable updates.

3.2.2 Alberta OH&S Act, Regulations and Code – Applicable Sections

OH&S Act – The act includes all the general duties that include the obligations of the employers, contractors and prime contractors. This applies to all sites in which Austech Industries Ltd. performs work in the Province of Alberta.

OH&S Regulations – The regulation includes all of the general duties that include the obligations of the employers, workers and contractors of specific operations that work is being performed at all work locations in which Austech Industries Ltd. performs work in the Province of Alberta.

OH&S Code – The Code states specific safety requirements to ensure that Austech Industries Ltd. follows its legal requirements and responsibilities for its management, supervisors and contractors.

The applicable portions of the **OH&S Code** that apply to Austech Industries Ltd. Are as follows:

Part 2 Hazard Assessment, Elimination and Control

This section of the Code requires Austech Industries Ltd. to assess all work and what could harm employees and contractors. These assessments must be in writing and dated and reviewed regularly. Employees and contractors must be involved in the process and informed of the results. There is also a requirement to apply the hierarchy of controls:

- Elimination of the hazard if reasonably practicable.
- Engineered Control.
- Administrative Control.
- Personal protective equipment.
- A combination of the above may be required.

Part 3 Specifications and Certifications

Austech Industries Ltd. must ensure that the equipment being used is of sufficient size, strength and design for the use it is intended for and is as per the manufacturer's specifications or certified by an engineer.

Part 4 Chemical Hazards, Biological Hazards and Harmful Substances
Austech Industries Ltd. must ensure that employees and contractors who are exposed to a harmful substance that the exposure does not exceed the occupational exposure limit (OEL).

Part 5 Confined Spaces
Austech Industries Ltd. must ensure that employees and contractors who are to be working in or near a confined space are doing so according to the Code of Practice, have proper Confined Space training, hazard assessments are performed, and all of the applicable legislation associated with Confined Spaces are followed. All employees and contractors must have an Emergency Response Plan in place with a tending employee or contractor and maintain communication.

Part 6 Cranes, Hoists and Lifting Devices
Austech Industries Ltd. must ensure that employees and contractors who are working with cranes, hoists and lifting devices are properly trained and competent. The employer must ensure the lifting device has a plate or weatherproof label permanently secured to it that legibly shows: the manufacturers related load capacity, manufacturer's name and the model, serial number and year of manufacture or shipment date. Logbooks must be readily available and maintained. All employees and contractors must prevent an unsafe lift and any potential collisions and be aware of loads over work area. All employees and contractors must review and be familiar with this part of the OH&S Code and appropriate safe work practices and safe working procedures are in place.

Part 7 Emergency Preparedness and Response
Austech Industries Ltd. must establish an Emergency Response Plan for any emergency that might require rescue or evacuation.

Part 8 Entrances, Walkways, Stairways and Ladders
Austech Industries Ltd. must ensure that every employee and contractor can enter a work area and leave a work area safely at all times.

Part 9 Fall Protection
Austech Industries Ltd. must ensure that every employee and contractor is protected from falling at a temporary or permanent work area if an employee or contractor may fall a vertical distance of 3 m or more; a vertical distance of less than 3 m if there is an unusual possibility of injury; or into or onto a hazardous substance or object, or through an opening in a work surface. An engineered control shall be put into place where possible, or an appropriate travel restraint system and/or an appropriate fall restraint system shall be in place with a Fall Protection Plan.

Part 10 Fire and Explosion Hazards

Austech Industries Ltd. must ensure the fire and explosion hazards have been controlled in the work environment.

Part 11 First Aid
This legislation requires Austech Industries Ltd. to ensure that minimum requirements for first aid training and supplies are met.

Part 12 General Safety Precautions
Austech Industries Ltd. must ensure that a work site is kept clean and free from materials or equipment that could cause employees or contractors to slip or trip.

Part 14 Lifting and Handling Loads
Austech Industries Ltd. must provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads.

Part 15 Managing the Control of Hazardous Energy
If equipment is to be serviced, repaired, tested or adjusted, the contractors representing Austech Industries Ltd. must ensure that work has come to a complete stop and that an employee or contractor has locked out or locked out and placed a warning tag on the equipment to be serviced.

Part 16 Noise Exposure
Austech Industries Ltd. will ensure that all reasonably practicable measures have been taken to reduce noise levels which employees and contractors are exposed to.

Part 17 Overhead Power Lines
Austech Industries Ltd. will ensure that all reasonably practicable measures have been taken to limit the work to be performed within 7.0 m of an energized overhead power line. If work shall be commenced at or near the power lines that all appropriate measures are addressed to limit the potential exposure to employees and contractors.

Part 18 Personal Protective Equipment (PPE)
If hazard assessments indicate the need for PPE, Austech Industries Ltd. will ensure that:

- The PPE is right for that particular job.
- Employees and contractors properly use and wear PPE.
- All PPE is in good condition for use.
- All contractors are trained in the use, care, limitations and maintenance of PPE.

Part 19 Powered Mobile Equipment

An employee or contractor must not operate powered mobile equipment unless they are suitably trained, demonstrated competency, is familiar with the equipment's operating instruction and is authorized by Austech Industries Ltd. to operate the equipment. If the employee or contractor is in training to operate the equipment, they must be under the direct supervision of a competent person designated by Austech Industries Ltd.

Part 20 Radiation Exposure

Austech Industries Ltd. will ensure that all reasonably practicable measures have been taken to limit the potential radiation exposure and that appropriate safe work practices and procedures are in place to eliminate or reduce exposure.

Part 21 Rigging

An employer must ensure that rigging is not subjected to a load of more than:

- 10% of the breaking strength of the weakest part of the rigging, if an employee or contractor is being raised or lowered;
- 20% of the ultimate breaking strength of the weakest part of the rigging in all other situations unless the manufacturer has fatigue rated the rigging in accordance with CEN Standard EN 1677-1: 20000, Components for slings – Part 1: Forged steel components grade 8, and
- If the rigging is fatigue rated in accordance with CEN Standard EN 1677-1: 2000 and a contractor is not being raised or lowered, the maximum load must not exceed 25% of the ultimate breaking strength.

An employer may use a dedicated rigging assembly designed and certified for a particular lift or project by a professional engineer, but the dedicated rigging assembly must be re- rated to comply with previous section before it is used for another lift or project.

The maximum load rating of the rigging, as determined by the rigging manufacturer or a professional engineer, will be legibly and conspicuously marked on the rigging. If, for any reason, it is not practicable to have it marked on the rigging, the maximum loading rating will be made available to the contractors at the worksite.

Part 22 Safeguards

An employer must provide safeguards if an employee or contractor may accidentally, or through the work process, come into contact with moving parts of machinery or equipment, points of machinery or equipment at which material is cut, shaped or bored, surfaces with temperature that may cause skin to freeze, burn or blister, energized electrical cables, debris, material or objects thrown from machinery or equipment, materials being fed into or removed from process machinery or equipment, machinery or equipment that may be hazardous due to its operations, or any other hazards.

Part 23 Scaffolding and Temporary Work Platforms

An employer must ensure that the employee or contractor is trained and competent to perform any work on scaffolding and/or temporary work platforms. All scaffolding erected to provide working platforms during the construction, alteration, repair or demolition of buildings and other structures comply with the appropriate CSA Standards.

Part 24 Toilets and Washing Facilities

Austech Industries Ltd. must not place unreasonable restrictions on an employee or contractor's use of, or access to any of the facilities required by OH&S.

Part 25 Tools, Equipment and Machinery

All employees and contractors must ensure that all tools, equipment and machinery are inspected, used and maintained according to the manufacturer's specifications. Employees must report any damage to tooling, equipment, vehicles and property of Austech Industries to their supervisor and/or operations manager, failure to do so could result in disciplinary action.

Part 26 Ventilation Systems

Ventilation systems are used to control employee and contractor exposures to airborne contaminants that exceed or are likely to exceed the occupational exposure limits prescribed in Schedule 1, Table 2 of the Code.

Biological contaminant that exceeds or is likely to exceed the Occupational Exposure Limit (OEL) in the Code, potentially hazardous dusts, fumes, gas, mist, aerosol, smoke, vapour or other particulate of a kind or quantity that is given off by the process, an atmosphere that has flammable levels of gases, vapours, liquids, or solids, and an atmosphere that has less than 19.5% or more than 23% by volume of oxygen.

Part 27 Violence

Violence is defined as threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. Austech Industries Ltd. must develop written policy and procedures respecting potential workplace violence. Employees and contractors must be trained to recognize situations and respond appropriately. Reporting procedures must be developed. Incidents must be reported, investigated and documented.

Part 28 Working Alone

There are situations in which contractors of Austech Industries Ltd. are working alone. Austech Industries Ltd. must provide an effective communication system which includes regular contact at appropriate intervals relative to the hazards of the work.

Part 29 WHMIS

Austech Industries Ltd. is committed to training and educating all employees and contractors in the use, handling and storage of controlled products.

Part 30 Excavation and Tunnelling

Austech Industries Ltd. is committed to training and educating all contractors in any disturbing of the ground and the appropriate hazards associated with excavating and tunnelling. Employees and contractors must be trained and competent in exposing of any buried facilities including but not limited to flagging, shoring, access, associated hazards as well as exposing of any lines. All contractors involved must participate in the hazard assessments and review the appropriate safe work practices and procedures.

Part 31 Explosives

Austech Industries Ltd. is committed to using this part of the code for all work that is done for the industrial use of explosives for the high energy of welding of materials, including pipe and power transmission lines. It includes the use of explosives at a work site other than a mine site. Austech Industries Ltd. is committed to handling, using, drilling, loading firing, destroying explosives and performing specific blasting activities as part of their work and includes training and educating all contractors in the use, handling and storage of explosives.

Part 32 Health Care and Industries with Biological Hazards

Austech Industries Ltd. is committed to training and educating all employees and contractors in the use, handling and storage of controlled products.

Part 33 Mining

Austech Industries Ltd. is committed to training and educating all employees and contractors who work in mining or near where mining may occur with all aspects of this part of the code that are applicable to the work being performed by the employee or contractor.

Part 34 Oil and Gas Wells

Austech Industries Ltd. is committed to training and educating all employees and contractors who work with or near any oil and gas wells with all aspects of this part of the code that are applicable to the work being performed by the contractor.

Part 35 Utility Contractors - Electrical

Austech Industries Ltd. is committed to training and educating all utility contractors who work with or near electricity or near where electrical work may occur with all aspects of this part of the code that are applicable to the work being performed by the contractor.

WorkSafe BC OH&S Regulation - Applicable Sections

OH&S Regulation – The BC OH&S Regulation has legal requirements that apply to Austech Industries Ltd. that promote occupational health and safety and protect employees and contractors. The OH&S Regulation is under

the inspectional jurisdiction of WorkSafe BC. The OH&S Regulation has associated guidelines which are used to interpret the OH&S Regulation.

The applicable portions of the **OH&S Regulation** that apply to Austech Industries Ltd. are as follows:

Part 1 Definitions
This section of the Regulation can be referenced for the definitions used in the Regulation.

Part 2 Application
Austech Industries Ltd. abides to all applicable legislation in the WorkSafe BC OH&S Regulations. Austech Industries Ltd. must carry out all work without undue risk of injury of occupational disease to any person. In the event Austech Industries Ltd. received an order from WorkSafe BC, the requirements for posting an order, notice to contractors and notification of compliance is in this section.

Part 3 Rights and Responsibilities
Health and Safety Programs
Austech Industries Ltd. will implement a health and safety program with specified contents of the program meeting legislative requirements.

Incident Investigations
Austech Industries Ltd. will complete incident investigations reports that meet the specifications stated in this section.

Workplace Inspections
Austech Industries Ltd. must ensure that their employees and contractors complete regular inspections of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions. An inspection shall be performed if there is a malfunction and/or an incident. All inspections are to be overseen by the operations manager.

Unsafe or Harmful Conditions
Austech Industries Ltd. must ensure that unsafe or harmful conditions found in an inspection are dealt with without delay. The Managing Director, supervisor, and contractors must report unsafe conditions to their superior or point of contact, and the person who received the report of the unsafe condition must investigate the reported unsafe condition and ensure necessary corrective action is taken without delay.

Defective Tools, Appliances and Equipment

Austech Industries Ltd. will ensure that no contractor will perform any work process or operate any tool, appliance, or equipment, if there may be a reason to cause a hazard to the employees and contractors' health and safety. Austech Industries Ltd. will have a work refusal process where if an employee or contractor refuses to carry out a work process or operate a tool, appliance, or equipment the supervisor or operations manager will immediately investigate and ensure that the unsafe condition is remedied.

First Aid

Austech Industries Ltd. must ensure they complete an assessment of each worksite every 12 months to ensure each worksite is provided with the necessary type and quality of first aid equipment, supplies, facilities, first aid attendants and services that are adequate to render first aid to injured employees and contractors and to transport injured personnel to medical treatment. First Aid procedures for providing first aid at the worksite must be kept up-to- date and posted in a location available to all employees and contractors. Austech Industries Ltd. must ensure there is a first aid attendant available when required by Schedule 3-A in the OHS regulations. The first aid attendant must always be provided with effective communication between the first aid attendant and the contractors served and the first aid attendant must have a means to call for assistance. Austech Industries Ltd. must maintain at each worksite, first aid records that are kept for 3 years and remain confidential.

Austech Industries Ltd. must ensure in situations where there are 2 or more employers and Austech Industries Ltd. is the prime contractor on a worksite, to conduct an first aid assessment of the circumstances under this part in relation to all the employees and contractors in the workplace and do everything that is reasonably practicable to establish and maintain the first equipment, supplies, facilities, first aid attendants and services under this part.

Young and New Employees and Contractors

Austech Industries Ltd. is committed to ensuring that before all young or new employees and contractors begin in a workplace, the personnel are given all of the relevant information and contacts related to health and safety for their particular circumstances. Ensuring that they are in a safe working environment. This section covers the content requirements.

Part 4 General Conditions

Safe Workplace

Austech Industries Ltd. must plan, construct, use and maintain the workplace to protect from danger any person working at the workplace.

Safe Buildings and Structures

Austech Industries Ltd. must ensure that each building and temporary or permanent structure in each worksite is capable of withstanding any stresses likely to be imposed on it.

Safe Tools, Machinery and Appliances

Austech Industries Ltd. must ensure that each tool, machine, and piece of equipment has a manual or the supplier has provided sufficient information. Austech Industries Ltd. must ensure at each worksite is capable of safely performing the functions for which it is used, selected, used, and are operated in accordance with the manufacturer's instructions, where available, as well as the safe work practices and the requirements of the Regulation. The installation, inspection, testing, repair, and maintenance of a tool, machine, or piece of equipment must be carried out in accordance with the manufacturer's instructions and any standard the tool, machine, or piece of equipment is required to meet, or as specified by a professional engineer. A tool, machine, or piece of equipment determined to be unsafe for use must be identified in a manner and taken out of service.

Austech Industries Ltd. must ensure machines, or pieces of equipment have documented inspection and maintenance records that log all information requested in this part.

Emergency Preparedness and Response

Austech Industries Ltd. must conduct a risk assessment at any worksite in which a need for evacuation of rescue. Austech Industries Ltd. Managing Director must ensure that they train their employees and contractors on adequate fire prevention and emergency evacuation procedure and ensure there are emergency escape routes/exit routes for employees and contractors and at there are at least one (1) emergency drill per year that covers awareness and effectiveness of emergency exit routes and procedures.

Impairment

Austech Industries Ltd. must ensure that an employee or contractor with physical or mental impairment which could affect the workers ability to safely perform assigned work does not create a risk to themselves or others and they are reassigned a task where they are not at risk or other personnel.

Austech Industries Ltd. must ensure they not knowingly permit an employee or contractor to enter and/or remain on a worksite that is affected by alcohol, drugs, or other substance and the Austech Industries Ltd. Managing Director will ensure that an employee or contractor must not remain on a worksite if the person's behaviour is affected to endanger themselves or anyone else.

Working Alone or in Isolation

Austech Industries Ltd. employees and contractors may be working alone or in isolation at times. Austech Industries Ltd. The Managing Director must ensure they have working alone or in isolation written procedures in place, employees and contractors are trained on these procedures and provide an effective communication system which includes regular contact at appropriate intervals relative to the hazards of the work.

Workplace Conduct

Austech Industries Ltd. must enforce that no employee or contractor will engage in improper activity or behaviour at a workplace that might create a hazard to themselves or others. All reports of this will be investigated. This includes, but is not limited to physical force, threatening statement or behaviour, horseplay, practical jokes, or any similar conduct.

Violence

Austech Industries Ltd. must develop a risk assessment and written policy and procedures respecting potential workplace violence. Employees and contractors must be trained to recognize situations and respond appropriately. Reporting procedures must be developed. Incidents must be reported, investigated, and documented.

Work Area Requirements

Access to Work Areas

Austech Industries Ltd. will provide a safe way to enter or exit each place where work is performed; the work area allows safe movement of people, equipment, and materials. Work must not take place if there is poor visibility due to smoke, steam, or other substances in the atmosphere.

Slipping and Tripping Hazards

Austech Industries Ltd. will monitor to ensure that floors, platforms, ramps, stairs, and walkways available for use by employees and contractors must be maintained in a state of good repair and kept free of slipping and tripping hazards. If such areas are taken out of service, the employer must take reasonable means for preventing entry or use.

Wet Floors

During work processes, if it results in a liquid accumulation on the floor or grade surface of the work area and the liquid creates a slipping or other hazard, the hazards shall be controlled by Austech Industries Ltd.

Waste Material

Austech Industries Ltd. will monitor waste material to ensure it is not allowed to accumulate and become a hazard.

Cleaning with Compressed Air

Austech Industries Ltd. will train their employees and contractors to not use compressed air to clean a work area, equipment, and material or use compressed air to blow harmful or hazardous dusts or harmful substances from clothing being worn by other workers.

Storing and Handling Materials

Stacking Materials

Austech Industries Ltd. will ensure material and equipment must be placed, stacked, stabilized, or stored in a stable and secure manner. Containers must be stabilized by interlocking, strapping, or other effective means of restraint.

Entrapment

Austech Industries Ltd. must ensure that their personnel do not enter or remain in any place where there is a danger of entrapment or engulfment in loose materials or from other means.

Falling Materials

Areas in which material may be dropped, dumped, or spilled must be guarded to prevent inadvertent entry by employees or contractors, or protected by adequate covers and guarding by Austech Industries Ltd.

Ergonomics (MSI) Requirements

Austech Industries Ltd. must ensure that they take steps such as completing a risk assessment, employee and contractor training, and employee and contractor evaluation to minimize risk of musculoskeletal injury topersonnel.

Work Area Guards and Handrails

Austech Industries Ltd. must ensure that guards or guardrails are installed as per the required specifications in any of the specified circumstances of this part. In the event, temporary removal of guardrails is required Austech Industries Ltd. must ensure that guardrails are only removed in the location necessary to perform work and the employee or contractor is using a fall protection system. Austech Industries Ltd. must ensure the guardrail is replaced after the work is completed or the area is left unattended.

Austech Industries Ltd. must ensure that when there is an opening which is a danger to employees and contractors, it is securely covered with a cover of adequate size and strength or guarded by fixed of movable guardrails, which must be identified such and kept in place, when the area can't be covered the opening must be guarded or personal fall protection must be used.

Austech Industries Ltd. must ensure that floor openings, elevated walkways and platforms must have toe boards if there is a danger from tools, materials, equipment, and debris falling off the edge of the work surface, or there is a danger of slipping off the work surface due to the environment or work practices being used. Toe boards must be built to the specifications in this part.

Walkways

Austech Industries Ltd. must ensure that elevated walkways must be must be at least 50 cm (20 in) wide, and safe access to walkways must be provided by means of stairs, ramps, or fixed ladders.

Handrails on Stairways

Austech Industries Ltd. must ensure that handrails on stairways are built to the specifications of this part.

Illumination

Austech Industries Ltd. must ensure that lights required by this part meet the general or local lighting requirements and illumination levels that follow the specifications of this part. Emergency lighting must be provided that meets this part in location where there could be a failure in the lighting system that creates dangerous conditions to the health and safety of contractors.

Emergency Lighting

If failure of the lighting system could create conditions dangerous the health and safety of contractors, Austech Industries Ltd. will provide a dependable emergency lighting system in the workplace and the exit routes. The emergency lighting system will be inspected, tested and maintained. Where back up lighting isn't reasonable a blackout plan must be in place.

Indoor Air Quality

Austech Industries Ltd. must ensure the air quality to indoor or enclosed areas when occupied by contractors follow the design, operation building modifications, ventilation openings, the amount of discharged air, temperature and humidity ranges, and the preventative maintenance of the ventilation system meets this part. Austech Industries Ltd. must ensure that all air quality issues are investigated as per this part.

Environmental Tobacco Smoke

Austech Industries Ltd. must ensure that smoking prohibited indoors the workplace and each location has a designated smoking area at least 3 m from a doorway, window, or an air intake.

Occupational Environmental Requirements

Eating Areas

Austech Industries Ltd. must ensure that there is an area suitable for storage and consumption of food at each worksite and contractors are not consuming food in an area where food could become unwholesome because of contaminants.

Washroom Facilities

Austech Industries Ltd. must ensure that there are enough plumbed washroom facilities readily available to employees and contractors on each worksite, and when this isn't possible provide access to a portable washroom and hand washing facilities or make reasonable arrangements as circumstances allow if access to portable washrooms/hand washing facilities cannot be provided. All washroom facilities must be clean, properly working, and have the proper supplies.

Change Areas
Austech Industries Ltd. must ensure that if there is an event where an employee or contractor must change into protective clothing at a workplace, an adequate change area will be provided.

Unsafe Water
Austech Industries Ltd. must ensure that if water is unsafe to drink at a worksite that has plumbed non-potable water that a person might believe if safe to drink, a notice must be posted stating water is unfit for human consumption.

Part 5 Chemical Agents and Biological Agents
Austech Industries Ltd. is committed to training and educating all contractors in the use, handling, and storage of controlled products. Austech Industries Ltd. must ensure that all employees and contractors' exposure, ventilation requirements, emergency preparedness with controlled products are met and employee and contractor hygiene meets all the requirements in this part when they are working with controlled products.

The managing director will be responsible monitor for any new regulations or changes to existing regulations and ensure Austech Industries Ltd. policies and procedures enable to company to comply with all regulatory requirements.

Part 6 Substance Specific Requirements
Austech Industries Ltd. must ensure that if there is a circumstance where there is a potential to be exposed to lead, rock dust, pesticides, or asbestos this part is referred to and followed. Austech Industries Ltd. will monitor as well as train their employees and contractors to identify when these situations are potential and how they should be handled.

Part 7 Noise, Vibration, Radiation and Temperature
Noise
Austech Industries Ltd. must ensure that when an employee or contractor may be exposed to more than 82 dB of noise, that a noise test is perform and if any personnel is exposed to more than 85 dB then those personnel are provided with hearing protection, hearing tests at designated intervals and warning signs are posted at the worksite as per this part. Austech Industries Ltd. is responsible for providing hearing protection, hearing tests, and warning signs to their employees and contractors.

Vibration Exposure
Austech Industries Ltd. must ensure to the extent practicable that contractors are not exposed to cold/hand-arm/whole body vibration in excess of limits specific publications listed in this part. In the event an employee or contractor is exposed, Austech Industries Ltd. will evaluate the vibration as per the publications in this part and will then implement controls. Austech Industries Ltd. is required to inform employees and contractors who

are exposed to levels of vibration above the vibration exposure limit of the nature of the hazard and adverse effects. Austech Industries Ltd. must ensure that equipment that produces levels of vibration more than the vibration excess limits is labelled.

Thermal Exposure

Heat Exposure

Austech Industries Ltd. must ensure that a heat stress assessment and exposure control plan is put into place when employees and contractors may be exposed to levels that exceed the screening criteria listed in ACGIH Heat and Stress Section. Austech Industries Ltd. The Managing Director must ensure to implement engineering controls, administrative control and provide personal protective equipment to reduce the exposure of employees and contractors and provide potable water close to the work area. Austech Industries Ltd. will ensure that employees and contractors showing signs of symptoms of heat stress or strain are treated by a first aid attendant or doctor.

Cold Exposure

Austech Industries Ltd. must ensure that a cold stress assessment and exposure control plan is put into place when employees and contractors may be exposed to levels that exceed the Cold Stress of the ACGIH Standard listed in this part. Austech Industries Ltd. The managing director must ensure to implement engineering controls, administrative control, and provide personal protective equipment to reduce the exposure of contractors and provide heated shelters that meet this part. Contractors are responsible to wear adequate insulated clothing and personal protective equipment as per this part. Austech Industries Ltd. will ensure that employees showing signs of symptoms of cold stress or strain are treated by a first aid attendant or doctor. Austech Industries Ltd. is required to follow the same requirements as stated above for their contractors.

Part 8 Personal Protective Clothing and Equipment

Austech Industries Ltd. will conduct a workplace evaluation to determine the appropriate PPE for each task. Contractors are responsible to provide their own work gloves, safety footwear, safety headgear, and clothing for working against natural element. Austech Industries Ltd. will provide/supply all other items of personal protective equipment required by this regulation. Austech Industries Ltd. are required to perform their own assessment and ensure they provide the proper PPE to their employees and contractors.

Part 10 De-Energization and Lockout

Austech Industries Ltd. must ensure that de-energization and lock out procedures are followed as per this part.

Part 11 Fall Protection

Austech Industries Ltd. must ensure that every employee and contractor is protected from falling at a temporary or permanent work area. If an employee or contractor may fall a vertical distance of 3 meters or more; a vertical distance of less than 3 meters if there is an unusual possibility of injury; or into or onto a hazardous substance

or object, or through an opening in a work surface. An engineered control shall be put into place where possible, or an appropriate travel restraint system and/or an appropriate fall restraint system shall be in place with a fall protection plan.

Part 12 Tools, Machinery and Equipment

Austech Industries Ltd. must ensure that machinery and equipment such woodworking tools, steel cutting tools and equipment is fitted with adequate safeguards. Guards are not to be removed at any time and all requirements in this part shall be followed.

Part 13 Ladders, Scaffolds and Temporary Work Platforms Ladders

Austech Industries Ltd. employees and contractors must ensure that ladders are inspected before each use; any unsafe conditions are remedied before the ladder is used, ladders are positioned with stability, and work is only done from a ladder when it is without hazard to an employee or contractor.

Work platforms

Austech Industries Ltd. must ensure that engineered work platforms built with the accordance with the instructions of a professional engineer are used instead of ladders when there is a hazard to an employee or contractor when using a ladder. Austech Industries Ltd. must ensure that work platforms have a safe access, are of sufficient strength to bear the load on it, secured against separation from the supporting equipment, structure, or surface it is attached to, rigging, lines, hooks, and clamps meet the requirements of this part of the regulation.

Scaffolds

Austech Industries Ltd. must ensure scaffolds are in a safe condition, are able to withstand the load, regardless of who erected the scaffold and the scaffold is built to meet all the specifications listed in this part.

Moveable Work Platforms

Austech Industries Ltd. must ensure that all moveable work platforms are marked with a load capacity, the operator's manual, or written instructions from a professional engineer are available and maintenance of records are maintained. Austech Industries Ltd. will ensure that when fall protection is required when working in a moveable work platform, it meets the specifications of this part.

Part 14 Cranes and Hoists

Austech Industries Ltd. must ensure that employees and contractors who are working with cranes, hoists, and lifting devices are properly trained and competent. They must meet the load capacity, load charts, operator requirements, as well as maintain the logbooks. All employees and contractors must prevent an unsafe lift and

any potential collisions and be aware of loads over work area. All employees and contractors must review and be familiar with the regulation and the appropriate safe work practices and procedures are in place.

Part 15 Rigging

Austech Industries Ltd. must ensure that rigging and slinging work is performed by a competent and qualified person familiar with rigging to be used and signals to be used. All rigging activities, including detaching loads, use of rigging, component identifications, rigging equipment including slings/chains/hook lifting devices/spreader bars, rigging practices/procedures, and hand signals, must meet the specifications in this part.

Part 16 Mobile Equipment

Austech Industries Ltd. must ensure the mobile equipment is only operated by trained/competent contractors and mobile equipment is inspected, operated, maintained, and meet all the specifications listed in this part.

Part 17 Transportation of Employees and Contractors

Austech Industries Ltd. must ensure that vehicles used to transport employees and contractors must be designed, maintained, and operated in a safe manner. Austech Industries Ltd. will train operators and contractors in their responsibilities when being transported in an Austech Industries Ltd. vehicle.

Part 18 Traffic Control

Austech Industries Ltd. must ensure that employees and contractors are trained and competent in traffic control, for the event that traffic control is needed on a worksite.

Part 19 Electrical Safety

Austech Industries Ltd. must ensure the electrical contractor's qualifications meet the specifications. Austech Industries Ltd. will enforce all specifications listed in this part.

Part 20 Construction, Evacuation and Demolition

Qualified Contractor

In the event, Austech Industries Ltd. agrees with a person to be a prime contractor as per Section 118 of Part 3 of the Contractors Compensation Act, Austech Industries Ltd. must ensure the person is qualified.

Notice of Project

Austech Industries Ltd. is responsible to ensure that they or the assigned person to be prime contractor submit a notice of project (NOP) at least 24 hours before starting a construction project if the specifications listed in this part apply to the project.

Coordination of Multiple Employer Workplaces

Austech Industries Ltd. must ensure that they communicate to contractors on their worksite that they are responsible to notify Austech Industries Ltd. or the assigned prime contractor in advance of undertaking likely to create a hazard for an employee or contractor from another employer. Austech Industries Ltd. must ensure that employees and contractors understand the specifications in this part in regards overlapping or adjoining work activities of 2 or more employers that create a hazard to employees and contractors. Austech Industries Ltd. will ensure that have a qualified coordinator appointed will follow all duties under this part.

Safe Work Areas and Safe Access

Austech Industries Ltd. must ensure that there is suitable access for:

- The safe delivery of equipment and materials to locations in the workplace where they will be used.
- Suitable ladders, work platforms and scaffolds meeting the requirements of Part 13 of the regulation.

Temporary Floors

Austech Industries Ltd. must ensure that during the erection of a building or structure of skeleton construction, a temporary floor, decking, or formwork must be installed at the main working level that meets this part.

Protection from Falling Materials/Chutes

Austech Industries Ltd. must ensure that if falling material could endanger contractors the danger area is barricaded/guarded to prevent entry, or adequate canopies are installed over danger area, or adequate catch platforms, or nets must be provided to stop materials from falling into areas accessible to contractors.

Glass Panels

Austech Industries Ltd. must install glass panels during construction or alternations must be marked to clearly indicate their presence or effectively guarded at the time of installations.

Thrust-out Crane Landing Platforms

Austech Industries Ltd. must ensure that in the event a thrust-out crane is landing platforms the specifications in this part is followed.

Temporary Support

Austech Industries Ltd. must ensure that during the erection of a structure or equipment that all partially assembled structures or components are supported as necessary to safely withstand any loads likely to be imposed by them.

Fills

Austech Industries Ltd. must ensure a fill is planned, constructed, used, and maintained so that no person working at the workplace is endangered by any failure or stability of the fill.

Stockpiles and Unstable Face of Stockpile

Austech Industries Ltd. stockpile must be planned, constructed, used, and maintained so that no person working at the workplace is endangered by any instability of the stockpiled material. Austech Industries Ltd. must ensure that stockpiles height of an unstable face of a stockpile must not exceed the maximum safe reach of the equipment being used to remove material from the stockpile.

Concrete Formwork and Falsework

Austech Industries Ltd. Managing Director must ensure that a competent and experienced supervisor is assigned to watch the erection of formwork and falsework. Austech Industries Ltd. is responsible to ensure they meet the specifications, plans, erection drawing information, design requirements, engineering requirements, fly form drawings, concrete placing hazards, inspections, and equipment requirement listed in this part.

Concrete Pumping

Austech Industries Ltd. must ensure all specifications listed in this part are followed and that employees and contractors are competent in the specifications of this part.

Excavations

Austech Industries Ltd. is responsible to ensure that excavation work is done in accordance with the written instructions of a qualified registered professional for excavations that meet the designated specifications in this part.

Austech Industries Ltd. must ensure the following:

- Underground utilities are identified, and the utility provider is notified.
- Safe entry and exit into the excavation at all time.
- Hazards are removed or secured if they endanger employees or contractors.
- Sloping and shoring requirement/procedures are followed.
- Spoil pile requirements are followed.
- Open excavations are guarded or covered.
- Excavated materials must be located a minimum of 60 cm (2 ft) from the edge of a trench excavation and 1.2 m (4 ft) from any other excavation.
- Trench support structures meet the requirements of this part, there is no water at any time in the excavation.
- Requirements for sloping in lieu of shoring are met (if applicable). Requirements for benching in lieu of shoring are met (if applicable).

3.3 Worker's Rights

3.3.1 Right to Know

All employees and contractors have the right to know what hazards are present in their workplace. They are therefore entitled to receive (and the employer is obligated to provide) a worksite orientation, appropriate training for the tasks they are to be asked to perform and a review of any applicable hazard assessment documents.

3.3.2 Right to Participate

Employees and Contractors have the right to take an active role in safety within the workplace. Receiving training offered by the company, attending safety meetings, assisting with incident investigations and reporting hazards to a manager/supervisor are all important aspects of participation.

3.3.3 Right to refuse/Obligation to Refuse (Imminent Danger)

Austech Industries Ltd. recognizes the legal obligation to refuse unsafe work if there are reasonable grounds to believe that there exists an imminent danger to life, health or safety. Austech Industries Ltd. will respect this obligation and will work with its employees and contractors to prevent and deal with these situations.

This policy affects all Managing Directors, supervisors and contractors of Austech Industries Ltd.

Related Documents
Work Refusal Form

3.3.4 Responsibilities

Managing Director

- Ensure that an unsafe work refusal procedure is in place.
- Complete investigation, when required.
- Ensure all staff is trained on the work refusal procedures.
- Look into all work refusals and try to resolve.
- Ensure the Work Refusal Form is completed.

Supervisor

- Complete investigation, when required.
- Ensure the Work Refusal Form is completed.

Employees and Contractors

- Refuse unsafe work.
- Notify the supervisor of all work refusals.
- Complete the Work Refusal Form.

Health and Safety Representative

- Ensure that an unsafe work refusal procedure is in place.
- Complete investigation when required.
- Ensure all staff is trained on work refusal procedures.
- Look into all work refusals and try to resolve.
- Ensure the Work Refusal Form is completed.

3.3.5 Procedure

All employees and contractors have the obligation to refuse to do work, use equipment or work in environments which they reasonably believe may:

- Result in imminent danger to their own health or safety.
- Result in imminent danger to another person's health or safety as a result of their work.

It is the responsibility of the employee or contractor to immediately report the circumstance of any unsafe condition to the supervisor. If the employee or contractor believes that such unsafe condition constitutes an imminent danger and refuses such work, then this must be clearly and immediately documented on a Work Refusal Form.

- All related work must stop until the unsafe condition has been rectified.
- If the matter is not resolved through discussion between the immediate supervisor and the person involved, the managing director must be notified. A thorough investigation must be completed.

3.3.6 Reporting

All unsafe work refusals must be documented on a Work Refusal Form.

3.3.7 Discipline

Under existing legislation, discipline or reprisal is not permitted unless the work refusal was made in bad faith or, after a government safety inspector has found the job to be safe, the employee or contractor continues to refuse to do the work. If either of these circumstances can be clearly established, with agreement of the government safety inspector, discipline may be considered.

3.3.8 Conclusion

In the vast majority of incidents when unsafe conditions are brought to the attention of supervisors, they are resolved immediately. Employees and contractors should be encouraged, and required, to report unsafe conditions immediately.

In the rare instance that the supervisor and the employee/contractor do not agree, it is important to have a procedure in place to resolve the issue with a minimum of disruptive conflict.

3.4 First Aid Requirements

The purpose of this policy is to ensure that first aid services and equipment are provided and maintained as per the appropriate OH&S legislation for the site. This policy applies to all Austech Industries Ltd. employees, visitors and contractors.

Related Documents

Incident Report Form
First Aid Attendants List
Alberta OH&S Act, Regulation and Code
WorkSafeBC Regulation

3.4.1 Responsibilities

Managing Director

- Provide and maintain the required first aid equipment and training.
- Ensure that all first aid incidents are reported and followed up on.
- Ensure all first aid incidents are documented and contractors are trained to report them.
- Ensure that first aid equipment is supplied and available.
- Send contractors for first aid training as required by Occupational Health and Safety legislation and ensure they are available in the case of an emergency.

Supervisor

- Ensure that all first aid incidents are reported and followed up on.
- Ensure all first aid incidents are documented and contractors are trained to report them.

Employees

- Report all first aid incidents and complete an Incident Report Form.
- Inspect all emergency equipment on a monthly basis, re-stocking if necessary.
- Participate in first aid training.

Health & Safety Representative

- Ensure that first aid equipment is supplied and available.
- Ensure that there are appropriate number of first aiders on site.
- Ensure that all emergency equipment is inspected and re-stocked on a monthly basis.

Procedure

- Only trained first aid attendants are to provide first aid.
- All work-related injuries and illnesses must be recorded on an Incident Report Form required by OH&S legislation immediately after an incident. Incident Report Form must be kept for a period not less than three years. All workplace injuries and illnesses shall be reported to the employee's or contractor's supervisor and/or Managing Director immediately.
- A list of all First Aid Attendants will be revised annually.

Contractors

When a contractor is injured on an Austech Industries Ltd. work site and requires medical aid, the first aid attendant must fill out an Incident Report Form. The original shall be given to the manager of that contractor. If the injured contractor does not report back to Austech Industries Ltd. within 48 hours, then the Incident Report Form is to be filled out with a note stating that the worker did not report back. Depending on the nature of the incident/injury, the contractor's contractor may be required to support Austech Industries Ltd. in finding root cause and corrective action as required by Austech Industries Ltd. Incident Investigation Procedures.

First Aid Equipment

First aid equipment and supplies must be easily accessible and ready for use at all times. First aid equipment and supplies must be protected from the elements so that their effectiveness is not diminished. On a monthly basis, as part of the safety inspection process, a designated person will conduct an inspection of the first aid supplies to ensure that they meet or exceed the minimum requirements of the OH&S legislation. These inspections shall be documented.

The location of first aid equipment and supplies, or more often the containers in which they are stored, must be clearly marked, this information must also be included in employee or contractor training and orientations.

Records

All occupational injuries and illnesses must be recorded on an Incident Report Form. All treatment forms must be retained confidentially for a period not less than three years. Blank Incident Report Form shall be kept in each first aid kit so that employees and contractors have access to them at all times.

Reporting

All workplace injuries shall be reported to the supervisor and the designated first aid attendant for documentation and treatment as soon as possible. An Incident Report Form shall be filled out if first aid is administered and shall be filled out in order to track such occurrences.

Transportation

All field personnel must prepare a plan for transporting injured employees and contractors to the nearest health care facility site. Depending on the location of the worksite determine which hospital/health care centre is closest to you. When on a client site, follow all client procedures.

If a contractor becomes injured or ill and is to be transported to the hospital for treatment, they shall be accompanied by at least one first aider other than the operator of the transport vehicle. This can include an employee or contractor from the site or an assisting paramedic.

3.5 Working Alone

Austech Industries Ltd. recognizes the risks associated with working alone and requires a means of checking the well-being of employees and contractors when they are potentially unable to summon help in the case of an emergency.

This policy applies to any employee or contractor working alone at a worksite, and where assistance is not readily available if there is an emergency or the worker is injured or ill. Working alone procedures are required as per OH&S legislation.

Related Documents

Hazard Assessments

Working Alone Logs

3.5.1 Responsibilities

Managing Director

- Ensure that a working alone system is in place.
- Provide the appropriate resources to manage the working alone procedures.
- Follow the working alone procedures.
- Enforce the use of the working alone procedures.
- Report any incidents involving working alone.

Supervisor

- Enforce the use of the working alone procedures.
- Follow the working alone procedures.
- Report any incidents involving working alone.

Employees and Contractors

- Follow the working alone procedures.
- Carry out your work in a manner so as not to create a health or safety hazard.
- Report any incidents involving working alone.

Health and Safety Representative

- Enforce the use of the working alone procedures.
- Follow the working alone procedures.
- Report any incidents involving working alone.

3.5.2 Procedure

A person is alone at work when they cannot be seen or heard by another person and when they cannot expect a visit from another worker. Working alone includes all employees and contractors who may go off site for a period where they do not have direct contact with another person.

In a working alone situation, the risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, incident or injury. This wide variety of circumstances make it important to assess each situation individually.

When working alone, all Austech Industries Ltd. employees and contractors must have access to a cell phone or other means of communication. There is to be no working alone conducted when there is no means of communication.

High Risk activities can involve a variety of different risks from many different sources, such as:

- Working at heights.
- Electricity.
- Hazardous substances, chemicals or materials.
- Materials under great pressure.
- The public, where there is a potential for violence.

3.5.3 Check-in Procedures

Note that checking in can be done via telephone, email or texting.

If you are working alone in the office the following procedures apply:

- Contact your supervisor to let them know you have arrived.
- If you are completing low hazard work contact your supervisor when you leave site.
- If you are completing medium hazard work contact your supervisor every 3 hours.
- If you are completing high hazard work, ensure there are 2 people on site.

3.5.4 Review

These working alone procedures shall be reviewed for effectiveness on an annual basis by Austech Industries Ltd. management, or assigned representative. All records associated with the working alone procedures are to be retained for a period not less than 3 years. All incidents associated with working alone shall be dealt with in accordance with the incident investigation procedure.

3.6 Violence and Harassment

The management of Austech is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.

Austech, as the employer, 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 harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents or raise concerns.

Austech. will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

Austech. will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner.

Austech. pledges to respect the privacy of all concerned as much as possible. Austech. will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

Related Documents

Incident Report Form
Investigation Form

3.6.1 Responsibilities

Managing Director

- Promptly address and document behaviour that may lead to workplace violence or any type of harassment.
- Ensure all investigations remain confidential.

Supervisor

- Promptly address and document behaviour that may lead to workplace violence or any type of harassment.
- Participate in the investigations and implement control measures to reduce exposure to identified hazards.

Employees and Contractors

- Report any incident of workplace violence or harassment to their supervisor immediately.
- Participate in any investigation and the implementation of control measures to reduce exposure to identified hazards.

Health and Safety Representative

- Promptly address and document behaviour that may lead to workplace violence or any type of harassment.
- Participate in any investigation and implement control measures to reduce exposure to identified hazards.

3.6.2 Procedure

Included Behaviour and Location

The types of behaviour which constitute harassment include, but are not limited to, verbal abuse or threats, offensive comments and actions deliberately designed to demean, belittle or humiliate an individual or group, and non-consensual and physical contact. These behaviours can occur at the workplace, at employment-related social functions, in the course of work assignments outside the workplace, at work-related conferences or training sessions, during work-related travel, over the telephone or via text message if the conversation is a result of work-related responsibilities or a work-related relationship, or elsewhere, if the person harassed is there as a result of work-related responsibilities or a work-related relationship.

Types of behaviours which constitute sexual harassment include, but are not limited to sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or

offensive, or that are by their nature clearly embarrassing or offensive; leering; the display of offensive material of a sexual nature; sexually degrading words used to describe a person; derogatory or degrading remarks directed towards members of one sex or one sexual orientation; sexually suggestive or obscene comments or gestures; unwelcome sexual flirtations, advances, or propositions; unwelcome inquiries or comments about a person's sex life; persistent, unwanted contact or attention after the end of a consensual relationship; requests for sexual favours; unwanted touching; verbal abuse or threats; and sexual assault.

3.6.3 Initial Complaint and Counselling

Complaints shall be conscientiously investigated and will be processed in a confidential manner. The name of the complainant and the circumstances related to the complaints will not be disclosed and confidentiality will be preserved as much as possible.

Upon a decision to make a formal written complaint, the principles of natural justice require that absolute confidentiality cannot be maintained, as witnesses may be involved, and the alleged harasser will be given an opportunity to respond to the allegations made.

Employees or Contractors who make legitimate complaints concerning harassment against themselves by others will not be adversely treated as a result of their complaint. In fact, they will assist Austech Industries Ltd. in providing a healthy working environment. Because a charge of harassment is a very serious matter for everyone involved, contractors must not make frivolous or malicious charges against others.

3.6.4 Responsibilities

Managing Director

- Ensure that the right of freedom from harassment for all contractors is respected.
- Ensure contractors are fully aware of the policy.
- Make every effort to prevent any form of behaviour, which may be construed as harassment.
- After the supervisor has explained the policy to the employee or contractor and they still wishe to make a formal written complaint, then that acting supervisor must report this complaint to the Managing Director for review.
- Investigate promptly and take the appropriate corrective action should they become aware of such behaviour.
- Recommend the imposition of preventative and corrective measures upon the offenders in accordance with the seriousness of the misconduct.
- Cooperate in the investigation and in the implementation of any remedial action undertaken by Austech Industries Ltd.

Please note any supervisor may be subject to discipline, up to and including termination for knowingly allowing harassing behaviour to continue.

Complainants

- Notify the offender the behaviour will not be tolerated. You may speak to management first. The harassment complaint is not dependent upon speaking to the alleged harasser.
- Keep a written record of the following information:
  - Dates and time.
  - Places.
  - Nature of behaviour.
  - Witnesses.
- If the offensive behaviour continues, notify your supervisor.
- If management's action does not remedy the circumstances, or the complainant is dissatisfied, be aware that a complaint may also be lodged with:
  - The Human Rights Commission.
    - An independent neutral third party.

3.6.5 Investigation Procedure

Steps in the investigation of a written formal complaint shall include the following procedure:

1. Interview the complainant.
2. Interview the alleged offender.
3. Interview any witnesses.
4. Document the situation accurately and completely.
5. Together with the Management representative, decide if the complaint has grounds, if not, explain to the complainant the reasons why the conduct complained of does not constitute harassment, if so, and continue with procedure.
6. Follow the most appropriate process to resolve the complaint, which may include one or more of the following measures:
   a) Counselling 1 or both parties to attempt to resolve and arrive at a solution to the problem.
   b) Review the complaint with the next level of management.
7. Follow up to ensure appropriate corrective action is taken.
8. Prepare a summary report upon completion of the investigation.

Regardless of the complaint validity counselling services are to be offered to the complainant.

3.6.6 Training

Austech Industries Ltd. will provide on-site training to employees and contractors through orientations as well as safety meetings and toolbox meetings regarding violence and harassment in the workplace.
Training will include the following:

- How to recognize workplace violence and harassment.
- This policy and the procedure.

- Any controls that have been put in place to minimize or eliminate exposure to workplace violence.
- The appropriate response to workplace violence or harassment.
- How and when to obtain assistance.
- Reporting workplace violence.
- Investigation procedures for workplace violence and harassment.

4 Hazard Identification, Assessment & Control

4.1 Implementation and Ongoing Administration

Austech Industries Ltd. will maintain comprehensive hazard assessment and control process for all job tasks in accordance with occupational health and safety legislation. Conducting hazard assessments for all the tasks on a worksite can help eliminate injury, illness and damage to property by identifying the hazards and then correcting unsafe acts and conditions. By correcting the conditions and actions, workplaces become safer. This directly reduces the number of incidents which ultimately increases productivity and eliminates costs to the company.

Hazard Assessments include the following:

- Work related activities or tasks.
- Environmental factors, equipment, tools and chemicals.
- Potential hazards are listed.
- Analysis of risk.
- Hazard controls.

Hazard Assessments need to be completed for the following:

- New tasks or types of projects.
- New procedures, processes or materials.
- Change or addition in conditions, scope, equipment or tools.
- When a site inspection or incident investigation show a previously unrecognised Hazard

Completed hazard assessments and analysis will be used in several ways, including:

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

To complete an effective hazard assessment and analysis we must:

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

4.2 Responsibilities

Managing Director

- Allocate appropriate resources to ensure hazard assessments are completed in their department.
- Provide resources for training to employees and contractors on hazard identification and risk assessments.
- Review or having a designate review the completed hazard assessments on an annual basis.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Ensure controls are in place for identified hazards.
- Produce safe work practices and procedures for hazards that cannot be eliminated by engineered controls.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.

Supervisor or Operations Manager

- Provide resources for training to contractors on hazard identification and risk assessments.
- Review or having a designate review the completed hazard assessments on an annual basis.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Complete hazard assessments, with employees and contractors, on each identified task group, for each job performed under their supervision.
- Ensure controls are in place for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.

Employees and Contractors

- Attend hazard assessment training and take part in the hazard assessments conducted on their tasks and those around them.
- Attend training and using PPE when required to control against identified hazards.
- Review safe work practice and procedures for the job they will be performing.
- Follow administrative controls put in place to control against identified hazards.
- Report identified hazards or near misses to their supervisor immediately.
- Report incidents and first aids, verbally and then using the appropriate forms, to their supervisor immediately.

- Take part in hazard assessments conducted on their tasks and those around them.

Health and Safety Representative

- Complete hazard assessments, with employees and contractors, on each identified task group, as required.
- Review or have a designate review the completed hazard assessments triennially.
- Ensure controls are in place for identified hazards.
- Produce and review safe work practices and procedures for hazards that cannot be controlled through engineered controls.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.

4.3 Hazard Reporting

All hazards in the workplace shall be reported immediately and appropriate corrective action shall be taken to eliminate or control those hazards. A hazard is defined as any practice, behaviour, condition, thing or situation or combination of these having the potential to cause injury or illness to a person or damage to property and equipment.

Employees and contractors shall promptly report workplace hazards to the supervisors so that appropriate corrective action can be taken to control the hazard by identifying the risks.

Hazards will be reported by one of the following means:

- A verbal report to a supervisor
- A written report to a supervisor
- Workplace inspection reports

Where a hazard presents an imminent danger, immediate and direct notification to the employee's and contractor's supervisor is required. Where the immediate manager is not available, the employee or contractor shall report the hazard to the Managing Director.. Where a hazard presents an emergency or imminent danger situation, work will be stopped until the situation can be corrected.

4.4 Quantitative Risk Assessment

The aim of the risk assessment portion of the hazard assessment is to prioritize hazards for removal or measures to reduce the level of its risk by adding precautions or control measures as necessary. Doing so creates a safer and healthier workplace. Risk analysis can be defined as the process of determining the likelihood of undesired events, harm or loss. Hazards are prioritized by considering the employee's or contractor's exposure and the potential for incident, injury or illness. Assigning a priority to the hazards creates a ranking or an action list that puts the most serious hazards first.

The following factors play an important role in the risk assessment process:

- Frequency of exposure – how often employees and contractors are performing the task and therefore exposed to the related hazards.
- Potential consequences – the degree of harm likely to result from the exposure.
- Probability of incident occurrence – how likely it is that an incident will happen during this process.

Austech Industries Ltd. uses a four-point three-factor scale to determine the degree of risk:

Frequency of Exposure (to the hazard)

4	One or more times a day
3	At least once a week
2	At least once a month
1	Less than once a month

Incident Probability (likelihood that exposure will result in loss)

4	Probable (expected to happen at least once a year)
3	Occasional (will happen once every one (1) to five (5) years)
2	Remote (not likely to happen, but possible once every five (5) to twenty (20) years)
1	Improbable (not likely to happen)

Potential Consequences (severity of the resulting loss)

4	Catastrophic (death, serious injury/illness, permanent disability, extensive property damage)
3	Critical (lost time injury/illness, temporary disability, considerable property damage)
2	Marginal (medical aid injury, minor illness, minor property damage)
1	Negligible (first aid injury, limited property damage)

Rate each identified hazard based related experience, related data/information, training, knowledge of the work site and existing protective measures to assign a realistic point value for each of the three risk factors.

After rating each factor, the degree of risk is determined by multiplying the three factors together:

Frequency of Exposure	x	Incident Probability	x	Potential Consequence	=	Degree of Risk
4	x	3	x	4	=	48

Once the degree is calculated, the control measures for the hazards identified are classified and listed on the hazard assessment.

4.5 Classifying Hazards By Category

A common way to classify hazards is by category:

- Physical – any form of energy, such as contact with a moving part, vibration, electricity, noise, etc.
- Chemical– Chemical hazards can appear as gases, vapours, liquids, solids, dust, fumes or mists which can be flammable, toxic, corrosive, reactive or explosive.
- Biological– can cause disease and are found in living organisms such as bacteria, viruses, moulds, fungi and parasites.
- Ergonomic– repetitive movements, improper set up of workstation, etc.
- Psychosocial– affect the psychological well-being and are linked to factors such as shift work, work pace, production demands or threats to personal safety resulting from crime, workplace violence and harassment.

Employees and contractors shall promptly report workplace hazards to their supervisor so that appropriate corrective action can be taken to control the hazard by identifying the risks.

4.6 Prioritization of Hazards

Hazards are classified as high, medium, or low risk based on the calculated degree of risk. This is to establish priorities for corrective action.

Degree of Risk	Risk Classification/Action
32 to 64	High Risk – Take immediate action; eliminate the risk or implement appropriate controls to lower the degree or risk to a level as low as reasonably achievable.
12 to 27	Medium Risk – Take timely action; implement appropriate controls to lower or minimize the degree of risk.
1 to 9	Low Risk – Continued operation is permissible with minimal controls; monitor the hazard and take action if the degree of risk increases.

4.7 Reviewing Hazard Assessments

Hazard assessments must be reviewed:

- When the process or task substantially changes.
- After an incident.
- Periodically – at minimum, triennially (every 3 years).

4.8 Hazard Controls

The process involved to control identified hazards in the workplace. These controls will be communicated to contractors involved in the hazard assessment process, as well as those exposed to the identified hazards. All contractors involved in the hazard assessments process for their area or task will be directly involved in the control of the identified hazards. All contractors exposed to the identified hazards will be notified of controls put in place to limit their exposure.

Related Documents

Completed Hazard Assessments
Completed Safe Work Practices & Procedures

4.8.1 Responsibilities

Managing Director

- Allocate appropriate resources to ensure appropriate control measures are in place for the employees and contractors in their departments.
- Ensure that persons designated to develop written safe work practices procedures are qualified, knowledgeable and have practical work experience related to the subject matter.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Participate in the development of safe work procedures and practices.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Ensure the employees and contractors are using the controls in place properly.

Supervisor or Operations Manager

- Ensure all safe work procedures required for their area are developed and implemented.
- Participate in the development of safe work practices and procedures.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.

- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Evaluating the effectiveness of safe work practices and procedures to ensure they are adequate.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Train the employees and contractors on the use of the controls.
- Ensure the employees and contractors are using the controls in place properly.

Employees and Contractors

- Take part in hazard assessments conducted on their tasks and those around them.
- Participate in the development of safe work practices and procedures.
- Report identified hazards or near misses to the supervisor immediately.
- Report incidents and first aids using appropriate forms.
- Use controls put in place to control against identified hazards properly.
- Attend training and use PPE when required to control against identified hazards.
- Provide feedback in regards to the safe work practices and procedures to ensure continual improvement.

Health and Safety Representative

- Ensure all safe work practices and procedures are developed and implemented.
- Participate in the development of safe work practices and procedures.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Evaluating the effectiveness of safe work practices and procedures to ensure they are adequate.
- Train the employees and contractors on the use of the controls.
- Ensure the employees and contractors are using the controls in place properly.

4.9 Critical Task

The EHS Manual contains the following procedures to be followed to ensure safe work:

- Confined Space Entry
- Hot workl
- Lockout/Isolation
- Emergency Preparedness
- Rigging/Critical Lifts
- Fall Protection
- Excavations Exceeding 4’
- Respiratory Protection
- Power Mobile Equipment

In addition to the above list, any work where it has been deemed by the JHSC to hold an elevated risk to the health or safety of the worker's will be reviewed and a detailed procedure completed. This Procedure will be completed by:

- JHSC
- Project Supervisor
- Technical Consultants (as the Committee and/or Superintendent deem necessary).

Any procedures issued to cover hazardous work will be appended to the EHS Manual as they are issued.

4.10 Safe work Practices

SWPs are written methods outlining how to perform a task with consideration to managing the risks of injury or damage to people, equipment, materials, environment and/or processes. SWPs should be developed using information from the Job Hazard Assessment to ensure the SWP includes the necessary controls. SWPs are generally written for all jobs which are classified as a Medium or High Risk. Refer to KBC. Risk Assessment Matrix for more information on risk ranking.
All SWPs should be kept in a location central to the work being performed and readily available to the workforce.

4.11 Safe Job Procedures

SJPs are a series of specific steps that guide an employee through a task from start to finish in a chronological order. SJPs are designed to reduce the risk by minimizing potential exposure. SJPs are usually developed by management and employees as a result of completing a Hazard Assessment and Control, Incident.
All SJPs should be kept in a location central to the work being performed and readily available to the workforce.

4.12 Personal Protective Equipment Policy

PPE will be required to protect against hazards that cannot - otherwise be controlled against using engineering and/or administrative controls. The kind of PPE required to be worn depends on the hazards that will be faced by employees and contractors, which will vary by type of job and jobsite. This policy has been created to outline the expectations surrounding the selection, use, care, maintenance, and limitations of PPE and applies to all people working for Austech Industries Ltd. Should a visitor or contractor need PPE it will be issued, and they shall be trained on this policy.

4.12.1 Responsibilities

Managing Director

- Afford the budget for the appropriate PPE to be provided.
- Ensure that all PPE identified by hazard assessments is provided and maintained.
- Ensure that employees and contractors are trained on the care, use, maintenance, and limitations of provided PPE.
- Ensure that provided PPE is used and maintained according to requirements for identified hazards.

Supervisor and Operations Manager

- Ensure that all PPE identified by hazard assessment directives are provided and maintained.
- Train employees and contractors are on the care, use, maintenance, and limitations of provided PPE as applicable.
- Ensure that the provided PPE is used and maintained according to requirements for identified hazards.

Employees and Contractors

- Take part in training on provided PPE; using and maintaining PPE as per manufacturer's specifications.
- Inspect PPE before and after each use, reporting defective equipment to your supervisor.
- Report hazards, incidents or near misses to your supervisor immediately.

Health and Safety Representative

- Ensure that all PPE identified by hazard assessments is used and maintained.
- Train employees and contractors are on the care, use, maintenance and limitations of provided PPE as applicable.

4.12.2 Procedure

The following will be observed and practiced at Austech Industries Ltd.

- All employees, contractors and visitors will wear approved PPE, and other specialty PPE where required.
- All PPE use will meet the OH&S legislation and CSA standards.
- All PPE will be maintained and used in accordance with manufacturer's recommendations and requirements.
- PPE issued will be inspected at the time of issue and before each use by the contractor.
- The Austech Industries Ltd. will maintain appropriate inspection and service loss/records for specialty pieces of PPE.
- PPE will not be modified or changed contrary to its manufacturer's instructions or specifications.
- All personnel using PPE will have the appropriate training.

4.12.3 Basic Requirements

All PPE must meet CSA/ANSI standards and shall carry markings, numbers or certificates of approval.

If an employee or contractor's eyes may be injured or irritated at a work site, the employee or contractor must wear properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07. 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.

Footwear that is appropriate to the hazards associated with the work being performed and the work site must be worn that is approved to CSA Standard Z195-02.

If there is danger of injury to an employee or contractor's head at a work site, the employee or contractor must wear industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05.

If there is a danger that an employee or contractor's hand may be injured, the employee or contractor wears properly fitting gloves that are appropriate to the work, the work site and the hazards identified.

An employee or contractor's skin must be protected from a harmful substance that may injure the skin on contact or may adversely affect that person's health if it is absorbed through the skin.

PPE required at Austech Industries Ltd. based on hazard assessment directives completed on jobs and tasks which includes the following, but is not limited to:

- CSA approved safety glasses.
- CSA approved steel toed boots with a Green Triangle.
- Reflective vest/shirt/stripes.
- Welding helmet and beanie.
- Face shield.
- Welding gloves.
- Appropriate work gloves as per task.
- Hard hats.
- Hearing protection.
- Respiratory protection (as required).
- Fall protection equipment.
- Winter/Seasonal traction aides.
- Fire resistant/retardant coveralls (such as Nomex).
- Austech Industries Ltd. uniform/coverall.

4.13 Hot work

4.13.1 Purpose

The purpose of this policy is to prevent a fire that may result from conducting "hot work" processes.

4.13.2 Scope

For the purposes of this policy, "Hot Works" is defined as follows:

- The process whereby one or more of the parts to be joined is heated near or above its melting point and the heated surfaces are caused to flow together.
- The process of applying heat to bring to red heat the spot to be severed, gouged, or pierced, and the metal is burned in a jet of oxygen.

- Grinding operations that generate sparks.

This definition includes, but is not limited to grinding, cutting, brazing, soldering, thawing frozen pipes by torch, torch applied roofing and welding.
This policy applies to all personnel (including contractors) who are involved with construction and maintenance activities and/or who may be involved in "hot work" activities on the property.

4.13.3 Responsibilities

4.13.3.1 Company

The ultimate responsibility and authority for compliance with the Hot Work Program rests with the Company and their Management. It is their responsibility to ensure that the Company Hot Work Program is carried out within their area of authority and that all persons involved are properly trained to carry out those responsibilities.

4.13.3.2 Fire Safety Supervisors, Managers

Individuals who have supervisory responsibility play a key role in the Company Hot Work Program. It is their responsibility to ensure that:

Individuals working under their direction are trained and understand the applicable provisions of the Company Hot Work Program and that all requirements of any hot work permit are fulfilled before work is performed.

An approved Hot Work Permit is obtained from:

- The person in charge named in the authority of the Company for any hot work conducted on their property, or
- The Fire safety Supervisor/Manager appointed for any hot work conducted on their property.

Properly trained fire watches are assigned when required by the Hot Work Permit.

Designated areas are established for welding, cutting, brazing, torch soldering and grinding operations or other hot work where the potential fire danger is limited. (Where it is not possible for hot work to take place in a Company approved designated area, a Hot Work Permit must be used).

- Procedures are established for hot work in other areas.
- Employees performing hot work (and their supervisors) are required to be suitably trained in the safe operation of the equipment.
- All contractors are advised about flammable materials or hazardous conditions in areas where they will be working of which they may not be aware.
- Outside contractors and service personnel are informed of the expectation that they must follow Company Hot Work procedures, including obtaining a Hot Work Permit.
- Outside contractors are to have a verified Company Hot Work Permit for the work being conducted and maintain a current certificate of insurance is on file with the insured.

4.13.4 Individuals performing Hot work

Individuals performing the hot work play a very important role in the program.

They are responsible for:

- Obtaining written approval from the Fire safety Supervisor or Manager for any hot work to be conducted on the property.
- Ensuring that conditions are safe and hazard free before commencing the hot work.
- Being prepared to contact their supervisors should conditions change and warrant
- a re-evaluation of the circumstance to continue the hot work.
- Using appropriate personal protective equipment (PPE) while performing hot work
- (welding helmets, gloves, jackets, etc.).
- Completing the appropriate section(s) of the Hot Work Permit.

4.13.4.1 Fire Watchers

- Being aware of the inherent hazards involved in the hot work.
- Ensuring that safe conditions are maintained during the hot work.
- Ensuring that appropriate fire extinguishers are readily available.
- Knowing how to report a fire or other emergency situation.
- Maintaining the watch during and for 60 minutes after the work, including any coffee break or lunch breaks.
- Using the appropriate PPE.
- Completion of the appropriate section of the hot work permit.

4.13.4.2 Fire Safety Supervisors are responsible for

- Maintaining cutting or welding equipment in a safe operating condition.
- Ensuring the precautions listed on the Hot Work Permit are understood by the person(s) performing the permitted cutting, welding or brazing operations.

4.13.5 Personal Protective Equipment

- Welding helmets or face shields will be used during all arc welding or arc cutting operations.
- Helpers or Fire watchers will be equipped with proper eye protection.
- Goggles or other suitable eye protection will be used during all gas welding or gas cutting operations.
- All operators and helpers of resistance welding or brazing will use appropriate eye protection.
- Gloves, aprons and other protective gear will be worn to protect against recognized hazards.
- Check to ensure that all such equipment mentioned herein meets or satisfies any requirements imposed by local jurisdictional authorities.

4.13.6 Hot Work Procedures

4.13.6.1 Hot Work Permit

The Hot Work Permit (see Appendix B) will be the permit system.

4.13.6.2 Prior to hot work

Several tasks are to be performed prior to commencing any hot work. They include, but are not limited to the following:

- Verify that automatic sprinklers, hose streams and extinguishers are in service.
- Verify that hot work equipment is in good condition.
- Floors swept and work areas are clear of all combustibles within a radius of 35' (10.5 meters).
- Combustibles that cannot be moved are covered with fire retardant tarpaulin or are shielded by non-combustible material.
- Combustibles on the other side of any common or shared walls, ceilings or roofs are cleared away.
- Conveyors and suction systems in the area are shut down.
- All wall and floor openings are shielded.
- Fire resistive tarpaulins are suspended beneath any overhead work.
- Area wet down to be completed except when arc welding.
- Any containers where work is being done are purged of flammable liquids/vapors.
- Pressurized vessels, piping and equipment are removed from service, isolated, and vented.
- Smoke detectors located in close proximity of the work area are covered to prevent false trips.

4.13.6.3 After Hot Work

There are some responsibilities that must be undertaken after hot work is completed:

- Area to be thoroughly wet down again.
- Exposed lower level(s) areas thoroughly wet down again.
- Patrol hot work area for 5 hours after job is completed.
- If applicable, notify watchman of location where the hot work was completed as well as the location exposed lower level(s) adjacent to the area where the work was completed.
- Keep the permit posted where work was performed for 24 hours.
- Equipment used to conduct the hot work should be stored properly.

4.13.6.4 Prohibited Hot Work areas

- Performing hot work in areas equipped with sprinkler systems that are out of order until such systems are restored.
- Performing hot work in areas including those with confined spaces where atmospheres of explosive gases, vapors or dusts exist or could accumulate.
- Performing hot work on metal walls, ceilings or roofs built of composite, combustible, and sandwich-type panel construction or having combustible coverings.
- Performing hot work on containers where flammable liquids, solids or vapors may be present.
- Performing hot work on pipes that are in contact with combustible walls, ceilings, roofs or partitions where heat by conduction can cause ignition.
- Performing hot work on suspected lead-based painted areas and components.

4.13.6.5 Storage of Cylinders

- Cylinders will be stored at least 20 feet from highly combustible materials and where the cylinders will not be exposed to excessive rise in temperature, physical damage or tampering by unauthorized persons.
- Cylinders must be chained at all times or otherwise secured to prevent them from falling over.
- Oxygen cylinders will be separated from fuel gas cylinders or combustible materials at a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high, having a fire resistance rating of at least ½ hour.

4.13.7 Training

4.13.7.1 Individuals Performing Hot work and Sprinklers

All employees performing hot work or acting as the Fire Watch must be trained in order to conduct hot work activities. The training should contain at a minimum the following:

- Explanation of what starts hot work fires and explosions.
- Explanation of how fires can be prevented and what makes hot work fires more severe.
- Explanation of the Company hot work policy, procedures, and responsibilities; and,
- Explanation and maintenance of a training log sheet (see Appendix A).

4.13.7.2 Contractors

- Contractors are required to provide training to their employees that will be involved in performing hot work. Any job where the contractor fails to follow the Company Hot Work Procedures will be shut down until the infraction has been corrected.
- All contractors must notify the appointed person in charge of hot work of any work that will be performed on the company's property.
- When dealing with independent contract welders, it is the responsibility of the company to verify that the independent contractor follows all safeguards and has liability insurance. A sample contractor letter is at Appendix D.

4.13.8 Record Keeping

4.13.8.1 The Hot Work Permits

- All hot work permits shall be returned to the person in charge of hot work for their record retention.
- Records of hot work permits should be maintained for one calendar year. Hot work permits on file should be reviewed for program improvement or modification purposes prior to disposal.

4.13.8.2 Training

- Copies of training records shall be maintained by company.
- All new employees will receive the hot work training and sign the employee acknowledgement form before they are allowed to conduct hot work.

4.13.9 Records Keeping

4.13.9.1 The Hot Work Permits

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- Records of hot work permits should be maintained for one calendar year. Hot work permits on file should be reviewed for program improvement or modification purposes prior to disposal.

4.13.9.2 Training

- Copies of training records shall be maintained by company.
- All new employees will receive the hot work training and sign the employee acknowledgement form before they are allowed to conduct hot work.

4.13.10 Hot Work Audit Sheet

- The Hot work audit sheet must be used to evaluate the Hot Work Program in place. In preference, the auditor should not be a person usually conducting or being involved with hot work.
- The auditor should monitor the program using the sheet (see example at Appendix D) during while hot work takes place. Once the audit sheet has been filled out, it should be returned to the appointed management person for review and filing.
- The audit sheet is a tool to improve the Hot Work Program.

APPENDIX A

TRAINING LOG SHEET

HOT WORK POLICY AND PERMIT TRAINING LOG		
DATE	***EMPLOYEE NAME***	***SIGNATURE***

APPENDIX B

HOT WORK PERMIT

HOT WORK PERMIT

CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.
This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.

Instructions

The Permit-Authorizing Individual must:
a) Verify precautions listed at right (or do not proceed with the work)
b) Complete and retain this page
c) Give the second page to the person doing the work.

Who, When, and Where?

Hot Work Being Done By
☐ Employee
☐ Contractor

Date	Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

Permit Expiration

Expiration Date	Expiration Time	
		☐ AM ☐ PM

Name of Assigned Fire Watch

THIS PERMIT IS GOOD FOR 24 HOURS ONLY!

Required Precautions Checklist

☐ Available Sprinklers in Normal Automatic mode and valve open.
☐ Hot Work equipment in good repair.

Assess 35 ft radial "sphere" of work for potential fire hazards:
☐ Floors, work level and below, cleaned or protected.
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
- Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
- If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.

☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
- Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.

☐ Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:
☐ Construction materials verified as noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls relocated or protected.
☐ Enclosed equipment cleaned and protected from all combustibles.
☐ Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:
☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
☐ Fire watch supplied with suitable extinguishers/hoses.
☐ Fire watch trained in the use of fire equipment and sounding alarm.
☐ Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

Other precautions that may be required:
☐ Fire watch provided for adjoining areas, above, or below.
☐ Confined Space or Lock-Out-Tag-Out required/used.
☐ Area smoke or heat detection disabled to eliminate false trip.
Other: _____
Comments:
_____
_____
_____

APPENDIX C

Site Inspection Form.

EMPLOYEE ACKNOWLEDGEMENT FORM

Employee Acknowledgement Form

Required Use of Hot Work Safety Program

Historically, uncontrolled hot work operations have destroyed millions of dollars worth of property each year. I understand that these incidents can seriously injure employees and cause the loss of jobs. I also understand that hot works losses are preventable, and as a part of said company's efforts to prevent such a loss, my involvement in a properly conducted hot works safety system is a requirement for work with this company.

This company utilizes a Hot Work Permit System as a part of the Hot Work Safety Program, which I acknowledge that I am required to understand and use as part of any hot works activities conducted within the facility. I acknowledge that I have reviewed and completely understand the company's Hot Work Program.

I understand that hot work safety is the "first line of defense" to prevent losses from hot work operations. It is vital for my own safety, as well as the safety of the entire plant, that I understand and utilize safe hot work practices at all times.

I acknowledge the hot works safety program and agree to do the following in each hot work situation conducted for this company:

- Assess each hot works situation to determine the true need for the hot work activity.
- Request a properly issued permit for ANY temporary hot work operation that cannot be moved to a designated hot work area (i.e.: weld shop).
- Perform hot work ONLY after a permit is issued by a person authorized by management (Firesafety Supervisor).
- Follow ALL applicable safety procedures as dictated by the hot work permit, including but not limited to proper preparation of the area and proper use of equipment.
- Ensure that a trained Fire watcher is stationed at the site of the hot work, as well as adjacent areas and lower levels, during the work and for 60 minutes following.
- Ensure that a hot work safety patrol checks the area for a minimum of 5 hours after completion of the work.
- Ensure that hot work permits are obtained by anyone who performs hot work operations – including any colleagues or outside contractors.

I understand and acknowledge that the use of a hot work permit by itself will not prevent a fire from occurring. The permit is only a TOOL to be used by dedicated professionals, such as myself. Safe hot work operations must be strictly observed at all times because my personal safety and the safety of the entire facility depend upon it.

I understand that I am responsible for complying with applicable procedures in place to prevent a fire loss or injury from hot work activities.

I understand and agree that I have read and will comply with the policies contained in the hot work safety program.

_____ _____

Employee Name (Printed Legibly) Witness Signature

_____ _____

Employee Signature Date

APPENDIX D

Sample Letter to Contractors

Contractors Hot Work Information and Responsibilities

Welcome to _ (Company Name) _____

Management of this company strongly believes that fires caused by hot work can have a significantly adverse effect on our ability to conduct business. Because of this, we have established procedures and trained our employees to help minimize this hazard.

As a contractor at this facility, you are a partner in our continued success in preventing losses. We encourage your suggestions on how hot work can be avoided by using alternative methods. If hot work cannot be avoided, you are expected to strictly adhere to our Hot Work Procedures.

(Fire safety supervisor's name), the Fire Safety Supervisor, will help you follow our procedures for hot work. If appropriate, the supervisor will introduce you to other workers in the area to discuss unique conditions you should be aware of before your work begins.

Please read and sign our company's Hot Work Program and use the Hot Work Permit. Thank you for helping us to improve our property and protect against loss.

Sincerely,

APPENDIX E

Hot Work Audit Sheet

Date of Audit:	**Auditor:**	**Title:**
Location/Department of Hot Work:		
Task Description:		

	Yes	**No**	**See Comments**
Hot Work Permit completed prior to start of work?	☐	☐	☐
Hot Work equipment inspected and in good condition prior to the start of work?	☐	☐	☐
Hot Work Permit posted in work area and plainly visible during work?	☐	☐	☐
Fire watcher in the immediate area? Name:	☐	☐	☐
Fire watcher at exposed lower level and adjacent areas if applicable? Name:	☐	☐	☐
All combustible materials removed or covered within a 35' (5 meters) radius?	☐	☐	☐
All combustible materials removed or covered in exposed lower level and/or adjacent areas?	☐	☐	☐
Prior to work, floor thoroughly wet down within a 35' (5 meters) radius (except for arc welding)?	☐	☐	☐
Prior to work, exposed lower and/or adjacent areas wet down (including arc welding)?	☐	☐	☐
Conveyors and suction systems in the area shutdown?	☐	☐	☐
All areas wet down after work has been completed?	☐	☐	☐
Fire watchers remain in assigned areas for 1 hour after work has been completed?	☐	☐	☐
Hot Work Permit posted in work area and plainly visible for 5 hours after work completed?	☐	☐	☐

Auditor's observations and comments:

4.14 Fall Prevention Protection Policy

This Fall Prevention Protection Policy outlines the safe work practices and procedures for employees and contractors who work at heights and will meet requirements of Alberta's OH&S Act, Regulation and Code.

Required Safety Equipment

- CSA approved safety glasses
- CSA approved steel toed boots
- Harness
- Hardhat (when required)
- Gloves (when required)
- Respirator (when required)

4.14.1 Responsibilities

Managing Director

- Provide the resources necessary for the use of fall protection.
- Ensure all employees and contractors are competent to perform duties assigned.
- Ensure appropriate resources are available to contractors.

Supervisor and Managing Director

- Provide training to employees and contractors.
- Ensure adequate steps have been taken to eliminate/control all hazards present.
- Provide the required equipment for fall arrest/restraint.
- Monitor and enforce the proper use of fall protection equipment.

Employees and Contractors

- Participate in the required training.
- Report equipment malfunctions.
- Know where your anchor points are located.
- Follow all applicable OHS Legislation, Code of Practices, and any facility job standards, rules, procedures, policies and practices.

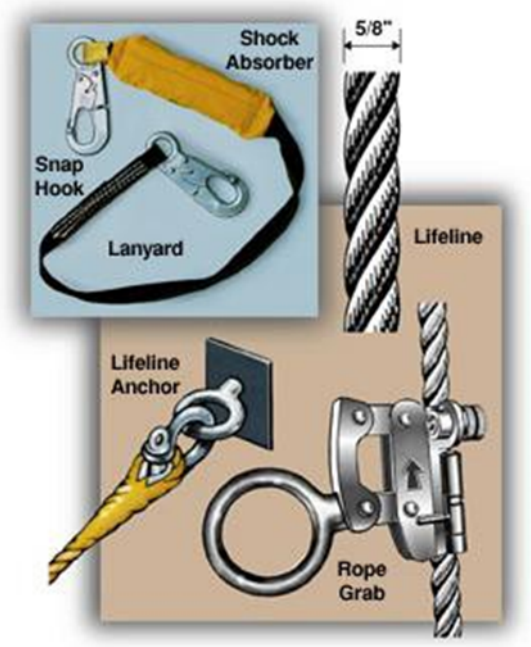
Practices

- Fall protection must be worn if there is potential for a vertical fall of a distance greater than 9 ft (3 m) or as per site requirements.
- Do not use fall arrest devices if travel restraints are practical, such as when working from an aerial work platform with no need to leave the basket.
- Only use safety harness/lanyard systems provided by the employer.
- Fall protection equipment that is found to be defective must be taken out of service and not used until it is replaced or repaired.
- Do not use any equipment for which you have not received proper training – ask your supervisor if you have any questions.

- Lifelines and lanyards shall be used only for contractor protection. No tool or other object may be hung on or attached to a lifeline or lanyard.
- Lifelines shall be secured above the point of contact with the employee or contractor's harness whenever possible.
- Fall protection devices subjected to shock loading imposed during fall arresting shall be removed from service and destroyed.

4.14.2 Procedures

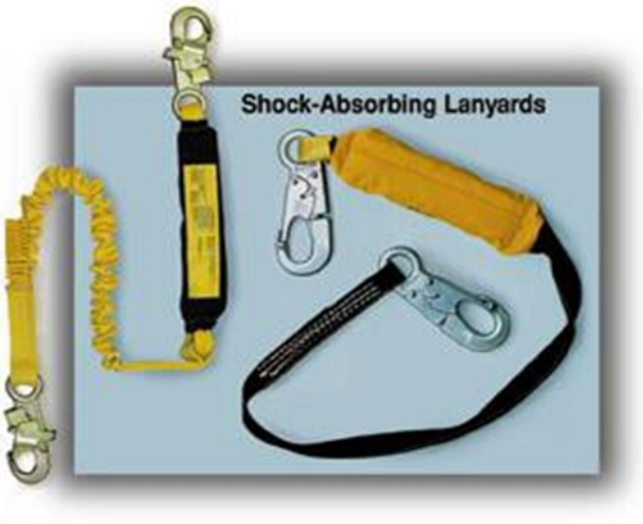
1. Determine the appropriate fall protection method for each job.
2. Inspect all harnesses, lanyards, etc. before use and replace defective equipment. The basic components of travel-restraint and fall- arrest systems are similar. Components typically include:
    - Snap Hook
    - Rope Grab
    - Shock Absorber
    - Lifeline
    - Lanyard
    - Anchor Point



3. Inspect the webbing – look for cuts, fraying, broken stitching and other damage. Check for chemical or heat damage evidenced by discoloration, brittleness or melted fibers.
   Ensure that grommets are intact and plastic or metal keepers are sound. Inspect all metal buckles for distortion, cracks and sharp or rough edges. All buckles should slide easily for adjustment.

4. Inspect the D-ring for distortion, cracks, sharp or rough edges, and chemical or heat damage. Ensure that the adjustment plate holding the D-ring in position on the harness is free from cracks, heat damage or other defects. The plate must keep the D-ring in position without allowing it to slide out of place under its own weight.

5. If using a fall arrest lanyard with shock absorber, inspect the lanyard:
    - Check the lanyard from end to end looking for worn, broken or cut fibers. Look for evidence of stretching or impact- loading.
    - Inspect the lanyard for evidence of chemical or heat exposure. Discoloration and brittle material are signs of exposure.
    - Check the connecting hardware for cracks, distortion and other signs of stress.



6. Inspect the snap hook:
    1. Check the snap hook for cracks and corroded or pitted surfaces.
    2. Ensure that the spring has enough tension to close the keeper securely.
    3. Ensure that bill and eye sections are not twisted or bent and are free from sharp edges.
7. Check that the locking mechanism is working properly by attempting to push the keeper into the open position with the mechanism still engaged. If the keeper opens, discard the unit immediately.
8. Open the keeper and release. The keeper should sit into the bill without binding. It should not be bent or show excessive lateral movement.
9. Inspect the rope grab for corrosion, distortion, alteration to parts, missing parts and ease of function. Components to check include:

- Connecting ring.
- Main lever.
- Guide roller.
- Pins.
- Hinges.
- Main body.

  Remove the rope grab from service if it shows any signs of damage.

10. Test the rope grab for fall-arrest action. Mount the rope grab on the line with the directional arrow in the proper orientation (toward the anchor along the lifeline). Pull the rope grab sharply by the connecting ring in the direction of a fall. The grab should lock within 30 cm (12 inches).

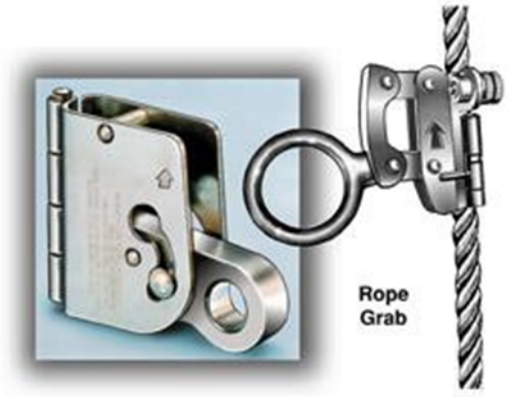
11. Ensure that the proper size lifeline is used with each rope grab. The size of lifeline required is marked on the rope grab.

Anchor Points

An anchor point should be able to withstand a minimum of ten times the weight of the person using the fall- arrest system.

- Wherever possible, attach only one lanyard to each anchor.
- If you're not sure whether an anchor is suitable, check with your supervisor.

A full inspection of components before use helps to ensure that the fall-arrest system will provide the necessary protection.



4.14.3 Rescue Plan

An emergency evacuation plan will be in place for all employees and contractors working at elevated heights. The supervisor at field level will complete a Fall Protection Plan prior to any work beginning. All employees and contractors involved shall sign off on this form.

A plan to retrieve a suspended contractor from a fall arrest system if a fall were to occur must be written for each work site visited. The plan must include method(s) to be used to rescue a suspended employee or contractor from a fall arrest system following a fall.

4.14.4 General Information

4.14.4.1 Primary Fall Protection Systems

These systems provide walking and working surfaces in elevated areas, which are free from floor openings and are equipped with standard guardrail systems on all open sides and with closure apparatus for ladder openings or other points of access when required. These systems include, but are not limited to scaffolds, aerial lifts (articulating, scissors, etc.) and other approved personnel hoisting devices.

Floor opening/hold covers are used to close openings and holes in floors, platforms and walkways. These covers must be capable of supporting the maximum potential load to which they may be subjected. The cover must completely cover the opening/hole, be secured against accidental displacement and be marked “HOLE COVER – DO NOT REMOVE”.

4.14.4.2 Secondary Fall Arrest Systems

Where primary fall protection systems are inadequate and fall exposures exist, secondary fall protection is to be used for employee/contractor fall protection. These systems must be worn and used as a backup to primary fall protection systems or in the absence of primary systems.

The fall protection lanyard shall be attached to the D-ring located in the middle back of the safety harness. D-rings located at the waist may only be used for positioning and with rail type ladder climbing devices.

Work positioning assemblies are to be attached to D-rings at the harness belt location.

Fall arrest systems consist of a full body harness with a properly anchored fall arrest lanyard with deceleration device (shock absorber). Fall restraint devices are similar but rather than a deceleration device, the lanyard is designed to restrict movement to make falling impossible. In either case, all components must be of a type approved by the Canadian Standards Association (CSA).

In situations where a fall could result in impalement or other injury (i.e., working over a hot process or operating equipment), fall protection equipment shall be used regardless of the potential falling distance.

Personnel while traveling or working in elevated areas more than 9 feet above ground level or adjacent surface; where a fall exposure exists, shall make use of secondary fall protection in securing their safety lanyard at all times to a structure, lifeline or approved fall arresting device.

4.14.5 Standards for Lanyards, Harnesses and Shock Absorbers

All equipment identified for use in Fall Protection is in compliance with Alberta OH&S Code and applicable CSA Standards:

- Z259.10-M90 (R1998) Full Body Harness
- Z259.1-95 (R1999) Safety Belts and Lanyards
- Z259.1-95(R1999) Safety Belts and Lanyards
- Z259.11-M92 (R1998) Shock absorbers for PFAS
- Z259.12-01, Connecting Components for PFAS
- Z259.2.1-98 Fall Arresters, Vertical Lifelines and Rails
- Z259.2.2-98, Self-Retracting Devices for Personal Fall Arrest Systems
- Z259.2.3-99, Descent Control Devices

4.15 Respiratory Protective Equipment Policy

In order to prevent a potential occupational illness caused by the exposure to airborne contaminants, and maintain compliance with Part 18 of Alberta Occupational Health and Safety Code the following written Policy for Respiratory Protective Equipment has been developed by Austech Industries Ltd.

a) All Austech Industries Ltd. employee and contractors who are required to wear respiratory protection while on the Austech Industries Ltd. premises shall be properly trained and fit tested prior to wearing any respiratory protective equipment. All testing will be documented and kept on file.

b) Where there is evidence that the wearing of respiratory protection is required then it is a compulsory requirement to wear the proper respiratory protection for the identified hazard.

This policy applies to all management, employees and contractors working for Austech Industries Ltd. to ensure that each designated employee and contractor is trained in this practice. Should an employee, visitor or contractor be required to use respiratory protection, they will be issued respiratory personal protective equipment and shall also be trained on this practice.

Reference Documents

CSA Standard Z94.4-02 Selection, Use and Care of Respirators
Occupational Health and Safety Act, Code and Regulation
Manufacturer's Specifications

4.15.1 Responsibilities

Managing Director

- Ensure the budget is available for the appropriate personal protective equipment to be supplied to their employees and contractors.
- Ensure that training is provided for all employees and contractors that require the appropriate personal protective equipment.
- Ensure that all personal protective equipment identified by hazard assessments, specific for requirement of respiratory protection is provided and maintained.

Supervisor and Operations Manager

- Ensure that training is provided for all employees and contractors that require the appropriate personal protective equipment.
- Ensure that all personal protective equipment identified by hazard assessments, specific for requirement of respiratory protection is provided and maintained.
- Ensure that employees and contractors are trained on the care, use, maintenance and limitations of the respiratory protection.
- Ensure that provided PPE is used and maintained according to requirements for identified hazards.
- Ensure that all employees and contractors are properly fit tested, and the appropriate size face piece harnesses are assigned.

Employees and Contractors

- Take part in training offered by the company on the use, care and maintenance of the PPE according to manufacturers' specifications.
- Participate in the hazard assessments and the implementing of procedures to eliminate or control the hazards.
- Use the appropriate respiratory equipment provided by Austech Industries Ltd.
- Maintain and properly store the respiratory equipment provided by Austech Industries Ltd.

- Participate in the training provided on respiratory protection.
- Follow the procedure governing the use of provided respiratory protection.
- Inspect PPE before and after each use, reporting defective equipment to the supervisor.
- Report hazards, incidents, near misses or unsafe conditions to the supervisor immediately.

4.15.2 Procedure

The following will be observed and practiced by Austech Industries Ltd. employees and their contractors.

- Austech Industries Ltd. will supply and maintain CSA approved personal protective respiratory equipment, appropriate for use in conditions where it has been determined necessary.
- Austech Industries Ltd. will supply replacement filters to employees and contractors using their own CSA approved and maintained personal protective equipment.
- All PPE will be maintained and used in accordance with manufacturer's specifications, recommendations and requirements.
- The personal protective respiratory equipment issued will be inspected at the time of issue and before each use by the employee or contractor and replaced as needed.

4.15.2.1 Hazard Identification

Possible hazards that if identified in the work area can indicate that the use of respiratory protection will be required include:

- Airborne contamination, or a mixture of multiple contaminants, that exceeds the identified agent's occupational exposure limits, the oxygen in the working atmosphere has or may have a concentration less than 19.5% or more than 23.0%.
- "Oxygen Deficiency": This is a lack of sufficient oxygen in the air. This can be caused by chemical reaction, fire or displacement by other gases. In confined spaces aerobic bacteria growth and oxidation of rusting metals can also cause an oxygen deficiency. Only 21% of the air is oxygen but if the level falls to less than 19.5% then unconsciousness or death could occur in minutes.
- A process that gives off dust, fumes, gas, mist, aerosol, smoke or vapour of any kind or quantity.
- "Dust, Fumes and Mists" are air borne particles. Dust is from solids that break down in activities such as sanding and grinding. Fumes occur when metal is melted, vaporized and then cooled. Mists are tiny liquid droplets created by spraying or similar activities. Any of these, when hazardous compounds are inhaled, may become trapped in the respiratory system and cause irritation. Health problems or death may be the result;
- "Gases and Vapours": These are invisible contaminants mixed in the air. Chemical processes often produce gases. Vapours are formed by evaporation. Health problems or death may be the result of breathing hazardous gases or vapours; and,
- Temperature extremes; hot or cold temperatures may cause damage to the respiratory system.

4.15.2.2 Methods of Control

Engineering methods of control will be the preferred methods where practicable. Such methods may include; local exhaust ventilation, addition of clean airs to an oxygen deficient atmosphere or the enclosure of processes that would product an airborne contaminant such as dust.

Administrative controls can be effective in areas where air contaminants are present by limiting the contractor's exposure through safe work procedures.

Personal Protective Equipment including Respiratory Protection will remain as the last method of control where a hazard is identified.

Approvals & Selecting the Appropriate Respiratory Protective Equipment

The CSA (Canadian Standards Association) has in place two required standards; CSA Standard Z180.1-00 (R2005) Compressed Breathing Air and Systems and CSA Standard Z94.4-02 Selection, Use and Care of Respirators, this standard covers the comprehensive qualitative and quantitative fit testing.

There are two main categories of respiratory protection. The first is for conditions that may be Immediately Dangerous to Life or Health (IDLH). The second category is for non-IDLH conditions.

In an IDLH environment the hazards that were identified under the OHS Code (Part 18, 244(2)) the following factors must be reassessed every time products or processes change:

- Contaminates must be identified so that the correct filter can be selected.
- Concentrations must be known to determine the average workday and short term concentrations.
- The concentration of oxygen and possibility for it to become less than 19.5% VOL and/or more than 23.0% VOL.

Equipment for immediate danger must follow the requirements stipulated under the OH&S Code (Part 18, 251).

In a non-IDLH environment the following factors must be reassessed every time products and processes change:

- Oxygen concentration, the possibility for the atmosphere to become oxygen deficient (less than 19.5% VOL) or oxygen enriched (more than 23.0% VOL). In this case an atmosphere supplying respirator must be used.
- Dust, fumes, gas, mist, aerosol, smoke or vapour of any kind or quantity.
- Determining concentration of possible airborne contaminants and if that concentration will exceed the prescribed Occupational Exposure Limits.
- Possible toxic properties, contaminants may be hazards beyond respiratory, a case of which could be eye irritants where a full-face piece rather than a half face respirator should be selected.

- Warning properties of the possible contaminants.
- The need for emergency escape.

4.15.2.3 Respiratory Protective Equipment Defined

Disposable dust mask: They offer very little protection due to poor sealing characteristics. They also provide no protection against gases and vapours. They supply no oxygen and are no protection against toxic contaminants. The only usage would be for nuisance dust and, even then, must be applied carefully and as a single use respirator.

4.15.2.4 **Air purifying half-mask respirator:** These are air purifying masks that cover the nose, mouth and chin. The faceplate is equipped with cartridges that capture gasses and vapours or filters which capture particles, purifying the air being breathed. A cartridge may offer protection against a combination of hazards. This type does not supply oxygen and is limited by the cartridge being used. This mask requires the operator to have all facial hair removed that could interfere with a proper seal between the mask and face.

4.15.2.5 Fit

The Canadian Standards Association Standard Z94.4-02 Selection, Use and Care of Respirators will be used to perform comprehensive qualitative and quantitative fit testing. There are more than one size and style of face pieces and models, satisfactory fit and contractor comfort are paramount to ensure that the proper use of respiratory protection is achievable.

Respiratory protection equipment is covered specifically under Part 18 beginning at Section 244 in Alberta Occupational Health and Safety Code.

Fitting Instruction

Do not use with beard or other facial hair or other conditions that might prevent a good seal of the respirator face-piece to the wearer's face, as per Part 18 Section 250 in the Albert Occupational Health and Safety Code.

A proper seal between the face piece and the facial skin is necessary to ensure proper function. Unusual facial contours, scars, skin conditions, eyeglasses and facial hair will interfere with the seal. Should this be the case a 'user seal check' as provided by the manufacturer should be completed prior to each use.

Fit Testing

Ensure to always fit check the seal of the respirator on your face before wearing. If you cannot achieve a proper fit, DO NOT enter the contaminated area and see your supervisor.

4.15.2.6 Positive Pressure Test

Place palm of hand over the exhalation valve cover and exhale gently. If the face-piece bulges slightly and no air leaks are detected between your face and the face-piece, a proper fit has been obtained. If face seal air leakage is detected reposition the respirator on your face and readjust the tension of the elastic strap to eliminate the leakage. Repeat the above step.

4.15.2.7 Negative Pressure Fit Test

Place the palm of the hand to cover the face of the cartridge or open area of the pre- filter retainer, when the retainer is attached to the cartridge, to restrict airflow. Inhale gently. If you feel the face-piece collapse slightly and pull closer to your face with no leaks between the face and the face-piece, a proper fit has been obtained. If face seal air leakage is detected, reposition the respirator on the face and/or readjust the tension of the straps to eliminate the air leakage. Repeat the above step until a tight face seal is obtained.

NOTE: In order to maintain the effectiveness of our RPE, the equipment needs to be kept in top form. The masks should be cleaned on a regular basis and is the responsibility of the contractor using them. Also, all respirators need to be kept in a bag to prevent containments from entering.

4.15.2.8 Medical Aspects

Respiratory protective must only be used by those employees and contractors physically capable of working while wearing the equipment. Pre-existing medical conditions may limit the use of equipment for some individuals. Should past medical history exist that may limit an employee or contractor, Austech Industries Ltd. is to be notified and a medical clearance will be required.

4.15.2.9 Emergency Situations

An emergency can be defined as “an unforeseen combination of circumstances that requires immediate action”. Respiratory hazards may occur during emergencies as well as other breathing hazards that result from toxic materials or chemical reactions.

4.15.3 Maintenance of Respiratory Protective Equipment

Respiratory Protective Equipment (RPE) is specialized personal protective equipment and shall therefore be included in the Austech Industries Ltd. Preventative Maintenance Program. A completed list of Manufacturer/Make/Model of each piece of respiratory protective equipment will be kept and maintained.

Austech Industries Ltd. requires that respiratory protective equipment be inspected for damage or deterioration and assured clean according to manufacturer’s instructions before and after each use. If more than one individual is to use the respirator it must be sanitized between each use. All equipment must be stored in a ready to use condition in a clean and dust free location. All disposable respiratory equipment is to be disposed of after use according to manufacturer’s instructions.

Worn or damaged parts should be replaces as specified by the manufacturer. Repairs must be done by persons certified by the manufacturer.

It is the responsibility of each Austech Industries Ltd. employee and contractor required to use respiratory protection to:

1. The half mask respirator will be issued to each employee and contractor that requires it for regular use. The care and upkeep of that mask is their responsibility while in the employment of Austech Industries Ltd. The employee or contractor will have the responsibility for maintaining the respirator and will ensure it is in a proper and clean working condition. Before each use, inspect the equipment for defects, signs of wear or damage. Visually inspect the area between the cartridge and the faceplate. Make sure the cartridge is of the correct type and is seated correctly.
2. Cartridges and canisters that are near the end of their service life require replacement. Worn or damaged parts should be replaces as specified by the manufacturer. Replacement cartridges will be supplied upon request by the supervisor.
3. It is required that respiratory protective equipment be inspected for damage or deterioration and assured clean according to manufacturer's instructions before and after each use.
4. All equipment must be stored in a ready to use condition in a clean and dust free location, mask bags are provided upon purchase of each mask. Avoid distorting the shape of the respirator when storing as this may result in leakage from poor fitting.

4.15.4 Training

Training must be provided to all those who are to use respiratory protective equipment every two years or if there are changes in processes or products used topics must include:

- Information about airborne contaminants, potential health effects and warning properties.
- Why the respiratory protective equipment was chosen, its capabilities and limitations.
- How to properly put on and take off the equipment.
- How to test for satisfactory fit.
- Become familiar with this Policy.

4.15.4.1 Selection of Respiratory Equipment

The use of the respiratory equipment shall be based in the previous information in the respiratory equipment and in the definitions of Section 1 of this OHSMS. This means that a person doing any work where using a respirator would be required for their safety; then that person must use the proper respirator.

As noted earlier, the proper use of the respiratory equipment may be restricted by facial hair. A beard, bushy moustache or sideburns may result in a leakage of hazardous contaminants into the respiratory equipment, and as a result into the lungs. Therefore, any facial hair that interferes with the respiratory equipment seal must be removed prior to the start of an contracts' work shift.

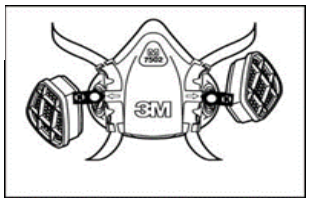
Respiratory Protective Equipment

Attaching the Cartridges

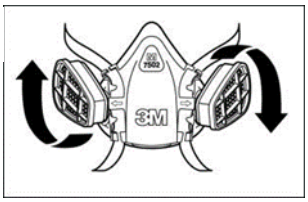
1. Align cartridge on face piece.
2. Turn cartridge until secured.

Follow manufacturer's instructions.

1



2



Donning the ½ Mask Respirator

1. Place the respirator over the mouth and nose, then pull the head harness over the crown of the head. Grasp the bottom straps, place them at the back of the neck and hook them together.
2. Pull the ends of the straps to adjust the tightness. Do not over- tighten.
3. Perform a positive and/or negative pressure user seal check each time the respirator is donned.

User Seal Checks

The purpose of a "seal check" is to ensure you have an effective respirator seal to the face every time you put the respirator on or adjust the respirator.

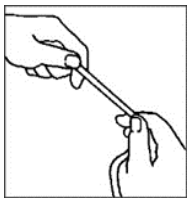
Negative Pressure Seal Check

The negative pressure seal check is done by closing off or blocking the inlet opening(s) of the air purifying elements of the respirator so that when the user inhales, no air will flow into the face piece. The user then gently inhales and holds their breath for at least 5 seconds. The face piece should collapse slightly on the face and remain collapsed while the breath is being held. If this occurs, the test is successful. Otherwise, the user must verify the seal of the respirator to the face and adjust the face piece and harness and repeat the test. If the test cannot be successfully completed, the user should check the respirator face piece components for leakage or use a different brand/size of respirator.

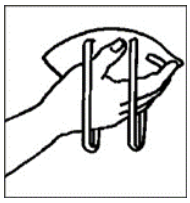
Positive Seal Pressure Test

The positive pressure seal check is done by closing off or blocking the exhalation valve or breathing tube, or both, of the respirator so that no air will flow out of the face piece. The wearer exhales gently and checks for a slight positive pressure in the face piece. If no air leaks from the face piece while positive pressure is maintained, the test is successful. Otherwise the seal of the face piece must be checked and the harness adjusted and the test must be repeated. Again, if the user is not able to successfully complete this test, the respirator must be checked, or another type tried.

Donning Disposable Respirators



Check the straps before placing the respirator on the face.



Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.

Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.

Place your fingertips from both hands at the top of the metal nosepiece. Using two hands mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.

Perform a User Seal Check prior to each wearing.

Seal Check for Disposable Respirators (N95)

For disposable respirators, the user seal checks are done somewhat differently. For disposable respirators with no valve, both hands must be placed completely over the respirator while the wearer exhales. Be careful not to disturb the position of the respirator. The respirator should bulge slightly. For disposable respirators that have a valve, both hands should be placed over the respirator and the user inhales sharply. The respirator should collapse slightly. If air leaks at the edges of the respirator, it should be re-positioned and adjusted for a more secure fit and the test repeated. If the seal check cannot be successfully completed, another type/style/size of respirator should be tried

5 Emergency Prevention, Preparedness & Response

5.1 Emergency Response Policy

Austech. is committed to protecting people, the environment and property. The Company will ensure proper training, planning and preparation of its employees and contractors is in place to carry out action plans and mobilize response teams and resources in a safe and effective manner. Responses will be coordinated with regulatory agencies and local authorities in order to protect public safety and reduce the impact of an incident.

To support this policy, the following guidelines are identified:

- Employee and public safety are the primary consideration of all Austech. activities.
- All personnel, employees, and contractors, who supervise or conduct activities at the field level for Austech. are required to be familiar with the Emergency Response Plan.
- All holders of the Emergency Response Plan shall receive an orientation of the plan, including their responsibilities, during a response effort and how to properly use and find information within the plan.
- Notification of an incident to key Austech. personnel and/or relevant stakeholders is mandatory.
- All measures shall be taken to minimize the impact of the incident to limit injury and prevent adverse effects on the environment and property.
- Mutual aid amongst industry members and government agencies is encouraged and supported by Austech.
- External communication will be channeled through Austech. Public Information Officer.
- It is the responsibility of all employees and contractors to report any errors or omissions found in the Emergency Response Plan to Austech. Management. An effective response effort is dependent upon all aspects of the Emergency Response Plan being current and accurate.
- Exercises will be conducted at least annually to ensure the effectiveness of the plan and the competency of responders.

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

Related Documents
Emergency Response Maps
Emergency Response Contact Lists
Emergency Response Plan

5.1.1 Responsibilities

Managing Director

- Ensure that emergency response plans are in place and reviewed on an annual basis as part of Austech Industries Ltd. ’s continuous improvement goals.

- Ensure that resources are provided to provide and maintain required emergency response equipment and training.
- Implement these procedures to ensure all contractors know and understand what to do in the event of an emergency.
- Ensure that employees and contractors are trained in emergency response as required by the local Occupational Health and Safety Legislation.

Supervisor and Operations Manager

- Implement these procedures to ensure all employees and contractors know and understand what to do in the event of an emergency.
- Ensure that employees and contractors are trained in emergency response as required by the local Occupational Health and Safety Legislation.

Employees and Contractors

- Take part in emergency response training and drills.
- Assigned employees or contractor(s) to inspect all emergency equipment monthly.

Health and Safety Representative

- Ensure that emergency response plans are in place and reviewed on an annual basis as part of Austech Industries Ltd. 's continuous improvement goals.
- Implement these procedures to ensure all employees and contractors know and understand what to do in the event of an emergency.
- Ensure that contractors are trained in emergency response as required by the local Occupational Health and Safety Legislation.

5.1.2 Procedure

Written emergency procedures must be in place to address specific emergency situations. Austech Industries Ltd.'s responsibilities outline the necessary training for all staff in their respective divisions to identify and proceed in the event of an emergency.

11050 92 Ave, Grande Prairie, T8V 6B5 location is responsible for the following:

1. Determine possible emergency situations, which may include fire, flood, tornado, spills, power loss, or acts of violence.
2. Develop procedures to address such events: evacuation, emergency phone numbers, need for personal protective equipment (PPE), clean up, training, hazard identification and reporting instructions.
3. Training personnel in actions to take in an emergency.
4. Testing of the emergency plan will be conducted at least annually.

All emergency procedures are found behind the policy in this manual. Each procedure will outline and identify the proper practices for each emergency and apply the procedure and training accordingly.

5.1.3 Emergency Plan

Each Austech. site must have a copy of the emergency response plan developed specifically for their location. Members of the affected work force must be given the opportunity to be involved in the development of the plan. All site-specific Emergency Response Plans must be reviewed quarterly or when there is a major change to the scope of work to ensure the plans remain current.

Workers must be provided with training on the project's Emergency Response Plan. The plan will be reviewed during orientation or other meetings and mock drills will be conducted to familiarize staff with their responsibilities and proper procedures. Workers with specific duties (Fire Wardens, First Aiders) will receive additional training to ensure they are competent to carry out their duties.

5.2 Emergency Procedure

The purpose of the emergency response plan is to provide written notification procedures to all staff and provide employees and contractors the means of fast, efficient action to safeguard personnel and property, protect the public and neighbouring industries, and work with the community on site to reduce and eliminate the emergency situation.

- This procedure affects all staff of Austech Industries Ltd. as well as contractors completing work for Austech Industries Ltd. and visitors on site.

Related Documents
Emergency Response Maps
Emergency Response Contact Lists

5.2.1 Responsibilities

Managing Director

- Ensure that system is in place and functioning.
- Budget resources to provide required first aid attendants, equipment, supplies and training.
- Review reporting and take part in incident investigations that may result.
- Ensure that there are an adequate number of employees or contractors who are trained in first aid.
- Ensure all contractors are trained in emergency response procedures.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.
- Ensure that employees and contractors are reporting incidents as required.

Supervisor and Operations Manager

- Review reporting and take part in incident investigations that may result.
- Ensure that there are an adequate number of contractors who are trained in first aid.
- Ensure all employees and contractors are trained in emergency response procedures.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.
- Review incident reports and take part in incidents investigations that may result.
- Ensure that employees and contractors are reporting incidents as required.

Employees and Contractors

- Report all workplace incidents to the supervisor immediately.
- Complete required paperwork concerning injury or incidents.
- Report all hazardous conditions or first aid concerns to the supervisor immediately, using the appropriate report forms.
- Take part in all emergency response training and drills.

Health and Safety Representative

- Review reporting and take part in incident investigations that may result.
- Ensure that there are an adequate number of employees or contractors who are trained in first aid.
- Ensure all employees and contractors are trained in emergency response procedures.
- Ensure that required first aid and emergency response equipment is available, inspected and meets legislative requirements.
- Ensure that employees and contractors are reporting incidents as required.

5.2.2 Procedure

Reporting Hazards

All hazards should be reported to the respective supervisor. A review of incidents should be conducted on a regular basis. Corrective action should be administered to all reported occurrences to prevent reoccurrence. All corrective actions should be documented and made available for future review.

5.2.2.1 Emergency Equipment

The emergency equipment location for each facility is as follows:

All off-site locations visited by Austech Industries Ltd. employees and contractors will have emergency equipment locations identified prior to work commencing.

5.2.2.2 Evacuation Routes

Employees and Contractors must obtain emergency evacuation routes and muster points before engaging in work at a worksite.

5.3 Emergency Responsibilities

The fire wardens are:

- 11050 92 Ave, Grande Prairie, T8V 6B5 facility:
  - Managing Director
  - The Supervisor onsite

Fire Wardens

- Put on the reflective vests.
- Designate someone to call 911.
- Grab the clipboard with your checklist on it.
- Sweep the entire designated area. Enter office and look behind desk, once room has been swept ensure that you close door.
- Check stairwells, boardrooms, lunchrooms and washrooms in your designated area. Check off list to ensure that your area has been completed. For the warehouse, ensure that all work areas have been considered, including both washrooms.
- Complete a roll call at the muster point.
- Maintain communication with the emergency responders.

Media Representation

1. In the event of a serious emergency, no media representatives are allowed access to any emergency scene without authorization from the Austech Industries Ltd. Managing Director. Speaking about or providing information on an emergency is strictly prohibited. An assigned Austech Industries Ltd. representative will address any media concerns that come up because of an emergency. Until the facts of the emergency are clear and have been released by the emergency responders, the media should be told the following:

   "A statement will be issued by Austech Industries Ltd. as soon as possible. Until then, no information is available."
2. A representative from Austech Industries Ltd. contacts off-site news media and issues news releases. On-site news media will be addressed by a representative of the Managing Director.
3. Under no circumstances is the name of any incident victim to be released before next-of-kin have been notified and permission has been received by the local authorities and Austech Industries Ltd. 's Managing Director.

Workplace Health and Safety

The Managing Director shall determine if the emergency needs to be reported to the Occupational Health and Safety Authority in the region ("OH&S"). If reporting is required, the Managing Director shall make that report as soon as possible to OH&S.

The Managing Director shall be immediately advised of any intention to or actual report to the local police or OH&S.

If OH&S attends Austech Industries Ltd. premises, whether in the event of an emergency or otherwise, any contractor shall immediately direct the OH&S representative to the Managing Director. If OH&S requests to speak with an employee or contractor for any reason or requests documentation, the employee or contractor shall advise the Managing Director of the request immediately. Any interviews of contractors or documentation requested by OH&S are to be arranged through the Managing Director.

5.4 Incidents Resulting in Loss or Damage

When Austech Industries Ltd. property has been damaged or lost, or revenue from property has been lost, maintain the evidence in an undisturbed state until the company- appointed insurance adjuster or responsible government agencies have given permission to resume operations.

Exceptions may be made for:

- Saving a life, or relieving human suffering.
- Maintaining an essential public utility service or a public transportation system.

Statement of Liability

Austech Industries Ltd. employees and contractors must not make any statements that in any way deal with fault or liability. To ensure contractors comply with this, a representative of Austech Industries Ltd. is to immediately contact the offices of any contractors to the site.

Next-of-kin Notification

In the event of a fatality, the local police authorities shall direct the notification of the next- of-kin to the deceased after official certification by a doctor or coroner has occurred.

UNDER NO CIRCUMSTANCES ARE THE NAMES OF EMPLOYEES OR CONTRACTORS TO BE RELEASED BEFORE THE NEXT-OF-KIN HAVE BEEN NOTIFIED.

Emergency Plans

The emergency plans provide instruction regarding what is required and expected of Austech Industries Ltd. contractors should the following emergencies take place.

This procedure affects all employees, contractors and visitors on the Austech Industries Ltd. work site.

Related Documents
Emergency Drill Form
Emergency Response Maps
Emergency Response Contact Lists

5.4.1 Responsibilities

Managing Director

- Ensure that system is in place and functioning.
- Budget resources to provided required first aid attendants, equipment, supplies and training.
- Review reporting and take part in incident investigations.
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees and contractors are reporting incidents as required.
- Hold emergency drills annually.

Supervisor and Operations Manager

- Review reporting and take part in incident investigations.
- Ensure that staff is trained in first aid and emergency evacuation procedures.
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees and contractors are reporting incidents as required.
- Hold emergency drills annually.

Employees and Contractors

- Report all workplace incidents to the supervisor immediately.
- Take part in emergency response training.
- Report all hazardous conditions or first aid concerns to the supervisor, as soon as possible using appropriate report forms.
- Take part in all emergency drills.

Health and Safety Representative

- Ensure that a system is in place and functioning.
- Review reporting and take part in incident investigations.
- Ensure that staff is trained in first aid and emergency evacuation procedures.

- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees and contractors are reporting incidents as required.
- Ensure emergency drills are held annually.

5.4.2 Procedure

Declare an Emergency

Any employee, contractor or visitor who witnesses an emergency is responsible to report it to the Austech Industries Ltd. Operations Manager/Managing Director. Each emergency will have different steps to manage the situation properly. Regardless of the situation, stay calm, call 911 if necessary, shut or lock down equipment if time permits and follow the proper procedures for the emergency.

The following emergencies can occur at the Austech Industries Ltd. site:

Fire/Explosion

In the case of a severe explosion or fire where the Managing Director judges that considerable risk of injury would be involved in combating the problem, all contractors and visitors will be instructed to immediately evacuate the danger zone and go to the muster point. At most worksites, this will involve employees and contractors evacuating with site employees to the nearest muster point and waiting there until they are cleared to leave.

The first objective is to give a warning and establish the safety of all people in the area. As soon as YOU are aware of a fire, follow these steps:

1. Sound the alert and notify a supervisor of the emergency
2. Make the area safe and shut down and/or lock out machinery where possible
3. NEVER use a fire extinguisher unless you have received the proper training
4. Your safety is top priority. Do not fight the fire if it places you in danger. Ensure you or your co-workers can safely put out the fire

How to Properly Use a Fire Extinguisher

- Pull pin.
- Point nozzle and squeeze trigger.
- Direct discharge at base of flames in a sweeping motion.
- Do not let fire spread around you.
- Keep a safe distance from the fire.
- Once fire extinguisher is emptied and if fire continues, evacuate the scene and wait for the fire department.

If a fire extinguisher fails to properly put out the fire, get to an exit and proceed to the muster point for further instructions. You should never put yourself at risk to extinguish a fire.

5.5 Incidents Resulting in Critical Loss or Fatality

Following an incident where a serious injury or fatality has occurred, governmental agencies may wish to investigate the cause and extent of the damage. After they present their credentials, they are to be afforded full cooperation in their investigation. This may involve taking statements from witnesses and obtaining completed incident reports from personnel.

Work at the scene of a fatality may not be resumed until permission has been obtained from the local coroner, the police or other government agency. Resumption of work on a restricted basis may be allowed to facilitate rescue operations or when failure to resume operations may endanger the lives of others. Care shall be exercised to ensure all evidence is preserved in its original state.

Immediately after a critical incident the following steps must be taken:

1. Call 911.
2. Administer first aid, as necessary.
3. Tape off the area. Only enter the area to mitigate any hazards that are present and may cause further injury or damage.
4. An incident investigation must be started.
5. WorkSafe BC must be contacted if the incident meets the following criteria:
    - Any incident that kills, causes risk of death or seriously injures a worker.
    - A major leak or release of a dangerous substance.
    - A major structural failure or collapse of a structure, equipment, construction support system or excavation.
6. Alberta Workplace Health and Safety must be contacted if the incident meets the following:
    - A fatality.
    - Someone is admitted to hospital for more than 2 days.

- An unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause serious injury.
- Collapse or upset of a crane, derrick or hoist.
- Collapse or failure of any component of a building or structure necessary for the integrity of the building or structure.

7. Any person who witnessed the incident must be interviewed.
8. The local Occupational Health and Safety agency may want to complete their own investigation so the scene must stay secured until authorized by them.

In the event of critical loss or fatality, contractors are prohibited from broadcasting the incident to friends, family, through social media, text message, email or any other form of communication. This will prevent the misinformation from leaking into the public and will prevent the family affected by the critical loss or fatality to not be notified by an outside source other than the company.

5.5.1 Motor Vehicle Accident

Unless the vehicle or equipment is seriously obstructing traffic or is creating a safety hazard, such vehicle or equipment shall not be moved except upon instruction or direction of police or your supervisor.

The police must be notified immediately if:

- An injury occurs.
- Property damage is more than $2000.00
- Accidents involve parked vehicles or private property, regardless of the amount of damage.
- Accidents involve school buses, regardless of damage.
- Accidents causing the release of dangerous goods requiring emergency response.

In the event of a vehicle collision, drivers are to follow these steps:

1. If you are in a moving vehicle at the time of the incident, pull off to the side of the road as soon as safe to do so, turn off the vehicle and turn on the hazard lights.
2. Assess the situation for injured parties and required assistance, call for emergency assistance; 9-1-1.
3. Check to see if anyone is injured in the other vehicle, if so, do not move them until you have taken standard first aid measures. If there is an uninjured passenger have them call for emergency assistance and update them on the situation immediately.
4. If there are no injured parties, but one or more vehicles are irreparably damaged proceed to set out reflective triangles before collision area.
5. Call your supervisor immediately and notify them of the incident.
6. Exchange information with all involved parties providing and requesting;
    a. Name, address, phone number for all drivers, passengers and witnesses.
    b. Driver's license numbers and license plate numbers.

c. Insurance and Registration information for all parties involved.
d. Year, Model and Make of all vehicles involved.
e. Police names and badge numbers.

7. Do not talk to anyone else about the incident, with exception of the police. Do not admit fault or make accusations of the other drivers.
8. If you yourself are injured or suspect an injury notify the emergency response officers and proceed to a doctor's office immediately.
9. Take photographs of the scene, including vehicles prior to moving the vehicles involved.
10. Before leaving the accident scene, if you are not injured, complete an Incident Report Form including the location of the incident as well as the weather and traffic conditions at the time. Include your copy of the witness statement with the report and take the time to make it as detailed as possible.
11. Contact your supervisor again and ask how they would like you to proceed based on the severity of the incident, every instance will be different.

5.5.2 Disturbed Person(s)

This section describes procedures to be used when a person attempts to harm or has the intention to harm to people or property. All disturbed people must be taken seriously and investigated until there is no longer a threat.

Disturbed Employee/Contractor:

- Is described as demonstrating an apparently abnormal behaviour or problem, which may endanger the individual or other people around him or her.
- All employees and contractors have an obligation to report abnormal behaviour to their supervisor immediately.
- Depending on the state of the individual, the Managing Director/Operations Manager will decide the method to calm the person and contact the local police authority.

Outside Individual:

- This person(s) may include employees, contractors, family members, friends of staff, or any other person not employed with Austech Industries Ltd.
- Management will deal with the individual. This may include contacting the proper authorities to deal with the situation.
- If other employees or contractors encounter a disturbed person they are to report it immediately to their supervisor so that the situation can be dealt with.

Note: Under no circumstances should an employee or contractor take it upon themselves to restrain an individual who is disturbed.

5.5.3 Bomb Threat and/or Deliberate Release of Hazardous Biological Agents or Toxic Chemicals and Terrorist Activities

This section describes procedures to be used when a person attempts to harm or has the intention to harm to people or property. All disturbed people must be taken seriously and investigated until there is no longer a threat.

Reporting

Notification shall be made to the contractor's supervisor immediately. The supervisor will then determine the severity of the incident and the perceived cause, if it is determined that the incident is a result of terrorist activity the local police service is to be immediately notified by calling 911 and provided with all available details of the scene.

The Managing Director/Operations Manager must be made available to emergency responders to okay any emergency and non-emergency requirements, building evacuation, etc.

Evacuation

Persons in the immediate vicinity of a release or incident scene should immediately evacuate the premises to the nearest internal muster point of other safe area as determined by the supervisor. No person shall re-enter the area until the emergency response team has given the "all clear".

Conclusion

The criminal investigation of a deliberate release will be a joint effort that includes many agencies. In the event of a bomb threat, biological attack, an epidemiological investigation may also be performed to assess the distribution of cases and sources of outbreak. Full disclosure and assistance must be offered to the provincial and federal bodies that must investigate the incident.

5.5.4 Tornado

Tornados can occur throughout the various areas in which Austech Industries Ltd. operates. They have the capability to destroy buildings and equipment or cause serious or fatal injuries. By following certain procedures, the danger can be minimized

All staff:

1. If a tornado is spotted or reported through various media channels, all Austech Industries Ltd. contractors have the responsibility to report it immediately to their supervisor.
2. If the tornado is near a Austech Industries Ltd. site, the following procedures apply:
    a) If you are working outside and there is a tornado watch, head inside to a sheltered building.

Once the tornado watch is upgraded to a warning the following procedures apply:

Within a building:

- If you cannot get to the safe room, stay away from windows, doors, and outside walls.
- Get as close to the ground as you can.
- Stay tuned to the radio; select the station with the best continuous information.
- If the tornado hits your building lay on the ground with your arms over your head for protection.
- After the tornado has gone through, and depending on the condition of the facility afterwards, check and see if anyone needs help. If they do, provide first aid or find a staff member who has first aid and inform them of the situation.
- If there are no injuries, proceed to the muster point and wait for further instructions.

Outside or in a vehicle:

- If you are in a vehicle get out of it; a tornado can pick up a vehicle.
- Do not hide in a tunnel or under an overpass.
- If caught outside, lie face down in a ditch or any other low-lying area, yet high enough within the low-lying area to avoid flooding if it should occur.
- Place your arms over your head for protection.

5.5.5 Building Collapse/Major Structural Failure

Buildings, like all structures, are designed to support certain loads. The loads are the weights of people and objects, the weight of rain and snow and the pressure of wind-- called live loads--and the dead load of the building itself. With buildings of a few floors, strength generally accompanies sufficient rigidity, and the design is mainly that of a roof that will keep the weather out while spanning large open spaces.

The causes of building collapse can be classified under general headings to facilitate analysis. These headings are:

- Bad Design.
- Faulty Construction.
- Foundation Failure.
- Extraordinary Loads.
- Unexpected Failure Modes.
- Combination of Causes.

Extraordinary loads are often natural, such as repeated heavy snowfalls or the shaking of an earthquake. While rare in British Columbia and Alberta, building failure remains a possibility because of extraordinary loads.

To respond to a building collapse of major structural failure, staff is expected to follow these steps to the best of their ability:

1. Declaration of emergency to supervisor, immediately. Completion of a preliminary incident report is requested to track the emergency as the situation continues.
2. Immediate evacuation of affected building to the muster point as well as roll call of all staff, visitors and contractors believed to occupy the building at time of failure.
3. Contact emergency services as per the emergency contact list, including utilities operators.
4. An attempt will be made by Austech Industries Ltd. staff to shut off any operational equipment as well as main water, gas and electricity utilities.
5. Apply triage to determine what injured parties can be helped on scene by the individuals present. Communicate any triaged parties and their current condition to emergency response contractors upon arrival.
6. Certified first aiders must respond to any injured parties on site, and attempt to keep track of first aid provided using first aid report forms.
7. Create a collapse hazard zone (hot zone) to clearly define the operational work area to begin rescue/clean-up activities.
    a) Hazard zone shall be barricaded as best as possible using cones, caution tape or other objects.
    b) Bystanders must be managed; no person shall re-enter the hazard zone with the exclusion of emergency responders followed by utilities contractors.
8. No employee or contractor shall stay on site over 12 hour shifts; employee and contractors shall be permitted to return home to rest and return for next scheduled shift as per their manager. Exceptions are made for:
    a) Saving a life, or relieving human suffering.
    b) Maintaining an essential public utility service.
9. Reporting to local authorities, including regional Occupational Health and Safety shall be made by the Managing Director as soon as practicable.
10. An incident investigation must be carried out and report provided to regional Occupational Health and Safety and made available to any Occupational Health and Safety Officer within 48 hours.

If the building is damaged valuable equipment may be damaged or destroyed, if it is possible to retrieve this equipment is must be inspected before re-use.

Should a building be lost, work for contractors will be disturbed; shifts should be attempted to be re-organized to assist with clean up and returning to operation. Counselling services may be required for contractors and will be arranged though the Managing Director.

5.5.6 Spills/Release of Toxic Substances

When a spill or release of a toxic substance occurs, employees and contractors must respond quickly and effectively to clean up the spilled material or notify someone who can in accordance with the MSDS/SDS sheet. Chemical spills are divided into three categories: Small, Medium and Large. Response and clean-up procedures vary depending on the size of the spill.

5.5.6.1 Small Spills:

A small spill is any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as up-righting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, as instructed by MSDS/SDS.
- Put spill material and absorbents in secure containers, if any are available.
- Consult the MSDS/SDS for spill and waste disposal procedures.
- In some instances, the area of the spill should not be washed with water. Use dry clean-up methods and never wash spills down the drain, into a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with legislated environmental regulations for each location.

5.5.6.2 Medium Spills:

A medium spill is where the major dimension exceeds 18 inches but is less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) may need to be called for medium spills.

- Immediately try to help contain the spill at its source by simple measures, such as up righting a container or putting a lid on a container. Use absorbent materials such as gators, if they are immediately available. Once you have tried to contain the spill leave the area and alert emergency responders at 9-1-1. Closing doors behind you while leaving will help contain fumes. Give police accurate information as to the location, chemical, and estimated amount of the spill.
- Evaluate the area outside the spill; engines and electrical equipment near the spill area must be shut off to eliminate any sources of ignition in the area. Advise emergency responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left.
- If emergency responders evacuate the spill area, follow their instructions for leaving the area.

- After emergency responders have contained the spill be prepared to assist them with any other information that may be necessary such as MSDS's/SDS's and questions about the facility. Emergency

responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to assist these persons from outside the spill area with MSDS's/SDS's, absorbents and containers.

- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both the employee or contractor's manager and the emergency responders what caused the spill. The response for large spills is similar to the procedures for medium spills, except that the exposure danger is greater.

5.5.6.3 Large Spills:

A large spill is any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter and any "running" spill, where the source of the spill has not been contained or flow has not been stopped is considered a large spill.

- Leave the area and notify emergency responders (9-1-1). Give the operator the spill location, chemical spilled and approximate amount.
- From a safe area retrieve the MSDS/SDS information about the spilled chemical for the emergency responders to use; be prepared to advise responders as to any ignition sources, engines, electrical power or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers or spill control equipment that may be available. This may need to be done from a remote area because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide an incident report to your immediate manager.

5.5.7 Loss of Electrical Power

In the event of a lasting power loss (over a half hours' time) the Managing Director shall attempt to contact the utilities provider to determine the cause of the outage. A determination, regarding to the next course of action will be determined at this time by management. If it is determined that the utilities will be inoperable for the remainder of the working hours Austech Industries Ltd. facilities may be closed with a designated individual on site.

The Managing Director or his designate shall proceed to ensure that all equipment that may restart upon the power returning is disconnected.

If power has not been restored by beginning of business hours the next day, management will meet to discuss required action.

5.5.8 Gas Leak

Gas leaks occur most commonly on construction sites when a gas line is ruptured during excavation.

Procedure - Site

If you smell natural gas:

1. Cease all operations immediately.
2. Evacuate.
   - Always leave the building quickly in a safe manner.
   - Do not use a phone or cellular phone inside a building.
   - Do not use any potential ignition sources or open flames.
   - Do not return to the building.
   - The muster point might not be the safest place to go.
   - Employees and contractors are to leave the area and go to the site-specific muster point.
   - Do not separate and do not leave to go home.
3. Call 911 identify where you think the gas leak may have occurred, if you unsure do not go look for it.
4. Contact your supervisor to report the incident. If the gas line was hit on an work site, the supervisor is to call the gas provider immediately to report the incident. The gas provider will then come to site and turn the gas off.

If you are trapped during a gas release/emergency:

1. Close all doors between you and the gas leak.
2. Stuff the cracks around the doors.
3. Open windows or other exterior opening for fresh air and ventilation.
4. Wait at a safe window and signal/call for help.
5. If there is a phone in the room call 911 and tell them exactly where you are in the building.

5.5.9 Pandemic

If there is a pandemic be sure to follow these precautions:

1. If you are aware of a pandemic alert notify your supervisor.
2. Get your vaccination, as recommended by the local Health services.
3. Current policies for absenteeism and sick days will be followed.
4. Stay home when you're sick or have symptoms. Get plenty of rest and check with a health care provider as needed.
5. Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick. Staying 1 to 2 metres away from people will reduce the airborne person to person transmission of an illness.
6. Coughing or sneezing should be done into your elbow, upper arm or a tissue which is to be thrown away immediately. Do not cough or sneeze into your hands.
7. Wash your hands for a minimum of 20 seconds using soap and water. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers.
8. Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with viruses and then touching your eyes, nose or mouth.
9. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking, which may increase the risk of serious consequences if you do contract an illness.

5.5.10 Floods

A flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled.

If a flood is forecast:

- If a flood is spotted or reported through various media channels all employees and contractors have the responsibility to report it immediately to their supervisor.
- Designated people will turn off furnaces and the main gas valve.
- Take special precautions to safeguard electrical, natural gas or propane powered equipment.
- A designated person will shut off the electricity only if flooding has not yet begun and the area around the electrical panel is completely dry. Stand to the side of the breaker panel and look away from the panel when switching the power off. Have a flashlight with you.

If flooding is imminent:

- Do not attempt to shut off electricity if any water is present.
- Evacuate, when advised to do so, following the recommended evacuation routes.

If outside in a flood:

- Climb to high ground and stay there.
- Avoid walking through any floodwaters.
- If in a vehicle, turn around and go another way; do not attempt to drive through flood waters.
- If your vehicle stalls, abandon it immediately and climb to higher ground.

5.5.11 Blizzard or Severe Storm Conditions

In the event of a blizzard or severe weather conditions, the supervisor may call for early dismissal of employees and contractors or announce cancellations of work.

1. If a blizzard occurs while at work, stay calm and await instructions from the management.
2. Stay indoors.
3. If there is no heat, close off unneeded rooms or areas, make sure there is nothing toxic in the area and then stuff rags under door cracks to keep in heat.
4. Ensure you continually drink to prevent dehydration and eat to give your body a source of energy and heat.

5.5.12 Emergencies at Nearby Facilities

In the case of a catastrophic release, severe explosion, product release, or fire at a neighbouring facility, and Austech Industries Ltd. has been notified or the alarms are heard, prolonged flares, flashbacks, smoke or fire has been observed, unusual odours, spontaneous combustion, increased or decreased traffic levels, endothermic and exothermic reaction, and/or explosions. All employees, contractors and visitors will gather at the internal muster point for further instructions upon notification, and a head count will be taken using the staff list and visitor list provided by the receptionist.

1. Close all doors, windows and openings.
2. Go to internal muster point.
3. Supervisor and designates to shut off local and general ventilation systems that draw outside air inside (fans, air conditioning, close dampers, turn down/off furnace)
4. The supervisor will check local radio, television and municipal websites.
   - The supervisor will contact the CAER Update line at 1-866-653-9959, or alternatively Alberta Environment at 1-800-222-6514.
   - The supervisor will review Alberta Emergency Alert website at http://www.emergencyalert.alberta.ca/
   - The supervisor or designate will listen to radio for any further updates.
5. Do not use telephone, it is important to keep phone lines free.
6. Keep employees and contractors out of the facility area who are currently not at office (salesman and installers are to check in ONLY).
7. DO NOT evacuate or travel unless or until otherwise directed by local authorities.

8. The supervisor will provide further instructions upon communication with the facility in which the original incident occurred and/or the emergency response department in command of the incident.

Further instructions will be provided to the Managing Director/Operations Manager and/or the Supervisor, obtained by the local authorities and/or the facility that the incident has/is occurring.

5.5.13 Train Derailment Causing Personal and / or Property Damage

In the event of a train derailment where there is the potential of the building being hit. This is the procedure to follow where a train has derailed into the near the building:

1. Turn off the main gas line.
2. Close the main power breaker.
3. If a toxic release occurs with the derailment, refer to Train Derailment with Toxic Release.
4. Leave the building to the muster point, if safe to do so.
5. Gather everyone at the muster point, and do a roll call.
6. Determine if safe to remain at the muster point. If unsafe to remain there, gather at the secondary muster point determined by the site contact.
7. Contact emergency services as per the Emergency Contact List, including utilities operators.
8. An attempt will be made by Austech Industries Ltd. staff to shut off any operational equipment, as well as main water, gas, and electricity utilities.
9. Apply Triage Procedures, to determine what injured parties can be helped on scene by the individuals present.
10. Communicate any triaged parties and their current condition to emergency response contractors upon arrival.
11. Certified First Aiders must respond to any injured parties on site and attempt to keep track of first aid provided using the Incident Investigation Report forms if they are available.
12. Create a collapse hazard zone (hot zone) to clearly define the operational work area to begin rescue / clean up activities.
    a) Hazard zone shall be barricaded as best as possible using cones, caution tape, or other objects.
    b) Bystanders must be managed; no person shall re-enter the hazard zone with the exclusion of emergency responders followed by utilities contractors.

5.5.14 Train Derailment with Toxic Release

In the event of a train derailment it is possible that a toxic substance may be released into the general area, causing the air outside to present a higher health risk than indoors where the concentration is lower. This is the procedure to follow when you have been advised that there has been a release of toxic substances into the area:

1. Alert other personnel of a train derailment. All employees and contractors must stop work immediately.
2. Call 911 or have someone call.
3. Contact the Managing Director and/or Operations Manager.
4. A staff member or contractor trained in first aid will take charge of the situation and be responsible for directing treatment activities until Emergency Medical Services (EMS) arrives.
5. Close and lock all outside and overhead doors.
6. Turn off the main gas line, if able.
7. Close the main power breaker.
8. Leave all inside doors open.
9. Gather everyone in the internal muster point and do a roll call.
10. Avoid using the telephone, except for emergencies, so that you can be contacted by emergency response personnel.
11. Call the emergency numbers that are posted:
    a) If you are experiencing symptoms of chemical exposure or smelling odors.
    b) If you require assistance from the fire department, police or emergency medical services.
12. After the hazardous substance has passed through the area you will receive an "all-clear" message from emergency response personnel or the Managing Director.
13. You may also receive instructions to ventilate the building by:
    a) Opening all doors
    b) Turning on fans and ventilation systems
    c) Leaving the building while ventilating is in progress
    d) Returning all equipment to normal settings and operation once the building is completely ventilated

5.5.15 Triage

Austech Industries Ltd. will employ the SMART Triage model when dealing with multiple wounded parties on an emergency scene. The triage categories (with corresponding color codes) are:

- **1 or Immediate:** The casualty requires immediate medical attention and may not survive. Any compromise to the casualty's respiration, haemorrhage control, or shock control could be fatal.
- **2 or Delayed:** The casualty requires medical attention within 6 hours. Injuries are potentially life-threatening but can wait until the 1 or immediate casualties are stabilized and evacuated.
- **3 or Minimal:** "Walking wounded," the casualty requires medical attention when all higher priority patients have been evacuated and may not require stabilization or monitoring.
- **0 or Expectant:** The casualty is expected not to reach higher medical support alive without compromising the treatment of higher priority patients. Care should not be abandoned and use any remaining time and resources only after Immediate and Delayed patients have been treated. This category will also include any deceased parties who are beyond help.

5.6 Emergency Contacts

Location: 11050 92 Ave, Grande Prairie, T8V 6B5	
INTERNAL CALL LIST	
Name	**Phone**
Jaye Robinson	780.370.5205
Andrew Morrison	780.370.9013

OUTSIDE SERVICES	
Fire, Ambulance, Police, Hazardous Materials and Spills	911
Nearest Hospital: Grande Prairie Queen Elizabeth II Hospital 10409 98 St Grande Prairie, AB T8V 2E8	780.538.7100
Sewer Emergency	780.538.0340
Gas Emergency	1.800.511.3447

Electrical Emergency	1.800.668.5506
Water Emergency	1.800.511.3447
Health Link	811
Dangerous Goods	780.538.6173
Poison	1.800.332.1414
Occupational Health and Safety	Alberta: 1.866.415.8690 British Columbia: 1.888.621.7233 (1.888.621.SAFE)

5.7 Emergency Drill Procedure

This procedure outlines the actions to be carried out during an emergency drill at Austech Industries Ltd. It affects all staff, contractors and visitors at the Austech Industries Ltd. site.

Related Documents

Emergency Drill Form

Emergency Response Maps

Emergency Response Contact Lists

5.7.1 Responsibilities

Managing Director

- Ensure that a system is in place and functioning.
- Budget resources to provide required first aid attendants, equipment, supplies and training.
- Ensure that there are an adequate number of employees and contractors that are trained on first aid and emergency response (fire wardens, etc).
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees and contractors are reporting incidents, as required.

Supervisor and Operations Manager

- Ensure that there are an adequate number of employees and contractors that are trained on first aid and emergency response (fire wardens, etc).
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that employees and contractors are reporting incidents, as required.

Employees and Contractors

- Report all workplace first aid incidents to the supervisor immediately.
- Take part in provided health and safety training.

- Report all hazardous conditions or first aid concerns the supervisor immediately using the appropriate report forms.

Health and Safety Representative

- Ensure that there are an adequate number of employees or contractors that are trained on first aid and emergency response (fire wardens, etc).
- Ensure that required first aid and emergency equipment is available, inspected and meet legislated requirements.
- Ensure that contractors are reporting incidents, as required.

5.7.2 Procedure

1. Alarm will sound.
2. Initiate calling '9-1-1' ensuring knowledge of address to applicable worksite.
3. Employees/Staff/Contractors will exit building in orderly fashion through the closest exits and meet at the muster point. First aiders will remove a portable first aid kit and take it outside with them.
4. The Fire Warden will designate someone to direct emergency vehicles to the area of emergency.
5. Once outside the Fire Warden will take attendance to ensure everyone is accounted for.
6. The Fire Warden will direct any contractors needed for search and rescue provided it is safe to do so. The first aiders will provide first aid as required.
7. Once it has been determined that the emergency is over; the Fire Warden will indicate when and if it is safe to return to the work areas.
8. Management will do a hazard assessment.

6 Training Competency & Communication

6.1 Training and Communication Policy

Austech Industries Ltd. recognizes that orientation, education, and training of employees and contractors are a vital part of health and safety management. The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

Communications and Training at all levels of the company is a vital component of the Health, Safety and Environmental Management System. Austech Industries Ltd. will address and evaluate program performance annually along with the goals and objectives pertaining to the HSE-MS program improvements. The communication component will be delivered using the following:

- Employee Meetings will be held daily and weekly and will include Office, site staff and contractors
- Hazard Assessment and Control
- Safety Meetings
- Industry-specific bulletins and company memorandums
- Post-incident reviews
- Learning from incidents
- Work site Inspections

Training will include:

- Orientation
- Specialized PPE
- Emergency response
- Hazards present on the work site
- Formal inspections
- Incident investigation
- Task specific training as and when required

Prior to commencing work or tasks, employees must review and acknowledge the job-related activities, duties, and responsibilities. This could be in the form of company specific, client specific, and site-specific orientations. If any employee is in doubt about their safety role or responsibilities, they are to contact their supervisor for clarification before starting or continuing any work-related activities. Supervisors have the responsibility to ensure employees are competent to undertake the task safely and follow correct procedures, supervisors are responsible for leading formal hazard assessment, workplace inspections and incident investigations and will undergo specific training.

Jaye Robinson, Managing Director

Date

This policy affects all personnel and contractors of Austech Industries Ltd.

Related Documents
Safety Training Matrix
Health and Safety Meeting Forms

6.1.1 Responsibilities

Managing Director

- Provide appropriate resources to ensure proper education and training is provided to all employees and contractors.
- Provide the time necessary to complete any necessary training.
- Ensure proper supervision and instruction is provided by competent contractors to new contractors to so they can perform their work without undue risk.
- Maintain proper records and documentation in regard to training and safety meetings.

Supervisor

- Review documentation and records of safety meetings.
- Ensure employees and contractors receive orientation on their first day of employment.
- Ensure proper supervision and instruction is provided by competent contractors to new contractors to so they can perform their work without undue risk.
- Ensure employees and contractors are made aware of known or reasonably foreseeable health and safety hazards they may encounter during their duties.
- Lead formal risk assessments, Inspections, and investigations

Contractors

- Attend workplace orientation sessions as required.
- Participate in training sessions.
- Participate in safety meetings.
- Perform their duties to an acceptable level in accordance with the education and training provided to them.
- Identify and report hazardous conditions.
- Follow all safe work procedures and hazard control measures.

Health and Safety Representative

- Perform new hire orientation to contractors and assigned training.
- Identify and report hazardous conditions.

- Ensure contractors are made aware of known or reasonably foreseeable health and safety hazards they may encounter during the course of their duties.

6.1.2 Procedure

Safety training will be recorded using the training matrix to track completed courses as well as the expiry date of tickets. Austech Industries Ltd. safety training programs shall include but not be limited to the following:

1. Contractor Orientation to Austech Industries Ltd. health and safety system.
2. Discussion of industry incident and near miss experiences, compliance, and hazard indicators.
3. Meeting of First Aid requirements.
4. WHMIS training.
5. Emergency Response training.
6. Specialized training as required for each job.

These topics may be covered in formal training sessions or at safety meetings.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary. Competency will be verified before contractors are permitted to perform tasks independently.

6.1.3 Worker Orientation

All workers, upon commencement of employment with Austech, and prior to the start of any project, must receive a “New Worker Orientation”. All associated paperwork is to be kept at the job site and head office.

A copy of employee’s orientation package along with a copy of all applicable tickets MUST be forwarded to the site where worker will be performing duties.

This applies to both new Austech employees and existing employees that are transferred from one job to another as well as workers employed by subcontractors.

Occasionally, workers may be transferred on a temporary basis. If fully oriented Austech workers are loaned to another site for 2 days or less, they may forego an additional orientation provided that they:

1. Review all pertinent Job Hazard Assessments (JHA)
2. Review the Emergency Response Plan
3. Are partnered with a worker that has full site orientation and who will be assigned to supervise them at all times until the new worker is competent

6.1.4 Orientation outline

The purpose of this outline is to ensure that all new employees receive a consistent orientation to Austech policies and procedures. The Austech New Worker Orientation Package contains the following:

- New Employee Orientation Form
- New Employee Training Form

- Orientation Quiz

The Sub Contractor Orientation Package contains the following:

- New Sub Contractor Orientation Form
- Orientation Quiz

Visitors must undergo a site-specific orientation

Orientation Delivery:

Orientations may be conducted by any front-line Supervisor or EH&S representative who has received an Austech orientation. The following may be used as a guideline:

- Introduction - Introduce yourself and welcome employee to the company or project
- Explain how to fill out paperwork
- Review the New Employee Orientation Form with workers; explain that they are to initial the subject boxes as each section is completed. Answer any questions the employee may have.
- Orientation may be delivered by PowerPoint presentation or lecture style
- Have the worker fill out the orientation quiz. Anyone not receiving 80% on the quiz will need to review the orientation material and re-test. An oral exam may be given if necessary
- Review the Austech. FLRA system for direct hire personnel. Subcontractors that do not have a FLRA system acceptable to Austech. will use the Austech. FLRA process
- Ensure that all paperwork is completed fully by the workers
- Turn the new workers over to their immediate supervisors so that they can complete the orientation, a site tour and the Mentoring process.

6.1.5 Orientation checklist

NEW-HIRE ORIENTATION FORM

Name:_____

Hire Date:_____

Start Date:_____

Presentation of Company Safety program and Safety Policy ..... _____
Review Safety Program Responsibilities ..... _____
Review of Personal Protective Equipment (PPE) Requirements ..... _____

Description	Yes	No	As Req'd	Description	Yes	No	As Req'd	Description Req'd	Yes	No	AS
Hard Hat	ϒ	ϒ	ϒ	Hearing Protection	ϒ	ϒ	ϒ	Other_____	ϒ	ϒ	ϒ
Safety Footwear	ϒ	ϒ	ϒ	Fall Arrest Equip	ϒ	ϒ	ϒ	Other_____	ϒ	ϒ	ϒ
Safety Glasses	ϒ	ϒ	ϒ	Traffic Vests	ϒ	ϒ	ϒ	Other_____	ϒ	ϒ	ϒ

Hazard Assessment Requirements .....
General Safety Rules .....
Violence and Harassment in the workplace.....
Incident and near miss reporting.....
Safety Meetings .....
Safety Inspections .....
Emergency Procedures and Telephone Numbers .....
Employee First Aid Treatment and Incident Reporting ....
Legislation and the workers rights ....
The Right to know.....
The right to participate.....
The right to refuse.....
Safe Work Practices and Safe Work Procedures ....
WHMIS/GHS .....

STATEMENT: I have been given an orientation and fully understand the Safety Requirements as indicated by me with initials that if I have any further questions or concerns that I am to discuss them with my supervisor.

Employee Signature:	Date:

Which of the following statements best describes you? (Please Check One)

- ○ I am a First Year Apprentice and/or have less than one year of industry experience
- ○ I have more than one year's industry experience and this is my first time working for Austech.
- ○ I have more than one year's industry experience and have worked with Austech. before

I understand the information outlined above. I will participate fully in all safety initiatives and programs and will adhere to Safe Work Practices and Procedures.

Employee Name:_____Signature_____

I have delivered this orientation as per the guidelines addressed in this manual and have ensured all paperwork is completed in its entirety.

Trainer Name:_____Signature_____

A copy of this document is to be retained for audit purposes. The original of this document is to be sent to the Safety Department.

*Note this is a sample form. This document can be found in the last section of this manual

6.1.6 Orientation quiz

The following orientation quiz is to be completed by all Austech Builders Canada Inc. Direct Hires

1. Who is responsible for safety on the job?
    a. You
    b. Foreman
    c. Superintendent
    d. All of the above
2. If your foreman asked you to do something that was not safe, or you feel uncomfortable doing it, you should:
    a. Do it anyway to keep him/her happy
    b. Get a co-worker to do it instead
    c. Exercise your right to refuse unsafe work
    d. Get a co-worker to keep an eye out for people while you do it

3. If you are suspicious of someone who might be intoxicated at work, you should:
    a. Report to your supervisor
    b. Tell him to leave site
    c. Ignore it and hope it goes away
    d. Give him a 'heads up' so he can try to cover it up
4. Is it necessary to change or add to your Field Level Risk Assessment (FLRA) as your task and/or conditions change?
    a. Yes
    b. No
5. According to Legislation, you are responsible for your co-worker's safety as well as your own?
    a. Yes
    b. No
6. What PPE is mandatory on site? (check all that apply)

☐ Hard Hat	☐ Long Sleeves
☐ Safety Glasses	☐ Gloves
☐ Steel Toe Boots	☐ Hearing Protection
☐ High Visibility Clothing	☐ FRC Coveralls

7. You are working in a confined space; you sign out to go for lunch. When you come back, there is no man watch. What do you do?
    a. Go inside where it is warm and wait for a man watch
    b. Go in, sign in, but don't start work
    c. Stay outside until the man watch and gas tests are in place
    d. Go inside, sign in, start work
8. According to the Criminal Code of Canada, anyone who directs how another person performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.
    a. True
    b. False
9. What is the first thing you do when starting a new task?
    a. Perform an FLHA
    b. Check if a JHA is on file for the task
    c. Review relevant Safe Work Practices/Procedures in the manual
    d. Obtain applicable WHMIS sheets

e. All of the above

10. All flagging must have a tag to identify the hazards.

    a. True

    b. False

11. You are walking from the trailer to your work area after coffee. You see a tripping hazard. What do you do?

    a. Report it to your supervisor

    b. Ignore it because it is not your area

    c. Fix it yourself, if it is safe to do so

    d. Flag around the area

12. At what height should you be tied off while on site?

    a. 2 m (approx. 6')

    b. 3 m (approx. 10')

    c. 1 m (approx. 3')

    d. None of the above

13. If you have a question regarding your task at hand, who should be your first approach?

    a. Co-Worker

    b. Safety Representative

    c. Your foreman

    d. Superintendent

14. You have to work from a scaffold, but it has no tag on it, what should you do?

    a. Inspect the scaffold before use

    b. Inspect the scaffold and put a new tag on it

    c. Report it to your supervisor

    d. Use the scaffold anyway

15. What is the proper procedure when you come across a broken or defective tool?

16. What is the first thing you do if you have to change a blade in a power tool?

17. You are a victim of, or a witness to an incident (injury, property damage, near miss, fire, explosion etc.) What are you required to do, and when?

Total Correct___/17 =_____% (Pass Mark is 80%)

Orientation Facilitator: _____ _____

Print Name Signature

Employee Name: _____ _____

Print Name Signature

Company: _____

*Note this is a sample. This document can be found in the last section of this manual

6.1.7 Worker Training and Records

All employees and contractors upon commencement of employment with Austech and prior to the start of any project, must receive a "New Worker Orientation". All worker training will be retained in a secure file location with the employee records.

Training that is non-company specific will be recorded utilizing a tracking sheet. All employee tickets will be copied and retained for the validity date of the ticket/certification.

All **Field Employees** will have the following tickets prior to being dispatched to the job site.

1. Company Orientation
2. Austech WHMIS/GHS certificate
3. CSTS (or equivalent)
4. Other certifications depending on job scope may include but is not limited to:
5. H2S
6. Confined Space
7. First Aid
8. Fall Protection
9. Ground Disturbance
10. Site Specific Orientation (if required)

Contractor and visitors will have all required tickets for the task before commencing work on an Austech site. And will be given the site specific orientation for the project they are on.

Supervisors and Leaders

Supervisors and project leaders due to the nature of their work will be responsible for leading inspections, incident investigations and formal Hazard assessments. They will be required to undergo company specific training in the following as a minimum.

- Inspection and auditing
- Incident investigation
- Hazard and risk assessment

Office Employees (administration)

Employees entering the company for the specific purpose of completing office/administration work will be provided the following prior to commencing work:

1) Company Orientation
2) Austech WHMIS/GHS certificate
3) Emergency Plan Review

All training will be recorded utilizing an excel spreadsheet that will allow for input of certificate effective date, hire date, expiration date and certificate name. Reports will be generated monthly and mandatory training will completed prior to expiry.

7 Short Service Contractors and/or New Employee/Contractor

A short service contractor and/or new employee/contractor (SSE) is defined as any employee/contractor who has less than 6 months of experience with the company and/or within his or her present roll. These workers require extra attention until they can gain sufficient experience to perform their duties safely with less supervision.

Austech Industries Ltd. requires minimum competencies to be met with relevant training, current information and gained knowledge in the pursuit of operational excellence.

This policy affects all personnel of Austech Industries Ltd. with less than 6 months of experience with the company and/or within present position.

Related Documents
Safety Training Matrix

7.1.1 Responsibilities

Managing Director

- Assign a mentor to one SSE, and have the mentor remain on site with the SSE at all times, including not allowing the SSE to work alone at any hazardous task.
- Ensure awareness of any SSE on shift and implement required precautions.
- Ensure to provide and encourage mentor to provide the SSE with the proper knowledge and skills for particular task.

Supervisor and Operations Manager

- Participate in or conduct the Orientation with the SSE.

- Ensure SSE's are monitored for compliance to policies and procedures by a competent contractor assigned to the mentorship role in the crew.
- If Austech Industries Ltd. employees or contractors dispatched to a client site include any SSE, the supervisor shall notify the client. This will include details on the visible identifiers being used.
- Supervisors understand that when they sign off on the Orientation Checklist, they are saying the SSE is competent as noted.

Mentors

- Remain on site with the SSE at all times and may only be assigned to one SSE at a time. Mentors are to be assigned until the SSE has proven to be competent in the work assigned.
- Be willing and able to effectively listen to the SSE and to determine if they are learning and retaining the knowledge being shared.
- Watch the SSE perform a job without interfering as long as the SSE is not in a position to hurt themselves, others or to damage equipment.
- Provide guidance and assist in the development of the SSE. They must provide a positive safety attitude, avoid criticism and strive to build confidence and self-esteem in the SSE.
- Be familiar with the site policies, procedures and any specialized actions required for the work performed. They must be familiar with the job, tasks and the oversight responsibilities required as well as the hazards associated with the job. Mentors are to have the current orientation training and have the ability to recognize hazards and unsafe work.
- Demonstrate a positive work ethic at all times and follow all company policies and procedures. They must ensure the SSE is monitored for compliance to policies, procedures and rules.
- Be able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies or requirements and enforce the stop work authority.

Short Service Contractors (SSE) / New Employees / Contractors

- SSE may not work alone at any time.
- Be willing to watch and listen to the mentor.
- Establish a positive safety attitude towards assigned job tasks.
- Be willing to gain the knowledge and skill in a particular job task, to be able to perform in a safe and environmental sound manner.
- Stop and report unsafe conditions at any time as well as actively participate in safety meetings and follow all safety rules and policies of Austech Industries Ltd.
- SSE shall be monitored for compliance with health, safety and environmental policies and procedures.

Health and Safety Representative

- Participate in or conduct the orientation with the SSE.

7.1.2 Procedure

Training is to be documented and signed off by the mentor/trainer as well as the trainee. It will be acknowledged with the appropriate supervisor's signature. Prior to the supervisor signing, the supervisor should be satisfied as to the understanding by the employee/contractor of the training provided.

Short Service Contractor (SSE), will be given the following information as part of our company orientation process:

1. Safety Certificates
    - They will be required to provide a copy of all their current valid safety training certificates.
2. Training Certificates
    - They will be required to provide a copy of any specialized training certificates.
    - Additional training may be required.
3. Driver's License
    - They will be required to provide a copy of their current valid driver's license if they will be driving an Austech Industries Ltd. owned and/or leased vehicle.
4. In-House Safety Training
    - They will be given copies of in-house training packages which you will be required to review. The training will include, but is not limited to the following:
        - WHMIS;
        - Hazard identification; and,
        - Additional training programs as developed or required.
5. Required PPE
    - It is their responsibility to have the required PPE when they report for work, which is dependent on the work site they are assigned to.
    - They are to check with management to determine which PPE is supplied and if additional PPE is required.
    - It is their responsibility to ensure that their PPE is clean and in good condition at all times.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary.

7.1.3 Job Competency

Austech Industries Ltd. requires minimum competencies to be met by their employees and contractors based on the job descriptions. Competency assurance provides employees and contractors with relevant training, current information and opportunities for enhancing their capabilities as well as enabling the best practices to be applied in the pursuit of operational excellence.

This policy affects all employees and contractors of Austech Industries Ltd. to ensure that the proper training for duties being performed is taking place.

Related Documents

Safety Training Matrix

7.1.4 Responsibilities

Managing Director

- Ensure job competencies are established for each job, including the minimum qualifications for education and work experience.
- Ensure only competent, qualified contractors with the proper training, education and experience are completing tasks.
- Provide appropriate resources to ensure proper education and training, including task specific training, is provided to all contractors.
- Provide employees and contractors with the time, means and resources to attend training to remain current and competent with their job tasks.

Supervisor and Operations Manager

- Ensure proper supervision and instruction is provided to maintain employee/contractor competency so they can perform their work without undue risk.
- Ensure persons designated to conduct training are knowledgeable and have practical work experience related to the subject matter.
- Provide job specific training related to the employee/contractor's role and responsibilities.
- Provide employees and contractors with training on new or modified tools, equipment or procedures.
- Verify employee/contractor competency prior to the employee/contractor performing the task independently.
- Ensure proper supervision and instruction is provided to maintain employee/contractor competency so they can perform their work without undue risk.
- Complete the process required to have the employee/contractor training recorded on the Training Matrix.

Employees and Contractors

- Participate in training sessions with a competent individual until the employee or contractor is deemed competent.

- Participate in training that is requested by their supervisor or the health and safety department.
- Provide copies of training tickets that are required to complete the job.
- Remain current within their job and participate in training opportunities to improve their performance and potential.
- Advise their supervisor if they are asked to perform a task for which they are not qualified or properly trained.
- Perform their duties to an acceptable level in accordance with the education and training provided to them.

Health and Safety Representative

- Obtain documentation of training from the employees and contractors to ensure qualifications of job prior to hiring, placement or employee/contractor to move into a new role.
- Provide job specific training related to the employee or contractor's role and responsibilities.
- Ensure job competencies are established for each job, including the minimum qualifications for education and work experience.
- Ensure only competent, qualified employees and contractors receive proper training, education and experience are completing tasks.
- Ensure persons designated to conduct training are knowledgeable and have practical work experience related to the subject matter.

7.1.5 Procedure

- All training is to be documented and signed off by the trainer and the trainee.
- Training activities will be conducted by competent persons and evaluated and modified as necessary to ensure relevance and effectiveness.
- Safety training will be recorded using the training matrix to track completed courses as well as the expiry date of tickets.

Austech Industries Ltd. safety training programs shall include, but not be limited to the following:

1. Before beginning a new job, the employee/contractor should be familiar with the Safe Work Practices and Procedures for the job and the equipment being used.
2. Competency to perform the task independently must be reached prior to the employee/contractor performing the task independently.
3. Once competency is acquired the training will be recorded on the training matrix.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary.

7.2 WHMIS (GHS)

It is the policy of Austech Industries Ltd. that special precautions are taken when using, handling, storing and disposing of hazardous chemicals. General and specific training is required for those contractors who work with or in close proximity to hazardous chemicals.

Fulfilling the requirement for chemicals as defined in the WHMIS regulations will ensure all potential hazards associated with the use, handling, storage and disposal of chemicals are identified and eliminated or minimized.

7.2.1 Responsibilities

Managing Director

- Ensure appropriate resources are allocated and training is provided to all contractors in their department to fulfil the legislative requirements of WHMIS.
- Ensure PPE is provided and used properly.

Supervisor or Operations Manager

- Ensure all containers on site are labelled.
- Ensure PPE is provided and used properly.
- Maintain and update a controlled product inventory.

Employees and Contractors

- Participate in the training programs dealing with hazardous materials.
- Put labels on all containers when de-canting, on any container missing a label or if the label is no longer readable.
- Use PPE when required.
- Health and Safety Representative
- Ensure MSDS/SDS's for all controlled products are current and available to contractors.
- Ensure PPE is provided and used properly.
- Provide WHMIS training to all employees and contractors who work with controlled substances.

7.2.2 Procedure

1. Training will be provided to all new and existing employees and contractors in WHMIS as part of their orientation. They will be trained in the use of specific chemicals and/or materials by their supervisor when they start to work in the area and when exposed to any new chemical process.
2. A controlled product inventory and MSDS/SDS shall be kept at a main location and will be made available to contractors for review.
3. WHMIS training records will be filed and entered on the training matrix, as proof of training.
4. No WHMIS controlled products or materials will be allowed on Austech Industries Ltd. facilities unless there is a valid MSDS/SDS available on-site and there is a supplier or workplace label on the container.
5. MSDS/SDS must meet or exceed all requirements of the WHMIS Regulation and be updated at least every three (3) years.

WHMIS training should be refreshed every three (3) years by industry standard.

GHS Pictograms	Used For…	Current Pictograms		
		Canada *(consumer)*	Canada *(work place)*	Europe
	• Oxidizers			
	• Flammables • Self Reactives • Pyrophorics • Self-heating • Emits Flammable Gas • Organic Peroxides			
	• Explosives • Self Reactives • Organic Peroxides			
	• Acute Toxicity (severe)			
	• Corrosives			
	• Gasses Under Pressure			
	• Carcinogen • Respiratory Sensitizer • Reproductive Toxicity • Target Organ Toxicity • Muligenicity • Aspiration Toxicity			
	• Environmental Toxicity			
	• Irritant • Dermal Sensitizer • Acute toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritation			

7.3 Transportation of Dangerous Goods

It is the policy of Austech Industries Ltd. that special precautions are taken when transporting, handling or offering for transport any dangerous goods. General and specific training is required for those contractors who transport, handle or offer for transport dangerous goods.

Transportation of dangerous goods (TDG) applies to all who handle dangerous goods, offer dangerous goods for transport or just transporting dangerous goods.

This policy applies to all contractors of Austech Industries Ltd. who transport, handle or offer for transport dangerous goods.

Related Documents

MSDS Binder
WHMIS Policy

7.3.1 Responsibilities

Managing Director

It is the responsibility of management to ensure that the TDG requirements are met under their responsibility, which includes:

- Ensure appropriate resources are allocated and training is provided to all employees/contractors in their department to fulfil the legislative requirements of TDG.
- Ensure PPE is provided and used properly.

Supervisor and Operations Manager

- Ensure PPE is provided and used properly.
- Provide TDG training to all employees and contractors who will be handling, transporting and/or offering for transport dangerous goods.
- Handling dangerous goods.
- Transportation of dangerous goods.
- Ensure appropriate resources are allocated and training is provided to all employees and contractors in their department to fulfil the legislative requirements of TDG.

Contractors

- It is the responsibility of the employees and contractors to use the training provided and follow legislative requirements when transporting or handling dangerous goods.

Health and Safety Representative

- Ensure PPE is provided and used properly.

- Provide TDG training to all contractors who will be handling, transporting and/or offering for transport dangerous goods.
- Ensure appropriate resources are allocated and training is provided to all employees and contractors in their department to fulfil the legislative requirements of TDG.

7.3.2 Procedure

The following is a summary of key TDG requirements.

- Training will be provided to all employees and contractors who transport, offer for transport and handle dangerous goods. They will be trained in the proper documentation, safety markings, nine (9) classes of TDG, containments and placards under TDG Regulations.
- A controlled product inventory and Safety Data Sheet (SDS) shall be kept at a main location and will be made available to employees and contractors for review and for reference in accordance with TDG.
- TDG training records will be filed as proof of training. It is valid for three (3) years.
- All documentation from a shipment will be kept for a minimum of three (3) years, as per the TDG regulations. This can be either electronically or in hard copy.

7.4 Drug & Alcohol/Fit for Duty Policy

Austech Industries Ltd. recognizes that the use of illegal drugs and the misuse of alcohol and medications can limit a worker's ability to properly do his/her job in a safe manner and can negatively impact the health and safety of themselves and others. This policy references the "Canadian Model for Providing a Safe Workplace".

This policy applies to all staff and contractors when engaged in company business on behalf of Austech Industries Ltd.

7.4.1 Related Documents

Human Rights: Duty to Accommodate
Canadian Model for Providing a Safe Workplace
Enforcement Policy

7.4.2 Responsibilities

Managing Director

- Provide necessary resources to ensure compliance with this policy.
- Review necessary reports and documentation as required.
- Provide training to employees and contractors with respect to this policy.
- Know this policy and be able to recognize the signs and symptoms of alcohol and drug use.
- Ensure the employees/contractors meet the fit for duty requirement as part of their responsibility to perform their work-related activities in an effective and safe manner.
- Take action on reported or suspected alcohol or drug use by contractors.
- Adhere to this policy.
- Report all drug and alcohol infractions.
- Monitor employee/contractor performance and address situations where performance consistently or sporadically falls below the expected level of performance.

Operations Manager

- Ensure the employees and contractors meet the fit for duty requirement as part of their responsibility to perform their work-related activities in an effective and safe manner.
- Take action on reported or suspected alcohol or drug use by employees and contractors.
- Adhere to this policy.
- Report all drug and alcohol infractions.
- Monitor employee and contractor performance and address situations where performance consistently or sporadically falls below the expected level of performance.

It is not the responsibility of the Operations Manager to determine whether or not an employee or contractor's performance problem is a consequence of the use of alcohol and/or drugs outside of the workplace. The Operations Manager's responsibility is limited to monitoring work performance and identifying, documenting and addressing performance problems in accordance with Austech Industries Ltd. 's existing enforcement policy.

Employees, Supervisors and Contractors

- Ensure they are fit for duty as part of their obligation to perform work activities in a safe manner.
- Ensure they comply with the work standards as part of their obligation to perform work activities in a safe manner.
- Submit samples for testing as required.
- Comply with this policy and follow appropriate treatment, if deemed necessary.
- Use medications responsibly, be aware of potential side effects and notify their supervisor if their medication has the potential to affect their ability to be fit for duty.
- Encourage their peers or co-workers to seek help when there is a potential breach or breach of policy.

Health and Safety Representative

- Adhere to this policy.
- Report all drug and alcohol infractions.
- Recommend corrective action on reported or suspected alcohol or drug use by employees and contractors

7.4.3 Work Standards

All employees and contractors must be competent and physically capable to complete their assigned job. In order to reduce the risk of unsafe or unsatisfactory performance due to the influence of drugs or alcohol, all employees and contractors must report fit for duty and remain fit for duty throughout their standard workday or shift, or when on a scheduled call and when on-call.

The possession of and/or consumption of alcohol, illegal drugs and the misuse of medication is strictly prohibited on any location where Austech Industries Ltd. conducts its business. This includes all vehicles operated on behalf of Austech Industries Ltd.

No employee or contractor shall report for, or be at work, having an alcohol level that makes him/her not fit for duty.

No employee or contractor shall report for, or be at work, having present in their bodies illegal drugs in amounts which make him/her not fit for duty.

No employee or contractor shall misuse prescription or over the counter drugs while at work. If a contractor is taking a prescription or over the counter drugs which has the potential to affect his/her ability to be fit for duty, he/she has an obligation to report it to a supervisor.

If anyone notices that another worker appears not to be fit for duty, he/she shall inform a supervisor as soon as possible. Any action or decisions shall be left to the supervisor to assess. If necessary, the employee or contractor will be removed from site.

All incidents involving drugs or alcohol shall be recorded appropriately and reviewed by a supervisor. Corrective actions are to be carried out within thirty (30) calendar days.

All information regarding drug and alcohol related matters are to be treated as highly confidential; the Managing Director and witnesses are not to speak about the matter with anyone at any time.

This system shall be reviewed on an annual basis by management, or assigned representative, to ensure that the Drug and Alcohol/Fit for Duty Policy is effective.

7.4.4 Drug and Alcohol Detection

Testing of job applicants and contractors for drug or alcohol may be conducted for pre-employment, to send an employee or contractor to a specific job site, when there is reasonable suspicion of drug or alcohol use, or in the case that an employee or contractor has been involved in an incident causing injury, a property damage incident or a near miss with potential endangerment of human life and it is reasonable to believe that the use of alcohol and/or drugs were a contributing factor to the incident. All Austech Industries Ltd. employees/contractors will comply with client site requirements for testing, and will submit to any testing requirements deemed necessary.

Post incident testing will be conducted as soon as possible, and no later than 12 hours after the incident. Arrangement will be made by Austech Industries Ltd. to transport the worker to the collection site; the affected worker will not be allowed to proceed alone to or from the collection site.

7.4.5 Employee Assistance

If an employee discloses a dependency to drug or alcohol, then the Austech Industries Ltd. will send them to be assessed by a professional. If it is determined that an assistance program is necessary for their return to good health and productivity, then Austech Industries Ltd. will assist. Any employee who fails to complete the full course of treatment and/or does not agree to return to work conditions as required by Austech Industries Ltd. may be subject to dismissal.

Austech Industries Ltd. conducts business with many companies who require drug and alcohol testing as a condition of their contract or service agreement. Employees and contractors conducting business for these companies are required to comply with the drug and alcohol policies of these companies.

7.4.6 Refusal to Test

The employer may discipline, up to and including termination, an employee or contractor who refuses to submit to a test in accordance with this policy or who attempts to interfere or tamper with a sample for testing.

7.5 Fatigue Management

Austech Industries Ltd. is committed to providing a safe work environment in every aspect of our business; this includes being fit for duty and not being fatigued.

This policy will outline the requirements for employees and contractors during the course of work for Austech Industries Ltd. and will be applicable to all contractors at the workplace, on work sites as well as in each vehicle.

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

This policy applies to any contractor for the purpose of business on behalf of Austech Industries Ltd.

The hazards and business risks associated with contractor fatigue are significant. Fatigue impairs alertness (or drowsiness), often without the employee or contractor's awareness. Traditionally, fatigue or alertness levels in workers have not been easily measured or quantified. This has created serious hurdles for risk managing as administrative solutions alone have severe limitations. In essence, it's very difficult to manage what you cannot objectively measure.

Tackling overall contractor fatigue is very similar to other impairments. In order to truly eliminate or mitigate the hazards and business risks associated with fatigue, we have implemented a comprehensive strategy that includes leadership and commitment, education and training, objective measurements as well as accommodation and support. Training for fatigue management will be done annually in toolbox talks to ensure that all contractors are aware of the policy.

7.5.1 Responsibilities

Managing Director

- Ensure that the policy is implemented throughout the company.
- Provide instructions and training regarding fatigue.
- Support contractors who are experiencing concerns with fatigue.

- Investigate any problems and/or concerns.
- Inspect the workplace and review the policy with contractors.
- Evaluate the tasks which employees and contractors are doing to ensure they are changing tasks to control fatigue.

Operations Manager

- Monitor the effects of extended work hours.
- Communicate the employer expectations.
- Investigate any problems and/or concerns.
- Inspect the workplace and review the policy with contractors.
- Evaluate the tasks which employees and contractors are doing to ensure they are changing tasks to control fatigue.

Employees and Contractors

- Actively participate in the fatigue management training.
- Recognize symptoms of fatigue.
- Promptly report any fatigue related concerns to the supervisor.
- Report any individual medical or personal situations, which may have an effect on fatigue to the supervisor.
- Ensure that provide self with proper rest during time off.

Health and Safety Representative

- Provide instructions and training regarding fatigue.
- Investigate any problems and/or concerns.
- Inspect the workplace and review the policy with contractors.
- Evaluate the tasks which employees and contractors are doing to ensure they are changing tasks to control fatigue.

7.5.2 Procedure

Feeling Fatigued at Work

1. Stop what you are doing, especially when working on mobile equipment.
2. Take a break from what you are working on. This will increase mental alertness and minimizes fatigue.
3. Stop and stretch, go for a short walk or have a light snack.
4. Resume working, go back to what you were working on or change tasks.
5. If you are still feeling fatigued, inform your supervisor.
6. Never operate a motor vehicle or equipment while excessively fatigued. Ensure a proper break and rest has been performed prior to resuming operation of a vehicle.
7. Fill out a near miss report.

Work Schedules

Work schedules are designed to ensure that all employees and contractors come to work rested and without fatigue. This is done by ensuring proper rest time in between work shifts. This can be done in many ways such as:

1. Ensuring at least an 8 hour break between work shifts.
2. Ensure at least 2 consecutive days off, and do not work for more than 24 consecutive days.
3. An employee or contractor's work hours must fall within a 12 hour period in a day which includes the drive time and scheduled work hours.
4. Ensure that employees and contractors report to their supervisor if they are feeling fatigued.

Preventative Methods

1. Understand the effect of fatigue can be compounded by the abuse of alcohol, poor diet, and lack of exercise, personal problems, depression, and lack of sleep or sickness.
2. Analyze and evaluate work tasks periodically.
3. Minimize fatigue hazards such as the type of work task, the length of task and the workplace conditions.
4. Take short and frequent breaks.
5. Perform complex tasks earlier in the shift, if possible.

Review

The fatigue management procedures shall be reviewed on an annual basis by Austech Industries Ltd. management, or assigned representative, to ensure that the fatigue management program is effective. All incidents associated with driving and fatigue management shall be recorded appropriately and reviewed by the worker's supervisor as well as the Austech Industries Ltd.'s management. Corrective Actions are to be carried out within thirty (30) calendar days.

8 Communication and Awareness

Austech Industries Ltd. has established and maintains communication and awareness for the following:

- Information about the OHSMS, the policy and the progress of the implementation plan to all affected levels of the organization.
- How to receive, document and respond appropriately to internal and external communications relating to OH&S.
- Promptly reporting of workplace injuries, illnesses, incidents, near misses, hazards and risks.
- Ensuring that the concerns, ideas and inputs of employees, contractors and contractor representatives regarding OH&S matters are received, considered and responded to in a timely fashion.
- Use contractor representatives as a forum for communication.

8.1 Internal Communication

Austech Industries Ltd. management ensures that the appropriate communication processes are established within the organization. Thus, a management meeting is conducted regularly regarding the effectiveness of their responsibilities to meet or exceed customer's expectations. Internal communication shall be handled verbally, thru electronic mail, memo or posted on information board after such a meeting.

A pre-job meeting is held to discuss customer's product requirements. The main topic and focus of these meetings are how to meet customer's satisfaction. Every idea is reviewed and documented. The output of the meeting is communicated to the customer through the Managing Director or Operations Manager and internally via electronic mail to all applicable parties.

8.2 Health and Safety Meetings

It is the policy of Austech Industries Ltd. to conduct safety meetings, as required, to assist in maintaining a safe and healthy workplace. Safety meetings can be called by any who feels the need to address an immediate safety concern. These meetings will be held on company time and will not compromise the contractor's lunch and/or coffee break. Health and Safety meetings will be held at a minimum of once per month.

8.2.1 Toolbox Meetings

Toolbox meetings shall be held at the start of every shift, at all locations, except the office to discuss hazards and hazard controls. All employees and contractors in attendance will sign in. The information from the toolbox meetings will be posted on the safety boards at each location. The Office staff shall hold a weekly safety meeting to discuss information form the sites and any issues that may have occurred.

8.2.2 Responsibility

To accomplish our objective, it is the responsibility of management to ensure these meetings are held and proper documentation is completed and stored appropriately.

8.3 Occupational Health and Safety Committee

Austech Industries Ltd. is committed to providing a safe work environment in every aspect of our business; this includes the use of vehicles to perform work duties.
When work is expected to last 90 days or more, an employer must:
establish an HSC if the employer has 20 or more full and part-time workers in total, or
designate an HS representative if the employer has 5 to 19 full and part-time workers in total.

Section 18 of the *OHS Act* gives the requirements for determining the number of workers.

8.3.1 Work sites with multiple employers

A work site with two or more employers/self-employed persons and work that is expected to last 90 days or more requires:

a) an HSC if there are 20 or more full and part-time workers in total on the site, or
b) an HS representative if there are 5 to 19 full and part-time workers in total on the site.

As per Figure 1 at the end of this bulletin:

a) If there is a prime contractor on the work site, they must establish the HSC or coordinate the appointment of an HS representative for the site.

If there is no prime contractor, all employers and self-employed persons must coordinate the establishment of a joint work site HSC for that work site.

Austech will establish a JHSC and HS representative as per the following when work is expected to last more than 90 days.

a. Will establish as a HSC if the the company has 20 or more full and part time employees in total, or

b. Designate an HS representative if the company has 5-19 full and part time workers in total.

c. the number of Safety and Health representatives shall be determined by the number of personnel in each crew and Department.

Each Safety and Health Representative shall:

- Receive training as indicated in the mine safety legislation applicable in the relevant jurisdiction/country.
- Participate in the Site Safety Committee meetings for their crew and attend any client Safety and Health Representative meetings.

8.3.2 Purpose

The primary purpose of the HSC is to identify and resolve safety concerns. The HSC will also promote health and Safety at the work site and increase two-way communication between workers and employers.

Duties and functions

The duties and functions of the committee are identified below. Receive and consider concerns regarding health and safety.

a) Respond to and find solutions for worker concerns
b) Participate in hazard assessments
c) Develop corrective actions
d) Monitor and follow up on corrective actions
e) Promote overall health and safety at the work site
f) Cooperate with OHS officers
g) Establish and promote worker training and education programs
h) Make recommendations regarding health and safety
i) Inspect the work site
j) Participate in investigations of incidents and serious incidents
k) Maintain records of matters related to the duties of the committee
l) Other duties as may be specified the OHS Act, Regulations, and Code

8.3.3 Records

The committee will keep accurate records of all activities conducted and all items addressed by the committee.
Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.
The employer must maintain copies of meeting minutes and any other relevant health and safety document for at least 2 years.
Meetings

The committee shall meet as stated below.

Meet within 10 days of being established

a) Meet at least quarterly
b) Meet if requested by a co-chair
c) Meet if requested by an OHS Officer

8.3.4 Agenda and Meetings

Meeting agendas and minutes will adhere to the guidelines below.

a) Agendas and minutes will follow the approved templates
b) Agenda will be prepared by the co-chairs and distributed to members prior to the meeting
c) The co-chairs must ensure meeting minutes are recorded
d) The co-chairs must ensure meeting minutes are approved and given to the employer within 7 days of the meeting
e) The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

8.3.5 Composition

The committee's composition will follow the requirements below.

a) The committee shall consist of the minimum members required by the act and determine by the size of the site and company employees
b) One worker representative will be elected from each groups/areas/departments/union.

c) One employer representative will be appointed/elected from each groups/areas/departments/union.

8.3.6 Co-Chair persons

Two co-chairs will be selected by the members of the committee.

a) The worker representatives shall select one co-chair
b) The employer representatives shall select one co-chair

8.3.7 Co-chair responsibilities are listed below.

a) Alternate in serving as chair at committee meetings
b) Participate in all decisions of the committee
c) Ensure that meeting minutes are recorded
d) Ensure that copies of meeting minutes are approved by the committee and given to the employer within 7 days of the meeting
e) Ensure copies of the meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held

8.3.8 Training

With reasonable notice, employers and/or prime contractors must permit all HSC members /HS representatives to take whichever is greater – 16 hours annually or the number of hours the worker normally works during two shifts – to attend work site health and safety training programs, seminars or courses.

Employers or prime contractors must ensure:

a) HSC co-chairs receive mandatory training about the duties and functions of the committee.
b) HS representatives receive mandatory training about the duties and functions of a representative.

Only Government approved training providers can offer mandatory HSC/HS representative training. For more on this training, see **Mandatory health and safety committee and representative training .**
HSC members who are not co-chairs may take the mandatory training but are not required to do so.
During training, the HSC co-chairs, members, and HS representatives are at work and must be paid at their applicable rate of pay.

8.3.9 Quorum

The composition of the quorum shall follow the requirements below.

a) Consist of 4 members (one-half of the members)
b) Both worker and employer members must be present
c) At least one half of members present must be workers

8.3.10 Terms of office

The terms of office for HSC members are specified below.

a) Normally not less than one year

b) May be longer than one year until a successor is selected or appointed
c) Determined as per the union's constitution
d) If there are multiple unions, determined via an agreement amongst all the unions

Replacing a member A member of the HSC will be replaced following the procedure outlined below. If there is a union, and the union's constitution indicates how a member is to be replaced, the HSC must follow that process.

c) Announce the departure of the leaving member to the HSC.
d) Determine the demographic represented by the leaving member.
e) Announce the departure to the work site.
f) Hold an election to replace the member.
g) Announce new member to HSC and work site.

8.3.11 Coordinating with the HSC's

If employer (or Prime Contractor) establishes multiple HSCs, the HSCs will coordinate with each other using the process outlined below.

a) HSCs will determine who will be the liaison between committees.
b) The employer (or Prime Contractor) will ensure contact information shared with HSCs.
c) The liaison will ensure appropriate documentation shared with HSCs.
d) The liaison will ensure relevant recommendations shared with HSCs
e) The liaison will ensure educational and health and safety initiatives shared with HSCs.

8.3.12 Recommendations to the employer

Recommendations to the employer should follow the requirements stated below.

a) Written using the approved template
b) Directly related to health and safety
c) Reasonable
d) Clear and complete

8.3.13 Dispute resolution

With the Employer/Prime Contractor when a matter cannot be resolved after written reasons are given by the employer, the employer, the HSC, or a member of the HSC may refer the concern to a Health and Safety Manager.

Within the HSC When the committee is unable to reach an agreement regarding a health and safety matter, the HSC will arrange for a mutually agreed upon external third party to review the issue and provide a written opinion on the matter to the HSC and the employer/prime contractor within 14

days. If the HSC cannot agree with the opinion of the external third party, the dissenting group will provide their written opinion on the matter to the employer/prime contractor for resolution within 14 days.

8.3.14 Amendments

These Rules of Procedure may be amended by vote of the committee members.

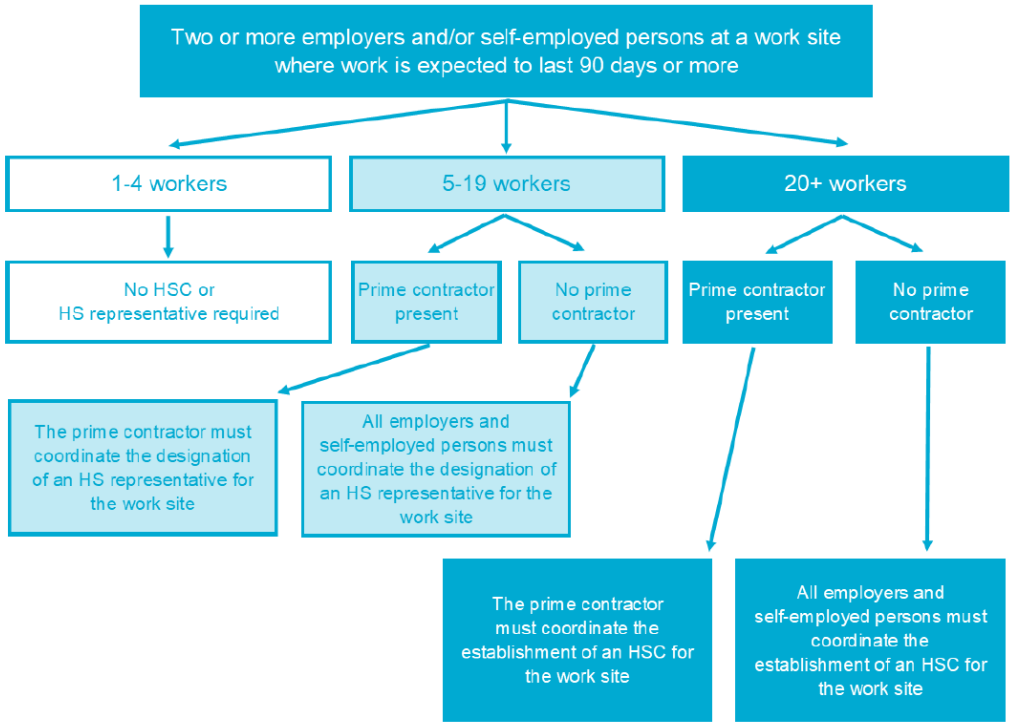


Figure 1: HSC and HS representative requirements for multiple employer work sites

8.4 Journey Management

This policy will outline the requirements for employees and contractors using transportation during work for Austech Industries Ltd. and will be available to all employees and contractors at the workplace as well as in each vehicle. The information in this policy does not take precedence over applicable government legislation, with which all employees and contractors should be familiar. This policy applies to anyone driving for business on behalf of Austech Industries Ltd.

8.4.1 Responsibilities

Managing Director

- Ensure all employees/contractors are provided training in journey management.
- Ensure employees/contractors have roadside emergency kits, when travelling.
- Ensure the employee/contractor has cell phone or another means of communication available.
- Ensure sufficient breaks are encouraged to prevent the effects of fatigue.

Operations Manager

- Ensure all employees/contractors are provided training in journey management.
- Review travel plans and route with worker prior to their departure.
- Ensure employee/contractor has cell phone or another means of communication available.
- Schedule travelling during daylight hours where possible.
- Ensure the completion of as many tasks during one trip as possible, to eliminate unnecessary driving.
- Review weather conditions prior to cemployee/contractor travelling and ensure conditions are safe for driving. If possible, cancel trip or re-arrange to have trip to occur later when weather conditions are more suitable.
- Ensure sufficient breaks are encouraged to prevent the effects of fatigue.

Employees and Contractors

- Review and follow the driving procedures and the Journey Management Policy.
- Ensure the supervisor is notified, prior to travel and upon arrival at destination, as well as on set check-in times and/or locations.
- Familiarize self with the route being traveled.
- Ensure the completion of as many tasks during one trip as possible, to eliminate unnecessary driving.
- Be sure to complete travel during daylight hours, where possible.
- Review weather conditions, prior to travelling, and ensure conditions are safe for driving and the vehicle being used is adequate for the weather conditions.
- Ensure emergency supplies and cell phone is in the vehicle prior to departure.
- When driving long distances, sufficient breaks must be taken to prevent fatigue. If two licensed drivers are in the vehicle, take turns driving and never drive when feeling the effects of fatigue.

Health and Safety Representative

- Ensure all employees and contractors are provided training in journey management.
- Ensure employees and contractors are provided with roadside emergency kits and a means of communication when travelling.

8.4.2 Procedure

When travelling, all Austech Industries Ltd. employees and contractors shall have access to a cell phone or other means of communication. There is no working alone conducted when there is no means of communication.

Check-in Procedures

Note that checking in can be done via telephone, texting or other means of communication that has been approved by parties involved but is not to be done while driving.

If you are driving for work, the following procedures apply:

1. Obtain and become familiar with the route you will be travelling.
2. Contact your supervisor/operations manager to let them know when you are departing and communicate the route that you will be travelling.
3. Ensure all emergency supplies are in the vehicle.
4. Do pre-use visual inspection of vehicle.
5. Follow all the rules of the road and appropriate laws.
6. Contact your supervisor after each leg of your journey, and upon arrival at your destination.

Review

The journey management policy shall be reviewed on an annual basis by Austech Industries Ltd. management, or assigned representative, to ensure that the journey management program is effective. All incidents associated with driving and journey management shall be recorded appropriately and reviewed by the employee or contractor's supervisor, the Austech Industries Ltd. as well as management. Corrective actions are to be carried out within 30 calendar days.

9 Procurement and Contracting

9.1 Purchasing Policy

The purchasing policy protects employees, contractors and subcontractors by ensuring all equipment, tools and materials purchased, leased or rented meet government regulation and code as well as industry standards.

This policy affects any Managing Director, Supervisors, Employees or Contractors whom are responsible for purchasing materials, chemicals, tools or supplies for Austech Industries Ltd.

When purchasing equipment, Austech Industries Ltd. will ensure that the equipment and supplies:

- Meet the standards specified in OH&S legislation. If the legislation does not specify a standard, Austech Industries Ltd. will ensure that the equipment meets the standards of a professional safety organization.
- Are compatible with the work environment and the task requiring them.
- Are backed by appropriate documentation, warrantees, guarantees and/or service contracts.
- Are purchased from a reliable source.

Our company standards include but are not restricted to:

- All chemicals must arrive with MSDS's/SDS's, if a current one is not already on file.
- All materials to arrive with manufacturer's specifications.
- All PPE must meet applicable CSA standards and that are appropriate to the hazard.

9.2 Contractor Policy

The purpose of the contractor policy is to ensure that contractor's work is completed in accordance with legislation and Austech Industries Ltd. 's health and safety requirements. This is to ensure that Austech Industries Ltd. contractors or contractors are not exposed to any unnecessary hazards.

This policy applies to all Austech Industries Ltd. contractors. All contractors are required to adhere to the general provisions of the Health and Safety Management System at the location which they are performing work.

Related Documents

Contractor Orientation Form
Contractor Acknowledgement
Contractor Agreement

9.2.1 Responsibilities

Managing Director

- Ensure that before any work is done, that all contractors have read, completed and signed the Rules and Regulations Governing Contract Work.
- Obtain and analyze the HSE statistics of the contractor, ensuring the contractor with the best stats retains the job.
- Obtain and review the contractor HSE program to ensure it meets Austech Industries Ltd. standards.
- If the contractor does not have an HSE program, ensure they are oriented to the Austech Industries Ltd. Health and Safety Management System.
- Provide the contractor with a site-specific orientation.
- Provide a signed copy of the "Contractor Sign-Off" letter, along with current copies of WCB and insurance, along with any other documentation that is requested.
- Submit Notice of Project (NOP) to WorkSafe BC before a project
- Post the following documentation at the jobsite, ensuring it is accessible to all contractors: your name stating you are the project manager/supervisor; a site drawing showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station; and a set of construction procedures designed to protect the health and safety of contractors at the workplace, developed in accordance with the requirements of the WorkSafe BC Regulation.
- Ensure to include contractors in pre-job meetings and/or hazard assessments.
- Ensure post-job reviews are conducted for all contractors/subcontractors.

Supervisor

- Address any concerns brought forward by contractors with regards to safety where contractors are present.
- Post the following documentation at the jobsite, ensuring it is accessible to all contractors: your name stating you are the project manager/supervisor; a site drawing showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station; and a set of construction procedures designed to protect the health and safety of contractors at the workplace, developed in accordance with the requirements of the WorkSafe BC Regulation.
- Ensure to include contractors in pre-job meetings and/or hazard assessments.

Contractors

- Report any concerns in regards to contractors to a supervisor.
- Stop work in situations of imminent danger.
- Take part in pre-job meetings and/or hazard assessments.

Health and Safety Representative

- Ensure that before any work is done the contractor has read and signed the Rules and Regulations governing contract work.
- Obtain and analyze the HSE statistics of the contractor, ensuring the contractor with the best stats retains the job.
- Obtain and review the contractor HSE program to ensure it meets Austech Industries Ltd. standards.
- If the contractor does not have an HSE program, ensure they are oriented to the Austech Industries Ltd. Health and Safety Management System.
- Provide a signed copy of the "Contractor Sign-Off" letter, along with current copies of WCB and insurance, along with any other documentation that is requested.

9.2.2 Coordination of Multiple Employer Workplaces in British Columbia

If a construction project involves 2 or more employers or their contractors, each employer must notify the Managing Director, or the person engaged by the Managing Director to be the prime contractor, in advance of any undertaking likely to create a hazard for an employee or contractor of another employer. If the work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to employees or contractors, and the combined workforce at the workplace is more than 5, Austech Industries Ltd. will appoint a qualified supervisor for ensuring the coordination of health and safety activities for the location. Austech Industries Ltd. Managing Director will notify all employees and contractors of the supervisor name and contact number.

It is the expectation of each employer on the site where there are multiple employers to designate a qualified person to be responsible for the health and safety activities on site.

Austech Industries Ltd. Managing Director or Operations Manager will post at each location the name of the qualified supervisor appointed; a site drawing showing project layout, first aid location, emergency transportation provisions, and the evacuation muster point; and a set of construction procedures designed to protect the health and safety of employees and contractors at the workplace, developed in accordance with the requirements of the WorkSafe BC Regulation.

9.2.3 Procedure

1. Prior to the commencement of work the following items must be addressed:
    a. **Contractors Compensation** - The Contractor shall supply a letter or certificate showing that his/her contractors are all covered by the Contractors' Compensation Board, including personal for the Managing Director should he/she be performing work on site, and that his/her payments to the Contractors' Compensation Board are not in arrears. For contractors that do more frequent work at any location this should be done at least annually.
    b. **Comprehensive General Liability** - The Contractor shall supply a certificate showing that he/she has obtained and paid for comprehensive liability insurance with a coverage amount of not less than $2,000,000.00. The Contractor shall be insured for loss or liability arising from the work they are performing or property in their care, except loss or liability caused by Austech Industries Ltd. If these certificates are not forthcoming, work will not be allowed to commence without the approval of Austech Industries Ltd. Any variation to this rule shall be approved by management.
    c. **Automobile Public Liability and Property Damage** - The Contractor shall supply a certificate showing that he has paid for automobile public liability and property damage, covering all of his motor vehicles and equipment in use in conjunction with this contract.
    d. **Excess Professional Liability** - The Contractor shall supply a certificate showing that he has paid for excess professional liability, covering all of their work in use in conjunction with this contract.
    e. **Excess pollution Liability** - The Contractor shall supply a certificate showing that he has paid for excess pollution liability, covering all the chemicals that may be used and potentially cause environmental damage in conjunction with this contract.

If the contractor is going to a client site, ensure they are aware of the Drug and Alcohol Policy and requirements for that site.

2. A copy of the "Contractor Orientation Form" should be provided to the Contractor prior to the commencement of work. The Contractor must read all the required material and sign each page including the orientation checklist, company health and safety rules and contractor responsibilities stating that they will comply. A copy of the agreement shall be maintained by the Managing Director.

3. The person in charge of the contractor must ensure that periodic visits are made to the work site and also ensure that the contractor is familiarized with the area they are working in and any specific hazards associated with the work area. Specific action must be taken on any contractor violations – repeat violations must be documented and copies sent to the responsible manager.

4. Any incidents involving the contractor must be reported to the hiring client and participate in the incident investigation.
5. Show the contractor the location of the MSDS/SDS books which shall include a list of controlled products present at the work site.
6. Show the contractor the emergency exits and procedures in the event of an emergency.

Any sign-off sheet older than one year must be replaced with an updated one by the Managing Director.

- Post-job reviews are conducted for all contractors/subcontractors.

9.2.4 Notice of Project Submission to WorkSafe BC

A Notice of Project must be submitted to WorkSafe BC, by the Managing Director or supervisor. The notice of project must be in writing or by fax at least 24 hours before starting the construction project if:

- The total cost of labour and materials for the work exceeds $100,000.
- All or part of the permanent or temporary works, except pre-engineered or pre-manufactured building and structural components, are required to be designed by a professional engineer.
- The construction activity involves:
  - The removal, encapsulation or enclosure of friable asbestos-containing material, as that term is defined in section 6.1 (see WorkSafe BC).
  - The demolition, dismantling or repair of any building or structure, or parts thereof, in which asbestos-containing material has been used, or in which asbestos products have been manufactured.
  - An abatement project or other activity involving significant disturbance of lead-containing coatings on buildings or structures.
  - Similar activities which may expose contractors to a significant risk of occupational disease.
- The construction project is a new erection, a major alteration, a structural repair or a demolition of:
  - A building more than two stories high or more than six meters (20 feet) in height.
  - A bridge.
  - An earth or water retaining structure more than three meters (10 feet) in height.
  - A silo, chimney or similar structure more than six meters (20 feet) in height.
  - Will be working in a compressed air atmosphere or in a caisson, tunnel, underground working or cofferdam.
  - The construction project includes a trench more than 1.2 meters (4 feet) in depth and over 30 meters (100 feet) in length or includes another type of excavation more than 1.2 meters (4 feet) in depth, which a contractor may be required to enter.

The notice of project submission must contain the following information:

- The name and address of the Managing Director and, if applicable, any other person engaged to be the prime contractor for the project.
- The municipal address of the project, or its location in relation to the nearest highway.
- A description of the project including a list of the applicable items listed above.
- The starting date and the anticipated duration of the project.
- The estimated total cost of labour and materials for the project.
- If the project involves an activity listed in the regulation, detailed written work procedures which will be used to minimize the risk to contractors who might be exposed to a hazardous material specified by that subsection.

A copy of the notice of project must be posted at the construction site before work commences. If it is necessary to do immediate work to prevent injury to contractors or damage to property, work on the project may commence immediately, and the WorkSafe BC office must be provided with an Notice of Project (NOP) at the earliest possible time.

9.3 Rules and Regulations Governing General Contract Work

All Contractors working at the Austech Industries Ltd. premises must abide by the following requirements:

1. Contractor must have WCB coverage and be in good standing with the WCB. A WCB letter or certificate of good standing shall be submitted by each contractor prior to commencement of work and at subsequent intervals not to exceed one year.
2. Contractor has Comprehensive General Liability Insurance, appropriate for the contract size.
3. Contractor has public liability and property damage insurance for his/her automobile(s), used in conjunction with the contract.
4. If the contractor does not have existing Safety Program, provide them with the opportunity to have the choice of developing a Safety Plan for the job or have them sign off on Austech Industries Ltd. Health and Safety Management System for the duration of the job.
5. No work shall commence without approval by the manager responsible for the project.

Contractors are required to observe the following:

- Smoking is only allowed in designated smoking areas.
- Horseplay, in any form, will not be tolerated.
- Any Austech Industries Ltd. materials leaving the site (i.e., scrap) must have the written permission of your contact person. Any materials removed without permission will be treated as theft.
- Follow emergency procedures.
- In the event of evacuation (i.e., fire), the contractor will immediately leave the site where they are performing work by the nearest available exit route and report to the designated gathering or muster point (as instructed by the contact person). At the gathering or muster point, the contractor will meet the evacuation person and follow their direction.
- Any injury incurred while working will be reported immediately to your contact person.
- Appropriate and site specific personal protective equipment (PPE) is required when performing work.
- Contractor work is to be performed in a manner which complies with the locations governing Occupational Health and Safety Regulations, Contractors' Compensation Act, Austech Industries Ltd. Health and Safety Rules and any other relevant regulations governing the work.
- Where it is necessary to lock out equipment to ensure a zero-energy state, contractors will follow Austech Industries Ltd. safe work practice and procedure for lock out/tag out or by a procedure that has been approved by Austech Industries Ltd. If the need for a lock out is questionable, see the contact person for clarification before proceeding with the work.
- Contractors are to ensure their contractors have required WHMIS training and have MSDS's/SDS's available for any controlled substances brought on site.
- The use of any hazardous materials (WHMIS controlled) will require the contractor to supply a MSDS's/SDS for each material to the contact person and a copy of such MSDS's/SDS's will be made available at the work site. In addition, all containers of hazardous materials shall be appropriately labelled with an approved supplier/workplace label and the contractor must be trained in WHMIS.
- Ladders - all extension ladders must be tied off.
- The contractor must store and dispose of all their materials and/or equipment off premises unless specific permission is provided by the site contact.
- Work areas are to be kept clear of debris with housekeeping maintained and a general clean up performed at the end of each working day.

10 Management of Change

10.1 Management of Change Policy

The purpose of this policy is to provide contractors and employees notification when processes and procedures change. This is applicable to all changes except replacement in kind.

This policy applies to all staff members and contractors when engaged in company business on behalf of Austech Industries Ltd.

10.2 Responsibilities

Managing Director

- Ensure all contractors are informed when changes are made to policies, procedures, materials, chemicals or any equipment.

Operations Manager

- Document changes so employees and contractors can be notified when change occur.
- Ensure that all employees and contractors are aware of this policy, as well as when change occurs.

Supervisors, Employees and Contractors

- Shall follow and understand the management of change process.
- Inform managers if you think a change needs to be made.
- Document all changes that are made.

10.2.1 Types of Change

Change may be classified into two areas: (1) process and operational change, and
(2) facility change. These changes may also be classified as permanent or temporary in nature.

Process or operational changes may include changes in normal operating conditions such as pressure, temperature, flow rate, etc. change in chemical or physical properties of required or associated process chemicals or additives, or changes in operating procedures.

Examples of facility change may include projects to provide new facilities or increase facility capabilities or accommodation of different products; equipment changes including addition of new equipment or modification to existing equipment; temporary or permanent by-passing of equipment, guarding, instrumentation or alarms which affects the safety of the process; changes in structural components; changes to fire protection and other

emergency response systems; or replacement of equipment, piping, valves or fittings which are different material than in the currently approved specifications, i.e., any replacement that is not in kind.

10.2.2 Procedure

1. Before any changes occur, a pre-planning meeting must take place. This meeting is to ensure that all changes are planned and thought out. This will ensure that quality and budget are not affected by the change.
2. Once a decision has been made, the change needs to be documented, to ensure that everyone can be informed of this change.
3. The proposed change needs to be expressed to all members of the management team.
4. The change is developed and will be put into use.
5. There will be a pre-start up meeting to advise all employees and contractors of the actions being taken; this will be done prior to implementing the changes.

All employees and contractors need to be informed again once the new policies, procedures or material are put into place.

11 Documentation

11.1 Policy Statement

Austech Industries Ltd. OHSMS is clearly written, so that it can be easily understood.

The OHSMS documentation includes:

- The organizations OH&S policy and performance measures.
- The assignment of OH&S duties and responsibilities, for the implementation of the OHSMS.
- Procedures required by this CSA Z1000-06.
- Supporting documents needed by Austech Industries Ltd. to ensure the effective planning, implementation, operation and control of its OHSMS.
- Other documents or records required by the CSA Z1000-06 including those needed to prove compliance with legal requirements.

11.2 Control of Documents

The documents and records management procedure requires all documents:

- Are approved prior to issue.
- Are periodically reviewed, updated or withdrawn as necessary.
- Are to be the most current revisions of the document.
- Are relevant versions of the applicable documents are available at point of use.
- Remain legible and readily identifiable.

- Of external origin determined by the organization to be necessary for the planning and operation of the OHSMS are identified.
- That are obsolete are removed, preventing the unintended use of obsolete documents, and identifying such documents if they are retained for any purpose.

A document log will be added at the end of each controlled document to indicate its status. All major changes to documents, such as new documents or major revisions, will be made following management of change process.

11.3 Control of Records

This procedure ensures records, to provide evidence of conformity to OHSMS requirements and of the effective operation of the OHSMS, are properly controlled. Records must remain legible, readily identifiable, and retrievable. The documents and records management procedure provides the controls needed for the identification, secure storage, protection, retrieval, retention, and disposition of records.

Records May Include:

- Records arising from the implementation of the OHSMS.
- Records of incidents involving work-related injuries and illnesses.
- Records arising from legal requirements.
- Records of employee and contractor's training, exposure and health.
- Records monitoring the working environment.
- The results of monitoring.
- Records of changes or improvements made to eliminate or control hazards and risks.

Austech Industries Ltd. records will be stored at the main office and will be controlled by management. The following records retention policies will apply:

Type of Record	Managing Director	Retention Time
General business communications	Per Signature	1 year plus current
Equipment Records	Managing Director	Life of facility plus 75 years
Environmental Information	Managing Director	10 years plus current
OH&S Information	Managing Director	3 years plus current
Training Records	Managing Director	Current until superseded
OHSMS Documents	Managing Director	Current until superseded
Calibration Records	Managing Director	Life of equipment plus 75 years

11.4 Employee and Contractor Access to Exposure and Medical Records

All employees and contractors will, upon request, be provided with copies of any records pertaining to their own medical record. All employees and contractors have the right to access records relevant to their OH&S, within the boundaries specified by PIPA, FOIP, OSHA regulation 29 CFR 1910.1020 or other legal requirements. This includes copies of any or all of the following documents:

- Drug test results
- First aid records
- Modified work agreements
- WCB reports, including any physician reports relating to examination and treatment.

12 Monitoring and Measuring

12.1 Policy Statement

The Managing Director is responsible to establish and maintain procedures to monitor, measure and record OH&S performance and the effectiveness of the OHSMS on a regular basis. The supervisor is responsible for managing the Return-to-Work Program and the Occupational Health Assessment Program in consultation with the appropriate medical personnel.

The intent of performance monitoring and measurement is to:

- Determine the extent to which the OH&S Policy, objectives and targets are being met.
- Provide feedback on the OH&S performance.
- Determine whether the day-to-day arrangements for hazard and risk identification, assessment and elimination or control are in place and operating effectively.
- Provide the basis for decisions about improvements to hazard and risk identification, assessment and elimination or control and to the OHSMS.

Both qualitative and quantitative measures appropriate to the needs, size and nature of the organization shall be developed in consultation with employees, contractors and the contractor's representatives.

Monitoring and measurement activities shall be recorded.

The Managing Director is responsible to facilitate OH&S requirements, including the following:

- Analytical analysis shall be performed by an approved lab.
- Quantitative monitoring will be contracted to an approve lab.
- Hygiene testing and monitoring will be completed by an approved contractor.
- Drug and Alcohol testing will be performed by an approved qualified company.
- Monitoring and measurement equipment will be calibrated and maintained.
- All calibration records will be retained for the life of the equipment plus 75 years.

12.2 Formal Inspection Policy

It is the policy of Austech Industries Ltd. that formal inspections are carried out regularly in all areas of operation.

This policy applies to all contractors of Austech Industries Ltd.

Formal inspections are conducted to:

- Ensure that methods used to protect staff from health and safety hazards are effective.
- Ensure any other hazards and unsafe conditions are identified and controlled.

Related Documents

Facility Inspection Forms
Vehicle Inspection Forms
Forklift Inspection Form
Fire Extinguisher Inspection Forms
First Aid Kit Inspection Form

12.2.1 Responsibilities

Managing Director

- Participate in at least one formal inspection every 12 months.
- Ensure that resources are available to conduct inspections and correct any observed hazards.
- Review all inspections and unsatisfactory observations and ensure that corrective actions are carried about as soon and as efficiently as possible.

Operations Manager

- Participate in at least one formal inspection every 6 months.
- Review all inspections and unsatisfactory observations and ensure that corrective actions are carried about as soon and as efficiently as possible.

Employees and Contractors

- Complete inspections as directed by the Managing Director/Operations Manager and according to inspection schedule.
- Inspect emergency equipment monthly.
- Report all observed hazards to the supervisor immediately.
- Carry out corrective actions as instructed by the Managing Director/Operations Manager or required as per the inspection.
- Perform vehicle and forklift inspections daily or pre-use.

Health and Safety Representative

- Participate in at least one formal inspection per year.
- Review all inspections and unsatisfactory observations and ensure that corrective actions are carried about as soon and as efficiently as possible.

12.2.2 Procedure

Formal inspections are to be conducted by an employee or contractor in each location with assistance from another worker where possible at least once per week.

Formal inspections are to be conducted, at a minimum, as follows:

- 11050 92 Ave, Grande Prairie, T8V 6B5 location monthly.
- Vehicle inspections monthly.
- Fire extinguisher monthly.

Operations should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident. Ensure that findings of previous inspections are reviewed and, should corrective actions remain outstanding, dates are escalated accordingly.
A Workplace Inspection Form shall be completed as per the inspection policy as well as applicable emergency equipment inspection forms monthly.
Identified hazards are to be written up with corrective actions. Corrective actions are to have completion dates assigned to them as well as a person responsible for completing that action.
Inspections are to be signed off by the Managing Director or Operations Manager and retained for a period no less than three (3) years.

The following hazard rating system will be used to determine the priority of corrective actions:

- **High Hazard (urgent hazard situation)** — these hazards require immediate corrective action. All activity must be discontinued immediately until the hazard is remedied.
- **Medium Hazard (important hazard situation)** — these hazards require attention as soon as possible.
- **Low Hazard (minor hazard situation)** — these hazards are not an emergency but needs to be corrected in a timely manner.

All employees and contractors performing inspections should have training in formal inspections; this can be done in house.

12.3 Environmental Policy

Austech Industries Ltd. recognizes the need to conduct its business in a manner which protects and sustains the environment. Austech Industries Ltd. will therefore strive to make environmental considerations part of their business planning and decision-making process. The information in this policy does not take precedence over applicable government legislation, with which all contractors should be familiar. This policy affects all personnel, visitors and contractors of Austech Industries Ltd.

Austech Industries Ltd. will fulfil its commitment to environmental responsibility by doing the following:

- Complying with local, provincial and federal laws and regulations.
- Reporting spills to the appropriate authorities as necessary.
- Evaluating and assessing its operations to provide and maintain environmental protection.
- Assessing potential environmental risks of products, processes and operations.
- Evaluating and monitoring environmental performance by keeping track of any non-compliance issues with this policy.
- Providing education and training to contractors on related policies and procedures.
- Maintaining an effective communication and reporting system.

Waste Disposal Documentation

Austech Industries Ltd. shall maintain the following waste records:

- Originals of hazardous waste manifests
- Copies of invoices (originals are filed by the Operations Manager)
- Laboratory and Waste Management Facility analytical reports.
- Waste Carrier/Waste Management Facility information packages/correspondence.
- Records of waste volumes disposed (for all wastes, when available)

12.4 WCB Claims Management

Austech Industries Ltd. will strive to have successful management of WCB claims, claim costs and WCB premiums, to ensure the immediate involvement and compliance with legislative requirements. This policy applies to all Austech Industries Ltd. employees/contractors who become injured through to the managers who handle the claims process.

12.4.1 Responsibilities

Managing Director

- Submit all required employer reports, forms, etc. as required by regulating bodies including WCB and OH&S.
- Support everyone on the accommodation of modified work and return to work.
- Support injured contractors, accommodating for their needs, in the event of an injury.

Operations Manager

- If an employee or contractor is unable to complete First Aid Report Form, one will be completed for them and the employee or contractor will review and sign off on it.
- Support everyone on the accommodation of modified work and return to work.
- Support injured employees and contractors, accommodating for their needs, in the event of an injury.

Supervisors, Employees and Contractors

- Report work related injuries to Austech Industries Ltd. immediately.
- Complete first aid report form.
- Present the Modified Work package to the attending physician or medical practitioner and return the completed package to their manager.

Health and Safety Representative

- Submit all required employer reports, forms, etc. as required by regulating bodies including WCB and OH&S.
- Support everyone on the accommodation of modified work and return to work.
- If an employee or contractor is unable to complete first aid report form, one will be completed for them and the contractor will review and sign off on it.
- Support injured workers, accommodating for their needs, in the event of an injury.

12.4.2 Procedure

- All employees and contractors are required to report work related injuries to their supervisor immediately. The manager will document all initial injuries on the first aid report form and will follow with the WCB claims management process.
- The injured worker, or a designated worker, will present the modified work package to the attending physician or medical practitioner. The injured worker shall return the completed package to management.
- All workers who seek “medical intervention” must complete a WCB Employee’s Report, and submit to it to management. The manager will complete a WCB Employer's Report, and incident investigation report.
- The manager will liaise with the worker, WCB, and the attending physician or other medical practitioner to determine the suitability of modified work placement based on the following:
- The employee or contractor is required to perform duties that meet medical work restrictions.
- The work must be meaningful and promote to work returning to normal duties.
- Modified work shall consist of, but is not limited to, the employee or contractor’s normal work that has been changed, redesigned or physically modified, including restrictions in time and volume.
- The employee or contractor shall comply with all prescribed medical treatments and modified work requirements.
- Modified work will be reviewed every two weeks.
- The employee or contractor’s physician or other medical practitioner will authorize continued modified work placement.
- Before returning to normal duties, a doctor’s certificate of clearance or certificate of clearance from their medical practitioner will be required to indicate that the employee or contractor is able to perform those duties.

12.5 Modified Work

To facilitate the return to regular job duties Austech Industries Ltd. is prepared to offer temporary modified duties to employees who would otherwise be absent due to work- related illness or injury.

This offer is subject to the availability of suitable modified work and determination by the Workers Compensation Board and/or the examining physician that modified work is appropriate in the circumstances. All employees seeking medical attention due to a workplace incident, injury, or work-related illness are required to inform their supervisor of their doctor's initial assessment prior to the start of their next shift. All employees of Austech Industries Ltd. who are injured at work will have this program available to them to facilitate their return to work.

The WCB considers work suitable modified employment if the following conditions are met. "The work:

- accommodates the employee's compensable medical restrictions so the employee can perform the duties without endangering his/her recovery or safety, or the safety of others;
- contributes to the employee's physical and vocational rehabilitation by keeping the employee active and involved in the workplace;
- promotes the gradual restoration to the employee's pre-accident level of employment,
- must be meaningful and productive part of the employer's operations,
- Does not create financial hardship for the contractor (for example, shift changes that require additional childcare costs, unreasonable travel to another location, etc.)"

Related Documents

Modified Work Agreement Work Activity
Restriction Report

12.5.1 Responsibilities

Managing Director

- Ensure that the modified work program is in place and functioning.
- Provide resources to the modified work program.
- Review reporting and take part in making recommendations to improve the modified work program.
- Fill out the required paperwork in the event that a contractor has visited a physician.
- Ensure that employees and contractors are escorted to doctor's visits and provided transportation to physician or clinic and then home.

Operations Manager

- Review reporting and take part in making recommendations to improve the modified work program.
- Ensure the modified work package is available to employees and contractors should they have an incident restricting their work.
- Ensure that all employees and contractors are aware of the modified work program and how it applies to them;
- Fill out the required paperwork if a contractor has visited a physician.
- Ensure that employees and contractors are escorted to doctor's visits and provided transportation to physician or clinic and then home.

Employees and Contractors

- Report all workplace first aid incidents to the supervisor immediately.
- Complete required paperwork concerning injury or incidents and modified work.
- Report all hazardous conditions or first aid concerns to the supervisor using appropriate report forms.

Health and Safety Representative

- Ensure that the modified work program is in place and functioning.
- Ensure the modified work package is available to employees and contractors should they have an incident restricting their work.
- Ensure that all employees and contractors are aware of the modified work program and how it applies to them;
- Review reporting and take part in making recommendations to improve the modified work program.
- Fill out the required paperwork if an employee or contractor has visited a physician.
- Ensure that employees and contractors are escorted to doctor's visits and provided transportation to physician or clinic and then home.

12.5.2 Procedure

When an employee or contractor is offered temporary modified work that is appropriate to his or her physical and medical condition, the Worker's Compensation Board (WCB) determines in consultation with Austech Industries Ltd. , the examining physician, and the employee or contractor whether it is reasonable for the contractor to accept the offer. Temporary modified work includes any changes, restrictions or limitations to an employee or contractor's regular job duties required because of a work-related injury. Temporary modified work may also include a suitable training opportunity, work which is normally performed by others, or work which has been specifically designed or designated as a modified work program.

Whether modified work is available all incidents are to be recorded as required by Occupational Health and Safety regulations and first aid regulations. When modified work is made available the following additional reporting requirements must be undertaken. Medical records for all injured employees and contractors will be kept confidential. Medical records will be kept by Austech Industries Ltd. strictly on a need-to-know basis and shall be maintained in a locked file which shall only be accessible to persons requiring the information to perform their jobs.

12.5.3 No Time Loss

If an employee or contractor's employment is modified beyond the day of the accident to accommodate a compensable injury, the accident must be reported to the WCB, even if there is no time loss or loss of earnings.

The WCB will be satisfied with the employee or contractor accepting a modified work program immediately, providing the attending physician, employer, and employee/contractor agree on suitable modified employment. The WCB will review the suitability of the program when the accident reports are received.

12.5.4 Time Loss

All injuries with time loss for more than the day of the accident must be reported to the WCB in accordance with the Act.

Usually, the WCB will review proposed modified work plans before the injured worker returns to modified employment. If, however:

- The employee/contractor misses only a short period beyond the day of the accident and is declared medically fit to return to modified employment before a WCB claim has been established, and
- The attending physician, employer, and contractor agree on suitable modified employment, then the employee/contractor may begin the modified work program. The WCB will review the suitability of the program when the accident reports are received.

When suitable modified duties are available for offer to the employee/contractor Austech Industries Ltd. requires that the attending physician complete a Medical Treatment Form. This is a comprehensive report that must be signed by the contractor to authorize release of the information. It includes a brief description of the modified duties that we are offering to the contractor. Austech Industries Ltd. and the employee/contractor will also sign a Commencement of Modified Duties Agreement.

12.6 Ergonomics and Materials Handling Policy

Austech Industries Ltd. is committed to ensuring that no contractor is harmed by poor ergonomics or the handling of heavy materials. All contractors who work at Austech Industries Ltd. are encompassed by this policy.

12.6.1 Responsibilities

Managing Director

- Provide training to employees and contractors regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to contractors for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Operations Manager

- Promptly investigate any ergonomic concerns at Austech Industries Ltd. to eliminate injury.

- Ensure all employees and contractors who may be exposed to musculoskeletal injuries are trained in measures to eliminate or reduce the possibility of injury.
- Provide training to employees and contractors regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to employees and contractors for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Employees and Contractors

- Participate in the hazard assessment process.
- Participate in all training provided.
- Use lifting devices for heavy loads when practicable.
- Wear all required personal protective equipment (PPE).

Health and Safety Representative

- Promptly investigate any ergonomic concerns at Austech Industries Ltd. to eliminate injury.
- Provide training to employees and contractors regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to employees and contractors for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

12.6.2 Procedure

Before a worker or contractor manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure them, a hazard assessment must be completed with the following considerations:

- The weight of the load.
- The size of the load.
- The shape of the load.
- The number of times the load will be moved.
- The way the load will be moved.

Any worker or contractor who may be exposed to the possibility of musculoskeletal injury must participate in training that includes the following:

- Identification of factors that could lead to a musculoskeletal injury.
- The early signs and symptoms of musculoskeletal injury and their potential health effects.
- Preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.

13 Incidents and Investigations

13.1 Incident Reporting and Investigation Policy

This policy is meant to provide guidance, outline responsibility and provide a preferred procedure to respond should an incident, near miss or occupational illness occur on any Austech Industries Ltd. site or client site. Incident investigations will assist in identifying the cause of incidents and the controls required to prevent recurrence and improve Austech Industries Ltd. work environments.

This policy affects all employees and contractors, the supervisor and Managing Director employed by Austech Industries Ltd. Visitors, employees and contractors that may be involved in an incident are also asked to comply with the following requirements.

Related Documents

Incident Report Form
Incident Investigation Report
Statistical Records
Modified Duties Package

13.2 Responsibilities

Managing Director

- Ensure staff is adequately trained in incident reporting and investigation.
- Ensure appropriate allocation of resources for follow-up and implementation of recommendations where appropriate.
- Review all investigations on an annual basis to ensure that the corrective actions are implemented and follow-up to ensure that the actions are effective.
- Ensure all incidents are investigated.
- Support supervisors in the implementation of identified control measures.
- Complete an Incident Report Form with the employee or contractor in a timely manner.
- Start investigations immediately after an incident and direct the paperwork to the correct person.
- Ensure unsafe and/or hazardous conditions are corrected immediately.
- Ensure appropriate communication to the employees and contractors.
- Communicate identified root causes to staff through toolbox meetings.
- Involve contractors with the implementation and completion of corrective action items.

Operations Manager

- Start investigations immediately after an incident and direct the paperwork to the correct person.
- Ensure all incident investigations are well documented.
- Review all investigations on an annual basis to ensure that the corrective actions are implemented and follow-up to ensure that the actions are effective.
- Review reported hazards, near misses, incidents and first aids to identify complete an Incident Report Form with the employee or contractor in a timely manner.
- Potential hazards and follow through on action items to reduce recurrence.
- Ensure all incidents are investigated.
- Ensure training is provided to employees/contractors on investigation techniques

Employees and Contractors

- Report all incidents, including near misses and illnesses to the supervisor.
- Participate in investigations when requested.
- Provide feedback when required.
- Participate in training provided for investigation techniques.

Health and Safety Representative

- Participate in training provided for investigation techniques.
- Participate in the incident investigations when required.
- Review investigation reports and make recommendations as appropriate
- Monitor implementation of recommendations and follow-up.

All occurrences will be recorded on our Incident / Near Miss Report Form by the employee/contractor and the operations manager and forwarded to the Managing Director for review.

Incident Investigation reports will be started on all incidents, by the operations manager and sent to the Managing Director for further investigation.

All incidents, resulting in a loss and all near misses with the potential for severe injury or loss will be investigated.

13.2.1 Alberta Reportable Incidents

Incidents immediately reportable to Workplace Health and Safety and the WCB include the following:

- An injury or incident that results in death.
- An injury or incident that results in an employee or contractor being admitted to a hospital for more than two (2) days.
- An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential for causing a serious injury.
- The collapse or upset of a crane, derrick, or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

13.2.2 British Columbia Reportable Incidents

You must immediately phone to report the following types of incidents to the WorkSafe BC's emergency and accident line whether there is an injury or not:

- Any incident that kills, causes risk of death, or seriously injures a worker.
- Any blasting accident that results in injury, or unusual event involving explosives.
- A diving incident that causes death, injury, or decompression sickness requiring treatment.
- A major leak or release of a dangerous substance.
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation.

13.2.3 WCB

Report to WCB if the incident results in, or is likely to result in:

- Lost time or the need to temporarily or permanently modify work beyond the date of the incident
- Death or permanent disability (amputation, hearing loss, etc.)
- A disabling or potentially disabling condition caused by occupational exposure or activity.
- The need for medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.)
- Incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)
- The supervisor or manager in conjunction with the HSE department will complete the “Employer Report of Injury” as soon as they are made aware of any work site injury. The completed report is to be submitted to the WCB within 72 hours of the injury.
- The employee is required to complete “Worker Report of Injury or Occupational Disease” as soon as possible.

If there is an injury that may involve WCB, the following forms will also be filled out and attached to the investigation documentation:

- Modified Work Assessment Form
- Modified Work Offer Form
- WCB Employers Report – Fill out as completely as possible and forward to the EH&S representative Do not send it to WCB
- The following documentation must be attached where applicable to incidents:
- Documentation of the morning Toolbox Talk
- Any Field Level Hazard Assessment cards that were completed for the task.
- Maintenance Logs
- Training Records
- Photos
- Tool/Equipment Inspections
- Subcontractor's Investigation
- Client Report (If completed on paperwork other than Austech.)
- Medical Treatment Information
- Permits & Work Authorizations

Notifiable diseases include the following:

- Asbestosis
- Mesothelioma
- Asbestos-induced lung cancer
- Asbestos-induced gastrointestinal cancer
- Coal contractor's pneumoconiosis
- Silicosis
- Lead poisoning
- Noise induced hearing loss

Notifiable diseases must be submitted by a physician to a Director of Medical Services within seven (7) days of the initial diagnosis of the disease.

Reports will be retained for a period not less than five (5) years from the date of incident.

A complete investigation includes the facts, opinions, statements, and related information, as well as a plan to prevent or control a similar situation from happening again.
Our investigation policy is intended to:

- Prevent recurrence.
- Maintain a safe and healthy work environment.
- Maintain good employer/contractor relations.
- Prevent further down time for the employee or contractor and losses to the company.
- Assist in reporting to the Contractor's Compensation Board and/or Workplace Health and Safety.

Investigations should be conducted immediately after the incident has taken place, where reasonably practicable. Ideally this is during the shift on which the event occurred but after medical treatment has been given and the area has been stabilized.

Investigations are to be conducted by the Managing Director and supervisor. The investigators will be qualified to complete an incident investigation.

13.3 Incident Investigation Procedure

The purpose of this procedure is to ensure a safe workplace for all employees and contractors and visitors through effective and systematic incident investigation and reporting mechanisms to ensure that further risks related to a workplace incident are minimized.

This procedure applies to all employees, contractors, and visitors of Austech Industries Ltd.

Related Documents

Incident Report Form
Incident Investigation Report
Statistics Report

13.3.1 Responsibilities

Managing Director

- Oversee the overall operation of the health and safety management system.
- Review all investigations on an annual basis to ensure that the corrective actions are implemented and follow-up to ensure that the actions are effective.
- Initiate the investigation through the supervisor.
- Communicate identified root causes to staff through toolbox meetings, as well as posting results in work areas.

- Involve contractors in the implementation and completion of corrective action items.

Operations Manager

- Review all investigations on an annual basis to ensure that the corrective actions are implemented and follow-up to ensure that the actions are effective.
- Ensure all incident investigations are well documented.
- Review all Incident Report Forms to determine if investigation and further reporting is necessary.
- Complete required reporting paperwork and submit to the manager for review.
- Communicate identified root causes to employees and contractors through health and safety meetings, as well as posting results in work areas.
- Involve employees and contractors in the implementation and completion of corrective action items.
- Ensure training is provided to employees/contractors on investigation techniques

Employees and Contractors

- Verbally report and complete an Incident Report on each incident, near miss, or occupational illness to the supervisor immediately after the incident.
- Take part in incident investigation as requested by the Operations Manager or Managing Director.
- Assist in the development of control measures to prevent against recurrence of the incident.
- Participate in training provided for investigation techniques.

Health and Safety Representative

- Review all investigations on an annual basis to ensure that the corrective actions are implemented and follow-up to ensure that the actions are effective.
- Review all incident report forms to determine if investigation and further reporting is necessary.
- Complete required reporting paperwork and submit to the supervisor for review.
- Initiate the investigation through the supervisor.
- Communicate identified root causes to staff through health and safety meetings, as well as posting results in work areas.
- Involve employees and contractors in the implementation and completion of corrective action items.

13.3.2 Procedure

Reporting Process:

1. When an employee or contractor witnesses or is involved in an incident or near miss, the employee or contractor must complete an Incident Report / Near Miss Form and report to the supervisor as soon as possible.
2. For all Alberta incidents resulting in medical treatment and/or time off, the WCB Workers Report and WCB Employers Report or they are to be completed and distributed as required.

3. For all British Columbia incidents resulting in medical treatment and/or time off, the WorkSafe BC Employer's Report are to be completed and distributed as required.
4. The employee or contractor's supervisor, in consultation with Austech Industries Ltd. supervisor will ensure immediate interim action is taken as required to minimize risk within the workplace.
5. The supervisor, along with the employee or contractor (when possible), will investigate the incident and review concerns raised. The level of investigation will be determined at this stage.
6. The supervisor will carry out the necessary interviews and review the documentation.
7. The supervisor will complete the Incident Investigation Form.
8. The incident investigation will be submitted to the Managing Director for review.
9. The supervisor will review the task hazard assessment and associated safe work procedures to ensure that they are still adequate.
10. Corrective actions will be implemented according to the risk action plan.
11. All documentation must be kept on file for easy access and retrieval for a period not less than five (5) years.
12. All incidents will be tracked using the incident summary and reviewed on an annual basis.

13.3.3 Determining the Root Cause

There are essentially two (2) major reasons why Austech Industries Ltd. investigates incidents, these are the following:

- To determine the true and accurate circumstances which lead up to and contributed to the event.
- To prevent the event from occurring again, potentially with even greater repercussions.

Identifying the root cause of an incident may be a relatively complicated process. Several coincidental causes making up a chain of causation factors may be identified, none of which alone may have resulted in the incident.

The basic concept of incident prevention is that incidents can have several causes, each of which must be identified and controlled.

Accurate, clear and complete information is needed from the investigation process. Details which should be recorded and included in the incident investigation report are:

- A description of the sequence of events leading to the incident.
- Correct identification of all causal factors.
- A description of all causal factors.
- The corrective actions already taken.
- Further recommendations for corrective actions.
- Review and sign-off by management.

The root cause and all contributing factors will be included in the Incident Investigation Form. This document will be retained for a period of no less than 5 years.

13.3.4 Investigation of Incidents

Accurate, clear, and complete information is needed from the investigation process. It is important when investigating incidents not to allocate blame. The following results could be from assigning blame:

- Witnesses not revealing all the circumstances and events surrounding the incident.
- Deliberate obstruction or provision of false information.
- The removal of relevant information, documents, or evidence.

The investigator(s) must remain impartial and objective if all the causes are to be established.

For the incident investigation to be successful in identifying all the causes of the incident, it will be necessary to establish:

1. The events and circumstances leading up to the incident including:
    - The system of work currently in place.
    - The instructions given for the work.
    - Variations from instructions or safe work systems.
    - Workplace conditions such as lighting, floor surfaces, warning signs, temperature, and weather if the incident occurred outside.
    - The exact location of the incident, with sufficient detail for the spot to be readily identified by somebody else reading the report.
    - The materials in use or being handled.
    - The type of equipment in use.
2. Facts of the incident – facts relevant to the incident may include:
    - The state of the work system and the actions which occurred at the time of the incident.
    - The people directly involved, and those involved at a distance, if any.
    - The tools, equipment, materials, and fixtures directly involved.
    - The time the incident occurred.
3. Relevant facts from events which occurred immediately after the incident including:
    - The injuries or damage resulting directly from the incident
    - The events leading to consequential injury or damage
    - The people involved, including those rendering aid
    - Any problems in dealing with the injuries, such as the lack of a process for releasing a trapped person, presence of a faulty extinguisher, etc.

13.3.5 Basic Factors

In the investigation of the events leading up to an incident, there will be many basic factors to consider. They are important in determining causation. The basic factors comprise elements which must exist to enable the sequence to continue, and hence the damage to occur. These elements contribute to all incidents. In conducting

an effective incident investigation, it is essential to look for each of these components and not to look for any single cause:

- Design factors – Poor systems design may result in exposure to hazards such as unguarded dangerous parts of machinery, ineffective safety devices or inadequate ventilation.
- Environmental factors – The environment has a direct effect on safety behaviour. How people function in the work environment depends on what they experience in it. The environmental factors may be both physical and psychosocial.
- Behavioural factors – Behavioural factors can result in exposure to hazards. Examples of behavioural factors are the misuse of safeguards, the improper use of tools and equipment, ignoring cautionary notices, failure to wear personal protective equipment, horseplay, or poor housekeeping.

The reasons that lie behind the disregard for accepted safe systems of work and safety practices, procedures, or rules need to be examined. Such behaviour is not accepted within Austech Industries Ltd. The Managing Director and Operations Manager should look at improved communication, further training, supervision, counselling, or modification of controls before disciplinary procedures are to be initiated.

13.3.6 Systems and Management Factors

It is necessary to locate, within the various levels of the management system, errors and omissions which permitted the event to occur. Such elements will always be present and the design, environmental, and behavioural factors identified above can be traced or related to management failures.

13.3.7 Review of Corrective Actions

The Managing Director and Operations Manager will review the information gained from the incident investigation and ensure corrective actions are completed. Corrective actions will be tracked in the action items log.

13.3.8 Risk Identification, Assessment and Control

Austech Industries Ltd. shall identify and assess all hazards that have caused incidents using the following risk management methods:

- Defining the scope of the activity that is to be assessed
- Identifying the risks
- Assessing the risks
- Controlling the risks
- Monitoring and reviewing the process

Austech Industries Ltd. shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard
- Substituting out the hazard

- Implementing engineering controls
- Implementing administrative controls
- Implementing the use of personal protective equipment
- Implementing a combination of controls

In addition, Austech Industries Ltd. shall:

- See that all corrective actions identified in an investigation are authorized by the Managing Director with signed documentation.
- Allocate responsibility against each corrective action, to ensure everyone is aware of what is required of them. Any lack of response shall be tracked to the responsible person.
- Ensure any corrective actions have a time frame allocated to them for completion.
- Ensure all employees and contractors concerned have received sufficient training, or arrange for training, as deemed necessary by the findings of the investigation.
- Where a specific task or process has caused the incident, a hazard assessment and analysis will be completed to re-assess the risks associated with in the area.
- After implementing corrective actions, ensure they are evaluated. This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event.

13.3.9 Use of Incident Statistics

Austech Industries Ltd. will use the information gained from incident statistics to measure trends over a period so that Austech Industries Ltd. has an indication of whether it is improving, stable, or deteriorating with regards to health and safety performance.

13.3.10 Negative Performance Indicators

Austech Industries Ltd. will measure “Average Lost Time Rate” and the average time lost per occurrence of injury or disease. This rate is an indication of the severity of occurrences being experience by employees or contractors over a period.

13.3.11 Positive Performance Indicators

It is important to note that negative performance indicators such as “Average Lost Time Injuries” give an indication of the state of the health and safety program and should be used with caution. Positive performance indicators are pro-active and show the effectiveness of training, management commitment, and support, and resources given to safety, which are all part of the larger picture.

Statistics will also provide Austech Industries Ltd. with an indication of the effectiveness of the corrective or preventative actions taken to minimize or eliminate the hazard which caused the incident.

13.3.12 Privacy Considerations

The Personal Information Protection Act (Alberta), Personal Information Protection are locally legislated and enforced documents that provide the legislative basis for protection of individuals' rights regarding disclosure of personal information. Personal information may only be divulged in circumstances which correspond with the stated use as per the local legislation.

The Office of The Information and Privacy Commissioner for British Columbia (BC) are locally legislated and enforced documents that provide the legislative basis for protection of individuals' rights regarding disclosure of personal information. Personal information may only be divulged in circumstances which correspond with the stated use as per the local legislation.

14 Inspection, Auditing and Assurance

14.1 Inspection Policy

Austech. will maintain a comprehensive program of Environmental, Health and Safety inspections at all facilities and job sites. It is our intent to mitigate losses of human and material resources by identifying potential hazards and implementing controls to correct unsafe acts and/or conditions before a loss occurs.

Responsibility for the inspection program will fall on Management. Site Managers will be responsible for the overall operation of the program within their area of responsibility. Superintendents/Project Managers in conjunction with EH&S Coordinators will ensure that formal inspections are carried out on their sites as per the requirements. Supervisors will conduct informal inspections on a regular basis at a predetermined frequency. Workers are responsible for participating in and contributing to the inspection program. The Site Managers will ensure that inspections are conducted at the required frequency.

The Managing director will ensure that annual internal audits are completed and submitted to the ACSA in order for

Austech. to maintain its Certificate of Recognition (COR).

Deficiencies observed during Environmental, Health and Safety inspections are to be considered for discussion at the next Weekly EH&S Meeting or Daily Toolbox Talk. All corrective actions will be implemented as soon as reasonably practicable.

14.2 Inspection Frequency

Informal Environmental, Health and Safety inspections are to be performed on a continuous basis by all supervisory and management staff. All hazards are to be corrected as soon as reasonably practicable.

Austech will maintain the following inspection frequency:

- Office – Quarterly
- Shop/Yard – Monthly or as per site requirements

- Worksites – Weekly or if job is to be completed before a week at start of job

Inspections can be done individually; however, the preferred method is by use of a small inspection team with a maximum of three people. It is also recommended that the inspection team is to be made up of at least one worker member. The inspection team will tour the entire site, or on larger projects, a designated portion of the site. Following any inspection, all deficiencies found must be summarized. Any item on the summary must be assigned to an individual for corrective action. The corrective action must be carried out by the due date and signed off. Completed inspection forms are to be signed by the Project Manager and filed and retained for audit purposes.

14.3 Auditing Policy

In the event, Austech Industries Ltd. decides to pursue their Certificate of Recognition (COR) through a certifying partner, they shall obtain auditor competency by providing the time and resources for a designated employee to attend training courses as established by the company's certifying partner. An auditor will be deemed competent if he or she has completed all the required training and maintains their auditor status by participating in audits and completing any required training.

Internal audits shall evaluate the implementation and performance of the OHSMS at all Austech Industries Ltd. operations and facilities and will be done using the audit instrument provided by the certifying partner.

As required by the PIR/COR protocol, audits will take place externally for COR certification and then annually with an external audit taking place every 3 years, and internal audits during any year when there is no external audit.

All audits will generate a final report according to the certifying partner`s audit instrument, which shall be delivered to the Managing Director. An action plan, involving the Managing Director and supervisor, will be drafted based on the results of the audit and will include all areas marked for improvement within the OHSMS.

- Establish a Corrective Action Plan
- Assign responsibility for each action to an individual
- Place a due date for the completion of the corrective action item
- Include a mechanism for the Managing Director and supervisor to follow-up to ensure that the actions are completed, and done so in a reasonable time frame

Any non-conformances with applicable legislation, CSA Standards or corporate policies which are not evaluated by the certifying partner's audit instrument will be noted and included within the Action Plan for correction to be completed.

The audit results, audit conclusions, and any corrective action items are documented and communicated to affected workplace parties, including workers and worker representatives as well as those whom are responsible for the corrective action items.

14.4 Management Review

The Managing Director reviews the Austech Industries Ltd. OHSMS at planned intervals to ensure its continuing stability, adequacy, and effectiveness. This review includes an assessment of the need for changes to the OHSMS, including the OH&S Policy and objectives. This review will include an assessment of opportunities for continual improvement.

The inputs to the management review include the following OH&S information:

- Results of audits.
- Communication received from workers and worker representatives.
- Communication received from external interested parties.
- The performance of the OHSMS, including results of investigation of work-related injuries, illness, and OH&S incidents.
- The extent to which objectives and targets have been met.
- The status of corrective and preventative action.
- Follow-up actions from previous management reviews.
- Changing circumstances.
- Recommendations for improvement.

The outputs of the management review include any decisions and actions relating to:

- The need for changes to the OH&S policy and objectives.
- Improvements in the effectiveness of the OHSMS and its processes.
- The extent to which objectives and targets have been met.
- The allocation of resources.

Results of management review of the system will be recorded in action plans and will be communicated to all personnel who have responsibilities for action items. Employees and contractors will be made aware of any action items through health and safety meetings. This can happen in conjunction with or independently from the COR Audit process.

15 Preventative and Corrective Action

15.1 Policy Statement

The Managing Director is responsible to ensure that the corrective and preventative action process is implemented and used to:

1. Address OHSMS non-conformances and inadequately controlled hazards.
2. Identify any newly created hazards resulting from preventative and corrective actions.
3. Expedite actions on inadequately controlled hazards that could cause serious injury and illness.
4. Track actions taken to ensure their effective implementation.

Austech Industries Ltd. will consider input from OHSMS performance monitoring and measurement, recommendations from all staff and contractors, OHSMS audits and management review when determining preventative and corrective actions.

15.2 Corrective Action

Corrective action has been developed to ensure:

1. All events such as incidents, non-conformances, recommendations, successes, shared learning's, etc. are recorded.
2. All corrective and preventative actions identified by the investigation process, auditor recommendations, etc. are recorded.
3. Responsible persons are assigned for each action.
4. Completion dates are assigned for all actions.
5. Extensions of completion dates are managed and approved.
6. Notify action Managing Directors when actions are approaching an overdue status.
7. Management is notified of any entries.
8. Management is notified of any overdue actions.
9. Management is notified of completion of all actions assigned to an event.
10. Management can review and approve completed actions and events.
11. Management for each event is requested to validate the actions taken.
12. Statistics for performance in closing events is maintained.

15.3 Defective Tools Policy

In accordance with this policy, all Austech Industries Ltd. employees and contractors must ensure that defective tools are properly repaired or removed from service to guard against the occurrence of incidents, injury to people and/or damage to property.

15.3.1 Responsibilities

Managing Director

- Provide resources for the repair and replacement of defective tools.

Operations Manager

- Facilitate repair or removal of defective equipment.
- Ensure employees and contractors are removing defective tools or equipment from service.

Employees and Contractors

- Lock out or take to the supervisor any defective tools or equipment and do not perform the task until properly functioning tools and/or equipment are available.
- Report defective equipment to the supervisor immediately.

Health and Safety Representative

- Ensure employees and contractors are removing defective tools or equipment from service.

15.3.2 Procedure

Employees and contractors shall perform a visual inspection prior to using any tools or equipment. If the tool or equipment is found to be in disrepair or defective it is to be taken out of service. The supervisor is then to seek out a means of repair for the equipment, or if not practicable, dispose of the tool or equipment appropriately.

15.4 Electrical Safety Policy

Austech Industries Ltd. is committed to ensuring that the installation, operation, and maintenance of electrical equipment meet the requirements of CSA Standard C221-06, otherwise known as the Electrical Code. All Austech Industries Ltd. personnel that are required to work with equipment that is electrically charged or may have a residual or stored electrical charge are to follow this policy.

Related Documents

Job & Task Safe Work Procedure

15.4.1 Responsibilities

Managing Director

- Ensure that all employees and contractors who construct, install, alter, repair, or maintain electrical equipment are competent and qualified.
- Ensure all electrical equipment used are a kind or type and rating approved for the specific purpose for which it is to be used.
- Ensure adequate lighting is provided to allow for proper operation and maintenance of electrical equipment.

Operations Manager

- Ensure that safe work practices and procedures are created for hazardous work areas and they are reviewed on an annual basis by both the supervisor and the employees and contractors in the area.
- Ensure that all employees and contractors who construct, install, alter, repair, or maintain electrical equipment are competent and qualified.
- Provide proper instruction to their employees and contractors on the protection requirements associated with electrical safety.
- Provide training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash labels.
- Ensure all electrical equipment used are a kind or type and rating approved for the specific purpose for which it is to be used.
- Ensure adequate lighting is provided to allow for proper operation and maintenance of electrical equipment.

Employees and Contractors

- Follow all safe work practices and procedures developed to control hazards in their work area.
- Ensure all guards are in place before operating, installing or conducting any maintenance on electrical equipment.
- Report all hazards, near misses and incidents to their supervisor immediately.
- Wear all required PPE

Health and Safety Representative

- Ensure that safe work practices and procedures are created for hazardous work areas and they are reviewed on an annual basis by both the management and the employees/contractors in the area.

15.4.2 Procedure

Austech Industries Ltd. will ensure that:

- Engineered controls such as guards are utilized for all equipment and machinery
- Administrative controls such as policies and procedures are implemented and applied at all times.
- Personal protective equipment (PPE) is available and utilized by employees and contractors.
- Emergency response equipment and procedures are available should the need arise.

Any electrical extension or power supply cord used for supplying energy to any electrical equipment is:

- Inspected before use.
- Approved for the intended use and location of the electrical extension or power supply cord.
- Fitted with approved cord end attachment devices that are installed in an approved manner.
- Provided with a grounding conductor.
- Maintained and protected from physical or mechanical damage.
- Plugged into an approved GFCI plug adapter or GFCI receptacle (if used in a damp location).

Any portable electrical equipment must be protected by an approved, CSA Certified ground fault interrupter when used outdoors or in a wet or damp location.

Before any work begins on any electrical equipment and during the progress of that work, the electrical conductor or electrical equipment must be isolated, locked out and connected to ground. If it is not reasonably practicable to de-energize electrical equipment before performing electrical work, alternative hazard controls must be implemented and approved before electrical work begins.

Any tools or equipment with defective electrical components must be tagged and immediately removed from service.

Flammable material shall not be stored or placed close to electrical equipment.
Austech Industries Ltd. employees and contractors do not conduct work within the arc flash boundary. Any electrical work that involves arc flash potential will be done by a contracted electrician.

15.5 Housekeeping Policy

Austech Industries Ltd. requires that the worksite is to be kept tidy and free from materials, debris and equipment that could cause an employee or contractor to slip or trip. This policy and procedure applies to all Austech Industries Ltd. employees and contractors.

Related Documents

Incident Report Form
Facility Inspection Forms

15.5.1 Responsibilities

Managing Director

- Review the system on an annual basis to ensure that the housekeeping program is effective.
- Regularly inspect all work areas and ensure housekeeping is being completed.
- Follow housekeeping procedures.

Operations Manager

- Regularly inspect all work areas and ensure housekeeping is being completed.
- Follow housekeeping procedures.

Employees and Contractors

- Must follow the housekeeping procedure at all times and in all work environments including on client sites.
- All incidents involving housekeeping shall be recorded appropriately and reviewed by the supervisor.

Health and Safety Representative

- Regularly inspect all work areas and ensure housekeeping is being completed.
- Review the system on an annual basis to ensure that the housekeeping program is effective.
- Follow housekeeping procedures.

15.5.2 Procedure

Housekeeping encompasses all activities related to the cleanliness of buildings, materials and equipment and the elimination of unnecessary materials and hazardous conditions. Housekeeping should take into account the following:

- Sufficient lighting is required to complete work in a safe and efficient manner.
- Equipment and materials shall be stored in appropriate locations.
- Hallways, walkways, stairs, entrances and exits are free of slipping and/or tripping hazards at all times.
- Equipment is to be maintained as per the Austech Industries Ltd. preventative maintenance policy & procedure.
- Work areas shall be kept clean and clutter free to ensure that work activities are completed in an orderly and effective manner.
- Shelved items must be stored and arranged in an orderly manner so that items will not fall while nearby items are being retrieved.
- Items will not be placed in front of shelves so that employees or contractors have to climb or reach over the items stored in front of the shelves to retrieve items.

Austech Industries Ltd. understands that housekeeping is a day to day responsibility for all personnel and that it's a continual process.

15.6 Enforcement Policy

Austech Industries Ltd. is strongly committed to safety excellence and strives to ensure the safety of all its employees and contractors. Employees and contractors play a critical role in this commitment and are expected to abide by the regulations, safety rules, and work instructions. Violations of Austech Industries Ltd. or our customers' Health and Safety Policies will be dealt with by using a progressive, corrective action, discipline system. This system provides opportunities to correct behaviors and ensure that all employees and contractors, the Operations Manager and Managing Director are knowledgeable of company standards and that Austech Industries Ltd. 's expectations are clear.

Related Documents

Discipline Action Form H
Health and Safety Rules

15.6.1 Responsibilities

Managing Director

- Enforce all established safety regulations and work methods.
- Ensure that discipline is consistently and fairly distributed.
- Retain all records appropriately.

Operations Manager

- Enforce all established safety regulations and work methods.
- Ensure that discipline is consistently and fairly distributed.

Employees and Contractors

- Read, understand, and comply with workplace Health and Safety Policy, work instructions, and all Austech Industries Ltd. 's Safety Rules and related policies.
- Comply with all applicable legislation.
- Carry out work in a manner so as not to create a health and safety hazard to yourself or others.
- Assist in the reduction and controlling of accident and illness producing conditions.

Health and Safety Representative

- Enforce all established safety regulations and work methods.
- Ensure that discipline is consistently and fairly distributed.
- Retain all records appropriately.

15.6.2 Procedure

Health and safety violations will be handled in an objective but firm manner. The enforcement progression follows the steps outlined below with documentation at each stage:

- Verbal Warning
- Written Warning
- Suspension
- Termination

15.7 Tool and Equipment Policy

The Tool and Equipment Policy is in place to ensure that all tools and equipment that are supplied and used by Austech Industries Ltd. are appropriate and that they are used and maintained as per manufacturer's specifications. This policy affects all employees and contractors using tools and equipment to complete work for Austech Industries Ltd.

Related Documents

Vehicle Inspection Checklist
Manufacturer Specifications
Defective Tool Policy
Lock Out Procedure

15.7.1 Responsibilities

Managing Director

- Provide support for the system to maintain tools and equipment.

- Ensure an inventory of the company's equipment is established and kept current.
- Ensure that tools and equipment are inspected and used according to manufacturer's specifications.

Operations Manager

- Ensure an inventory of the company's equipment is established and kept current.
- Ensure that tools and equipment are inspected and used according to manufacturer's specifications.

Employees and Contractors

- Report defective tools and equipment to the supervisor.
- Operate tools and equipment according to manufacturer's specifications.
- Return tools to appropriate tool shelf or appropriate work bench.

Health and Safety Representative

- Provide support for the system to maintain tools and equipment.

15.7.2 Procedure

Tools and equipment should always be used for their intended purpose and never be mishandled or used in a manner for which they were not designed.

Tools

1. Tools should be kept in an orderly fashion in the work area while in use and should be returned to the tool shelf or appropriate work bench for specific tools when work is completed.
2. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to a supervisor and be locked out as appropriate.
3. Never remove safety guards from power tools. Never force a hand or power tool to strain beyond its rated capacity.

Machinery Guards and Repairs

Safety guards are provided to protect personnel from moving parts on machinery and must be kept in place at all times when equipment is being used. Guards should only be removed after a machine is shut down for repairs. Guards must be replaced as soon as repairs are completed. All machinery must be shut down for greasing, unless there are no moving parts near the grease nipples. Manual cleaning, repairing or adjusting of machinery must not be done while machinery is in motion. Warning signs must be posted and starter switches must be locked out whenever maintenance work is conducted on electrically powered equipment.

15.8 Records

Preventative maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment.

15.9 Maintenance Policy

Austech Industries Ltd.'s Maintenance Policy applies to all employees and contractors and has been developed to ensure that all tools, equipment, and facilities are maintained to reduce potential hazards and loss.

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

To accomplish this, a Preventative Maintenance Program will be maintained and includes the following components:

- Adherence to applicable regulations, standards and manufacturers specifications
- A current inventory, preventative maintenance and inspection schedule established for each vehicle, piece of equipment and machinery that meets manufacturer specs and legislated requirements
- Services of appropriately qualified maintenance personnel
- Preventative maintenance performed on machinery or equipment is documented and retained for the life of the machinery or equipment
- All vehicles must have preventative maintenance performed in intervals not to exceed 10, 000 km. or the recommendation as per the owner's manual
- Under no circumstances shall vehicles or equipment be used if they are reported inoperable and/or not repairable. Defects observed in machinery or equipment shall be reported to a supervisor, and must be repaired or replaced before being used again

Only qualified maintenance personnel are to assemble and disassemble a tire from a rim. If removing a tire form a vehicle the worker must be trained and follow the manufactures specifications.

The supervisor shall be responsible for the application of the program in his / her area of responsibility.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these regulations.

15.9.1 Responsibilities

Managing Director

- Support with the maintenance program, repair and/or replace equipment as needed.

Operations Manager

- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.

- Ensure that qualified personnel carry out all preventative maintenance and according to established schedules maintenance is completed and records are maintained.
- Verify the preventative maintenance process, to ensure compliance with maintenance policies.
- Periodically inspect tools and equipment for damage.

Employees and Contractors

- Perform visual pre-use inspections of vehicles, equipment and tools.
- Remove from service any equipment or tools that have been tagged or are defective and report defective equipment to the supervisor immediately.
- Ensure all safety devices are in place and operative on tools and equipment.
- Ensure maintenance and/or inspection logs remain with the vehicle or equipment.

Health and Safety Representative

- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.
- Ensure that qualified personnel carry out all preventative maintenance and according to established schedules maintenance is completed and records are maintained.
- Verify the preventative maintenance process, to ensure compliance with maintenance policies.
- Periodically inspect tools and equipment for damage.

15.9.2 Procedure

All tools and equipment must be informally inspected on a daily basis to ensure that they are in safe operating condition. This is to be done by the end user of the equipment immediately before use. Any equipment that is found to be defective is to be tagged and removed from service until it has been repaired / replaced.

Tools and equipment also require a formal documented inspection in addition to a aforementioned informal inspection.

Mobile Equipment

Type	Inspection Intervals	Documentation Required
Aerial Work Platform	Daily / before each use	Aerial Work Platform Checklist*
Passenger Vehicles	Daily / before each use	Passenger Vehicle Checklist*
Skid Steer	Daily / before each use	Skid steer Checklist*
Forklift	Daily / before each use	Forklift Checklist*
All Other Mobile Equipment	Daily / before each use	As provided by subcontractor, rental company or manufacturer

Other

Tool/Equipment Type	Inspection Intervals	Documentation Required
Fire Extinguishers	Monthly	Fire Extinguisher Inspection Record*
Hand / Power Tools	Daily / before each use	Tool / Equipment Inspection Checklist*

Note: Only trained, competent personnel are permitted to operate equipment or perform maintenance on equipment.

*All Inspection and Maintenance forms are located at the back of this manual as well as in the Supervisor Box.

Personal Protective Equipment

All PPE will be maintained in accordance with the original manufacturer's specifications.

Vehicle Maintenance

All Austech Industries Ltd. vehicles will be maintained in accordance with manufacturer's specifications or as needed. Records of all vehicle maintenance will be kept.

15.9.3 Tools and Equipment

Employees must inspect their equipment prior to use. All tools and equipment found to be damaged or defective will be removed from service and must be tagged "DO NOT USE" as per the Defective Tool Policy NO EXCEPTIONS.

Tools and equipment will be maintained and re-calibrated as per manufacturer's specifications.

It is the policy of Austech Industries Ltd. that a lockout or tag-out device will be used as a means of de-energizing machines and equipment, wherever possible. Lockout of energy- isolating device for each machine or equipment will be performed prior to performing any servicing or maintenance.

Facilities

Any problems or issues with facilities shall be reported to the supervisor. This person will then arrange for a remedy for the situation depending on the size and scope of the work that needs to be done.

In addition, facilities are inspected on a quarterly basis following the formal inspection policy.

16 Appendices

16.1 Journey Management Form

Journey Management Form		
Departure date: (mm/dd/yy)	Driver Name:	
B D Drivers Permit Yes No	Drivers Cell Number:	
Unit #/ Vehicle Type	Departure Time:	Expected Arrival:
Department:	Origin:	
Destination:	Emergency Contact: (Name and number)	
Return Date: (mm/dd/yy)	Return Time:	Vehicle Owner:
Trip Description		
Business Purpose		
Travel Route		
Brief Description of Route: (hwy, airport, etc.)	Check Point	Expected Road Conditions/ other known Hazards
List Passengers and Emergency Contact Numbers:		
Passenger name:	Contact name:	Contact ph#:
Passenger name:	Contact name:	Contact ph#:
Passenger name:	Contact name:	Contact ph#:
Passenger name:	Contact name:	Contact ph#:
ALWAYS WEAR YOUR SEATBELT AND ENSURE THAT PASSENGERS WEAR THEIRS.		
Return Trip:		

Return trip	
Expected Travel Time (Hrs)	Phone number to be reached at destination:
Is the vehicle equipped with a monitoring system? (IVMS) Yes No	
Drivers Signature:	
For Journey Manager	
Check in time: AM PM	
Approved:	Yes NO
Date:	
Emergency Numbers	
Destination Number:	
Drivers Cell Number:	
Journey Manager Print:	
Journey Manager Signature:	

16.2 Modified work form

Offer of Modified Work
Employee Name (Please print):
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 (*name or description of* *position/department/location*) The duties you will be required to perform are as follows: _____ _____ _____ (describe specific job duties and the physical requirements of the position) The hours of work will be from to , (Hours) (Days of the week) The duration of the modified work placement will be from: to (date) (Date) During the modified work placement your supervisor will be It is expected that you will only perform the duties outlined above. will monitor your progress and meet with 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** **agree** that the above noted duties are within the restrictions and limitations set out by my medical treatment provider and I can perform safely and without further risks to my injury /condition. **Offer rejected** **I do not agree** that I can perform the modified work as described above. **I refuse to accept the modified work offer.** I understand that my refusal may affect my right to benefits. (Reason)_____ Employee Signature:_____ Date: _____

Employer Signature:_____ Position: _____

Important

For WCB cases provide:

(WCB claim number OR date of Incident and social insurance number or birth date)

Arrival Time at Destination: AM PM

16.3 Work refusal tracking form

Workers Health & Safety Centre

Stage 1		
Date:	Time:	Department:
Worker:	Supervisor:	Attending Worker Rep:
Reason to believe work poses danger:		

Worker has reason to believe work endangers health and safety [43(3)] — Y / N → Worker promptly reports circumstances of the refusal to supervisor [43(4)] — Y / N → Worker remains available in a safe place close as possible to his/ her workstation [43(5)] — Y / N → Worker H&S Rep called and attends without delay [43(4)] — Y / N → Supervisor investigates forthwith in presence of worker and rep [43(4)] — Y / N

Resolve:	
	Worker returns to work? Y N

Continue to stage two.

Stage two

Worker continues to refuse — Y / N

Reasonable grounds:

Worker, rep, supervisor or employer contacts MOL [43(6)] — Y / N

Worker remains in a safe place as close as possible to their workstation — Y / N

Worker is available to inspector for the investigation during worker's normal working hours — Y / N

Reasonable alternate work or other directions given, subject to the collective agreement — Y / N

If so, what:

Was a second worker approached to complete refused work? — Y / N

If yes

Name: _____

Worker rep present when worker told of refusal and reasons for it [43(11),(12)] — Y / N

Name: _____

Inspector consults with worker, worker H&S rep, employer [43(7)]

	Y	N
Supervisor	O	O
Worker	O	O
Worker Rep	O	O

Written decision to supervisor, worker and rep [43(8)]

	Y	N
Supervisor	O	O
Worker	O	O
Worker Rep	O	O

MOL Inspector name: _____

	Y	N
Likely to injure?	O	O
Orders issued?	O	O

Additional notes	
Signed:	Date/Time:

16.4 Site Inspection Form

Site Inspection Form

Site Inspected: _____ Date: _____

Inspected By: _____ Time: _____

Inspection Members: _____

_____

_____

Item	Location	P	F	Comments

Corrective Actions							
Item	Location	Observations	Priority (H,M,L)	Corrective Action	Target Date	Person Responsible	Initial (Upon Completion)

Additional Comments**:**

Scheduled Follow-Up Date:

_____

Date: _____ Approved By:

_____

16.5 Pre use inspection

Vehicle and Driver Information		
Driver Name:	Date:	Unit #:
Signature:	Time:	Vehicle Type:
Engine Hours:	Kms:	

Vehicle Inspection					
a.	Jack wheel wrench		k.	Transmission level	
b.	Spare Tire		l.	Battery (visual)	
c.	Tire (visual)		m.	Washer fluid	
d.	Windshield		n.	Brake fluid	
e.	Wipers		o.	Window scraper	
f.	Mirrors		p.	Extension cord	
g.	All lights		q.	Fire extinguisher	
h.	Horns		r.	Safety triangle	
i.	Oil Level		s.	Forms-glove box (Insurance/License/Radio	
j.	Coolant Level(visual)		t.	Trailer hitch (If equipped)	

Vehicle Cleanliness	Poor	Acceptable	Good	Excellent
Inside				
Outside				

Vehicle Damage (Note any damage with an X for dent, and circle for scratch)

Any damage must be reported to your supervisor.

Vehicle Released Condition		Vehicle Returned Condition	
Supervisor (Print)		Supervisor (Print)	
Signature		Signature	
Driver (Print)		Driver (Print)	
Signature		Signature	

Comments:

16.6 Hand/Power tool Inspection Checklist

Site Inspected: _____ Date: _____

Tool / Equipment Type	Make / Model	Serial Number or Unit Number	Date	Repair needed? Y/N	Tagged / Locked out?

Site Inspection Form.

Release Date: July 2020
Last Reviewed: 14/07/20

16.8 Fire Extinguisher Inspection

Fire Extinguisher Log Fire Extinguisher	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Fire Extinguisher sign posted										
Unit mounted securely on wall										
Unit not blocked by equipment or debris										
Unit shows no signs of damage or rust										
Unit is clean and labels are legible										
Gauge show in acceptable range										
Safety pin in place										
Discharge hose is in good repair										
Service technician tag in place and inspection is current (cover required if outside)										
Deficiencies (indicate item #)										
Notes:										
Name of Inspector: Date of inspection:										
Signature of Supervisor:										

16.9 Office Inspection

Location being Inspected: _____ **Date:** _____

Inspected By (Print Name): _____

Additional Inspection Team Members: _____ _____

Area/Item	Y	N	N/A	Comments
Floors				
Floors free of loose material, debris, or worn carpeting				
Are the floors dry with no spills?				
Lighting				
Are all bulbs in working order?				
Are all areas well illuminated?				
Emergency lighting in place and regularly tested?				
Exit signs in working order?				
Bulletin Boards and Signs				
Are they clean and readable?				
Is the material current?				
Required communications posted? Company H&S Manual, OHS Leg available?				
Hazardous Products				
Are there Hazardous Products on site?				
If yes, are they properly labelled?				
If yes, are the SDSs on site?				
Storage				
Are material neatly and safety piled?				
Are there stepladders available for items place on higher shelves?				
Are large and heavy objects are stored on lower shelves?				
Passageways and work areas clear of obstructions?				
Housekeeping				
Are all areas free of garbage?				
Are paper and waste properly disposed of?				
Are cords tucked away to prevent tripping?				
Are wall and ceiling fixtures fastened securely?				
Other hazards identified?				
Sanitation				

	Are washrooms and food preparation areas clean? Are measures in place to prevent the spread of disease?				
	Emergency Preparedness				
	Emergency Response Plan clearly identified?				
	Emergency phone list posted?				
	First Aid attendant identified?				
	Muster point identified?				
	Visitor sign in/out current and up to date?				
	Employee sign in/out current and up to date? Safe work procedures available?				
	Emergency Equipment				
	First Aid kits appropriate and available?				
	First Aid kits replenished as needed?				
	Fire Extinguishers appropriate for potential fire types?				
	Fire Extinguishers maintained and inspected as required? Are workers trained in Fire Extinguisher use?				

FOLLOW UP

Location	Observations	Risk	Corrective Action	Target Date	Person Responsible	Initial (Upon Completion)

Summary/Additional Comments:

Inspection Completed and Submitted to Supervisor/Management:

Signature

Reviewed by Supervisor of Work Area:

Print Name | Signature | Date

Reviewed by Manager:

Print Name | Signature | Date

16.10 Health and Safety Activity Summary

For the Period Ending: _____

Month/Year

☐ **Monthly** ☐ **Quarterly** ☐ **Yearly**

Number of workers hired: _____

Number of completed orientations: _____

Number of tool box meetings scheduled: _____

Number conducted: _____

Percentage attendance: _____

Number of formal inspections scheduled: _____

Number completed: _____

Total unsafe acts/conditions identified: _____

Number corrected: _____

Number outstanding: _____

Number of reported incidents _____

Damage only: _____

Injury only: _____

Injury and damage: _____

Vehicle accident: _____

No-loss: _____

Number of investigations

Completed: _____

Outstanding: _____

Number of recommendations made: _____

Completed _____Outstanding:_____

Comments: _____

_____

_____

Manager Signature: _____

Date: _____

Site Inspection Form.

Release Date: July 2020
Last Reviewed: 14/07/20

16.11 Monthly and quarterly injury summary

AUSTECH INDUSTRIES LTD.

Safety, Service, Always

ATI CANADA

☐ **Monthly Injury Summary**
☐ **Quarterly Injury Summary**

Period of: _____

					Injuries					
	Hours Worked		**Lost Time**		**Medical Aid**		**First Aid**		**Frequency**	
Project/Job Site	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date
Company Totals										
Manager's Signature: _____ **Date:** _____							**Frequency Average**			

Release Date: July 2020
Last Reviewed: 15/07/20

Release Date: July 2020
Last Reviewed: 13/07/20

Release Date: July 2020
Last Reviewed: 14/07/20

16.12 Year end injury summary

Year-End Injury Summary

Year: _____

	Personal Injury Cases				
Month	**Lost Time Cases**	**Medical Referrals**	**Days Lost**	**Frequency**	**Severity**
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
Total					
Manager's Signature: _____ **Date:** _____			**Average:**		

16.13 Internal Call list

INTERNAL CALL LIST	
NAME	**PHONE #**
Jaye Robinson	780-370-5205
Andrew Morrison	780-370-9013
Project Manager	
Project First Aid Station	

OUTSIDE SERVICES	
Fire, Ambulance, Police, Hazardous Materials and Spills	911
Nearest Hospital: Grande Prairie Queen Elizabeth II Hospital 10409 98 St, Grande Prairie, AB T8V 2E8	780-538-7100
Sewer Emergency	780-538-0340
Gas Emergency	1-800-511-3447
Electrical Emergency	1-800-668-5506
Water Emergency	1-800-511-3447
Health Link	811
Dangerous Goods	780-538-6173
Poison	1-800-332-1414
Occupational Health and Safety	Alberta – 1-866-415-8690 British Columbia 1-888-621-7233 (1.888.621.SAFE)

16.14 Emergency response drill document

Emergency Response Drill Documentation Form
Date of Drill: _____ Location: Time of Drill: Conducted by:
Staff in attendance:
Describe the type of Emergency Preparedness Drill Conducted:
Summary of completed drill (what worked well, what needs improvement, etc.):
Follow-up action required:

16.15 Emergency Response Plan

Company Name: Austech Industries Ltd._____

Location: Grande Prairie Workshop._____

POTENTIAL EMERGENCIES (Based on Hazard Assessment)	The following are identified potential emergencies: _____ _____ _____ _____ _____
EMERGENCY PROCEDURES	In the event of an emergency (type or general) _____ _____ occurring within or affecting the work site, the (designated person) _____ makes the following decisions and ensures the appropriate key steps are taken: • • •
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm: _____ • Fire Extinguisher:_____ • Fire Hose:_____ • Panic Alarm Button:_____ • Other:_____
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained and equipment trained on)	1. _____ 2. _____ 3. _____ 4. _____

EMERGENCY RESPONSE TRAINING REQUIREMENTS	**Type of Training**	**Frequency**
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: • Fire Station: _____ • Ambulance: _____ • Police: _____ • Hospital: _____ • Other: _____	

FIRE PROTECTION REQUIREMENTS	• _____ are located _____ _____
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	• _____ _____ _____
FIRST AID	First Aid Supplies are located at: • First Aid kit type:_____ Location: _____ • Other: _____ First Aiders are: • Name: _____

	Location: _____ Shift or hours of work: _____ Transportation for ill or injured workers is by _____ Call _____
MATERIAL SAFETY DATA SHEETS (MSDS)	Material Safety Data Sheets are located: _____ _____ _____
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: • Name: _____ Location: _____ • Name: _____ Location: _____ • Name: _____ Location: _____ • Name: _____ Location: _____

PROCEDURES FOR RESCUE AND EVACUATION	In case of (type of emergency/evacuation):

	_____ _____

Completed on: _____

Signed:

16.16 First Aid shift Schedule

Number of Workers on Site:	Site:
Nearest Medical Centre:	Phone #:
Number of Required First Aiders on Site:	

Date	First Aiders on shift

16.17 Training Matrix

16.18 Health and Safety orientation

Worker Name:	**Hire Date:**
Position:	**Supervisor:**

Topics Covered

Company Health and Safety Policy and Procedures _____

Health and Safety Responsibilities _____

Company Rules and Discipline/Enforcement Policies _____

Violence and Harassment Prevention Plans _____

Task Specific Hazards and Controls:

Formal Hazard Assessments Reviewed: _____

Safe Work Practices

Fire Extinguisher _____

Working Alone _____

Ladders _____

Manual Lifting _____

Driving _____

Power Tools _____

Other: _____

Safe Job Procedures

Hazard Assessment & Control _____

Use of Vehicle Cranes _____

Hoisting/Lifting _____

Working at Heights _____

Use of Welders _____

Other: _____

Personal Protective Equipment

Hard Hats _____

Safety Boots _____

Safety Glasses _____

Vests _____

Respirators _____

Legislation

_____

Hearing Protection _____

Other _____

Reporting Incidents and Near Miss _____

First Aid _____

Emergency Response Procedures _____

Alert and Alarm Systems _____

Toolbox Meetings _____

Reporting Unsafe Acts/Conditions _____

Hazard Reporting _____

Workers' Rights

- Right to refuse _____
- Right to know _____
- Right to participate _____

Authority of Officers _____

Reporting Serious Accidents _____

Competency & Training _____

Hazard Assessment _____

Emergency Response _____

First Aid _____

Imminent Danger _____

Working Alone _____

WHMIS MSDS /SDS _____

Trainer/Supervisor Signature: _____ **Worker:** _____

Site Inspection Form.

Release Date: July 2020

Last Reviewed: 14/07/20

16.19 Competency assessment

Worker Name: _____ Worker Role: _____

Supervisor Name: _____ Date: _____

☐ Worker is certified in specific task.

☐ Worker conducted pre use inspection of: _____

Description of Activity/Task/Responsibilities:	Competent (Y/N)	Supervisor Initials

☐ **Worker's performance was satisfactory.** ☐ **Worker requires further training.**

Comments:

_____

_____

_____

Worker Signature: _____

Supervisor Signature: _____

16.20 Machine operations assessment

Assessment Form: Travel with Hydraulic Skidsteer

Performance Objective:

Prepare machine for travel by placing attachments in travel position. Adjust appropriate speed according to manufacturer specifications to protect self and others and to prevent damage to equipment.

Guidelines for Performance Objective:

1. Place bucket and boom in the correct travel position. *The bucket and boom should be maintained in a position not to impede visibility by maintaining an appropriate height.*
2. Select speed appropriate to ground conditions while maintaining control of the machine. *Maintain a speed and engine RPM that allows the operator to maintain full control of the machine at all times taking into consideration ground conditions, weather, etc.*
3. Maintain control, travel at a safe speed and keep right on roadways or on route to landing to ensure public safety. *Beware of local traffic while traveling and observe traffic and warning signs posted within work area. Keep speed appropriate to road conditions, weather, volume of traffic and seasonal conditions (dust, weather, etc.). Be aware of soft shoulders.*
4. Maintain communication with other equipment operators (if applicable). *Check to ensure your radio is in good working order and proper channel is used. Monitor the local channel for traffic (if applicable). Check with your immediate supervisor for communication protocol within your work area.*
5. Follow *passing protocol* when operating hydraulic skidsteer on the road. *Ensure bucket is on ground, set throttle to idle, disengage pilot system, and signal other equipment to pass.*

Component Checklist:

- ☐ Placed boom in the correct travel position.
- ☐ Selected a speed appropriate to ground conditions while maintaining control of machine.
- ☐ Maintained control, traveled at a safe speed and kept right while traveling on the roadway or on route to and from the work site.
- ☐ Maintained communication with other operators.
- ☐ Followed *passing protocol* given a simulated passing scenario.

Location: _____

Operator: _____ Unit #: _____

Supervisor: _____ Date: _____

16.21 JHA Template

	Hazards and possible outcomes	Pre-Control Risk			Controls	Post-Control Risk		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Residual Risk Level
Remove and Replace the Blade G.E.T on D10R Track-Type Tractor.	Pinch/Crush points	Major	Likely	Extreme	Stay out of line of fire at all times.	Major	Rare	High
	Cuts/Nicks.	Moderate	Likely	Medium	Wear correct gloves for the task.	Moderate	Unlikely	Medium
	Noise.	Minor	Almost Certain	High	Hearing protection.	Minor	Rare	Low
	Working with others.	Major	Possible	High	Positive communication.	Major	Unlikely	High
	Machine use.	Major	Likely	Extreme	Ensure that only trained and competent personnel operate machinery	Major	Rare	High
	Strains/Sprains.	Moderate	Possible	High	Brace correctly.	Moderate	Unlikely	Medium
	Tool slippage.	Moderate	Likely	High	Use correct tooling.	Moderate	Unlikely	Medium
	Welding.	Moderate	Likely	High	Follow Welding SWP.	Moderate	Unlikely	Medium
	Vibration.	Moderate	Likely	High	PPE. Take regular, short breaks.	Moderate	Unlikely	Medium
	Heat – Oxy/Acetylene.	Moderate	Likely	High	Follow Oxy/Acetylene SWP.	Moderate	Unlikely	Medium

16.22 Site specific Hazard assessment

Site-Specific Hazard Assessment		Company Name: ***Austech Industries Ltd.***
Work to be done:		Date/Time:
Location:	Muster Point:	Permit #
PPE Inspected: ❒ Yes	❒ No	Items inspected:

TASK	HAZARDS	INITIAL RISK	CONTROLS
TASK	**HAZARDS**	**INITIAL RISK**	**CONTROLS**

Has a pre-use inspection of tools/equipment been completed? ❒ Yes ❒ No

Working Alone? ❒ Yes ❒ No	If yes, explain:

RE-ASSESSMENT

TASK	HAZARD	INITIAL RISK	CONTROL

JOB COMPLETION

Are permits closed out? ❒ Yes ❒ No	Are there hazards remaining? ❒ Yes ❒ No If yes, explain:
Was the area cleaned up at the end of shift? ❒ Yes ❒ No	
Were there incidents/injuries? ❒ Yes ❒ No	If yes, explain:

WORKER NAME	SIGNATURE	WORKER NAME	WORKER SIGNATURE

Site Inspection Form.

Release Date: July 2020
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SUPERVISOR NAME	**SIGNATURE**		

16.23 Near Miss Hazard report

Near Miss – Hazard / Safe Observation Report	
Name:	Department:
Time:	Date:
Project Name:	
Area / Location:	
Check one ϒ Near Miss ϒ Hazard ϒ Safe Observation	
Description of Occurrence (include behaviour observed)	
Immediate Action(s) Taken:	
Suggestions to prevent similar Occurrence:	

16.24 JPHA

Hazard Assessment and Control	Element 5
Office Worker – JPHA	Developed – April 2020

Office Worker – JPHA

Office Worker – Job Position Hazard Assessment

Developed By – Print Name	Signature	Position – Manager/Supervisor/Worker	Date (MM/DD/YY)
Benn Armstrong		Safety Advisor	04/01/2020

Initial Review and Approved By — Management Print:_____ Signature: _____ Date: _____

Refer to the Revision Process page for updated versions

Hazard Categories (Ph) - Physical, (C) - Chemical, (B) - Biological, (Ps) - Psychological)

L-Severity-H \ H – Probability – L	#	1	2	3	4
	1	A	A	B	C
	2	A	B	C	C
	3	B	C	C	D
	4	B	C	D	D

Priority Rating –Use the chart to determine the priority rating as follows: **A** = High **B** = Medium **C** = Low **D** = Very Low

A: High Risk – exposure is constant and an incident will result in extremely serious consequence
B: Medium (Moderate) Risk – exposure is frequent and an incident could result in serious consequence
C: Low Risk – exposure is occasional and incident may result in minor consequence
D: Very Low Risk – exposure is limited and consequence is unlikely

Steps	Work, Task, or Procedure (in sequence)	Hazard Category	Priority ABCD	Describe the Hazard or the Potential Incidents	Identify Hierarchy of Controls (Elimination, Substitution, Engineering, Administration, Personal Protective Equipment, Combination)
Workers					
1	Review of the Job Position Hazard Assessment	Ph	A	Unidentified Hazards may lead to injuries or loss at the worksite.	• Prior to starting work complete a review of the job position hazard assessment. • Review all related Job Hazard Analysis, Safe Work Practices, Safe Job Procedures, and other documentation, prior to starting the task.
		Ps. Ph	A	New or changing tasks may introduce the development of unsafe or unhealthy conditions on the worksite.	• Revise/repeat the job position hazard assessment: ○ When tasks change or new tasks are introduced ○ Prior to significant additions or changes to the worksite, and ○ At intervals which will maintain healthy and safe working conditions. • Comply with OHS Code Part 2 Hazard Assessment

E5-1

16.25 SWP's and SOP's

Site Inspection Form.
Release Date: July 2020
Last Reviewed: 14/07/20

- SOP - 830E Power Module Change Out.docx
- SOP - 793F Hoist Cylinder Change Out.docx
- SOP - 793 Hoist Cylinder Change Out.docx
- SOP - 789 Hoist Cylinder Change Out.docx
- SOP - 777 Engine Change Out.docx
- SOP - 793F Engine Change Out.docx
- SOP - 793 Engine Change Out.docx
- SOP - 789 Engine Change Out.docx
- SOP - 777 Front Suspension Cylinder Change Out.docx
- SOP - 789 Front Suspension Cylinder Change Out.docx
- SOP - 793F Front Suspension Cylinder Change Out.docx
- SOP - 793 Front Suspension Cylinder Change Out.docx
- SOP - 793F Transmission Change Out.docx
- SOP - 793 Transmission Change Out.docx
- SOP - 793F Differential Change Out.docx
- SOP - 793 Differential Change Out.docx
- SOP - 789 Differential Change Out.docx
- SOP - 777 Differential Change Out.docx
- SOP - 785 Front Suspension Cylinder Change Out.docx
- SOP - 785 Rear Suspension Cylinder Change Out.docx
- SOP - 785 Steering Cylinder Change Out.docx
- SOP - 785 Hoist Cylinder Change Out.docx
- SOP - 785 Final Drive Change Out.docx
- SOP - 24M G.E.T Change Out.docx
- SOP - 24M Grader Dismantle..docx
- SOP - 785 Transmission Change Out.docx

- SWP039 Operation of Air Tools.docx
- SWP038 Care and Handling of Propane Cylinders.docx
- SWP037 Cold Cutting Plant Piping.docx
- SWP036 Confined Space Entry.docx
- SWP035 Control of Traffic Flow on Work Sites.docx
- SWP034 Driving (winter).docx
- SWP033 Driving.docx
- SWP032 Electrical System Lockout.docx
- SWP031 Fall Protection.docx
- SWP030 Hydraulic System Testing.docx
- SWP029 Jacking and Blocking.docx
- SWP028 Jump-Starting and Battery Charging.docx
- SWP027 Lockout of Pressure Systems.docx
- SWP026 Manual Lifting and Carrying.docx
- SWP024 Mechanical Vibration Tools.docx
- SWP023 Monitoring for Escaping Hydrocarbon Gasses.docx
- SWP025 Motor Vehicle Operation.docx
- SWP022 Office Safety.docx
- SWP021 Operation of Man Lifts and Scissor Lifts.docx
- SWP021 Operation of Man Lifts and Scissor Lifts.docx
- SWP020 Pipe Bending.docx
- SWP019 Portable Ladders.docx
- SWP018 Refuelling Equipment.docx
- SWP017 Rigging.docx
- SWP016 Towing.docx
- SWP015 Transportation of Flammable Liquids.docx
- SWP014 Use and Care of Respiratory Equipment.docx
- SWP013 Use of 5" Angle Grinder.docx
- SWP012 Use of Come-A-Longs_Chain Blocks.docx
- SWP011 Use of Enerpac with Hydraulic Cylinders_Rams.docx
- SWP010 Use of Fire Hydrants.docx
- SWP009 Use of Hand Tools and Power Tools.docx
- SWP008 Use of Oxy_Acetylene and Propane Torches.docx
- SWP007 Use of Hy Torc.docx
- SWP005 Use of Rad Gun.docx
- SWP002 Vehicle Mounted Crane Usage.docx
- SWP Jacking and Blocking.doc
- SWP003 Welding.doc

Site Inspection Form.

Release Date: July 2020

Last Reviewed: 14/07/20

16.26 Meeting template

Team Meeting Minutes

Date:	**Location**
Meeting Called By:	**Note Taker:**

Attendees	
Not in Attendance	

Discussions, Notes, Issues			
Action Items	Details	Assigned to	Date to be completed
Action Items	Details	Assigned to	Date to be completed
Action Items	Details	Assigned to	Date to be completed
Next Meeting:			

16.27 HSE Meeting

EH&S Meeting Minutes			
Project Name		Project No.	
Foreman		Date:	
Number in Crew		Number Attending	
Review of last Meeting			
Topic(s) discussed			
Suggestion(s) Offered			
Actions to be taken			
Incidents Reviewed			
Supervisor's Remarks			

Superintendent Sign off		
Action Items? Yes □ No □	Actions Assigned? Yes □ No □	Date Complete:
Print Name:	Signature:	Date:

16.28 HSE Meeting attendance

Environmental, Health and Safety Meeting Sign-in Sheet			
Site		Date	
Project Name		Project Number	

Print Name	Position	Company	Signature

Site Inspection Form.

16.29 OHSC meeting template

JWSHSC Meeting Agenda	
Work Site:	
Date: MM/DD/YYYY	**Time:** 00:00 am/pm – 00:00 am/pm
Location:	
Agenda Prepared By:	

Item	Allotted Time (min)
Call to Order and Attendance	
Acceptance of previous meeting minutes	
Outstanding items from previous meeting	
Review of inspection report(s)	
Review of incident report(s) (if applicable)	
New Items	
Recommendations to employer	
Training and communication	
Other items	
Adjourn	
Total Time	

16.30 OHSC Meeting minutes

JWSHSC Meeting Minutes			
Work Site:			
Date: MM/DD/YYYY	**Time:** 00:00 am/pm – 00:00 am/pm		
Location:			
In attendance: **Co-Chairs:**		**Absent:** **Guests:**	
Item		**Follow up**	
		Assigned to	**Target date**
1. Acceptance of Previous Meeting minutes 1.1 Accepted/Not Accepted 1.2 Adjustment Required: *Comments*			
2. Outstanding items from previous meeting 2.1 First outstanding item *Comments*			
3. Review of inspection report(s) 3.1 Review of Inspection report MM/DD/YYYY *Comments*			
4. Review of incident report(s) 4.1 Review of near miss report MM/DD/YYYY *Comments* 1.2 Review of incident report MM/DD/YYYY *Comments*			
5. New Items **5**.1 First new item *Comments*			

5.2 Second new item *Comments*		
6. Recommendations to employer 6.1 First Recommendation *Comments* 6.2 Second Recommendation *Comments*		
7. Training and communication 7.1 JWSHSC Member training *Comments* 7.2 Crew Training *Comments*		
8. Other items 8.1 First other item *Comments* 8.2 Second other item		
9. Adjourn 9.1 Meeting was adjourned at 00:00 am/pm 9.2 Next meeting scheduled for MM/DD/YYYY at 00:00 am/pm		
Minutes Prepared By:		

16.31 Contractor H&S Agreement

☐ Liability Insurance Coverage WCB# _____

☐ Workers Compensation Coverage

☐ WCB Clearance Letter

Non-compliance shall be grounds for temporary or permanent termination of the contract.

Compliance with the Health and Safety Agreement is a continuing requirement.

Acknowledgements of Health and Safety Requirements

Contractors must:

1. Understand their health and safety responsibilities.
2. Understand and follow Austech Industries Ltd. health and safety management system.
3. Ensure they receive a safety orientation.
4. Complete a pre-job formal hazard assessment prior to commencing all tasks.
5. Have a health and safety program that is compliant to Alberta legislation.
6. Immediately report near-miss incidents, work refusals, lost-time, medical aid, and fatalities.
7. Ensure workers and subcontractors are competent.
8. Ensure workers use proper Personal Protective Equipment (PPE) whenever the tasks demand it.

The Contractor Health and Safety Program has been read and its conditions are hereby accepted by the Contractor and all parties under the contractors' direct control.

The signers assume full responsibility to inform its employees and subcontractors the terms provided in the program.

The signer(s) acknowledge that compliance with the Health and Safety Agreement is a continuing requirement and is valid from the start to end of every job.

Contractor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

16.32 Contractor prequalification checklist

Pre-Qualification Checklist				
General Information				
Company Name:				
Address:		City, Province:		
Email Address:		Postal Code:		
Phone Number:		Fax Number:		
Type of Business:				
Service(s) Provided:				
Contact Information				
Primary Contact:		Phone Number:		
HSE Contact:		Phone Number:		
Insurance Information				
Current General Liability Insurance (CGL)?	☒ Yes	☐ No		
Current claims pending or outstanding against the organization?	☒ Yes	☐ No		
Workers Compensation Board (WCB)				
Current WCB Worker Coverage in place	☒ Yes	☐ No		
Current WCB Director Coverage in place	☐ Yes	☒ No		
WCB Clearance Letter attached *(current within 30 days)*	☒ Yes	☐ No		
Employer Premium Rate Statement attached *(current within 30 days)*	☒ Yes	☐ No		
Employer Premium Rate: $1.30				
Industry Premium Rate: $1.38				
Statistics ***(include both employees and work site parties)***	**2017**	**2016**	**2015**	
Total number of employees				
Total number of contracted employers/self-employed persons				
Number of work days lost				
Number of medical aid cases				
Number of modified work cases				
Total employee exposure hours				
Number of first aid incidents				
Number of OHS stop work/stop use orders				
Total number of fatalities				

16.34 HSC formation checklist

HSC Formation Checklist Company Name: Austech Industries Ltd.			
Number of Employees:			
Item	Target Date	Assigned To	Completed
Determine the size of the committee ☐ Minimum membership ☐ 50% worker representatives Considerations ☐ Total number of employees ☐ Degree of hazard at the work site ☐ Number of unions, worker groups, departments ☐ Shifts (day and night)			
Rules of Procedure ☐ Name of the Committee ☐ Constituency ☐ Purpose ☐ Duties and Functions ☐ Records ☐ Meetings ☐ Agenda and Meeting Minutes ☐ Composition ☐ Co-Chairs ☐ Quorum ☐ Terms of Office ☐ Replacing a Member ☐ Coordinating with Other HSCs ☐ Recommendations to the Employer ☐ Dispute Resolution ☐ Amendments ☐ Status of Rules of Procedure			

Terms of Reference ☐ Appropriate Representation ☐ Replacing a Member During a Term of Office ☐ Dispute Resolution – Failure to Reach Consensus ☐ Coordination with Other HSCs ☐ Amendments ☐ Status of Terms of Reference			

16.35 Member training checklist

JWSHSC Member Training		
Member Name	**Group/Area/Department/Union**	
Type of Member ☐ Worker ☐ Employer ☐ Co-Chair		
Type of Training	**Provided By**	**Completion Date**
Alberta OHS legislation		
JWSHWC member duties		
Hazard identification, assessment, and control		
Incident investigations (including causation)		
Inspections		
Communication		
Other:		
Other:		
Other:		
Other:		
Other:		

16.36 Incident Investigation form

Incident Report Form

Name of Injured Party			
Phone # of Injured Party			
Position of Injured Party			
Date of Incident		Time of Incident	AM/PM
Date of Report		Time of Report	AM/PM
Location of Workplace			
Location of Incident			
Description of Injury/Illness			
Name of Treatment Centre			
Address of Treatment Centre			
Phone # of Treatment Centre			
Witnesses at Incident	☐ Yes ☐ No		
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	

Date: _____ Approved by: _____

Site Inspection Form.

Release Date: July 2020

Last Reviewed: 14/07/20

Loss Type: _____ Photographs attached? Yes ☐ No ☐

Incident Details

Diagram of the Scene

Initial Causes

Root Causes

Corrective Actions

Action	Person Responsible	Date

Investigators

Name	Signature

Date: _____ Approved by: _____

_____

17 Incident Location:

16.37 Near Miss Report

Near Miss Report Form

Description of Incident

Causes

Corrective Action(s)	Person Responsible	Completion Date

Employee Name: _____ Employee Signature: _____

Manager Name: _____ Manager Signature: _____

Investigator Name: _____ Investigator Signature: _____