



NPA Ltd.

**COMPANY
SAFETY MANUAL
2020**

VOLUME 1 OF 2



NPA Ltd.

COMPANY SAFETY MANUAL

Manual #: _____

Issued To: _____

Date: _____

Issued By: _____

Edmonton	780-467-7701
Grande Prairie	780-532-1790
Fort McMurray	780-743-3822
Cold Lake	780-594-4614
Slave Lake	780-849-2265
Peace River (Ruel Bros)	780-624-1753

**Please complete and copy before issuing.
Forward copy to Safety Coordinator for Manual Registry.**

1. Policies and Responsibilities

Company Safety Policy	1-1
Safety Training Policy	1-2
Environmental Policy	1-3
Drug and Alcohol Policy	1-4
Employee Responsibilities.....	1-18
Assignment of Responsibility and Accountability for Safety.....	1-19
Disciplinary Policy.....	1-21
Anti-Harassment Policy	1-23
Workplace Violence Policy	1-27
Quality Policy.....	1-31
Motor Vehicle Driver Policy	1-32
Idling Policy	1-44
Media Relations Policy.....	1-45
Backing In Policy	1-47
Spotter Hand Signals.....	1-48
Company Issued Cell Phone and Electronic Device Policy.....	1-49
Personal Cell Phone and Electronic Device Policy.....	1-50
New/Short Service Worker Program	1-51
Heat Stress Policy	1-53
Cold Stress Policy	1-57
Extreme Weather Policy.....	1-59
Workplace Conduct Investigation – Procedures Guide.....	1-62
Joint Worksite Health and Safety Committee Policy	1-71
Visitor Safety Policy.....	1-76
Using Nuclear Gauges Policy.....	1-77
Access to Radiation Devices Policy	1-77

2. Hazard Assessment and Inspections

Hazard Assessment Policy.....	2-1
Unsafe Conditions / Hazards Reporting Procedure	2-4
Road / Job Site Hazard Assessment Form	2-5
Plant Site Hazard Assessment Form	2-6
Shop Site Hazard Assessment Form	2-7
Underground Site Hazard Assessment Form.....	2-8
Mobile/Stationary Lab Site Hazard Assessment Form.....	2-9
Job Turnover Checklist.....	2-10
Environmental Hazard Assessment Form	2-11
Environmental Action Plan Form.....	2-12

3. WHMIS 2015

WHMIS 2015 Policy	3-1
WHMIS 2015 General	3-3
Chemical, Biological Hazards and Harmful Substances	3-8
Hydrogen Sulphide (H ₂ S)	3-10
Silica Protection Policy	3-12
Flammable and Combustible Liquids	3-17
Cleaning Solvents.....	3-18
Compressed Gases.....	3-20
Propane	3-21
Compressed Gas Cylinders	3-23

4. Practices and Procedures

This Section has been moved to Binder #2 (Volume 2)

5. Utilities

Overhead Power Lines.....	5-1
Underground Utilities	5-3
Lifespan of Locates	5-8
International Colour Code	5-9
Ground Disturbance Inspection Checklist	5-10
60cm Mechanical Excavation	
Critical Ground Disturbance Checklist/Approval.....	5-11
Backfill Pre Job Checklist	5-12
Control Hazards of Energy Code of Practice	5-13

6. Company Rules and Modified Work Program

Occupational Health and Safety Regulations.....	6-1
General Rules.....	6-2
Specific Rules.....	6-3
Working Alone	6-4
Fatigue Management System Policy.....	6-5
Rehabilitation of Employees Injured on the Job Policy	6-6
Rehabilitation Responsibilities.....	6-7
Modified Work Report.....	6-10

Table Of Contents

7. PPE (Personal Protective Equipment)

Personal Protective Equipment Policy	7-1
General Rules.....	7-2
Head Protection.....	7-4
Foot Protection	7-6
Eye and Face Protection	7-8
Hearing Conservation.....	7-10
Respiratory Code of Practice	7-14
Code of Practice – Confined Spaces	7-27
Code of Practice – Fall Protection.....	7-36
Safety Belts, Harness and Lanyards.....	7-45
Limb and Body Protection	7-47
PPE Training/Inspection Record Form	7-49

8. Maintenance

Maintenance Program Policy	8-1
Shop Rules	8-2
Field Rules.....	8-3
Vehicle Maintenance and Repair Checklists	8-4
Equipment Service and Repair Request Record Form.....	8-5
NSC (National Safety Code)	8-6
Off Highway Driving Strategy	8-9
Driver Examination Form.....	8-10

9. Training, Orientation and Safety Meetings

Safety Meetings.....	9-1
New/Re-Hire Orientation	9-2
A Guide to Good Conduct for Employees	9-3
Employee Orientation Form	9-4
Safety Instructions for Truck Owners / Operators Form.....	9-6
Subcontractor Questionnaire.....	9-7
Site Rules for Suppliers Form	9-16
Toolbox Meetings.....	9-17
Worker Competency Checklist	9-19
Operator Competency Checklist	9-20
Asphalt Plant Competency Checklist	9-21

Table Of Contents

10. Inspection

Inspection Policy.....	10-1
Inspections	10-2

11. Investigation

Investigation Policy	11-1
Incident Investigations	11-2
Reporting Requirements.....	11-3
Reporting Flow Chart.....	11-4
Incident Investigation Report Form.....	11-5
Incident Statement Form	11-7
Spill Clean-Up Investigation Form.....	11-8

12. Emergency Preparedness

Emergency Preparedness and Response.....	12-1
Head Office Procedure in Case of Fire	12-4
Camp Procedure in Case of Fire.....	12-5
Spill Prevention and Response Policy	12-6
Spill Response Flow Chart.....	12-8
Action Plan for Minor Spills	12-9
Spill Initial Notification Form	12-12
Hazardous Spill Report Form	12-13
Spill Reporting and Record Tracking Form	12-14
First Aid Requirements for High Hazard Work	12-17
First Aid Equipment and Supplies	12-18
Injury / Illness and First Aid Record Form	12-19
Fire Protection Policy	12-20
Wildlife Policy	12-22

13. Records and Statistics

Records and Statistics.....	13-1
Accident Records and Statistics.....	13-2
Divisional Monthly Safety Summary Form	13-3



NPA LTD.

PREFACE

This manual was prepared from the ACSA model, ISNetworld's RAVS manual, Alberta's Occupational Health and Safety Act, Regulation and Code. The manual has also been developed with the input from supervisors and workers as well as information from various safety publications.

NPA Ltd.'s Company Safety Manual is a living document and is continuously being updated and improved upon.

Company Safety Policy

The Management of NPA Ltd. is committed to the protection from accidental loss of all its resources, including employees, subcontractor personnel and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with federal and provincial safety legislation. Management will strive to eliminate any foreseeable hazards that may result in property damage, accidents or personal injury/illness. Physical safety, psychological health and social well being are everyone's responsibility. Active participation in every job is an expectation of every employee.

All employees and subcontractor personnel will be equally responsible for minimizing accidents on our worksites. Safe work practices and procedures will be clearly defined for all employees and sub-trade personnel to follow. On worksites where our client, the owner, has more stringent requirements, these will be followed by all employees and subcontractor personnel.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees and subcontractor personnel.

The management of NPA Ltd. will work with and consult with employees to promote a healthy and safe work environment.

All management functions will comply with Company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees and subcontractor personnel will perform their jobs properly by established procedures and safe work practices.

No part of our business is more important than safety.

Our goal on every project is a lost time accident frequency of zero.

*The safety information in this policy does not take precedence over OH&S Regulations. All employees and subcontractor personnel should be familiar with the OH&S Act, Regulations and Code as it relates to their work process.

Signed _____

Bill Turner
Vice President



Date: April 2020

Safety Training Policy

Purpose

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the operations.

Policy

The Company will provide and employees will participate in all safety and related training that is necessary to minimize losses to human and physical resources of the Company. Employees will provide NPA Ltd. with all current training certificates at the time of hire. Training records will be monitored by the safety department and employees will be recertified when necessary. Only personnel who are properly trained shall operate nuclear gauges.

This training will include, but not be limited to:

- New hire safety orientations
- Employee training (CSTS and WHMIS 2015)
- First Aid training to comply with OH&S regulation
- Supervisor and management training (LSE, First Aid)
- Job-specific training (Flagperson, Trenching, etc.)
- Specialized safety and related training

Signed _____

Bill Turner
Vice President



Date: April 2020

Environmental Policy

NPA Ltd. recognizes the link between environmental protection and our long-term economic success. With this knowledge in mind, we will be a responsible steward of resources and make a commitment to continuously improve our environmental effectiveness and performance.

In delivering on this commitment NPA Ltd. will:

- Comply with applicable environmental laws and regulations.
- Commit to the use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control pollution.
- Regularly evaluate our activities and measure our environmental performance against established goals.
- Continue to pursue recycled material alternatives, energy saving methods and opportunities for our customers to have green and sustainable solutions on their projects.

Signed



Bill Turner
Vice President



Date: April 2020

Drug and Alcohol Policy

Policy Statement

NPA Ltd. is committed to the health and safety of its employees, members and the public at large. NPA Ltd. recognizes and accepts the responsibility to provide its employees with a safe, healthy and productive work environment. Recognizing the potential negative effects of alcohol and drugs on the organization, in particular, the hazards that individuals who abuse alcohol and/or drugs pose to themselves, their co-workers and the general public, the Company has implemented a drug and alcohol policy.

Purpose

The purpose of this policy is to establish NPA Ltd.'s expectations for appropriate behaviour, the consequences for non-compliance, to provide consistent guidelines for all employees and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

Violation of this policy is grounds for disciplinary action, up to and including termination. All employees are required to read, sign and comply with all parts of this policy as a condition of employment. All employees should be aware that this policy and the procedures it contains in no way constitute a contract or contractual agreement of any kind whatsoever.

This policy applies in whole or in part to contractors while providing services to NPA Ltd. Any contravention will be considered a breach of their contract.

All employees will be subject to additional requirements which are site-specific, as required for any circumstances or conditions outlined by our Customer's Policy Contractor Requirements.

1. Definitions

1.1 "Drugs" means any substance, inclusive of illicit drugs, restricted drugs and medication, as defined by this policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels or acts. For the purposes of this policy, drugs of concern are those that inhibit a worker's ability to perform their job safely and productively.

- (a) "Illicit Drug" means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law (for example, street drugs such as heroin and cocaine).
- (b) "Restricted Drug" - means any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession or transfer are restricted by law (such as cannabis).

Drug and Alcohol Policy

- (c) “Medication” refers to a drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor’s prescription or medical document, as contemplated by the Access to Cannabis for Medical Purposes Regulation (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.
- 1.2 “Under the influence” of drugs, alcohol, intoxicants or any controlled or uncontrolled substance for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:
- (a) Unable to perform in a productive manner;
 - (b) In a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of NPA Ltd. or any member of the public; or
 - (c) Displaying signs or symptoms of impairing substance use, including but not limited to the smell of alcohol or drugs, slurred speech and/or atypical behaviour.
- 1.3 “Drug or alcohol dependence”: A mental, physical, or psychological dependence on drugs, alcohol or other impairing substance that is considered by a physician to be a medical condition / disability as contemplated by Human Rights law.
- 1.4 “Recreational Drug/alcohol or other substance use”: With recreational use of drugs, alcohol or other impairing substances, there is no mental, physical or psychological dependence; therefore, this is not considered a medical condition or mental, physical or psychological disability as contemplated by Human Rights law.
- 1.5 “Safety sensitive positions” shall include any position where the performance of duties with impaired physical or mental abilities creates a reasonably foreseeable risk of injury, physical harm or danger, including, but not limited to employees who are required or permitted to operate their own personal vehicles for employment-related purposes. Safety-sensitive positions include: flag people, equipment operators, asphalt plant personnel, employees operating or having control of Company vehicles, employees working in close proximity to machinery, employees performing maintenance on or repairing machinery, gravel pit and quarry personnel, workers alongside roads or railways and those that may require rescue such as confined space or working at height.

2. Treatment and Accommodation

- 2.1 Any employee suffering from a drug or alcohol dependence is required to disclose the dependence to the employee’s immediate supervisor. This is a duty under the Internal Responsibility System (IRS) and specific clauses under the relevant Occupational Health & Safety Act or Regulations. NPA Ltd. recognizes it’s responsibility to assist and

Drug and Alcohol Policy

accommodate employees suffering from a drug or alcohol dependence to the extent reasonably possible, including providing access to sick leave as with any other illness, without suffering undue hardship. NPA Ltd. will take reasonable precautions to protect the employee's confidentiality given the sensitive nature of the issue.

- 2.2 Employees who are concerned that a fellow employee may be suffering from a drug or alcohol dependence are strongly encouraged to report their concerns to the employee's immediate supervisor. While NPA Ltd. will make its best efforts to protect employees' confidentiality when a concern is reported, it may be necessary for NPA Ltd. to disclose certain information, including but not limited to the identity of the reporting employee to the employee in question in order to properly investigate concerns.

3. Prohibitions

- 3.1 During an employee's working hours, whether on NPA Ltd.'s premises or while conducting employment-related activities off NPA Ltd.'s premises, including during meal periods, scheduled breaks and on-call shifts, no employee shall:
- (a) Use, consume, possess, distribute, sell or be under the influence of illicit drugs;
 - (b) Use, consume, possess, distribute, sell or be under the influence of restricted drugs;
 - (c) Use, consume, possess, distribute, sell or be under the influence of alcohol, unless authorized by NPA Ltd. for a specific limited purpose; or
 - (d) Use, consume, possess, distribute, sell or be under the influence of any other intoxicants, whether a controlled or uncontrolled substance.
- 3.2 An employee shall not, under any circumstances, consume alcohol or use, consume, ingest or inhale illicit drugs, restricted drugs or other intoxicants while in care and control of or responsible for any NPA Ltd. vehicle or equipment, or while using the employee's vehicle for work-related purposes.
- 3.3 If an employee is called back after regular working hours to perform work-related duties and has been consuming alcohol or using drugs or other intoxicants, it is the employee's responsibility to:
- (a) Ensure that they do not perform any employment duties, including operating a motor vehicle, while under the influence of alcohol, illicit drugs, restricted drugs, medication or any other intoxicant or substance, if impairment has resulted;
 - (b) Notify the employee's supervisor of the circumstances immediately; and

Drug and Alcohol Policy

- (c) Confirm directly or through the employee's supervisor that a responsible employee who is not under the influence of alcohol, drugs or intoxicants will perform the required task.
- 3.4 The use of medication in compliance with physician directions is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees are required to disclose to their immediate supervisor the use of medication that may affect their work performance or the safe execution of their duties. NPA Ltd. is committed to accommodating an employee's necessary use of medication to the extent reasonably possible without suffering undue hardship.
- 3.5 Employees are advised to make their physicians or pharmacists aware of their safety-sensitive occupation and request information regarding effects and side effects of medications. Any medication or medical information reported will be treated as confidential. Employees taking medication that may cause impairment are prohibited from performing safety-sensitive job functions.
- 3.6 All employees of NPA Ltd. are expected to perform to the standards set forth in their respective job descriptions. Declines in work performance due to substance abuse will be addressed initially in the same manner as performance deterioration for other reasons.
- 3.7 Off-duty use of any mood or mind-altering substances or medications, which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, our customers, the general public or our Company property is proper cause for administrative or disciplinary action, up to and including termination of employment, with cause and without notice.
- 3.8 On or off-duty employees who are arrested for drug or alcohol related offences may be considered in violation of this policy. The employee must report all such criminal charges to their immediate supervisor. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present duties, the employee's work records and other related factors as it is deemed appropriate. The employee may be referred to the Company's EAP program for a substance abuse assessment and must consent to release outcome and recommendations to the Company. The employee may be required to agree to a conditional work agreement. The employee may be subject to disciplinary action, up to and including termination.
- 3.9 Employees convicted of impaired driving (impaired by any type of drug or alcohol), whether in a personal or Company vehicle, may be subject to disciplinary action up to and including dismissal and/or completion of a drug and alcohol assessment as a condition of continued employment.

Drug and Alcohol Policy

- 3.10 NPA Ltd. reserves the right to investigate any situation where there is reason to believe that a specific employee or group of employees may be in possession of drugs or alcohol. Employees may be required to submit to searches of their clothing, lockers, Company vehicles, desks, tool boxes, lunch boxes, briefcases or other containers brought onto Company property. The supervisor or Company official who may make a determination for a search shall be trained in administering alcohol and drug programs in the workplace.

4. Testing

4.1 Pre-Employment Testing

An application for a safety-sensitive position will be rejected in case of a positive drug test.

If pre-employment testing of an employee is not feasible because of logistical concerns (i.e. distance to the Company approved testing facility), an offer of employment is conditional on that the employee submitting to a drug screen within forty-five (45) days of commencement of employment. If the employee does not pass the drug and alcohol screen at this time, their employment will be terminated immediately with no further obligations to them whatsoever. Further, any expense or lost opportunities they have forgone during those forty-five (45) days prior to the testing will be their responsibility. Any employee who fails this drug and alcohol test will not be subject to any of the assistance or provisions listed below or elsewhere in this policy.

4.2 Pre-Access Testing

Employees are required to undergo a drug and alcohol test as a condition of access to certain customer sites.

4.3 Reasonable Cause Testing

- (a) NPA Ltd. reserves the right to conduct testing for the presence of alcohol or drugs when it has reasonable cause to believe that the actions, appearance or conduct of an employee while on duty (including while on-call) is indicative of the use of drugs or alcohol. While NPA Ltd. reserves this right for all of its employees, employees should understand that the necessary threshold to establish reasonable cause in the eyes of NPA Ltd. will be lower for employees in safety-sensitive positions given the potential consequences involved.
- (b) The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:
- (i) Observed use or evidence of use of drugs or alcohol (e.g. smell of alcohol or cannabis);

Drug and Alcohol Policy

- (ii) Erratic or atypical behaviour of the employee;
 - (iii) Changes in physical appearance of the employee;
 - (iv) Changes in behaviour of the employee;
 - (v) Changes in speech patterns of the employee;
 - (vi) Discovery of Drugs, inclusive of medication capable of causing impairment, alcohol, intoxicants or related paraphernalia found in locations to which an employee has sole or primary access, including employees' lockers or assigned vehicles; or
 - (vii) Following a serious incident or accident where the possibility of drug or alcohol impairment cannot be easily ruled out from review of the circumstances, including a "significant incident" as defined by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (a "near miss").
- (c) In addition, NPA Ltd. may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an employee may be using drugs, alcohol or other substances contrary to this policy. In such circumstances, NPA Ltd. shall record the name and contact information of the complainant as well as the details of the concern or complaint. Then NPA Ltd. shall provide the details of the concern or complaint to the accused employee and, in appropriate circumstances, shall also provide the complainant's identity to the accused employee to allow them the opportunity to provide a full and complete response to the allegations.
- (d) Where reasonably possible, such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests and protect the employee's privacy. In all situations where NPA Ltd. believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.
- (e) The supervisor or Company official who may make a reasonable suspicion determination shall be trained administering alcohol and drug programs in the workplace and will provide to the employee the reason for the request to test. Any employee undergoing a reasonable suspicion test shall be placed on administrative leave without pay pending the outcome of test results.

4.4

- (a) As soon as possible following an incident as defined in this policy, the employee shall make every attempt to contact their supervisor or Company official. The employee must remain available for testing, or the Company may consider the employee to have refused to submit to testing. The supervisor will provide to the employee the reason for the request to test. Employees involved in

Drug and Alcohol Policy

an incident must refrain from consuming alcohol or drugs (except prescription drug if any) until testing is completed.

- (b) A supervisor or manager need not request the employee to submit to an alcohol and drug test if the supervisor or manager and the next level of management present at the Company workplace, if any, conclude that there is objective evidence to believe that the use of alcohol or drugs did not contribute to the cause of the incident or near miss.

4.5 Return to Work Testing

- (a) When an employee returns to work following a disclosure that the employee suffers from a drug / alcohol dependency and subsequent treatment, NPA Ltd. may require the employee to undergo a return to work test. Further random, unannounced return to work testing may be required for up to twenty-four (24) months after the employee returns to work.
- (b) Employees who are returning to duty following a positive test situation shall undergo a return to duty drug and/or alcohol test with the request that a negative test result be confirmed, failing which further discipline up to and including dismissal for just cause will take place.
- (c) Return to Duty and Follow-Up testing must be directly observed and must be conducted at a facility designated by NPA Ltd.

4.6 Testing Procedures

- (a) Any testing undertaken pursuant to this policy, including analysis of results, shall be performed by a qualified professional. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory.
- (b) Where reasonably possible, tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests. The Supervisor/Manager or Director will contact the alcohol and drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident or observation that is deemed within the guidelines of this policy. The drug testing will be performed in compliance with the testing procedures as defined by the drug and/or alcohol testing facility. Positive test results shall be reviewed and verified by a physician to confirm if a drug or alcohol dependency exists.
- (c) NPA Ltd. will store test results in a secure location with access restricted to NPA Ltd's managerial or supervisory employees (i.e. Safety Manager or Human Resources Manager) with a demonstrable need for access to test results, in order to preserve employee privacy. Test results will not be disclosed to third parties without prior written consent of the employee, subject only to a legal requirement for NPA Ltd.'s to produce employee test results.

Drug and Alcohol Policy

4.7 Positive Test Results

- (a) Drug Tests: Employees will be tested for the following controlled substances: marijuana, cocaine, opiates, amphetamines, methamphetamines, MDMA (Ecstasy), and phencyclidine (PCP). Industry standard cut off levels above which a test result is considered positive, have been established by the US Department of Human Health Services (DHHS) and the Canadian Model developed by the Construction Owners Association of Alberta (COAA). Employees with a confirmed positive drug test must be removed from duty and referred to a Substance Abuse Professional for evaluation. The presence of the below substances in amounts equal to or higher than “confirmation concentration” listed below shall constitute impairment for the purpose of this policy and shall result in the various systems and consequences as set out herein. Any substance not listed and that constitutes a substance that may reasonably detrimentally affect the employee’s ability to perform their job in a safe manner shall be a “positive test” if testing demonstrates any concentration of such substance.

Drugs or Classes of Drugs	Screening cut off level equal to or in excess of ng/mL	Confirmation cut off level equal to or in excess of ng/mL
Amphetamines		
• Amphetamine	500	250
• Methamphetamine	500	250
MDMA		
• Methylenedioxymethamphetamine	500	250
• Methylenedioxyamphetamine	500	250
Cocaine metabolites	150	100
Marijuana/Cannabinoid metabolites	50	15
Cocaine	150	100
Opiates		
- Codeine	2000	2000
- Morphine	2000	2000
- Heroin (6-AM)	10	10
Phencyclidine (PCP)	25	25
Oxycodone		
• Oxycodone	100	100
• Oxymorphone	100	100
Hydrocodone		
• Hydrocodone	300	100
• Hydromorphone	300	100

- (b) Alcohol Tests – Results of alcohol concentration of 0.04 (40 milligrams of alcohol per 100 millilitres of blood) or greater are considered a positive test for impairment and employees must be removed from duty and referred to a Substance Abuse Professional for evaluation.

Drug and Alcohol Policy

5. Collection Procedures

- 5.1 Any drug / alcohol testing conducted under this policy shall be performed at a collection site designated by NPA Ltd. for the purposes of administering this policy. The Company will not accept test results from any facility other than the one designated by the Company. Once a request is made, the employee must proceed immediately to the determined collection facility. Transportation and supervisor escort will be provided when required.
- 5.2 Employees will only be tested for alcohol while they are performing safety-sensitive functions, immediately prior or immediately after performing safety-sensitive functions. The exception is Pre-Access alcohol testing and follow-up testing as described herein.
- 5.3 Collection procedures at all testing facilities shall conform to the most recent industry standards as noted in the COAA Canadian Model, Urine Specimen Collection Guidelines.
- 5.4 Testing procedures, including urine collection, saliva and breath alcohol testing. Urine laboratory analysis and medical review procedures shall be conducted in accordance with applicable Canadian industry standards outlined in the COAA Canadian Model.

6. Refusal to Test

- 6.1 An employee's refusal either to:
 - (a) comply with a request made by NPA Ltd. to submit to alcohol and/or drug testing
 - (b) provide a suitable sample for an alcohol and/or drug testshall subject the employee to disciplinary action up to and including termination of employment with cause and without notice. In the event that the employee is not terminated, the Company shall refer such an employee to a Substance Abuse Professional.
- 6.2 Attempts to tamper with a sample are considered a refusal to test. Any conduct that clearly indicates an attempt to substitute or adulterate a specimen will result in a second collection under direct observation, in accordance with Urine Specimen Collection Guidelines (as noted in Section 5.3).
- 6.3 Failure to Provide a Sample: Individuals who cannot provide a urine sample initially may consume up to 40 ounces of appropriate fluids over a three hour period. After that time has elapsed, efforts to collect the sample shall cease and a "shy bladder" situation shall be declared. Individuals unable to provide either an adequate urine sample or breath sample shall be referred to a physician for evaluation. If the evaluation fails to identify an acceptable medical explanation for the inability to

Drug and Alcohol Policy

provide a specimen, the failure to provide a sample shall be considered as a "refusal to test".

7. Discipline

- 7.1 NPA Ltd. views the rules contained in this policy to be of the utmost importance. This is a zero-tolerance policy; any deviation from the above terms will result in disciplinary action that may include immediate termination. All employees will be provided with a copy of this policy as notification that any resulting dismissal will be considered as "dismissal for just cause" and not subject to notice or pay in lieu of notice.
- 7.2 As indicated above, any employee suffering from a drug or alcohol dependence is required to disclose the addiction, and NPA Ltd. recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an employee neglects or refuses to disclose a drug or alcohol dependence to NPA Ltd., in violation of this policy, NPA Ltd. will be forced to deal with breaches of this policy based on the understanding that the employee is not suffering from a drug or alcohol dependence, but has simply disregarded this policy, in which case immediate and strict disciplinary action will be taken. Further, failure to disclose a drug or alcohol dependence is a violation of this policy.
- 7.3 Before returning to safety-sensitive duties, any employee must undergo the following:
- Complete an evaluation by a qualified Substance Abuse Professional (SAP).
 - Agree to complete any recommendations (including treatment) made by the SAP.
 - Pass a return-to-duty alcohol and/or drug test.
 - Agree to return-to-work conditions that include unannounced follow-up alcohol and/or drug testing over a period of twenty-four months.
 - All return-to-duty conditions will be at the employee's expenses.
- 7.4 This is a condition of continued employment at NPA Ltd. Should any test, during the twenty-four month period be confirmed positive for alcohol / drugs, and/or the employee does not comply with SAP recommendations, the employee may be subject to termination for just cause. Return to work provisions will include the signing of a return-to-work agreement specifying exact employment conditions,
- 7.5 Where the employee's job-related problems are known to be the result of a drug or alcohol problem and if remedial action has been considered and rejected or when the employee has either rejected assistance or demonstrates a lack of serious commitment to overcoming the problem or when the employee has failed to acknowledge or advise NPA Ltd. that

Drug and Alcohol Policy

they have a drug or alcohol problem, termination of employment may apply at the sole discretion of NPA Ltd.

8 Post-Violation Return to Work

- 8.1 Seeking voluntary assistance for drug or alcohol dependence will not jeopardize an employee's employment with NPA Ltd., so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return-to-work within the reasonably foreseeable future.
- 8.2 Any employee violating this policy who is subsequently authorized and accepted by NPA Ltd. to return to the workplace shall receive a Return-to-Work Letter outlining conditions of the return to the workplace that will normally include, but is not limited to, the following:
- (a) Requirement to continue treatment, counselling and assistance programs or procedures recommended by the employee's advising physician or addiction counsellor.
 - (b) Express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during work hours following a return to the workplace.
 - (c) Requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or others.
 - (d) Requirement to provide reasonably regular updates from the employee's physician or addiction counsellor confirming that the employee continues to follow recommended treatment programs and continues to be fit for performance of duties without danger to themselves or others.
 - (e) An express warning to the employee that future violations of the policy will lead to further discipline and serious consideration of immediate termination for just cause.
- 8.3 Employees suffering from drug or alcohol dependence who fail to cooperate with assistance or treatment programs or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.

9 Employee Assistance Program and Self-Help

- 9.1 NPA Ltd. maintains an employee assistance referral program that provides help and information to employees who suffer from substance abuse and other personal or emotional problems. However, it is the responsibility of each employee to seek assistance before performance problems lead to disciplinary action. Failure to do so will attract the other policies and strict consequences as outlined herein. For greater certainty,

Drug and Alcohol Policy

in the event that an employee fails to self-report and seek assistance, that employee shall face disciplinary action for breaching this policy up to and including termination with cause and without notice. Once a violation of the Drug and Alcohol Policy occurs, subsequent employee use of the referral program on a voluntary basis will not lessen disciplinary action.

- 9.2 This policy encourages employees who feel they may have a substance abuse problem and would like to take advantage of this program to contact the Designated Employer Representative or the Human Resources department. All communication is confidential. Voluntary disclosure of an alcohol or drug problem will not in and of itself result in discipline.
- 9.3 An employee who believes that they may be unable to comply with this Drug and Alcohol Policy must seek help by taking such steps as necessary to ensure that they present no safety risk to themselves or others at the workplace. Seeking voluntary assistance for drug or alcohol problems will not jeopardize an employee's employment with the employer, so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return-to-work within the reasonably foreseeable future. Employees suffering from a drug or alcohol addiction who fail to co-operate with the assistance or treatment programs and/or engage in infractions of this policy will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

10. Employee Responsibilities

- 10.1 All employees are required to read, sign and comply with all parts of this policy. Understanding, accepting and complying with the "Drug and Alcohol Policy" is a condition of employment with NPA Ltd.
- 10.2 All employees are required to arrive and remain fit for work during their assigned duties free from all effects of drug and alcohol.
- 10.3 Employees shall consult with their doctor and/or pharmacist regarding the proper use of prescribed medications and any negative impact they may have on their performance or safety. Employees shall use medication responsibly and report any potentially harmful prescription they may be taking to their Supervisor.
- 10.4 All employees shall seek support if they feel that they have or may be acquiring a drug or alcohol dependency, participate in the Company's employee assistance program and follow all recommendations of the program.
- 10.5 All employees shall encourage their peers or co-workers to seek help when there is a potential breach or breach of policy.

Drug and Alcohol Policy

- 10.6 All employees shall cooperate with any work modification related to safety concerns as a result of a current or emerging problem.

Because all individuals working for NPA LTD. have a shared responsibility for workplace safety, employees are encouraged to look out for other employees, contractors or visitors in terms of fitness for duty and safety. Employees who are concerned that a fellow employee may be suffering from a drug or alcohol problem are strongly encouraged to report their concerns to their supervisor.

11. Supervisor Responsibilities

- 11.1 Supervisors shall communicate and give leadership in the administration of this policy.
- 11.2 Supervisors shall be trained in administering drug and alcohol programs in the workplace and in recognizing signs and symptoms of impairment. Supervisors shall also be trained in intervention techniques with employees who are suspected of being at work under the influence of alcohol and/or drugs.
- 11.3 Supervisors shall be responsible for ensuring employees submit to substance abuse testing as required, in a timely manner as outlined in this policy.
- 11.4 Supervisors shall be responsible for addressing prescriptions medications their employees are taking and working with the Company's safety department to make sure the prescription will not affect their ability to work safely.
- 11.5 Supervisors will understand the Company's performance management policy and how this Alcohol and Drug Policy is integral to that policy. Supervisors will take action on performance deviations.
- 11.6 Supervisors shall take action on reported or suspected alcohol or drug use by employees.
- 11.7 Supervisors will be responsible for guiding employees who seek assistance to appropriate resources (for example, the employee assistance program or other community services).
- 11.8 Supervisors shall be knowledgeable about return-to-work situations and the management of relapse situations.

12. Employer Responsibilities

- 12.1 Employer shall provide a safe workplace.

Drug and Alcohol Policy

- 12.2 Employer shall provide prevention programs that emphasize awareness, education and training as the principal methods of ensuring commitment to and compliance with this Drug and Alcohol Policy.
- 12.3 Employer shall ensure managers and supervisors are aware of client requirements with respect to substance abuse and impairment in the workplace.
- 12.4 Employer shall ensure proper investigation and inquiry procedures are followed when interviewing employees and investigating incidents pursuant to the policy requirements.

Signed



Bill Turner
Vice President



Date: April 2020

Employee Responsibilities

Our Company policy is that all OH&S Regulations and those of any other local or provincial authority are to be strictly adhered to and compliance is a mandatory requirement for employment with this Company. All employees will have access to these regulations and must be familiar with their contents. Copies are available from the Company main office's and supervisor's vehicles. Keep in mind that no set of safety rules can cover all situations and conditions. **If you don't know – ask questions; if you have suggestions – make them.** Violation of safety rules will place the safety of you and your co-workers in jeopardy and may result in disciplinary action.

A worker who contravenes the OH&S Act or Regulations or fails to comply with an order under the Act or Regulations, is guilty of an offense and liable for fines or imprisonment. Any worker found guilty of a violation of the Act and subsequently fined or imprisoned, will not be compensated by the Company for these fines or loss or work time due to imprisonment.

Obligations of the Employee to Refuse Unsafe Work

Part 35 of the OH&S Act

All employees have an obligation to refuse work which would create an undue health and safety hazard for themselves or others working on the worksite. An undue hazard is one which is not normal for that particular task or occupation or a working condition which the worker is not normally exposed to while carrying out their work.

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

- Workers must not carry out or initiate any work task/procedure or operate/direct the operation of any tool, appliance or equipment which would create an undue hazard. Workers have a responsibility to themselves and their fellow workers to refuse unsafe work.
- Workers must not be disciplined for exercising this right.
- Workers who exercise their right to refuse unsafe work must immediately report the problem to their supervisor.

The supervisor must:

- Investigate and take action to eliminate the imminent danger.
- Ensure that no worker is assigned to use or operate the tool, appliance or to perform the work for which a worker has made a notification.
- Prepare a written record of the worker's notification, the investigation and action taken.
- Give the worker who gave the notification a copy of the record.

Assignment of Responsibility and Accountability for Safety

Workers

- Understand and comply with the Company's safety policies, safe work practices, procedures and rules.
- Carry out their work in a way that will not create a hazard to themselves or others.
- Assist site supervision in the reduction and controlling hazardous conditions and unsafe acts on the worksite.
- Report unsafe conditions, incidents and/or injuries immediately to their supervisor.
- Set a good example.
- Follow emergency response plans when necessary.

Supervisors

- Promote safety awareness.
- Know and apply the Company's safety policy and relevant OH&S legislation.
- Performs a pre job hazard assessment and will inform the workers of potential hazards and ensures documentation of the meeting minutes.
- Conduct ongoing informal inspections during the progression of work.
- Conduct regular formal inspections.
- Ensures that all workers are educated to work in a safe manner.
- Hold weekly tool box meetings and record the minutes.
- Follow up on any recommended changes.
- Ensures new hires receive a detailed safety orientation before they start work.
- Report all incidents immediately, to fully investigate all incidents.
- Ensures that all equipment complies with all safety related standards and codes.
- Ensures that corrective action has been taken whenever deficiencies are identified.
- Arrange for medical treatment as required, for an injury or illness including transportation to medical aid.

Assignment of Responsibility and Accountability for Safety

Divisional Managers

- Ensure that all field operations personnel are aware of and effectively practice the policies and procedures set out in the safety program.
- Reviews tool box meeting minutes, incident reports and safety summaries.
- Follows up on any recommendations made in reports.
- Review changes in practices or procedures with senior management.
- Periodical worksite inspections.
- Provide information, instruction and assistance to all supervisory staff to protect the health and safety of all our workers.
- Ensure the supervisory staff has a clear understanding of their safety responsibilities and their specific duties pertaining to the safety program.
- Ensure there is compliance with the OH&S Regulations.

Disciplinary Policy

The failure of an employee to adhere to NPA Ltd. safety policies and procedures can have a serious impact on everyone. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of their coworkers and/or public. Accordingly, any employee who violates any of the Company's safety policies will be subject to disciplinary action.

Discipline for safety violations will be administered in a manner that is consistent and will be taken as follows:

- **Verbal Warning:** The supervisor must document this warning in their journal, including the date and facts and/or;
- **Written Warning:** The 'Employee Warning Form' must be filled out, signed by the employee and a copy given to them and/or;
- **Suspension of the Employee:** Employee must be warned ahead of time that a repeat offense will result in a work suspension, i.e. half day or full day and/or;
- **Termination:** Employees may be terminated immediately for willful or extremely serious violations.

Note: Failure to promptly report any on-the-job incident or injury, on the same day of occurrence, is considered a serious violation.

Discipline Measures for At Fault Incidents

1. Any incident that an employee is deemed to be 100% at fault will result in a **minimum** one (1) day suspension without pay, live out and the employee will receive a written warning, immediately following investigation.

Incidents included but not limited to:

- Vehicles
 - Equipment and tools
 - Property damage
 - Third party damage
 - Late or non-reporting of any incident and/or injury
2. If an employee has two (2) 100% at fault incidents in the same season, they will receive a minimum three (3) day suspension without pay, live out and the employee will receive a second written warning.



Disciplinary Policy

Salary employees involved in a 100% at fault incident will be evaluated at year end by the President and penalized accordingly.

This practice has been set forward as a minimum guideline, employees may be suspended longer if warranted or terminated if the offence is considered serious.

Signed _____

Bill Turner
Vice President



Date: April 2020

Anti-Harassment Policy

NPA Ltd. considers harassment to be an unacceptable form of behaviour which will not be tolerated. The Company strictly prohibits harassment or discrimination of any sort and will address any inappropriate behaviour. NPA Ltd. is committed to take action which ensures the absence of harassment in the workplace. Appropriate disciplinary action, up to and including dismissal, will be taken against any individual engaging in any type of harassment which is physical, emotional and/or sexual. Every person has the right to work in an environment free from all forms of harassment and discrimination. All employees in the workplace have the right to be treated fairly and with respect. Freedom from harassment and discrimination is a fundamental human right in the workplace.

- NPA Ltd. is committed to providing a harassment and discrimination free environment for its employees.
- NPA Ltd. will not tolerate any form of harassment or discrimination and will take all reasonable steps to prevent it.
- NPA Ltd. will thoroughly investigate any complaint. In any proven instance of harassment or victimization, disciplinary action will be taken. This may include warnings, suspension or expulsion of membership or in cases involving criminal activity the appropriate authorities will be advised.
- NPA Ltd. will make this policy known to all employees.

In the case of harassment outside of the workplace, the Company will not intrude or become involved in the private lives or matters of its employees. However, when harassment outside of the workplace between one or more employees has a nexus to the workplace or has a harmful effect on the Company's operation or reputation, the offending employee(s) will be considered in contravention of the workplace harassment policy and will be subject to disciplinary measures up to and including termination of employment for cause.

Supervisors and managers are viewed as Company representatives when off the job and may be immediately terminated for cause for engaging in any offensive harassing behaviour towards any employee outside of work, as this leads to a hostile work environment and violation of trust between the Company and the supervisor and the supervisor and employee.

Anti-Harassment Policy

What is Harassment?

Harassment is defined as any interaction between individuals that can be characterized as unwelcome. This includes: intimidation, bullying, violence or misconduct. NPA Ltd. rejects and entirely disapproves of all harassment based on the grounds of the **Alberta Human Rights, Citizenship and Multiculturalism Act** (race, religious belief, colour, age, gender, physical disability, mental disability, marital status, ancestry, place of origin, family status, source of income and sexual orientation) as well as the **Canadian Human Rights Act** (race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction or sexual orientation). NPA Ltd. considers harassment to be any behaviour that demeans, humiliates or embarrasses a person and that a reasonable person should have known to be unwelcome. This includes actions (i.e. touching, pushing), comments (i.e. jokes, name-calling) or displays (i.e. posters, cartoons). Profane language and inappropriate comments or gestures, inappropriate physical conduct, creating an intimidating or offensive working environment or creating a degrading, humiliating or hostile work environment.

What is Sexual Harassment?

Sexual Harassment is defined as any interaction between individuals, regardless of gender, that can be characterized as unwelcome sexual advances or misconduct. This includes, but is not limited to:

- Requests for sexual favours
- Verbal conduct of a sexual nature
- Physical conduct of a sexual nature
- Submission to sexual favors or conduct as being implied as condition of an employee's employment
- Implying that rejection of sexual advances will affect employment decisions regarding that individual
- Creating a sexually intimidating or offensive working environment, or
- Creating a sexually degrading, humiliating or hostile work environment
- Offensive sexual comments, abuse or innuendo about how someone talks, dresses or acts
- Jokes or gestures of a sexual nature
- Material or offensive pictures that are displayed publicly, circulated, put on someone's work space or belongings, or on a computer or fax machine
- Staring or leering in a sexual manner

Anti-Harassment Policy

- Telephone calls, e-mails or texting of a sexual nature
- Sexual assault (a criminal offence)

What is Discrimination?

Discrimination is defined as an occurrence where a person is treated less favourably or fairly than another person or group of people in the same or similar circumstances because of the protected areas mentioned above in the **Alberta Human Rights, Citizenship and Multiculturalism Act** as well as the **Canadian Human Rights Act**.

Prevention

NPA Ltd. will take all reasonable steps to prevent harassment or discrimination from occurring on its premises and its division's premises. The Company will ensure that all employees are provided with and made aware of the anti-harassment policy. NPA Ltd. will investigate all reported incidents of harassment or discrimination and resolve the case where possible.

What You Can Do

Do not ignore harassment and discrimination thinking it will go away. The person causing the offending behaviour is not likely to change their behaviour without intervention; to ignore the behaviour may be interpreted as condoning the activity.

- Ask the person to stop or make it clear that the behaviour is offensive or unwelcome.
- Report it as soon as possible after the incident(s) have occurred. If uncomfortable dealing with the behaviour, speak to your immediate supervisor.
- If your supervisor is involved or confidentiality is warranted, **notify NPA Ltd.'s Human Resources department**. You can also get **immediate** and **confidential** advice and support from your employee assistance program (EAP) by contacting Shepell-fgi, toll free, 24 hours a day, 7 days a week, 1-800-387-4765.
TTY Service: 1-877-338-0275.

Or visit www.shepellfgi.com/ecounselling for online support.

- Keep record of when the alleged incident(s) occurred; the nature of the behaviour and the names of witnesses, if any.
- Make a formal complaint.

Anti-Harassment Policy

Filing a Formal Complaint

If you believe you have been harassed or discriminated against, you should immediately contact one of the following individuals (whomever you feel most comfortable with) to express your complaint:

- Your supervisor
- Human Resources

Confidentiality

Any complaint of harassment or discrimination will be treated on a confidential basis and NPA Ltd. expects the same confidentiality to be extended to the party against whom the complaint is being made, in order to preserve the dignity of all those involved. All records of harassment or discrimination reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

Signed _____

Bill Turner
Vice President



Date: April 2020

Workplace Violence Policy

NPA Ltd. considers workplace violence to be an unacceptable form of behaviour, which will not be tolerated. The Company is therefore committed to action, which ensures the absence of violence in the workplace. Appropriate disciplinary action will be taken, up to and including dismissal and prosecution, against any individual engaging in workplace violence.

In the case of violence outside of the workplace, the Company will not intrude or become involved in the private lives or matters of its employees. However, when violence outside of the workplace between one or more employees has a nexus to the workplace or has a harmful effect on the Company's operation or reputation, the offending employee(s) will be considered in contravention of the violence at work policy and will be subject to disciplinary measures up to and including termination of employment for cause.

Supervisors and managers are viewed as Company representatives when off the job and may be immediately terminated for cause for engaging in any offensive violent behaviour towards any employee outside of work, as this leads to a hostile work environment and violation of trust between the Company and the supervisor and the supervisor and employee.

What is Workplace Violence?

For the purpose of the OH&S Act, Regulation and Code, violence means any act in which a person is abused, threatened, intimidated or assaulted in their employment. Workplace violence has become a much more extensive problem than just physical assault. Some examples of workplace violence are listed below:

- Being threatened or assaulted by a member of the public (motorist, pedestrian, etc.).
- Being threatened by or intimidated by a fellow worker or supervisor.
- Fighting, shoving or verbal threats of any kind.
- Violent or threatening interaction with non-company workers on the same site.
- Sending threatening messages through text or social media.
- Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace Violence Policy

How to Recognize Workplace Violence

As mentioned on the **Canadian Centre for Occupational Health and Safety** website (www.ccohs.ca), it can be very difficult to know when a person is going to be violent. Certain types of behaviours and physical signs can serve as warning signs that a situation could turn violent. Always take these behaviours 'in context'. Look for multiple warning signs and for signs of escalation that behaviours are getting worse.

If you are concerned about a person who shows some or all of the identified characteristics; **take action**. Report your concern to your supervisor or the human resources department.

Always take particular note if there is a change in their behaviour patterns or the frequency and intensity of the behaviours are disruptive to the work environment.

Warning Signs (include but are not limited to):

- Crying, sulking or temper tantrums
- Disregard for the health and safety of others
- Disrespect for authority
- Increased mistakes or errors or unsatisfactory work quality
- Refusal to acknowledge job performance problems
- Faulty decision making
- Testing the limits to see what they can get away with
- Swearing or emotional language
- Overreacting to criticism
- Making inappropriate statements
- Blaming others for mistakes
- Misinterpretation of communications from supervisors or co-workers
- Social isolation
- Sudden and/or unpredictable change in energy level

Workplace Violence Policy

Physical Signs that a Person May Be Becoming Violent (include but are not limited to):

Sometimes it is not what a person says, but what their body is 'doing'. Use caution if you see someone who shows one or more of the following 'non-verbal' signs or body language:

- Red-faced or white-faced
- Sweating
- Pacing, restless or repetitive movements
- Trembling or shaking
- Clenched jaws or fists
- Exaggerated or violent gestures
- Change in voice
- Loud talking or chanting
- Shallow, rapid breathing
- Scowling, sneering or use of abusive language
- Glaring or avoiding eye contact
- Violating your personal space (they get too close)

Employee Responsibilities

- Participate in training
- Follow Company 'Rules of Conduct'
- Know the response procedures

What To Do if a Workplace Violence Incident Occurs With You or Someone You Know

Take action! Document events, get help from a fellow worker, supervisor, first aid, police, etc. as needed. Notify and report your concerns to your supervisor. If your supervisor is involved or confidentiality is warranted, **notify NPA Ltd.'s safety department or the human resources department.** You can also get **immediate** and **confidential** advice and support from your employee assistance program (EAP) by contacting Shepell-fgi, toll free, 24 hrs a day, 7 days a week, 1-800-387-4765. TTY Service: 1-877-338-0275.

Or visit www.shepellfgi.com/ecounselling for online support.

Workplace Violence Policy

Reporting an Incident

When reporting an incident, it is important to keep in mind a few important things which include but are not limited to describing the location and events, date, time, reporting your name, giving a complete description and the names of parties involved and responding officers.

Employer's Response to an Incident

Once an incident has been reported, NPA Ltd. will assess the nature of the event and proceed in a timely and professional manner to deal with the circumstances and provide possible solutions. Appropriate disciplinary action will be taken, up to and (if required) including dismissal and prosecution, against any individual engaging in workplace violence. To be in compliance with OH&S, NPA Ltd. will ensure victim(s) and other exposed workers are informed of their rights and options. The victim(s) will be advised to consult a health care professional of the worker's choice for treatment or referred to a health care professional. This is completed when a worker reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence.

Note: In addition to the above, employees are entitled to seek redress in respect to violence under provincial human rights legislation. Employees who believe they have been subjected to violence are entitled to initiate civil action and/or, should the circumstances warrant, file a charge of assault with the police.

Signed _____

Bill Turner
Vice President



Date: April 2020

Quality Policy

NPA Ltd. is committed to providing quality projects constructed to meet or exceed the specifications, the specified quality standards and conforming to all aspects of contractual, safety and statutory requirements.

NPA Ltd's goal is to make sure that all employees, supplies and subcontractors understand the importance of quality in their work throughout the duration of the project. NPA Ltd. will identify and advise our clients and the project consultants of quality related non-conformances for timely corrective action. We will take reasonable steps to make sure that corrective action by responsible parties, whenever required, is properly implemented, documented and a procedure for continuous learning is achieved.

NPA Ltd's executive management will promote quality throughout all project phases by:

1. Requiring corporate adherence to this Quality Policy.
2. Requiring orientation of all project personnel to the quality requirements.
3. Establishing and reviewing quality objectives.
4. Reviewing this policy and the quality objectives at scheduled intervals during the terms of our contracts to ensure accountability and ownership.

The management of NPA Ltd. requires all managers and supervisors to make reasonable efforts to communicate and explain this Quality Policy to their employees and subcontractors at or before the commencement of their employment on our projects.

The employees of NPA Ltd. are committed to the development, implementation and continuous improvement of our Quality Management System.

Signed _____



Bill Turner
Vice President



Date: April 2020

Motor Vehicle Driver Policy

1. Company vehicles shall be operated safely and in the accordance with the principles of defensive driving. This applies to the operation of all company light duty and commercial vehicles. Driving habits that protect themselves and the general public from injury, property damage and delays must be used by everyone. Any employee driving a Company vehicle or driving on Company business must observe all safety, traffic and criminal laws of this Company, Province and Federal jurisdictions. Any illegal, dangerous or other inappropriate conduct while driving that would tend to place the lives or property of others or yourself at risk is prohibited. No one shall operate or permit another person to operate a commercial vehicle if the vehicle or equipment is in a condition that it is likely to cause danger to person or property.
2. Employees assigned to driving duties must at all times have a current valid driver's license and maintain a clean driving record, i.e. must remain insurable under our Company's liability insurance policy.
3. All perspective employees must submit a current driver's abstract prior to being considered for hire. A supervisor will assess the driver's abstract. If more than 9 points are recorded and the prospective employee passes all other hiring prerequisites, the Division Manager will determine whether this applicant will be hired.
4. All employees will complete a form allowing NPA Ltd. or its insurers to obtain the employee's driver abstract.
5. All employees required to operate units with a registered GVW of 11,794 kilograms and over will be required to adhere to the rules and regulations of the National Safety Code (NSC) and the Transportation of Dangerous Goods (TDG). Those operators will complete a daily written inspection. The operator will submit inspections to the employer within 20 days of completion. Pre-trip inspections are to be signed at the time of completion. The carriers will retain inspections for no less than 6 months.
6. All commercial vehicles or combinations weighing over 4,500 kg are required to report to the vehicle inspection stations when the highway lights are flashing.
7. Under no circumstances should Company vehicles be used to transport hitchhikers. For all hourly paid employees, Company vehicles are for use on Company projects only. Superintendents must approve any personal use.
8. Company vehicles are to be parked in the appropriate Company yard at the end of the construction season.
9. No driver may consume or use any illegal substance while driving a Company vehicle while on Company business, while in a Company

Motor Vehicle Driver Policy

vehicle or prior to the employee's shift if such consumption or use would result in a detectable amount of illegal substance being present in the employee's system while on duty.

10. Any driver who receives a traffic citation or warning or is arrested by a law enforcement officer or who is involved in any kind of accident while driving any Company or personal vehicle, must inform an appropriate supervisor thereof immediately or as soon as possible after the incident. Any penalty, fine, imprisonment, fee or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor. In both of the above situations, the matter will be reviewed by management. The driver in control of a Company vehicle at the time of any offense must promptly pay for all traffic and parking tickets.
11. A driver involved in an accident is required to stop and render assistance, regardless of whether on official business or not.

The driver must:

- stop at the scene
- attempt to make the scene as safe as possible
- render assistance to any person injured
- arrange emergency services as required
- exchange vehicle and license information with the other driver(s) and not admit liability
- report all accidents to your supervisor

The police must be called to the scene of the accident where the following occurs:

- property damage exceeds \$2,000.00;
- a person is injured or killed
- any of the drivers involved in the accident fail to stop after the accident
- any of the drivers involved in the accident appear to be under the influence of alcohol or drugs
- a vehicle involved in the accident has to be towed

Reportable collisions will be documented and placed in the driver's file. Collisions will be reviewed to ensure preventability.

12. All employees and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting Company business. The requirement applies to business travel in a vehicle owned by the Company, in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of their vehicle.

Motor Vehicle Driver Policy

If an employee is provided a Company-owned vehicle that is used in the course of their employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

13. The Company speed limit is the lesser of the posted speed limit or a maximum of 110 km per hour. Speed limits do not indicate the speed you should travel; they are the maximum speeds permitted if conditions are favorable. Any speed which is unsafe under the prevailing conditions is illegal.

All Employees, Manager or representative of NPA Ltd. operating a company vehicle will fall under the 3 strike discipline for traffic infractions:

- > 1st Infraction = Verbal Warning
- > 2nd Infraction = Written Warning + online course (The employee will be responsible for the cost of the course)
- > 3rd Infraction = Suspension of driving privileges with review from the Company Safety Committee.

NOTE: Mileage will not be paid out if the use of your personal vehicle is required after a 3rd infraction.

Any employee who violates any part of this policy or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including discharge from employment.

Reviewing of Maintenance, Drivers' Files and Violations

Management has a responsibility to both ensure that employees using Commercial Vehicles for work-related purposes are properly licensed and to encourage employees to observe safe driving practices. NPA Ltd. management is committed to continuous reviewing of maintenance and driver violations. Driver files will be reviewed for violations and accidents annually. Both vehicle and employee files will be kept for the current year and the four previous.

Driver maintenance file will include a data record to show the expiry dates of all drivers' licenses and required training certificates. Supervisors will be notified of expiry dates 14 days prior to expiry so renewals can be verified in a timely manner. Photocopies of new training certificates and licenses must be forwarded to NPA Ltd.'s Edmonton office.

Maintenance files for commercial vehicles will include the following:

- Lubrication service records will include unit number and serial number.

Motor Vehicle Driver Policy

Driver files should include the following:

- The driver's completed application form for employment with the registered owner, which includes a 3 year prior work history.
- A copy of the driver's abstract in a form satisfactory to the registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire.
- **Annual updated copies of the driver's abstract in a form satisfactory to the registrar.**
- The driver's employment history for the 3 years immediately preceding the time the driver started working for the carrier.
- A record of the driver's convictions regarding safety laws in the current year and in each of the 4 proceeding years.
- A record of any administrative penalty imposed on the driver under safety laws.
- A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta.
- A record of all training undertaken by a driver related to the operation of commercial vehicle and compliance with safety laws and any other improvement training.
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations under the Transportation of Dangerous Goods Act, 1992.
- A copy of any time records for the last 6 months of employment and daily records (ie. fuel slips, weigh slips, etc.)

Bill of Lading

When goods are shipped, a bill of lading for those goods shall be prepared by the:

- Consignor of the goods;
- Carrier transporting the goods; or
- Operator of the depot, if the goods are being shipped through the facilities of a depot.

A bill of lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- Name and mailing address of the consignor;
- Date of the consignment;
- Point of origin of the shipment;
- Name of the originating carrier;

Motor Vehicle Driver Policy

- Names of connecting carriers, if any;
- Name and mailing address of the consignee;
- Destination of the shipment;
- Particulars of the goods comprising the shipment, including weight and description;
- Space for the signature of the consignor or their agent;
- Provision stipulating whether the goods are received in apparent good order and condition;
- Space in which to show the declared value of the shipment;

Where charges are to be prepaid or collected, provide space to:

- Indicate whether the charges are prepaid or collect;
- Show whether the C.O.D. fee is prepaid or collect; and
- Show the amount to be collected by the carrier on a C.O.D. shipment;
- Note any special agreement between the consignor and the carrier;
- Provide a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists, etc.

Transportation of Dangerous Goods

Dangerous Goods documentation (bills of lading, shipping documents, manifest, etc.) will be kept for at least current and previous 2 years at the place of business.

Dangerous Goods Toll Free Number: 1-800-272-9600

General

The purpose of this policy is to ensure that every employee is aware of the TDG legislation and requirements for the workplace, as well as to the protection of the general public in the event of an accidental release of dangerous goods. A dangerous good is a material or product defined by the Transportation of Dangerous Goods Act and Regulations that poses significant hazards during transportation.

Emergency Measures and Reporting

The person(s) in charge of containment shall report the occurrence or imminence of the release immediately. In the event of a release, emergency measures shall be taken as soon as possible to reduce or eliminate any danger to public safety as a result or expected result from a release.

In the event of an accidental release of a quantity of a dangerous goods or an emission of radiation that exceeds quantities set out for each class of dangerous goods, the person in charge and in possession of the means of

Motor Vehicle Driver Policy

containment at the time of the accidental release must report the release immediately to the appropriate provincial authority.

Class	Quantity	Emission Level
1	Any quantity that could pose a danger to public safety or 50kg	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more.	
3	200 L	
4	25 kg	
5.1	50 kg or 50 L	
5.2	1 kg or 1 L	
6.1	5 kg or 5 L	
6.2	Any quantity that could pose a danger to public safety or 1 kg or 1 L	
7	Any quantity that could pose a danger to public safety	An emission level greater than the established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations".
8	5 kg or 5 L	
9	25 kg or 25 L	

When a report is made directly to the local police it is expected that they will inform the local fire department.

Province	Authority
Alberta	Local Police and the appropriate provincial authority at 1-800-272-9600
British Columbia	Local Police and the appropriate provincial authority 1-800-663-3456
Northwest Territories	The appropriate authorities at 1-867-920-8130
Saskatchewan	The local police or 1-800-667-7525
Yukon Territory	The appropriate authorities at 1-867-667-7244

Responsibilities

Responsibilities under the Transportation of Dangerous Goods Regulations are assigned to the consignor, the carrier and the consignee.

Motor Vehicle Driver Policy

Consignor's Responsibilities - A Consignor is a person who offers a consignment of dangerous goods for transport (shipper). NPA Ltd. may become the shipper when fuel is loaded at the bulk station. A TDG bill of lading must be produced by the driver. It is the consigner's responsibility to do the following:

- Ensure the goods are properly classified, packaged, labeled and marked.
- Ensure the shipping documents contain all required information and they are signed and dated.
- All necessary placards are placed on the vehicle before it is loaded.
- Provide the carrier with one or more signed copies of the shipping document.
- Keep one copy of the signed shipping document on file for a minimum of 2 years.
- Provide any additional permits or documents needed for the particular shipment.

Carrier's Responsibilities - A carrier is a person who transports a consignment of dangerous goods (the driver). The driver is responsible for the safety of the dangerous goods while in transit. It is the carrier's responsibility to do the following:

- Make sure you have received a copy of the shipping document that is correct, complete, signed and dated.
- Ensure the shipping description on the shipping document is consistent with the safety marks displayed on the container.
- Inspect the vehicle or package before accepting it to make sure it is in good condition for transport.
- Placards are in place on all 4 sides of vehicle or container (applies to large means of containment) and must remain in place until all of the dangerous goods are removed from vehicle or container, (for small means of containment 4" label is required).
- The shipping document is always accessible.
- You promptly report 'dangerous occurrences' that occur during transport.
- You give a copy of the shipping document to the consignee with the shipment.

Consignee's Responsibilities - A consignee is a person who receives or is intended to receive a consignment of dangerous goods. It is the responsibility of the consignee to do the following:

- Ensure the shipment is unloaded safely and carefully.

Motor Vehicle Driver Policy

- Keep 1 copy of the shipping document for at least 2 years, documentation must also be available upon request from an inspector.
- You report any 'dangerous occurrences' that occur while the goods are under our control.
- If dangerous goods arrive that are not in compliance, you notify your supplier to correct the problems before the next shipment.

Labels and Placards

Labels are used to mark individual small means of containment of dangerous goods, (a small means of containment holds less than 450 L). The label must be 4" in diameter and contain the PIN number, product name and class. The label must be visible while goods are in transport. For cylinders, the label is placed on or near the neck of the cylinder. For radioactive materials, then 2 labels must be placed on both sides of the container.

Placards are used to mark large means of containment for transport. When placards are required they must be visible from all sides of the container/vehicle. If placards are required, they must be affixed to a large means of containment, prior to any dangerous goods being placed in it.

Limited Quantities

In small quantities, dangerous goods (other than explosives) may be exempt from a portion of the regulations. Jerry cans that are carried on Company trucks, the wording 'limited quantity' or 'Ltd. qty' must be written on a label attached to the jerry can.

Selecting Means of Containment

The means of containment must be designed, constructed, filled, closed, secured and maintained in a way that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods.

Loading and Securing

Employees involved in the loading and securing of dangerous goods in a means of containment must load and secure dangerous goods in a way, that under normal conditions of transport, damage to the means of containment or to the means of transport will not lead to an accidental release of the dangerous goods.

Motor Vehicle Driver Policy

Training Certificates

All employees will be adequately trained and certified in the handling and transportation of dangerous goods (TDG) or work only under the direct supervision of a person who is adequately trained and certified. TDG trained employees will be recertified every 3 years.

Note: See Transportation of Dangerous Goods Act 1992 for further information.

Re-Fueling

- No smoking in proximity of fuel pumps.
- Turn engines off while fueling.
- Ensure air vents are open and in proper working condition.
- Ensure fuel caps fit properly and are in good repair.
- Ensure tanks, valves and fitting are in good repair and do not show signs of leaking.
- Do not overfill tanks, that will cause them to pressure up and leak through the air vents during periods of hot weather.
- Ensure you are filling with the correct product and grade.
- Do not leave automatic shut-off nozzles unattended, you are to remain by the fuel shut-off nozzle during the entire fueling procedure.
- Use of any foreign object to keep a manual fuel dispenser nozzle in an open position is prohibited.

Training

All drivers of commercial vehicles operating on behalf of NPA Ltd. must be current in the following:

- TDG
- WHMIS 2015

Training can be delivered via test, sign off documentation, course material or video.

It is recommended that drivers of commercial vehicles take:

- First Aid Training
- Professional Drivers Improvement Course (PDIC)
- H₂S Alive if any possibility of drivers being exposed to H₂S exists
- Fire Extinguisher Training
- Use of Flags and Flares
- Log Book Training
- Cargo Securement
- Pre / Post Trip Inspections (Schedule 1)

Motor Vehicle Driver Policy

Smoking

There is to be **no smoking** while on any Company or customer terminal, in Company vehicles, worksite, shop or office except in designated areas.

Load Security

A carrier shall not permit a driver to operate a commercial vehicle where the cargo transported in or on the vehicle is not contained, immobilized or secured in accordance with the standard as it relates to the particular type of commercial vehicle.

A driver shall not operate a commercial vehicle where the cargo transported in or on the vehicle is not contained, immobilized or secured in accordance with the standard as it relates to the particular type of commercial vehicle.

Cargo Securement

A driver or carrier must ensure that cargo transported by a commercial vehicle is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle or shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

- A person who contravenes or fails to comply with this regulation is guilty of an offense.

Emergency Equipment

A commercial vehicle shall carry approved emergency equipment.

- The operator of a commercial vehicle to which subsection (2) applies shall produce the flags and reflectors, flares or advance warning triangles on the demand of a peace officer.
- A flag, flare, reflector or advanced warning triangle is not eligible for use under this section unless when used it is visible for a distance of at least 150m under normal atmospheric conditions.
- Warning devices will be placed at 30m intervals on a taper from shoulder to vehicle.
- Warning devices should be placed in the first 10 minutes after emergency parking.

Driver Qualifications

1. Company vehicles and equipment may be operated only by authorized Company personnel. These are employees who must be properly qualified by Motor Vehicle License Branch and approved by a supervisor.

Motor Vehicle Driver Policy

2. Supervisors are required to ensure Company vehicle operators fulfill the following qualifying requirements prior to operating Company vehicles and equipment.
3. The operator must have a valid driver's license appropriate to the specific NPA Ltd. operating requirements.
4. The senior qualified operator will train and road test or otherwise qualify the operator or outside qualified training services will be used to ensure operator competence before operating any Company vehicle or equipment.
5. Successful completion of a road test or equipment use test and/or a written evaluation as per the 'Driver's Evaluation' which follows in Section 8 'Maintenance Program'.
6. An annual review of operating requirements. Supervisors will ensure employees are trained and comply with the following:
 - Operations Policies and Standards: Company employees must understand their personal responsibilities when assigned to or operating vehicles on Company business. At the time of Employment Field Orientation, the supervisor will inform the vehicle operator of its approved uses.
 - Proper care of the assigned vehicle, including National Safety Code maintenance and servicing requirements.
 - Professional image (conduct) including speed, use of seat belts, backing and parking procedures, use of lights and radio systems and assistance to the public.
 - Any Company documents the operator must complete for administration, reporting or other purposes.
 - All drivers' will have appropriate first aid and fire extinguisher equipment in their vehicles.
 - Vehicle operators shall be trained in compliance with policy, standards and safety aspects of handling fuel for the vehicle they operate.
 - The employee will be responsible for ensuring all medical requirements are met for maintenance of their driver's license and any other relevant vehicle operation certification.
 - Ongoing evaluation and competency will be assessed by employees supervisor for the current work year.

Below is a list of the appropriate class of driver's license required:

Class 1 Permits the holder to operate any tractor, semi-trailer or truck trailer combination; all vehicles in classes 5, 4, 3 and 2. Holder must file medical certificate with Alberta Transportation to obtain a Class 1 license.

Class 2 Permits the holder to operate any motor vehicle or combination of vehicles in Classes 5 and 4; any bus of any seating capacity.

Motor Vehicle Driver Policy

Class 3 Permits the holder to operate any single vehicle with 3 or more axles; any motor vehicle or combination in Class 5.

Class 4 Permits the holder to operate any bus having a seating capacity of not more than 24 passengers; any taxi or ambulance; any motor vehicle or combination of vehicle in Class 5.

Class 5 Permits the holder to operate any 2-axle single vehicle; any combination of a 2-axle towing vehicle and a towed vehicle that does not exceed 4600 kg; any recreational vehicle; any bus, taxi or ambulance without passengers; any motorcycle known or described as a moped, but excluding the operation of any other type of motorcycle; any motor vehicle known or described as a tractor, grader, loader, shovel, roller, scraper or any other self-propelled road building machine used in construction work, but excludes a construction vehicle with more than 2-axes other than a grader or 3-axle compactor.

Class 6 Permits the holder to operate a motorcycle. Operation of vehicles in Classes 1 to 5 are prohibited unless the Class 6 license is held in conjunction with Class 1, 2, 3, 4 or 5 license.

Class 7 Learners license; has no useable function for our business.

Note: A driver who operates any class of motor vehicle equipped with an air brake system must qualify for an air brake endorsement on their drivers license. This will be shown as a Q in the conditions portion of the holder's driver's license.

Driver Discipline

Drivers will be accountable under the same disciplinary policy as other workers (see Disciplinary Policy). This includes:

- Verbal Warning
- Written Warning
- Suspension
- Termination

Signed



Bill Turner
Vice President



Date: April 2020

Idling Policy

Purpose

The purpose of this policy is to limit engine idle time in order to achieve the following effects:

- Protect employee and public health and to protect the environment by reducing emissions.
- Reduce wear on engines thus lengthening engine life and reducing maintenance costs.
- Reduce fuel consumption and associated costs.

Scope

This document applies to all Company owned, leased or rented motor vehicles and mobile equipment.

Procedures

No person shall cause or permit a vehicle or mobile equipment to idle for more than 3 minutes in a continuous 30 minute period.

The operator of an idling unit must remain with the unit during idling.

Exceptions

The procedures section does not apply:

- When outside ambient air temperature is less than 0°C or greater than 30°C.
- When auxiliary mechanical, electrical, hydraulic or pneumatic equipment requires power by the vehicle's engine.
- When in traffic.
- When idling is required for maintenance, servicing, repairing, diagnostic or inspection purposes.
- When required to prevent a safety or health hazard.
- When a vehicle is actively assisting in an emergency activity.
- When following the engine manufacturer's guidelines and recommendations.

Refueling

Idling is prohibited without exception during refueling.

Signed



Bill Turner
Vice President



Date: April 2020

Media Relations Policy

NPA Ltd. is committed to ensuring timely and credible relations through the media. A proactive approach to dealing with the media, in particular during a crisis or emergency situation, is essential in fostering a positive public image of the corporation. The manner in which media attention to a crisis situation is dealt with will leave a lasting perception in the eyes of the public.

To that end, this policy is designed to guide NPA Ltd. in their dealings with the media. This policy sets out procedures on dealing with the media and explains the roles and responsibilities of staff, when dealing with the media for general inquiries and for emergency conditions.

General Inquiries

All media inquiries about our company should be referred to the office of the President. These inquiries would include requests for interviews on specific projects the company is currently involved in and inquiries of a general nature regarding the image of the company. The President may refer the inquiry to a particular operations manager who is trained in Media Relations if the inquiry is project-specific or if greater detail is required.

The President must discern whether a particular media inquiry may be aimed at providing negative comments about municipal or provincial governments or other clients. It is not appropriate to offer opinions about governments or clients and you should decline to offer such statements.

Emergency Situation

In the event of a crisis or emergency situation, such as a worksite accident involving a serious injury or fatality there are specific roles for all employees. The following procedures must be followed:

1. Notify the Safety Manager immediately. They will advise the President following an incident and an appropriate spokesperson may be dispatched to the scene.
2. The site foreman's main role is to maintain safety. This requires keeping all personnel, including media, at a safe distance. The foreman shall advise the media that a company spokesman is either on their way or offer the President's phone number if a spokesperson is not expected to arrive immediately.
3. Employees on site shall be told by the foreman to direct all media inquiries to the foreman and they shall not offer any comments to the media.

Media Relations Policy

4. Once the designated spokesperson arrives at the scene, all further media inquiries shall be directed to that person.
5. Once the media arrives at the scene, employees shall be instructed to stay away from the area in order to minimize the potential for a conflict between employees and the media.
6. The spokesperson shall gather all available information and convey pertinent information to the media. It is appropriate to tell the media "I do not know" if you do not have an answer to any questions and to offer to follow up by obtaining the request information.
7. Upon concluding the interview, spokesperson shall telephone the President to relay a summary of the interview.
8. The spokesperson shall make a written record immediately after telephoning the President and provide it to him upon returning to the office.
9. The President shall advise his supervisor, President of ColasCanada West, with immediate feedback on steps 1, 7, 8 above.

Signed _____

Bill Turner
Vice President



Date: April 2020

Backing In Policy

(Cars, SUV's, Light Trucks & Medium Duty Trucks)

NPA Ltd. recognizes the potential danger of vehicles backing out in parking lots and job sites. With this in mind, all employees driving Company vehicles will be instructed to back into parking stalls whenever possible to minimize any chance of an incident occurring. This policy will be followed at all NPA Ltd. offices and job sites.

Always try to park so your first move is forward. All employees will complete a walk around the vehicle before proceeding to ensure that no obstacles or objects are present. Sound horn (even if equipped with a backup alarm) before backing out. **A spotter shall be used at all times when available.**

Exceptions:

Not all situations are the same, if backing in creates a greater hazard, then driving in may be accepted.

Note:

The failure of an employee to adhere to this policy will result in disciplinary action which may result in termination if serious.

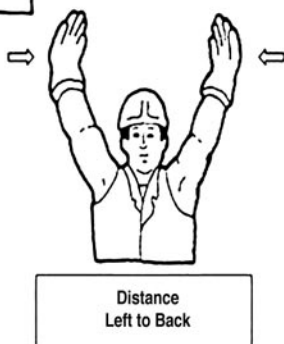
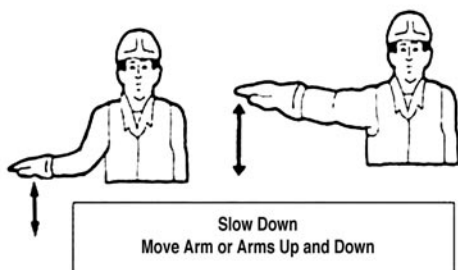
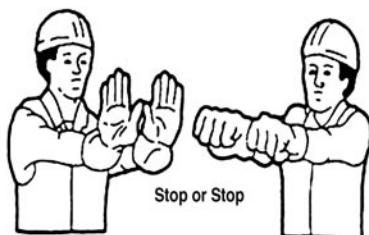
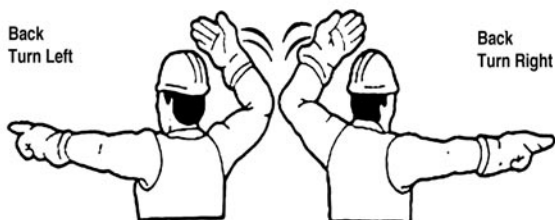
Signed _____

Bill Turner
Vice President



Date: April 2020

Spotter Hand Signals



Company Issued Cell Phone and Electronic Device Policy

NPA Ltd. is committed to the health and safety of its employees, members and public. NPA Ltd. employees that are issued Company cell phone and/or electronic devices will strictly follow Alberta Distracted Driver Legislation and Company policy on Company issued cell phone/electronic device use while in the employment of NPA Ltd.

The use of Company cell phones/electronic devices while on the job site will be prohibited while operating any piece of equipment, flagging, testing or spotting. Company cell phone/electronic device use may be acceptable if the operation has ceased and no dangers are present.

The use of a Company cell phone or electronic devices while driving any Company vehicle on a roadway or job site is prohibited unless a Bluetooth hands free unit is being used. Best practice indicates that a driver will still be distracted and therefore parking in a safe place to use cell phones/electronic devices is still the right choice.

Note:

An employee found to be in violation of this policy may be subject to disciplinary action or termination, if serious.

Signed



Bill Turner
Vice President



Date: April 2020

Personal Cell Phone and Electronic Device Policy

NPA Ltd. is committed to the health and safety of its employees, members and public. NPA Ltd. employees that have personal cell phones/electronic devices will strictly follow Company policy on personal cell phone/electronic device use while driving Company vehicles, equipment, on job sites and in NPA Ltd. offices.

Job Sites

The use of personal cell phones/electronic devices while on the job site will be prohibited until scheduled breaks.

The use of personal cell phones/electronic devices while driving any Company vehicle on a roadway or job site is prohibited.

Offices

The use of personal cell phones/electronic devices in all NPA Ltd. offices will be limited to scheduled breaks. Some personal cell phone use may be approved by supervisor.

Exceptions

Emergency situations, either personal or work related will be acceptable with supervisor's approval.

Note:

An employee found to be in violation of this policy may be subject to disciplinary action or termination, if serious.

Signed _____

Bill Turner
Vice President



Date: April 2020

New/Short Service Worker Program

Objective

To ensure that New/Short Service Workers are identified, appropriately supervised, trained, mentored and managed in order to prevent accidents such as personal injury, injury to others, environmental or property damage.

This program will:

- Give workers the tools to meet job expectations.
- Provide the new worker with good orientation of the work area and identification of the hazards.
- Help reduce stress in the new worker.
- Enhance safety culture.

Definition of a New/Short Service Worker

A New/Short Service Worker is an employee or contractor who has little experience in a new position or within a company.

Typical Characteristics of a New/Short Service Worker:

- Aggressive with the desire to do a good job.
- Discount the need for experience or skills.
- Not recognize all the hazards.
- Discount the consequences when a hazard is recognized.
- Lack an understanding of the safety culture.

These characteristics make the New/Short Service Worker a hazard to themselves and others on job sites without proper supervision, training and guidance.

Responsibilities

Managers must ensure that:

- The New/Short Service Worker is enrolled in the New/Short Service Worker Program and remains enrolled until they are proven competent in the basic skills required to do safe work.
- The worker understands and is committed to NPA Ltd.'s safety culture.



New/Short Service Worker Program

Supervisors must ensure that:

- The New/Short Service Worker is assigned to a competent, effective mentor or trainer with a positive attitude and understanding of safety.
- The New/Short Service Worker is assigned work they are competent in.
- The New/Short Service Worker is assigned to crews that include competent, experienced workers able to properly train and monitor the New/Short Service Worker.
- The New/Short Service Worker and assigned mentor are identified to the crew.
- On-the-job training is documented.

Workers must:

- Provide coaching, instruction and additional safety precautions for New/Short Service Worker to ensure their safety.
- Not request a New/Short Service Worker to do new tasks they are not trained for or are not competent in.

Procedures

- New hires will be evaluated using competency checklist(s).
- All new hires will wear green or blue vest to identify them as a new worker for a period of 3 months.
- At 3 months, supervision will complete Competency Checklist. If worker is deemed competent, an Orange Vest will be issued. If not, the worker will continue to wear the green or blue vest until deemed competent.
- **Exception** - If a new hire has previous experience and is deemed fully competent by Supervision, an Orange Vest will be issued.
- Mentors will be appointed to each new hire.
- Orange vest issued upon successful evaluation.

Heat Stress Policy

NPA Ltd. recognizes the need for our employees to perform physical tasks and work extended hours in the outdoor heat and shops. This can be demanding at the best of times and the higher the temperature and humidity, the higher the risk of heat related illnesses or heat stress.

Factors Leading to Heat Stress

- High temperatures and humidity
- Direct sun or heat
- Limited air movement
- Physical exertion
- Worker in poor physical condition
- Some medications
- Workers who are not used to working in the heat

As the body gains heat faster than it can get rid of it, there is a potential for heat stress illnesses to occur. Some steps you can take to prevent or lower the risk of heat stress are:

- Consider the temperatures and forecast during the hazard assessment.
- Try to plan the most physically demanding jobs during the coolest part of the day if possible.
- Workers are recommended to drink two glasses of water before starting work and one glass every 20 mins while working. Do not wait until you are thirsty, as you will already be dehydrated.
- Avoid caffeinated drinks and heavy meals on hot days.
- Wear sunblock on exposed skin.
- Recognize the signs and symptoms of heat stress and start a "Buddy System" since people are not likely to notice their own symptoms.

Company Responsibilities when dealing with Heat Stress

The Company will provide Supervisors and employees with appropriate training for handling hot weather conditions. A review of symptoms and preventative measure will be provided to all employees at time of orientation.

Heat Stress Policy

Symptoms and Signs of Heat Stress

	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands	Red bumpy rash with severe itching	Change into dry clothes and avoid hot environments. Rinse skin with cool water	Wash regularly to keep skin clean and dry
Sunburn	Too much exposure to the sun	Red, painful, or blistering and peeling skin	If the skin blisters, seek medical aid	Keep skin covered, work in shade whenever possible, wear sunblock
Heat Cramps	Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water	Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. Heat cramps warn of more dangerous heat-induced illnesses	Move to a cool area; loosen clothing and drink cool salted water(1tsp. salt per gallon of water) or commercial fluid replacement beverage	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke
Fainting	Fluid loss and inadequate water intake	Sudden fainting after at least two hours of work; cool moist skin; weak pulse	GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illness	Reduce activity levels and/ or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke

Heat Stress Policy

Symptoms and Signs of Heat Stress

	Cause	Symptoms	Treatment	Prevention
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down	Heavy sweating; cool moist skin; body temperature over 38° C; weak pulse; normal or low blood pressure; person is tired and weak and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred	GET MEDICAL ATTENTION. This condition can lead to heat stroke. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke
Heat Stroke	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion	High body temperature (over 48°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke

Heat Stress Policy

Supervisors Responsibilities to Employee's when Working in Hot Weather Conditions

- Try to plan the most physical work for the cooler parts of the day if possible (early morning or evenings).
- Monitor weather conditions (temperature).
- Provide cool drinking water for workers and remind them to drink a cup every 20 minutes or so on hot days.
- Caution workers to avoid direct sunlight if possible.
- Assign additional workers or slow down the pace of work.
- Increase the frequency and length of rest breaks.
 - One 30 minute break per shift, for temperatures under 33°C.
 - Extra 5 minute break per hour, for the duration of time when temperatures reach and/or exceed 33°C.
- Document and record the temperature of the work environment (if known), employee break times, the provision of water and signs of employee heat stress.

Employee's Responsibilities when Working in Hot Weather Conditions

- Follow heat prevention awareness provided by the Company.
- Learn to recognize the signs and symptoms of heat stress and start a "buddy system" (People aren't likely to recognize their own symptoms).
- Employees with medical conditions should discuss working in the heat with their doctor.
- Avoid caffeinated drinks and heavy meals on hot days.
- Hydrate often when working in hot weather.
- Wear appropriate PPE and light clothing on hot days.
- Get proper rest between shifts and avoid drinking alcohol.

Failure to follow the outlined policy may result in disciplinary action or termination.

Signed _____

Bill Turner
Vice President



Date: April 2020

Cold Stress Policy

NPA Ltd. recognizes the need for our employees to perform physical tasks and work extended hours in the outdoor cold from time to time. This can place undue stress on our bodies with regards to the cold stress. Cold stress occurs when your internal body temperature is lowered. Cold stress can be dangerous to yourself and your co-workers.

Early warning signs

- unusual “-umbles”:
- feeling cold and shivering
- loss of feeling or tingling in fingers and toes
- stumbles
- trouble moving your fingers, hands and toes
- frost nip, when the top layer of exposed skin freezes
- mumbles
- trouble doing tasks
- fumbles
- grumbles

Severe cold stress signs

- violent shivering
- frost bite: when the skin freezes deeply
- loss of muscle coordination, slow movements and laboured breathing
- trenchfoot or trenchhand: caused by prolonged exposure to damp, cold environments
- amnesia or confusion
- loss of consciousness
- chilblains: when exposed skin is blue or red, swollen and tingling

How to stay warm

- cover exposed skin
- keep footwear dry
- work in sunny areas when possible
- keep moving to generate body heat but stop before you sweat; if your inner clothing layer gets wet, you'll lose heat
- take breaks inside
- wear good quality, insulated clothing

Company Responsibilities when dealing with Cold Stress

Cold weather is a workplace hazard. Like all hazards, employers must have a plan to control or eliminate dangers associated with working in the cold.

Some things employers can do include:

- providing an on-site heater or heated shelter
- using a work/warm-up schedule
- using a buddy system so workers don't work alone in the cold
- scheduling work during daylight hours
- allowing workers to work at their own pace and take extra breaks if needed
- educating workers on cold weather hazards and plans in place to protect them
- giving workers time to adjust before assigning a full work schedule in the cold
- providing insulated clothing

Cold Stress Policy

Table 5: Signs and Symptoms of Cold Exposure (Hypothermia)

Stage	Body Core Temperature	Signs & Symptoms
Mild Hypothermia	37.2 - 36.1°C	Normal, shivering may begin.
	36.1 - 35°C	"Feeling cold", goose bumps, unable to perform complex tasks with hands, shivering can be mild to severe, hands numb.
Moderate Hypothermia	35 - 33.9°C	Shivering, intense loss of muscular coordination, movements slow and laboured, stumbling pace, mild confusion but may appear alert. Use a sobriety-like test - if unable to walk a 9 metre straight line, the person is likely hypothermic.
	33.9 - 32.2°C	Violent shivering continues, difficulty speaking, sluggish thinking, amnesia starts to appear, gross muscle movements sluggish, unable to use hands, stumbles frequently, signs of depression or withdrawn.
Severe Hypothermia	32.2 - 30°C	Shivering stops, exposed skin is blue or puffy, muscle coordination very poor, inability to walk, confusion, incoherent/irrational behaviour, but may be able to maintain posture and appearance of awareness.
	30 - 27.8°C	Muscle rigidly, semiconscious, stupor, loss of awareness of others, pulse and respiration rate decrease, possible heart fibrillation.
	27.8 - 25.6°C	Unconscious, heartbeat and breathing is erratic, a pulse may not be obvious.
	25.6 - 23.9°C	Pulmonary edema, heart and breathing failure, death. Death may occur before this temperature is reached.

Signed



Bill Turner
Vice President



Date: April 2020

Extreme Weather Policy

General

While more often than not weather conditions can be a nuisance, there are times when it can become extreme (or severe) enough to present a safety concern. **The best way to deal with extreme weather is to avoid it when possible. Hazard assessment and precautionary measures must include:**

1. **Monitor the Weather:** Use local sources such as radio stations, weather websites and contact numbers to stay current with temperatures, conditions, forecasts and safety information. Watch for darkening skies, developing thunderstorms, lightning flashes or increasing winds.
2. **Consider Postponing:** activities to prevent being caught in a dangerous situation.
3. **Have a Safety Plan:** Know what needs to be done to quickly suspend work and have a plan in place to safely terminate operations in case of sudden deterioration in the weather conditions.
4. **Seek Shelter:** Pre plan shelter options for the possible hazards and seek as quickly as possible.

The following information deals with extreme weather we may encounter during a construction season (resources: U.S. National Weather Service "Severe Weather Safety": Environment Canada).

Tornado

Some signs of a tornado are the dark greenish clouds, a 'wall' of cloud at the base of a thunderstorm, funnel clouds, large hail, flying debris or a 'roaring' noise. Use the local media sources for the forecasts and information, A 'tornado watch' means the conditions are right for a tornado to develop and a 'tornado warning' indicates that a tornado has been sighted or detected. Supervisors are advised to take precautionary measures, as above, well before these extremes. However, if caught outdoors, seek shelter in a vehicle or a low lying area. Keep your head protected from flying debris.

Wind/Hail

Keep in mind that extreme wind and/or hail could be part of a bigger storm, like a tornado or lightning storm and take the applicable precautions. With extreme wind, be aware of potential flying debris. If caught without shelter in large hail, place the wind at your back and protect your head.

Fog

Dense Fog and weather that creates a situation of low visibility can be particularly dangerous for workers on construction site as it greatly reduces the visibility of everyone. It is important to evaluate job site conditions to

Extreme Weather Policy

include the evaluation of visibility for workers, equipment operators and external traffic. Below are some safety measures to be taken when working in fog or other conditions of low visibility:

- Hazard Assessment should be updated as the conditions change.
- Remain aware of the hazards from errant vehicles. Even though the work area may be some distance from the roadway/traffic, the threat of errant vehicles still exists.
- Use a lookout (buddy system) when necessary.
- Wear high visibility PPE (Hardhat and vest) allowing for 360 degrees of visibility.
- Warning lights on channelizing devices (barricades, cones etc.) should be considered for use in fog, severe roadway curvature and unusually cluttered environments. Flashing warning lights may be placed on channelizing devices used singly or in groups to mark a spot or condition.
- Operate equipment at a safe speed.
- Maintain safe distances from other equipment and vehicles.
- Keep your headlights (or fog lights, if equipped) on at all times.

Remember: Fog can distort distance. Headlights that appear to be further away may be much closer than you think.

If fog is causing severe visibility problems then work should be suspended until the hazard dissipates and passes.

Lightning

All thunderstorms produce lightning and can be dangerous. Lightning often strikes outside the area of heavy rain, even as far as 16 kilometers from any rainfall. Regardless of the immediate conditions, if you can hear thunder, lightning is close enough to pose an immediate threat.

The closer the flash and thunder are together, the closer the lightning strike and the more imminent the danger. As a rule, every five seconds between the lightning and thunder is equal to 1.5 kilometers in distance.

Supervisors must monitor the weather, as above and take precautions in a timely manner to minimize the risk to all personnel.

When lightning is detected, it is advised to seek shelter indoors. Stay away from windows and doors and avoid contact with anything that conducts electricity. Avoid using the telephone unless it is cordless or cellular.

Extreme Weather Policy

If unable to get indoors, inside a vehicle is a good option. Try to limit contact with metal, including radio controls. Remember, it is the metal roof and sides that protect you, NOT the rubber tires (an old myth). Electricity tends to follow the metal shell around you to the ground. **A car or truck is more recommended than a piece of construction equipment with a cab, because of the better separation from the metal provided by the seats, mats, padding, etc.**

If a safe enclosed shelter is unavailable, there are still precautions that will limit the risk. Get down from rooves, ladders or elevated locations, including equipment. DO NOT lean against vehicles, equipment or metal objects. Remove tool belts and any items that may conduct electricity and do not hold any objects in your hands.

Stay away from tall trees and water, as they attract lightning, but stay away from totally open spaces as well as you will attract the lightning. Crouch down with feet close together. DO NOT lie on the ground, as current will flow through you causing a heart attack or internal injuries and burns.

It is generally safe to return to outdoor activities when lightning has not been seen for thirty minutes, unless there are signs of another approaching storm.

Treatment of injuries in the unfortunate event that a person is struck by lightning, medical attention is needed immediately. Cardiac arrest and irregularities, burns and nerve damage are common in people struck by lightning. Not all injuries may be visible. In addition to calling 911 or seeking other professional help, it is totally safe to perform First Aid and CPR as needed, as the injured person does not carry an electrical charge.

Statistics of Lightning Casualties (U.S. 1959-1994)

Signed _____

Bill Turner
Vice President



Date: April 2020

Workplace Conduct Investigation – Procedures Guide

Effective Date: September 7, 2017

Summary:

Conducting an internal workplace conduct investigation which conforms with procedural fairness and a high standard of workplace ethics is crucial to ensuring the company protects the rights of the individuals involved, employee and public confidence is maintained, and risks of exposure are managed.

Objectives:

- Ensure each investigation is conducted in a fair, impartial, thorough and thoughtful manner.
- Ensure that investigations are conducted to provide the greatest risk avoidance, while minimizing exposure to the organization and its employees.
- To ensure employee misconduct is handled in a legal and appropriate manner.

Minimum Standard

All investigations must meet a minimum standard in order to achieve the aforementioned objectives. At minimum, all investigations must:

- Ensure accused individuals will remain innocent until proven guilty.
 - Where evidence is insufficient to establish guilt on the balance of probability, the presumption of innocence will prevail.
- Individuals involved in a conduct investigation must be allowed adequate opportunity to present their case.
 - Parties will be given both the opportunity to prepare and present evidence, and to respond to arguments presented by the opposite side.
- Investigators and deciding authorities will be impartial, unbiased and not be permitted to judge their own case.
- Investigators will ensure that no actual or appearance of a conflict of interest occurs.
- Investigators and deciding authorities must not base their decisions upon mere speculation or suspicion and will base decisions and actions upon logical proof or evidence material.
 - Interpretation of evidence and decisions will be measured against the reasonable person test.
- Investigators will properly document their investigation and maintain records in a safe and secure location.
 - All complaint and defense statements will be collected in writing, by the Complainant, Respondent, or the Investigator on their behalf.
 - All investigative interviews will be documented and include both the question and the answers given contained within the document.

Workplace Conduct Investigation – Procedures Guide

- All meetings, phone calls or key activities will be documented as Investigator Notes.

Each minimum standard must be adhered to when completing an internal workplace conduct investigation.

Administration of Workplace Conduct Investigation

Step 1

A workplace investigation process is triggered when:

- An alleged misconduct has occurred.
- A complaint is submitted by an employee, customer or a member of the general public.
- Where required by law.
- When a breach of internal policy or law occurs.
- During threats of litigation or other judicial responses (Human Rights intervention, etc).

Where the matter is severe or of crucial importance, the investigation will typically be conducted by the Human Resource Department. For example: harassment allegations, theft, professional misconduct, code of ethics violations and other high profile situations will be investigated by the Human Resource Department.

Managing day to day grievances and minor behaviours of misconduct will be investigated and adjudicated by the employee's manager/supervisor. For example: tardiness, minor disagreements and disputes, poor productivity and workmanship will be investigated by the employee's Manager/Supervisor.

Step 2

Once an event (outlined in Step 1) has triggered a workplace conduct investigation, an investigator must be appointed. The investigator will automatically be the Human Resource professional assigned to the group of employees involved. If at any point in an investigation a conflict of interest exists, the investigator is unable to remain impartial throughout the investigation, or the investigator lacks the experience required for investigating, the investigator must notify the Human Resource Manager and/or the President, who will then appoint a new investigator or approve an alternate solution.

Where a workplace conduct investigation involves parties that are overseen by more than one Human Resource professional, the parties will conduct the investigation cooperatively, however the Human Resource professional assigned to the Complainant (ie. the location of where the complaint originated) will take the lead, unless otherwise directed by the Human Resource Manager and/or President.

Workplace Conduct Investigation – Procedures Guide

Step 3

The appointed investigator(s) will begin the process by collecting a complete statement from the Complainant. The statement must be collected in writing to crystalize the issue in writing, and ensure a chronological understanding of the 5Ws (Who, What, Where, When, and Why).

When the complainant is unable to provide the statement in writing, the investigator must document the complaint on behalf of the Complainant who will dictate their statement. The investigator will then read back or have the Complainant read back the statement, and physically or digitally sign the document.

Permitting the investigator can prove a statement has been authentically drafted by the Complainant; statements may be collected by email. Proving authenticity can be done by phone call validation, or by reasonable concluding the Complainant is the only party able to send from an email account. To assist Complainants with providing the investigator the information they need, Investigators must provide the Complainant with the **‘Complaint Statement’** form, found under D:\Human Resources\Corporate\Employee Management of the shared drive. This document should be physically or digitally signed by the Complainant and returned to the investigator at the time of the statement submission.

Note: *In extreme circumstances, obtaining a signature may not be possible (due to geographic challenges, or a refusal to sign), in which case the investigator will read aloud the disclaimer on the bottom of the complaint statement to the Complainant, and then make note of the date and time the disclaimer was read, by whom, and that the statement on why the document is not signed.*

Where an investigation is trigger by the company, rather than by a complainant, the investigator will thoroughly capture the concern in writing. Investigations of this nature may occur through direct observation, employee confession (intentional or otherwise) or when an employee is ‘caught in the act’.

Note: *as is often the case, the Investigator may only learn of a workplace conduct interview when a Complainant proactively submits their own statement unannounced to the investigator, or attempts to submit a verbal statement to the investigator directly. In such cases, the investigator should complete Step 3 to the best of their abilities, and then revisit Step 2, to ensure the appropriateness of their involvement as an investigator.*

Step 4

Once a statement has been captured, the investigator(s) must review the statement in detail, and if applicable, draft a list of questions in the form of an investigation interview which the investigator(s) believe may clarify details, fill in any missing information, identify any witnesses, or provide additional information of material importance to the investigation.

Workplace Conduct Investigation – Procedures Guide

Step 5

The investigator(s) should conduct an interview over the phone or in person with the Complainant(s), during which time the investigator(s) will ask their prepared questions, and review with the Complainant their statement to ensure there are no errors or omissions before the investigation moves forward. When appropriate, the investigator may share their notes with the Complainant, and have the Complainant sign the interview guide as proof the information has been captured as the Complainant intended.

Step 6

If applicable, the investigator must capture and crystalize any pieces of material evidence the Complainant may possess. Evidence may include, but is not limited to, photographs, copies of email/text messages, letters, videos, online content, account statements, and/or witnesses.

Once evidence has been collected, it must be stored in a secure location, such as a password protected folder, or within a locked file cabinet/room.

Step 7

Once the Complainant statement, interview notes, and evidence has been collected and assessed, the Investigator must notify the Respondent(s) that an investigation has been initiation in which they have been named. To notify the Respondent, a formal letter is drafted and provided to the Respondent as soon as possible. The investigator must use the 'Notice of Investigation Template' document, found under D:\Human Resources\Corporate\Employee Management to draft the letter and provide it to the Respondent(s). Presenting the document should be done in person, where possible, as the Respondent must be permitted to view the allegations and evidence submitted against them.

Note: *Respondents are permitted to fully review the complaint statements and evidence against them, however as it is the Investigators responsibility to ensure confidentiality and protect the evidence submitted, no party should be given original or replicated copies to keep. The Respondent rather is permitted to fully review the documents during an agreed meeting place/time, and is permitted to take their own notes.*

When the Investigator notifies the Respondent by letter, but is unable to securely allow the Respondent to review the statements and evidence submitted against them, the Investigator must not require the accused to respond to the allegations until they have had sufficient time to review the statements and evidence. As such, the investigator must set up a time or secure channel in which the required materials can be communicated. The timeline provided in the letter must be structured to accommodate the additional time needed, or a follow up letter must be issued to extend the time period.

Workplace Conduct Investigation – Procedures Guide

Step 8

Once the Respondent has been notified of the investigation and awarded an opportunity to sufficiently review the statements and evidence against them, the investigator will allow the Respondent a reasonable amount of time to respond, if they so choose. As Respondents are presumed innocent until proven guilty, the Respondent does not have to submit a response if they choose not to, however investigators should advise the Respondent that a ruling will be based on the balance of probabilities. Regardless of the Respondents decision, the Investigator must provide the Respondent with the **‘Respondent Statement’** form, found under D:\Human Resources\Corporate\Employee Management of the shared drive. Similar to the process for the Complainant, this document should be physically or digitally signed by the Respondent and returned to the investigator at the time of the submission of their statement. Permitting the investigator can prove a statement has been authentically drafted by the Respondent; statements may be collected by email.

***Note:** In extreme circumstances, obtaining a signature may not be possible (due to geographic challenges, an Respondent exercising their right to remain silent, or a refusal to sign), in which case the investigator will read aloud the disclaimer on the bottom of the respondent statement and then make note of the date and time the disclaimer was read, by whom, and that the statement on why the document is not signed.*

Step 9

Once a statement has been captured, the investigator(s) must review the statement in detail, and if applicable, draft a list of questions in the form of an investigation interview which the investigator(s) believe may clarify details, fill in any missing information, identify any witnesses, or provide additional information of material importance to the investigation.

Step 10

The investigator(s) should conduct an interview over the phone or in person with the Respondent(s), during which time the investigator(s) will ask their prepared questions, and review with the Respondent their statement to ensure there are no errors or omissions before the investigation moves forward. When appropriate, the investigator may share their notes with the Respondent, and have the Respondent sign the interview guide as proof the information has been captured as the Respondent intended.

Step 11

If applicable, the investigator must capture and crystalize any pieces of material evidence the Respondent may possess. Evidence may include, but is not limited to, photographs, copies of email/text messages, letters, videos, online content, account statements, and/or witnesses.

Workplace Conduct Investigation – Procedures Guide

Once evidence has been collected, it must be stored in a secure location, such as password protected folder, or within a locked file cabinet/room.

Step 12

A Complainant, Respondent or otherwise may identify witnesses of material importance. Traditionally witness testimony is gathered after both sides of an argument are presented, so the investigator can ask appropriate probing questions. In some circumstances, the availability of a witness may be limited (such as a layoff, or where the investigator is travelling to a remote location). In such circumstance, witness testimony should be gathered while it is available; however the investigator must be prepared to connect with the witness again to explore any probing questions.

When approaching a witness to participate in the investigation, Investigators must fully inform the witness of the impact of their participating in an investigation, and obtain an agreement from the witness to maintain confidentiality. The investigator must provide the witness with the **'Witness Participation Request Form'**, found under D:\Human Resources\Corporate\Employee Management. The witness request form must be signed and returned to the Investigator before any details of the investigation will be disclosed to the witness. Similar to the process for the Complainant, this document must be physically or digitally signed by the Respondent and returned to the investigator.

***Note:** Some witnesses may refuse to participate within an investigation, for multiple reasons. Where the witness has expressed fear of retaliation, the Investigator must inform the witness that the company will respond to retaliation punitively, and that their participation will ensure a thorough and just investigation. If a witness refuses to participate, the Investigator must document the refusal and move forward with the investigation.*

Step 13

Once a Witness Participation Request Form has been signed and returned to the investigator, the investigator must share only relevant information with the witness regarding the investigation. For example, if a witness was only allegedly present during one of several different allegations, then the witness does not require information regarding the allegations they were not alleged to have witnessed. If the investigator chooses to reveal more information then they must justify the benefit/clarification they expected the investigation to receive.

Step 14

Once the witness has been briefed on the alleged actions/behaviors they may have observed, the investigator must provide the witness with a copy of the **'Witness Statement'** form, found under D:\Human Resources \Corporate \Employee Management. The witness should be allowed sufficient time to reply,



Workplace Conduct Investigation – Procedures Guide

without unreasonably extending the investigation period. Permitting the investigator can prove a statement has been authentically drafted by the Witness; statements may be collected by email.

Step 15

Once a statement has been captured, the investigator(s) must review the statement in detail, and if applicable, draft a list of questions in the form of an investigation interview which the investigator(s) believe may clarify details, fill in any missing information, identify any witnesses, or provide additional information of material importance to the investigation.

Step 16

The investigator(s) should conduct an interview over the phone or in person with the Witness, during which time the investigator(s) will ask their prepared questions, and review with the Witness their statement to ensure there are no errors or omissions before the investigation moves forward. When appropriate, the investigator may share their notes with the Witness, and have the Witness sign the interview guide as proof the information has been captured as the Witness intended.

Step 17

If applicable, the investigator must capture and crystalize any pieces of material evidence the Respondent may possess. Evidence may include, but is not limited to, photographs, copies of email/text messages, letters, videos, online content, account statements and/or additional witnesses.

Once evidence has been collected, it must be stored in a secure location, such as password protected folders or within a locked file cabinet/room.

Step 18

The investigator must repeat Steps 12 to 17 for each witness until all witnesses have been engaged.

Step 19

After all statements, interview notes and evidence has been reviewed by the investigator, the investigator must then consider any additional forms of evidence that may exist which the investigator can access or has authority to obtain. For example, if the allegation is related to an internet use violation, the Investigator may consult with the IT department for internet use history reports, regardless of whether the Complainant, Respondent or Witness directed the investigator to do so. Any evidence obtained must be stored in a secure location, such as password protected folders, or within locked file cabinets/rooms.

Workplace Conduct Investigation – Procedures Guide

Step 20

Once all relevant information has been thoroughly gathered, and all parties have had a fair and ample opportunity to respond, the investigator must assess what the evidence supports. Civil law practice will evaluate innocence and guilt on the balance of probability. The investigator must ensure that their verdict is reached using facts found throughout the investigation, rather than in opinions. If a party is found guilty, the investigator must cite the pieces of evidence which leads them to a guilty verdict. As a quality control mechanism, the investigator must use the reasonable person test. When evidence is insufficient to determine guilt, the presumption of innocence will prevail. When rendering a verdict, the investigator must consider the following:

- Credibility – Were parties consistent with their account of the events?
- Logic – Was the flow of information logical?
- Bias – Is there a reason a person may be biased in any way?
- Conduct – Were the parties cooperative, professional, respectful?
 - Adverse inferences can be drawn when:
 - Parties collude, conspire, or script their stories.
 - Parties become belligerent, disrespectful towards the investigator, aggressive, threatening or violent.
 - Parties are found to be dishonest.
 - Parties attempt to interfere, undermine or corrupt the investigation.
 - Parties are caught in the act of committing the offence they are accused of committing.
- Confidentiality – Did a party breach confidentiality?
- Admissions – Did a party admit to an offense?
- Weight of Evidence – What does the evidence suggest on the balance of probability?

The investigator must draw one of the following conclusions:

- Allegations are substantially true and constitute a form of workplace misconduct.
- Allegations are substantially true, but do not constitute a form of workplace misconduct.
- Allegations were made in good faith, but are not true.
- Allegations are false and were deliberately fabricated.
- The investigator is unable to come to a conclusion.

Step 21

Once a verdict has been rendered, the Investigator must notify the Complainant and Respondent of the findings, and allow the parties to respond to the verdict. The parties must be allowed to offer any reasons they believe the investigative findings to be false. These reasons may be allegations of witness collusion or conspiracy; however any allegations must be supported by fact, rather than opinion. If a party provides a

Workplace Conduct Investigation – Procedures Guide

valid reason to believe the investigation findings are false, the Investigator must revisit the evidence, and be prepared to collect additional evidence or conduct further investigative interviews. If a party is found guilty, and is providing no justifiable reason the verdict is false, the Investigator must allow the guilty party to explain themselves.

Step 22

Once the parties have been briefed, and the verdict is confirmed, the investigator must document their findings by either using the 'Investigation Report' document, found under D:\Human Resources\Corporate\Employee Management, or by drafting a formal written report on company letterhead.

Step 23

Once the investigation has been properly documented, the Investigator must report their findings to the applicable Management/Supervisor team. The report must include a list of recommended courses of action. The investigator must follow up with the applicable Management and/or Supervisor team regarding the actions and decisions they have made, and record the actions by way of Investigator notes to the investigation file.

Step 24

In some cases, the planned resolution is a set of actions which will take place over time. The Investigator should follow up with the parties or the Management and/or Supervisor team to determine if the matter has been resolved.

Step 25

Once the matter has been resolved, the Investigator must formally close the investigation by bundling the investigation documents together, and attaching a cover page labelled "Claim Closed".

Step 26

Investigations which have been closed must be submitted to the investigation file cabinet located in the Archive room within the Edmonton, Alberta corporate office location, and be maintained under lock and key. Investigation files will be retained for the greater of a period of eight (8) years or to the maximum retention period required by law.

Note: *The statute of limitations for the Northwest Territories is currently set at seven (7) years, with an additional one (1) year for the litigating party to serve a defendant. Due to the potential for legal responses during this period, the investigation files will be maintained for at least eight (8) years.*



Joint Worksite Health and Safety Committee Policy

HEALTH & SAFETY COMMITTEE

Our company recognizes the importance of having effective Joint Occupational Health & Safety Committees (Safety Committee). Establishment of a Safety Committee is also a legal requirement under OH&S. An effective Safety Committee is an integral part of ensuring a safe and healthy workplace. We will establish a Safety Committee at each workplace where the total number of workers (all trades) exceeds twenty. In locations where there are less than 20 workers, and more than nine workers, a Worker Safety Representative will be appointed as an advocate for worker health & safety issues.

Safety Committee Guidelines

The Safety Committee is a medium for workers and management to communicate and exchange information on health and safety matters. The Safety Committee's purpose is to assist in creating and maintaining a safe place of work. Accomplished this through recommending actions for improving the effectiveness of the HSE program, and promoting compliance with the program and regulatory requirements. The Safety Committee consists of management and worker representatives who are directly involved in site operations. The Safety Committee acts primarily in an advisory capacity and has the ability to make recommendations to management. Management is required to respond to written recommendations if the Safety Committee asks for a response.

Safety Committee Duties

The Safety Committee will:

- Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the worksite.
- Consult with workers and the employer on issues related to occupational health and safety and the occupational environment.
- Development and promotion of measures to protect the health and safety of persons at the worksite and checking the effectiveness of such measures.
- Make recommendations to the employer on educational/monitor programs promoting the health and safety of workers and monitor their effectiveness.
- Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- Ensure completion of incident investigations and regular inspections as required by the regulations. A joint worksite health & safety committee must perform inspections at the worksite at least once before each regular meeting of the committee.

Joint Worksite Health and Safety Committee Policy

- Participate in inspections and investigations.
- Cooperation with an officer(s) exercising duties under the OH&S Act, regulation and Code.
- Hold monthly (or more frequent) meetings to review:
 - Reports of current incidents or occupational diseases, their causes & means of prevention.
 - Action taken or required by reports of investigations and inspections.
 - Any other health and safety matters.
- Record proceedings of meetings (meeting minutes).
 - Post copies of the meeting minutes in locations where personnel can review the meeting minutes.
 - Forward copies of the meeting minutes to:
 - Superintendents
 - Safety Advisors/Managers
 - Operation Managers
 - Committee Members

Membership of Joint Health and Safety Committee

The Committee will consist of at least 4 persons, of whom at least half represent workers who are not associated with management of the work site. There is to be 2 Co-Chairs established; one chosen by the workers and the other chosen by the employer.

Members of the joint health and safety committee hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed. Worker members of the Joint H & S Committee must be elected or selected by workers.

Joint Health & Safety Committee members shall consist of: (minimum standard)

- Workers 2 members
- Office 1 member
- Management 1 member
- Shop 1 member

Selection and Duties of Co-Chairs

The committee must elect two Co-Chairs from its members with management representing one position and a worker representing the other. The management Co-Chair is to be selected from the Safety Committee management members, and the worker Co-Chair from the worker members.

The Co-Chairs have the following duties:

- Planning the meeting topics and prepare a meeting agenda.

Joint Worksite Health and Safety Committee Policy

- Controlling the direction of the meeting but not the discussion.
- Work to obtain agreement in order to bring issues to a conclusion.
- Ensuring that every item on the agenda receives attention. This may mean referring a matter for further consideration if conclusion was not reached.
- Bringing to a close any discussion that is not getting anywhere and move to the next item, deferring the discussion to the next meeting if necessary, or referring the matter to another forum for resolution.
- Preventing confrontations between members. Calling a brief recess during which mediation attempts necessitated may be required.
- Preparing, posting and distributing meeting notices and minutes, and maintaining meeting records within 7 days of the meeting.
- Compiling materials for meeting discussion.
- Notifying members of time and place of meetings.

Substitutes

Each safety committee will decide whether to use member substitutes and whether to grant them the full rights and authority of the members they replace. Vacation, sick leave, time away from work due to injury, and jobsite and personal commitments are good reasons to allow substitute member.

Education of Safety Committee Members

The previous experience and training that Safety Committee members bring to the Committee will vary. In some instance, the experience will be extensive and the Safety Committee will function effectively. There may be other instances where Safety Committee members feel that further education in the duties and functions of a Safety Committee would be beneficial. In these instances, management is required to provide the Safety Committee members the opportunity for up to eight paid hours of Safety Committee education from a recognized agency. Training will be coordinated through the Safety Manager.

Conducting the Meeting

1. At the first meeting members are to elect the Co-Chairs, and prepare and issue the Safety Committee Terms of Reference provided in this section of the manual. The members are to adopt the terms of reference as is, or amend and adopt the terms of reference.
2. Members should prepare for the meeting by being aware of, and prepared for, what is on the agenda.
3. Committee meetings should work by consensus to recommend solutions rather than deciding matters by majority vote.

Joint Worksite Health and Safety Committee Policy

4. Committee meetings are not required to follow Robert's Rules of Order or other formal meeting structures requiring motions, amendments and votes on each motion. None-the-less, meetings must be conducted in an orderly manner with a means to bring issues to resolution. The Safety Committee meetings should generally proceed as follows:
 - An agenda item is presented.
 - A discussion follows to ensure all members understand the issue.
 - Members discuss solutions in an effort to find the best.
 - The Co-Chair running the meeting states the consensus of the committee and summarizes recommendations, decisions and assignments.
5. Meetings should start on time without waiting for late arrivals.
6. The agenda followed and each issue dealt with in a timely manner.
7. The meeting should adjourn on a positive note.

SAFETY COMMITTEE TERMS OF REFERENCE [DRAFT]

[These Safety Committee Terms of Reference are to be entitled "draft" until such time as they are approved and accepted by the Safety Committee.]

Constituency

The committee will consist of:

- Management and worker site representatives with the management representatives not exceeding the number of worker representatives.
- Substitute members to temporarily replace absent members. Substitute members are to be granted same rights as regular committee members.

Records

The committee will keep minutes of all meetings. The minutes will include records of all relevant matters that come before it. The Safety Committee Meeting Minutes form can be used for this purpose.

Meetings

1. The committee will meet on _____(day and time, e.g., the first Thursday of every month at 11:00 a.m., or 15:30 hours on two-shift operations).
2. Special meetings may be held at the Co-Chair's request.
3. The committee will consist of a minimum of four members.



Joint Worksite Health and Safety Committee Policy

Minutes and Agendas

1. The Co-Chairs will prepare an agenda. The agenda will be distributed to members at least one week prior to the meeting.
2. Minutes will be prepared promptly after the meeting and will be distributed to all members and substitutes, Safety Advisors, Superintendent and Operation Managers.
3. Copies of minutes and reports will be maintained in the main operation of business for up to 3 years.

Safety Committee Officers

1. The Safety Committee will elect two Co-Chairs from its members with management representing one position and worker representing the other. The management Co-Chair is to be selected by the Safety Committee management members, and the worker Co-Chair from the worker members.
2. The Co-Chairs will share the responsibility for keeping records of meetings, and preparing and distributing agendas and minutes.

Education

Safety Committee members can request educational leave of up to sixteen instructional hours each year for training in the duties and functions of the Safety Committee.

Recommendations to Management

The Safety Committee can make written recommendations to management for the correction of health and safety concerns. The written recommendations can include a request for a written response, which management must respond to within 21 days of the request being submitted.

Amendments

The terms of reference may be amended by consensus or by majority vote of committee members.

Signed _____

Bill Turner
Vice President



Date: April 2020

Visitor Safety Policy

NPA Ltd. is committed to making your visit a Safe and Healthy one for you and others in the workplace. It is for that reason that we require all visitors to NPA Ltd. grounds, facilities and workplaces to abide by the following safety rules while they are here.

IT TAKES EVERYONE WORKING TOGETHER – INCLUDING VISITORS – TO MAKE NPA LTD. A SAFE AND HEALTHY WORKPLACE.

All visitors shall report to the supervisor on the job site immediately upon arrival. As part of the introduction you will be given instructions to follow in case of an emergency. All visitors must wear a Hard Hat, Reflective Safety Vest and Construction Grade 1 Safety boots at all times while visiting (some sites may require more than the minimum).

The following Rules of Conduct must be obeyed at all times.

- Follow all signs and verbal instructions.
- Don't touch or attempt to operate any machines, device or equipment unless authorized to do so.
- Don't talk to or distract workers who are engaged in safety related functions like traffic control.
- Don't engage in any pranks, horseplay, contests, running or rough, boisterous conduct.
- Stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor.

All visitors shall notify the supervisor when they are leaving.

Visitors who fail to follow this policy will have their visiting privileges revoked and will be asked to leave the site.

NPA LTD. WILL NOT BE RESPONSIBLE FOR INJURIES TO VISITORS AS A RESULT OF VIOLATING THESE RULES.

Signed _____

Bill Turner
Vice President



Date: April 2020

Using Nuclear Gauges Policy

General

Only personnel who are properly trained under the "NPA Ltd. Radiation Safety Program" shall operate a nuclear gauge.

Signed _____



Bill Turner
Vice President



Date: April 2020

Access to Radiation Devices Policy

General

Radioactive devices, such as nuclear gauges, are not to be accessed by unauthorized personnel. When not in use or not under the direct supervision and control of an authorized worker, nuclear substances and radiation devices will be in a locked area, room, enclosure or vehicle.

Refer to the "NPA Ltd. Radiation Safety Manual" section 12.3 and 12.4 for proper storage and transportation procedures regarding a nuclear gauge.

Signed _____



Bill Turner
Vice President



Date: April 2020

Hazard Assessment Policy

Part 2 of the OH&S Code

The main objective of a health and safety program is to prevent and reduce injury and disease to employees. One of the most important aspects of a health and safety program is a hazard assessment. Hazard identification is crucial in the workplace.

NPA Ltd. will ensure that each day is started with a brief meeting before work begins, to perform a quality hazard analysis and Toolbox Talk to identify existing and potential hazards at the worksite. The purpose of the hazard assessment is to identify and evaluate those conditions that could lead to a worker(s) getting injured or becoming ill. There are 4 components to a hazard assessment, the people (including the public), the environment they work in, the material they work with and the equipment or tools they use. The end of each day is followed up with a short (2 to 5 minute) debriefing.

Hazard assessments are the responsibility of the site supervisor. They must be completed thoroughly and prepared with the involvement of all workers. Involving the workers is extremely important. Workers often have more insight into a task or process than the person who only observes the work being done. Worker participation teaches workers how to recognize hazards, how to control them and increase their awareness and involvement in health and safety issues. The results of the hazard assessments must be put in writing and made available to all workers.

To Conduct a Hazard Assessment, Proceed as Follows:

- Find the appropriate hazard assessment form.
- Assemble the people that will be involved (crew, subcontractors, engineers, consultants etc.).
- Discuss hazards.
- Tour the operation, looking for possible hazards originating with environment, materials, equipment and people (include the public).
- Mark on the checklist all items that need attention.
- Take action to control or eliminate the hazards that have been identified.

The Results of the Hazard Assessments will Include the Following:

- Worksite or work activities being reviewed.
- Methods used to control or eliminate the hazards identified.
- The date the assessment was completed (to show completion and currentness).
- Names and signatures of all participants.

Hazard Assessment Policy

Hazard assessments will be conducted at regular intervals. This will be performed as follows:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions.
- When a new work process is introduced.
- When a work process or operation changes.
- Before the construction of significant additions or alterations to the worksite.

Note: When operations change very little over time, the findings of the initial hazard assessment may not change for an extended period of time. Nonetheless, as stated above, a reassessment will be performed at some time, even if it is after an extended period of time.

Once the hazards have been identified the next step is to eliminate hazards, or if this is not reasonably practicable, implement measures to control the hazards. Hazards can be controlled by:

- **Engineering Controls** (i.e. design of a workplace, machine guards, ventilation, air monitoring devices).
- **Administrative Controls** (i.e. safe job procedures, training, supervision, substitution of a less toxic product).
- **Personal Protective Controls** (i.e. fall arrest, hearing protection, hard hat, safety boots).
- A combination of **2 or more** the above controls.

Hazard Identification

When ranking hazards the following points may serve as a guide:

Hazard Severity

1. **Imminent Danger** would indicate that injury would result in a fatality and/or there is major property damage. Work cannot proceed if there is imminent danger.
2. **Serious** would indicate injury would result in permanent disability, serious health effects and/or property damage.
3. **Minor** would indicate injury which would result in lost time, seeking medical help or significant property damage.
4. **No Immediate Danger** would indicate first aid or minor property damage.
5. **N/A** would indicate a person receives no injury or a very minor injury, no damage to property.

Hazard Assessment Policy

Hazard Probability

- A. **Probable** would indicate an occurrence will take place if not attended to; a person is exposed to the hazard continually. **Controls must be implemented before work can proceed.**
- B. **Reasonably** would indicate a good chance that there could be an occurrence, a person is exposed to the hazard during the job or project.
- C. **Remote** would indicate some chance; a person is occasionally exposed to the hazard.
- D. **Extremely Remote** would indicate an occurrence is unlikely and a person is unlikely to be exposed to the hazard.

Signed _____

Bill Turner
Vice President



Date: April 2020

Unsafe Conditions / Hazards Reporting Procedure

Any employee who observes a condition and/or practice which they consider or suspect is unsafe or could lead to ill health should take suitable local action and report it immediately to their supervisor/manager.

A supervisor/manager who receives a report of such condition/practice **must**, as soon as reasonably practicable, investigate the situation and complete a hazard assessment.

If problems arise over the assessment, advice can be sought from the Divisional Safety Department.

Having made the assessment, the supervisor/manager will take the most appropriate action. In the case of:

Classification	Required Action
A	Decide whether, in the circumstances, any risk associated with the reported condition is acceptable or not.
B	Take such action that will reduce the level of risk to an acceptable level temporarily and schedule any maintenance/improvement works in the normal way. Monitor the situation frequently.
C	Take immediate action to reduce the risk to an acceptable level and schedule any maintenance/improvements as an emergency. Monitor the situation constantly.
D	Stop the activity immediately and do not continue until such time as the risk has been contained to an acceptable level.

The above action must be taken as soon as possible or necessary, having regard to the risk classification A, B, C or D.

Having taken the appropriate action, the supervisor/manager will document (inspection form) the observation and any corrective action that was put into place.

The completed documented will be reviewed with the crew and if necessary or applicable, a memo or alert generated to notify all employees within the Company.

Continual monitoring of site will go on to ensure that all corrective actions that have been put in place have either eliminated the hazard or at a minimum, controlled the hazard.

Road / Job Site Hazard Assessment

☐ HAZARD ASSESSMENT ☐ INSPECTION

Date: _____ Location: _____ Job #: _____

Assessment Team Names: _____

Hazard Severity (Status) 1 - Imminent Danger 2 - Serious 3 - Minor 4 - No Immediate Danger 5 - N/A
Hazard Probability A - Probable B - Reasonably C - Remote D - Extremely Remote

HAZARD ASSESSMENT

Item No.	Ranking	Hazardous Item	Description
1		Traffic	
2		Pedestrian – Protection of Public	
3		Overhead Hazards (Overhead Power Lines)	
4		Terrain – Hills, Steep Embankments	
5		Underground Hazards – First Call	
6		Vehicle / Machine Condition, Brakes, Guards	
7		Weather Conditions	
8		Power / Hand Tools	
9		Working Alone	
10		Lock Out Procedures	
11		Environmental	
12			

INSPECTION ITEMS

Item No.	Yes	No	Inspection Item	Description
13			Muster Point	
14			Emergency Response Plan	
15			PPE – Basic / Specialized	
16			Communications Phones / 2 way Radio	
17			First Aiders Identified	
18			First Aid Kit / Supplies	
19			Fire Extinguisher	
20			Copy of Safety Manual	
21			Copy of OH&S Manual and MSDS Binders	
22			Parking Plan	
23			Traffic Control Signs, Flags, Barricades	
24			House Keeping / Site / Inside Vehicle / Equipment	

INSPECTION / ASSESSMENT / CORRECTIVE ACTION

Item No.	Tasks	Hazards	Plans to Eliminate / Control	Date

LIVING GOAL ZERO - LIFESAVING ICONS

Check all that apply:

☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
☐ 	☐ 	☐ 	☐ 	☐ 	☐ 

Line Of Fire Fall Protection Impairment Health Hazards Confined Spaces Trenching and Excavation

WEATHER REPORT

☐ Sunny ☐ Rain ☐ Strong Winds ☐ Overcast ☐ Extreme Weather ☐ Other (Please Comment)

Comments: _____

By signing below I (the supervisor), acknowledge that all identified hazards above are relevant to the current date below. If any of the hazards change then a new inspection form will be completed, discussed with the crew and dated accordingly.

Date	Name (Print)	Signature
Sunday _____	_____	_____
Monday _____	_____	_____
Tuesday _____	_____	_____
Wednesday _____	_____	_____
Thursday _____	_____	_____
Friday _____	_____	_____
Saturday _____	_____	_____

Supervisor's Signature: _____ Print Name: _____

Division/Operations Manager Signature: _____ Print Name: _____

Plant Site Hazard Assessment

☐ HAZARD ASSESSMENT ☐ INSPECTION

Date: _____ Location: _____ Plant/Job No. _____

Assessment Team Names: _____

Hazard Severity (Status) 1 - Imminent Danger 2 - Serious 3 - Minor 4 - No Immediate Danger 5 - N/A
Hazard Probability A - Probable B - Reasonably C - Remote D - Extremely Remote

HAZARD ASSESSMENT

Item No.	Ranking	Hazardous Item	Description
1		Traffic – Loader has right of way	
2		Protection of Public (Scrubber pond fenced)	
3		Overhead Hazards	
4		Confined Space Entry	
5		Hoisting / Lifting	
6		Belts, Guards, Hoses	
7		Power / Hand Tools	
8		Working Alone	
9		Material Storage / Handling	
10		Hazardous Chemicals / Environmental	

INSPECTION ITEMS

Item No.	Yes	No	Inspection Item	Description
11			Muster Point	
12			Emergency Response Plan	
13			PPE. – Basic / Specialized (Fall Arrest)	
14			Communications Phones / 2 Way Radio	
15			First Aiders Identified	
16			First Aid Kit / Supplies such as Burn Packs	
17			Fire Extinguishers	
18			Copy of Safety Manual	
19			Copy of OH&S Manual and MSDS Binder	
20			Copy of Environmental Log	
21			Traffic / Loader ROW Signs	
22			No Smoking Signs (Burner Fuel Tank)	
23			Control Room Authorized Personnel Sign, PPE. rules posted	
24			Belts in good working order (no cracks or leaks in hoses)	
25			Automatic shut down switch	
26			Lock out system including Main Breaker	
27			Propane Tanks Inspected	
28			Routine Maintenance Schedule	
29			Housekeeping	
30			Parking Plan	

INSPECTION / ASSESSMENT / CORRECTIVE ACTION

Item No.	Tasks	Hazards	Plans to Eliminate / Control	Persons Assigned	Date Completed

LIVING GOAL ZERO - LIFESAVING ICONS

Check all that apply:

☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
Hazard Control	Road Safety	Energy Isolation	Competency	Safe Lifting	Overhead Powerlines
Line Of Fire	Fall Protection	Impairment	Health Hazards	Confined Spaces	Trenching and Excavation

WEATHER REPORT

☐ Sunny ☐ Rain ☐ Strong Winds ☐ Overcast ☐ Extreme Weather ☐ Other (Please Comment)

Comments:

By signing below I (the supervisor), acknowledge that all identified hazards above are relevant to the current date below. If any of the hazards change then a new inspection form will be completed, discussed with the crew and dated accordingly.

Date	Name (Print)	Signature
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Supervisor's Signature: _____ Print Name: _____

Division/Operations Manager Signature: _____ Print Name: _____

Shop Site Hazard Assessment

☐ HAZARD ASSESSMENT ☐ INSPECTION

Date: _____ Location: _____ Job #: _____

Assessment Team Names: _____

Hazard Severity (Status) 1 – Imminent Danger 2 – Serious 3 – Minor 4 – No immediate Danger 5 – N/A
Hazard Probability A – Probable B – Reasonably C – Remote D – Extremely Remote

HAZARD ASSESSMENT

Item No.	Ranking	Hazardous Item	Description
1		Hazardous Materials / WHMIS / Material Storage / Handling	
2		Confined Space Entry / Gas (Toxic / Non-Life Supporting)	
3		Overhead Hazards	
4		Flammables (Fire / Explosions)	
5		Dangerous Pressure (Sprayers) / Compressed Air	
6		Working At Heights (Fall Protection)	
7		Hoisting / Lifting	
8		Working Alone	
9		Proper Blocking / Stands	
10		Hot Work / Cold Work	
11		Tripping / Falling Hazards	
12		Environmental	

INSPECTION ITEMS

Item No.	Yes	No	Inspection Item	Description
13			Muster Point	
14			Emergency Response Plan / Fire Drill / List	
15			P.P.E. Basic / Specialized (Fall Arrest)	
16			House Keeping / Waste Disposal / Leaks / Spills	
17			First Aiders Identified	
18			First Aid Kit / Supplies such as burn packs	
19			Fire Extinguishers / Annual Inspection	
20			Copy of Safety Manual	
21			Copy of OH&S Manual and MSDS Binder	
22			Over Head Crane Log	
23			Tank Inspections	
24			Stairways (Proper Lighting)	
25			Emergency Lighting / Night Lighting	
26			Cables / Ropes / Chains / Slings	
27			Electrical Wiring / Guards	
28			Hand Tools / Powered Equipment	

INSPECTION / ASSESSMENT / CORRECTIVE ACTION

Item No.	Tasks	Hazards	Plans to Eliminate	Persons Assigned to Control	Date Completed

LIVING GOAL ZERO - LIFESAVING ICONS

Check all that apply:

☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
Hazard Control	Road Safety	Energy Isolation	Competency	Safe Lifting	Overhead Powerlines
Line Of Fire	Fall Protection	Impairment	Health Hazards	Confined Spaces	Trenching and Excavation

WEATHER REPORT

☐ Sunny ☐ Rain ☐ Strong Winds ☐ Overcast ☐ Extreme Weather ☐ Other (Please Comment)

Comments:

By signing below I (the supervisor), acknowledge that all identified hazards above are relevant to the current date below. If any of the hazards change then a new inspection form will be completed, discussed with the crew and dated accordingly.

Date	Name (Print)	Signature
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Supervisor's Signature: _____ Print Name: _____

Division/Operations Manager Signature: _____ Print Name: _____

Underground Site Hazard Assessment

☐ HAZARD ASSESSMENT ☐ INSPECTION

Date: _____ Location: _____ Job #: _____

Assessment Team Names: _____

Hazard Severity (Status) 1 - Imminent Danger 2 - Serious 3 - Minor 4 - No Immediate Danger 5 - N/A
Hazard Probability A - Probable B - Reasonably C - Remote D - Extremely Remote

HAZARD ASSESSMENT

Item No.	Ranking	Hazardous Item	Description
1		Pedestrian – Protection of Public	
2		Shoring / Sloping / Excavation / Soil Stability	
3		Spoil Pile 1 meter from trench	
4		Overhead Hazards (Overhead Power Lines)	
5		Underground Hazards – First Call	
6		Vehicle / Machine Condition, Brakes, Guards	
7		Weather Conditions	
8		Flammables	
9		Working Alone	
10		Hazardous Chemicals / Waste Disposal	
11		Confined spaces (trenches)	
12		Safe Entry / Exit from trenches	
13		Environmental	

INSPECTION ITEMS

Item No.	Yes	No	Inspection Item	Description
14			Muster Point	
15			Emergency Response Plan	
16			PPE. – Basic / Specialized	
17			Communications Phones / 2 Way Radio	
18			First Aiders Identified	
19			First Aid Kit / Supplies	
20			Fire Extinguisher	
21			Copy of Safety Manual	
22			Copy of OH&S Manual and MSDS Binders	
23			Cable / Rope / Chains / Slings / Ladders	
24			Power and Hand Tools	
25			Housekeeping – Inside of Vehicle / Equipment	
26			Parking Plan	

INSPECTION / ASSESSMENT / CORRECTIVE ACTION

Item No.	Tasks	Hazards	Plans to Eliminate / Control	Persons Assigned	Date Completed

LIVING GOAL ZERO - LIFESAVING ICONS

Check all that apply:

☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
Hazard Control	Road Safety	Energy Isolation	Competency	Safe Lifting	Overhead Powerlines
☐ 	☐ 	☐ 	☐ 	☐ 	☐ 
Line Of Fire	Fall Protection	Impairment	Health Hazards	Confined Spaces	Trenching and Excavation

WEATHER REPORT

☐ Sunny ☐ Rain ☐ Strong Winds ☐ Overcast ☐ Extreme Weather ☐ Other (Please Comment)

Comments:

By signing below I (the supervisor), acknowledge that all identified hazards above are relevant to the current date below. If any of the hazards change then a new inspection form will be completed, discussed with the crew and dated accordingly.

Date	Name (Print)	Signature
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Supervisor's Signature: _____ Print Name: _____

Division/Operations Manager Signature: _____ Print Name: _____

Mobile / Stationary Lab Site Hazard Assessment

☐ HAZARD ASSESSMENT ☐ INSPECTION

Date: _____ Location: _____ Lab/Job No. _____

Assessment Team Names: _____

Hazard Severity (Status) 1 - Imminent Danger 2 - Serious 3 - Minor 4 - No Immediate Danger 5 - N/A
Hazard Probability A - Probable B - Reasonably C - Remote D - Extremely Remote

HAZARD ASSESSMENT

Item No.	Ranking	Hazardous Item	Description
1		Waste Disposal / Housekeeping	
2		Material Storage – Trichloroethylene (WHMIS)	
3		Electrical Cords	
4		Fume Cabinet	
5		Propane – Tanks Secured (Leaks)	
6		Overhead Hazards	
7		Pre Trip Trailer Checks (Brakes, Lights, Tires)	
8		Traffic & Equipment @ Lab	
9		Sampling Devices	
10		Site Specific Lock-Out Procedures	
11		Environmental	
12		Electrical Wiring & Guards	

INSPECTION ITEMS

Item No.	Yes	No	Inspection Item	Description
13			Muster Point	
14			Emergency Response Plan	
15			PPE – Hot Mitts, Respirator, Hearing Protection	
16			Copy of Safety Manual	
17			Copy of OH&S Manual	
18			MSDS Binder	
19			Fire Extinguishers	
20			Eye Wash	
21			First Aid Kits	
22			List of First Aiders	
23			Nuclear Gauge Security	
24			Ignition Oven Door (Must Not Close On Its Own)	
25			Parking Plan	

INSPECTION / ASSESSMENT / CORRECTIVE ACTION

Item No.	Tasks	Hazards	Plans to Eliminate / Control	Persons Assigned	Date Completed

LIVING GOAL ZERO - LIFESAVING ICONS

Check all that apply:

☐		☐		☐		☐		☐		☐	
	Hazard Control		Road Safety		Energy Isolation		Competency		Safe Lifting		Overhead Powerlines
☐		☐		☐		☐		☐		☐	
	Line Of Fire		Fall Protection		Impairment		Health Hazards		Confined Spaces		Trenching and Excavation

WEATHER REPORT

☐ Sunny ☐ Rain ☐ Strong Winds ☐ Overcast ☐ Extreme Weather ☐ Other (Please Comment)

Comments: _____

By signing below I (the supervisor), acknowledge that all identified hazards above are relevant to the current date below. If any of the hazards change then a new inspection form will be completed, discussed with the crew and dated accordingly.

	Date	Name (Print)	Signature
Sunday	_____	_____	_____
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____

Supervisor's Signature: _____ Print Name: _____

Division/Operations Manager Signature: _____ Print Name: _____



Job Turnover Checklist

It is the responsibility of employers to determine any hazards that exist or may exist on a worksite. NPA Ltd. is extending this responsibility to new workers or crews who come onto their existing worksite. The Turnover Checklist is a means of ensuring that all hazards, concerns and other pertinent information has been communicated to new crew(s) coming on to the worksite.

- Has a review of the latest Hazard Assessment been conducted?
Yes ☐ No ☐
- Has a complete walk-through of entire worksite been performed?
Yes ☐ No ☐
- Have all hazards and their controls been identified and put in place?
Yes ☐ No ☐
- Is all proper signage erected on worksite?
Yes ☐ No ☐
- Have all vehicle, pedestrian and business concerns been addressed?
Yes ☐ No ☐
- Have the 1st call locates been done in the last 14 days?
Yes ☐ No ☐
- Have all relevant drawings and information been reviewed?
Yes ☐ No ☐
- Are all 1st call markers still in place?
Yes ☐ No ☐
- Are NPA Ltd.'s color coded markers put in place?
Yes ☐ No ☐
- Are there any other unmarked utilities (new installs and/or overhead power lines) onsite?
Yes ☐ No ☐

Document on reverse any other pertinent information discussed.

Job Location: _____

Date: _____

Complied By: _____

Current Foreman (Print & Sign)

New Foreman (Print & Sign)

Environmental Hazard Assessment

Environmental Hazard Assessment				
Division: _____ Job Location: _____ Date: _____				
Field Assessment ☐ Shop Assessment ☐ Plant Assessment ☐ Lab Assessment ☐				
Hazard Assessment Performed by: _____				
No.	Topic or Item	YES	NO	NA
1.	Has an on-site environmental officer been selected?			
2.	Have necessary environmental permits/licenses been arranged for?			
3.	Has a list of the on-site environmental sensitive products/contaminants been developed? (SDS Binder)			
4.	Is current health hazard information on products available? (SDS)			
5.	Has a chemical substitution review been completed which should provide less hazardous and more environmentally friendly products?			
6.	Has a prohibited from cleaning hands with chemicals review list been done?			
7.	Matching of contents to containers. (e.g. refraining from using old water bottles to hold chemicals)			
8.	Are regulated substances properly stored and marked? (E.g. enviro tanks, double walked)			
9.	Has a procedure for safe storage, handling, transfer of products been completed? (Asphalt, burner fuel, etc.)			
10.	Have arrangements of an on-site spill containment kit been established?			
11.	Has a spill containment and response plan been developed?			
12.	Has a communication system been established with the on-site environmental officer and management pursuant to notification of the Alberta Environmental Protection? (Hot Line: 1-800-222-6514)			
13.	In the event of a spill, have retrieval, transportation and disposal of products been addressed?			
14.	Is emergency response equipment and personal protective equipment available on-site? (fire extinguishers)			
15.	Have contact numbers for registered environmental consultants or labs for emission analysis or product sampling been established?			
16.	Is there a system in place on how to accommodate internal and peer audits/inspections?			



Environmental Action Plan

Environmental Action Plan			
Use this portion for additional information which may be required as part of the Environmental checklist.			
No.	Topic or Item	Person Responsible	Deadline
Name of Environmental Officer: _____ (Please Print)			
_____ (Signature)			

WHMIS 2015 Policy

Part 29 of the OH&S Code

NPA Ltd. employees use a variety of materials on their everyday activities at the worksite. The Workplace Hazardous Materials Information System (WHMIS) is a Canada wide system designed and legislated to ensure employees are informed about hazardous materials and to eliminate or minimize risks to workers health. NPA Ltd. recognizes its responsibility to train workers in WHMIS 2015. WHMIS has been aligned with the Globally Harmonized System of Classification and Labeling Chemicals (GHS) to be referred to as WHMIS 2015. GHS is an internationally recognized system that classifies the hazards of chemical products. All employees working with or exposed to a hazardous substance will receive generic WHMIS 2015 training. Training will be done **prior** to any employee being exposed to a hazardous material.

Controlled Products

NPA Ltd. ensures that a controlled product that is used, stored, handled or manufactured at any worksite will be done in accordance with WHMIS 2015.

When the controlled product is a hazardous waste generated at the worksite, NPA Ltd. will ensure that it is stored and handled safely using a combination of:

- Any means of identification (placards, coded labels, worksite labels).
- Instructions to the workers on the safe handling of the hazardous waste.

Training

NPA Ltd. will provide documented training to all the workers that work with or near a controlled product.

Labeling

NPA Ltd. will ensure that a controlled product or its container at a worksite, has a supplier label or a worksite label on it. If the label is illegible or is removed, the label will be immediately replaced with another supplier label or worksite label.



WHMIS 2015 Policy

Safety Data Sheets

NPA Ltd. ensures that all available SDS's will be updated to the current information every 3 years. SDS's that change will be replaced immediately. Additionally a list of all chemicals used in the workplace will be maintained. All updated SDS's will be obtained from the supplier if possible.

NPA Ltd. ensures that SDS's will be available to all workers who may be exposed to any controlled product at our Company.

Signed _____

Bill Turner
Vice President



Date: April 2020

WHMIS 2015 General

Part 29 of the OH&S Code

General

New products and chemicals are developed to make work easier and increase productivity. Many of these products are part of our everyday activities in the workplace and can be hazardous to workers if they are not handled properly. It was because of this that the WHMIS 2015 program was developed.

The letters of **W-H-M-I-S** stand for:

“Workplace Hazardous Materials Information System”

WHMIS 2015 is a Canada wide system designed to keep you safe and to ensure that workers receive adequate hazard information about the chemicals used at your worksites.

Hazards

It is important to fully understand the hazards of a product; it is not enough to just know that a product is flammable, poisonous, corrosive, etc. You need to know how the chemical can enter your body, what health effects they produce once you have been exposed to them and how hazardous they are.

Routes of Entry

A product can affect you in different ways depending on the route of entry;

- **Inhalation**

One of the most common workplace hazards is breathing in gases, vapors, dusts, fumes or smoke.

- **Skin Contact**

The damage can be both immediate and visible. Some chemicals are absorbed through your skin and cause damage far from the point of contact.

- **Eye Contact**

Your eyes are especially sensitive to certain chemical products. Some can react with the moisture in your eyes and cause extensive damage.

- **Ingestion**

You can swallow harmful substances by eating or smoking when your hands are contaminated or by accidentally drinking a harmful product.

WHMIS 2015 General

WHMIS 2015 Symbols

There are 6 classes of hazards (A to F) and 8 standard symbols. Many products can have more than one symbol.

1. Compressed Gas (Class A)



Compressed gas cylinders can explode if they are heated, dropped or punctured and a sudden release of the contents can injure the skin or eyes of anyone nearby. The vapors may be so cold they can cause 'freeze burns.' i.e. propane, acetylene, nitrogen.

2. Flammable and Combustible Materials (Class B)



These can catch fire if they are heated or exposed to a source of ignition under normal working conditions. Some materials may burst into flame spontaneously. Others release flammable gas if they come into contact with water. i.e. propane, gasoline, solvents, spray paint.

- | | |
|--------------------------------|------------------|
| • Flammable gases | Division 1 (B-1) |
| • Flammable liquids | Division 2 (B-2) |
| • Combustible liquids | Division 3 (B-3) |
| • Flammable solids | Division 4 (B-4) |
| • Flammable aerosols | Division 5 (B-5) |
| • Reactive flammable materials | Division 6 (B-6) |

3. Oxidizers (Class C)



Oxidizing materials can increase the risks or intensity of a fire by providing large amounts of readily available oxygen. They pose a more serious hazard when they are used or stored near flammable or combustible materials, or close to any source of ignition i.e. hydrogen peroxide, chlorine, sodium chlorate.

WHMIS 2015 General

4. Poisonous and Infection Materials (Class D)



Immediate and Serious Toxic Effects Division 1 (D-1)

These are the products we normally think of as poisons. They can cause rapid and serious injury or death, even in small amounts i.e. arsenic, formaldehyde, paint thinner.



Other Toxic Effects Division 2 (D-2)

Products in this category can inflame your eyes or skin, cause allergic reactions such as a rash, damage your health over a long period of time or result in cancer or birth defects i.e. lead, asbestos.



Biohazardous Infectious Materials Division 3 (D-3)

Microorganisms such as viruses and bacteria can cause disease. They are usually found only in hospitals and specialized laboratories i.e. contaminated blood sample, live bacteria or virus.

5. Corrosives (Class E)



Materials such as acids or caustics burn your skin and eyes on contact, causing permanent damage. The vapours can also be harmful i.e. battery acid, caustic soda, bleach.

6. Dangerously Reactive Materials (Class F)



These materials are unstable and might explode if they're exposed to a shock or a change in temperature or pressure. i.e. hydrogen cyanide, chlorine dioxide.

WHMIS 2015 General

Labels

A WHMIS 2015 label is often your first warning that the material you're working with could be hazardous. It tells you how to handle the product safely and directs you to the SDS for more details. There are 2 types of labels: supplier and workplace.

Supplier Label

The supplier label comes with the product and provides information about the immediate and long-term hazards, recommends PPE and describes first aid treatment. Supplier labels can be easily identified as they have a cross hatched border and they contain 7 pieces of information (the name of the product, hazard symbols, risks, precautionary measures, first aid, references to SDS and the supplier).

Workplace Labels

If a product is transferred from a container with a supplier label to another container, the new container must have a WHMIS 2015 workplace label. It is much simpler than the supplier label. It requires only the name of the product, safe handling information and a reference to the SDS for more details.

Safety Data Sheets

SDS's provide very detailed information about the hazardous materials you use in your workplace. SDS's have at least 9 required categories of information.

The SDS must be reviewed/revised whenever new information becomes available and at a minimum of every 3 years.

- **Section 1 - Product Identification and Use** - This section identifies the hazardous material by its name and what the product is mainly used for as well as the manufacturer and supplier information is listed.
- **Section 2 - Hazardous Ingredients** - This section tells you about each hazardous ingredient in the product and the percent of each ingredient and lists the technical details of each.
- **Section 3 - Physical Data** - This section lists the physical properties of the product.
- **Section 4 - Fire and Explosion** - This section gives detailed information about whether the product burns or explodes and at what temperature. It also lists the best way to put the fire out. This section identifies how sensitive the product is to impact and if the product can catch fire or explode from static electric sparks.
- **Section 5 - Reactivity Data** - Reactivity data is information about the chemical properties of the product. It identifies whether the product is chemically stable or unstable and lists the substances that must not be mixed or put in contact with the product.

WHMIS 2015 General

- **Section 6 - Toxicological Properties** - This section tells how the controlled product gets into the body. It also tells you how exposure to the material will affect your health.
- **Section 7 - Preventive Measures** - This section lists various hazard controls and the PPE that must be used when working with the hazardous material. It also tells you how the material must be stored, handled and disposed of and what to do to clean it up if it leaks or spills.
- **Section 8 - First Aid Procedures** - This section identifies a correct procedure for immediately treating anyone who has been over exposed to the controlled product.
- **Section 9 - Preparation Information** - This section lists the name, address and telephone number of the person, group or department that prepared the SDS and the date it was prepared.

Responsibilities

Employer

- Prepare a current list of all chemicals used in the worksite.
- Develop written safe work practices and procedures.
- Ensure workers receive generic and site specific WHMIS 2015 training.
- Ensure controlled products are correctly labeled.
- Maintain a SDS system.
- Store SDS's in a location that is both highly visible and readily available to workers.
- Update the SDS's every 3 years.

Supervisors

- Identify all risks to workers through a hazard assessment before work begins.
- Communicate all risks to workers.
- Ensuring workers are following the WHMIS 2015 Policy and all applicable safe work practices are followed.
- Ensure proper PPE is worn.
- Take note of any new chemicals to the worksite.

Workers

- Participate in training programs.
- Take the necessary steps to protect their health and the health and safety of their co-workers.
- Participate in identifying and eliminating hazards on the worksite.
- Wear proper PPE.

Chemical, Biological Hazards and Harmful Substances

Part 4 of the OH&S Code

NPA Ltd. recognizes the potential for exposure to chemical hazards, biological hazards and harmful substances in the worksite. NPA Ltd. will ensure that a worker's exposure to any substance listed in Schedule 1 Table 2 of the OH&S will be kept as low as reasonably practicable and does not exceed its occupational exposure limit.

When a worker is exposed to a chemical in the workplace in any form liquid, solid, vapor or gas it is considered a **chemical hazard**. Examples of a chemical hazard include cleaning products, acids, solvents, welding fumes, acetylene and gasoline.

Biological hazards come from working with people, animals and infectious plant materials. Examples of how someone may be exposed include through blood or bodily fluids, molds, bacteria or viruses, insect bites and animal or bird dropping.

Potential Worker Exposure

If a worker may be exposed to a harmful substance at the worksite NPA Ltd. will identify the health hazards associated with the exposure and assess the worker's exposure. As per OH&S Regulation, NPA Ltd. must ensure that a worker who may be exposed to a harmful substance at the worksite is:

- Informed of the health hazards associated with the exposure to that substance.
- Is informed of measurements made of airborne concentrations of harmful substances at the worksite.
- Is trained in procedures developed by NPA Ltd. to minimize the worker's exposure to harmful substances and understands the procedures.

The potential for worker exposure to harmful substances should be identified during the hazard assessment.

Worker Overexposure

If a worker is exposed to more than the occupational exposure limit of a substance the following must take place immediately:

- Identify the cause of the overexposure;
- Protect the worker from further over exposure;
- Control the situation so that no other workers are exposed to the substance at airborne concentrations that are more than occupational exposure limits; and
- Explain to the worker the nature and extent of the over exposure.



Chemical, Biological Hazards and Harmful Substances

Worker Decontamination

If a worker is contaminated by a harmful substance at a worksite the contamination must be removed before the worker leaves the worksite. If a worker is exposed to a harmful substance at the worksite where chemicals harmful to the skin and eyes are used, immediate access to emergency baths/showers and eye wash equipment must be available. This ensures that chemicals splashed into the eyes or onto the body can be immediately diluted and washed away. This also ensures the harmful substance doesn't adversely affect a worker's health or the health of others they may come into contact with.

Hydrogen Sulphide (H₂S)

Part 4 of the OH&S Code

General

Hydrogen Sulphide (H₂S) is an extremely hazardous, toxic compound. It is a colorless, flammable gas that can be identified at relatively low concentrations by its 'rotten egg' odor. It can be detected by its smell at concentrations well below 1 ppm and up to 30 ppm. Above this level the gas has a sickeningly sweet odor up to 100 ppm. However at concentrations above 100 ppm a person's ability to detect the gas is affected by rapid temporary paralysis of the olfactory nerves of the nose, causing a loss of smell.

At low concentrations levels (0-10 ppm) H₂S can cause irritation of the eyes, nose and throat. At moderate levels (10-50 ppm) it can cause headaches, dizziness, nausea, vomiting, coughing and difficulties breathing. A ceiling limit cannot exceed 15 ppm (without respiratory equipment) at anytime. At high levels (50-200 ppm) it can cause shock, convulsions, coma and death.

H₂S is approximately 20% heavier than air, so it collects in depressions in the ground and confined spaces. Atmospheric testing should be completed before entering a confined space. A worker must not be exposed to airborne concentrations of H₂S in excess of 10 ppm over an 8 hour period. Whenever possible exposure should be minimized by engineered controls, i.e. ensuring good ventilation. When engineered controls cannot fully control levels of exposure PPE should be used, i.e. supplied air respirators, self contained breathing apparatus.

Exposure to H₂S

The potential locations for workers may be exposed to H₂S include but are not limited to the following:

- Petroleum sites
- Petrochemical plants
- Natural Gas plants
- Asphalt plants

H₂S Training

Training will be provided to workers on H₂S at the time of their initial assignment to a work area where H₂S is present. No worker will be exposed to H₂S without proper H₂S Alive Training.

Hydrogen Sulphide (H_2S)

First Aid Measures

If a worker is overcome by H_2S gas do not attempt a rescue until you are properly protected yourself. The following steps should be followed:

- Immediately remove the victim from further exposure. Rescuers must be properly fitted with PPE. Make sure that the victim is moved to a **safe** location.
- If the worker is not breathing, a qualified first aider must apply CPR.
- Remove any contaminated clothing, but keep the individual warm.
- Keep conscious individuals at rest.
- Be aware of other injuries and treat them accordingly i.e. the victim may have fallen.
- If the victim's eyes are red and painful, flush with large amounts of clean water for at least 15 minutes.
- Arrange transport and ensure the worker receives medical care as soon as possible. Provide information to Emergency Medical Services. The worker must not be allowed to return to work or other activities.

Silica Protection Policy

Purpose

NPA Ltd. is committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment and ensuring that's activities do not adversely affect the health and safety of any other persons.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

Scope

This policy shall apply to all company employees and subcontractors working for NPA Ltd.

Policy

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

Senior Management is responsible for:

- Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the “best available” equipment / technologies (*within NPA's capabilities*). Equipment / technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (*over time*) NPA has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed, communicated and effectively implemented as appropriate.
- Ensuring that all employees (*i.e. Managers, Supervisors and Workers*) receive the necessary education and training related to this Policy, as well as project/task specific ECPs.

Silica Protection Policy

- Maintaining applicable records (*i.e. exposure sampling, inspections, respirator fit tests, training records, etc.*) in accordance with NPA's record retention procedures/practices and OHS regulations.
- NPA's Health & Safety Committee will conduct a review of this Policy, as well as: (1) project/task specific ECP's, (2) available exposure monitoring data, (3) Industry/Regulatory information, and (4) new/emerging equipment/technologies on a regular (*i.e. annual*) basis.

Supervisors (Superintendents/Foreman) are responsible for:

- Obtaining a copy of the project/task specific ECPs (*and/or other similar such information*) and ensuring such are made available at each worksite.
- Ensuring that all the tools, equipment, PPE and materials (*including water*) necessary to implement the ECP is available (and in good working order) prior to allowing work activities to commence.
- Ensuring that all workers (*under the supervisor's direction and control*) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to "demonstrate competency" for identified tasks.
- Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene (*i.e. including be clean shaven where the respirator seals to the user's face*) requirements.
- Coordinating work activities with the Owner/Prime Contractor as required, and/or otherwise implementing the controls necessary to protect others (*i.e. erecting of barricades and signage*) who could be adversely effected by NPA's acts (*or omissions*).

NPA Employees (and subcontracted employees) are responsible for:

- Knowing the hazards of silica dust exposure.
- Using the assigned protective equipment in an effective and safe manner.
- Working in accordance with the project/task specific ECP.
- Reporting (*immediately*) to their supervisor, any hazards (*i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.*).

Silica Protection Policy

Exposure Limits/Considerations

The Alberta Occupational Health & Safety Code lists an occupational exposure limit (OEL) for respirable crystalline silica (including quartz) of 0.025 milligrams per cubic metre (mg/m³). This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects. However, as a suspected carcinogen, crystalline silica is also an ALARA substance, and exposures must be reduced to levels As Low As Reasonably Achievable below the OEL.

Silica Exposures at NPA

Many of the activities performed on NPA Projects result in the creation/release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

- Sweeping
- Jack-hammering
- Saw-cutting of material containing silica
- Crushing
- Compacting
- Conveying
- Drilling (of concrete)
- Excavating and Truck Loading activities.

Health Assessments

Workers hired in areas where silica exposure is likely must take a pre-employment medical examination within 30 days of hiring and every 2 yrs thereafter. The health assessment must include a chest x-ray and spirogram (pulmonary function test).

All health assessments are covered by NPA. The worker attends these tests during normal working hrs. and is paid their regular wage during the testing. Prospective employees taking a health assessment during pre-employment screening are not paid a wage.

Results must be kept of employees health assessments for a minimum of 30 yrs.

Records are maintained in the employees personnel file and are kept confidentially with contracted medical company.

Silica Protection Policy

Abnormal results from chest x-ray and spirogram are communicated to the worker from the Surehire and followed up on confidentially by NPA HSE/HR personnel

Each employee must take an annual respiratory fit test and an initial fit test within 30 days of hiring. Employees must take additional fit tests if facial characterizes change form, weight changes or other considerations. Employees must be clean shaven for respiratory fit testing.

Training

During orientation every worker potentially exposed to silica will be informed of the hazards of silica and control measures to reduce exposure to silica. This policy on silica will be reviewed with employees exposed to silica.

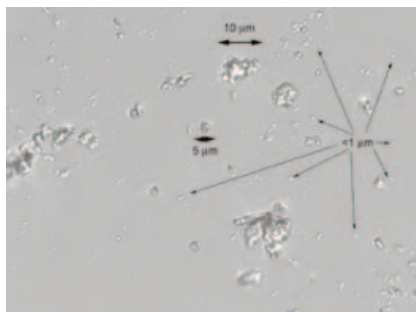
Monitoring

NPA Ltd. will monitor for silica with personal silica monitoring equipment and report the results to the workers monitored and H&S committee.

Health Hazards Associated with Silica Exposure

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (*specifically exposure to the size fraction that is considered to be respirable*) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. As noted in the following Figure, (respirable) silica dust is very small, and is not visible to the human eye.

Figure 1: Crystalline silica up close. 1000 times magnification of sand dust. These particles are small enough to be trapped in lung tissue.



Silica Protection Policy

A worker may develop any of three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:

- **Chronic Silicosis:** Develops after 10 or more years of exposure to crystalline silica and relatively low concentrations.
- **Accelerated Silicosis:** Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- **Acute Silicosis:** Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:

- Shortness of Breath
- Severe Cough
- Weakness

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

The safety information in this policy does not take precedence over the Occupational Health & Safety Act, Regulations and Code. All employees should be familiar with the OH&S Act, Regulation and Code.

Signed _____

Bill Turner
Vice President



Date: April 2020



Flammable and Combustible Liquids

Part 10 of the OH&S Code

Before you Start

1. Obtain the SDS for the materials you are going to be working with.
2. Be aware of all the hazards of the materials you will work with (i.e. fire and explosion, health).
3. Know how to handle emergencies (fires, spills, injury) involving the flammable and combustible liquids you work with.
4. Eliminate ignition sources.
5. Wear proper PPE for the job (i.e. eye protection, gloves).

Use

1. Use the smallest amount of flammable liquid necessary in the work area.
2. Keep storage areas cool and dry.
3. Store flammable and combustible materials away from any incompatible materials (i.e. oxidizers).
4. Use approved containers for disposal of rags and other work.
5. Store, handle and use flammable and combustible liquids in well ventilated areas.
6. Keep containers closed when not in use.
7. Bond and ground metal containers when transferring flammable and combustible liquids.
8. Use good housekeeping and equipment maintenance.
9. Keep the area clear of burnable materials.

Ignition Sources

For a flammable or combustible liquid fire to start, a mixture of vapor and air must be ignited. There are many possible ignition sources:

- Sparks from electrical tools and equipment
- Sparks, arcs and hot metal surfaces from welding and cutting
- Tobacco smoke
- Open flames
- Hot surfaces
- Sparks caused by static electricity

Cleaning Solvents

Part 29 of the OH&S Code

Cleaning solvents are used in the day to day construction work to clean tools and equipment. If you are exposed to solvents they can affect your health in many ways, in some cases very seriously.

Supervisors must be aware of all solvents that are used on the worksite and be sure that all workers who used these materials have been instructed in their proper use and any hazards they pose.

Solvents are Found in Many Products Including:

- Cleaning and degreasing materials
- Paint removers
- Paints, lacquers and varnishes
- Adhesives
- Inks and ink removers
- Pesticides

Solvents can Affect your Health in Many Ways, Some of the Short Term effects Include:

- Irritation of the eyes, lungs and skin
- Headache
- Nausea
- Dizziness
- Light headedness

There can also be long-term effects on your health from repeated exposure to particular solvents, including dermatitis. Other possible effects on the health vary according to which solvent you are exposed to.

Before Using a Solvent

1. Ensure all workers using, in the vicinity of use or storage are trained and certified in WHMIS 2015.
2. Read the SDS and container labels and follow the advice on them.
3. Wear proper PPE (i.e. eye protection, apron, gloves). Refer to the SDS for PPE requirements.

Use

1. Store solvents in special storage areas, as specified in the SDS.
2. In buildings and enclosed areas never leave solvents in open tubs or vats, return them to storage drums or tanks.

Cleaning Solvents

3. Ensure that proper containers are used for transportation, storage and field use of solvents.
4. Use ventilation equipment to remove vapors from your work area. Make the most of natural ventilation when appropriate by opening windows and doors.
5. Wash your hands thoroughly before eating or smoking.

What to Avoid

- Do not leave solvent contaminated rags lying around.
- Do not use solvents or gasoline to remove paint, grease etc. from your skin.
- Do not eat or smoke in areas where there are solvents.
- Do not use any materials containing solvents unless the area is adequately ventilated and, where necessary, you are provided with suitable respiratory protection.
- Do not use solvents around any hot work.
- Avoid skin contact with solvents and any products containing solvents.

Compressed Gases

Part 10 of the OH&S Code

Before Use

1. Read the SDS's and labels for all of the materials you will work with.
2. Be aware of all the hazards of the materials you will work with (i.e. fire and explosion, health).
3. Know which of the materials you work with are compressed gases and check the label (not the cylinder) colour to identify the gas.
4. Ensure that equipment is compatible with cylinder pressure and contents.
5. Check all cylinder to equipment connections before use and periodically during use; to be sure they are tight, clean, in good working condition and not leaking.
6. Wear proper PPE for the job. Refer to the SDS for PPE requirements.

Use

1. Store compressed gas cylinders in cool, dry, well ventilated areas, away from incompatible materials and ignition sources.
2. Ensure compressed gas cylinders are securely fastened in place in the upright position.
3. Move cylinders in hand carts or other devices designed for moving cylinders.
4. Leave the cylinder valve protection cap in place until the cylinder is secured and ready for use.
5. Discharge compressed gases safely using devices such as pressure regulators approved for the particular gas.
6. Carefully open all valves slowly, pointed away from you and others using the proper tools.
7. Close all valves when cylinders are not in use.
8. Always use cylinders in cool well ventilated areas.
9. Handle empty cylinders safely. Leave a slight positive pressure in them, close cylinder valves, disassemble equipment properly, replace cylinder valve protection caps, mark cylinders 'empty' or 'MT' and store them separately from full cylinders.
10. Use good housekeeping and equipment maintenance.
11. Keep the area clear of burnable materials.

What to Avoid

- Never roll, drag or drop cylinders or permit them to strike each other.
- Never force connections or use homemade adaptors.
- Never tamper with safety devices in cylinders, valves or equipment.
- Do not allow flames to contact cylinders.

Propane

Part 10 of the OH&S Code

Propane leaks can cause serious fires and explosions. Propane gas, which is heavier than air and invisible, may leak and accumulate to create a dangerous environment, as it tends to creep along the ground and collect in low spots. Before handling it is very important that engineering controls are operating and that PPE equipment requirements are being followed. Workers handling this chemical should be properly trained regarding its hazards and safe use.

Before Use

1. Eliminate all ignition sources (i.e. sparks, open flame, hot surfaces). Keep away from heat and welding operations.
2. Read the SDS and follow the advice on them.
3. Wear proper PPE, refer to the SDS for PPE requirements.
4. Inspect propane cylinders for damage or corrosion.
5. Inspect propane hoses for damage and leaks. When checking for connection leaks use a soapy water solution. Replace if necessary.
6. Ensure equipment is compatible with cylinder pressure and contents.
7. Follow supplier recommendations.
8. Ensure a fire extinguisher is readily available.

Use

1. Use smallest, practical cylinder size in a well ventilated area separate from the storage area.
2. Leave cylinder cap on the cylinder until the cylinder is secured and ready for use.
3. Always secure cylinders to a wall, rack or other solid structure in an upright position.
4. Use the appropriate pressure regulator.
5. Open cylinder valve slowly to prevent rapid decompression and damage to valve seat.
6. Keep cylinder valves clean and free from contaminants particularly oil and water.
7. Make sure valves on gas cylinders are fully opened when gas is in use and tightly closed when not in use.
8. Open and shut valves at least once a day while cylinder is in use to avoid the valve freezing.
9. Cylinder valves must be used to adjust the torch flame, pressure regulators are used for this purpose.
10. Make sure cylinders are labeled clearly.

Propane

11. Move cylinders by hand, truck or cart designed for that purpose. Nylon slings must be used in a 'choker' fashion when loading and off loading or lifting propane cylinders. 'Lifting lugs' provided on the cylinders are not to be used. Slings should be wrapped around the shell of the cylinder. Regulators are to be removed before moving cylinders.
12. Shut flow off at the cylinder valve and not just at the regulator after each use.
13. Keep empty cylinders under slightly positive pressure.
14. When transporting propane cylinders they must be secured and marked as per WHMIS 2015 and TDG Legislation.

What to Avoid

- Do not operate any equipment if the odor (rotten egg smell) of propane is present.
- Do not hoist propane cylinders by their valves or collars.
- Do not use with incompatible materials such as strong oxidizing agents which can increase risk of fire and explosion.
- Do not handle cylinders with oily hands.
- Do not open a cylinder if it is damaged.
- Never use excessive force when opening a cylinder.
- Do not drop cylinders or allow them to bang against each other.
- Do not heat cylinders to increase flow.
- Do not lift cylinders by the cap.
- Cylinders must not be painted.
- Do not store cylinders inside buildings, vehicles or tool vans.



Compressed Gas Cylinders

Part 10 of the OH&S Code

The following are do's and do not's for the storage and handling of compressed gas cylinders.

Do

- Store cylinders in a clearly identified, dry, well ventilated storage area away from doorways, aisles and stairs.
- Post 'No Smoking' signs in the area.
- Store cylinders in the upright position and secure with an insulated chain or non-conductive belt.
- Secure the protective caps.
- Ensure that the area is well ventilated. With outside storage, place on a fireproof surface and enclose in a tamper proof enclosure.
- Protect cylinders from contact with ground, ice, snow, water, salt, corrosion and high temperatures.
- Store oxygen and fuel gases separately. Indoors, separate oxygen from fuel gas cylinders by at least 6m. See **CSA W117.2-06 'Safety in welding, cutting and allied processes'**.

Do Not

- Do not use a cylinder as an electrical ground connection.
- Do not fasten cylinders to a work table or to structures where they could become part of an electrical circuit.
- Do not strike an arc on a cylinder.
- Do not use a flame or boiling water to thaw a frozen valve. Valves or cylinders may contain fusible plugs which can melt at temperatures below the boiling point of water.
- Do not lift a cylinder by the valve cap.
- Never sling with ropes or chains or lift with electromagnets.
- Do not slide, drag or drop cylinders.
- Never place cylinders on their sides as rollers to move equipment.
- Do not lay acetylene cylinders on their sides. If an acetylene tank has accidentally been left on its side set it upright for at least 1 hour before it is used.
- Do not try to refill a cylinder or mix gases in a cylinder.

Compressed Gas Cylinders

What Should I Do with Empty or Out of Service Cylinders?

- Mark or label the cylinder 'empty cylinder' or 'MT' and store empty cylinders away from full cylinders.
- Return empty cylinders to the supplier.
- Remove regulators when not in use and store these away from grease and oil.
- Put protective caps on the fittings when in storage.
- Keep cylinders away becoming contaminated with oil, grease or dust.
- Do not use a cylinder that is not identified or if the label is not legible. The colors of industrial gas cylinders are not standardized.
- Move cylinders with the appropriate trolleys. Use proper lifting cradles.
- Call the supplier to remove leaky cylinders immediately.

Overhead Power Lines

Part 17 of the OH&S Code

General

Working near overhead lines requires awareness and knowledge of the hazards they present. By identifying the hazards, employees with training of overhead lines, can work safely in the vicinity. All workers must be aware of the dangers of working around overhead lines. **If contact has been made with an overhead line, workers must maintain a safe distance and contact their Utility Company emergency number immediately. Do not attempt to manage this hazard yourself.**

- Before starting work at a new worksite a hazard assessment must be done. NPA Ltd. shall notify the operator of the power line before beginning the work and obtain the operator's assistance in protecting workers involved in the work. They will inform you of the voltages at each overhead line on the jobsite. The time, date and who gave the voltages must be recorded and kept on file for future reference.
- No work shall be performed of equipment operated within 7 meters of an energized power line until:
 - The power line operator is contacted;
 - The voltage of the power line has been determined; and
 - The appropriate safe limit of approach has been established.
- Earth or other materials shall not be placed under or beside an overhead power line if doing so reduces the safe clearance to less than the safe limit of approach distances listed in '**Schedule 4 of the Alberta OH&S Code**'.
- **IF** a situation arises in which work must be done or equipment operated near an energized power line at distances less than the safe limit of approach distance for that particular voltage, the power company may assist by:
 - De-energizing the power line;
 - Relocating it, isolating it; or
 - Performing some other equally effective action.
- Power line warning signs **must** be erected on the jobsite to warn of the danger, **before** construction reaches the locality of the lines.
- The location of signs and voltages of the lines will be reviewed at the pre-construction safety meeting with all workers.
- 1 worker is required as a '**spotter**' to ensure safe distances are maintained.
- Truckers must remain in their trucks when dumping near overhead lines. Truck boxes must be lowered within the safe distance of the overhead line.
- When working on approaches, trucks will dump their loads moving away from overhead line. Have loaded trucks turn around, if necessary.

Overhead Power Lines

- Any incident, involving contact with an overhead line either direct or indirect (arcing), must have an incident report and the local utilities must be informed.

Power Pole Support

When the ground will be disturbed in the vicinity of an overhead power line the following must be completed and implemented, to ensure the original support provided is not reduced.

- The owner of the line must be contacted before any ground disturbance is started and approve that digging can begin.
- If requested by the utility owner; a pole support truck will be used to support the pole before ground disturbance commences and will be used until the facility owners deems it safe to release the support truck.
- The facility owner will supply a pole support truck of their own or hire an approved outside company to provide the necessary support for the pole. In some cases the facility owner may want to observe the work being completed until work has moved out of the vicinity of the power pole.

Emergency Contact

ATCO Electric (24hr/ 7 Day) – 1-800-668-2248

Fortis Alberta – 310-9473

Safe limit of approach distances from overhead power lines for persons and equipment appears as **Schedule 4, Table 1** in the OH&S Code.

**Table 1: Safe Limit of Approach Distances
from Overhead Power Lines for Persons and Equipment**

Operating Voltage of Overhead Power Line Between Conductors	Safe Limit of Approach Distance for persons and Equipment
0 - 750 V Insulated or polyethylene covered conductors (1)	300 mm
Above 750 V Insulated Conductors (1)(2)	1.0 m
0.75 kV - 40 kV	3.0 m
69 kV, 72 kV	3.5 m
138 kV, 144 kV	4.0 m
230 kV, 240 kV	5.0 m
500 kV	7.0 m

Notes:

- Conductors must be insulated or covered throughout their entire length to comply with these groups.
- Conductors must be manufactured to rated and tested insulation levels.

Underground Utilities

Part 32 of the OH&S Code

Safety Procedure

Due to the extreme dangers involved in working around buried utilities, the following procedures are to be used as a minimum standard to improve the safety for all personnel and public where stabilizing, excavating or other ground disturbance is being performed and gas or primary power may be involved. We must exceed the guidelines set out by OH&S as “minimum” standards.

Although this procedure is designed more towards the “high risk” disturbance, it must be applied to all applications, along with the hazard assessment process, to ensure no critical steps are missed.

- 1) Project and/or senior manager must approve decision to perform high risk ground disturbance, after verifying that other alternatives are not reasonable or practicable.
- 2) “On the spot” written hazard assessment (as per OH&S or local legislation) and completion of the Critical Ground Disturbance Checklist must be completed and approved by a supervisor with ground disturbance level 2 training.
- 3) Hazard assessment, Critical Ground Disturbance Checklist and site specific procedure/process must be approved by the project manager or senior manager (and documented).
- 4) A supervisor or competent designate with formal training in Safe Ground Disturbance, must be on-site during process if gas or primary power is involved.
- 5) All utilities within 30 meters of the construction area must be located and marked prior to any ground disturbance. (All contractors are to have their own locates- no “piggybacking”. It is recommended to share the information to look for inconsistencies).
- 6) All “locate” tickets must be thoroughly reviewed by supervisor, operator and affected personnel (preferably with locator present) to maximize accuracy and understanding. Locates must be kept current and on-site as per legislation.
- 7) All marking of utilities must be available for reference until all ground disturbances is finished. If altered or damaged, markings must be re-established.
- 8) All parallel or adjacent utilities within 1.5 meters of ground disturbance area must be exposed intermittently, as needed, to ensure a safe working distance from work area. If gas or primary power line encroaches within 1 meter of ground disturbance area, then it must be exposed to view at maximum distance of 10 meter intervals or closer if hazard assessment warrants. (ie: parallel to separate walk).

Underground Utilities

- 9) All gas and primary power lines under the actual ground disturbance area must be exposed to view at a maximum distance of 3 meter intervals on crossings and 10 meters on longitudinal lines or closer if hazard assessment warrants. Exposure of the entire line should be taken into consideration whenever possible.
- 10) All affected personnel must satisfy themselves that a minimum distance of 1.0 meter depth can be maintained from the utility to the bottom of the ground disturbance or other methods of completing the work must be looked at. (Note that this exceeds the OH&S 600mm minimum in some jurisdictions).
- 11) Any utility that runs longitudinally directly under the roadway, walkway, etc. will **not be** stabilized over unless all personnel involved are confident that the above conditions have been met and can be maintained or it is encased in a sufficient protective cover to prevent contact. (Remember that “straddling” the line increases the likelihood of “humping” or “pumping” of the line due to the weight on either side of it, especially in wet or soft underlying conditions).

The project foreman, superintendent and manager must ensure that all utilities are adequately located, their depth verified and all the above conditions are met before any ground disturbance activity is performed. The supervisor of the crew doing the actual disturbance and all affected personnel, must also verify that the above conditions have been met before proceeding.

Buried Facilities

Before the ground is disturbed at a worksite NPA Ltd. will contact Alberta 1 Call to get clearances and locate buried electrical, gas, communication and other underground facilities. The ground will not be disturbed until buried facilities have been identified and their locations marked.

Alberta 1 Call contact – 1-800-242-3447

NPA Ltd. will also contact the owner or owner's designate of:

- A pipeline that is within 30 meters of the worksite
- Any other buried facility that may be affected by the ground disturbance
- Will advise the owner or owner's designate of the proposed activities
- Ask the owner or owner's designate to identify and mark the location of the buried facility.

All workers will be made aware of located marks for buried facilities. When activities at the worksite move or destroy the locator marks, new marks will be re-established as often as necessary to ensure the safety of the workers.

Underground Utilities

Keeping Locates Established

It is the responsibility of all workers on-site to ensure that once a utility has been located that its location and depth is maintained for the duration of work in that area. The following steps will be taken to help identify the location and depth of the line.

1. Once the line has been located it will be identified with a stake/sign on either end and be colored coded to match the specific utility.
2. The digital line tracer will be used to estimate the depth of the line and will be documented on the stake. That measurement will only be a guideline of the depth and proper exposing procedures must still be followed. When the line is exposed, the entire line shall be exposed.
3. A color coded line will be painted on the surface to lay out the direction of the line and movement of the line. This line shall be maintained during all backfilling operations.
4. All line markings must be maintained for the duration of work in that area. If a new crew comes on to site, a meeting shall be held to communicate the location of the lines.
5. If any concerns arise from the location of the lines or locate markers are no longer visible, new locates must be called in to establish proper location of the utility.

As-built record drawings of the buried facilities will be used for locating the buried facilities when:

- The work does not require excavation or removal of the soil or ground, and
- The ground is penetrated to a depth of 1 meter or less.

As a matter of good work practice, Alberta 1 Call and the buried facility owner will still be contacted when this method is used.

Exposing Lines

When exposing buried facilities, working with mechanical excavation equipment will not be permitted within the hand exposed zone of a buried facility, until the buried facility has been exposed to sight. Before the ground is disturbed, a ground disturbance checklist must be completed and in cases where a utility crossing is a hazard, a critical ground disturbance checklist **MUST** be completed and approved by a supervisor trained with level 2 ground disturbance. Then the entire line will be exposed to eliminate a possible strike where lines may change in depth. Acceptable techniques for exposing the buried facility are:

- Hand digging
- Hydrovacing

Underground Utilities

- A non-destructive technique acceptable to the owner of the buried facility, or
- By a method equivalent to the methods above.

Use caution when hand locating not to damage the covering on the pipe or cable. If you do, report it.

1. **Power**

- Usually but not always has caution tape a foot or more above cable

2. **Telephone**

- Find out the number, size and type (i.e. is it fibre optic) or cable at the time of location.

3. **Cable Vision**

- This is shielded cable and can give you an electric shock

4. **Gas**

- Potentially the most dangerous of all because of explosion and the fire hazard. **Use extreme caution.**
- Cross country pipeline – when crossing or excavating follow the pipeline rules ‘**to the letter**’.
- Remember small gas line is sometimes plastic – hand locate with caution – it can be punctured with a shovel or pick.
- Have emergency plan in place before starting excavation.

The width of a hand expose zone for a high pressure pipeline can be reduced to within 1 meter on each side of the pipeline locator marks if:

- The high pressure pipeline is not governed by the pipeline Act, and
- This company obtains written approval from the owner of the high pressure pipeline.

When the ground that will be disturbed lies within a pipeline right-of-way this company will contact the operator or licensee of the pipeline and get their consent to disturb the ground.

This company will not allow the use of mechanical excavation equipment within 600 millimeters (2 feet) of a buried pipeline unless:

- The use of the equipment is under the direct supervision of a representative of the owner of the buried pipeline.

The use of mechanical equipment will only be permitted if:

- The only buried facility is an electrical cable or conduit that is grounded and isolated so that its disconnection is visible.

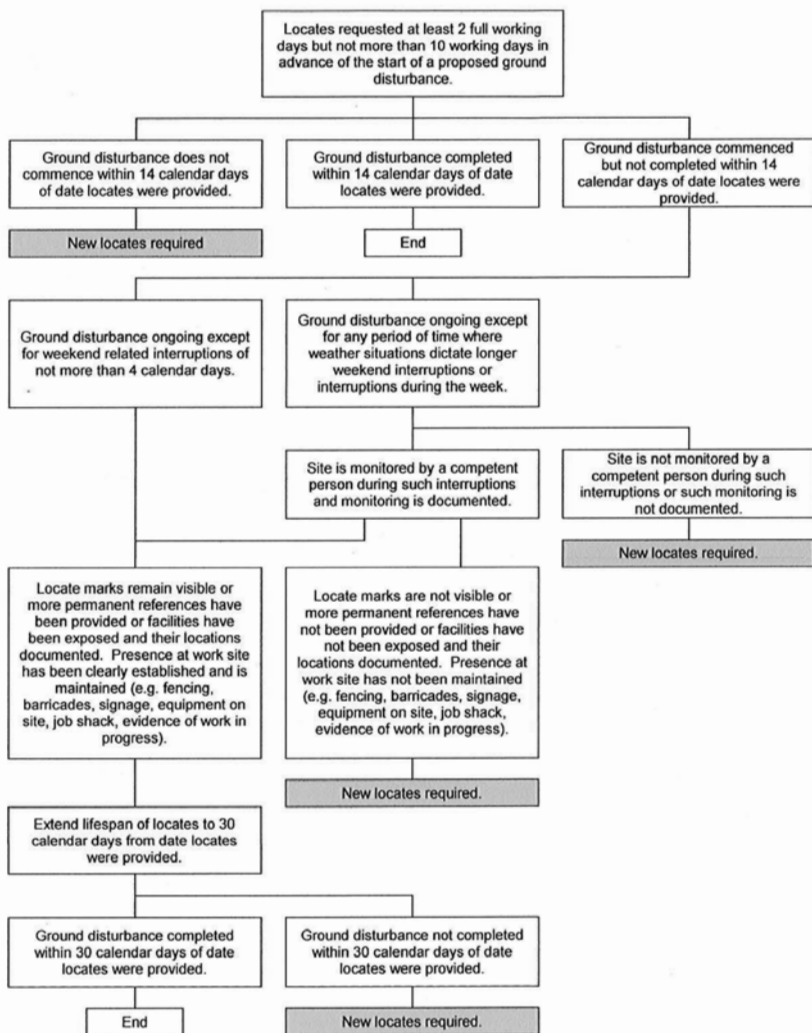
Underground Utilities

- The owner of the electrical cable or conduit is notified of the operation before it begins.
- The buried facility is no longer in use.
- The owner of the buried facility gives this company written consent to excavate or remove the facility, and
- This company ensures that excavating or removing the buried facility does not present a hazard.

Any accident involving hitting a utility must be reported immediately to our office and an incident report made up as soon as possible.

In the event that there is a release into the atmosphere from a pipeline or gas line hit, it must be reported immediately to Alberta Environment at 1-800-222-6514.

Lifespan of Locates - Worksite Scenarios



International Colour Code for Marking Buried Facilities

	WHITE - Proposed Excavation
	PINK - Temporary Survey Markings
	RED - Electric Power Lines, Cable Conduit and Lighting Cables
	YELLOW - Gas, Oil, Petroleum and Gaseous Materials
	ORANGE - Telephone, Cable TV, Communication, Alarm and Signal Lines
	BLUE - Potable Water
	GREEN - Sanitary Sewers, Storm Sewers and Drain Lines
	PURPLE - Reclaimed Water, Irrigation and Slurry Lines



FACILITIES MUST BE HAND EXPOSED AND VISIBLE BEFORE MECHANICAL EQUIPMENT IS USED WITHIN THE HAND EXPOSE ZONE.



1-800-242-3447

**PLEASE PROVIDE AT LEAST
2 FULL WORKING DAY'S NOTICE**

ALBERTA 1 CALL

Ground Disturbance Inspection Checklist

- ☐ Has the 1st call been done in the last 14 days?
Yes _____ No _____
- ☐ Are the 1st call markers still in place?
Yes _____ No _____
- ☐ Have the depths of all identified utilities been done at each end?
And at reasonable intervals?
Yes _____ No _____
- ☐ Have NPA Ltd.'s color coded markers been put into place?
Yes _____ No _____
- ☐ Has the digital line tracer been used to locate additional lines or
services and check for changes in line depth?
Yes _____ No _____
- ☐ Are subcontractors present and has a meeting been held?
Yes _____ No _____
- ☐ Are there any other unmarked utilities (including overhead power
lines) onsite?
Yes _____ No _____
- ☐ Is any additional information available such as special engineering
drawings or site maps which might show additional utilities? Does
the foreman have copies and have they reviewed them?
Yes _____ No _____

Job Description: _____

Completed By: _____

Date: _____



60cm Mechanical Excavation Critical Ground Disturbance Checklist/Approval

Location: _____ Date: _____ Time: _____
Address and job # yy mm dd 24 hr clock

Scope of Work: _____

- » Document must be completed by the Ground Disturbance Supervisor.
- » Before approval is issued, no Mechanical Excavation within 60cm.
- » Ground Disturbance Supervisor must remain on site actively monitoring the dig.

RECORD/DOCUMENT CONFIRMATION	Y	N	N/A
1. Has the 1st call been done in the last 14 days?			
2. Are the 1st call markers / NPA color coded markers in place?			
3. Have ALL buried facility owners been notified before excavation?			
4. Have all buried facilities been located in the hand expose area?			
5. Have the depths of all identified facilities been done at each end?			
6. Have all identified facilities been exposed at reasonable intervals?			
7. Have all underground facilities been hand exposed or hydrovaced as required?			
8. Has the digital line tracer been used to locate other lines/changes in depth?			
9. Are there any other unmarked utilities (including overhead power lines) onsite?			
10. Are there any signs of new ground disturbances within the working area?			
11. Was a pre-job review meeting held and all relevant information reviewed?			
12. Is the mechanical equipment appropriate for the job?			
13. Have All buried facility owners been notified when backfill will commence?			
PERSONS INVOLVED IN THE CRITICAL MECHANICAL EXCAVATION WITHIN 60CM	Y	N	N/A
14. Who is control /foreman of the site? _____			
15. If the ground disturbance supervisor leaves site, excavation MUST stop.			
16. Hazard Assessment/Review meeting documented & communicated to ALL workers.			

NPA Site Representative (Supervising the dig):

Phone #: _____

Print

Signature

NPA Equipment Operator(s)

Phone #: _____

Print

Signature

NPA Spotter(s)

Phone #: _____

Print

Signature

All signatures are required before the 60cm Mechanical Excavation is approved

Ground Disturbance Supervisor:

Phone #: _____



Backfill Pre Job Checklist



Backfill Pre Job Checklist

Location: _____ Date: _____ Time: _____
Address and job # yy mm dd 24 hr clock

Scope of Work: _____

- » Document must be completed by the Ground Disturbance Supervisor.
- » Before approval is issued, no backfill to commence
- » Ground Disturbance Supervisor must remain on site actively monitoring the backfill.

RECORD/DOCUMENT CONFIRMATION

	Y	N	N/A
1. Are the 1st call markers / NPA color coded markers in place?			
2. Are there any other unmarked utilities (including overhead power lines) onsite?			
3. Are there any signs of new ground disturbances within the working area?			
4. Have the utility depth measurements been identified and marked on the side slope of trench?			
5. Has a competent spotter been identified?			
6. Have dump areas been identified to trucks and groundmen?			
7. Is the mechanical equipment appropriate for the job?			
8. Have All buried facility owners been notified when backfill will commence?			
9. Was a toolbox meeting held prior to start of backfill job?			

PERSONS INVOLVED IN THE BACKFILL

	Y	N	N/A
10. Who is control /foreman of the site?			
11. If the ground disturbance supervisor leaves site, excavation MUST stop.			
12. Hazard Assessment/Review meeting documented & communicated to ALL workers.			

NPA Site Representative (Supervising the dig):

Phone #: _____

Print

Signature

NPA Equipment Operator(s)

Phone #: _____

Print

Signature

NPA Spotter(s)

Phone #: _____

Print

Signature

All signatures are required before the backfill is approved

Ground Disturbance Supervisor:

Phone #: _____

Control Hazards Energy Code of Practice

Purpose

NPA (the Company) has established a common and systematic approach to eliminate the risk of incidents that may arise from the unexpected release or unplanned activation of an energy source that could endanger lives and property at Company worksites.

Scope and Application

Isolation of Hazardous Energy is the primary and preferred method to control a source of energy before performing maintenance on a system or equipment. The proper implementation of an effective hazardous energy control program will include a written, standardized procedure, necessary training and responsible supervision. In conjunction with local legislation, the requirements found in this code of practice shall be the minimum standard of controlling hazardous energy while performing work on a Company worksite and applies to all employees, workers, contractor and visitors performing work on a Company worksite.

Isolation of Hazardous Energy is required when:

- Guarding or safety devices need to be removed or bypassed.
- Individuals may be exposed to hazardous energy when performing tasks (e.g. pressurized systems).

When tasks are routine, repetitive and integral to the production process, or traditional energy isolation to complete the tasks is not possible, then alternative control methods that provide effective protection shall be used.

This Control of Hazardous Energy Code of Practice applies to tasks on all equipment except:

- Pre-shift inspections, fueling, and other similar tasks as determined by risk assessment/FLRA.
- Tasks on electrical cord connected equipment (e.g. hand held portable power tools) when exposure to the hazards of unexpected energization, start-up or release of hazardous energy is controlled by:
 - unplugging the equipment from the energy source.
 - the plug is under the exclusive control of the individual performing the task.

This code of practice is mandatory and applies to all Company employees, contractors, transporters, vendors, visitors, sites, plants, construction projects and offices.

The Company shall respect all energy isolation related laws and regulations that are more stringent than the requirements specified in this Policy.

Control Hazards Energy Code of Practice

Definitions

The following definitions are specific to this Control of Hazardous Energy Code of Practice. This list is not to be considered exclusive and additional definitions may be required for specific applications as out lined in Company Standard Operating Procedures.

Blind means a metal disk placed in a pipe capable of withstanding the maximum pressure of the system to ensure that no air, steam or other substance will pass through that point if the system is accidentally activated.

Blocking means special brackets or stands such as those used under a raised vehicle or equipment. Blocking must be placed under raised dies, lifts or any equipment that might inadvertently move by sliding, falling or rolling.

Double Block and Bleed means a pipe isolation system that incorporates two in-line valves and a “bleed” valve between the in-line valves. The system is lockable and/or requires excessive force to operate without specialized equipment.

Bump test means that once equipment has been locked and tagged out, an authorized worker shall ensure all personnel and tools are clear, then test or “bump” start the locked out equipment as a final check to ensure that the lockout is successful.

Company means NPA Ltd. and affiliated businesses.

De-energize means to deal with energy that already exists by draining or relieving residual energy sources such as air or hydraulic lines, tension on springs, dissipating stored electrical or thermal energy or negating the effects of gravity so that the stored energy will not result in inadvertent movement.

Energy Source means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational or other source of energy. This can exist in the form of parts movement such as equipment rolling or stored energy such as coiled springs or suspended loads.

Group Lockout means a set of locks used to isolate energy sources (active or potential) in a system. When more than one lock is required to isolate a system, a lock box procedure will be used. A supervisor will accompany an authorized worker to place group locks on appropriate energy isolation points. The energy isolation key(s) for the group locks will be placed in the lock box.

Isolation Tag means a recordable tag that is to be attached to the lockout location.

Live Work means work that requires the equipment to be running in order to perform work. A written Job Hazard Analysis and Standard Operating Procedure must be available and reviewed for such work.

Control Hazards Energy Code of Practice

Lockout means to prevent the energization or an undesirable activation of a system. This requires the use of one or more locks to physically secure isolation of all energy sources in order to render the machinery or equipment inoperable. This must be in accordance with a written procedure.

Lockout Adaptor means a device that enables multiple locks to be placed on the same lockout point. After the work is completed, each worker removes their lock and only upon removal of all locks can the equipment be returned to operation.

Responsibilities

Employees

- Refuse to perform any work which they feel is unsafe or for which they have not been properly trained to perform.
- Through adequate training, be responsive to minimize the risk of exposure to potentially harmful work environments through the requirement of hazardous energy isolation.
- Not attempt operation of any switch, valve or other energy isolating device bearing a lock.
- Report any violation or infraction of this code of practice to their supervisor.

Supervisors

- Immediately correct any violation or infraction of this code of practice which did or could have resulted in incident or injury or property damage at the worksite.
- Administer any discipline or corrective action necessary to ensure compliance with this code of practice and document appropriately.
- Ensure all workers have received adequate training in the application of this code of practice.
- Ensure workers are aware of specific procedures to safely isolate energy sources on equipment in their work area.
- Ensure workers have been assigned a lock (or locks) with only a single key to be used for application to lockout devices.
- Provide feedback to the Corporate HSE manager to facilitate continuous improvement of this code of practice.
- Oversee the process of removing a lock which was abandoned by a worker or otherwise left on equipment during a lockout procedure.
- Coordinate all tasks between contractors who will require energy isolation to perform work on a Company worksite.



Control Hazards Energy Code of Practice

Management

- Ensure that all necessary resources are available to safely and effectively carry out an energy isolation procedure.
- Ensure compliance with this code of practice by all levels of the Company including workers, contractors and others present at the worksite.
- Establish adequate training and monitoring for compliance through the use of HSE personnel.
- Ensure a hazard assessment is conducted and adequate procedures are developed and implemented to ensure effective isolation procedures.

Training

A competency based training program shall be in place to train affected individuals and to qualify authorized and responsible individuals before they perform an energy isolation procedure. This shall include training on the following topics: the code of practice, the lockout procedure, recognition of energy sources, energy isolation permit requirements, removal of locking/tagging devices, and other site-specific program requirements, as appropriate and which would include practical exercises.

The competency and proficiency of each individual shall be evaluated and documented. This shall be completed by a post-training assessment for each participant such as written examinations and successful completion of practical skills exercises.

Refresher training may be required on a periodic basis to address regulatory requirements, site-specific procedural changes, after energy isolation incidents, and the introduction of new equipment, etc.

Energy Isolation Procedure

Simple Isolation Method

When one or more authorized individuals is required to perform a task on the same equipment that has one or more energy isolating devices, each authorized individual shall place a personal lock and identification tag on all energy isolating devices. If the energy isolation device cannot accommodate all the locks to be applied, then the authorized individual shall utilize a lockout adaptor to hold all the locks to be applied. All authorized individuals shall perform the energy isolation sequence in accordance with this code of practice.

Control Hazards Energy Code of Practice

Complex Isolation Method

When more than one authorized individual is required to perform a task on equipment having one or more of the following conditions, then complex isolation method shall be implemented:

- A large number of energy isolation devices or authorized individuals are involved.
- The period of energy isolation is extended (e.g. more than one shift).
- The energy isolation devices are relatively inaccessible.
- There is inter-dependence and inter-relationship of the equipment components.

Under complex isolation methods, a supervisor and an authorized worker shall be assigned the overall responsibility and authority for the isolation sequence and shall ensure continuity of lockout protection. This may be accomplished by using a lockbox or complex isolation board system.

All keys to the designated equipment locks are placed in one lockbox or complex isolation board. The lockbox or complex isolation board shall be locked by the responsible individual with a single controlling lock and key. The responsible individual shall keep the controlling key under their exclusive control. All authorized individuals shall affix their personal lockout device on the lock box and keep their personal lock key under their exclusive control.

During a shift change, individuals responsible for the isolation sequence shall advise the alternative responsible individual of the current status of the isolation, tasks being performed, and other relevant information. At the completion of the briefing, the alternative responsible individual shall place their controlling lock on the lockbox or complex isolation board and the off-going responsible individual shall remove their controlling lock. The alternative responsible individual shall have exclusive control of the controlling lock and key.

The controlling key is not a master key and shall not be configured to override (i.e. open) individual locks.

At no time shall any individual remove another individual's personal locks or tags except when removal is required as described below.

Energy Control Sequence

The following steps outline the mandatory isolation sequence that shall be followed prior to performing any task on equipment to ensure all energy sources have been isolated and placed into the zero energy state. Only authorized and responsible individuals, without exception, are allowed to perform mandatory isolation sequence. The mandatory isolation sequence is:



Control Hazards Energy Code of Practice

Prepare

The authorized individual shall prepare for the task by: reviewing the work order, filling out an FLRA, completing the isolation Permit.

Notify

Prior to performing a task on the equipment, the authorized or responsible individual shall notify all affected individuals in the area that the equipment will be isolated.

Turnoff / Shutdown

The authorized individual shall turnoff (i.e. off position), shut-down and de-energize the equipment as required.

Isolation

All energy isolating devices to control hazardous energy within the equipment shall be positioned in such a manner as to positively isolate the equipment. Positive isolation shall be achieved by using energy isolating devices (i.e. disconnect switches, line valves, blocks, blinds, etc.) and not the equipment operating controls (i.e. on/off button, emergency stop button). Physical barriers (e.g. flanges) shall be equipped with a locking device. When the isolating devices are designed with visual disconnects/isolations, it must be verified that disconnect / isolation has occurred.

Apply Locks

One Lock, One Person, One Energy Source - Locks shall be applied to the energy isolating device or lock box. Each authorized individual working on the equipment shall without exception be responsible for attaching their personal lock(s) and isolation tag(s). Lockout of each energy isolating device shall be done with the approved lockout device.

Zero Energy State

All energy including stored or residual energy including gravity, shall be relieved, blocked, bled, restrained or otherwise rendered safe (i.e. to achieve the zero energy state). Where stored energy has been determined to be a hazard, a means for non-hazardous dissipation or safe restraint of the stored or residual energy shall be established.

Control Hazards Energy Code of Practice

Bump Test / Verification

After ensuring that all individuals are clear of the equipment, the authorized individual shall attempt to operate the normal operating controls to ensure the correct equipment has been de-energized and will not operate. The operating controls shall be returned to the neutral or off position after the tryout testing. If the equipment operates, it shall be shutdown and the supervisor notified.

Perform Task

Authorized workers shall carry out the work for which the energy isolation was completed.

Inspect and Restore

Prior to restoring the energy to equipment, the responsible individual shall:

- Visually inspect the area in and around the equipment to ensure that all tools and debris have been removed and guards and other safety devices are in place.
- Notify all affected individuals that power is to be restored.
- Verify that all individuals are clear of the equipment.
- Have all lockout devices and tags removed from the energy sources.
- Restore all isolating devices to the "On" position or the normal operational position.
- Verify the equipment is operating properly, notify the supervisor and the equipment operator that the task has been completed and control of the equipment has returned to operation.
- Ensure that the normal operation of the equipment may begin.
- Never remove another individual's personal locks or tags.
- Complete the documentation of the permit/FLRA.



Control Hazards Energy Code of Practice

Maintenance or Testing Live Equipment

Performing maintenance or testing of live equipment shall not be performed unless a Job Hazard Analysis has been developed and approved by the Divisional Vice President and the Corporate Health and Safety Manager to ensure the health and safety of all workers. If the task is or will be performed on a regular basis, a Standard Operating Procedure must be developed and approved by the Divisional Vice President and the Corporate Health and Safety Manager. All workers must review the approved procedure each time prior to performing any maintenance or testing of live equipment. All tasks on live equipment will be considered critical tasks. An acceptance or approval to deviate from the local regulatory authority (OHS/OSHA/MSHA) may be required.

Contractor Coordination

When external individuals, such as contractors and sub-contractors, are on-site and engaged in tasks on equipment that require compliance with this code of practice, the site supervisor and the contractor shall coordinate each other's respective energy isolation sequence procedures. It is the responsibility of the site supervisor to ensure that the contractor's employees understand and comply with the requirements of this code of practice.

Removal of Locks and Tags

A special protocol shall be established when an individual fails to remove their lock(s) and tag(s). If the individual is not available to remove the lock and tags, the individual's supervisor will attempt to contact the individual and have them return to site and remove the lock(s) and tag(s). If the individual cannot be reached, the supervisor together with a competent person shall inspect the work area to ensure the equipment is clear and the task is complete.

If the work is completed, the supervisor shall follow the steps outlined in Inspect and Restore (above), then the supervisor, with the authorization of the most senior individual at the site, may remove (cut and destroy) the lock and tag from the energy isolation device. The supervisor shall cycle the equipment to assure its safe operation. The individual will be notified of this action, prior to the start of their next work shift.

Control Hazards Energy Code of Practice

Personal Lock and Tag Specifications

Lockout and tag out devices shall be singularly identified and not used for any other purpose. They shall meet the following requirements:

- **Durable** – Lockout and tag out devices shall be capable of withstanding the environment in which they are exposed.
- **Standardized** – Lockout and tag out devices shall be standardized within the site by either color, shape, or size.
- **Substantial** – Lockout devices shall be substantial enough to prevent removal without the use of excessive force.
- **Unique** – Lockout devices shall be uniquely keyed and not have a duplicate or second-party master override key.
- **Identifiable** – A tag must be attached to individuals lock indicating the following information:
 - Danger Do not operate
 - Reason for isolation
 - Name of person who placed the lock
 - Date and time the lock was put in place

Control Hazards Energy Code of Practice

Figure 1
Example Lockout Lock



Figure 2
Example of Isolation Tag



Figure 3
Example Lock Box (Group Lockout)



Figure 4
Example Lockout Adaptor





Occupational Health and Safety Regulations

A worker who contravenes the OH&S Act, Regulation or Code, or fails to comply with an order under the Act, Regulation or Code, is guilty of an offense and liable for fines or imprisonment.

Any worker found guilty of a violation of the Act and subsequently fined or imprisoned, will not be compensated by the Company for these fines or loss of work time due to imprisonment.

Our Company policy is that all OH&S Regulations and those of any other local or provincial authority are to be strictly adhered to and compliance is a mandatory requirement for employment with this Company. All employees will have access to these regulations and must be familiar with their contents. Copies are available in the Company offices.

Company Policy

It is not the intention of this manual to implement an overbearing set of rules to cover all circumstances and situations. Common sense is and must remain the foundation of a good safety record. Secondly, to ensure that safety rules have the desired effect of controlling actions and conduct we must ensure that all management and supervisors lead by example and follow all the rules. In short if we do not feel they can enforce a rule it should not be implemented. It is our intention to see that they enforce this manual.

General Rules

1. Accidents, injuries or near misses, regardless of their nature, shall be promptly reported to supervisors and an incident report completed promptly and sent to the safety department. The purpose of this is to prevent similar incidents from re-occurring.
2. Smoking is permitted only in designated areas. 'Strike Anywhere' matches are prohibited. Areas posted '**No Smoking**' and '**No Open Flame**' are to be strictly obeyed. This includes e-cigarette and vaporizers.
3. Running is not permitted anywhere, except in the case of extreme emergency.
4. Employees shall be trained in the use of specialty tools and equipment.
5. Possession or use of intoxicating beverages or unauthorized drugs on the job is strictly forbidden and constitutes grounds for dismissal.
6. No person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders.
7. Horseplay, fighting, gambling and possession of firearms is strictly forbidden on the job and constitute grounds for dismissal.
8. Whenever a malfunction or problem occurs on a piece of equipment or plant component, the employee will report the problem to the supervisor on-site for advice and assistance.
9. Operate only the equipment you are authorized to use.
10. Safety equipment must not be altered or tampered with, i.e., it must conform to the manufacturer's original specifications.
11. All employees must take part in maintaining good housekeeping practices on our worksites. (**Do not litter**).
12. Keys are to be removed from all vehicles and equipment when left unattended.

Specific Rules

1. All shop employees who leave the yard, shall notify their foreman when they leave and when they return.
2. At all plant sites, where a loader is frequently backing-up, the following must be complied with:
 - Signs to be posted at entrance '**Non NPA Ltd. Personnel Report To Control Room/Scale/Office**'.
 - When ordering any supplies to be delivered to plant site, instruct the dispatcher to notify the driver that they must report to control room/scale/office.
 - All people entering the plant site must be informed that the loader area is restricted and must not be entered.
 - If someone must enter the loader area, the loader operator must be notified prior to each occurrence of entering this area.
3. A Modified Light Work Program will be followed when:
 - Any employee who suffers a work-related injury, not deemed to be of a serious nature.
 - The injury will not allow the employee to perform their regular duties.
 - The injury will be short term (less than 1 week).
 - The employee is able to perform light work (i.e., clerical work, cleaning, inventory, parts pick up, etc.).

If all of the above conditions are present, a WCB report must be completed, showing no lost time and the employee will perform the light work until they can resume their normal duties. All light work cases should be discussed with a member of the Joint Health & Safety Committee. See 'Rehabilitation of Injured Employees'.

Working Alone

1. Working alone procedures for the worksite will include the following requirements:
 - Wherever a Company employee is required to work alone under conditions in which there is significant danger of disabling injury occurring and when the employee might not be able to obtain assistance in the event of any injury, some method of periodically checking the well-being of the employee shall be developed.
 - Whenever possible, the Company shall avoid having employees work alone.
 - Company equipment units used for working alone under the conditions shall be equipped with working two-way radios.
 - During winter operations or where Company employees are working alone under the conditions as described above, they will radio a base station at the beginning of the shift giving their location and direction of travel. During the shift they shall call in regularly, generally every hour.
 - Where an employee is designated to work alone on other tasks, regular checks during the shift shall be made by two-way radio or visually as appropriate to the nature, hazard and circumstances of the work.
 - The supervisor shall ensure that procedures are established to deal with working alone emergencies. Employees are aware of their responsibilities in such emergencies and regular checks are performed.
2. All other relevant Alberta Human Resources & Employment regulatory requirements shall be met for employees working alone.

Fatigue Management System Policy

Policy

NPA Ltd. recognizes that fatigue is a factor which may affect a worker's ability to perform mental and physical tasks. Due to the nature of the work, extended working hours are required. All Management and Supervisory personnel must be able to recognize and respond to the signs and symptoms of fatigue that might impair the worker's performance.

NPA Ltd. will require all personnel to work within the legislated requirements in accordance with the Employment Standards Codes and/or exemptions that apply to the Alberta Roadbuilding Industry.

It is the responsibility of the Supervisor to make corresponding changes to work requirements if fatigue impairment signs are evident. All concerns must be communicated to Management and corresponding changes must be documented for review and follow-up.

Signs and Symptoms of Fatigue

Tiredness, sleepiness, irritability, depression, giddiness, loss of appetite, digestive problems and increased susceptibility to illness.

Factors that Influence Fatigue	Methods to Deal With Fatigue
Working alone	Work in a buddy system when possible.
Repetitive or "boring" tasks	Rotate job tasks with co-workers and perform various functions of short duration during extended hours.
Being inactive	Exercise – do some stretching, take a walk on a break and exercise when away from work.
Length and frequency of breaks	If possible take short frequent breaks rather than one long break.
Availability of food and water	Make sure to bring adequate amount of food and water each day.
Type of work	Perform complex tasks early in shift if possible.
Use of personal time	Get the proper rest and relaxation while away from work.
Temperature	Make sure you have extra water when working in warm temperatures.

Signed



Bill Turner
Vice President



Date: April 2020

Rehabilitation of Employees Injured on the Job Policy

Policy

NPA Ltd. is committed to a progressive policy of full and complete rehabilitation of injured employees.

Responsibilities

To accomplish this policy, the following responsibilities are outlined:

1. Management will supply the necessary resources to support the above policy.
2. Area Foremen will support and encourage the use of modified work.
3. Supervisors of injured employees are responsible for ensuring that all actions necessary for accident reporting and rehabilitation procedures are carried out.
4. Work Comp. Tech Ltd. shall oversee and review the rehabilitation of injured employees to ensure the best possible treatment and quick return to full duties.
5. Injured employees are responsible for wholehearted and genuine co-operation in all aspects of their rehabilitation program.

Signed _____

Bill Turner
Vice President



Date: April 2020

Rehabilitation Responsibilities

Division Managers

Responsibilities

The Division Managers are responsible for supplying all necessary resources in support of the rehabilitation policy. They are accountable to the President.

Duties

Ensure that all reasonable efforts are made to accommodate any employee injured on the job to return to work, taking into account restrictions based on the nature of the injury.

The Division Management will direct the Safety Manager/Coordinator to supervise the implementation of this policy.

Superintendents

Responsibilities

The Superintendents shall be responsible for the implementation of the Company rehabilitation policy in their area of responsibility. They will, with direction and assistance from the Safety Manager/Coordinator, outline the Company's 'Rehabilitation Policy' and assign specific responsibilities to the Supervisors. They are accountable to management.

Duties

- Support and encourage the use of modified work within their division.
- Assist in the proactive identification of innovative modified work assignments.
- Follow up with the Foreman and the Employee to ensure all aspects of the case are progressing without event or concern.
- Ensure all Foremen and Supervisors are well trained in the reporting of injuries and the WCB claims management system.

Rehabilitation Responsibilities

Supervisors/Foremen

Responsibilities

The Supervisors shall be responsible for understanding and communicating the rehabilitation policy to all their employees. They are accountable to their Superintendent.

Duties

- Ensure all employees understand that all incidents and/or injuries occurring on the job must be reported.
- Provide First Aid treatment to the injured employee and document the time and date of the injury, how it occurred and the treatment provided.
- If medical attention is required, provide employee with transportation to the nearest appropriate medical facility or call 911 for an ambulance.
- Ensure all necessary WCB and/or WCTL forms have been given to the employee for completion. Report the incident/injury to their Superintendent and the Safety Manager/Coordinator.
- Assist the Safety Manager/Coordinator in completing all accidents investigation reports.
- Implement immediate corrective actions for any incident or accident.
- Ensure assigned work duties of injured employee comply with the stated work restrictions listed on the 'Return to Work' form. This is to be done in co-operation with the Safety Manager/Coordinator.

Employees

Responsibilities

Employees shall familiarize themselves with all aspects of the Rehabilitation program and shall participate in the program to the best of their ability.

Duties

- Understand that all injuries/incidents occurring on the job must be reported in a timely fashion.
- Instruct their doctor that NPA Ltd. will provide modified or light work duties and that NPA Ltd. will co-operate in any medical treatment.
- Ensure that the 'Modified Work' form from WCTL is completed by their attending physician at the time of treatment.
- If applicable, complete the WCB 'Worker's Report' of Injury Form and submit it to the Safety Manager/Coordinator within 24 hours of the injury.
- Accept the modified work offered to them with the consent of their physician.
- Participate wholeheartedly in their rehabilitation program.

Rehabilitation Responsibilities

Work Comp. Tech Ltd.

NPA Ltd. has entered into an agreement with WCTL that states WCTL will assist in the management of all work related injuries.

Responsibilities

WCTL shall oversee the rehabilitation of employees injured on the job to facilitate their timely return to full duties.

Duties

- WCTL is responsible for completing the 'Modified Work' forms to be signed by the employee and forwarded to WCB. The employee and the Company representative are to ensure all details relevant to this case are known by all parties.
- WCTL will review diagnosis and treatment prescribed and will make recommendations to the medical community regarding same.
- WCTL will arrange special tests and access to a specialist, upon approval from NPA Ltd.
- WCTL will contact WCB to ensure assigned Case Worker is notified regarding all important information and to seek agreement on treatment path to be followed.
- WCTL will provide a Case Worker to direct and control all ongoing activities and to provide the medical treatment necessary to return the injured employee to full pre-injury capability.
- WCTL will maintain contact with all professional health care providers to ensure treatments are working and no undue complications have been observed. WCTL will maintain contact with the Safety Coordinator/Facilitator to ensure full Company co-operation in the rehabilitation process. WCTL will also maintain contact with the injured employee to monitor their progress and encourage their ongoing participation in the program.
- WCTL will review all cases weekly with the consulting occupational physician.

Duty to Accommodate

NPA Ltd. will make all reasonable efforts to accommodate all employees injured on the job to return to work in keeping with restrictions by nature of the injury and/or doctor's restrictions.

The goal is to assist the employee to full rehabilitation. However, due to the nature of the injury, employee reaction to the injury and their co-operation, it may be that not all cases can be accommodated.

Seasonal employment issues may cause modified work to be discontinued to provide fairness to all employees.

Modified Work Report

Employee Name _____ Supervisor: _____
 Week starting _____

Day of Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Hrs. worked								
Hrs. appointments								
Duties Performed								

Week starting: _____

Day of Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Hrs. worked								
Hrs. appointments								
Duties Performed								

Note: Hrs. for appointments is related to the injury. ie: Dr. appointment, physiotherapy, during working hours only. This does not include lunch break or after work appointments.

Comments:

Personal Protective Equipment Policy

- It is the policy of this Company to have all workers use the proper PPE when and where required.
- This includes proper footwear, long pants and clothing supplied by the employee. Running shoes are not proper footwear.
- This includes hardhats, eye protection and specialty equipment supplied by the Company.
- Hard hats, safety vests and specialty equipment are supplied by the Company.
- An employee can supply their own specialty PPE if they so desire. However, the equipment must be CSA approved and it must be approved by management.
- Ear plugs will be provided on the worksite.
- All Company PPE will conform to OH&S requirements.
- iPods, MP3 Players, ear phones etc., are not permitted on the worksite during periods of work.
- The safety information in this policy does not take precedence over OH&S Act and Regulations.

Signed



Bill Turner
Vice President



Date: April 2020

General Rules

Part 18 of the OH&S Code

Personal protective equipment (PPE) is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes. When operations and/or policies dictate the use of PPE, the use of such equipment will be mandatory. Seatbelts **must** be worn on all equipment that has a rollover protection system. Basic PPE may include but is not limited to the following:

Hard Hats

Company issued hard hats must be worn on all NPA worksites, shops and yards. Ball caps are not to be worn under hard hats for any reason as it compromises the integrity of the hard hat.

Footwear

CSA/ANSI approved work boots, in good condition, will be worn on all sites.

Safety Vests

Safety vests will be worn, in the proper manner, by all personnel working in areas open to any traffic. The purpose is to ensure visibility of the worker.

Clothing

Clothing must be appropriate to the duties being performed. Workers on-site must wear shirts with a minimum sleeve of 6 inches and long pants. Shorts are not to be worn on the worksite at any time. You are encouraged to wear clothes that are made with a high content of natural materials such as cottons. Gloves must be worn when handling or working with high temperature materials. Long pants, shirt and safety boots are the minimum requirements for the worksite.

Eye and Face

CSA/ANSI approved glasses and/or face shields must be worn when welding, grinding, buffing, sanding, cutting, chipping, hammering, working under equipment or whenever there is a possibility of injury to eyes or face.

Hearing Protection

CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure limit. If you have to raise your voice to be heard; hearing protection is needed.



General Rules

Respiratory Protective Equipment

The proper type must be worn when performing any operation where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mists or vapours.

Fall Arrest Equipment

When there is no other form of protection from falling, employees will wear approved fall arrest equipment such as full body harness and safety line.

Employees will be responsible for work boots, regular work gloves and appropriate clothing. NPA Ltd. will supply specialty clothing and PPE such as: hard hats, safety glasses/shields, hearing protection and respiratory protective equipment.

Head Protection

Part 18 of the OH&S Code

General

Company issued hard hats must be worn on all NPA worksites. Hard hats or Bump caps must be worn in all NPA shops and yards. Head protection must meet CSA standards.

There are 2 types of hard hats:

- Type 1 - provides protection from impact and penetration at the crown (top)
- Type 2 - provides protection from impact and penetration at the crown (top) and laterally (sides)

Each type of hard hat is also available in the following classes:

- Class E - used in electrical trades (20,000 V electrical rating)
- Class G - used for general trades (2,200 V electrical rating)
- Class C - (no electrical rating)

Headwear consists of a shell and the suspension. These work together as a system. The shell is rigid and light and is shaped to deflect falling objects. The suspension holds the shell away from the head and acts as a shock absorber. It also holds the shell in place on the head and allows air to flow freely.

Both parts of the headgear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headgear, they must be designed specifically for use with the specific headgear used. Bump caps are not considered a helmet. In Alberta they can only be used when the only hazard is where a worker may strike their head against a stationary object.

Inspection and Maintenance

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

Do

- Inspect headwear before each use.
- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear that has been subjected to a blow even if no damage is visible.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer's instructions.
- Consult OH&S or your supplier for information on headgear.

Head Protection

- Adjust headband size so that headwear will stay on when the wearer is bending over but not so tight that it leaves a mark on the head.

Do Not

- Drill, remove peaks, alter the shell or suspension in any way.
- Use solvents or paints on the shells; this makes the shell breakdown.
- Put chin straps over the brim or peak of headgear.
- Use any liner that contains metal or conductive material.
- Do not put anything between the suspension and the shell. There must be a clearance inside the headwear while it is being worn.
- Do not transport headwear in rear windows of vehicles. Heat and UV light can damage the material, making it brittle and less protective.
- Do not wear baseball style hats under the headwear as it interferes with the suspension.
- Do not use a suspension made by one manufacture with products made by another manufacturer.

Maintenance

Clean the suspension and shell regularly according to the manufacturer's specifications.

Foot Protection

Part 18 of the OH&S Code

General

Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression and puncture are the most common types of foot injury. Protective footwear must be worn by all workers who may be exposed to the risk of a foot injury.

There are many types of protective footwear available and is very important to choose the right type of protective footwear. It is also important to get the right fit so the footwear is comfortable. The CSA has specific design and testing requirements for protective footwear. Footwear is divided into 7 classes, they are as follows:

Selection of Safety Footwear		
Marking	Criteria	Use
	Green triangle footwear has sole puncture protection with a Grade 1 protective toe (withstand impact up to 125 joules).	Any industrial or heavy work environment, including construction, where sharp objects are present (such as nails).
	Yellow triangle footwear has sole puncture protection and Grade 2 protective toe (withstand impact up to 90 joules).	Light industrial work environments that need both puncture and toe protection.
	White rectangle with orange greek letter "omega" footwear has soles that provide electric shock resistance.	Any industrial environment where accidental contact with live electrical conductors can occur. (Remember: Electric shock resistance is greatly reduced by wet conditions & with wear).
	Yellow rectangle with green letters "SD" and grounding symbol footwear has soles that are static dissipative.	Any industrial environment where a static discharge can be a hazard for workers or equipment.
	Red rectangle with black letter "C" and grounding symbol footwear has soles that are electrically conductive.	For any industrial environment where low-power electrical charges can be a hazard for workers or equipment.
	White label with green fir tree symbol footwear provides protection when using chainsaws.	For forestry workers and others who work with or around hand-held chainsaws and other cutting tools.

Note 1: The ® symbol indicates the preferred position for the identifying logo or mark or the certifying agency.

Note 2: Labels are on the tongue of the right shoe at ankle height. They may also appear at ankle height on the shoe itself (for electrical protection footwear).

From: 'Z195.1-02 Guideline on Selection, Care and Use of Protective Footwear', Canadian Standards Association, 2002.

Foot Protection

In construction, it is recommended that only the green triangle grade of footwear which also gives ankle support be used. Your choice in footwear should always over protect, not under protect.

Do

- Choose footwear according to job hazards and CSA Standards.
- Inspect footwear regularly for damage.
- Lace boots up and tie securely, boots do not protect if they are a tripping hazard or fall off.
- Use a protective coating to make footwear water resistant.
- Choose a high cut boot to provide ankle support.
- Choose boots that are comfortable.
- Choose boots with ample toe room and allow for extra socks or special arch support.
- Replace worn or defective footwear.

Do Not

- Wear defective safety footwear i.e. exposed steel toe caps.
- Under protect your feet or modify safety footwear.

Eye and Face Protection

Part 18 of the OH&S Code

General

CSA approved eye or face protection must be worn whenever there is a danger to the eyes and face. Face protectors, prescription and non prescription eyewear must meet '**CSA Standard Z94.3-92 Selection, Use and Care of Protective Eyewear**'. Eye and face protection is designed to protect the worker from such hazards as:

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

There are 2 types of eye and face protection:

Basic Eye Protection

- Eye cup goggles
- Monoframe goggles and spectacles with side shields

Face Protection

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

CSA certified safety glasses have plastic polycarbonate lenses. They are stronger than regular lenses, impact resistant and come in prescription and non prescription forms. Safety frames are stronger than street wear frames and are often heat resistant. They are also designed to prevent lenses from being pushed into the eyes.

All safety glasses including prescription glasses must have face shields. Eye protection is required when welding, grinding, buffing, sanding, cutting, chipping, hammering, working under equipment or whenever there is a possibility of injury to the eyes.

Contact lenses may be worn, but they do not offer eye protection.

To prevent exposure to harmful radiation, special eye protectors must be worn when arc welding, gas welding or burning. The lenses in these eye protectors can be clear, tinted, photo chromic or polarized. Each type provides different types of ultraviolet protection and in some cases none. Ensure you wear the right one for the work being performed. Welders and welders help should wear the prescribed equipment as well as anyone else working in the area.

Eye and Face Protection

Fit

- Ensure safety glasses fit properly.
- Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.

Care

- Clean your glasses daily. Follow the manufacturer's instructions. Avoid rough handling that can scratch lenses.
- Store your glasses in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn.
- Replace pitted, scratched, broken, bent or ill fitting glasses as it interferes with vision and may not provide proper protection.

Hearing Conservation

Objective

To ensure that the standard for prevention of hearing loss is adhered to by wearing proper hearing protection when exposed to noise levels that are harmful.

This objective is based on the knowledge that noise can produce permanent hearing loss depending on (a) sound intensity, (b) length of time the worker is exposed, (c) individual susceptibility to noise-induced hearing loss.

Standard Procedure:

Maximum Noise Exposure for Unprotected Ear

Duration per Day in Hours	Sound Level in Decibels (A)	Examples
16	80	Conversational speech
8	85	OH&S Limit
4	90	Electric motor fan
2	95	Concrete pouring
1	100	Hand drill
1/2	105	
1/4	110	Arc air welder
1/8	115	Jet engine

* No continuous exposure in excess of 115 dBA is allowed

* Pain begins at 125 dBA

The above chart illustrates maximum exposures for the unprotected ear. NPA Ltd. offers several types of hearing protection and therefore all employees must wear hearing protections whenever exposed to noise levels above 85 decibels (dBA).

Protective Equipment:

The company provides equipment for use by employees. Standard issue ear plugs are available from the HSE Department. Ear Muffs and specialized plugs are available from the HSE Dept.

All positions/jobs exposed to noise have been or are being monitored for noise exposure with a noise dosimeter and are rated for noise exposure. The required hearing protection for each job class is listed in the Noise Assessment Table (please consult with the HSE Department).

Hearing Conservation

Employees unable to wear the standard plugs or muffs should see the HSE Dept. to investigate specialized and/or more suitable protection.

Hearing protection is to be used when the noise level is 85 decibels or greater and/or as posted.

Ear Plugs/Application:

- Can reduce noise as much as 33 dBA's (Note 1).
- Clean hands should be used to roll sponge type ear plugs into a cylinder.
- Insert by pulling ear outward and upward.
- Once inserted hold in place until plug expands.
- If voice sound distorted, plug has been inserted correctly.
- Plugs come in different sizes, material and styles. Inform workers that other types are available if the standard plug supplied does not work.

Muffs:

- Can reduce noise up to 23 dBA's (Note 1).
- Ensure muffs fits completely over ears and have a good seal.
- Replace or repair cushions as needed to maintain good seal.
- Safety glasses reduce the effectiveness of muffs.

Combination Muffs & Plugs:

- Can reduce up to 38 dBA's of noise. An ear muff only reduces noise by an additional of 5 dBA when combined with ear plugs.

NOTE 1 – the NRR (noise reduction rating) listed on hearing protection is for ideal ears and a perfect fit.

Prevention:

The Company is committed to the prevention of hearing loss by:

- Reducing noise exposure times where possible.
- Reducing noise levels through engineering design controls; equipment maintenance; modifying existing equipment where practical and isolating noise.
- Providing workers with hearing protection (PPE).
- Reminding workers to use protection.

Hearing Conservation

- Recommending employees exercise similar practices off the job when exposed to noise through use of music devices, power tools, firearms, snowmobiles, etc.
- Offering training for all employees to include information dissemination upon hiring and orientation, during safety huddles and individual instruction by the attendant during audiometric testing. Training will include selection, use, and maintenance of hearing protection equipment required to be used at a worksite in accordance with the manufacturer's specifications.
- Offering a monitoring program.

Monitoring Program:

1. The HSE department will regularly conduct dosimeter noise level testing of workers exposed to noise above 80 dBA.
2. Upon hiring within six months of hiring date and not more than 12 months after the initial baseline all employees exposed to noise must complete a hearing test (audiometric exam) by our contract Audiometric tester. At least every second year thereafter the first years tests.
3. The audiometric exam will determine the status of hearing and the effectiveness of noise control and hearing protection.
4. Referral for further medical assessment will occur should deterioration in hearing be evident.
5. Confidentiality will be maintained. All audiometric tests are to be kept in the employee's health record and released only with the employee's written consent.
6. The audiometric tester will take opportunities to instruct and reinforce information regarding hearing and hearing protection with employees on an individual basis.

Training

THE ROLL DOWN: PREPARING A FOAM EARPLUG FOR INSERTION

Hands and plugs should be clean prior to use. Begin by rolling the plug into a very thin crease-free cylinder. The cylinder should be as small in diameter as possible, which is as tightly compressed as you can make it. Do not worry about hurting the plug — it is designed to be compressed in this way. Crease-free rolling is accomplished by squeezing lightly as you begin rolling, then applying progressively greater pressure as the plug becomes more tightly compressed. Make sure you roll (not twist), the plug into a cylinder rather than any other shape such as a cone or a ball. The plug is best rolled between the fingertips. One

Hearing Conservation

method is illustrated in Figures 1 and 2, with an alternative in Figure 3. Another option, for those with less finger strength, is to use the thumbs and forefingers of both hands as shown in Figure 4.

Figure 1



Figure 2



Figure 3

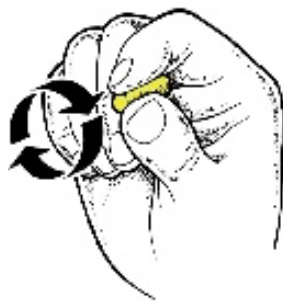
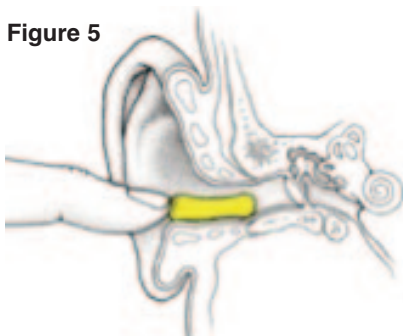


Figure 4



Figure 5



Respirator Code of Practice

This code of practice identifies the NPA Ltd. procedure for the selective use, servicing and maintenance of respiratory protective equipment. This policy shall comply with section 244 to 228 of part 18 of the Alberta's OH&S code.

Definitions

The following definitions apply in this code of practice.

Airline Respirator is a respirator consisting of a full-face piece, hood, or helmet, to which breathable air is supplied through a small diameter hose.

Chemical Cartridge Respirator is an air purifying respirator designed to protect against low concentrations of vapors, acid and alkaline gases, mercury vapors, pesticides, and combinations of these contaminants, provided that the appropriate chemical cartridge and/or filter is used.

Dust Solids are mechanically procured particles of filters.

Fumes are solid particles generated by condensation from the gaseous state generally after volatilization from melted substances (e.g. welding) and often accompanied by a chemical reaction, such as oxidation.

Gases are substances that are in the gaseous state at the ambient temperature and pressure.

High-Efficiency Particulate Air Filter (HEPA) is a filter that has been tested to assure efficiency is equal to or exceeding 99.97% for removal of particulates having a mean aerodynamic diameter of 0.3 μm from the air

Immediately Dangerous to Life or Health (IDLH) a condition in any worksite, space, or area where a hazardous atmosphere exists to such an extent that a person without appropriate respiratory protection could be fatally injured or suffer immediate, irreversible, or incapacitating health effects.

Particulate Filter Respirator protects against airborne particulate matter with dusts, mists, metal fumes and smokes.

mg/m^3 means milligrams of air contaminant per cubic meter of air.

Occupational Exposure Limits (OEL) represents airborne concentrations of substances under which it is believed that nearly all workers may be repeatedly exposed without adverse effect.

8-hour OEL's represent the time-weighted average concentration for an 8 hour workday and a 40 hour work week, to which nearly all workers may be repeatedly exposed, day after day, without adverse effect.

STEL (Short-Term Exposure Limit) is defined as a 15-minute TWA exposure, which should not be exceeded at any time during a workday, even if the 8 hour TWA is within the TLV-TWA. Exposures above the TLV-TWA up to the STEL

Respirator Code of Practice

should not be longer than 15 minutes and should not occur more than four (4) times per day. There should be at least 60 minutes between successive exposures in this range.

Threshold Limit Value – Ceilings (TLV-C) is the concentration that should not be exceeded during any part of the working exposure.

Oxygen Deficiency is an atmosphere containing less than 19.5% oxygen.

Ppm refers to the concentration of a gas or vapor in the air, and indicates the volume present per million volumes of air.

Self-Contained Breathing Apparatus (SCBA) provides respiratory protection in oxygen-deficient environments and in situations where high or unknown concentrations of toxic gases, vapors or particulates are present.

Vapors refer to the gaseous state of a material that is solid or liquid at normal temperature.

Components of a Respirator Program

A respirator program consists of four basic components:

- Air sampling assesses the concentration of contaminants. It determines whether a particular job requires respiratory protection and the level of respiratory protection required.
- Fit testing ensures that the respirator wearer can obtain a proper seal between their face and the respirator. Clean shaved face required.
- Cleaning and maintenance of respirators ensures that the respirator retains its original effectiveness.
- Worker training ensures that personnel are aware of the proper use of various respirators and their limitations.

Responsibilities

The HSE Department will coordinate the respirator policy and is responsible for ensuring that:

- An adequate supply of respirators, cartridges, filters, breathing air, etc. is readily available.
- Each employee who will be wearing a respirator is quantitatively fit tested.
- That required hands-on training is provided.
- Adequate records are kept on employee training and equipment maintenance. (Employee safety training records are maintained by the HSE department)
- Identifying the jobs/tasks/operations that require respiratory protection or upgrading of respiratory protection.

Respirator Code of Practice

Supervisor is responsible for ensuring that:

- The employee has read and understood the requirements of this code of practice.
- The employee observes the requirements of this code of practice including annual fit testing.
- The employee knows how to fit test a respirator and has hands-on training.
- The proper respiratory protective equipment is worn by the employee for work requiring respiratory protection.
- The employee is informed of any changes or additions to this code or practice.
- The employee has received the required training.

Employee is responsible for:

- Knowing and observing all instructions and regulations concerning respiratory protective equipment in this code of practice.
- Using the respirator equipment that is appropriate for the hazard.
- Positive/Negative leak test prior to use.
- Inspecting and storing respirators properly.
- **Must be clean shaven at all times.**
- Reporting any defective equipment.
- Performing hazard assessment before performing a RPE required task.

Respirator Selection Criteria

Hazard Identification

A hazard assessment shall become completed by a competent worker in respect to respiratory protective equipment, and reviewed with the work group before the job task can begin.

Respiratory hazards must be identified and evaluated, and the measured concentrations must be compared to the pertinent Occupational Exposure Limits. Air sampling and analysis must be carried out to determine the time-weighted average concentration and the ceiling concentration of the respiratory hazard to which a person may be exposed. Respirator protective equipment shall be selected in accordance with CSA standard Z94.9-02, selection, use and care of respirators.



Respirator Code of Practice

Respiratory Approval

Only respirators approved by the Mine Safety and Health Administration (MSHA) or the National Institute for Occupational Health and Safety (NIOSH) will be used.

Respirator Classification

Respirators are classified according to their mode of operation:

- Atmosphere Supplying Respirators
 - Self-Contained Breathing Apparatus
 - Supplied Air Breathing Apparatus

Atmosphere Supplying Respirators provide protection against oxygen deficient and toxic atmospheres. The breathing atmosphere is independent of atmospheric conditions. No protection is provided against skin irritation or against absorption through skin. The use of atmosphere-supplying respirators in IDLH atmospheres is limited to specific devices under specific conditions.

- Air Purifying Respirators
 - Gas and Vapor Removing
 - Particulate Removing
 - Combination Gas, Vapor and Particulate Removing

Nature or Respiratory Hazards

Contaminant Concentration

If the contaminant concentration is unknown, an air-purifying respirator is not approved. Air-purifying devices are approved for use in atmospheres containing specific contaminants at levels up to specifically designated concentrations.

Physical Properties of Contaminants

If the contaminants are present in different physical stages (gas, vapor, dust and fume) the respirator must provide protection for all forms. An air-purifying device may require both a chemical absorbent and particulate filter for adequate protection.

Warning Properties

Air purifying respirators are approved only for contaminants with adequate warning properties to warn the respirator user when breakthrough or face piece leakage occurs. A substance has adequate warning properties when:

Respirator Code of Practice

- Odor, taste, or irritant effects are detectable and persistent at concentrations below the OEL.
- Odor or irritation threshold is above the OEL but no ceiling limit exists and no serious or irreversible health effects occur within the concentration range.

Respirator Capabilities and Limitations

The performance limitations of the various types of respirators must be considered when selecting a respirator.

Particulate Filter Respirators

The maximum use of concentration for particulate filter respirators vary according to the face piece style and the filter used. They must not be used in IDLH environments, oxygen deficient atmospheres, or unknown concentrations.

HEPA cartridges must be used for exposure to highly toxic particulates. Highly toxic particulates are particulates with an OEL of less than 0.05 mg/m³.

When dusts, mists, and fumes, are present at the same time as vapors and gases, a combination gas/vapor and dust/mist/fume respirator must be used.

Airline Respirators (SABA)

In an airline respirator, breathing air is supplied through a small diameter hose from a compressor or a compressed air cylinder(s). A flow control valve is provided to govern the rate of airflow to the wearer. Exhaled air passes through a valve in the face piece.

An airline respirator is designed to protect the wearer against contaminants in concentrations that are not IDLH.

Airline respirators must be equipped with an independent, wearer-controlled, auxiliary air tank (egress bottle) for use in IDLH atmospheres.

Airline hoses should be:

- Hydrocarbon and chemical resistant.
- Non-kinking.
- Used only for breathing air.
- Capable for withstanding a minimum of 1725 kPa (250 psi).
- Breathing airline connections must be standardized and be a minimum of 6m (1/4") inner diameter.
- Cannot exceed 90 meters in length or the length specified by the manufacturer.

Respirator Code of Practice

The compressed breathing air supplies to the face piece must meet the requirements of CSA standard CAN Z180.1-00 (R2005), compressed breathing air and systems. Air samples are sent out every 6 months to ensure compliance. Pure oxygen must never be used in airline systems.

Airlines for use in confined spaces must not be taped, tied or otherwise secured to lifelines, but shall be kept unencumbered.

Supplied air respirator must have a minimum airflow of 4 cfm but no more than 15 cfm.

All breathing air stations must be clearly identified and the fittings back-welded.

Self-Contained Breathing Apparatus (SCBA)

All self-contained breathing apparatus' may be used in oxygen deficient atmospheres.

Only positive pressure self-contained breathing apparatus' are approved for use in IDLH environments. Demand devices have protection factors no greater than air-purifying than air-purifying devices with the same face piece.

All SCBAs must be equipped with a pressure gauge and a low pressure alarm.

IDLH Environments

The following constitutes IDLH environment:

- Oxygen deficient atmospheres.
- Any atmosphere contaminated with cyanides, sulphides, isocyanides, chlorine, or other toxic gases.
- Any atmosphere with the OEL-ceiling concentration for a particular substance.

The following constitutes suitable protection in IDLH environments:

- Full-face positive pressure self-contained breathing apparatus.
- Full-face positive pressure supplied-air respirator with auxiliary self-contained air supply (escape bottle.)

For IDLH environments in confined spaces, numerous additional safety precautions may be implemented (i.e. use of lifelines, harnesses, safety standby personnel, etc).

In addition, personnel must refer to specific operating procedures where the need for and use is further defined.

Respirator Code of Practice

Summary of Maximum Use Concentration for Respirators in NON-IDLH Atmospheres

Table from CAN/CSA Z94-4-01 Table 1 and 2:

Particulates

- < 10 X OEL Half-mask filter respirator
- < 100 X OEL Full-face filter respirator

Powered Air Purifying Respirator

- > 1000 X OEL Full-face powered air purifying respirator

Gas or Vapor

- < 10 X OEL Half-mask cartridge respirator
- < 100 X OEL Full-mask cartridge respirator

Breathing Air Systems

- > 1000 X OEL Full-face positive pressure airline respirator with escape bottle, SABA
- > 10000 X OEL Full-face positive pressure self-contained respirator, SCBA

IDLH Atmospheres: Chlorine, Hydrogen Sulfide, etc.

- Full-face pressure demand SCBA
- Full-face pressure demand airline respirator with escape bottle

Oxygen Deficiency

- Full-face pressure demand SCBA
- Full-face pressure demand airline respirator with escape bottle

Conditions Which Exclude the Use of Air Purifying Respirators

- Oxygen deficiency
- IDLH concentrations
- Entry into an unventilated or confined area
- Firefighting
- Situation requiring a protection factor greater than 50

Respirator Code of Practice

- Presence of unidentified contaminants
- Unknown contaminant concentrations or concentrations exceeding maximum use
- Chemicals having inadequate or no warning properties

Respirator Fit Testing

The degree of protection afforded by a respirator depends on several factors, including:

- The effectiveness of the seal to the facial skin.
- The effectiveness and capacity of the air-purifying or air supplying element.
- The efficiency and capacity of the air-purifying or air supplying element.
- Inward leakage through the respirator components.

A quantitative respirator fit test must be used to determine the ability of each respirator wearer to obtain a satisfactory fit. The fit test shall comply with the CSA standard Z94.4-02 (R2007), *Selection Use, and Care of Respirators*.

A qualified fit test should be carried out at least annually or whenever work conditions necessitate a change in the type of respirator worn.

Under no circumstances shall a person wear a respirator for which a satisfactory facial fit has not been obtained.

Annual re-testing is required for all employees.

Donning a Half-Mask Respirator

- 1.) Fit the respirator on the bridge of the nose, making sure that you are able to breathe through the nose. Then swing bottom of the face piece into contact with the chin.
- 2.) Position the cradle headband with the longer straps above the ears, over the crown of the head and the shorter straps below the ears, around the nape of the neck.
- 3.) Adjust the straps for a comfortable fit by moving the adjustment slides to lengthen or shorten the straps. Adjust the straps snugly so that no air leaks around the face piece. It is not necessary to pull straps so tight that the respirator digs into face.

Respirator Code of Practice

Donning a Full-Face Respirator

- 1.) Pull out the headband straps, especially the “front” or the forehead strap, so that their ends are at the buckles.
- 2.) Grip the face piece between the thumb and fingers.
- 3.) Insert the chin well into the lower part of the face piece and pull the headbands back over the head.
- 4.) To obtain a firm and comfortable fit against the face at all points, adjust the headband as follows:

Ensure the straps are lying against the head.

- Tighten the neck straps.
- Tighten the side straps; do not touch forehead or front straps.
- Place both hands on the headband pad and push it towards the neck.
- Tighten forehead or front strap a few notches if necessary.

There are two methods to fit testing respirators:

- 1.) Quantitative
- 2.) Qualitative

Quantitative respirator fit testing measures the actual leakage of the respirator face piece. It does not depend on the sense of smell to tell whether the face piece fits or not.

Qualitative respiratory fit testing ensures that an effective seal is being attained assuming that the wearer knows the proper procedures for fitting and wearing the face piece. Irritant smoke or isoamyl acetate are usually for qualitative fit testing.

Field Testing the Respirator Seal

Each respirator must be subjected to one of the following tests prior to use:

Negative Pressure Sealing Test

This test consists of closing off the inlet opening of the respirator by putting the palms of the hands on the cartridges so that there is no passage of air. In haling gently and holding the breath for at least ten seconds. If the face piece is deflated, it can be reasonably assumed that the fit of the respirator to the wearer is satisfactory.

Respirator Code of Practice

Positive Pressure Sealing Test

This test is conducted by closing off the exhalation valve or the breathing tube or both and exhaling gently. The fit of the respirator is considered satisfactory if a slight positive pressure can be built up inside the face piece without detection of any outward leakage of air between the sealing surface of the face piece and the respirator wearer's face.

Inspection and Maintenance

A respirator maintenance program has the following components:

- Inspection for defects
- Routine cleaning and disinfecting
- Repair and replacement as required
- Proper storage of equipment

Each respirator shall be inspected by the user immediately before and after use to ensure that it is in proper working condition.

Respirators shall be used and maintained in accordance with the manufacturer's specifications.

Reusable air-purifying respirators should be checked as follows:

Examine the face piece for:

- Excessive dirt
- Cracks, tears, holes, or physical distortion of shape from improper storage
- Inflexibility of the rubber face piece
- Cracked or badly scratched lenses in full face pieces
- Incorrectly mounted full-face piece lenses, broken or missing mounting clips
- Cracked or broken air cartridge holders, badly worn threads or missing gaskets
- A nose cap

Examine the head straps or head harness for:

- Breaks
- Loss of elasticity
- Broken or malfunctioning buckles and attachments
- Excessively worn serrations on head harness, which might permit slippage.

Respirator Code of Practice

Examine the exhalation valve, after removing its cover for the following:

- Foreign material such as detergent residue and dust particles under the valve
- Cracks, breaks, or chips, in the valve body, particularly on the sealing surface
- Missing or defective valve cover
- Improper installation of the valve in the valve body

Examine the air-purifying element for:

- Incorrect cartridge or filter for the hazard
- Incorrect installation, loose connections, missing or worn gaskets, or cross threading in the holder
- Cracks or dents in the outside case of the cartridge

Supplied air respirators should be examined using the procedure for air purifying respirators, except those pertaining to the air purifying elements.

If the device has a corrugated breathing tube, examine it for:

- Deterioration by stretching the tube and looking for cracks

Examine the air supply system for:

- Integrity and condition of the air supply lines and hoses, including attachment and end fittings
- Correct operation and condition of all regulators

Self-contained breathing apparatus inspections should include all of the above items as well as the following:

- Cylinders should be maintained at a minimum of 70% capacity except while being depleted during use.
- The regulator and any warning device must be tested to ensure they are functioning properly.
- A SCBA cylinder must be recharged when the air pressure drops below 2000 psi.
- Cylinders must be checked for integrity and hydrostatic test date.
- Hoop-wrapped and fully wrapped composite cylinders must be hydrostatically tested every 3 years. Steel and seamless aluminum cylinders must be hydrostatically tested every 5 years.

Respirator Code of Practice

Cleaning of Respirators

A respirator issued for anything other than continuous personal use including routine, non-routine, emergency, or reserve use, must be cleaned and sanitized after each use.

To clean a respirator:

- 1.) Remove filters and cartridges.
- 2.) Disassemble face piece.
- 3.) To make a suitable respirator cleaning solution, dilute Cavalcade solution 100 to 1. Cavalcade is a detergent and germicide. At the concentrations used, Cavalcade should not cause any skin irritations. Lukewarm water should be used.
- 4.) Immerse the respirator in the solution and scrub gently with a soft brush.
- 5.) Rinse in lukewarm water.
- 6.) Dry the respirator with either a clean paper towel or let it sit and air dry.
- 7.) **Dried respirators must be stored in a clean plastic bag.**

Respirator Storage

There is no easy way to determine when a cartridge should be replaced. The service life of a cartridge is dependent upon:

- the concentration of the contaminant
- the breathing rate
- relative humidity

A detectable odor in the face piece, eye, nose, throat irritations are indications that the cartridges have served their useful life and should be replaced.

Excessive breathing resistance upon inhalation is an indication that the filters require replacement.

New cartridges must be kept in their plastic bags until ready to be used.

Disposal cartridge respirators are good for one shift only. When not in use, respirators must be stored in a clean dry plastic bag to retain their effectiveness.

All RPE stored for emergencies shall be inventoried on a monthly basis.

Respirator Code of Practice

Respiratory Training

Persons required to wear respiratory protection will receive training regularly in the operation, use and maintenance of respiratory equipment.

The training will include:

- Instruction in the nature, extent and effects, of respiratory hazards to which a person may be exposed.
- Instruction in the selection, use, sanitary care, maintenance, proper storage and limitations of each respirator type.
- Practice in the proper fitting, wearing, adjusting and checking the face-to-face piece seal of each face piece seal of each respirator type.
- An opportunity to handle the respirator and to wear it in a safe atmosphere for an adequate period, to ensure that the wearer is familiar with the characteristics of the respirator.
- An explanation of the requirements for maintaining the respirator (gas tight) seal.
- Instruction on how to deal with emergency situations involving the use of different respirators or the malfunction of respirators.

Records will be kept on the type of training each person has received and dates that these training sessions have occurred.

Respirators most used at NPA Ltd.

- North half mask double cartridge respirator model #550030 S=small, M=medium, L=large Filter cartridge used: North #7580P100 (purple)
- Moldex AirWave P2
- Moldex half mask double cartridge respirator model 7000 series with purple cartridges

Code of Practice Confined Spaces

1. Relevant Legislation

OH&S Act, Regulation and Code Part 5 – Confined Spaces – Sections 44-58.

2. Definition / Legal Requirement

A **confined space** is a work area where entry and exit are restricted and where equipment, operations or atmosphere have the potential to be hazardous to health and safety.

To determine a confined space see **Appendix A – Definition - Confined Space.**

According to **Part 5 of OH&S Act** for Alberta:

Section 44(1): “An employer must have a written code of practice governing the practices and procedures to be followed when workers enter and work in a confined space.”

Section 44(2) states “The code of practice must”:

- (a) Take into account and apply the requirements of this Part and of section 169,
- (b) Be maintained and periodically reviewed and,
- (c) Identify all existing and potential confined space work locations at a worksite.

Section 44(3) states “A worker involved in any aspect of a confined space entry must comply with the requirements and procedures in the code of practice.”

3. Introduction

It is imperative that all NPA Ltd. employees involved in confined space entry are fully informed prior to entry and equipped to respond to any emergency situation.

The thoroughness and care required for safe confined space entry cannot be overstated – the life of each worker depends on the identification and control of all hazards.

4. Purpose

To provide safe work methods for safe entry into confined spaces.

5. Scope

This Code of Practice applies to all NPA Ltd. employees for entry into all confined spaces to perform necessary work, including shafts, sewers, manholes, some trenches, storage tanks, drums, bins silos and other confined spaces as determined during the hazard assessment process.

Code of Practice Confined Spaces

6. Responsibilities

All employees participating in the confined space entry are required to become familiar with and understand this Code of Practice. The Employee-in-Charge (EIC) is required to review this Code of Practice and the Entry permit prior to entry into the confined space.

For a complete list of responsibilities for each level of worker and for definitions related to Confined Spaces refer to **Appendix A** at the end of this document.

7. Identified Hazards in Confined Spaces

Hazards in confined spaces generally fall within four (4) categories:

- Atmospheric
- Safety
- Work-Related
- Human factors

The following table identifies types of hazards that may be encountered during a confined space entry. Refer to the barriers/controls and ensure they are in place before entry.

Hazard	Barriers / Controls
Difficult Access or Egress	Wear full body harness with tag line on D-ring Ensure sufficient length of tag line Have rescue equipment available such as tripod or davit arm, rope blocks with anchor point (i.e.: boom truck) Training – ensure employees are trained in rescue techniques and confined space entry Have a monitor(tending worker)on site Have a third person on site as part of the rescue team Complete Entry Permit
Atmospheric Hazards	Where atmospheric hazards are suspected (i.e.: LEL, CO, H2S, O2), use an approved gas monitor to sample air conditions (See Appendix A) Attach a sample pump to the monitor to ensure accuracy Use ventilation equipment as indicated by the test results Test periodically as required Record readings on the Entry Permit Identify any other atmospheric hazards on the Entry Permit Training – ensure employees are trained to use the monitors and equipment
Dust, Hantavirus and Biological Hazards	Assess if the confined space needs to be cleaned prior to entry. Wear appropriate respiratory protection and personal protective equipment. Use cleaning solutions to wet and dilute the contaminated area
Electrical System	Isolate and ground if required. Maintain Limits of Approach Follow Isolated Operations Lock-out procedures as per company requirements. Keep record of Lock-out-
Limited Workspace/Position	Consider the physical size of employees entering the confined space
Sharp Objects (i.e.: ground rod)	Wear appropriate gloves or personal protective equipment
Extreme Temperatures (hot and cold)	Follow safety standards requirements for personal protective equipment, warm clothing, proper nutrition, etc.
Welding, Cutting, Grinding (Fumes, gases)	Wear a respirator as required Follow company procedures /requirements(Hot Work)
Gravity Fall from heights	Wear a harness Follow company procedures/requirements (Fall Protection)
Falling objects	Keep the work area clean (i.e.: housekeeping) Use barricades /signage to prevent public from entering the work area
Vehicle Fumes	Shut of vehicles in the immediate area
Traffic Hazards	Use barricades/signage as required Use Flaggers if required

Code of Practice Confined Spaces

8. Training:

As per Part 5 Section 46 of the OH&S Act, “An employer must ensure that a worker assigned duties related to confined space or restricted space entry is trained by a competent person.”

NPA Ltd. requires effective training programs that ensure everyone is aware of the hazards and the safe work practices and procedures for working in a confined or restrictive work space. Trainers hired from outside the organization or qualified trainers from within the organization can provide training. All training will be documented and recorded by the Company.

Trainers must be knowledgeable about:

- The confined spaces associated with the work activity.
- Hazards associated with the work activity.
- Safe work practices and procedures associated with the work activity.
- How to test and monitor the atmosphere in the confined space.
- Confined Space Entry Permit procedure.
- PPE required for the work activity.
- First Aid training requirements.
- Emergency First Aid, Response and Rescue.

Workers must be knowledgeable about:

- Safe work practices and procedures for entry into the confined space (permit).
- Safe work practices and procedures for working inside the confined space (Safe Work Practices and Safe Job Procedures for Confined/Restricted Spaces is located in the Company's Safety Manual (Red Binder).
- Hazard Assessment.
- An understanding of how to properly use control measures to protect workers (engineering controls, administrative controls and/or PPE).
- First Aid.
- Emergency Response and Rescue.

9. Procedures for Atmospheric Testing

According to Part 5 Section 52(1) “If the hazard assessment identifies a potential atmospheric hazard and a worker is required or authorized by an employer to enter the confined space, the employer must ensure that a competent worker performs a pre-entry atmospheric test of the confined space.”

Personnel conducting atmospheric testing on a confined space must know the capabilities and limitations of the testing instrument. All gas testing equipment must be checked and calibrated according to the manufacturer's instructions.

Code of Practice Confined Spaces

Respiratory equipment must be worn when testing an unknown atmosphere.

Before anyone enters a confined space, a qualified person who is trained in the use of testing equipment must check the atmosphere inside the confined space for:

- **Oxygen Content:** Oxygen concentration must be maintained between 20% and 23% by volume. If the atmosphere is oxygen deficient (less than 20%), respiratory equipment is required to enter. If oxygen levels are higher than 23% by volume, the range of flammability is very high and no entry by anyone is allowed.
- **Toxic Gases:** Toxic levels are reached before explosive or flammable limits. If toxic gases are present and above Occupational Exposure Limits, respiratory equipment is required.
- **Flammable Vapor:** If there is a possibility of a flammable atmosphere occurring, gas testing must be conducted to ensure that a potentially explosive condition does not exist. The person conducting the test must know the gas present because the upper and lower explosive levels are different for each gas. The upper explosive level (UEL) and the lower explosive level (LEL) are expressed in percentage (%) volume in air. Any concentration above the UEL or below the LEL is explosive. All readings must be recorded on the Entry Permit and if required, the reading should be taken several times over the duration of the work.

Ventilation and Purging

According to **Part 5 Section 53(1) of the OH&S Act** "If the atmospheric testing under section 52 identifies that a hazardous atmosphere exists or is likely to exist in a confined space, an employer must ensure the confined space is ventilated, purged or both before a worker enters the confined space."

Ventilation

A well-designed ventilation system offers the best protection against toxic, flammable or asphyxiating atmospheres in a confined space. Natural ventilation, (i.e. relying on wind and/or natural drafts) is not dependable. Mechanical air movers may be used for ventilation. These air movers must be supplied with clean air and not placed where contaminants may be picked up from other areas. This equipment must be explosion proof when dealing with flammable atmospheres. Ventilation must continue until the oxygen content exceeds 20% and is less than 23% by volume, toxic contaminants are below their occupational exposure limit and flammables are not detectable on refinery portable gas testing equipment. If this degree of ventilation is not possible, then breathing protection must be worn. The functions carried out by the worker will affect the type(s) of protection and amount of ventilation required.

Code of Practice Confined Spaces

Purging and Inert

Purging is normally employed where it is necessary to eliminate high concentrates of flammable or toxic airborne substances. Steam or air inert gases such as nitrogen are the usual choices. One should purge with steam near the bottom of the space, or vessel and allow it to vent off at the top. If nitrogen is used, the space is normally pressurized (within safe limits) and then vented off. If an inert gas is used, it must be removed or vented off before entry.

Isolation of Hazardous Substances and Energy

To prevent harmful substances from entering the work space, pipes feeding into the work area can be isolated by blanking or blinding. If the work space contains any moving parts (paddles, drivers, etc.), then the main switches supplying power to this equipment must, before entry into confined space, be locked out and tagged or otherwise rendered inoperative to prevent accidental reactivation. Employees are to use the Company's Lock-Out/Tag-Out procedure.

Where it is impractical to isolate, procedures must be developed that will provide -equal or greater protection for workers.

10. Personal Protective Equipment

Personal Protective Equipment appropriate for the particular hazard(s) identified on the Entry Permit shall be worn and used in accordance with the manufacturer's recommendations. Wherever practical, personal protective equipment should be assigned to individual workers for their exclusive use.

Types of Respiratory Equipment

- **Self-Contained Breathing Apparatus (SCBA)** - A self contained unit with an air cylinder connected to a full face piece which operates in the positive pressure/pressure-demand mode. This unit, when fully charged, will normally supply 30 minutes of breathable air.
- **Air-Supplied Breathing Apparatus (Work Unit)** – A unit with a full face piece that has a positive pressure regulator attached. It is equipped with an auxillary self-contained air cylinder for escape purposes. This apparatus normally draws its air supply through an air hose connected to:
 - A regulator on a 300 cubic foot breathing air cylinder
 - A regulator attached to a bank of breathing air cylinders on a trailer
- **Air-Purifying Respirator** – This type of unit will absorb or filter dust, fibres mists, vapors or gas from the ambient air. These units are specific to the contaminant involved.
- **NOTE:** *Air-Purifying Respirators must not be used in oxygen deficient atmospheres.*

Code of Practice Confined Spaces

11. Emergency Rescue Plan

Part 5 Section 55 of the OH&S Act states “An employer must ensure that a worker does not enter or remain in a confined space or a restricted space unless an effective rescue can be carried out.”

In the case of an emergency

If a situation arises where there is a hazardous condition and the worker does not leave or is unable to leave the confined space, rescue procedures should begin immediately. The Safety Watch will:

- Have an alarm for calling for help
- Have all required rescue equipment (i.e.: safety harness, lifting equipment, lifeline, etc.)
- Hold a basic current first aid certificate and be able to perform CPR

All rescues should be made from outside of the confined space if possible. No other worker should enter the confined space to attempt a rescue unless that worker is fully trained in the rescue procedures and is wearing the appropriate PPE. Another worker qualified in confined space rescue procedures must be present outside of the confined space before the rescuer enters the confined space. All plants must have air testing equipment on site.

Note: *Air testing equipment must be recertified every year by manufacturer or an authorized designate.*

12. Retaining Records

As per **Part 5 Section 58 of the OH&S Act** NPA Ltd. will keep a record of all documentation relating to entry and work in a confined space including permits and testing for up to **two (2)** years.

Special Notes:

See Appendix A for:

- Definitions related to confined space
- Responsibilities of different levels of the work force – Confined/Restricted Work Space

See Company Safety Manual for:

- Safe Work Practice - Confined / Restricted Work Space
- Safe Job Procedure – Restricted / Confined Work Space

Code of Practice Confined Spaces – Appendix A

Definitions

Barricade – A physical obstruction created with tapes, screens or cones to warn of and limit access to a hazardous area.

Confined Space – An enclosed or partially enclosed space that:

- Is not primarily designed or intended for human occupancy except for the purpose of performing work.
- Has restricted means of access and egress.
- May become hazardous to an employee entering due to its design, construction, location or atmosphere, the materials, substances or work activities within or any other hazards relating to it.

Confined spaces commonly encountered in utility operations include: cable vaults; manholes; meter vaults; transformer vaults; bar screen enclosures; chemical pits; incinerators; pump stations; regulators; sludge pits; wet wells; valve pits; digesters; grease traps; lift stations; sewage ejectors and storm drains. Other confined spaces commonly encountered in isolated generation include: mufflers, tanks, transformers, pits with contaminants and trenches covered with grating or lids.

Confined Space Code of Practice – A written set of procedures developed to eliminate or control the hazards anticipated in a confined space entry.

Entry – Any action that breaks the plane of the confined space (i.e., complete or partial entry, such as entry of only the employee's head).

Hazardous Atmosphere – An atmosphere that is oxygen-deficient and/or contains explosive gases or toxic contaminants in a concentration that may exceed permissible exposure limits.

Hot Work – Any work involving the use of a flame or a potential source of ignition, including:

- Cutting, welding, burning, air gouging, riveting, heat shrinking, drilling, grinding, chipping, working with explosive actuated tools.
- The use of non-classified electrical equipment.
- The introduction of a combustion engine to a work process.
- Any other work where a flame is used or sparks are produced.

LEL (lower explosive limit) – The minimum concentration of gas, vapour or dust (or any combination of these) in air at ambient temperatures at which flame propagation will occur in the presence of a source of ignition.

Monitoring – Continuous or periodic testing of an atmosphere in a confined space.

OEL (occupational exposure limit) – The maximum airborne concentration of substances that workers may be exposed to for specific lengths of time, as defined by the Alberta Occupational Health and Safety Code.

Code of Practice Confined Spaces

Rescue – The process of a person or persons removing an employee from a hazardous environment while protecting their own safety and notifying authorities of an emergency situation.

STEL (short term exposure limit) – The maximum concentration of substances that workers may be exposed to for 15 minutes continuously.

Tending Worker – Employee(s) required to stand by outside a confined space and remain in constant communication with employee(s) inside the confined space.

Testing – Atmospheric inspection of a confined space before entry by means of approved visual, sensory or instrument monitoring.

TWA (time-weighted average) – The time-weighted average concentration of substances that workers may be exposed to in a normal eight-hour workday.

Vault – An enclosure above or below the ground which employees may enter for the purposes of installing, constructing, operating or maintaining electrical equipment or cable(s).

Ventilation – The circulation or exhaust of air into or out of a confined space with sufficient flow to remove fumes, vapours or other toxic contaminants. Mechanical ventilation refers to the process of forcing fresh air into the confined space while work is being carried out.

Prior to entry, communicate the Confined Space Code of Practice and Entry Permit to all employees and post the Entry Permit at the main entrance to the confined space.

RESPONSIBILITIES

Manager

The Manager is responsible to:

- Make sure the Confined Space Code of Practice (Appendix A) and an Entry Permit system is in place for each confined space within their area of responsibility.

Supervisor

The Supervisor (out-of-scope) is responsible to:

- Make sure the Employee-in-Charge reviews the Confined Space Code of Practice for each confined space in their area of authority, working with other employees, contractors and customers in its review.
- In the event that a confined space is located within a facility not owned by ATCO Electric, ensure the EIC checks that the hazard assessment and the Code of Practice meet the requirements of the facility owner.
- Make sure that all employees required to enter a confined space have received training specific to the type of confined space they will enter.

Code of Practice Confined Spaces

- When required, contract with knowledgeable third parties to provide confined space entry and emergency response services.
- Provide all equipment necessary for confined space entry.
- Verify that contractors who enter a confined space are able to demonstrate that they meet all regulatory requirements with regard to confined space entry.
- Maintain all records of confined space entry for three years.

Project Engineer

The Project Engineer is responsible to:

- Eliminate confined spaces in the design of a project or if elimination of the hazard is not reasonable, make sure engineering, administrative and personal protective equipment will control the hazard to a safe level.
- Identify to the supervisor during the design stage of a project all possible confined spaces within their area authority.
- Make sure the supervisor is appropriately equipped to enter and service any new confined spaces (this may require the installation of permanent ventilation systems at the time of construction).
- If the supervisor does not have the appropriate equipment available, order it as part of the project.

Employee-in-Charge

The Employee-in-Charge (EIC) is responsible to:

- Review the Confined Space Code of Practice and make sure all requirements are met before work begins.
- Develop and review the Entry Permit.
- Identify any required changes to the Confined Space Code of Practice and/or inability to manage the hazards identified, and postpone work until the revisions have been completed and approved by the supervisor.

Employees

Employees may enter a confined space only if they:

- Have completed confined space entry training.
- Wear a rescue harness.
- Comply with the Confined Space Code of Practice and Entry Permit.

Contractors

Contractors, Electricians and other Trade Workers are responsible to:

- Ensure their workers are trained in confined space entry and rescue.
- Communicate to the Employee-in-charge their requirement to comply with the Confined Space Code of Practice and Entry Permit.

Code of Practice Fall Protection

1. Relevant Legislation

OH&S Code Part 9 & 18

2. Definition / Legal Requirement

Fall Protection (FP) is an integral part of NPA Ltd.'s commitment to providing all NPA employees, contractors and subcontractors to a safe and healthy work environment. In all areas related to Fall Protection, NPA Ltd. shall meet or exceed the requirements of the Occupational Health and Safety (OH&S) Act, Regulations and Code. The following points will outline the parameters of what it means to be engaged in working at heights which may require fall protection:

- a) Above 3 metres (10 feet)
- b) Less than 3 metres if there is an unusual possibility of injury
- c) Into or onto a hazardous substance or object, or through an opening in a work surface

It is essential for all NPA Ltd. employees, contractors and subcontractors have a thorough understanding of how to protect themselves and others present at the worksite when working at heights is required. The focus of this COP is on training and equipping employees with the tools necessary to eliminate or control the hazards associated with working at heights. This practice will ensure NPA Ltd. and its employees are compliant with **Part 9, Section 139 of the OH&S Act, Regulation and Code for Alberta.**

3. Introduction

It is imperative that all NPA Ltd. employees involved working at heights are fully informed prior to commencement of work and can respond to any emergency situation.

The thoroughness and care required to work at heights cannot be overstated – the life of each worker depends on the identification and control of the hazards.

4. Purpose

To provide safe work methods for NPA Ltd. employees and its subcontractors when working at heights.

5. Scope

This Code of Practice applies to all NPA Ltd. employees for working at heights including silos, conveyors, scaffold walkways, drums, tanks, manholes/sewers, concrete vaults, some trenches, ladders, over water, equipment and any other area identified during the hazard assessment process.

Code of Practice Fall Protection

6. Responsibilities

All NPA Ltd. employees will be familiarized with the Company's **Fall Protection Plan**. This plan will have to be completed and signed of by everyone assigned to the task of working from a designated height. Failure to complete plan means no work should commence.

7. Identified Hazards Working at Heights

Sites may vary in what hazards they have but the complied hazards of NPA Ltd. sites are:

- Silos
- Conveyors
- Scaffold walkways
- Drums
- Tanks
- Manholes/sewer
- Concrete vaults
- Trenches – depending on criteria
- Ladders
- Equipment – depending on criteria
- Other – hazards identified during hazard assessment process

Risks of injury

- Minor injury
- Severe injury
- Death

8. Training Required

Only NPA Ltd. employees adequately trained in fall protection will conduct work when fall protection system use is required. Fall protection training must include general information about the hazards associated with working at heights and specific information regarding control methods available to control these known hazards.

There are several different external fall protection courses available and it is the responsibility of each division to work with their safety representative to determine the training required to help employees perform their jobs in a healthy and safe manner.

Suggested courses are:

- Fall Protection Awareness
- Fall Protection End User

Code of Practice Fall Protection

9. Fall Protection Inspection, Maintenance and Storage

Inspection

Prior to the use of any component, a pre-use inspection must be conducted on each work shift by the worker using them as required by the manufacturer. Training required prior to being given this responsibility must ensure that this inspection requirement is effectively communicated to all workers having to perform inspections and that workers are adequately trained on proper inspection methods.

Items to check for during inspections include:

- Mildew, wear or damage
- Cuts, tears, or abrasions
- Stretching and loose or damaged stitching
- Loose or damaged mountings
- Cracked, broken and deformed D rings or snap-hooks
- Contact with fire, acids or other corrosives
- Distorted hooks or faulty hook springs
- Tongues ill-fitted to the shoulder of buckles
- Ropes that show wear or internal deterioration
- Damaged mechanical operating components
- Any other item specified by the manufacturer

This inspection should be repeated at the end of each use to determine if the component sustained any damage during work activities. If the component is found to have any deficiencies, it must be removed from service immediately and tagged “Out of Service” or destroyed.

Maintenance

When needed, wash the fall protection equipment in warm water using a mild detergent. Rinse thoroughly in clean warm water and allow drying at room temperature. Never use high pressure washers on equipment components, which may drive contaminants deeper into fabric materials. Besides regularly scheduled inspections, many components used as part of fall protection systems will require defined manufacturer inspections. When in doubt, check with the manufacturer recommendations or specifications.

Storage

All fall protection components should be stored in a clean area away from strong sunlight and extreme temperatures which could degrade materials. Check manufacturer’s recommendations or specification for specific storage requirements.

Code of Practice Fall Protection

10. Fall Protection System Types and Components

System Types

While there are multiple types of systems and applications, fall protection is most easily classified as belonging to 1 of 2 groups, passive or active.

a) Passive Systems

- There are two kinds of passive systems; control zones and safety nets. Both of these are intended to protect workers by keeping them away from the falling edge, catching them in the event of a fall, or preventing contact with lower surfaces below.
- These passive systems allow workers the ability to perform their work unencumbered by the wearing of fall protection equipment. When properly designed and constructed these systems will protect workers 100% of the time.

b) Active Systems

These systems are personal fall arrest systems that stop a worker in a fall from a working height. While these systems limit the workers' freedom of movement while performing their jobs, these systems are also designed to limit both the distance fallen and the amount of injury incurred. These systems can be applied to many situations but are generally referred to as belonging to one of three types:

• Horizontal Systems

Temporary and permanent horizontal lifeline systems are engineered systems which allow workers mobility along a working surface. These systems must be designed, installed and used in accordance with the manufacturers or professional engineers' specifications. These instructions will indicate the intended application, operation, use, training and inspection requirements.

• Restraint Systems

Restraint systems prevent workers from travelling to an edge or position where a fall could occur. These systems can be anchored using anchor plates or may be used in conjunction with horizontal systems to limit horizontal movement to a given distance.

• Vertical Systems

Vertical systems are typically assembled by the end-user. Accessory component selection for vertical systems may remain similar to that of horizontal systems; however, component selection for vertical systems must be determined in conjunction with total fall distance and fall clearance requirements. This determination is entirely the responsibility of the end-

Code of Practice Fall Protection

user. End-users must also remain aware of methods by which they might reduce those forces, primarily by limiting their falling distance and/or by selecting a higher anchor point. Regardless of the active system type selected, end users should remain aware of the forces applied to their bodies in the event of a fall.

11. Components

NPA Ltd. employees must follow the hazard assessment and fall protection planning process prior to selection of either the fall protection system type or accessory components. Should NPA Ltd.'s COP and accessory procedures such as maintenance, inspection and disposal be more defined in their application than their vendors or clients, then NPA will take precedence.

Components of any active fall protection system will always include the following:

- Anchors or anchorage system
- Connecting components
- A body holding device
- A fall protection plan

Anchors

- Anchors are the foundation of any active fall protection system. Workers must be able to recognize what can be used as an anchor or anchorage point of attachment. Presently in Canada, there is no CSA guideline on anchors or anchorages. However there is an American National Standards Institute (ANSI 359.1) guideline which industry presently relies on.
- While the ideal anchor strength is 22 kN (5000 lbs) per attached worker, determining that a given point has the capability sought remains a subjective decision. If designated and marked anchor points are not available, workers must have enough training to properly select safe anchor points. OH&S regulations generally detail varying anchor strength requirements that must be adhered to if at all possible.

Lanyards and Shock Absorbers/Energy Absorbers

- Lanyards are a means of connecting component used to connect the worker via the full body harness to the anchorage point. Shock absorbers are designed to absorb the forces when a fall occurs. Not every system type will require the addition of a shock absorber but, where possible, NPA Ltd. employees should use systems that include them. Manufacturers' provide various types, length and varieties of lanyards and shock absorbers. The decision to use one type or combination over other types will be dictated by availability as well as system type and requirements.

Code of Practice Fall Protection

- All lanyards and shock absorbers must be Canadian Standards Association (CSA) approved and bear marking that indicates the relevant standard. Their selection will be based on the work environment and the type of work being conducted. The following is a list of the different lanyard and shock absorber types:
 - Fibre-rope lanyards with and without shock absorbers
 - Wire rope lanyards with and without shock absorbers
 - Web lanyards with and without shock absorbers
 - Shock absorbing lanyards
 - Twin lanyards with permanently attached shock absorbers

Descent Control Devices

- Descent control devices allow a worker to be lowered or to move down a rope in a controlled fashion. These devices provide either automatic or manual controlled descent and are normally used for evacuation or work positioning. All descent control devices must be Canadian Standards Association (CSA) approved and bear marking that indicates the relevant standard. The selection will be based on the work environment and the type of work being conducted. The following is a list of descent controller types:
 - 1E: Automatic descent control for emergency egress.
 - 2E: Manual descent control with automatic lock-off for emergency egress.
 - 2W: Manual descent control with automatic lock-off for work positioning.
 - 3W: Manual descent control without automatic lock-off for work positioning.

Self - Retracting Devices

- Since self-retracting devices lock-up almost immediately, these devices greatly reduce free fall distances and the consequent forces applied to our bodies in the event of a fall. Their primary application is for vertical system use; however different manufacturer's do permit them to be used in horizontal applications. All self-retracting devices must be Canadian Standards Association (CSA) approved and bear marking that indicates the relevant standard. The selection will be based on the work environment and the type of work being conducted. The following is a list of self-retracting devices:
 - **Type 1:** Usually shorter in length, 1.5 - 3.0 metres (5 -10 feet). These must be removed immediately from service after a fall.
 - **Type 2:** For use over 3 metres (10 feet), These must be removed from service and returned to the manufacturer for repair after a fall if the visual load indicator is deployed.

Code of Practice Fall Protection

- **Type 3:** These devices have a built in retrieval capability and must also be removed from service and returned to the manufacturer for repair after a fall if the visual load indicator is deployed.

Fall Arresters (Rope or Cable Grabs)

- Fall arresters are devices that can be moved along a rope, cable or rail and that lock (grab) in the event of a fall. Some arresters are entirely automatic while others are manually controlled. All arresters are predominantly designed to be used in vertical systems.
- Their primary application is for vertical system use; however, different manufacturer's do permit them to be used in horizontal applications. All fall arresters (Rope Grabs) must be Canadian Standards Association (CSA) approved and bear markings that indicate the relevant standard. The selection will be based on the work environment and the type of work being conducted. The following is a list of fall arrester types:
 - **Class AD:** Automatic Dorsal, rear attachment, moves automatically.
 - **Class AS:** Automatic Sternal, frontal attachment, moves automatically.
 - **Class ADP:** Automatic Dorsal Panic, rear attachment, arrests even when grabbed in a panic-like situation.
 - **Class MDP:** Manual Dorsal Panic, rear attachment, must be deliberately moved along the lifeline.

Full Body Harness (Body Holding Device)

- NPA Ltd.'s employees are responsible for determining the type of personal fall protection harness required. All harnesses must be Canadian Standards Association (CSA) approved and bear marking that indicates this clearly relevant standard. The selection will be based on the work environment and the type of work being conducted. The following is a list of harness types:
 - Fall Arresting Single D-ring located on the upper spine between shoulder blades. (CSA Type "A")
 - Controlled Descent Additional side mounted D-rings for use with descent controllers. (CSA Type "D")
 - Confined Space Entry and Exit Additional D-rings mounted at each shoulder that allows the wearer to be raised or lowered in a vertical position. (CSA Type "E")
 - Ladder Climbing Additional D-rings on the front of the harness allowing for attachment to ladder system. (CSA Type "L")
 - Work Positioning D-rings on the front or sides of the harness for the worker to "lean" against. There may be a padded belt incorporated into the harness. (CSA Type "P")

Code of Practice Fall Protection

12. Hazard Assessment Process

- Pre-work hazard assessments are required by regulatory bodies and NPA Ltd. safety standards. Workers must conduct hazard assessments to identify existing or potential hazards before starting work on any NPA Ltd. worksite. A thorough and documented worksite hazard assessment must be completed where working at heights is required. All workers should be involved in the assessment process whenever possible. Once this hazard assessment is complete then appropriate controls must be employed, chosen on the merit of their effectiveness, to eliminate or control the hazard(s) identified. The following list gives control methods in order of preference.
 - 1) Engineering: These controls change the environment to reduce or eliminate the hazard.
 - 2) Administrative: These controls communicate hazards and/or change the way in which the work is performed.
 - 3) Personal Protective Equipment (PPE): These controls apply changes to the worker, but do nothing to reduce the hazard.
 - 4) Active fall protection systems (PPE) are systems that are used as a last resort when engineering controls are not viable or practicable.

13. Fall Protection Planning

- Fall protection planning starts with competent training. Workers must be adequately qualified and informed as to the fall protection systems and components available to them when working at heights.
- Competent training, including the use of a comprehensive approach to system and component selection, will ensure that all NPA Ltd. personnel complete a fall protection plan as per **Part 9 Section 140 and 141 of the OH&S Act** prior to the start of any work where the use of fall protection systems and/or components are required.
- When having to use fall protection systems in a working alone environment, the fall protection planning must ensure another worker is on site to perform a rescue if required, before the work activities are started.
- All NPA Ltd. employees are to follow Company Safe Work Practices and Safe Job Procedures for all work tasks. The components within the fall protection plan must include, at a minimum, the following items:
 - 1) Hazard Identification
 - 2) Fall Protection System

Code of Practice Fall Protection

- 3) Fall Protection Components (anchors, clearance distances and assembly, maintenance, inspection and disassembly of the fall protection system)
- 4) Rescue/Response Plan

14. General Rescue Procedures

- In the event of an injury, or in the event that an employee performing work at heights greater than 3 metres requires assistance, the following emergency rescue procedures will be used:
 - 1) Have someone notify emergency rescue personnel immediately **BY DIALING 911 OR OTHER EMERGENCY NUMBER DESIGNATED AT THE FACILITY.**
 - 2) Commence rescue activities.
 - 3) After rescue is affected, move the employee away from the space, and administer First Aid / CPR, as appropriate and wait for Emergency Services.

******Note: Specific rescue procedures may have to be developed for each activity or task requiring the use of fall protection systems. ******

Safety Belts, Harness and Lanyards

Part 9 of the OH&S Code

General

OH&S Regulation requires workers to use a fall protection system where they could fall at least 3m. or where a fall from a lesser height may result in serious injury. All fall protection must comply with 'CSA Standard Z259.1-95 Safety Belts and Lanyards and/or Z259.10-06 Full Body Harness'.

Fall restraint systems prevent you from falling. Fall arrest systems protect you after you fall by stopping the fall before you hit the surface below.

What Should I know about Fall Protective Equipment?

- Inspect your equipment daily.
- Replace defective equipment. If there is any doubt about the safety of the equipment do not use it.
- Replace any equipment, including ropes involved in a fall.
- Every piece of fall arrest equipment should be inspected and certified at least yearly by a competent person.
- Use a shock absorber if the arresting forces of the lanyard alone can cause injury.
- Use the right equipment for the job.

Safety Belts

You must never wear a safety belt in a fall arrest situation. If you fall using a safety belt you could still suffer severe back and abdominal injuries.

Inspect your belt before each use. Check for the following:

- Buckle
- Webbing
- D-rings
- Manufacturer's label

Before putting the belt on, make sure you have the right size. Fasten the belt snugly around your waist, not low around your hips or pelvic area. Position the belt buckle at the front of your body and make sure the belt tail is secure in the belt loop and not hanging out loosely.

Full Body Harnesses

When using personal fall protection equipment, wear a full body harness if you are at risk of falling.



Safety Belts, Harness and Lanyards

A full body harness consists of straps passed over the shoulders, across the chest and around the legs. In a fall a full body harness protects you more than a safety belt because it distributes the force of impact over a greater area than your body.

Inspect your harness before each use. Check the buckles, the webbing, the D-rings and the manufacturer's label for additional user information. If the harness is damaged or worn, do not wear it.

When putting on a full body harness adjust all hardware and straps so the harness fits snugly, but still lets you move freely. Tuck in all loose straps so they don't snag or cause you to trip.

Lanyards and Anchors

A lanyard is a flexible line of webbing or a synthetic or wire rope used to secure a safety belt or full body harness to a lifeline or anchor.

Keep lanyards as short as possible to reduce the distance you could fall. Try to arrange the lanyard to limit a free fall to no more than 1.2 m (4 feet) in a fall arrest situation.

When using a wire rope lanyard for fall arrest, a personal shock absorber must be incorporated as part of your personal fall protection system in order to keep the force at a safe level.

Inspect your lanyard before each use. Check the rope or webbing, the snap hooks and the manufacturer's label for additional user information.

Limb and Body Protection

Part 18 of the OH&S Code

General

Due to the nature of the construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as 'job exposures' (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials). PPE in this category would be items such as:

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

For more information on the type of specialty PPE you require, check your local OH&S Office. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands include: finger guards, thimbles and cots, hand-packs, mitts, gloves and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

Types

PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in the construction industry are made from leather, cotton, rubbers and other man-made materials or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the worksite that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier, SDS or local OH&S Office.

Limb and Body Protection

Do

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

Do Not

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

PPE Training/Inspection Record

Employee Name: _____

Type of PPE (✓)	When required	Maintenance Schedule/Care (Considerations for inspection and/or replacement)	Inspection	Replacement	Comments
Protective Footwear	At all times on NPA Ltd. jobsites, plants, labs, and shops	Regular inspections (dependent on use) looking for indicators of wear that could render the footwear ineffective.	Date: _____ Sign: _____	Date: _____ Sign: _____	
High-visibility vests	On any industrial setting where machinery or vehicle traffic may be encountered – in locations where being able to locate a co-worker by sight is essential.	Fading and/or loss of reflective properties – keep clean.	Date: _____ Sign: _____	Date: _____ Sign: _____	
Hardhats	When in the field and outside of a vehicle and when the potential for an overhead hazard exists.	Cracks, punctures or discoloration. Resiliency of materials. Avoid petroleum products or insect repellent contact.	Date: _____ Sign: _____	Date: _____ Sign: _____	
Eye protection (glasses, face shields, face screens)	Where there is a risk of heavy objects to strike or penetrate the face or eye.	Eye protection that is cracked, broken, or scratched.	Date: _____ Sign: _____	Date: _____ Sign: _____	
Hearing protection	When a risk exists of injury to the ear or hearing loss through excessive noise levels.	Loss of function or no longer sanitary.	Date: _____ Sign: _____	Date: _____ Sign: _____	
Gloves	When there is a risk of injury to the hands through burns, cuts, skin penetration, contact with hazardous materials, etc.	Loss of protective properties due to wear and tear.	Date: _____ Sign: _____	Date: _____ Sign: _____	
Specialized PPE			Date: _____ Sign: _____	Date: _____ Sign: _____	
Specialized PPE			Date: _____ Sign: _____	Date: _____ Sign: _____	



Maintenance Program Policy

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

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

- Adherence to applicable regulations, standards and manufacturer's specifications.
- Services of appropriately qualified maintenance personnel.
- Scheduling and documentation of all maintenance work.
- Record of preventative maintenance and repair for each piece of equipment.
- A program that will carry out shop safe equipment policy into the area of field work.

The supervisor shall be responsible for the application of the program in their area of responsibility.

The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with the OH&S Act and Regulations.

Signed

Bill Turner
Vice President



Date: April 2020

Shop Rules

Shop Rules

1. All unsafe shop equipment will be reported to your supervisor and placed out of service until properly repaired.
2. It is the duty of all employees witnessing unsafe work practices to notify the offending party. Appropriate steps to rectify the unsafe practice or condition should then be taken.
3. Observe the need for and use the necessary PPE. This includes but is not limited to face shields, hearing protection, exhaust hoses and blocking for elevated equipment.

Field Rules

Field Rules

1. All unsafe mobile equipment will be reported to your immediate supervisor and placed out of service until properly repaired.
2. It is the duty of all employees witnessing unsafe work practices to notify the offending party and also the immediate supervisor. Appropriate steps to rectify the unsafe practice or condition must then be taken.
3. Observe the need for and use the necessary PPE. This includes but is not limited to face shields, ear plugs and blocking for elevated equipment.

Vehicle Maintenance and Repair Checklists

The following pages you will find examples of the types of repair and maintenance check lists that will be utilized to keep records of our equipment maintenance and repair. These records are primarily being kept as part of our safe operation policy.

Preventative Maintenance Program

- Perform maintenance to equal or exceed the minimum Schedule for Regular Maintenance and Repair specified by the vehicle manufacturer and National Safety Code Commercial Vehicle Maintenance Standards by qualified people.

Level of Inspections

- 'C' Inspections
 - CVIP done yearly
 - Yearly CSA-B-620-98 Standard for Petroleum Tanker (PVIK) on TC 306 & TC 406 code trailers
- 'B' Inspections
 - Quarterly Preventative Maintenance Checklist is completed in accordance with Alberta Regulation 118-89-Minimum Vehicle Safety Systems Inspection and Repair Standards.
- 'A' Inspections
 - Units are inspected and serviced every 250 hours or 12,000 kms. All service and repairs are recorded on NPA Ltd. 'Equipment Service and Repair Request Record'.

Drivers perform daily Pre and Post trip inspections in accordance with Alberta Regulation 118/89 3(1) (2) & 4.

Inspections with out of service deficiencies or major defects must be submitted to the driver's supervisor or shop for immediate attention. A copy of that inspection will be attached to the work order or invoice. Schedule 1 minor defects will be managed in the same way. All inspections will be given to the employer within 20 days of completion.

NPA Ltd. Equipment Service and Repair Request Record

DATE: _____ Unit No. _____

PM PROGRAM: _____ KILOMETRES / HOURS: _____

A - Inspection			B - Inspections		OK	Repair
Litres	Type	Filters	Quantity	Part No.		
Engine		Oil				
Hydraulic		Air				
Transmission		Fuel				
Gear		Transmission				
Anti-Freeze		Hydraulic				
Labour Hours:		Coolant				

WORK ORDER

REPAIRS REQUIRED: _____

REPAIRS COMPLETED: _____

Print Name: _____ Signature: _____

OFFICE USE ONLY: _____

A Inspection - Inspected & Serviced 250 hrs / 12,000 kms B Inspection - Quarterly Preventative Maintenance Check



NSC (National Safety Code)

All contract commercial vehicle owners and Company drivers must fulfill the following professional practices as outlined in NPA Ltd. Policies and the National Safety Code.

Maintain Truck Files

NPA Ltd. holds a file for every commercial vehicle deployed by the Company.

Truck Files Include

- Truck Data Reports
- Monthly Truck Maintenance Reports
- Copies of CVIP Certificates
- Equipment Related and Out-of-service Violations
- Trip Inspection Reports with truck defects

Truck Data Reports

Contract commercial vehicle owners must maintain a 'Truck Data Reports' on commercial vehicles and equipment employed by NPA Ltd. When replacement equipment is purchased, a new 'Truck Data Reports' must be produced. 'Truck Data Reports' detail all information regarding the unit and its equipment, including make, model, year, unit number, tire size, serial number and registered owner.

Preventative Maintenance

- All Company commercial vehicles and contract commercial vehicles hired by NPA Ltd. will be subject to quarterly preventative maintenance inspections. Inspections may be more frequent for commercial vehicles subjected to abnormal wear and tear due to extreme operating conditions.
- Contract truck owners of commercial vehicles will perform preventive maintenance on their own equipment. Copies of these preventive maintenance inspections must be kept at their address of record and be made available for inspection by NPA Ltd. safety department after receiving adequate notice of an intended inspection visit.
- Maintenance inspections are also to be logged on 'Monthly Truck Maintenance Reports'.

NSC (National Safety Code)

Monthly Truck Maintenance Reports

- All Company commercial vehicles and contract truck owners of commercial vehicles must perform monthly 'Truck Maintenance Reports'. These reports must record all maintenance and inspections, including lubrication, repairs, tire replacement and quarterly preventive maintenance inspections. These files require support documentation on all maintenance performed. You are required to retain this information for the current year and the 4 calendar years immediately following or for 6 months after the vehicle has been retired or permanently disposed of.
- Contract truck owners must retain their monthly 'Truck Maintenance Report' at their address of record and be made available for inspection by NPA Ltd. safety department after receiving adequate notice of an intended inspection visit.

Daily Logs

- All drivers of commercial vehicles registered for 11,794kg or more must complete a daily log if they travel a distance of 100 miles or 160 kilometers from their home terminal. The home terminal for mobile crews will be the location at which the truck is parked overnight, whether it's the hotel room or at the plant or pit.
- A daily log must be completed if a truck changes home terminal.
- Company employees must submit copies of their daily logs to their home office for furtherance to Edmonton main office within 20 days after completing a daily log.
- Contract truck owners must retain their logs at their address of record and be made available for inspection by NPA Ltd. Safety Department after receiving adequate notice of an intended inspection visit.
- Copies of daily logs and supporting documentation (fuel receipts, BOL's etc.) must be kept for the previous 6 months.
- Logs must be completed for every day. Periods of more than 1 day can be covered on 1 log sheet. Inclusive days are to be recorded and duty status of these days.
- All drivers of contract commercial vehicles or Company commercial vehicles shall not operate any unit without having in their possession copies of their daily logs for the past 7 days. If drivers are operating within a 160 km radius, log books are not required, but the **start** and **finish** time for every work day must be recorded.



NSC (National Safety Code)

Hours of Service

- Drivers must not exceed the hours of service dictated by the 'National Safety Code, Alberta Regulation 317/2002'.
- Dispatch will endeavor to keep track of drivers hours every day; however drivers are responsible for advising their dispatch office or job superintendent when they have reached their limit.
- No NPA Ltd. personnel will knowingly dispatch a driver who has exceeded or will exceed their hours of service. Every driver has the right to and is expected to refuse any work that will cause them to be in non-compliance of their Hours of Service.

Trip Inspection Reports

- All drivers of a commercial vehicle shall complete a Pre-trip and a Post-trip inspection, ensuring that the equipment assigned to them is free from safety defects when operated on a highway.
- A written inspection report must be completed prior to operating a commercial vehicle at the beginning of a work shift and after they cease to operate it at the end of a work shift.
- An inspection carried out must include an inspection of the following equipment:
 - Lighting devices and reflectors
 - Tires
 - Coupling devices
 - Wheels and rims
 - Service brake, including trailer connections
 - Parking brake
 - Steering mechanism
 - Horn
 - Windshield wipers
 - Rear view mirrors
 - Emergency equipment
- The driver of a commercial vehicle shall inform the carrier responsible for that vehicle of any defects or deficiency that would affect the safe operation of the vehicle.
- Contract truck owners are required to forward a copy of their pre-trip and post-trip inspections for the NPA Ltd. trailer that has been assigned to them at the Edmonton Main Office, to the attention of dispatch.
- A 'Sign-off Acknowledgement Form' will be executed between NPA Ltd. and contract commercial vehicle owners.

Off Highway Driving Strategy

1. Plan Your Trip

- Select a route
- Identify road conditions
- Identify weather conditions
- Advise others of your destination, route and expected time of arrival

2. Conduct Pre-trip Inspections

- Inspect vehicle operating condition
- Inspect basic vehicle equipment
- Inspect safety equipment
- Inspect survival equipment

3. Recognize and Anticipate Hazards

- Identify road hazards
- Identify adverse driving conditions

4. Reduce Speed

- Less traction than on paved roads
- Greater limitations in road design
- Inconsistent road surfaces
- Reduced or little road maintenance being done



Driver Evaluation Form

Name: _____ Date: _____

☐ Edmonton ☐ Cold Lake ☐ Fort McMurray ☐ Slave Lake ☐ Highway ☐ Peace River ☐ Lloydminster

1. Parallel Parking

☐ Excellent 10 Pts. ☐ Acceptable 5 Pts. ☐ Not Achieved, Practice Required 0 Pts.

2. Pull-In (Forward Park)

☐ Excellent 10 Pts. ☐ Acceptable 5 Pts. ☐ Not Achieved, Practice Required 0 Pts.

3. Back out of forward park

☐ Excellent 15 Pts. ☐ Acceptable 7 Pts. ☐ Not Achieved, Practice Required 0 Pts.

4. Weave forward through delineators

☐ Excellent 15 Pts. ☐ Acceptable 7 Pts. ☐ Not Achieved, Practice Required 0 Pts.

5. Back through delineators

☐ Excellent 15 Pts. ☐ Acceptable 7 Pts. ☐ Not Achieved, Practice Required 0 Pts.

6. Back into parking stall

☐ Excellent 15 Pts. ☐ Acceptable 7 Pts. ☐ Not Achieved, Practice Required 0 Pts.

7. Pull out of parking stall

☐ Excellent 10 Pts. ☐ Acceptable 5 Pts. ☐ Not Achieved, Practice Required 0 Pts.

8. Were signal lights used?

☐ Excellent 5 Pts. ☐ Acceptable 2 Pts. ☐ Not Achieved, Practice Required 0 Pts.

9. Mirrors adjusted and seat belt worn

☐ Excellent 5 Pts. ☐ Acceptable 2 Pts. ☐ Not Achieved, Practice Required 0 Pts.

TOTAL: /100

Comments: _____

Examiner: _____
Print Sign Date

Examiner: _____
Print Sign Date

Safety Meetings

Safety meetings will be held as follows:

- Toolbox meetings will be held weekly by all seasonal and full time crews. This is the minimum requirement and toolbox meetings may be required more frequently at some job locations.
- Edmonton/Fort McMurray shop will conduct weekly meetings.

Safety meetings must be held weekly to review all relevant hazards and dangers. The supervisor of a project will assess the complexity of a project and schedule additional safety meetings as required.

The “Toolbox/Tailgate Safety Meeting” portion of the “Hazard Assessment” form must be filled out. The central and division office copies must be sent to the division office for Manager’s review. The central office copy (white copy) must then be submitted to the Edmonton office. The division office copy (yellow copy) must be kept on file.

What is the difference between a toolbox meeting and a safety meeting?

A Toolbox Talk is an informal safety meeting. Toolbox meetings are generally conducted at the job site prior to the commencement of a job or work shift. A toolbox talk covers special topics on safety aspects related to the specific job and goes hand in hand with a hazard inspection.

A Safety Meeting is a formal safety meeting that is scheduled and documented and is usually longer than a toolbox talk discussing specific safety concerns that have arisen during the project or throughout the Company.

Divisional Safety Committee meetings will be as follows:

- Committees will meet twice a year, once in spring and once in fall

Joint Health & Safety Committee:

- Committee will meet a minimum of 4 times per year

A suggested agenda would be:

- Review of minutes or concerns from the previous meeting.
- Review of any incidents, injuries and near misses reported since the last meeting including status of corrective action taken.
- Comments and concerns of workers discussion of a weekly safety topic.

New / Re-Hire Orientation

- New / Re-hire orientation is the responsibility of the supervisor and/or safety.
- All employees **must** go through orientation **before** starting work.
- Job specific training will consist of:
 - Introduction to construction equipment (each type or unit).
 - Introduction to specific job hazards.
 - Review toolbox meetings.
 - First aid and emergency preparedness.
 - Accident investigation procedures.
 - Job specific training, i.e. when an employee is assigned new or different work, or is moved to a new site or location.
- Remember ongoing monitoring and coaching of an employee is the responsibility of a good supervisor.

A Guide to Good Conduct for Employees

During working hours and/or while on Company premises, NPA Ltd. employees are expected to conduct themselves in a manner that promotes the safety and welfare of all employees, encourages congenial and orderly work habits and protects the property of other employees and the Company. Employees engaging in conduct detrimental to such interest are subject to disciplinary action.

The following acts of misconduct abstracted from the Company Guide to Good Conduct, relate to the safety and welfare of all employees:

- Falsification of employment application medical or other Company records.
- Fighting or assaulting and/or inflicting bodily harm upon any employee or other person.
- Possessing, using or selling any intoxicants, narcotics or any hallucinogens on Company property or while operating a Company vehicle or piece of equipment.
- Leaving the worksite during working hours without permission or failing to return to work after lunch period.
- Loitering, sleeping or being absent from the work station during working hours without permission.
- Unauthorized use or misuse of machines, tools, equipment or material.
- Threatening, intimidating or coercing employees.
- Horseplay.
- Smoking in unauthorized areas.
- Failure to wear PPE in designated areas, making safety devices ineffective without proper authorization or disregard of other safety precautions or rules.
- Creating unsafe or unsanitary conditions.
- Making or publishing false, vicious or malicious statements concerning any employee of the Company or its products.
- Unauthorized parking on Company property or worksite.
- Possession of weapons.
- Gambling.
- Unauthorized use of cell phones and electronic devices.

All employees must follow the NPA Ltd. policies and procedures.



Employee Orientation

Employee Name: _____ Date: _____ (mm/dd/yy)

Position: _____ Date Hired: _____ (mm/dd/yy)

Supervisor: _____

Pre-Employment/Orientation

- | | |
|--|---|
| ☐ Introduction, Content and Locations of Company Safety Manual and OH&S Act Regulation and Code | ☐ New/Short Service Worker Program |
| ☐ Company Safety Policy | ☐ General Rules |
| ☐ Anti-Harassment Policy | ☐ Employee Responsibilities and Safety |
| ☐ Workplace Violence Policy | ☐ Extended Hours and Days of Work Permits |
| ☐ Disciplinary Policy | ☐ Fatigue Management System Policy |
| ☐ Drug and Alcohol Policy | ☐ Work Alone Procedure |
| ☐ Rehabilitation of Injured Employee Policy | ☐ Cold Stress Policy |
| ☐ Personal Protective Equipment Policy | ☐ Heat Stress Policy |
| ☐ Using Nuclear Gauges Policy | ☐ Extreme Weather Policy |
| ☐ Access to Radiation Devices Policy | ☐ Joint Worksite H&E Committee Policy |
| ☐ Quality Policy | ☐ Visitor Safety Policy |
| ☐ Environmental Policy | ☐ Maintenance Program Policy |
| ☐ Spill Prevention and Response Policy | ☐ Defective Tools |
| ☐ Media Relations Policy | ☐ Emergency Preparedness and Response |
| ☐ Safety Training Policy | ☐ Fire and Use of Fire Extinguishers |
| ☐ Motor Vehicle Driver's Policy | ☐ Overhead Powerlines |
| ☐ Backing in Policy | ☐ Underground Utilities |
| ☐ Idling Policy | ☐ Toolbox Meetings
(Participation is a Condition of Employment) |
| ☐ Hazard Assessment Policy | ☐ Incident/Accident Reporting
(Vehicles, Equipment, Injury) |
| ☐ WHMIS 2015 Policy | ☐ Reporting of Unsafe Conditions and Acts
(Near Misses) |
| ☐ Company Issued Cell Phone Policy | |
| ☐ Personal Cell Phone Policy | |



Employee Orientation

Training

- ☐ WHMIS 2015
 - ☐ TDG
 - ☐ Flagperson
 - ☐ CSTS
 - ☐ Fire Extinguisher
 - ☐ RSTS
 - ☐ First Aid
 - ☐ Other
- _____
- _____
- _____
- _____
- _____

Forms

- ☐ Site Specific Orientation
- ☐ Terms of Employment
- ☐ Urinalysis and/or Blood Test Consent Form
- ☐ Acknowledgement of WCB Claims Management Program
- ☐ ARHCA Fatigue Awareness Program
- ☐ Exam

Person(s) responsible for on the job training:

Orientation Trainer: _____

By accepting employment, I have made a commitment to read, understand and abide by the Company's policies, rules and regulations and will diligently adhere to them during the performance of my duties.

Employee Signature: _____

Employee Print: _____

Safety Instructions for Truck Owners/Operators

General Instructions:

1. **All** truck owners/operators shall ensure that their equipment meets **all** operational and maintenance requirements under the following:
 - Motor Vehicle Administration Act
 - Highway Traffic Act
 - Occupational Health and Safety Act
 - Motor Transport Act
 - National Safety Code Standards
 - All other relevant legislation
2. **All** truckers must comply with all company safety policies and procedures.
3. Any personal injuries, property damage, hazards and near miss accidents **must** be reported immediately to the contractor's superintendent or worksite representative.
4. Truck operators are to be in a safe position while truck is being loaded.
5. Tailgates **must** be properly fitted when closed to avoid spillage.
6. **All** trucks are to be loaded in a manner to prevent spillage while travelling.
7. **All** trucks must travel on designated haul routes.
8. **All** posted speed limits and traffic control procedures **must** be strictly adhered to.
9. No passing within the pit or stockpile areas.
10. When travelling on designated haul roads, passing is permitted only when safe to do so. "No Passing" zones may be designated by the contractor's superintendent.
11. During hauling operations a safe distance **must** be maintained between trucks.
12. Trucks shall not be operated in a reckless or careless manner.
13. Exercise care and attention when working in the vicinity of overhead power lines; know the safe working distance requirements.
14. Trucks **must** be fully stopped when manually controlled end gates are being closed.
15. No work shall be performed under a raised box or cab until they have been securely blocked.
16. Remove any rocks that are lodged between dual wheels.
17. After loading or dumping the operator **must** remove any loose material from the equipment.
18. **All** trucks are to be equipped with a functional automatic back-up alarm system to adequately warn workers who are directly in, or could be in, the path of the vehicle while it is backing up.
19. The Distracted Driving Laws are to be strictly adhered to on all job sites.
20. Truck operators are to use extreme caution while driving on school bus routes.
21. **All** truck operators **must** wear the appropriate PPE on any NPA Ltd. site.
22. Truck operators must **NOT** adjust their spreader chains with boxes in the raised position.
23. Contractor's plant site is a restricted area beyond weight scale.
24. These safety instructions shall be available in trucks to **ALL** truck operators at all times.

****Failure to comply with these safety instructions could be grounds for dismissal****

I _____ fully understand ALL of the above general instructions.
(print name)

Signature of Owner/Operator: _____ Date: _____
(mm/dd/yy)

Company/Owner Name: _____ Truck #: _____



Subcontractor Questionnaire

Dear Contractor,

The spring is fast approaching and work will begin to start in a few months. NPA Ltd. is committed to providing a healthy, safe and environmentally friendly work place for it's Team Members and Contractors. NPA Ltd.'s expectation is to employ Contractors whose management, leadership and systems have demonstrated superior results in health, safety and environmental performance.

Contractors must complete this Questionnaire prior to bidding for significant risk work with NPA Ltd. As a guideline all fieldwork will be considered significant risk (Safety Sensitive) work.

Please return this Questionnaire to the Divisional Office with required documentation as outlined on page 9. If you have additional documentation that would support the Questionnaire, please identify it in the table on page 9 and include it with your submission.

Failure to complete and return the Questionnaire may result in your Company being excluded from performing work with NPA Ltd.

The Questionnaire will be reviewed and evaluated by NPA Ltd. Safety Personnel. An electronic copy of the questionnaire can be sent if requested.

As a contractor working for NPA Ltd., your company will be accountable and responsible to ensure that the following are completed.

- All employees have received NPA's subcontractor orientation prior to beginning work and ensure that any new employee hired during the project receives the orientation and checklist forwarded off to NPA Ltd. Safety Personnel.
- Job Hazard Assessment before work begins and thorough out the project and copies forwarded to NPA Ltd. Safety Personnel.
- Weekly Safety Meetings and copies forwarded to NPA Ltd. Safety Personnel.
- Immediately report any incident to NPA Ltd. Safety Personnel.

Please feel free to contact myself if you have any questions or concerns or if you wish to have an electronic copy emailed to you.

Thank you for your cooperation.

Subcontractor Questionnaire

GENERAL INFORMATION			
1. Company's Legal Name:			
Mailing Address:		Remittance Address:	
City:		City:	
Province:	Postal Code :	Province :	Postal Code :
Phone :	Fax :	Phone :	Fax:
2. Previous Company Name (if applicable)			
3. Contact Info.	Name & Title	Telephone Number	Email Address
Primary Information		()	
HS&E Purposes		()	
4. Company's WCB Number:			
5. List types of work normally performed by your Company and those sub-contracted to others.			

HEALTH, SAFETY & ENVIRONMENT MANAGEMENT			
6. Do you have a full-time HS&E representative?			
Yes ☐	No ☐	Qualification	
Name:	Telephone No. ()	Email Address	ACSA ☐ CET ☐ CHSC ☐ CRSP ☐ P.Eng. ☐ ROH ☐ Trade Cert ☐ Other ☐
7. Do you have the ability to provide a full-time HS&E representative on site?			
Yes ☐	No ☐	Qualification	
Name:	Telephone No. ()	Email Address	ACSA ☐ CET ☐ CHSC ☐ CRSP ☐ P.Eng. ☐ ROH ☐ Trade Cert ☐ Other ☐
GENERAL REQUIREMENTS			
8. Does your Company have Worker's Compensation Insurance?			
• provide current letter of clearance		Yes ☐	No ☐
9. Does your Company have General Liability Insurance of:			
• \$2,000,000		Yes ☐	No ☐
• \$5,000,000		Yes ☐	No ☐
• provide insurance certificate from Insurance provider			
10. Does your Company have an Alberta WH&S Certificate of Recognition or equivalent?			
- provide copy of certificate or letter of interim.		Yes ☐	No ☐ N/A ☐
11. Does your Company have a Substance Abuse Policy?			
If yes, does it include the following? Provide a copy of your program.		Yes ☐	No ☐
• Work rules that prohibit & procedures to deal with impairment by alcohol, drugs and medication in the workplace		Yes ☐	No ☐
• Employee's/subcontractor's responsibility to be free from impairment while on duty.		Yes ☐	No ☐
• Alcohol & Drug testing of employees/subcontractors for reasonable cause, post incident.		Yes ☐	No ☐

Subcontractor Questionnaire

HEALTH, SAFETY & ENVIRONMENT PERFORMANCE			
<i>This section must include all Sub-contractor Injury Statistics together with your Company's Performance</i>			
12. WCB Details	Last Year	1 st Previous Year	2 nd Previous Year
• Your Industry WCB Premium Rate			
• Employers' WCB Premium Rate			
• Your Industry WCB Rate Adjustment, %			
• Surcharge or (Discount) on WCB Rate			
13. Safety Statistics & Occupational Illness Cases			
• Number of fatalities			
• Number of lost time injuries (LTI)			
• Number of lost days			
• Number of medical treatment cases (MTC)			
• Number of Restricted Work Cases (RWC)			
• Number of first aid injuries (FA)			
• Exposure hours including sub-contractors			
• Number of Vehicle Accidents (VA)			
• Total Number of Kilometers driven			
NOTE: Each incident / case should only be recorded in one category, that category being the worst cast (e.g. a Medical Treatment Case becomes a Lost Time Injury - the incident would be re-classed from an MTC to an LTI and removed from the MTC category. $\text{RIF} = \frac{(\# \text{ MA} + \# \text{ LTI}) \times 200,000}{\text{Exposure Hours (Field)}}$ $\text{LTIF} = \frac{\# \text{ LTI} \times 200,000}{\text{Exposure Hours (Field)}}$ $\text{Severity} = \frac{\# \text{ Lost Days} \times 200,000}{\text{Exposure Hours}}$			
NOTIFIABLE INCIDENTS/DANGEROUS OCCURANCES			
14. Has your Company ever been cited, charged or prosecuted in Canada for any occupational health and safety non-compliance or environmental offense? If Yes, provide details: Yes ☐ No ☐			
15. Has your Company ever been issued with a stop order by/from a Government regulatory agency? If Yes, provide details: Yes ☐ No ☐			
16. Has the OHS/WHS regulator in the past three (3) years ever had cause to investigate your worksite? (not including regular inspections) If yes, provide details: Yes ☐ No ☐			
ENVIRONMENTAL PERFORMANCE			
	Last Year	1 st Previous Year	2 nd Previous Year
17. Spills – release of liquid pollutant to land or water that is reportable to government authorities.			
18. Compliance Incidents – non-compliance to legislation that is reportable to government authorities.			
HEALTH, SAFETY & ENVIRONMENT PROGRAM			

Subcontractor Questionnaire

19. Does the program cover the following?				
• Accountabilities and responsibilities for managers/supervisors/employees:	Yes	☐	No	☐
• Employee participation:	Yes	☐	No	☐
• Management commitment and expectations :	Yes	☐	No	☐
• Periodic HS&E performance appraisals for all employees:	Yes	☐	No	☐
• Procedure to address employees' HS&E performance deficiencies:	Yes	☐	No	☐
• Resources for meeting HS&E requirements:	Yes	☐	No	☐
• Hazard recognition and control.	Yes	☐	No	☐
• Community Impact – consideration of potential impacts of work activities.	Yes	☐	No	☐
20. Does the program include work practices/procedures for the following?				
• Housekeeping/Planned Inspections:	Yes	☐	No	☐
• Fitness to Work including Modified Work Program:	Yes	☐	No	☐ N/A ☐
• Near Miss, Unsafe Act, and Unsafe Condition Reporting:	Yes	☐	No	☐
• Accident/Incident Reporting and Investigation, including occupational illness:	Yes	☐	No	☐
• Emergency Preparedness:	Yes	☐	No	☐
• Fall Protection:	Yes	☐	No	☐ N/A ☐
• Ground Disturbance/Excavation/Trenching:	Yes	☐	No	☐ N/A ☐
• Confined Space Entry:	Yes	☐	No	☐ N/A ☐
• Load Securement :	Yes	☐	No	☐ N/A ☐
• Powerline Clearances:	Yes	☐	No	☐ N/A ☐
• Portable Electrical/Power Tools:	Yes	☐	No	☐ N/A ☐
• Vehicle Safety (e.g., Defensive Driving):	Yes	☐	No	☐
• Manual Lifting :	Yes	☐	No	☐ N/A ☐
• Mechanical Lifting & Hoisting:	Yes	☐	No	☐ N/A ☐
• First Aid Log Completion:	Yes	☐	No	☐ N/A ☐
• Working at Heights:	Yes	☐	No	☐ N/A ☐
• Near miss, Unsafe Act, and Unsafe Condition Reporting	Yes	☐	No	☐ N/A ☐
• Bulk Handling & Loading:	Yes	☐	No	☐ N/A ☐
• Equipment Lockout and Tagout:	Yes	☐	No	☐ N/A ☐
• Hazard Recognition and Control including chemical, physical, biological, ergonomic & psychological health hazards:	Yes	☐	No	☐ N/A ☐
• WHMIS Controlled Products	Yes	☐	No	☐
• General Practices and Procedures	Yes	☐	No	☐ N/A ☐

Subcontractor Questionnaire

If you answered No to Question 20, please answer Question 21.

21. HS&E Orientation Program	New Hires	Supervisors
Do you have an HS&E Management Orientation Program for new hires and newly hired or promoted supervisors?	Yes ☐ No ☐	Yes ☐ No ☐
Does this program cover the following?		
• Accident/Incident Investigation	Yes ☐ No ☐	Yes ☐ No ☐
• Emergency Procedures	Yes ☐ No ☐	Yes ☐ No ☐
• Fire Protection and Prevention	Yes ☐ No ☐	Yes ☐ No ☐
• First Aid and CPR Procedures	Yes ☐ No ☐	Yes ☐ No ☐
• Hazard Assessments, JSA and/or FLRA (Field Level Risk Assessment)	Yes ☐ No ☐	Yes ☐ No ☐
• Personal Protective Equipment	Yes ☐ No ☐	Yes ☐ No ☐
• Pro-Active Defensive Driving	Yes ☐ No ☐	Yes ☐ No ☐
• Refusal to Work	Yes ☐ No ☐	Yes ☐ No ☐
• Respiratory Protective Equipment	Yes ☐ No ☐	Yes ☐ No ☐
• Safe Work Permits and Practices	Yes ☐ No ☐	Yes ☐ No ☐
• Supervisor's Responsibility	Yes ☐ No ☐	Yes ☐ No ☐
• Toolbox Meetings	Yes ☐ No ☐	Yes ☐ No ☐
• WHMIS	Yes ☐ No ☐	Yes ☐ No ☐
How long is the orientation program?	_____ Hours	_____ Hours
22. Are your Company employees required to go for medical examinations / testing for?		
• Hearing:	Yes ☐ No ☐	
• Preplacement:	Yes ☐ No ☐	
• Pulmonary function:	Yes ☐ No ☐ N/A ☐	
• Vision:	Yes ☐ No ☐	
• Other surveillance; if yes, please specify (e.g. Asbestos, benzene, lead)		Yes ☐ No ☐

Subcontractor Questionnaire

23. Does your Company have written work practices for the following?	
• Hearing Conservation Program :	Yes ☐ No ☐ N/A ☐
• Respiratory Protection: Where applicable, have employees been:	Yes ☐ No ☐ N/A ☐
• Mask Fit Tested:	Yes ☐ No ☐ N/A ☐
• Trained in use of RPE:	Yes ☐ No ☐ N/A ☐
24. HS&E Training Program	
• Do you have a specific HS&E Training Program for supervisors? le. LSE and/or Prime Contractor?	Yes ☐ No ☐
• Have employees received required HS&E training and retraining?	Yes ☐ No ☐
• Have employees received the legislated HS&E training?	Yes ☐ No ☐
25. Employee Training	
• Have employees been trained in the appropriate job skills?	Yes ☐ No ☐
• Have employees been trained in WHIMIS?	Yes ☐ No ☐
• Have employees been trained in CSTS?	Yes ☐ No ☐
26. Does your Company provide supervisor leadership training?	Yes ☐ No ☐
27. Training Records	
• Do you maintain HS&E and crafts training records for employees?	Yes ☐ No ☐
• Do the training records include the following?	
>>Date of Training, Employee's Name, and Name of Trainer	Yes ☐ No ☐

28. Training Programs	Workers Trained
• All Terrain Vehicles (ATV's)	Yes ☐ No ☐ N/A ☐
• CPR/First Aid	Yes ☐ No ☐ N/A ☐
• Defensive Driving	Yes ☐ No ☐ N/A ☐
• Emergency Response	Yes ☐ No ☐ N/A ☐
• Fall Protection	Yes ☐ No ☐ N/A ☐
• H2S Training (H2S Alive)	Yes ☐ No ☐ N/A ☐
• Hazard Recognition (i.e. JSA, FLRA)	Yes ☐ No ☐ N/A ☐
• Incident Investigation	Yes ☐ No ☐ N/A ☐
• Mechanical Lifting (forklifts, platform lifts, cherry pickers)	Yes ☐ No ☐ N/A ☐
• Personal Protective Equipment Use and Maintenance	Yes ☐ No ☐ N/A ☐
• Respiratory Protection (selection, use & care)	Yes ☐ No ☐ N/A ☐
• TDG	Yes ☐ No ☐ N/A ☐
• WHMIS	Yes ☐ No ☐ N/A ☐
• Other	Yes ☐ No ☐ N/A ☐
29. Vehicle Operation	
• Does your company emphasize safe driving in training programs?	Yes ☐ No ☐
• Are driving records kept of employees operating company vehicles?	Yes ☐ No ☐
• Do you require a driver's abstract for all new hires?	Yes ☐ No ☐
30. Personal Protective Equipment (PPE)	

Subcontractor Questionnaire

• Is applicable PPE provided to employees?	Yes ☐ No ☐
• Do you have a program to ensure PPE is inspected and maintained?:	Yes ☐ No ☐
• Is the importance of wearing PPE explained to employees?	Yes ☐ No ☐
31. Equipment and Materials	
• How does your Company ensure that tools and equipment used within your premises or at the worksite are controlled and maintained in a safe working condition?	N/A ☐
• What approval process does your Company have to modify tools?	N/A ☐
• Do you inspect hoses to comply with regulatory requirements?	Yes ☐ No ☐ N/A ☐
• Do you have a system to establish HS&E specifications for acquisition of materials and equipment?	Yes ☐ No ☐ N/A ☐
• Do you have a list of equipment (e.g., cranes, forklifts, JLGs, etc.) and the training provided to operate such equipment?	Yes ☐ No ☐ NA ☐
• Do you inspect equipment (e.g., cranes, forklifts, JLGs, etc.) to comply with regulatory requirements?	Yes ☐ No ☐ N/A ☐
• Do you maintain relevant inspection and maintenance certification records for operating equipment?	Yes ☐ No ☐ N/A ☐
• Do you maintain operating equipment in compliance with Provincial General Safety Regulations?	Yes ☐ No ☐ N/A ☐
32. HS&E Inspections and Audits	
• Are HS&E inspections conducted in your Company and at work sites? :	Yes ☐ No ☐
• Are HS&E Management Program audits conducted in your Company?:	Yes ☐ No ☐
• Are corrections of HS&E deficiencies documented?	Yes ☐ No ☐
• Does your Company investigate:	Yes ☐ No ☐
• First Aid Incidents:	Yes ☐ No ☐
• Medical Treatment Incidents:	Yes ☐ No ☐
• Occupational Illnesses :	Yes ☐ No ☐
• Environmental Incidents:	Yes ☐ No ☐
• Asset Loss Incidents:	Yes ☐ No ☐
• Near Miss Incidents:	Yes ☐ No ☐
• Automotive Incidents:	Yes ☐ No ☐
• Who normally conducts the Incident Investigation? (Provide a copy of an Incident Investigation Report. Confidential information should be marked out.)	
• How are Incidents reviewed to prevent future occurrences?	
	Conducted by (Title)
General Worker Meeting	Daily ☐ Weekly ☐ Monthly ☐ None ☐
Tailgate/Shift/Pre-job Meetings	Daily ☐ Weekly ☐ Monthly ☐ None ☐
Shop/Office Meetings	Daily ☐ Weekly ☐ Monthly ☐ None ☐

Subcontractor Questionnaire

RECOGNITION				
33.	Has your Company received any recognition for HS&E performance? If yes, explain:	Yes ☐	No ☐	
ENVIRONMENT				
34.	Does your company have an Environmental Policy? (provide a copy):	Yes ☐	No ☐	N/A ☐
35.	Does your company have an Environmental Management System?:	Yes ☐	No ☐	N/A ☐
36.	Is your Company aware of Government and legal requirements for disposal of hazardous wastes that may be generated or encountered during this work?:	Yes ☐	No ☐	N/A ☐
37.	Is your Company capable of identifying hazardous wastes that may be generated or encountered during this work?:	Yes ☐	No ☐	N/A ☐
38.	Does your Company have a Waste Management Program?:	Yes ☐	No ☐	N/A ☐



Subcontractor Questionnaire

INFORMATION SUBMITTAL

Please provide copies of the following items (where applicable):

- _____ Copy of Company Safety Manual
- _____ Letter of clearance from WCB
- _____ Insurance Certificate

Individual to contact for clarification or additional information:

Name: _____

Telephone: _____

I hereby certify that answers provided on this Questionnaire and any attachments to be correct and open to review by NPA Ltd., or it's Authorized Agent.

Name and Position of person who completed the Questionnaire

Signature

Date

NPA HSE DEPARTMENT RECOMMENDATION

SAFETY DEPARTMENT USE ONLY

CONTACT:

Contractor is:

- ☐ 1) Acceptable for Approved Contractor List
- ☐ 2) Conditionally acceptable for Approved Contractor List
- ☐ 3) **DECLINED: Not Acceptable** for Approved Contractor List

Comments: _____

Safety Contact: _____ Date: _____



Site Rules for Suppliers

Date: _____

NPA Ltd. is committed to maintaining a safe and healthful work environment. All employees, subcontractors and suppliers will be equally responsible for minimizing incidents on our worksites. The supplier is responsible for ensuring that all their employees, that will be entering NPA Ltd. worksite, will be informed of the following rules. Please have all person(s), that will be entering our site, sign below and fax to the NPA Ltd. site office. Person(s) who try to enter the site without being informed of the following, will not be allowed on site.

1. Upon entering a plant site, the supplier must report to the scale house/office.
2. The supplier will be made aware of any hazards that are particular to the specific site. What are they?

3. The supplier will not enter the area where the loader is working.
4. All signs and directions shall be followed. There are a number of areas where smoking and open flames are prohibited. Ask the site personnel where they are.
5. PPE must be worn when required. Plant sites are hard hat areas.
6. If a fire should start, the supplier will meet in a predetermined area before leaving.
7. Any personal injuries, property damage, hazards or near misses, that occur on our site, must be reported to the site supervisor. For minor injuries, the first aid kit is located in the control shack or one of the company trucks.
8. Emergency phone numbers are posted with each phone.
9. Suppliers will not unload product without notifying site personnel.

Signature(s) as required:

All employees, subcontractors and suppliers should be familiar with the OH&S Act and Regulations.

Toolbox Meetings

Toolbox meetings are a valuable part of an effective health and safety program. Toolbox meetings must be held at the start of a new project or weekly as a minimum standard, including all shops.

The **'Toolbox/Tailgate Safety Meeting'** portion of the **'Hazard Assessment'** form must be filled out. The central and division office copies must be sent to the division office for the manager's review. The central office copy (white copy) must then be submitted to the Edmonton office. The division office copy (yellow copy) must be kept on file. Ensure the form is properly filled out before sending it in, the following must be done in addition to the minutes from the toolbox meeting:

- Date the assessment was completed (to show completion and currentness).
- Names and signatures of all participants.

The toolbox meeting should cover the following as a minimum:

- A review of the minutes or concerns from the previous meeting.
- A review of any incidents or injuries reported since the last meeting.
- Comments and/or concerns of workers discussion of a weekly safety topic.

Get the crew involved in the toolbox meeting:

- Allow the crew to make comments, suggestions or express concerns.
- Ask the crew for feedback.
- Involve the crew in preparing or leading toolbox meetings.

Toolbox Topics:

- Overhead Power Line Contact
- Seat Belts
- Cold Weather and Machines
- Operator Visibility around Heavy Equipment
- How to Mount and Dismount Heavy Equipment
- How to Clean Large Equipment Windshields
- Safe Operation on Slopes
- Loading a Machine for Transport
- Transporting a Machine
- Skid Steer Safety
- Safety Using Loaders
- Machine Rollovers
- Machine Walk Arounds
- Parking on a Slope
- How to Reduce Silica Exposure
- Lightning Strikes

Toolbox Meetings

- Pinch Points
- PPE
- Hot Weather
- Cold Weather
- Hand Held Tool Safety
- Chain Saws
- Ladder Safety
- Head Protection
- Cell Phones
- Eye Protection
- Fall Protection
- Near Misses
- Horseplay
- Refueling Equipment
- Work Zone Traffic
- Mobile Equipment
- Confined Spaces
- Responding to an Emergency
- Fire Extinguishers
- Proper Lifting Techniques
- SDS's
- Underground Hazards
- Minor Injuries
- Burns
- Compressed Air
- First Aid
- Backing Up
- Right of Ways
- Spotters
- Insect Bites
- Lockout/Tag Outs
- Winter Driving



Worker Competency Checklist

Employee Name: _____ **Previous Experience (yrs):** _____

Position(s): Labourer ☐ Grade checker ☐
 (check applicable boxes) Raker ☐ Flagger ☐ Lab Tech ☐ Mechanic ☐ **Other:** _____

Description of work: _____

Comments:

Check yes or no and initial.	Yes (✓)	No (✓)	Worker	Supervisor
Worker has reviewed and has a basic understanding of the safety manual, its location, and how to find information.				
Worker has been trained in, participates in, and has a basic understanding of hazard assessment and control.				
Worker has been competently trained regarding the known hazards of the position, and how to deal with them.				
Worker has demonstrated basic understanding of emergency response plan, and his/ her role in that plan.				
Worker has demonstrated safety awareness under adverse conditions such as slopes, banks, ice, mud, uneven terrain, etc				
Worker is trained in, and uses, proper PPE for the job, and to ask supervisor when something is needed that is unexpected.				
Worker has demonstrated safety awareness around other workers, vehicles and equipment, and public traffic.				
Worker has demonstrated the importance of reassessing the hazards and work plan when conditions change unexpectedly.				
Worker understands/demonstrates not to perform unsafe work, report it, and to get help as needed to make it safe				
Worker has demonstrated a commitment to safety, and is competent to work for extended periods of time unsupervised.				
Worker has demonstrated the skill and experience necessary to participate in training others to like or related positions.				

Comments:

Supervisor: _____ **Signature:** _____ **Date:** _____

rev. April 2009



Operator Competency Checklist

Operator's Name: _____ **Previous Experience(yrs):** _____

Equipment Type(s): Grader ☐ Packer ☐ Paver ☐ Backhoe ☐ Loader ☐ Skidsteer ☐ Mixer ☐
 (check applicable boxes) Dozer ☐ Truck ☐ **Other:** _____

Description (model, size etc.) _____

Comments:

Check yes or no and initial.		Yes (✓)	No (✓)	Operator	Supervisor
Operator has reviewed and has a basic understanding of the safety and operator's manuals, and how to find information.					
Operator has demonstrated safety awareness regarding pre-checks, clean lights/windows, walk around, alarms, beacons.					
Operator has demonstrated safety awareness around ground workers, traffic, utilities, structures, other equipment.					
Operator demonstrates understanding of brake systems, kill switches, fire control, safe parking and operating procedures					
Operator has demonstrated safety awareness under adverse conditions such as slopes, banks, ice, mud, uneven terrain, etc					
Operator has been trained in the safe working limits of the unit.					
Operator uses applicable PPE (ie: seat belt, ear plugs, etc.)					
Operator has been trained in the proper maintenance protocol.					
Operator has been trained <u>not</u> to operate unsafe equipment.					
Operator has been trained and assessed and is competent to					
operate at:	1) Beginner level under supervision				
	2) Intermediate level, high supervision				
	3) Intermediate level, minimal supervision				
	4) Skilled level, unsupervised				
	5) Highly skilled level, in traffic, limited space				
Operator has demonstrated the skill and experience necessary to participate in training others.					

Comments:

Supervisor: _____ **Signature:** _____ **Date:** _____

rev. April 2009

Asphalt Plant Competency Checklist

Operator's Name: _____

Previous Experience(yrs): _____

Comments:

Check yes or no and initial.		Yes (✓)	No (✓)	Worker	Supervisor
Employee has reviewed and has a basic understanding of the safety and operator's manuals, and how to find plant procedures.					
Employee has demonstrated proper start up and shut down of plant and procedure to light burner.					
Employee has demonstrated safety awareness around ground workers, traffic, utilities, structures, other equipment.					
Employee demonstrates understanding of asphalt plant operation (limit switches, emergency stop, temperatures)					
Employee has demonstrated safety awareness of other employees at plant site (labourer, ground person, loader operator, truck driver).					
Employee is familiar with emergency response plan.					
Employee uses applicable PPE and is trained in specialty PPE.					
Employee demonstrates proper lockout/tagout procedures.					
Employee has been trained <u>not</u> to operate unsafe equipment.					
Employee is aware of hazards associated with petroleum products located on site and is familiar with MSDS.					
Employee has demonstrated safety awareness around asphalt plant while in operation.					
Employee understands proper procedure for confined space entry and hazards associated with it.					
Employee has been trained and assessed and is competent to operate at:					
	1) Beginner level under supervision				
	2) Intermediate level, high supervision				
	3) Intermediate level, minimal supervision				
	4) Skilled level, unsupervised				
	5) Highly skilled level, in traffic, limited space				
Employee has demonstrated the skill and experience necessary to participate in training others.					

Comments:

Supervisor: _____	Signature: _____	Date: _____
-------------------	------------------	-------------

rev. April 2015

Inspection Policy

Purpose

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

Policy

This Company will maintain a comprehensive program of safety inspections at all facilities and worksites.

Responsibilities

The Manager is responsible for the overall operation of the program.

Superintendents and/or Project Managers are responsible for directing formal inspections on worksites that they control and for involving workers in such inspections.

Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working.

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

Signed _____

Bill Turner
Vice President



Date: April 2020

Inspections

General

Safety inspections are used to identify and control hazards in the workplace before incidents occur. During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have the potential to cause injury or damage (sometimes referred to as unsafe conditions and unsafe acts) are identified and corrective actions are initiated.

General housekeeping in the workplace should receive considerable attention during inspections. Good housekeeping demonstrated by orderliness and cleanliness of the worksite usually suggests a safe, well-managed job. Poor housekeeping, which is an accumulation of unsafe conditions resulting from a series of unsafe acts, ultimately leads to injuries and damage.

Personnel responsible for conducting inspections can learn what to look for by studying the '**Hazard Assessment**' checklist, by being familiar with '**Safe Work Practices and Procedures**' and by drawing on their own knowledge and experience.

There are 2 main types of inspection

- Ongoing (informal) inspections
- Planned (formal) inspection

Ongoing (Informal) Inspections

Ongoing inspections should be conducted by supervisory personnel who do most of their work in the worksite. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective action must be recorded by the supervisor for follow-up.

Good supervisors encourage workers to bring forward their observations of unsafe acts and conditions on an ongoing basis. In fact, this is a worker right and responsibility under the OH&S Act. Management should always initiate prompt corrective action in response to valid concerns of workers.

Inspections

Planned (Formal) Inspections

As the name suggests, planned inspections are structured events. They are conducted by the manager, by supervisors or by an inspection team made up of management, supervisor(s) and workers.

Planned formal inspections must be conducted on a weekly basis.

Exception: All office inspections will be conducted once a month.

The basic procedure for conducting a planned inspection is:

1. Identify the inspector or inspection team.
2. Locate and review reports of previous inspections.
3. Obtain an inspection report form.
4. Proceed with the inspection tour.
5. During the tour, get off the 'beaten path'.
6. Look over, under, around, behind, inside, etc.
7. Take the time to observe the activities of all personnel.
8. Take immediate corrective action where there is imminent danger.
9. Record all unsafe acts and conditions.
10. On completion of the tour, rank the unsafe acts/conditions on a 'worst case' basis.
11. Identify corrective action required for each unsafe act/condition.
12. Assign a person responsible for each corrective action and a date for completion.
13. Distribute copies of the inspection report to all employees at safety meetings.

Investigation Policy

Purpose

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

Policy

In this Company, the following types of incidents shall be fully investigated:

- Accidents that result in injuries requiring medical aid.
- Accidents that cause property damage or interrupt operation.
- Incidents that have the potential to result in the above.
- All incidents that, by regulation, must be reported to Alberta Labour, WCB or other regulatory agencies.

Responsibilities

- All employees shall report all incidents to their immediate supervisor.
- Supervisors shall conduct initial investigation and submit their reports to their immediate Supervisor, Safety Manager and Division Manager.
- Superintendents shall determine the need for and if necessary, direct a detailed investigation. They shall also determine causes, recommend corrective action and report to the manager.
- The manager shall review all superintendents reports, determine corrective action to be taken and ensure that such action is implemented.

Signed _____

Bill Turner
Vice President



Date: April 2020

Incident Investigations

General

An incident is any unplanned and unwanted event which results in damage or injury or which could have resulted in damage or injury. Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident. Additionally, information collected will be valuable in meeting the WCB and OH&S reporting requirements.

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

Conducting Investigations

The person or team conducting an investigation into an incident should proceed as follows:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Get the 'big picture' of what happened.
5. Examine equipment/materials involved.
6. Collect and safeguard any physical evidence.
7. Take photographs of the scene.
8. Interview people involved and obtain written statements where appropriate.
9. Analyze all the available information to determine the causes.
10. Look for causes where 'the system failed the worker', not only those where 'the worker failed the system'.
11. Determine what corrective action will prevent recurrence.
12. Complete the investigation report.

Note: Incident investigation are not conducted to fix blame, they are conducted to prevent recurrence.

Reporting Requirements

The following incidents are required to be reported to OH&S:

- An injury or accident that results in death.
- An injury or accident that results in a worker being admitted to a hospital for more than 2 days.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or has the potential of 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.

The following incidents require an incident investigation form and WCB report (employer and employee) to be completed:

- Injury that causes the worker to receive medical aid.
- Any prescriptions received because of an injury.
- Any dressing applied because of an injury.
- Any dental repair required resulting from an injury on the job.
- Broken eyeglasses caused by an incident on the worksite.
- Ongoing medical treatment because of an injury caused at the worksite.

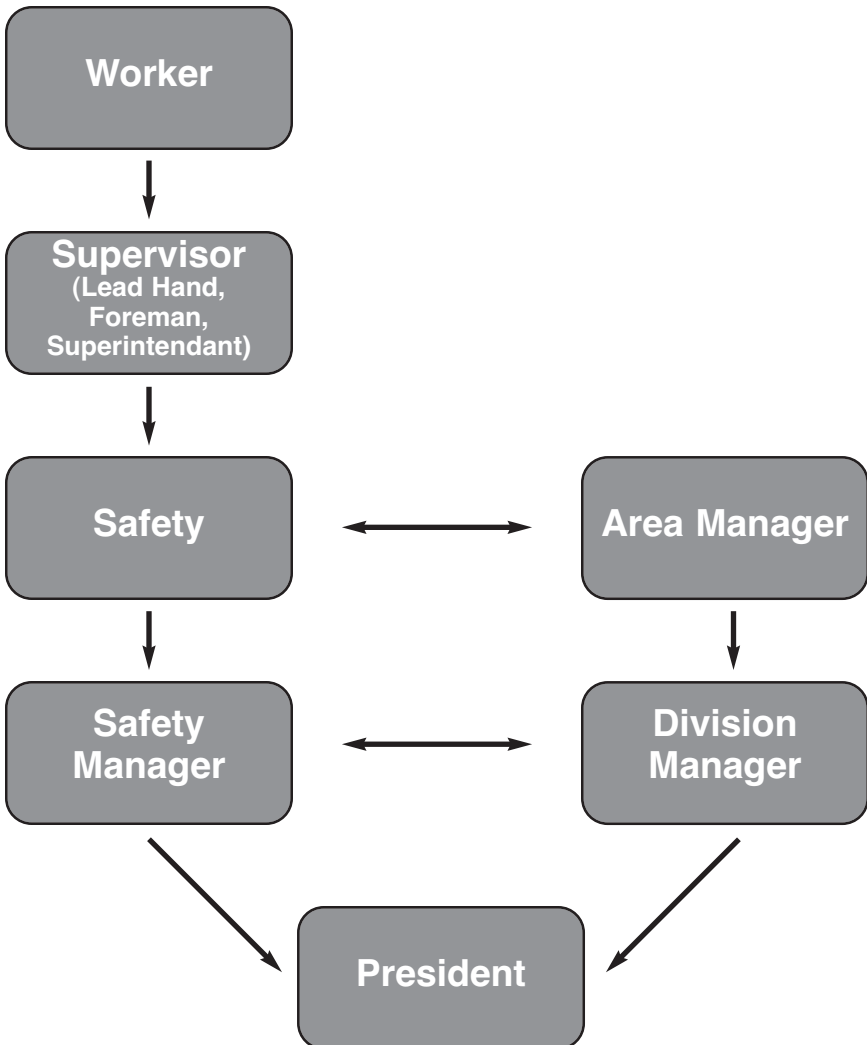
An incident 'investigation report' and a 'property loss report' must be completed in the following circumstances:

- Collisions involving a Company vehicle or equipment.
- Property damage to a Company vehicle or equipment.
- Property damage to a third party vehicle on a Company worksite.
- Theft of a Company vehicle or equipment.

The supervisor and/or the Company safety co-ordinator are to be notified as soon as possible and a copy of the completed forms and reports are to be sent to the Edmonton office.

Reporting Flow Chart

The following chart shows the typical chain of communication within the Company. However, all personnel must ensure that communication doesn't stop because one individual is not available. In those situations, it is up to the individual to skip to the next level to keep the flow going. For areas of the Company where this typical chain of command is not available (ie - no superintendent), the manager must ensure all levels know their responsibilities.



Incident Investigation Report

	SIGNATURE	DATE
PRESIDENT		
SAFETY MANAGER		

HEAD OFFICE USE ONLY-TO BE FILED

☐ Property Damage Unit (s) # _____ Job # _____ ☐ Injury ☐ Near Miss ☐ Theft

☐ Edmonton ☐ Cold Lake ☐ Fort McMurray ☐ Slave Lake ☐ Highway ☐ Peace River ☐ Lloydminster

Date: _____ Location of Job: _____

Date & Time of Incident: _____ Name of Person in Charge: _____

Person(s) Involved:

Name	Address	Phone #

Was employee Suspended: ☐ Yes ☐ No # of Days: _____ Warning Given: ☐ Verbal

☐ Written

Name of Suspended employee(s) _____

☐ None

Incident Reported By: _____ Reported to: _____

Date Reported By: _____ Time Reported: _____ am/pm
(mm/dd/yyyy)

Conditions at time of incident (weather, status of job, housekeeping, etc.): _____

Description of incident (describe damages, what equipment, tools, materials, etc. were involved?
What was the job being done? What happened?) _____

INJURIES- PERSON(S) INJURED ☐ Yes ☐ No *(If yes- Fill out Injury Report)

Attached Documents: ☐ Witness Statement ☐ Pictures ☐ Sketches ☐ Injury Report
☐ Other: _____



Incident Investigation Report (Con't)

Immediate Causes of Incident

(Check all that apply)

Substandard Actions:

- ☐ Operating equipment without authority
- ☐ Failure to warn
- ☐ Failure to secure
- ☐ Operating at improper speed
- ☐ Using defective tools or equipment
- ☐ Failing to use PPE properly
- ☐ Improper loading
- ☐ Improper placement
- ☐ Improper lifting
- ☐ Improper position for task
- ☐ Horseplay
- ☐ Using equipment improperly
- ☐ Failure to follow procedure
- ☐ Other: _____

Substandard Conditions:

- ☐ Inadequate guards or barriers
- ☐ Inadequate or improper protective equipment
- ☐ Defective tools, equipment or materials
- ☐ Congestion or restricted area
- ☐ Inadequate warning system
- ☐ Fire and explosion hazard(s)
- ☐ Poor housekeeping and/or material organization
- ☐ Weather conditions
- ☐ Inadequate or excess illumination
- ☐ Other: _____

Provide an explanation below for checked boxes above:

Basic Causes of Incident

(Check all that apply)

Personal Factors:

- ☐ Inadequate Physical Capability
- ☐ Physical or Physiological Stress
- ☐ Mental or Psychological Stress
- ☐ Lack of Task Knowledge
- ☐ Lack of Skill for the Task
- ☐ Improper Motivation
- ☐ Other: _____

Job Factors:

- ☐ Inadequate Leadership or Supervision
- ☐ Inadequate Training
- ☐ Inadequate Maintenance
- ☐ Inadequate Tools and/or Equipment
- ☐ Inadequate Work Standards
- ☐ Excessive Wear and Tear
- ☐ Other: _____

Provide an explanation below for checked boxes above:

Recommended action(s) to prevent re-occurrence:

Immediate: _____

Long-term: _____

Person(s) responsible for implementing corrective action(s): _____

Date Completed: _____

(mm/dd/yyyy)

SIGNATURES: Supervisor: _____

Manager: _____

Safety Coordinator: _____

Incident Statement

Job #

It is unlawful to make a false statement. Your statement should answer the following questions:

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see, hear?
- What were the environmental conditions (weather, light, noise, etc.) at the time?
- What was (were) the injured worker(s) doing at the time?
- What caused the accident?

Please ensure the statement is signed and dated.

TIME OF INCIDENT: _____ AM/PM

<u>Name of Witness (Last, First, Initial)</u>	<u>Home Telephone #</u>	<u>Business Telephone #</u>
<u>Address</u>		<u>Postal Code</u>

Statement

Signature

Date mm/dd/yyyy

This information is being collected for the purpose of NPA Ltd.'s records.

To be completed by investigator

Name	Signature	Date mm/dd/yyyy	Page	of
-------------	------------------	---------------------------	-------------	-----------



Spill Clean Up Investigation

General Information

Date: _____ Division: _____ Job Location: _____

Job #: _____ Person in Charge: _____

Phone: _____ Amount of Product lost: _____

Description of Incident: _____

Person(s)/Environmental Consultants Involved in Clean up

NAME	Division/Company	Phone

Time of Spill: _____ Time spent on clean up: _____

Materials used for Clean Up: _____

Description of Clean Up: _____

Spill expenses (office)

Cost of Product lost	
Cost of disposal of Contaminated soils	
Cost of Cleanup Material	
Projected future costs (soil test, reclamation)	
Lost Crew Time	

Emergency Preparedness and Response

Part 7 of the OH&S Code

General

No matter how complete our safety program is or how careful we are, there is always a risk of an emergency. Emergency preparedness means having plans in place that we hope we will never have to use. Emergency preparedness ensures that our organization has the resources to deal with emergency situations at the workplace. At a minimum, an organization must be capable of:

- Providing first aid to the injured;
- Providing transportation to medical aid for the injured;
- Conducting initial firefighting; and
- Promptly contacting outside agencies for assistance.

There may also be a need for resources to deal with additional contingencies. This could include situations such as specialized rescue, hazardous atmospheres or radiation accidents. In these or similar circumstances, internal or external professional assistance should be sought to develop the necessary plans.

NPA Ltd. has implemented this to ensure that all workers will be trained in the Emergency Response Plan for responding to an emergency that may require rescue or excavation. The plan will be in writing and made available to all workers.

Safety personnel will address to all workers the procedures for responding to an emergency that may require rescue or evacuation. NPA Ltd. ensures that this emergency response plan is current.

This Company will consult with affected workers in establishing and maintaining the emergency response plan. The emergency response plan will be kept current and updated, reflecting current circumstances at the worksite.

Potential Hazards

The emergency response plan includes the following potential emergencies and is maintained in a site specific manner:

- Fire
- Traffic
- Chemical Spill
- Explosion
- Natural Disasters
- Major Facility/Utility Strike
- Trench Collapse
- Acts of Terrorism or Major Violence



Emergency Preparedness and Response

The emergency response plan addresses the procedures for dealing with specific emergencies including:

- The identification of potential emergencies
- Procedures for dealing with identified emergencies
- The identification of, location of and operational procedures for emergency equipment
- Emergency response training requirements
- The location and use of emergency facilities

Emergency Equipment

The potential types of emergency equipment that may be needed will include items such as, but not limited to, the following:

- Fire extinguisher
- First aid kit(s)
- Spill kit(s)
- Eye wash and shower stations
- Fire blankets

Training

This Company will ensure that all workers are trained in emergency response and all work related training. Each worker will maintain their training as required by the certification. Each worker will be provided a list of emergency facilities, contact information and procedures for their use.

Fire, Rescue and Evacuation

NPA Ltd. will provide to the workers a copy of the Emergency Response Plan, which will include the following procedures:

- Fire protection requirements
- Alarm and emergency communication requirements
- First aid services required
- Procedures for rescue and evacuation
- The designated rescue and evacuation of workers



Emergency Preparedness and Response

First Aid

First aid regulations under the OH&S Act specify the number and qualifications of first aid trained personnel who must be present in a workplace. The regulations also specify the requirements for first aid equipment. The first aid regulations also set out the requirements for recording injuries.

Initial Attack Fire Fighting

Most fires start small. Often a great deal of damage can be prevented if basic fire fighting equipment and people trained in its use are available. As a minimum, construction related companies should acquire some portable fire extinguishers of the correct class and provide their employees with basic instruction in their use.

Contacting Outside Assistance

When an injury accident or fire occurs, outside assistance from local ambulance service or fire department may be needed. It is essential that every employee knows where the nearest means of communication is and how to summon assistance.

In a plant or shop setting, telephones are normally used to summon aid. Emergency numbers must be posted at all phones and all employees must know where the phones are.

In field settings and remote locations, radios or other Non-Company phones may be used to obtain help. In such locations, it is especially important that provisions are made for obtaining help and that all employees know what those provisions are.



Head Office Procedure in Case of Fire

First Person on Scene of Fire

1. Sound Alarm.
2. If fire is small, use a fire extinguisher to put it out.
3. If fire is already large or if you cannot put it out with a fire extinguisher, leave the building immediately.
4. Call 911 (Office Address is 10130 – 21 Street)
5. All others in the building – when you hear the alarm leave the building immediately.
6. Monitors may direct traffic and check that all doors are closed. They will check washrooms and closets.
7. South Office Muster Point, island between shop and office parking lots.
North Office Muster Point, QC office and upstairs offices will meet at the muster point in the North parking lot.
The Shop Muster Point, meet outside the main gate.
8. Roll call will be taken by person's designated in each section of the office.
9. Do not return to building until it is safe to do so. Permission from the chief monitors must be obtained.

First Aid Posts

1. Shop - main washroom. First aiders - see list posted in shop
2. Office - cabinet by fax machine. First aiders - see list posted in office.

Camp Procedure in Case of Fire

The chance of a fire happening in our homes or at the workplace is remote but a possibility. Planning for the possible event will ensure your safety. In field camps the fire department could take up to an hour before they arrive on the scene. Designated people will be involved in fire control and evacuating people from the scene.

1. Sound the alarm.
2. Call the local fire department.
3. Everyone in camp will meet in a predetermined meeting area.
 - Leave unit doors and windows closed and unlocked;
 - Take a head count - report to Supervisor.
4. Shut off propane to **all** units.
5. If electrical power is involved disconnect at the source.
6. Use the water truck to control the fire - a minimum of 2 people must be used.

To make this an effective fire readiness plan, a number of things must be done:

1. When moving to a new location contact the nearest fire department and invite them out to your site, have a floor plan of the camp site and have the fire departments number posted by the phone.
2. Designate people to phone the fire department, to do a head count, to shut off propane at main valve, to man the water truck (min. of 2 people on truck) and to disconnect the power.
3. Have regular fire drills.
4. Post the fire plan in all the rooms in camp.

Spill Prevention and Response Policy

It is the policy of NPA Ltd. to ensure prevention, mitigation and management of all accidental releases in a responsible manner with the following priority:

1. Protection of Human Life
2. Protection of the Environment
3. Protection of Property and Equipment
4. Awareness of Others Working in the Area
5. Preservation of Evidence

Spill Prevention

NPA Ltd. commits to a thorough prevention program incorporating several aspects to avoid releases from initially occurring. This includes, but it not limited to:

- Personnel have been trained on safe work practices for their job.
- Personnel have been trained on NPA Ltd. Spill Prevention and Response Program.
- Personnel have initial response equipment readily available such as vehicle spill kits and support equipment in close proximity to work areas.
- Preventive maintenance, including regular inspections will be conducted routinely on vehicles and equipment.
- Personnel shall conduct refueling according to NPA Ltd. procedures to prevent releases.
- Hazardous materials, petroleum products, used / drained lube and fuel filters will be correctly stored in containers that are clearly labelled in designated storage areas.
- Housekeeping will be practiced maintaining clean, orderly, work environments and contribute to the overall spill prevention effort. Housekeeping will include:
 - Documentation of applicable Environmental Hazard Assessment.
 - Checking valves and couplings.
 - Maintenance of clear work areas and walkways.
 - Minimum accumulation of hazardous materials, waste materials and organization of chemical storerooms.
 - Inspection of facilities completed by Environment Department.

Release Response, Reporting and Containment

Spill Prevention and Response Policy

Releases will be managed using the NPA Ltd. Spill Response Contingency Manual (Contingency Manual) and Safe Work Procedures in the Safety Manual (Book 2 of 2). Together these documents will provide guidance for a timely and effective response to a release during daily activities of NPA Ltd. operations, reducing the impact and severity of the incident.

If a release occurs, the supervisor on-site will be immediately notified to start assessment, mitigation, clean up and reporting procedures. Immediately call 911 in the event of injury, fire or potential fire, or spill of a hazardous substance that gives rise to an emergency. The internal reporting requirements will be non-punitive and be interpreted as a means of spill prevention. The supervisor will report the release to the Environment Department as soon as possible, enabling their involvement for clean up guidance and reporting requirements. NPA Ltd. will adhere to all government reporting requirements, ensuring to report all applicable releases as soon as possible.

The Environment Department will be responsible for collecting information required when reporting to applicable government agencies, officially record information, save photos for documentation and guide spill clean up efforts. The on-site supervisor and crew will communicate these details to the Environment Department.

Releases will be contained by site personnel if they are able to do so without risk of injury. The general spill response procedure at NPA Ltd. is to **stop the source of the spill, contain any spilled material and clean up the spill in a timely manner to prevent accidental injury, reduce contamination and other damages.**

- When responding to a release, follow the Safe work practices for incidents, Spill Response, correct personal protective equipment (PPE) requirements and all NPA Ltd. Safety Manual Policies.
- Under no circumstances should personnel jeopardize their own or others' safety when responding to a release situation.
- Effective and efficient communication is important when responding to a release. Personnel should always ensure that their actions, intentions and location are made known to their supervisor.
- Various work areas are to be equipped with spill kits of the appropriate size and content dictated by NPA Ltd.
- Environment Department will guide the response effort whenever possible.

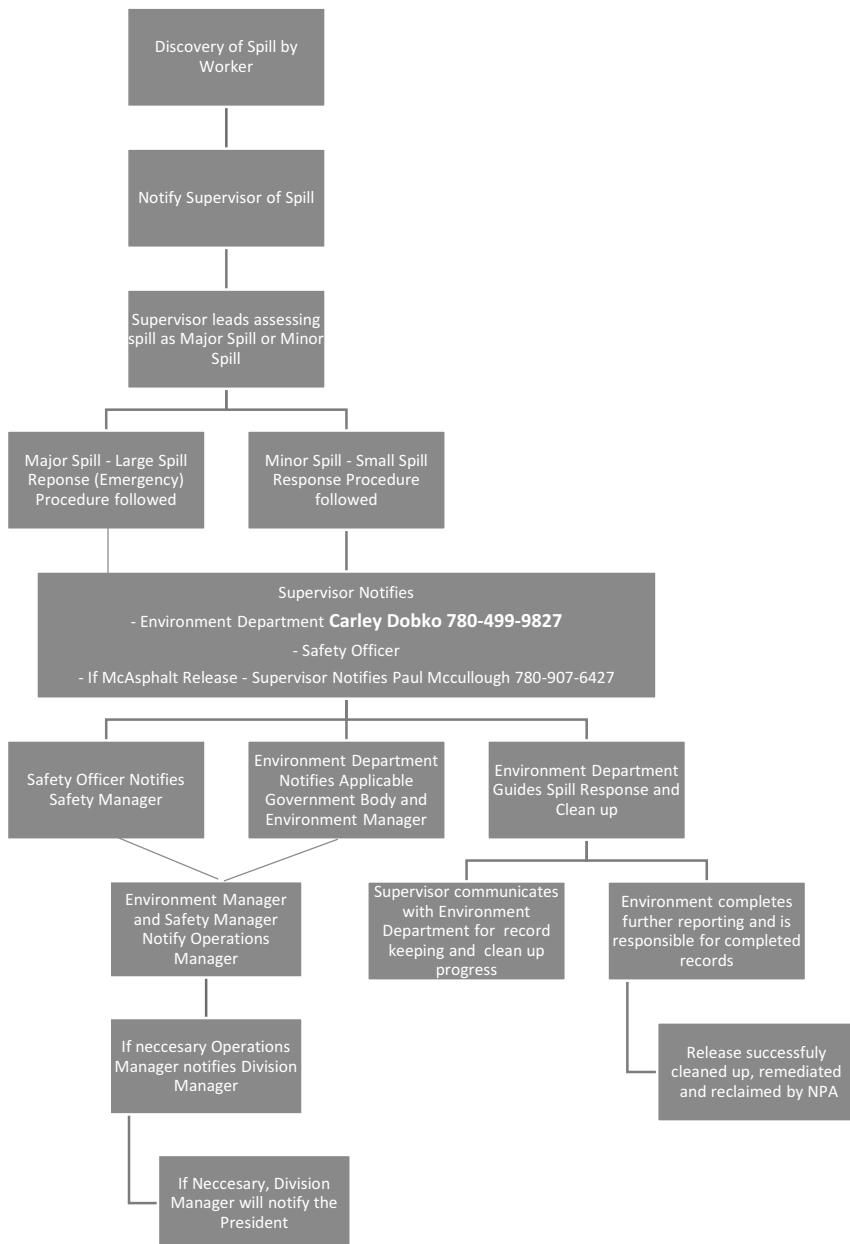
Signed _____

Bill Turner
Vice President



Date: April 2020

Spill Response Flow Chart



Action Plan for Minor Spills

Diesel Fuel

Response:

- **Stop** the flow if possible.
- **Contain** the flow by dyking, barricading or blocking with earth, gravel or sorbent booms.
- Where diesel fuel is running downhill, contain as quickly as possible.
- Rubber tires are almost impossible to extinguish after involvement with a fire. Have vehicles with burning tires removed from the danger area.

Recovery:

- Diesel fuel can be soaked up by sand and peat moss or by chemical sorbents.
- If necessary, contaminated soil should be excavated.
- Diesel fuel on a water surface should be recovered by skimmers and sorbent booms.

Disposal:

- Incineration under controlled conditions.
- Burial at an approved site.

Hydraulic and Lubricating Oils

Response:

- **Stop** the flow if possible.
- **Eliminate** open flame ignition sources.
- **Contain** flow of oil by dyking, barricading or locking flow with earth, gravel or sorbent booms.

Recovery:

- Oil can be soaked up by sand and peat moss or by chemical sorbents.
- If necessary, contaminated soil should be excavated.
- Oil on a water surface should be recovered by skimmers and sorbent booms.

Disposal:

- Incineration under controlled conditions.
- Burial at an approved site.

Action Plan for Minor Spills

Gasoline & Aviation Fuel

Response:

- **Stop** the flow if possible.
- **Eliminate** all possible sources of ignition, i.e. extinguish cigarettes, shut off motors (from a remote location if surrounded by vapours).
- **Evacuate** danger area and barricade from public.
- **Carefully consider** the hazards and merits of trying to contain the spill. Contain only if safe to do so. Otherwise leave gasoline to spread and evaporate. Do not attempt to contain a gasoline spill on water, but allow it to spread and evaporate.
- **Ventilate** vapours if spilled in an enclosed area.

Hazards:

- Highly flammable.
- Forms explosive mixture with air.
- Easily ignited by flame or spark.
- Moderately toxic by ingestion and highly toxic if aspirated.

Recovery:

- Unburned gasoline can be soaked up by sand and peat moss or by commercial sorbents.
- If necessary, contaminated soil should be excavated.

Disposal:

- Evaporation.
- Incineration under controlled conditions.

Ethylene Glycol Antifreeze

Response:

- **Stop** the flow at source if possible.
- **Eliminate** open flame ignition sources.
- **Contain** flow of liquid by dyking, barricading or blocking flow.
- **Prevent** antifreeze from entering any flowing streams.

Hazards:

- Moderately toxic by ingestion and inhalation.
- Flammable.

Action Plan for Minor Spills

Recovery:

- Ethylene glycol antifreeze can be soaked up by peat moss or by commercial sorbents.
- Access to spilled or recovered ethylene glycol by mammals should be prevented.

Disposal:

- Incineration under controlled conditions.
- Burial at an approved site.

Hydrated Lime

Response:

- **Stop** spill at source if possible.
- **Prevent** hydrated lime from contacting water.
- If lime does contact water, contain solution to as small an area as possible.

Hazards:

- Skin irritant.

Recovery:

- Spills of hydrated lime on dry surfaces can simply be shoveled into containers.
- Spills on wet surfaces or exposed to rain should be shoveled into waterproof containers as soon as possible.
- Sorbents may be used to contain and recover spilled solutions.

Disposal:

- Hydrated lime recovered from a spill may be reused if it is of acceptable quality.
- Solid lime and all lime solutions should be disposed of at an approved site.

Spill Initial Notification Form

Information Received By			
Date		Time ☐ AM ☐ PM	
Month Date Year			
Caller's Name		Phone No.	
Type & Location of Incident			
☐ Minor Spill		A minor spill is any spill which can be managed with the equipment and tools on-site. Cleaning up the spill will not require any special equipment or expertise. The disposal of the contaminate does involve special handling.	
☐ Major Spill		A major spill is any spill that required equipment or expertise from off-site. All containment and cleanup efforts will be handled by personnel with the company. A spill in town can be considered major if the containment threatens to enter the drainage system.	
☐ Special Consideration Spill		Special consideration spills would require that outside help be brought in to clean up the spill. This type of spill would be hard to contain and would threaten the environment, i.e. diesel fuel in a lake.	
Person(s) Handling Incident			
Is the spill close to any sewers or water? ☐ Yes ☐ No			
Weather Conditions			
☐ Clear ☐ Cloudy ☐ Fog ☐ Rain ☐ Snow Temperature			
Wind Direction		Wind Speed (Estimated)	
☐ Calm ☐ Steady ☐ Gust			
Type of Spill			
☐ Asphalt Cement		☐ Diesel	
☐ Quicklime		☐ Emulsion (SS1)	
		☐ Nuclear ☐ Burner Fuel ☐ Gasoline	
		☐ Chemical ☐ Antifreeze	
Approximate Quantity of Spill			
Can workers contain the spill or stop the follow with equipment at hand? ☐ Yes ☐ No			
Follow Up Action			
Have local authorities been advised? ☐ Yes ☐ No			
Classify the spill ☐ Minor ☐ Major ☐ Special Consideration			

12-13

Spill Reporting and Record Tracking Form

Person in charge of release onsite to complete **FIRST** page of this form to the best of their ability. **Releases must be reported to the Environment Department as soon as possible. Photos of release, clean up efforts and a copy of the SDS sheet of the substance must be sent as well.** Environment Department to confirm details and complete Pages two and three

GENERAL INFORMATION

Division:	
Job #:	
Job Location:	
Superintendent:	
Employee/Subcontractor involved:	
Date and time release was initially reported to Environment:	
Safety Officer Incident reported to:	

REQUIRED INFORMATION FOR INITIAL REPORTING TO ENVIRONMENT

Person in charge of release and phone number:
Exact Location of release: (If possible send google pin to Environment Department)
Date of release (m/d/year)
Time of release (start/stop)
Name of substance released:
Packing group from SDS:
Send SDS sheet used: Y/ N If no then why not?
Quantity released:
Description of circumstance leading up to release include equipment involved:
Is there a precipitation event in the weather forecast that could spread the release?
Is there a high potential for spill to enter waterways (listed above) during this precipitation event? (How far away (m) is the nearest waterbody, have you blocked culverts and drainage basins?)
Briefly describe what was affected by the spill/release (describe surface areas – sandy soil, grassland, ditch, pavement etc):
Briefly describe the surrounding Environment of release (gravel pit, farmer's field etc):
Briefly describe mitigation and clean up efforts:

Spill Reporting and Record Tracking Form

RECORD OF CLEAN UP EFFORTS						
Date and time of completion of clean up:						
Describe all measures taken to control, mitigate and or clean up release (include equipment, materials, methods and locations of mitigation):						
Identify corrective measures and actions taken to complete all operations. (ie clean up, packaging, storage, disposal):						
List and describe any Lab testing, material disposal, lab reports of samples and reclamation efforts:						
Recommendation(s) to prevent reoccurrence:						
ATTACHMENTS (indicate what records exist for this release)						
Pictures:						
SDS Sheet:						
Sketch of release:						
Lab Reports:						
Consultant Reports:						
Other:						
REPORTING TRACKING						
	Name	Reference Number	Date and Time of Call		Name of Caller	
NPA Environment Manager						
Government Body (if Reportable)						
Senior Management (If applicable)						
Senior Management (If applicable)						
Canutec (If TDG Reportable)						



Spill Reporting and Record Tracking Form

12-16

First Aid Requirements for High Hazard Work

NUMBER OF WORKERS AT WORKSITE PER SHIFT	CLOSE WORKSITE (up to 20 minutes)	DISTANT WORKSITE (20-40 minutes)	ISOLATED WORKSITE (more than 40 minutes)
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2 - 4	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
5 - 9	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Standard First Aiders No. 2 First Aid Kit 3 Blankets	2 Standard First Aiders No. 2 First Aid Kit 3 Blankets
10 - 19	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 Blankets	2 Standard First Aiders No. 3 First Aid Kit 3 Blankets Stretcher, Splints	2 Standard First Aiders No. 3 First Aid Kit 3 Blankets Stretcher, Splints
20 - 49	2 Emergency First Aiders 1 Standard First Aider No. 2 First Aid Kit 3 Blankets	3 Standard First Aiders No. 3 First Aid Kit 3 Blankets Stretcher, Splints	3 Standard First Aiders No. 3 First Aid Kit 3 Blankets Stretcher, Splints
50 - 99	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 Blankets	2 Emergency First Aiders 3 Standard First Aiders No. 3 First Aid Kit 3 Blankets Stretcher, Splints	4 Standard First Aiders 1 Advanced First Aider No. 3 First Aid Kit 3 Blankets Stretcher, Splints
100 - 199	2 Emergency First Aiders 2 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room	4 Standard First Aiders 1 Advanced First Aider First Aid Room
200 or more	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 E.M.T.-P Plus 1 Standard First Aider for every additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Nurse or 1 E.M.T.-P Plus 1 Standard First Aider for every additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Advanced First Aider 1 Nurse or 1 E.M.T.-P Plus 1 Standard First Aider for every additional increment of 1 to 100 workers First Aid Room

Note: Number of first aiders is for a shift at all times.

First Aid Equipment and Supplies

No. 1 Kit Consists of the Following:

- 10 antiseptic cleansing towelettes, individually packaged
- 25 sterile adhesive dressings, individually packaged
- 10 10 cm x 10 cm sterile gauze pads, individually packaged
- 2 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 2 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 2 conform gauze bandages - 7.5 cm
- 3 cotton triangular bandages
- 5 safety pins - assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 25 mm x 4.5 m roll of adhesive tape
- 1 crepe tension bandage - 75 mm
- 1 artificial resuscitation barrier device with a one-way valve
- 4 pairs of disposable surgical gloves
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof waste bag

No. 2 Kit Consists of the Following:

- 10 antiseptic cleansing towelettes, individually packaged
- 50 sterile adhesive dressings, individually packaged
- 20 10 cm x 10 cm sterile gauze pads, individually packaged
- 3 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 3 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 1 20 cm x 25 cm sterile abdominal dressing
- 2 conform gauze bandages - 7.5 cm
- 4 cotton triangular bandages
- 8 safety pins - assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 25 mm x 4.5 m roll of adhesive tape
- 2 crepe tension bandage - 75 mm
- 1 artificial resuscitation barrier device with a one-way valve
- 6 pairs of disposable surgical gloves
- 1 sterile, dry eye dressing
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof waste bag



Injury/Illness and First Aid Record

(Complete this record for all injuries or illnesses occurring at work)

Injury/Illness Reported As	☐ Work Related ☐ Not Work Related		
Date Injury/Illness Occurred			
	Day	Month	Year
Date Injury/Illness Reported			
	Day	Month	Year
Full Name of Injured/Ill Worker			
Description of Injury/Illness			
Place Where Injury/Illness Occurred/Began			
Cause of Injury/Illness <i>(if known)</i>			
Was First Aid Provided	☐ Yes ☐ No		
Medical Required	☐ Yes ☐ No		
Name of First Aider			
First Aider Qualifications	☐ Emergency First Aider ☐ Emergency Medical Technician Paramedic ☐ Standard First Aider ☐ Emergency Medical Technician-Ambulance ☐ Advanced First Aider ☐ Emergency Medical Technician ☐ Nurse ☐ Emergency Medical Responder		
Describe First Aid Provided			
☐ Copy Provided to Worker ☐ Copy Refused Injured Workers Initials:			
<i>Keep this record confidential and retain for at least 3 years from reported date of injury or illness.</i>			

Fire Protection Policy

Purpose

The purpose of this policy is to insure adequate fire protection/suppression is available and maintained where required by various codes and contract requirements within work areas of NPA Ltd..

Scope

Fire protection/suppression is required for buildings, plants, shops and trailers with occupants. Mobile equipment is not required to have fire suppression equipment unless noted below.

- Mobile equipment maybe required to carry fire protection only because of the job requirements of the client where NPA Ltd. is working.
- Mobile equipment that is rented or leased may have a requirement to maintain fire protection equipment that is provided with the rental or leased equipment.
- Fire protection will be required where a hazard assessment has identified flammable substances (storage or transportation of gasoline).
- Crew foreman/lead hands and superintendent trucks should be equipped with a fire extinguisher.
- Crew transportation vehicles must be equipped with a fire extinguisher (minimum 6 passengers).

Responsibilities

It is the responsibility of the area/crew supervisor to insure the proper fire suppression equipment is available and maintained. The HSE division is responsible to ensure that NPA Ltd. meets this requirement through audits/inspections and record keeping.

Everyone needs to be aware that fire extinguishers are meant to be used to safely escape from a fire and not to fight a fire. Only those trained in the proper use of a fire extinguisher should use one.

References

Fire & Building Code

OH&S Code

NSC Code

Fire Protection Policy

Maintenance

All fire suppression equipment must be inspected at least annually by a certifying agency and repaired or replaced if found defective.

Fire suppression equipment that is in use must be inspected monthly for pressure reading, damage, seal and access. This inspection must be recorded (see monthly fire extinguisher checklist form).

Signed _____

Bill Turner
Vice President



Date: April 2020

Wildlife Policy

Purpose

NPA Ltd. is committed to the safety of our employees. We recognize that sometimes our work takes us to remote areas and we will come into contact with wildlife and their territory.

Policy

The company will provide and our employees will participate in all safety and related training that is necessary when working in areas where our activities come into direct conflict with the wildlife in the area.

NOTE: UNDER NO CIRCUMSTANCES WILL ANYONE CLAIM THE CARCASS OF A DEAD ANIMAL. Penalties include being removed from the project and a fine issued by a conservation officer.

The use or possession of firearms by NPA Ltd. employees on the construction site(s) or on associated facilities sites is prohibited. There shall be no harassment of wildlife in any manner. Feeding of wildlife shall be prohibited.

NPA Ltd. will work with local authorities if needed to ensure the safety of our employees.

Signed _____

Bill Turner
Vice President



Date: April 2020

Records and Statistics

General

Safety program management is a dynamic and constantly evolving process. We must maintain records to keep track of this process. These records provide ready reference of program activities and results. They provide the information necessary to assess the program, make necessary modifications and plan for future activities. As well, there are regulatory requirements for some records. If WCB or OH&S come to your site to do an audit or inspection, your records can be a proud demonstration of your safety achievements.

The records and statistics component of a safety program should contain reports on file, summaries and statistics.

Report On File

Safety related reports that are kept on file should be stored so that they are readily available. Reports that should be kept on file include:

- Safety orientation forms (in each employee file)
- Minutes of toolbox meetings (filed by date and by crew)
- Reports of formal inspections (filed by date and by crew)
- Incident investigation reports (filed by date) (regulatory requirements)
- First aid treatment reports (filed by date) (regulatory requirements)

All forms or reports should be neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor and/or manager.

Summaries

Summaries of safety related reports provide management with an overview of their program activities and results. Examining summaries will help in determining trends and setting priorities for future safety program measures.

Summaries will be compiled monthly. An annual consolidation will be prepared.

Accident Records and Statistics

1. Injuries will be calculated on a yearly basis using a recognized standard.

$$\text{Lost time frequency} = \frac{(\text{LTA}) \times (200,000)}{(\text{HRS})}$$

$$\text{Recordable frequency} = \frac{(\text{LTA} + \text{MA}) \times (200,000)}{(\text{HRS})}$$

$$\text{Severity} = \frac{(\text{LD}) \times (200,000)}{(\text{HRS})}$$

2. A monthly summary will be completed for each division and forwarded to the Edmonton office.



Divisional Monthly Safety Summary

Division: _____

Orientations:

- Number of workers hired: _____
- Number of workers orientated: _____
- Number of Sub Contractor's Orientations completed: _____

Hazard Assessment/Inspections/Tool Box Meetings:

- Number of Hazard Assessments completed: _____
- Number of Inspections completed: _____
- Number of Tool Box Meetings held: _____

Incidents:

- Number of Near Misses: _____
- Number of Incidents: _____
- Number of Utility Strikes: _____
- Number of Sub Contractor Incidents: _____
- Number of Accident and Loss Reports completed: _____
- Number of Incident Investigation Forms completed: _____
- Number of Environmental Incidents: _____

Injuries:

- Number of First Aid Injuries: _____
- Number of Medical Aid Injuries: _____
- Number of Lost Time Injuries: _____
- Number of Fatalities: _____
- Number of WCB Employer's Reports completed: _____
- Number of WCB Worker's Reports completed: _____

Completed by: _____ **Date:** _____
mm/dd/yy

Reviewed by: _____
Division Manager's Signature

To be completed on a monthly basis and sent to Ian Stewart, Safety Manager