

# Section 1

## Policies and Assignment of Responsibilities

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## 1.1 HEALTH AND SAFETY POLICY

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Safety is an integral part of ALL-CAN Engineering & Surveys (1976) Ltd's day to day activities. It is our first priority in the performance of our work. The protection of people, equipment, property and the public is an attitude which is emphasized and rewarded in all of our operations.

The economic benefits of working safely far outweigh the costs of non-compliance. The greatest cost is the human cost. By protecting our employees, ALL-CAN is also protecting their friends, families, fellow workers, management, the public and the environment.

Protection of one's livelihood is first and foremost with our safety program. This program will also contribute to employee morale and pride because of their involvement in identifying safety needs and developing safe work procedures.


ALL-CAN will ensure that recognized health and safety standards and legal requirements are met through the provision of adequate facilities, equipment, procedures, training and management systems.

Everyone employed by ALL-CAN is responsible for maintaining our safety program. Managers and party chiefs are responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and accidents, providing training, supplying or wearing appropriate safety and personal protective equipment, and ensuring all equipment is properly maintained and meets legislated safety standards. Their role is supported by input from all employees.

All company employees, contractors and subcontractors on company worksites are responsible for obeying all safety rules, following recommended safe work procedures, wearing and using personal protective equipment when required, participating in safety training programs and informing party chiefs of any unsafe work conditions. Everyone has the right and responsibility to refuse to do work when unsafe conditions exist.

ALL-CAN takes the approach that safety, and all of the implications of a health and safety program are part of an overall attitude expressed by all of its employees, managers and party chiefs. An open and ongoing dialogue on all aspects of loss prevention is paramount to the well being of all concerned. By fulfilling our safety responsibilities, everyone who works for our company will share the benefits of a safe workplace.

This policy will be posted in all of our offices and worksites and will be reviewed with all employees on a regular basis.

Signed:   
\_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017

## 1.2 ENVIRONMENTAL POLICY

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ALL-CAN Engineering & Surveys (1976) Ltd. is committed to the protection of the environment and to the association of environmental and economic issues in all aspects of its business. We consider environmental protection to be an important and integral part of conducting business. In co-operation with others within the industry, ALL-CAN will promote methods and practices that have the potential for improving environment protection.

Our extensive exposure to environmentally sensitive areas has given us a greater respect for the need to carry out our work with a minimum impact on the environment.

As a minimum ALL-CAN will:

- To limit greenhouse gas emissions – promote the use of low-emission vehicles, public transit and carpooling. This includes the efficient use of vehicles to ensure minimal impact, such as preventative maintenance measures, the use of alternative fuels, and any other measure that will reduce the environmental impact.
- While conducting its work, shall consider the appropriate protection of humans, animals, plant life, air, water, and soil. Workers must consider the effect of their activities on the local habitat, and have a plan in place to minimize the impact. Local authorities should be consulted for any questions or concerns.
- Manage its business responsibly to ensure that environmental and legal requirements are met.
- Adopt company standards to comply with environmental legislation.
- Ensure that the company's activities are carried out in an "environmentally friendly" fashion, and ensure it stays current with evolving "environmentally friendly" technology.
- Respond quickly and effectively to incidents resulting from its operations.
- Reduce, Reuse, Recycle – Reduce the use and abundance of wasteful material; Reuse materials whenever possible; Recycle and promote the use of recycled products. This includes the use of energy efficient materials and equipment, shutting off lights and equipment when not in use, and adopting energy efficient technology whenever possible. This also includes limiting the unnecessary use and waste of water in day to day operations.

Signed: \_\_\_\_\_

Dan Jones, A.L.S., President

Date: February 1, 2017

## 1.3 GUIDING PRINCIPLES FOR WORKER SAFETY

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ALL-CAN Engineering & Surveys (1976) Ltd. has a responsibility to protect all workers engaged in its activities from personal injury and health hazards. To meet our responsibility we will operate under the following guiding principles:

### **Responsibility**

ALL-CAN is responsible for co-ordination and general supervision of all activities at its work site, including activities carried out by subcontractors and suppliers. While all parties have a responsibility to promote worker safety, ALL-CAN recognizes its leadership role in promoting worker health and safety on the basis that it has the greatest power to influence work site situations.

### **Priority**

Activities will be conducted on the basis that safety of all personnel is of vital importance, whether those personnel are employed by an operating company, a contractor, subcontractor or supplier.


### **Recognition**

The process of selecting contractors, subcontractors and suppliers, and the administration of contracts, will include recognition and support of good safety performance. Support and recognition based on good safety performance will also be provided by ALL-CAN to its employees.

### **Improvement**

ALL-CAN, in co-operation with others within the industry, will promote methods and practices that have the potential for improving safety performance.

This policy will be posted in all of our offices and worksites and will be reviewed with all employees on a regular basis.

Signed:   
Dan Jones, A.L.S., President

Date: February 1, 2017

## 1.4 ASSIGNMENT OF SAFETY RESPONSIBILITY

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### 1.4.1 President

1. To provide information, instruction, and assistance to all co-ordinators, party chiefs and senior technical staff in order to protect the health and safety of all our employees.
2. To understand and enforce our accident prevention policy as well as the occupational health and safety legislation.
3. To provide all co-ordinators, party chiefs and senior technical staff with an understanding of our accident prevention program.
4. To provide all co-ordinators, party chiefs and senior technical staff with proper, well maintained tools and equipment, plus any other special personal protective devices which may be required.
5. To provide ongoing safety education programs and approved first aid training courses as required.
6. To monitor departments and projects and hold them accountable for their individual safety performance.
8. To ensure that all contractors and subcontractors are familiar with safety policy/procedures and have current W.C.B. Registration.

### 1.4.2 Managers/Party Chiefs

1. To know and apply ALL-CAN's safety policy and relevant occupational health and safety legislation.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this firm and by legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.
4. To arrange for medical treatment as required, in the case of injury or illness including transportation to a doctor or hospital as necessary.
5. To report all accidents immediately to President and to advise management on how to prevent similar accidents in the future.
6. To tour and carry out regular inspections of the worksites.

## **ASSIGNMENT OF SAFETY RESPONSIBILITY – Continued**

### **1.4.3 Employees**

1. To read, understand and comply with ALL-CAN's safety policy, safe work practices, procedures and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and ALL-CAN.
3. To notify his/her party chief of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
4. To report all accidents and injuries to his/her party chief as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers and himself/herself.

### **1.4.4 Contractors/Subcontractors/Suppliers**

1. To participate in company's safety orientation and follow rules and safety procedures when on company's worksites.

### **1.4.5 Visitors**

1. Follow instructions of party chief or escort.
2. Wear appropriate PPE as required.
3. Never walk about work site unescorted.

### **1.4.6 Safety Coordinator**

1. To conduct internal safety audits.
2. To provide training for appropriate areas of loss control and environmental protection.
3. To assist in the development of procedures relevant to safety.
4. Assist department manager in incident / accident investigations.

## **ALCOHOL & DRUG POLICY FOR SAFETY SENSITIVE POSITION**

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### **POLICY**

All-Can is committed to protecting the health, safety, and wellness of its employees, contractors, and the public. Employees have the responsibility to report to work capable of performing their tasks productively and safely. We recognize that the use of alcohol and drugs can adversely affect job performance, the work environment and the safety of our employees, contractors, and the general public.

This policy and its related practices apply to all employees and / or contractors used by All-Can when they are engaged in Company business, working on or off Company premises, and when driving Company vehicles.

To minimize the risk of unsafe and unsatisfactory performance due to alcohol or drugs, staff are expected to report fit for work and remain fit for work throughout their workday or shift and when on scheduled call.

In addition, no worker who is functioning in a safety sensitive position, shall be at work with any alcohol in their system or with detectable levels of any drug in their body as outline in the Construction Owners Association of Alberta (COAA) Alcohol and Drug Guidelines and Work Rule unless that drug has been prescribed by a registered physician and such drug has been disclosed to a site Occupational Nurse or Paramedic.

### **RESPONSIBILITIES**

Accountability for prevention of and response to consumption of alcohol and use of drugs in safety sensitive positions is shared across all disciplines of All-Can.

#### **President**

- Ensure All-Can's Alcohol and Drug Testing Protocol for Safety Sensitive Positions is known and in place across All-Can
- Ensure necessary resources including people, equipment, materials and time are available to accomplish the objectives of this protocol
- Ensure management and supervisors are provided training of recognition and appropriate response procedures

#### **Project Managers**

- Understand how this protocol applies to workers in their area of responsibility and enforce adherence to this protocol
- Ensure workers receive required training, skills, knowledge and understanding to comply with this protocol
- Monitor the performance of workers, coaching employees to make the appropriate decisions about alcohol and drug use
- Ensure employees are aware of the Employee Assistance Program
- When workers ask for help in dealing with alcohol and drug dependencies, guide them to appropriate resources
- Take actions on reported or suspected alcohol or drug use by workers
- If necessary, remove any workers not following All-Can's drug and alcohol policy
- When alcohol and drug tests are required post-incident or for reasonable grounds, initiate alcohol and drug testing as soon as possible. Alcohol tests should ideally be conducted within 2 hours after an event and in any, must be conducted within 8 hours after an event
- Ensure resources are available to put this protocol into practice



### **Safety Designate**

- Assist management with identifying safety sensitive positions
- Oversee and effect any required changes to this protocol
- Provide workers with advice and support to facilitate compliance with this protocol
- Provide technical resources and tools for this for the application of this protocol
- Monitor compliance with this protocol through the audit process

### **Workers in Safety Sensitive Positions**

- Read, understand and comply with All-Can's drug and alcohol policy
- Be fit for work in compliance with All-Can's drug and alcohol policy
  - Upon arrival at the worksite
  - Throughout the workday or shift
  - When on scheduled call
  - When assisting emergency response efforts
- Completed required training with respect to All-Can's drug and alcohol policy
- Provide feedback for continuous improvement of this policy
- Take responsibility to ensure workplace safety and the safety of other workers
- Take appropriate measures to ensure that any worker who appears unfit for work does not perform work by immediately informing supervisors
- Follow all required treatment for substance dependencies
- Report to supervisor of any prescribe medication taken while at work
- Do not tamper with a sample for an alcohol and drug test

### **ALCOHOL & DRUG WORK RULE**

#### **An employee shall not:**

#### **1. While on Company property, at a Company worksite, or on Company time, possess or offer for sale:**

- a) Alcohol, other than at a company sponsored event\*
- b) Drugs other than those permitted under the Alcohol and Drug Work Rule (4)
- c) Drug paraphernalia, or
- d) Any product or device that could tamper with any sample for an alcohol or drug test.

\*All-Can recognizes that the moderate consumption of alcohol at Company sponsored social events will occur. All-Can reminds its employees that the Company Code of Conduct is still in effect at Company sponsored social events and All-Can strongly encourages the moderate consumption of alcohol. All-Can has a zero tolerance policy with respect to the use of vehicles while an employee is intoxicated and the Company will arrange for alternate transportation for employees in such circumstances.

**2. Report to work, or work:**

a)

Safety Sensitive Position	Non-Safety Sensitive Position
Above detection limits*	At or above 0.04%

\* 0.020 grams/210 liters of breath in accordance with U.S. DOT requirements

b) With a drug level equal to or in excess of the concentration for the drugs set out below:

Drug	Initial test levels (ng/ml)	Confirmation test levels (ng/ml)
Marijuana	50	15
Cocaine	150	100
Opiates		
Morphine	2000	2000
Codeine	2000	2000
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	250
Methamphetamine		250
MDMA (Ecstasy)	500	250
MDA		250
MDEA		250

or

c) While the employees ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug.

**3. Tamper with a sample for an alcohol or drug test.**

**4. This work rule permits the possession or use of prescription and non-prescription drugs under the following conditions:**

- a) Any prescription drug in the employees possession or used by the employee is prescribed to the employee;
- b) The employee is using the prescription or non-prescription drug for its intended purpose, and in the manner directed by the employees physician or pharmacist or the manufacturer of the drug;
- c) The use of the prescription or non-prescription drug does not adversely affect the employees ability to safely perform his or her duties; and
- d) In safety sensitive positions, the employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

**TESTING**

“**Safety Sensitive Positions**” is a position in which an individual has a key and direct role in a field operation where any action or decision they make, if not carried out properly, could result in a serious incident. The potential consequences of such an incident may include fatalities, serious life altering injury to workers, customers, visitors or the public, significant property damage, or significant environmental damage. Office based workers are not considered to occupy “safety sensitive positions” unless they are required to enter operating areas unescorted or drive to or between field sites.

Individuals occupying or applying for positions classified safety sensitive will be informed that the positions are classified as such and testing will be conducted for the following reasons:

**1. Pre-employment Testing**

New hires will be required to undergo a pre-employment drug test as part of the pre-employment assessment, after a conditional offer of employment has been made.

## **2. Maintenance Testing for Existing Employees**

All existing employees are required to re-test on an annual basis.

## **3. Reasonable Grounds Testing**

A supervisor or a manager of an employee must request that an employee submit to alcohol and / or drug testing if the supervisor or manager and the next level of management, have reasonable grounds to believe that the employee is or may be unable to work in a safe manner due to impairment.

## **4. Incident and Near Miss Testing**

A supervisor or a manager of an employee must request that an employee submit to alcohol and / or drug testing if the supervisor or manager and the next level of management, have reasonable grounds to believe that impairment contributed to the cause of an incident or near miss.

## **5. Rehab (Post-Reinstatement) Testing**

Any employee may be required to submit to alcohol and / or drug testing, following suspension, as part of an accommodation for a substance abuse-related disability and return to work plan, as determined in the substance abuse assessment for that employee.

## **COMPLIANCE**

### **Failure to comply with the Alcohol & Drug Work Rule**

All-Can will discipline an employee who fails to comply with the Alcohol & Drug Work Rule set-out above. Discipline may include a variety of reasonable measures, up to and including termination for cause. Determination of the appropriate disciplinary measure will depend on the facts surrounding each case, including the nature of the violation, prior violations, response to corrective programs and the gravity of the violation.

### **Refusal to Test**

The refusal to be tested or refusal to comply with any aspect of this policy will be considered insubordination. All-Can will discipline an employee who fails to comply with this policy. Discipline may include a variety of reasonable measures, up to and including termination for cause.

### **Positive Test Results**

A conditional offer made to an applicant who tests positive for drug or alcohol usage, will be immediately revoked. The applicant is encouraged to apply for future opportunities, and will again be asked to complete a pre-employment alcohol & drug test.

Any worker who tests positive for alcohol and / or drug usage will be immediately suspended from work without pay until further investigations can be conducted. All-Can will make all reasonable efforts to accommodate any employee with a dependence or substance-abuse problem to the point of undue hardship, including substance abuse assessments, substance abuse counseling, employee and family assistance programs, and residential treatment facilities. Each case will be reviewed on a case by case basis. A verified positive test result or failure to participate in a rehabilitation or treatment program may be just cause for termination.

## ASSISTANCE AND ACCOMMODATION

### Assistance

Employees who believe that they have developed a substance abuse problem are fully encouraged to seek help from their supervisor without fear of discrimination. All-Can will provide guidance to employees and contractors with alcohol or other drug dependencies through our association with Alberta Construction Safety Association.

## GENERAL

### Test Procedures

1. A certified lab will conduct all testing in accordance with DOT standards.
2. All tests will be reviewed by a physician to ensure that there are no other factors that could influence the test results.
3. If an employee has a known drug or alcohol issue, the employee will be accommodated as a disabled, and is expected to work in partnership with All-Can to create and engage in a rehabilitation program.

### Confidentiality

All testing will be performed in accordance with specific procedures designed to ensure privacy, confidentiality, and integrity of the test results. The test results will only be disclosed to authorized All-Can employees, medical and legal professionals, and as required by law, without the explicit written consent of the employee.



Signed: \_\_\_\_\_

Dan Jones, A.L.S., President

Date: February 1, 2017

## CONTRACTOR MANAGEMENT

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### **Policy**

All-Can strives to hire contractors who conduct their activities in a manner consistent with appropriate environmental, health and safety considerations. Contractors working for All-Can are and shall remain independent contractors as to all work performed under contract. The detail, manner, means and methods of performing said work shall be under the control and direction of the contractor.

### **Responsibilities**

Management is responsible and accountable for ensuring contractors are competent to carry out the work assigned to them. Where the work is considered to be “critical task”, only workers who have been assessed and verified as competent will be assigned to the job. Contractors are responsible for ensuring their training needs are met, and that they meet the requirements to work for All-Can.

### **Implementation**

The following are minimum environmental, health and safety requirements for contractors:

1. Contractors will take whatever precautions necessary or proper under circumstances to avoid operational risk and prevent injury or death to persons, damage to property and adverse effects on the environment.
2. Contractors will comply with all applicable Federal, Provincial and local environmental, health and safety regulations, All-Can standards and procedures and accepted industry practices for the area where services are performed for All-Can.
3. Contractors will provide themselves with appropriate environmental, health and safety training as required Federal, Provincial, local and other applicable codes and regulations, or All-Can’s policies as specified in the safety manual.
4. Contractors are required to notify the appropriate All-Can representative or designee of any hazardous condition, spill or incident resulting in occupational illness or reportable injury, damage to All-Can or third party’s property or probable infractions of regulations. Contractors will be required to furnish a written report of such occurrences to All-Can management.
5. Contractors will provide themselves with appropriate functional safety and personal protective equipment and ensure that such equipment is used and maintained.
6. Contractors are required to immediately inform All-Can of any inspection conducted or to be conducted by regulatory agencies and the results of said inspection(s) when working on an All-Can job.
7. Contractors must establish a Worker’s Compensation Board account and be in good standing with the board.
8. Contractors have to set up their own Goods and Services Tax number.
9. Contractors are required to possess adequate liability insurance (minimum \$2,000,000) for the work they will be undertaking.

### **Monitoring**

Management is responsible and accountable for ensuring only competent contractors are hired to perform work for All-Can. Contractors will also be assessed to ensure they are participating in required training or maintaining of the competency levels required for their job.

## FATIGUE MANAGEMENT PROGRAM

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### **Purpose**

The purpose of the Fatigue Management Program (FMP) is to ensure that all Management, Supervisory personnel and employees understand what fatigue is, how extended hours of work or extended consecutive days of work can affect fatigue levels. Its goal is to educate and recommend appropriate and proactive methods of effectively dealing and managing worker fatigue so as to further assist in a controlled and safely executed project.

### **Training**

All All-Can employees are required to receive FMP education. This educational awareness will consist of some or all of the following aspects, dependent upon the employee's responsibilities.

- What is fatigue
- Signs, symptoms and consequences of fatigue
- Roles and responsibilities
- Preventive methods for dealing with fatigue
- Reporting procedures
- Monitoring methods
- Program review processes

### **Fatigue**

As defined by Alberta Workplace Health & Safety, "fatigue is a state of being tired. It can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, and combinations of these factors." The signs, symptoms and affect fatigue has on workers varies from one person to the next, however fatigue may affect the individual worker's ability to perform mental and physical tasks. At times it may be required to extend the consecutive work hours and or days of our workforce. It is extremely important that we recognize the possible consequences of fatigue and take proactive approach to effectively deal care for our work force. The implementation and continual monitoring provided through this Fatigue Management Program will ensure we are providing a safe and healthy work environment for all of our workers. Worker's must never operate motor vehicles and/or heavy equipment while excessively fatigued.

### **Signs, symptoms, factors and performance impairments**

Some of the possible physical signs and symptoms are as follows (courtesy of Alberta Workplace Health & Safety):

- Tiredness
- Sleepiness
- Irritability
- Depression
- Giddiness
- Loss of appetite
- Digestive problems
- An increased susceptibility to illness

**Some possible performance impairments are:**

- Slowed reactions – physical reaction speed and speed of thought
- Failure to respond – to stimuli, changes in the surroundings, information provided
- Incorrect actions – either physical or mental
- Flawed logic and judgment and an increase in memory errors, including forgetfulness
- Decreased in vigilance
- Reduced motivation
- Increased tendency for risk-taking

**Factors which may have an influence on fatigue**

- Time of day
- Temperature
- Working alone
- Repetitive or “boring” functions
- Being inactive
- Length and frequency of breaks
- Availability of food and water
- Duration of the extended hours/consecutive days
- Days off
- Type of work
- Job stressors
- Home stressors

**Some ways workers cope with fatigue in the following ways:**

- Working more slowly
- Checking work more thoroughly
- Using more memory cues or reminders
- Relying on fellow workers
- Choosing to carry out less critical tasks

**RESPONSIBILITIES**

**Project Management**

- To ensure the FMP is implemented on all All-Can projects
- Provide instructional awareness in fatigue identification
- Communicate employer expectations
- Monitor hours worked by each crew
- Review the impact of extended hours / days of work in relation to accidents, incidents, quality and quantity of work
- Support employees who are experiencing concerns with fatigue
- Inspect the workplace and review FMP with employees
- Review FMP on a yearly basis

### **Party Chiefs**

- Ensure all new crewmembers understand the FMP
- Conduct safety meetings discussing fatigue and the FMP
- Promote the FMP
- Ensure tasks are performed in as safe a manner as possible
- Be aware of the risks associated with extended hours / days of work
- Give workers as much notice as possible if extended hours / days of work are anticipated
- Observe how individuals respond to extended hours / days of work
- Recognize symptoms of fatigue
- Get feedback from individual crewmembers and the crew as a whole
- Take prompt action if a risk develops
- Relay information to and from Project Management & workers
- Report any FMP problems, concerns and/or issues

### **Workers**

- Actively participate in FMP training
- Recognize symptoms of fatigue
- Promptly report any fatigue related problems or concerns
- Report any individual medical or personal situations, which may have an affect on fatigue
- Take personal responsibility to get proper rest during time off
- Take personal responsibility to deal with home stressors

### **Preventive methods for dealing with fatigue**

- Inform all workers of the FMP
- Minimize extended hours of work when possible
- Plan for rest days
- Assess and control hazards and risks
- Provide an honest, open and healthy work environment
- Provide information and assistance
- Recognize individual and crew fatigue
- Give as much advance notice of extended hours as possible
- Define whether the work is urgent or not
- Ensure crewmembers have access to food and water
- Take short frequent breaks
- Allow employees options such as transfer to less busy crew, job sharing, etc.
- Solicit short-term help to minimize the need for extended hours
- Have crewmembers rotate and perform various functions of short duration during extended hours
- Perform complex tasks earlier in the shift if possible
- After a long day, possibly start later the next day



- Utilize the buddy system
- Account for employees returning from sickness, absences and/or modified work
- In conjunction with employees, identify any health problems which may affect their ability to work extended hours, i.e. diabetes
- Be flexible and supportive when dealing with an employee with problems at home
- Consider travel time to and from work
- It is project management and the Senior Management and Party chief's responsibility to ensure that Workers participating in extended hours and days of work are be polled on a regular basis to inquire as to their own personal need or desire for 'unscheduled' days of rest.
- Where workers are presented with a situation where they may be required, due to a job process, to work extended hours, Supervisory personnel shall at all times ensure the workers will receive 8 hours of rest between shifts
- Example: Where a worker or crew were required to work for an extended shift, finishing for example at midnight, that worker or crew would not be required to commence their next shift until at least 8 am the following day. As part of this Fatigue Management Program an absolute minimum of 8 full hours of rest between work shifts is always achievable. LPII management is fully committed to this plan.

### **Reporting procedures**

- Include time of day on all accident/incident and near miss reports
- Determine if crew was working extended hours when incident occurred and if it was a factor in the incident
- Report any unsafe acts
- Inform Senior Management if there is a crew or individual problem working extended hours
- Implement a workable process so that the LPMS identifies when crew is working extended hours and/or excessive consecutive days and notifies Senior Management.

### **Monitoring methods**

- Party Chiefs to monitor their crew's hours of work
- Senior Management to determine the need for extended hours
- Party Chiefs are to inspect crew when working extended hours for fatigue related concerns
- Party Chiefs are to ask crewmembers if they have any concerns when working extended hours
- Party Chiefs and senior management are to monitor both the quantity and quality of the output of crews performing extended hours of work and extended days of work; as a decline in these areas may be a leading indicator of worker fatigue.

### **Program review processes (yearly)**

- Review FMP policy and procedures
- Review ratio of crews working extended hours / days of work to those not working extended hours / days of work
- Determine the rationale for working extended hours
- Review accident/incident/near miss reports of all situations relating to extended hours
- Review quantity and quality of work when extended hours / days have been worked
- Review the effectiveness of FMP awareness training program
- Review the factors affecting the need for extended hours / days of work
- Discuss possible alternatives to extended hours / days of work

## FIT FOR DUTY POLICY

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### General

- All-Can expects its employees and sub-contractors to report to work fit for duty, meaning everyone is able to perform their job duties in a safe, appropriate, and effective manner free from adverse effects of physical, mental, or emotional problems.
- All-Can will apply this policy to all employees and sub-contractors.
- It is All-Can's goal to provide a safe workplace for all workers, to accomplish the set goal; All-Can has adopted the following fit for duty policy requirements.

### Competent

Workers are to be competent to perform their job duties. All-Can will ensure that all workers have the required education, experience, and training to perform all related job tasks.

### Physically Capable

Workers must be physically capable to perform all job related tasks. During a pre-employment interview, the physical demands of the job position will be discussed.

### Medication Reporting

Workers are to notify their direct supervisor if any prescription or over-the-counter medication is being taken that may impair their ability to work safely. Over-the-counter medication such as flu, cold, or allergy can impair the ability of a worker and must be reported to a supervisor.

### Monitoring

All employees are responsible for monitoring their co-workers for unsafe behaviors or tendencies, any unsafe act must be reported immediately to a supervisor at which point it will be determined if the employee(s) should be removed from their job site. This is to include the use of alcohol or drugs. Alcohol and drugs are strictly prohibited at the workplace, for more information refer to Alcohol & Drug Policy, Appendix C.

### Employee Assistance

All-Can will provide assistance to workers who are unable to safely perform their duties. If it has been determined that an employee is unfit for duty, a process is in place to provide assistance to the employee to obtain counseling and/or guidance. This may include, but not limited to transferring the worker to another role, or providing a leave of absence. Each matter will be reviewed on a case by case basis.

### Training

The fit for duty policies and procedures will be communicated during an employee's orientation process. All-Can will ensure that all employees are trained on fit for duty policies.

*The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations*

Signed: \_\_\_\_\_

Dan Jones, A.L.S., President

Date: February 1, 2017

## HARASSMENT POLICY

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All-Can shall make every reasonably practicable effort to conduct its business in a harassment free environment. It is committed to the principles of the Canadian Human Rights Act and relevant provincial human rights legislation to provide a process for receiving and investigating complaints of harassment.

This policy applies to all All-Can employees. Although it is desirable to resolve complaints internally, the policy does not preclude an individual from exercising any rights under the Human Rights act.

Signed:  \_\_\_\_\_

Dan Jones, ALS, President

Date: February 1, 2017

## DEFINITION

Harassment means any means of objectionable conduct, comment or display by a person that:

- Is directed to a worker
- Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size, or weight, age, nationality, ancestry or place of origin
- Constitutes a threat to the health or safety of the worker

Harassment can also be in the form of:

- Unwelcome verbal comments
- Gestures or actions of an unsuitable nature (i.e. jokes, leering, threats)
- Exhibition of sexually offensive or racist material

Examples of improper behaviour may include:

- Unwelcome invitations or requests
- Unnecessary physical conduct such as touching, patting, pinching, punching, innuendoes or leering
- Taking retaliatory action as a result of an employee, client, applicant or supplier reporting of an incident of harassment
- Implied or expressed promise of reward for complying with a sexually oriented request
- Sexual, racist, ethnic, or other forward remarks and behaviour that may reasonably be perceived to create a negative psychological and emotional environment for work or study
- Unwanted sexual attention of a persistent nature, made by a person who knows, or ought to know, such attention is unwanted

## **RESPONSIBILITY**

### **Management**

Members of management are responsible for:

- Ensuring all employees are aware of the harassment policy
- Ensuring all complaints are treated seriously, quickly and effectively, with appropriate confidentiality and sensitivity
- Under no circumstances should a legitimate complaint be dismissed or downplayed, or the complainant left to deal with it personally

### **Party Chiefs**

Party Chiefs are responsible for:

- Ensuring the employees are aware of this policy
- Ensuring work is conducted in a harassment-free environment
- Reporting all incidents of harassment promptly to senior All-Can management

As a Chief Inspector, if you knowingly condone harassment, you may become responsible and accountable in any legal proceeding that may take place.

### **Employees**

Employees must refrain from harassment in the workplace, and are strongly encouraged to report any incident of harassment immediately to supervisory personnel.

## **CONFIDENTIALITY**

All information provided to management will remain confidential, subject to their requirement to conduct the investigation, or to disclose information or give evidence according to law (Formal Grievance Arbitration, Human Rights Commission Proceedings, or court action).

## PROCEDURES

### **Informal Complaint**

1. Tell the person that the behaviour is unwelcome (remain cool and professional, be direct and candid). Tell them to stop.
2. Keep a record of the incidents; describe the nature of the event(s), date, time, possible witnesses, and your response. A written record can strengthen and help you recall details.
3. You may ask your Supervisor to assist you in communicating your concerns about the harassment to the person involved, and resolve the situation at an early age in the informal manner.

If the informal complaint process has not been successful, you may file a formal complaint as set out in this policy.

### **Formal Complaint**

If after asking the harasser to stop the behaviour, the harasser continues, file the complaint. Report and register the complaint with one of the following individuals:

- Senior management.
- Superintendent Assistant.
- Health and Safety Manager.

### **Dealing with the Complaint**

Once the complaint is received it will be confidential. An investigation will be undertaken immediately and all the necessary steps taken to resolve the problem.

The person investigating the complaint will require a thorough description of the event(s), along with any other supportive material, (i.e. Records of facts, times, dates, witnesses or physical evidence).

The complainant and the alleged harasser will both be interviewed, as will any individuals who may supply relevant information. All information will be kept in confidence.

## **PROCEDURES – continued**

### **Dealing with the Complaint – continued**

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately, which may include lesser or greater penalties as set in this policy.

If the investigation fails to provide sufficient evidence to support the complaint, no further action will be taken and the case will be filed confidentially. If the harassment complaint is made in good faith, the employee filing the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors, while on the work-site. This also includes demotion, unwanted transfer, denial of opportunities within All-Can, as well as harassment of the individual as a result of that person having provided evidence regarding the complaint.

The investigation and subsequent report shall be prepared within six working days from the day after the registration of the complaint.

## **PENALTIES**

Harassment is a serious offence and appropriate disciplinary action will be taken should the complaint be substantiated. Appropriate discipline progressively pursued may include one or more of, but not limited to, the following:

- Verbal Reprimand, Suspension or Dismissal
- Documentation kept in employees file

If a serious harassment is committed and a criminal element is substantiated as a result of the investigation, the file may be forwarded to the local police authority for further action under the law.

No documentation whatsoever will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

## **PREVENTION**

All-Can takes harassment seriously, whether or not complaints have been registered. All-Can encourages continuous monitoring and awareness to ensure that the elements of harassment do not occur.

## INCIDENT REPORTING AND INVESTIGATION POLICY

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For the purposes of this policy, the words “incident” and “accident” are interchangeable.

All incidents are to be reported to the Company and investigated. When any employee or contractor experiences an accident, near miss, environment incident or dangerous occurrence on any of the company’s or customer’s premises during the course of their employment a report must be made immediately. This will also apply to visitors who are members of the public and therefore not at work.

Brief definitions and examples of an accident and a near miss are given below.

**Incident/Accident** – an unplanned event, which causes injury to persons, damage to property or a combination of both. Examples include a fall resulting in a fracture, an incorrect operation of machinery leading to a breakdown.

**Near miss** – an unplanned event that does not cause injury or damage, but could have done so. Examples include articles falling near to people, and a short-circuit on electrical equipment.


**Environmental Incident** – an unplanned event, which results in actual or potential damage to the environment.

All accidents, incidents, and near misses must be immediately reported to management or as soon as possible after the occurrence.

Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of relevant documentation. All investigation personnel must be adequately trained in incident investigation.

All HSE accidents, incidents, and near misses must be investigated and analyzed by immediate supervisor having charge, management, and control when an incident occurs to determine the root (basic) causes of the occurrence. The investigation must be documented and reported to the client whose site the incident took place. Corrective action plans must be developed and implemented to prevent recurrence. This should be done by the end of the shift, but no later than the next day.

This policy will be reviewed during the orientation process, will be posted in our offices and work sites and will be reviewed with all employees and contractors on a regular basis.

Signed:   
\_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017



## INSPECTION POLICY

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This company will maintain a comprehensive program of safety inspections at all facilities and job-sites to ensure protection of its human resources and physical assets from accidental loss.


### **Responsibilities:**

The Managers/Party Chiefs are responsible for the overall operation of the inspection program.

Party Chiefs are responsible for participation in informal inspections on job-sites conducted either by client and /or safety coordinator or manager.

Party Chiefs 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:   
\_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017

## JOURNEY MANAGEMENT PROGRAM

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### **Introduction –**

All-Can Engineering & Surveys (1976) Ltd. is involved in operations that span the entire province of Alberta. Transportation is an integral part of our business, especially amongst the field crews. It is also one of the biggest hazards we face in our day to day operations.

All-Can's Journey Management Plan (JMP) is a safety measure to help avoid accident/injury resulting from transportation. The objective of the JMP is to ultimately eliminate driving related accidents that cause fatalities and injuries to employees, contractors and third parties and minimize damage to equipment through careful management of all phases of the transportation process.

The result of this JMP training program is to have our staff better prepared to safely deal with unplanned events/circumstances during routine trips that may occur. This includes:

- Identifying and managing hazards and unnecessary exposure through active journey management
- Preventing and mitigating the risk through the proper selection and preparation of people, vehicles, equipment and routes.

### **Journey Management Procedure –**

There are 3 stages in the JMP: *Preparation, Implementation, and Follow Up.*

**Preparation** – This is the planning stage of the journey and is the most important aspect of the JMP. Most accidents and injuries are avoidable, and in the case that an accident/injury does occur, proper planning will provide a means of effectively dealing with the situation and lessening the severity.

Typically the survey crew consists of the party chief (PC) and survey assistant (SA) driving a truck loaded with quads/sleds and survey equipment. The crew should be well equipped with fuel, maps, GPS receivers, first-aid/emergency rations, roadside emergency kits and functioning communication equipment. A brief inventory of the equipment and an inspection of the truck (i.e. tires, quads strapped down, etc.) must always be done pre-trip.

It is essential that the PC, with the help of the SA, determine the logistics of the trip before leaving. A number of details should be addressed in a *pre-trip meeting* including:

- Destination, determine what trips are necessary
- Routes, preferred and alternates, eliminate any unnecessary driving
- weather conditions, if harsh conditions are forecasted, considering cancelling or rescheduling the trip
- timing considerations, attempt to travel during daylight hours as much as possible
- communications devices & emergency contacts
- emergency response procedures

When working on jobs requiring similar procedures on a day to day basis, pre-trip meetings should be done in accordance with the daily tailgate meetings. During these meetings, all potential journey risks should be assessed and steps to mitigate these risks should be outlined. The pre-trip meeting should determine whether a trip is *routine* or *non-routine*, as this will affect the degree of preparation required.

*Routine Trip:* Routine trips are the most common trips we make as surveyors, and are also the lowest risk. They involve travel within a pre-determined locale such as a plant site, to and from hotel to a job site, trips around town/city. Typically a routine trip will not involve the use of maps or GPS, and will not subject the crew to any unforeseeable hazards.

*Non-routine Trip:* Non-routine trips involve travel outside of a pre-determined locale and pose a significantly higher risk. Trips are identified as non-routine in the pre-trip meeting and can involve any number of escalating factors. Some examples of escalating factors are:

- weather conditions
- fog or smoke
- mud, snow and ice
- cross winds/ blowing snow
- night driving
- forestry roads/ one way traffic
- low angle sun
- deterioration of road surface
- wild life
- fatigue
- windshield condition/visibility
- road closures or accidents

Fatigue – Fatigued driving is essentially impaired driving. It slows reaction time, decreases awareness and impairs judgement. Be sure to assess your fatigue level prior to departing on a trip. When driving long distances, drivers must stop for sufficient breaks to prevent fatigue. **DO NOT DRIVE IF YOU ARE TIRED.** For more information refer to the “Fatigue Management” Section of the Safety Manual.

**Implementation** – This is the actual travel stage of the journey. Crews must be diligent in sticking to the guidelines set forth in the preparation stage. In the case that an unexpected situation arises, the crew should re-evaluate their plan accordingly.

When departing on a journey, the crew chief must activate their SPOT Messenger system. Upon safe arrival at the end of the day (at hotel or home) the crew chief must deactivate their SPOT Messenger. This is a new safety device being used throughout the industry that allows for emergency communication and indicates the users position from anywhere in the province. It also has the ability to automatically broadcast its position every 10 minutes so if the user needs help or requires emergency assistance the route they took to their location can be provided to those going to offer assistance (e.g., another survey crew if help is required or search and rescue in an emergency situation). For more information refer to Appendix B: *SPOT Messenger Information Sheet*.

When driving, whether by truck or quad, all rules and safe procedures must be followed. The Off Highway Defensive Driving booklet contains many valuable driving strategies which are outlined in Appendix A.

There are a few golden rules to abide by in case of an emergency:

- 1) If you have broken down or become hurt in a remote area several kilometres from any settlement – Do not leave the vehicle. Call for help and remain at your geographic location.
- 2) Refer to the Emergency Response Plan for a list of emergency phone numbers in your area.
- 3) Always carry a handheld GPS or similar device in the vehicle so your location can be related to others. Both the PC and SA must know the exact location and be able to readily relate this information.
- 4) Communication with the field crew manager at the head office is essential. Always provide details of the accident as quickly as possible. Elapsed time tends to cause errors with respect to memory of the incident.
- 5) Agree on a check-in schedule for the duration of the trip with the field crew manager.
- 6) If working alone, ensure that the location (e.g. GPS coordinates) of you and your vehicle are known to those responsible for you during your trip.
- 7) If you change your directions from pre-planned routes you need to communicate the new plan to the field crew manager.
- 8) Remember if you cannot do the task in a safe manner then stop, evaluate the risk and find a method to control the hazard.

**Follow Up** – The follow up procedure is the final step in the JMP. If all goes well then there should be little follow up to be done. The party chief should ensure that upon safe arrival they deactivate the SPOT Messenger. Notes can also be made in regards to any near misses or potential hazards and how they were avoided.

In the case that an accident/injury does occur, we must ensure a thorough follow up investigation is done. The purpose of this is to address where things went wrong and how this accident/injury could be avoided in the future. This investigation would involve the PC, SA, field crew manager and any other parties affected.

## **Conclusion**

Journey management involves knowing what is involved in a trip; it is really a record of a complete planning process. Our JMP is about taking the time to develop a plan of attack and prepare for any potential diversions along the way, and making sure we arrive home safely every day.

Refer to Appendix B for instructions regarding the SPOT Messengers; these will be put into effect in accordance with the Journey Management Plan.

## Appendix A – Off Highway Defensive Driving Strategy

### 1) Plan Your Trip

- Select a Route
- Identify road conditions
- Identify weather conditions
- Advise others of your destination, route and ETA

### 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 paved highways
- Greater limitations in road design
- Inconsistent road surfaces

### 5) Drive Defensively

- Demonstrate a good driving attitude
- Use road courtesy
- Follow traffic laws and regulations
- Maintain communications

## Appendix B – SPOT Messengers

All-Can Engineering & Surveys (1976) Ltd has adopted these devices for our field crews as a safety device for emergency location. This device uses GPS to determine your position and a geostationary satellite for communication and will need an unobstructed view of the sky, particularly the southern sky, to function properly. Your location or message can be relayed to an email address or cell phone. In an extreme life threatening emergency, the 911 button can be used to notify the GEOS International Emergency Response Centre of your exact coordinates. We are also hoping to eventually allow the user to see their position on an internet based mapping system to aid them in navigating.

The SPOT Messenger operates on 2 AA Lithium batteries that are already installed. You should find four spare batteries included in this package. A pair of lithium batteries should last at least a month of continuous daily usage – longer if on holidays or away from work. Use only Lithium batteries in your messenger.

Procedures –

The SPOT Messengers are a safety measure for crews that will allow the field crew manager and safety manager to know the crews location and the route they travelled to that location. This will allow travel to the field crews location In the case of an emergency or if the crew needs assistance. It will also allow the crew to automatically and quickly notify the Field Crew Manager at the beginning of the day indicating they are heading to the job site and at the end of the day indicating they have safely returned. It does NOT replace good communication between the field crew and the field crew manager.

The SPOT Messenger should accompany the crew throughout their duties. It should be mounted on the dashboard of the truck when travelling, and mounted to the quad when away from the truck.

The following procedures are to be followed:

To turn **ON** the SPOT Messenger:

Press and release the ON/OFF button. While on, the light will flash every three seconds. The first time you turn on the SPOT or if you have moved more than 1000 km, it will take about 4 minutes to determine coordinates. The receiver is behind the SPOT logo on the front of the unit. This receiver needs to have a clear view of the sky, especially during initialization.

To turn **OFF** the SPOT Messenger:

Press and hold the ON/OFF button for 3 seconds. The lights will cease to flash. It is off.

### Activate **SPOTcasting** Mode:

**This feature must be activated at the beginning and end of each day.** This mode will update your position every 10 minutes for up to 24 hours. Your approximate route will then be available should you require assistance.

Press and hold the **OK** button for more than 5 seconds. Once activated, the **OK** indicator light will blink green every 3 seconds, and turn solid green for 5 seconds when a SPOTcasting message is being sent. SPOTcheck must be inactive for SPOTcasting to be activated.

To disable SPOTcasting mode press and hold the **OK** button for 5 seconds or you can turn the unit off.

### Checking **IN/OUT (SPOTchecking)** when working alone:

**When working alone, this feature must be used to check in at the beginning of the day and check out when you have returned safely at the end of the day.** Press the **OK** button. This will send a message to the field crew manager with your location and a note saying you are OK. The indicator light will blink green every 3 seconds and solid green for 5 seconds when sending a message. The SPOTchecking mode will broadcast 3 messages over the course of 20 minutes (for reliability), however only one message will be received by the field crew manager. Thus when checking in/out ensure you allow sufficient time for SPOT to broadcast the message.

You cannot cancel a SPOTcheck message, but you can stop any unsent SPOTcheck messages by turning off the messenger at any time. Unsent SPOTcheck messages are automatically disabled when you activate either 911 or HELP.

### To activate **HELP** Mode:

Press and hold the **HELP** button for 2 seconds. This will send a message to both the field crew and safety manager's cell phones, as well post a message to [spot@all-can.com](mailto:spot@all-can.com) with your exact location. Once activated, the indicator light will blink green every 3 seconds and turn solid green for 5 seconds when a message is being sent. SPOT will determine your coordinates and send a message every 5 minutes for 1 hour in this mode.

Upon receiving a **HELP** message, the field crew manager or safety manager will call the crew that requested help (in case help was requested accidentally). If they cannot be contacted the client field consultant and / or the closest All-Can crew to the area that can respond to the request will be contacted and dispatched to the area. Emergency services will **not** be contacted when the **HELP** mode is activated.

Use this mode in the event of a **non-life threatening emergency**. This should be used as a last resort when all other means of communication fail. (i.e. cell/satellite phone not available, too far to walk to safety, nobody in area will be able to help). A few examples are:

- Your truck has broken down and you are out of range for cell phone use.
- It is cold and you have lost your truck keys, and you are too far to walk for help.

To activate **911 Mode**:

Press and hold the 911 button for at least 2 seconds. A distress signal and your exact location will be sent to an Emergency Response Centre every 5 minutes until cancelled. To cancel this mode: Press and hold the 911 button for at least 3 seconds.

Use this function in the event of a **life threatening or other critical emergency** to notify emergency services of your exact location and that you need assistance. The Emergency Response Center notifies the appropriate emergency responders based on your location and personal information - which may include local police, highway patrol, or other emergency response or search & rescue teams - as well as contact the field crew manager and safety manager. In this mode even if SPOT cannot acquire its location from the GPS network, it will still attempt to send a distress signal (without exact location) to the Emergency Response Center. Keep in mind that there is no test mode. If you activate the 911 function, the Emergency Response Center will treat it as a real emergency.

Again, use your discretion in deciding whether this is the best option; only use if you are out of cell/radio range and cannot actually call 911 (or other emergency contacts) for help.

**Please make sure you read and understand the operations manual included with your SPOT Messenger, as the above is just a brief reference of the operations of the messenger.**



## MAINTENANCE PROGRAM POLICY

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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 manufacturers specifications;
- services of appropriately qualified maintenance personnel; and
- scheduling and documentation of all maintenance work.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work should have the appropriate skills, accreditation and/ or certification. This certification applies to both the company employees and to contracted maintenance services.

The manager/party chief shall be responsible for regular inspection of vehicles, ATV's and technical equipment as well as the application of the maintenance program in his/ her area of responsibility.

**\*The safety information in this policy does not take precedence over OH&S Act, Regulation and Code**

Signed:   
\_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017

## MANAGEMENT OF CHANGE POLICY

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### Objective

This Management of Change (MOC) Policy is intended to identify and control potential hazards or impacts associated with change that may affect health, safety or the environment. MOC ensures that the impact of changes are properly recognized, reviewed, approved, communicated, and documented.

Changes, even very simple ones, have caused accidents, near misses and environmental harm. We have developed this policy to mitigate the potential for harm resulting in a change of process.

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed a Management of Change process is completed.

There are five different changes where this policy should be used:

1. **Physical Change;** Any physical change, except replace-in-kind, or any deviation from documented safe operating limits or procedures.
2. **Personnel Change;** Change in organizational structure, such as a change in personnel that supervise, that may lead to a loss or transfer of personnel with specific knowledge or experience.
3. **Replacement-In-Kind;** An item (equipment, chemical, procedure, etc.) that is quite similar to an existing product currently used.
4. **Temporary Change;** Any change that will not remain in effect indefinitely. A point in time will be specified when temporary change will be returned to original conditions. A temporary change will be subject to the same evaluation as permanent changes.
5. **Emergency Change;** Action necessary to remedy an emergency situation that poses imminent impact to safety, health, or the environment.

### Procedure / Process

While no single procedure is recommended for all changes, the process to manage each change should address:

- Analysis of safety and environmental implications
- Communication of potential consequences and required compensating measures
- Training, if required
- Authority approval of changes

The process begins when the need for change is identified. The proposed change must be clearly communicated to appropriate Management, including a description of and reason for the change. Management will evaluate merits of the change and determine the additional action required to properly address the change. Input from other workers and supervisors should be used, as appropriate, to determine if the changes are required.

When a proposed change has been identified it must be evaluated for potential safety, health and environmental implications. A review should be conducted to assess hazards associated with implanting a change. The review should also ensure that all codes, standards, design specifications, compatibility assessments, and generally accepted engineering practices have been met. In addition to hazards, the review should also address all the benefits associated with the change.

Management is required to authorize the change before implantation. This must be done in writing.

Prior to implementation, the change must be properly communicated to affected workers; this can be accomplished through pre-job safety meetings. Any training requirements should be formally identified and completed prior to start-up.

After the change has been implemented, Management is responsible for verifying that the change was performed as intended.

If the change is temporary, time limits must be set. Management must ensure that these time limits and any other stipulations of the temporary change are not violated.

In extreme emergency, it may be necessary to carry out a modification or procedural change before normal MOC procedures can be followed. In these cases, the change shall be permitted only on verbal authority of the designated person in charge. However, the emergency change should be subjected to the normal MOC procedures at the earliest possible time.

## MANAGEMENT OF CHANGE FORM

Requestor of Change	
Description of Change	
Reason for Change	
Person Implement Change	
Implication of Change	
Type of Change	Physical, Replacement in Kind, Temporary, Emergency
Equipment Removed (Make, Model, Serial #)	
Equipment installed (make Model, Serial #)	
Date of Change	
Date of Removal of Temporary Change	
Approval	

## MODIFIED WORK PROGRAM

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When an employee is injured at work it is the goal of this company to deal with the situation in the most effective and efficient way possible. In order to do this it is important to ensure all staff are aware of the general goals associated with the Workers' Compensation Board (WCB) which include:

1. To provide employees with access to quality medical care for work-related injuries.
2. To facilitate prompt payment of benefits during the time employees are unable to work.
3. To speed recovery through the use of modified duties to return injured employees to full duty as soon as possible.

To help us achieve these goals, we have developed a temporary modified duty program where injured employees are placed in temporary jobs that meet the physical limitations established by a physician.

### **Procedure:**

If you are injured on the job, immediately report your injury to your supervisor.

1. If necessary, your supervisor will assist you in accessing medical attention.
2. Inform the doctor that the injury took place at work.
3. At the time of your first visit provide the doctor with the "Letter To Medical Provider" that is located in your Safety Manual.
4. Collect the pink copy of the physicians report for WCB before you leave the doctor's office.
5. The company will make every effort to find temporary work within the restrictions specified by your medical provider. Your temporary assignment will be meaningful but may be unrelated to your regular position.
6. As you recover, your modified duties may change based on the limitations prescribed by your doctor. You will be returned to regular duties when you have been cleared to do so by a physician. Management reserves the right to delay return to regular duties earlier than stated on the WCB Physician's Report if it is felt that there is a high possibility of aggravation or re-injury.
7. You will be returned to your regular duties or, in the case of permanent disability, permanent reassignment of duties will be discussed.

**\*\*NOTE:** Failure to accept reasonable modified duties may require a further examination be made by the industry injury clinics as designated by All-Can.

Signed: \_\_\_\_\_



Dan Jones, A.L.S., President

Date: February 1, 2017

## COMMUNICATION WITH MEDICAL PERSONNEL

Date:

**All-Can Engineering & Surveys (1976) Ltd.**  
**1928 – 10<sup>th</sup> Ave. SW.**  
**Calgary, Alberta**  
**T3C 0J8**

### MODIFIED WORK PROGRAM

Dear Doctor,

In the best interest of our employees and in an effort to contain costs, our company has instituted a modified work program. We are prepared to provide alternate or reduced work to ill and injured employees, providing meaningful duties are available, and will not interfere with their recovery.

To implement this effectively, we need your assistance and co-operation. Keeping safety in mind, we request that you advise us if this employee is fit to return to some form of work. We need to know specifically what modifications you suggest so we can identify appropriate meaningful duties. As much as possible in our diverse work locations, we are prepared to accommodate reduced hours, time off for treatment, reduced responsibilities and changes to the physical aspects of the job.

Please indicate on the attached form any restrictions of work or other limitations necessary for this worker. If you require any information regarding our program or the modified work available please contact the undersigned at the number below.

Norm Olsen  
Environmental, Health & Safety  
Ph: 403-244-2131  
Fax: 403-244-6488  
Email: norm.olsen@all-can.com



## RETURN TO WORK STATUS FORM

(To be completed by health care provider)

All-Can is committed to doing everything we can to achieve a successful recovery and return to work for our employee's. All-Can's Modified Work Program is designed to help an employee return to work safely and at the earliest opportunity, using appropriate modified work alternatives.

<b>Employee Name:</b> _____	<b>Date:</b> _____
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**Authorization to Release Information,** I hereby authorize you to furnish All-Can Engineering & Surveys (1976) Ltd. with information regarding my present medical condition.

**Employee Signature:** \_\_\_\_\_

**Diagnosis (please indicate any medications or prescribed therapy treatment)**


**Please indicate one of the following, the worker is:**

- Not fit for any type of employment      How long? \_\_\_\_\_
- Fit for **regular work**, no restrictions
- Fit for **modified work** (see page 2 for description)

**Additional Comments**


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

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Your assistance with the worker's rehabilitation is appreciated*

## LIST OF MODIFIED WORK

We feel that if someone is injured and is able to participate in the modified work program that each case needs to be dealt with on an individual basis.

Due to the different types of occupations, responsibilities, residence locations (commuting miles), type of injuries, seriousness of injuries, medication prescribed, age, physical condition, available work at time of injury, etc. it is very difficult to develop a definite list of modified work that will pertain to any one situation.

We feel a more effective way to deal with this is to discuss with the injured person and the physician at the time of consultation. The consultation must be completed immediately after the injury to determine what the restrictions are; and then develop a list of duties, if required, that is satisfactory to everyone.

We have developed a list of examples that may be considered for modified work, they are as follows:

- Training courses
- Safe job procedure review and development
- Safety equipment checks
- Equipment inspections
- Train the trainer programs
- Facilitate safety meetings
- Job observations
- Plan checking
- Calculations
- Equipment maintenance
- GPS training
- Line locating
- Asbuilts
- Field notes
- Flagging line
- Incident investigation follow ups
- Safety audits
- Contractor orientations / managements duties
- Computer based training
- General maintenance
- Safety manual review



## PHYSICAL DEMANDS ANALYSIS

### \* FIELD POSITION \*

<b>Name:</b>	<b>Date:</b>
<b>Position:</b>	<b>Hours per week:</b>

*Note: Due to the different types of survey jobs and demographics a survey crew may be exposed to, the physical demands and hours worked can drastically vary day to day. The physical demands analysis was completed on what is to be considered an average work day.*

**1. In a ten hour day, an employee may be doing the following activities for an intermittent or constant amount of time:**

Activity	Hours									
Sitting	1	2	3	④	5	6	7	8	9	10
Standing	1	2	3	4	5	⑥	7	8	9	10
Walking	1	2	3	4	5	⑥	7	8	9	10
Driving	1	2	③	4	5	6	7	8	9	10

**2. Ergonomics required:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Squatting</li> <li>• Crouching</li> <li>• Kneeling</li> <li>• Bending</li> </ul> | <ul style="list-style-type: none"> <li>• Reaching</li> <li>• Pulling</li> <li>• Twisting</li> <li>• Walking on rough ground</li> </ul> |
|---|--|

**3. Requires lifting:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Requires to carry:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Requires pushing:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Requires pulling:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. Other aspects and physical demands of the job**

- Exposure to all weather conditions
- Use of ATV / Snow mobile on rough terrain
- Use of shovel and/or frost pin
- Use of jack hammer (+/- 80 lbs)
- Staking for construction (repetitive hammering, 4 lb hammer)
- Planting / Removing of monuments (requires use of sledge hammer)
- Chainsaw operations

## PHYSICAL DEMANDS ANALYSIS

### \* OFFICE POSITION \*

<b>Name:</b>	<b>Date:</b>
<b>Position:</b>	<b>Hours per week:</b>

**1. In an eight hour day, an employee may be doing the following activities for an intermittent or constant amount of time:**

Activity	Hours							
Sitting	1	2	3	4	5	6	⑦	8
Standing	①	2	3	4	5	6	7	8
Walking	①	2	3	4	5	6	7	8
Driving	①	2	3	4	5	6	7	8

**2. Ergonomics required:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Squatting</li> <li>• Crouching</li> <li>• Kneeling</li> <li>• Bending</li> </ul> | <ul style="list-style-type: none"> <li>• Reaching</li> <li>• Pulling</li> <li>• Twisting</li> <li>• Climbing stairs</li> </ul> |
|---|--|

**3. Requires lifting:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Requires to carry:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Requires pushing:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Requires pulling:**

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 lb (5 – 11 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 34 lb (12 – 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 – 50 lb (16 -23 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 lb (24 – 32 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lb (33 – 45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 100 lb (45 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### OFFER OF MODIFIED WORK

**Employee Name:** \_\_\_\_\_ **Date (D/M/Y):** \_\_\_\_\_

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

**Job Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Specific Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours of work per day:** \_\_\_\_\_ **Number of days per week:** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**During the modified work placement, your supervisor will be:** \_\_\_\_\_

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

**Offer accepted**

**Offer rejected**  **(Reason)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Employer Signature:** \_\_\_\_\_ **Position:**  \_\_\_\_\_

## RIGHT TO REFUSE DANGEROUS WORK POLICY

---

**Imminent Danger** – means in relation to any occupation; a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out.

### **Worker Responsibilities**

No worker shall:

- Carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that or another worker present at the work site,
- Operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

### **Notification of Refusal of Work**

Once a worker has decided to stop work based on the task, conditions of site or tool, and/or hazards, they must as soon as practicable, notify Management of the refusal and the reason for the refusal to do work.

Depending on the circumstances you may be required to remain at the work site and be temporarily assigned to other tasks, only accept work you are capable of performing, there will not be a deduction in pay.

### **Investing / Mitigating**

As soon as notified, All-Can Management will immediately investigate the situation. No other person will be allowed to complete the task unless trained and competent. All actions must be taken to eliminate the imminent danger. No worker will perform or cause to perform the work or use or operate the tool, appliance or equipment.

A written record of the worker's notification will be prepared and include the conclusion of the investigation and actions taken. The worker(s) who gave the notification will also get a copy of the record.

### **After Inspection**

If controls have been put in place or it was deemed that the activity does not constitute imminent danger, the work will be continued. If the worker(s) still thinks that imminent danger exists, it would be advised to further discuss with management; if the situation cannot be resolved, a Workplace Safety Office will be contacted.

## REFUSAL OF UNSAFE WORK FORM

<b>Employee Name:</b>	<b>Supervisor:</b>
<b>Date:</b>	<b>Location:</b>
<b>Nature of Refusal:</b>	
<b>Corrective Action:</b>	
<b>Agreement of Corrective Action:</b>	
<b>Employee Signature:</b>	<b>Supervisor Signature:</b>
<b>Management Signature:</b>	
<b>Complaint filed to OH&amp;S</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Date:</b>	

## SHORT SERVICE EMPLOYEE PROGRAM

---

**Short Service Employee (SSE)** – is defined as any employee or contractor with less than six months experience within the same job type.

### Objective

To ensure that hired SSE are identified, appropriately supervised, trained, mentored, and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, or property damage. This program will apply to all employees and subcontractors hired for service by All-Can

### Policy

**Working Alone** – A SSE may not work alone until the SSE identifier has been removed by the employer..


**Identification** – SSE will be visually identified by a green ACSA sticker on their hard hat which will include the SSE start date. When working on any job site where All-Can is not the prime contractor, the SSE will be communicated to the prime contractor and will follow any guidelines set by the prime contractor.

**Mentoring** – SSE will be designated one or more individuals to serve as *mentor*. Mentor being defined as an experienced company employee who is well regarded by the company. The mentor will be available to the SSE to answer questions, offer guidance, and to provide support and encouragement.

**Monitoring** – SSE will be continuously monitored, if at the end of the six month period the SSE has worked safely and adhered to HES policies, the SSE identifier can be removed at the employer's discretion.

*The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations*

Signed: \_\_\_\_\_

  
Dan Jones , A.L.S., President

Date: February 1, 2017

## SPILL RESPONSE POLICY

---

### **Purpose**

The purpose of this policy is to provide the information necessary to address any spill that may occur and to ensure minimal impact to the land or water environment in the immediate surrounding area.

### **Reporting**

Any spill, release, or emergency that may cause, is causing, or has caused an adverse effect to the environment must be immediately reported to Alberta Environment and/or applicable authority. An adverse effect is defined as:

- Any third party impact (off-site impact)
- Un-recovered spilled substance likely to contaminate surface or groundwater
- Groundwater and/or surface water that is contaminated
- Toxic or flammable release to air going offsite

Alberta 1-800-222-6514

Saskatchewan 1-800-667-7525

British Columbia 1-800-663-3456

*All-Can management is to be notified of any spill or release regardless of severity*

### **Prevention and Maintenance**

All-can will place high priority on spill prevention to reduce the risk of spills and minimize environmental damage. In order to lower the risk of leaks or spills occurring, workers are to incorporate into safety inspections a check for any signs that equipment may be leaking or is in a condition that future leakage may occur.

### **Response**

The initial response to any spill is to:

- Protect yourself, public, and environment
- Stop the flow of hazardous material if it is safe to do so
- Secure and isolate the spill area
- Assess the situation

### **General Procedures**

The first action for clean up of land based spills, is to prevent the spread to watercourses or drainage ditches through containment and damming. If necessary, the spill area should be marked off to prevent wildlife or livestock from entering the area. Report spill to a regulatory agency when exceeding the classifications. Once the spill has been contained, steps than can be taken to collect all contaminated soil for later disposal.

*The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations*

Signed: \_\_\_\_\_



Dan Jones , A.L.S., President

Date: February 1, 2017



# Spill Report # \_\_\_\_\_

Name of Client: \_\_\_\_\_ Date & Time \_\_\_\_\_

Reported By: \_\_\_\_\_ Area: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reported To: \_\_\_\_\_ Area: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of Spill: \_\_\_\_\_ Type of Product \_\_\_\_\_

PIN #: \_\_\_\_\_ Approximate Quantify: \_\_\_\_\_ Is there a toxic odor?  Yes  No

<b>How did the spill occur?</b>	
<b>Is spill ongoing?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not known (If yes, Provide Details)	
<b>Incident Classification:</b> Class 3 <input type="checkbox"/> Minor (No significant adverse impact) Class 2 <input type="checkbox"/> Serious (Causes or likely to cause an adverse impact) Class 1 <input type="checkbox"/> Major (Confined major impact)	
<b>Is Spill contained?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Known	
<b>Response Details</b>	<b>Investigative Details</b>
<b>Corrective Action Taken:</b>	<b>Cause of Spill</b>
<b>Government Agencies: (Please list)</b>	<b>Nature and extent of damages</b>
<b>Spill control services involved</b>	<b>Follow-up required</b>
<b>Report Prepared By:</b>	<b>Date:</b>
<b>Manager/ Party Chief's Signature:</b>	<b>Date:</b>
<b>Client's Representative's Signature:</b>	<b>Date:</b>

## TRAINING POLICY

---


The company will provide and employees will participate in all safety and related training that is necessary to minimize losses of human and physical resources of the company.

This training will include, but not be limited to:

- New hire safety orientations;
- On the job training;
- Safety training for supervisors and management;
- Task and trade-specific training and certification;
- Specialized safety and related training.

Current training records will be kept in each Employee's file and summarized in a training matrix to ensure legislative and company policy compliance.

This policy will be reviewed during the orientation process, posted in our offices and work sites and reviewed with all our employees on a regular basis.

Signed:   
\_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017

## VIOLENCE PREVENTION POLICY

---

### **Purpose**

It is the intent of All-Can Engineering & Surveys (1976) Ltd. to provide a workplace for all employees, contractors, clients and visitors that is free from violence by establishing preventive measures, holding perpetrators of violence accountable and by providing assistance and support to victims. Committing violent acts, whether on duty or off duty, has the potential to impact an employee's ability to perform their job.

The Alberta OH&S Regulations and Code requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

A handwritten signature in black ink, appearing to read 'Dan Jones', is written over a horizontal line.

Signed: \_\_\_\_\_  
Dan Jones, A.L.S., President

Date: February 1, 2017

## DEFINITIONS

**Workplace Violence** includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by company employees, clients, customers, relatives, acquaintances or strangers against company employees in the workplace.

**Intimidation** is engaging in actions that includes but is not limited to stalking or behaviour intended to frighten, coerce or induce distress.

**Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

**Domestic Violence** is the use of abusive or violent behaviour, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated.

**Property Damage** is intentional damage to property and includes property owned by the company, employees, visitors or vendors.

**Weapons** include guns, knives, explosives, and other items with the potential to inflict harm.

## COVERAGE

This policy applies to all full time and part time employees and contractors. This policy applies to the conduct of an employee while functioning in the course and scope of employment as well as off duty violent conduct that has a potential adverse impact on an employee's ability to perform the assigned duties and responsibilities.

A violation of this policy will be considered unacceptable personal conduct as provided in the Enforcement Procedure. Acts of violence, as defined herein, may be grounds for disciplinary action, up to and including termination. An act of violence while off duty may also be grounds for disciplinary action, up to and including dismissal.

## AUTHORIZED EXCEPTIONS TO POLICY

An employee may only have a weapon in their vehicle if it is in compliance with management approval as being required as part of the employee's job duties (i.e. In the case of an identified bear hazard, strictly controlled permission may be granted by the client and a Fish and Wildlife Officer.)

## **RETALIATION**

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

## **REPORTING RESPONSIBILITIES**

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Employees shall place safety as their highest concern and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis. Management shall be sensitive and responsive to the reporting employees' fear of reprisal. A supervisor is required to advise employees who are subjected to acts of violence that they should seek medical attention for treatment or referral for post incident counselling.

## **PROCEDURES**

### **TRAINING:**

Where a risk of injury from violence has been identified by your supervisor, All-Can will be responsible for developing site-specific violence prevention measures which include:

- Creating written procedures that include the appropriate response to incidents of violence, procedures for reporting incidents and obtaining assistance.
- Making any changes to work organization, operating procedures or other administrative arrangements that would reasonably be required to reduce identified risks of violence.
- Providing training or information to employees that includes:
  - the means to recognize potentially violent situations.
  - procedures, work practices, administrative arrangement that have been developed to minimize or eliminate the risk.
  - the appropriate responses to employees to incidents of violence.
  - how to obtain assistance.
  - procedures for reporting violent incidents.

### **ENFORCEMENT:**

All-Can's Enforcement Procedure will be used after the investigation, if warranted.

## WORKING ALONE POLICY

---

**Policy** – All-Can is committed to take all reasonable and practical steps to eliminate or reduce the risk of working alone and to respond quickly and effectively to any incidents or emergencies. At a worksite where only one worker is present, an effective means of communication between the worker working alone and the persons capable of responding to the worker's needs must always be established.

**Working Alone** – Means to work alone at a worksite as the only worker of the employer or contractor at that worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

**An Employer Shall** – For any worker working alone, provide an effective communication system consisting of radio, telephone or some other effective means of electronic communication. This includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work. If electronic communication is not practicable at the work site, the employer must ensure that the employer or designate visits the worker or the worker contacts the employer or designate at intervals appropriate to the nature of the work.

### Working Alone Procedures

**Hazard Assessment** – First conduct a written hazard assessment of the work site to identify existing or potential hazards and take all reasonable steps to eliminate any hazard identified.

**Communication** – All-Can employees working alone must ensure that communications are established with either a company contact or other designate. The employee's specific location must be communicated to the contact. Employees working alone must follow the communication procedure:

- Contact Prior to departure
- Contact at minimal, four hour increments
- Contact when changing locations
- Contact in emergencies
- Contact upon completion

All-Can will ensure tools are available to every employee that may work in a working alone environment, these communication tools may include but are not limited to:

- Cell phone
- Satellite phone
- SPOT GPS tracking system
- Two way radio

**Emergency Preparedness** – To ensure prompt action in cases of emergency, All-Can has set the following procedures in place that must be followed. If communication at the scheduled check-in or at the end of the day has not been established, the follow up procedures will be:

1. Attempt to contact employee for a maximum of 15 minutes.
2. While attempting to contact, check for employees or field representatives in the same area and dispatch to last known location of the no contact employee. Constant contact must be kept with dispatched employee until arriving at last known location of the no contact employee.
3. The search must continue until the no contact employee is located.
4. In case of an emergency, the emergency response plan will be followed and contact will be made with the necessary rescue departments.