

Section 4

Rules

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4.1 INTRODUCTION

Introduction

Rules and regulations are an integral part of our safety program. When used effectively, they will contribute to our overall success of our program.

Definitions

The following definitions are used in this section:

Rule: a directive that governs and controls conduct or action, and that is instituted by an organization.

Regulation: an ordinance, a law, or a directive set by an outside organization or agency, such as government, for control of people and their environment.

About Rules

Rules are basic "thou shalt" or "thou shalt not" statements. They leave no room for discretion or argument. Rules should be **enforced**. Action should be taken every time a rule is violated, and not only when some loss occurs because of the violation of rules. Since our developing safety program already contains assignments of responsibility, safe work practices, and job procedures, and since regulations (discussed below) also control behaviour, rules have been kept to a minimum.

4.2 COMPANY RULES

1. **Driving**

All employees operating a motor vehicle shall possess a valid driver's licence for that particular vehicle. Driver abstracts will be reviewed for all drivers of company owned vehicles.

Company vehicles / equipment will be operated per posted speed limits, regulations and operating manuals. Seat belts must be worn at all times. Pre-use inspections must be completed prior to operating motor vehicles, and regular maintenance must be performed as per manufacturer guidelines. When parking, practice policy of backing in and driving out.

All motor vehicle incidents must be reported to the head office immediately.

2. **Alcohol and Drugs**

The use of alcohol or illegal drugs while on company business, whether on client property, or in company vehicles or privately owned vehicles hired temporarily or permanently by the company will not be tolerated, and is grounds for dismissal.

3. **Smoking**

Smoking is permitted only in designated areas but never within 25 metres of well head or other sources of flammable liquids/gases. Strike "anywhere" matches and open mechanisms including disposable lighters are prohibited.

Smoking is not permitted in any work vehicle as per Alberta regulation.

4. **General Housekeeping**

All job sites should be kept in clean and safe condition. While conducting repair at our office or visiting the client's job site or our facilities, keep the area clean and free of unnecessary equipment and debris. Use garbage containers for refuse and avoid situations that could create fire hazards, pollution problems, slip and trip hazards or other general dangers to operations. The driver of a vehicle must ensure that all cargo is adequately secured

5. **Clothing**

Employees are encouraged to wear apparel which is close fitting to avoid snagging in moving parts of equipment. Clothing capable of generating static electricity must not be worn in hazardous areas. PROBAN or NOMEX fire resistant coveralls are to be worn on hydrocarbon producing properties by all personnel. All loose or hanging jewellery should be removed and all long hair should be tied back or kept under a hat.

6. **Communication**

Our staff shall keep in close communication with management while travelling and on the job site. Keep all communication devices in good operating order.

7. **ATVs**

No horseplay is allowed while operating an ATV. Do not overload with extra personnel or equipment. **Follow manufacturer's guidelines.**

8. **Firearms**

No firearms are allowed on any job site. In the case of an identified bear hazard, strictly controlled permission may be granted by the client and a Fish and Wildlife Officer.

9. **Personal Protective Equipment**

For use of personal protective equipment consult Section #5.

10. **Cellphones**

Cellphones should be not be used when driving, this includes texting. If necessary hands-free may be used.

Compliance with these rules is mandatory. These rules will be posted in all offices and worksites and will be reviewed with all employees on a regular basis.

4.3 ENFORCEMENT PROCEDURE

1. Rules and directives relating to general safety will be reviewed during the orientation process with employees, contractors and subcontractors. They will receive a copy for their records.
2. Enforcement will be based on positive re-enforcement and discipline.
 - a) Safe work habits will be rewarded, and violations immediately corrected. When violations are noticed, work will be interrupted and the problem discussed with the worker.
 - b) Workers who intentionally work unsafely or repeatedly make safety mistakes, depending on the severity of the violation, will be disciplined by:
 - **a discussion;**
 - **letter on personal file;**
 - **temporary suspension (with or without pay);**
 - **job termination.**

4.4 LEGISLATIVE COMPLIANCE

Safety legislation is designed to protect workers, the public and the environment. Compliance with legislation helps prevent personal injuries, fines and legal action. Our company shall comply with regulatory requirements as a minimum standard for our safety program. Regulatory requirements include all acts, regulations, policies, practices and procedures administered by governments and their agencies.

Relevant Legislation

Our work is governed by a variety of regulatory requirements:

- Alberta Energy Regulator (AER);
- Oil and gas regulations;
- Interim directives and informational letters;
- Provincial occupational health and safety acts and regulations and municipal bylaws (OH&S);
- Provincial workers' compensation acts and regulations;
- Workplace Hazardous Materials Information System (WHMIS) legislation;
- National Energy Board Act;
- Environmental Protection and Enhancement Act;
- Environmental and Sustainable Resource Development (ESRD);
- Alberta Transportation;

4.5 IMPLEMENTATION PROCEDURE

1. Obtain copies of legislation that may effect our work to ensure that staff, equipment, contracts and worksites meet the requirements.
2. Using Form SM-4-001, document relevant legislation that relates to our work and worksites.
3. Keep up to date on legislation, relevant to our operations.
4. Discuss regulatory requirements at orientation, safety meetings and on-the-job training programs.

IDENTIFYING REGULATORY REQUIREMENTS WORKSHEET

Job Name:	Name of Operator/Manager:
Location:	Date:
	Applicable OH&S Legislation
Description of Job/Task	Location and Section No.
ATV/Snowmobiles	Code, Part19 (280)
Back-up Alarms	Code, Part 19, 267 (1)
Clothing Contact Hazard	Code, Part 25 (362)
Competent Worker	Code, Part 1
Compressed Gases	Code, Part 10 (171)
Confined/ Hazardous Space entry	Code, Part 5 (44-58)
Emergency Response Plan	Code, Part (115-117)
Employers/Workers Obligations	Act, Section 2
Entrances, Walkways and Stairs	Code, Part (121-124)
Excavation	Code, Part 32 (441-464)
Explosive Atmosphere	Code, Part10 (169)
Eye / Face Protection	Code, Part 18 (229-231)
Fall Protection	Code, Part 9 (138-161)
Falling and Bucking	Code, Part 34 (510-523)
First Aid	Code, Part11 (17)
Flame Resistant Clothing	Code, Part 18 (2327-184)
Flammable Substances	Code, Part10 (162-163)
Foot Protection	Code, Part18 (233)
Fuelling Vehicles	Code, Part19 (279)
Limb and Body Protection	Code, Part 18 (242)
Hazard Assessment/Elimination/Control	Code, Part 2,(7-11)

	Applicable OH&S Legislation
Description of Job/Task	Location and Section No.
Head Protection	Code, Part 18 (234-239)
Head Protection – ATV, snowmobiles,e	Code, Part 18 (236)
Hearing Protection	Code, Part 16 (221)
Joint Worksite Health&Safety Committees	Act, Section 31
Limb and Body Protection	Code, Part 18 (242)
Overhead Powerlines	Code, Part17 (225)
Prime Contractor	Act, Section (3-4)
Reportable Incidents To OH&S	Act, Section 18
Respirators	Code, Part18 (244-255)
Safeguards	Code, Part22 (310-322)
SCABA/SABA	Code, Part 18 (251-252)
Seat belts (operators)	Code, Part 19 (270-271)
Secure Equipment & Materials	Code, Part12 (189)
Transportation of Injured workers	Code, Part 11 (180)
Traffic Control	Code, Part 12 (191-194)
Ventilation	Code, Part26 (386-387)
Working Alone	Code, Part 28 (393)
WHMIS	Code, Part 4 (395-414)



EMPLOYEE WARNING REPORT

Employee's Name _____

Date of Warning _____

Project _____

Issued by _____

Type of Violation Safety Other

Company Statement (Supervisor's Report)

Signature _____

Employee Statement (check the appropriate statement)

I agree with the Company's statement

I disagree with the Company's statement, for the following reasons (state below)

I have entered my statement of the above matter.

Employee Signature _____ Date _____

Witness Name _____ Signature _____

I would like to receive a copy of this statement for my records.

Please be aware that this report will be kept in the personnel file.