

## Section 7

# Training and Safety Meetings

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## 7.1 TRAINING POLICY

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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;
- Competency 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

## 7.2 WORKER TRAINING

Training is an important part of our safety program. It ensures employees have the necessary skills, explains the need for safe operations, improves communication and gives employees the confidence to work properly and safely. All-Can provides comprehensive training programs for its new workers, ongoing training for existing members and makes sure that training for all new policies/procedures are available when necessary.

All-Can requires all of its employees, contractors and subcontractors to complete a number of orientations and courses. A complete list of training requirements can be found on Form SM-7-001. Records of training are kept in the head office and shown on Form SM-7-002.

An organizational chart has been established for each role within the Company; minimum qualifications have been determined for each position and must be met by each employee before hire or placement into a new role. Qualifications may include a combination education, in-house training or related work experience. Documentation of education or training will be kept on file for each employee to ensure each worker meets the qualifications of his/her role

### 7.2.1 Safety Orientation / Basic Training

Safety orientations help new and transferred workers become familiar with the company's safety program, work site and safety rules. All new and existing employees, contractors and subcontractors of All-Can will receive safety orientations and training to familiarize themselves with new and updated safety rules and safety programs.

To provide consistency and documentation of the orientations, the attached form (SM-7-003) will be utilized as a minimum guide for employees, contractors and subcontractor orientations. All existing and future employees, contractors and subcontractors will complete this form. The acknowledgement forms will then be submitted to accounting as no new employees will be placed on the payroll without receipt of these forms. A copy of the acknowledgement form will then be forwarded from payroll to the safety co-ordinator for record purposes.

Training records / certificates are kept on file and tracked using a safety training matrix. The safety matrix is updated regularly and allows us to determine any deficiencies in our employees training records as well as certification expiry dates.

### 7.2.2 Contractor / Subcontractor Selection

All-Can requires its contractors and subcontractors to adhere to all safety requirements and standards that are followed by its employees. This includes having a valid Workers Compensation coverage. All subcontractors are required to comply with All-Can's Health and Safety Manual, as well as all client policies and directives (including their Drug and Alcohol Policies). All-Can will ensure that all client policies and directives are communicated and understood by subcontractors. There are a number of criteria used in selecting eligible contractors/subcontractors including:

- Safety records and past performance
- Safety training
- Certifications
- WCB past performance

### 7.2.3 Specialized Safety Training

Additional specialized safety training will be required. This should include items such as:

- ATV Training;
- CPR;
- Chainsaw Safety;
- PST / WHMIS
- Defensive Driving / Off Road Driving;
- First Aid (Standard);
- Ground Disturbance;
- H<sub>2</sub>S Alive;

Our safety program realizes the need for safety training for our management and supervisors. Such training should include the specialized training mentioned above. It may also include training in such areas as:

- Incident Investigation;
- Leadership for Safety Excellence;
- Loss Control Management;
- W.C.B. Claims Management.

### 7.2.4 On-the-Job Training

#### Competent worker

A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent.

On-the-job training ensures that each employee can do the job and knows how to do it right. This type of training should be conducted:

- at time of hire;
- when an employee is assigned new or different work;
- when an employee is moved to a new site or location; and
- when there are new processes, methods and/or equipment.

#### Procedure

In every case the approach is the same. On-the-job training should be conducted by employees familiar with the worksite and competent in the particular task for which they are providing training or by the employee's immediate manager / party chief. The manager / party chief should:

- review with the employee the company's "Safe Work Practices" and any " Safe Job Procedures" that apply to the specific job;
- bring all known safety hazards that may affect the employee to his / her attention;
- determine just what the employee can do and how he / she does it. This includes both discussion with the employee and observation of how he / she does the work;
- provide the employee all information that is necessary for the employee to do the job safely and correctly

Topics for ongoing training:

- company and regulatory requirements
- standard work procedures
- critical tasks
- equipment operation
- proper use of tools
- effective use of manuals, checklists and records
- use of personal protective equipment
- emergency response procedures
- first aid skills
- signs, hand signals, codes etc.

Depending on the complexity of the job and the employee's skill / experience level, on-the-job training may take anywhere from a few minutes to several months.

The jobs that require the highest priority for training are those:

- with serious hazards
- that are done frequently
- where there is high staff turn-over
- where accidents frequently occur

### Records

On-the-job training records should be kept along with records of orientations and other forms of specialized safety training. Records should also indicate any past industry or job related experience. Training records can be used to track past training and plan future training needs. **Form SM-7-004 should be completed before a worker is considered competent and capable of working safely without supervision.**

## 7.3 SAFETY MEETINGS

Safety meetings offer opportunities for effectively sharing information among employees, contractors and subcontractors. Safety meetings:

- increase general safety awareness among participants;
- increase worker awareness of company and government safety requirements for specific jobs or projects;
- provide training in safety and procedures;
- encourage participants to provide feedback on safety matters, especially in regards to hazard assessment and control

### 7.3.1 General Safety Meetings

#### **Management Team**

General safety meetings are held on a monthly basis with all Senior Management. These meetings are held to discuss new or changing policies and Company goals. Meetings are also used to discuss Company performance. Any action items or safety concerns discussed in the meeting will be forwarded on to all employees via email. Records of the meeting will be kept on file.

#### **Office Personnel**

Office safety meetings will be held bi-annually or as required. An agenda will be sent out by the Safety Coordinator indicating place, time and date of meeting. These meetings are used to introduce new policies and procedures. Topics can include anything relevant to worker health and safety, both on the job or at home. Records of the meeting will be kept on file.

#### **Field Personnel**

Safety meetings with field personnel are held on an annual basis or as required. Meetings are held to permit two-way communication between management and field personnel. Management uses the meetings to introduce new or changing policy and procedures and to discuss Company performance. Field workers are encouraged to inform management of any problems impeding implementation of management policies or goals. Records will be kept on file.

### 7.3.2 Daily Hazard Assessments / Tailgate Meetings

The primary vehicle for ongoing safety awareness and exchange of safety information is the daily tailgate meeting. This meeting involves workers and their immediate manager / party chief. The tailgate meeting is to be held on a daily basis before starting work or when the scope of work changes. The manager / party chief should prepare the meeting.

**Tailgate meetings must be done by party chiefs every day whether they are employees, contractors, or subcontractors. Managers / party chiefs will ensure that anyone assigned a follow-up activity will be required to report on progress by set guidelines.**

## ALL-CAN TRAINING REQUIREMENTS

TYPE OF COURSE	CERTIFICATE ISSUED BY	TRAINING TIME (HRS)	RENEWAL FREQUENCY	REQUIRED BY	INTENT	CONTACT
All-Can Orientation	Management	3	3 years	All Employees	To provide all workers with fundamental knowledge of the Company and the Company's safety program.	Safety Coordinator and All-Can Safety Manual
Bear Awareness	Management	1	Initially and as required	All Field Personnel	To provide workers with a basic understanding of bears and wildlife and the risks associated with working in bear country.	Bear Awareness Package
Defensive Driving & Off Road Driving	Management	4	Initially and as required	All Field Personnel	To provide all personnel who operate a vehicle, with defensive driving principles & familiarization with off-road driving principles	Defensive Driving Orientation Package
ATV	CATV Instructor	4	Initially	All employees who will operate an ATV	To give all employees who operate an ATV(Quad) basic knowledge on ATV safety	Canada Safety Council
First Aid/CPR	First Aid Instructor	8	3 years	All Field Personnel	To give key personnel thorough knowledge on first aid procedures & also to comply with legislative requirements	Certified First Aid Provider
Ground Disturbance Level II	ACSA/Global Training	6.5	3 Years	As requested by the client, or at minnum Crew Chiefs	To Familiarize Field Personnel with Controlled/Search Areas of underground facilities and excavation procedures	Global Training Centre or ACSA
Line Locating	ACSA/Global Training	6.5	3 Years	As requested by the client	To Familiarize Field Personnel with procedures for locating underground facilities	Global Training Centre or ACSA
Oil & Gas Certified Faller	Enform	TBD	5 years	All employees who will operate a chainsaw	To give all employees who operate a chainsaw basic knowledge on chainsaw safety	Enform QST
Petroleum Safety Training - PST including WHMIS	Management	3	Initially	All Field Personnel	To provide all workers with fundamental knowledge of oilfield and workplace safety.	Safety Coordinator
H2S Alive	Enform	8	3 years	All Field Personnel	To give all employees basic knowledge of H2S when working in sour fields	Enform
Leadership in Safety Excellence	ACSA	8	Ongoing	All senior management personnel	To provide management with safety principles which will assist them in managing safety	ACSA (403) 291-3710



**ALL-CAN EMPLOYEE TRAINING RECORD**

**Employee Name:** \_\_\_\_\_ **Trade/Occupation:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

<b>Course #</b>	<b>Name of Course/ Orientation</b>	<b>Date Completed</b>	<b>Date of Expiry</b>
	All-Can Orientation		
	First Aid / CPR		
	H <sub>2</sub> S Alive		
	PST		
	WHMIS		
	ATV Training		
	Ground Disturbance		
	Bear Awareness		
	Defensive Driving/Off Road Driving		
	Oil & Gas Faller		
	Line Locating		
	Other		

## ALL-CAN EMPLOYEE ORIENTATION ACKNOWLEDGEMENT FORM

Policies / Procedures / Rules	Hazard Management
<input type="checkbox"/> Health and Safety Policy	<input type="checkbox"/> Hazard Identification
<input type="checkbox"/> Environmental Policy	<input type="checkbox"/> Hazard Controls
<input type="checkbox"/> Guiding Principles for Worker Safety	<input type="checkbox"/> Hazard Assessments
<input type="checkbox"/> Assignment of Safety Responsibilities	Emergency Response
<input type="checkbox"/> PPE Requirements	<input type="checkbox"/> Emergency Response Plan
<input type="checkbox"/> Company Rules	<input type="checkbox"/> Emergency Transportation Plan
<input type="checkbox"/> Incident, Near Miss and Spill Reporting	<input type="checkbox"/> Accident Response
<input type="checkbox"/> Alcohol & Drug Policy	<input type="checkbox"/> Emergency Response
<input type="checkbox"/> Driving	Fire Prevention & Extinguishers
<input type="checkbox"/> Environmental / Wildlife Awareness	<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Fit For Duty	<input type="checkbox"/> PASS System
<input type="checkbox"/> Hand Tools	Safety Communication
<input type="checkbox"/> Harassment / Violence	<input type="checkbox"/> Orientations
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Safety Meetings
<input type="checkbox"/> Jewelry / Long Hair	<input type="checkbox"/> Pre-Job Hazard Assessments
<input type="checkbox"/> Lifting	Worker Training
<input type="checkbox"/> Modified Work Program	<input type="checkbox"/> Job Description
<input type="checkbox"/> Portable Electronics	<input type="checkbox"/> Criteria For Advancement
<input type="checkbox"/> Potential H2S	<input type="checkbox"/> Training Requirements
<input type="checkbox"/> Right To Refuse Dangerous Work	<input type="checkbox"/> WHMIS
<input type="checkbox"/> Working Alone	Other
<input type="checkbox"/> Safe Work Procedures	<input type="checkbox"/> GPS Policy
<input type="checkbox"/> Safety Enforcement	<input type="checkbox"/>

I understand and accept my responsibilities as outlined in the Employee Orientation. I understand any failure on my part to adhere to any of All-Can's policies and procedures may subject me to disciplinary action up to and including termination of employment with All-Can.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Hire Date

\_\_\_\_\_  
Orientation Date

\_\_\_\_\_  
Safety Supervisor Name

\_\_\_\_\_  
Safety Supervisor Signature

## ALL-CAN ORIENTATION / WHMIS QUIZ



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Grade: \_\_\_\_\_

1. Ensuring health and safety at the worksite is the responsibility of:
  - a) Management
  - b) Supervisors
  - c) Employees
  - d) All of the above
  
2. What are the four steps in the hazard management process:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  
3. Describe a job safety analysis (JSA) and when is it required?  
\_\_\_\_\_
  
4. List three objectives of an inspection process:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  
5. Two-way communication is a good form of risk management.  
 True       False
  
6. All-Can will give an orientation to:
  - a) Employees
  - b) Contactors
  - c) Visitors, depending on their exposure to workplace hazards
  - d) All of the above
  
7. An \_\_\_\_\_ is an undesired event that results in physical harm or damage to property.
  
8. List the three levels of disciplinary action:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  
9. The purpose of a WHMIS label is to:
  - a) Identify the hazardous material to be used
  - b) Warn people of hazards
  - c) Draw attention to the MSDS
  - d) All of the above

10. Under WHMIS legislation, there are two types of labels  
a) \_\_\_\_\_  
b) \_\_\_\_\_
11. How many pieces of information are needed on a workplace label?  
a) 1      b) 3      c) 8
12. Workplace labels must be put in place:  
a) When products are put in smaller containers  
b) When a product is mixed together for the job site  
c) If the supplier's label is removed or defaced  
d) All of the above
13. The purpose of a MSDS is  
a) Give more information than a supplier label  
b) Identify hazardous ingredients  
c) Give information on protective measures  
d) All of the above
14. An MSDS must be accessible to employees at the workplace.  
 True       False
15. You observe an unsafe condition on the site, you should:  
a) Wait for the daily tailgate meeting  
b) Report it immediately to your supervisor  
c) Let someone else worry about it
16. All injuries, regardless of how minor, must be reported to your immediate supervisor.  
 True       False
17. Tools and equipment whose guards are inoperative or missing are okay to use just this once.  
 True       False
18. You find yourself in what you think is an unsafe work situation:  
a) Do it anyway  
b) Quit your job  
c) Inform supervisor regarding your thoughts
19. WCB has to be notified for fatalities, not serious injuries.  
 True       False
20. The Name and Position of your immediate supervisor is \_\_\_\_\_

I understand and accept my responsibilities as outlined in the All-Can Employee /Contractor Orientation.

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

Date of Orientation: \_\_\_\_\_

Position: \_\_\_\_\_

Date Employee Started Work: \_\_\_\_\_

Safety Manager/Supervisor: \_\_\_\_\_

**ON THE JOB / COMPETENCY TRAINING RECORD - FIELD PERSONNEL**

Employee Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Advancement: \_\_\_\_\_ Date: \_\_\_\_\_

Education / Job Related Experience: \_\_\_\_\_

\_\_\_\_\_

<b>Procedure</b>	<b>Procedure Explained</b>	<b>Procedure Observed</b>	<b>Procedure Approved</b>
Hazard Identification/Management	- Use of hazard identification form - Use of daily tailgates - How to control hazards		
Emergency Response	- What to do in the event of - Location of contacts - Location of first aid kit		
Safe Work Practices Safe Job Procedures	- Where to locate - How to use - How to create		
Working in Extreme Weather Hot/Cold Conditions	- How to prepare - Potential hazards - Reference to SJP		
General Labour	- Importance of ergonomics - Potential hazards		
Personal Protective Equipment	- The proper use of - Where to find requirements		
Operating ATV	- Potential hazards - Proper riding posture - General rules		

## ON THE JOB / COMPETENCY TRAINING RECORD - FIELD PERSONNEL

*\*In addition to training as shown on page 1, Crew Chiefs must also be deemed competent in the following areas*

<b>Procedure</b>	<b>Procedure Explained</b>	<b>Procedure Observed</b>	<b>Procedure Approved</b>
*Operating Chainsaw	<ul style="list-style-type: none"> <li>- PPE requirements</li> <li>- Potential hazards</li> <li>- ERP</li> </ul>		
*GPS RTK Operations	<ul style="list-style-type: none"> <li>- Components</li> <li>- Set-up</li> <li>- Basic troubleshooting</li> </ul>		
*Data Collector	<ul style="list-style-type: none"> <li>- Job, raw, ASCII files</li> <li>- PPP Downloads</li> <li>- Grid to Ground conversions</li> </ul>		
*Theodolite Surveys	<ul style="list-style-type: none"> <li>- Instrument set-up and settings</li> <li>- Proper technique</li> <li>- Note keeping</li> </ul>		
*Levelling	<ul style="list-style-type: none"> <li>- Level loops</li> <li>- Checks</li> <li>- Note keeping</li> </ul>		
*Line Locating	<ul style="list-style-type: none"> <li>- Equipment familiarization</li> <li>- Techniques</li> <li>- Troubleshooting</li> </ul>		
*Evidence Re-Establishment	<ul style="list-style-type: none"> <li>- Search Techniques</li> <li>- Procedures</li> <li>- Evidence Reports</li> </ul>		
*Administrative	<ul style="list-style-type: none"> <li>- Timesheet, mileage, expense reports</li> <li>- Vehicle/ATV logbooks</li> <li>- Insurance requirements</li> </ul>		



**ALL-CAN DAILY TAILGATE MEETING/HAZARD ASSESSMENT**

JOB # \_\_\_\_\_ CLIENT \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

# ATTENDING \_\_\_\_\_ Wellsite \_\_\_\_\_ Pipeline \_\_\_\_\_ Other \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

SEC \_\_\_\_\_ TWP \_\_\_\_\_ RGE \_\_\_\_\_ W \_\_\_\_\_ COORDS: LAT \_\_\_\_\_

MUSTER POINT LOCATION \_\_\_\_\_ LONG \_\_\_\_\_

EMERGENCY NUMBERS: CLIENT \_\_\_\_\_ AMBULANCE \_\_\_\_\_

ALL-CAN \_\_\_\_\_ STARS / SITE# \_\_\_\_\_

COMMUNICATION: Cell Phone \_\_\_\_\_ Radios \_\_\_\_\_ Sat. Phone \_\_\_\_\_ SPOT \_\_\_\_\_

JOURNEY / EMERGENCY RESPONSE PLAN: \_\_\_\_\_

**WEATHER CONDITIONS**

Temp: High \_\_\_\_\_ Low \_\_\_\_\_

Sky Conditions: \_\_\_\_\_

Wind: \_\_\_\_\_

Vehicle Inspected (Refer to SM-8-003)  Yes  No

ATV Inspected (Refer to SM-8-004)  Yes  No

Chainsaw Inspected (Refer to SM-8-006)  Yes  No

Equipment Inspected  Yes  No

PPE Inspected  Yes  No

**POTENTIAL SITE HAZARDS**

Active Well  Yes  No

Sour Well  Yes  No

Traffic  Yes  No

Noise  Yes  No

Livestock  Yes  No

Wildlife  Yes  No

Dry Conditions (Fire Risk)  Yes  No

\* Construction  Yes  No

\*Well Servicing  Yes  No

\*Manned Facilities  Yes  No

\*If Yes, was a representative contacted  Yes  No

**JOB / TASK ANALYSIS**

#	JOB / TASK	HAZARDS/ CONTROLS	SAFE JOB PROCEDURE (refer to Safety Manual)

**Additional Notes:** \_\_\_\_\_  
 \_\_\_\_\_

PARTY CHIEF \_\_\_\_\_ WORKERS \_\_\_\_\_ CLIENT \_\_\_\_\_

## ALL-CAN GENERAL SAFETY MEETING

Location:	Number Attending:
Review Last Meeting:	
<b>Meeting Agenda: (hazards, unsafe conditions, polices, use of PPE).</b>	<b>Signature of Each Attendee</b>
<b>Safety Recommendations:</b>	
<b>Action(s) to be Taken (by whom and when)</b>	
<b>Incidents/Accidents Reviewed:</b>	
<b>Manager/Party Chief's Remarks:</b>	
<b>Signature:</b>	<b>Date:</b>