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2.0 Other Parties Policy

(Other Parties shall refer to other employers, self-employed persons, visitors, and external worksite parties)

Wild West Dirt Works Ltd. and Glacier Rock Resources are committed to providing a safe and healthy workplace for our employees, clients, contractors, and visitors. Our safety program is dedicated to protecting all persons working in or visiting our workplace. Our company safety philosophy is “No job is worth getting hurt for”.

To meet this goal our management requires anyone who will be performing work on our site to be aware of our health and safety requirements which have been developed to reduce the risk of injury. The objective of this program is to maintain ZERO Lost Time Incidents. A safe and healthy work environment is crucial to the long-term success of our company.

This is achieved by:

- Adhering to the policies within this program
- Providing an effective communication system
- Performing pre-job hazard assessments
- Reporting unsafe work conditions
- Knowing your responsibilities
- Developing safe work habits
- Maintaining a healthy lifestyle
- Refusing to carry out unsafe work

Management recognizes and accepts the responsibility to provide a safe and healthy work environment to all its employees. This includes providing safety leadership and training; abiding by all applicable government acts, regulations, and legislation; employing only certified employees and monitoring worksites and employee work habits.

Anyone who performs work on our sites shall conform to appropriate safety and health regulations, including but not limited to Alberta’s Occupational Health and Safety Act, Regulation or Code and any other legislation or practice which will aid in meeting the requirements of a safe and healthy work place.

Personnel performing work on our site are responsible and accountable for:

- maintaining WCB coverage and keeping their account in good-standing
- providing the company proof of General Liability Insurance
- maintaining safe work habits
- reporting hazardous conditions
- wearing applicable PPE

Your cooperation and compliance is required to adhere to our Occupational Health and Safety Management System as part of your agreement to provide services and/or equipment to us, our agents or subcontractors at all times.



Monty Cissell, President

July 5, 2023

2.0.1 Visitor Information

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. welcome you to our worksite. We want you as a visitor to be aware that your health and safety and the health and safety of those working around/with you is a top priority to us.

As your purpose(s) for being here will vary, this site orientation information may not address all the specific hazards that you could encounter. If that is the case, job specific orientation may be required from our company representative.

While on our premises, you will be subject to the following safety and security requirements:

- Provide notice. when you are on site – use sign-in/out process located at the scale house, the Wild West shop or contact the supervisor when on the jobsite.
- Work in a manner that protects your own and others health and safety by complying with Health & Safety Legislation and internal company Policies, Procedures and Guidelines.
- Read the Fire Evacuation Plan instructions listed below. Evacuate immediately if alarm is sounded.
- Report all accidents/incidents or related concerns immediately to management or any employee on our worksite.

Take responsibility for your own health and safety.

Health and Safety Concerns You must report:

- *Near misses (i.e. a close call that could have easily resulted in an injury but did not);*
- *Unsafe conditions;*
- *Dangerous conditions;*
- *Dangerous situations;*
- *Missing safety equipment; and*
- *Unsafe practices.*

What to Do If You Are Injured On Our Premises

- *Seek medical attention.*
- *Available resources:*
 - *First Aid Responders - Employees*
 - *First Aid Kit (remember to use the First Aid Log).*
- *Notify management as soon as you have received the required medical attention (within the first hour if possible).*

First Aid

- *All employees are trained in First Aid*
- *First Aid Kits are located in: Main office, Wild West shop, Scale house at the Glacier Rock Pit and all company trucks and transport units.*

Evacuation Plan

If the fire alarm sounds or you discover a fire:

1. Alert everyone in your area.
2. Leave fire area immediately.
3. Sound fire alarm by activating the fire alarm pull station.
4. Close, but do not lock the doors behind you.
5. Do not use elevators.
6. Follow the sites employee's instructions (if available) and evacuate via nearest exit if you are able to use the stairs.
7. Leave the building.

If smoke or fire blocks your exit, use an alternate exit, or return to a room, and call the Fire Department @ 911.

2.0.1 Visitor Orientation Form

Visitor Site Safety Orientation

Basic Site Safety Rules	
<input checked="" type="checkbox"/> Take reasonable care to protect health and safety of yourself and others on site	<input checked="" type="checkbox"/> Do not engage in any behavior, including horseplay that may endanger yourself or others
<input checked="" type="checkbox"/> Follow safe work procedures	<input checked="" type="checkbox"/> Report all newly encountered hazards, unsafe conditions, (or acts of others), and close calls to your site contact as soon as possible
<input checked="" type="checkbox"/> Impairment by alcohol, drugs or other causes is not permitted.	<input checked="" type="checkbox"/> Do not use cell phones for calls or texting while driving on the worksite
Site Orientation	
<input checked="" type="checkbox"/> Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries	<input checked="" type="checkbox"/> Personal protective equipment requirements
<input checked="" type="checkbox"/> Emergency Response Plan	<input checked="" type="checkbox"/> Job Site Hazard Assessment Review
<input checked="" type="checkbox"/> Muster Point Locations	<input checked="" type="checkbox"/> Additional Information
<input checked="" type="checkbox"/> Basic Site Tour	

Please sign below indicating you have received the visitors site safety orientation:

Date	Print Name & Company	Visitor Signature

Orientation Date: _____ Page _____

Visitor Site Safety Orientation

Basic Site Safety Rules	
<input type="checkbox"/> Take reasonable care to protect health and safety of yourself and others on site	<input type="checkbox"/> Do not engage in any behavior, including horseplay that may endanger yourself or others
<input type="checkbox"/> Follow safe work procedures	<input type="checkbox"/> Report all newly encountered hazards, unsafe conditions, (or acts of others), and close calls to your site contact as soon as possible
<input type="checkbox"/> Impairment by alcohol, drugs or other causes is not permitted.	<input type="checkbox"/> Do not use cell phones for calls or texting while driving on the worksite
Site Orientation	
<input type="checkbox"/> Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries	<input type="checkbox"/> Personal protective equipment
<input type="checkbox"/> Emergency Response Plan	<input type="checkbox"/> Job Site Hazard Assessment
<input type="checkbox"/> Muster Point Locations	<input type="checkbox"/> Additional Info:
<input type="checkbox"/> Basic Site Tour	

Orientation Date: _____ Haul Period: _____

Client: _____

Please sign below indicating you have received the visitors site safety orientation:

Visitor Signature	Print Name & Company

Orientation Date: _____ Page _____

2.1 Contractor Information

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. welcome you to our worksites. We want you as a contractor to be aware that your health and safety and the health and safety of those working around/with you is a top priority to us.

As your purpose(s) for being here will vary, this site orientation information may not address all the specific hazards that you could encounter. If that is the case, job specific orientation may be required from our company representative.

While on our worksite, you will be subject to the following safety and security requirements:

- *Notify your contact when you are on site – use sign-in/out process located at Customer Service*
- *Work in a manner that protects your own and others health and safety by complying with Health & Safety Legislation and internal company Policies, Procedures and Guidelines.*
- *Read the Fire Evacuation Plan instructions listed below. Evacuate immediately if a fire alarm is sounded.*
- *Report all accidents/incidents or related concerns immediately to your contract supervisor or any employee.*

Take responsibility for your own health and safety.

Contractors

- *Working Alone? Always notify employees of your location and your expected time of completion.*
- *Contractors will ensure that all personnel and equipment will not be exposed to hazards.*
- *If it is necessary to be in the yard either before or after normal operating hours, please contact your supervisor.*
- *You are in a non-smoking environment. Smoking is permitted outside or in the designated smoking room.*

Health and Safety Concerns You must report:

- *Near misses (i.e. a close call that could have easily resulted in an injury but did not);*
- *Unsafe conditions;*
- *Dangerous conditions;*
- *Dangerous situations;*
- *Missing safety equipment; and*
- *Unsafe practices.*

What to Do If You Are Injured on Our Premises

- *Seek medical attention.*
- *Available resources:*
 - *First Aid Responders - Employees*
 - *First Aid Kit (remember to use the First Aid Log).*
- *Notify a company Manager as soon as you have received the required medical attention (within the first hour if possible).*

First Aid

- All employees are trained in First Aid
- First Aid Kit is located in: Main office, shop, scale house and company vehicles

Evacuation Plan

If the fire alarm sounds or you discover a fire:

1. Alert everyone in your area.
2. Leave fire area immediately.
3. Sound fire alarm by activating the fire alarm pull station.
4. Close, but do not lock the doors behind you.
5. Do not use elevators.
6. Follow the sites employee's instructions (if available) and evacuate via nearest exit if you can use the stairs.
7. Leave the building.

If smoke or fire blocks your exit, use an alternate exit, or return to a room, and call the Fire Department @ 911.

2.1.1 Contractor Acknowledgment

Contractors must:

1. Understand their health and safety responsibilities.
2. Understand and follow Wild West Dirt Works health and safety management system.
3. Ensure workers and subcontractors receive a safety orientation.
4. Complete a pre-project formal hazard assessment.
5. Have a health and safety program that is compliant to Alberta legislation OR comply with the Health and Safety Program of Wild West Dirt Works Ltd.
6. Immediately report near-miss incidents, work refusals, lost-time, medical aid, and fatalities.
7. Ensure workers and subcontractors are competent.
8. Ensure workers have proper Personal Protective Equipment (PPE).

The Contractor Health and Safety Program has been read and its conditions are hereby accepted by the Contractor and all parties under the contractors' direct control.

The signers assumes full responsibility to inform its employees and subcontractors the terms provided in the program.

The signers acknowledge that compliance with the Health and safety Agreement is a continuing requirement and is valid from the start to end of every job.

Contractor's Signature: _____ Date: _____

Managers: _____ Date: _____

2.1.2 Contractor Orientation

Instruction to Health and Safety Personnel:

- Use this checklist to orient all Contractors prior to commencement of the work to be performed.
- Only check off each subject when you are sure that the Contractor fully understands it.
- Once finished, have the Contractor sign the bottom. This is to indicate they have received the orientation.
- The company representative will also sign the bottom to indicate the orientation has been given.
- Once the orientation is completed, a copy will be retained and kept on file.

Contractor Name: _____

Orientation Date: _____

- Orientation Topics:
- Health and Safety Policies
- Hazard Assessments / Work site specific hazards
- Controls and Safe Work Procedures
- General Safety Rules
- Contractor Responsibilities
- Personal Protective Equipment
- Emergency Response Procedures
- Training Requirements
- Enforcement Policy
- Right to Know and Refuse, Right to Know and Right to Participate
- Reporting Obligations for Accidents/Unsafe Acts/ Health Concerns
- Working Alone
- Modified Duties
- _____

Company Representative: _____

Contractor: _____

Date: _____



2.1.3 Contractor Pre-Qualification Information

Company Legal Name: _____

Address: _____

Phone: _____ Email : _____

WCB Account #: _____

GST #: _____

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Sub-Contractor Worker

I will be using Wild West Dirt Works Ltd. supplies, facilities and charging as previously agreed for my hours. I am responsible for my own WCB, insurance and safety tickets, although Wild West will monitor my tickets. I will complete a Wild West Hazard Assessment with my crew or by myself. I do not have a set schedule or routine and I work on a job by job basis.

Sub-Contractor Company

My company supplies all or our own supplies and equipment. We are called into work under Wild West Dirt Works Ltd. when we are needed. We have our own WCB and Insurance. We will complete our own hazard assessment and submit them with our invoices.

I have read and understood the Health & Safety Requirements and will comply with all requirements.

Name: _____

Position _____

Signature: _____

Date: _____

Please email the completed package to Katherine Cissell, to kat@wildwestventures.ca

2.1.4 Sub-Contractor Agreement Checklist;

Please submit the following items to Wild West Dirt Works for record keeping annually

- Sign and complete Subcontractor Acknowledgment & Company Information Forms
- Alberta WCB Clearance Form
- Certificate of Insurance naming Wild West Dirt Works Ltd. as additionally insured. *Clients have started requesting that contractors increase liability insurance to 5 million. Please make sure your certificate of insurance reflects this increase.*

Wild West Dirt Works Ltd.
Box 183
Bezanson,
AB T0H
1B0

- Workers will complete all training and orientation as stated in the Wild West Dirt Works. Workers will have tickets on their person at the work site AND submit to the office for record keeping.

First aid (AB Standard First Aid), WHMIS, and TDG are mandatory.

H2S, Ground Disturbance 201, eGSO and additional client orientations may be required.

Trucker drivers must also provide their class one license, Provincial Hours of Service Training, and a current Drivers abstract annually.

2.1.5 Sub-Contractor Ongoing Requirements

1. All workers are required to keep their safety program materials with them at the job site or in their service truck to ensure access to Health & Safety Materials.
2. All workers are required to participate in tailgate safety meetings, Site Specific Hazard Assessment on a pre-task basis and regular equipment inspections & maintenance routines.
3. All sub-contractors must carry all legally required equipment, signage and placards on their trucks and persons. This may include fire extinguishers, emergency equipment including First Aid Kits and Spill Kits.

2.1.6 Contractor Orientation/Training

The Orientation Program has been designed to ensure that all pertinent information is offered to the employees and/or contractors. The following checklist must be completed by the Health and Safety Coordinator, Operations Manager or their Area Supervisor with the employee or contractor prior to starting their job duties.

Name _____ Position _____

- First Orientation
- Orientation Review

The following checklist must be completed by the manager or his/her designate with the employee or contractor prior to starting their job duties as well as regular review intervals.

- Review Company Health & Safety Policy, Rules, and Company commitment to safety
- Explain why safety is important and whom it affects.
- Review Government Regulatory requirements applicable to company (eg. OHS legislation, WBC)
- Review job duties/responsibilities to the Safety Management System, Duty to Report
- Review inspection program, timeframes and forms.
- Review all task specific hazards & controls, Critical Hazard Assessments, Location of MSDS Sheets
- Review the Company Discipline/Enforcement Policy.
- Review Violence & Harassment Policies & Prevention Plan
- Review the Drug and Alcohol Policy/Fit for Duty
- Hazard/Incident/Illness & Near Miss Reporting, Investigation, Root Cause & Follow-up Procedures.
- Review all other policies and rules including "Violence & Harassment Policy"
- Review "Right to Refuse Unsafe Work" "Right to Know" "Right to Participate"
- "Working Alone" "Imminent Danger"
- Review Personal Protective Equipment Policy, use care and maintenance of personal protective equipment (PPE).
- Review all Safe Job Procedures and Safe Work Practices.
- Review vehicle maintenance, regulations and forms.
- Tour of Facility/Shop, perform Equipment orientation.
- Review Emergency Response Procedures; Contacts, Fire Extinguishers, Emerg Equipment, Alerts/Alarms
- Review the Driving and Vehicle policy, Transportation and Driver Approval Levels.

Employee OR Subcontractor Signature

Date

Company Representative

Date

2.1.7 Safety Orientation Acknowledgement

I have reviewed the safety materials provided to me and understand that adherence to all rules and regulations set by the company are a condition of my employment. Any infractions of these rules may result in my dismissal.

SAFETY RESPONSIBILITIES POLICY

I understand the contents of the Health & Safety Policies and enforcement of each, I also understand the company's commitment to a safe work place.

PERSONAL PROTECTIVE EQUIPMENT POLICY

I understand that all employees and sub-contractors will use the proper PPE and monitoring devices at all times, when and where required.

DISCIPLINE POLICY

I understand the Discipline Policy as explained to me during the orientation process.

RIGHT TO REFUSE UNSAFE WORK

I understand that it is my responsibility as a worker to refuse unsafe work or work which presents imminent danger and poses as a critical hazard either to me or other workers. I further acknowledge my responsibility to notify my supervisor at the worksite of my refusal to work and the reasons for this refusal.

SAFETY /EMERGENCY/ FIRST AID EQUIPMENT

I acknowledge the location of all safety, emergency and first aid equipment. I further acknowledge the location of the SDS binder and the emergency meeting location (muster point)

PHYSICAL CAPABILITIES & DEMANDS

I understand the physical and mental demands of my job and acknowledge that I am physically and mentally capable of doing the required tasks. I further acknowledge that a medical examination may be required to determine my capabilities to perform my job duties, including appropriate testing to determine the presence or absence of certain drugs or alcohol.

INJURIES, INCIDENTS, ILLNESS, AND NEAR MISS INCIDENTS & REPORTING

I understand that it is my duty to report all injuries, accidents and near miss incidents immediately to my supervisor and follow all proper emergency response practices and procedures.

VEHICLE & DRIVING POLICY

I read and understand the vehicle and driving policy, I also understand that when traveling to and from work it is my responsibility to be doing so in a safe manner.

VIOLENCE & HARASSMENT POLICY

I read and understand the violence and harassment policy, I also understand that under no circumstances is violence or harassment at the workplace an acceptable code of conduct.

Worker Signature

Date

Company Representative

Date

2.2 Contractor Selection & Monitoring Procedure

All existing and future third party contractors are required to be pre-qualified and pre-approved to work for Wild West Dirt Works Ltd. or Glacier Rock Resources Inc. to ensure they are competent for the tasks they are performing.

Dependent on the type of work and degree of hazards associated with any work carried out by contractors the following will be required annually.

2.2.1 Contractor Selection & Monitoring

The contractor will be required to submit for review their current health and safety program and supporting documentation (i.e. SECOR/COR certificate, completed JHA forms, compliance audits, etc. if applicable)

1. In the event that the Contractor does not have a health and safety program or SECOR, the Contractor will participate in and comply with all aspects of the companies Health and Safety Program. This shall be guided and documented on the Sub-Contractor – Orientation Checklist
2. Programs and/or training documentation to be submitted, reviewed and retained on file when selecting Sub-Contractors;
 - a. Confirmation of current Workers Compensation Board accounts for each province where the work will be conducted
 - b. Confirmation of insurance coverage by way of a Certificate of Insurance
 - c. Applicable training certificates (i.e. first aid, WHMIS, TDG, Journeyman certificates, driver’s license, etc.)
 - d. Current driver’s abstract, if applicable
 - e. Accident/Injury Statistics, if applicable
3. Review and completion of the Contractor – Orientation Checklist is required for pre-qualification and pre-approval. This shall be completed and initiated by either the Operations Manager within the division or the Health and Safety Coordinator prior to the contractor pre-approval.
4. Job performer reviews will be conducted to analyze such factors as safety and quality of work.

2.2.2 Contractor Guidelines

1. All Contractors will ensure that all company Policies, Rules and Work Procedures/Practices will be communicated to their Subcontractors. This information is to include any Prime Contractor (client) requirements as well.
2. All workers including Contractors and Sub-Contractors will participate in all applicable -job safety meetings and hazard assessments. Signatures are required of all those in attendance.
3. Company management shall be responsible for communicating the Prime Contractor’s (client’s) Drug and Alcohol policies. This communication should be formally documented and retained for verification. Contractors must follow policy as communicated.
4. Contractor(s) must ensure that subcontractors are aware of all incident reporting requirements. Subcontractors must report all incidents to the contractor. If a subcontractor is involved in an incident, the contractor is responsible for reporting the incident to the Owner/Client. The contractor must ensure the incident is investigated.

2.3 Contractor Non-Compliance Procedure

In the event of non-compliance concerns, the company may terminate the subcontractor agreement at any time with immediate effect if the contractor:

1. Acts in a manner that demonstrates willful misconduct.
2. Demonstrates grossly negligent behaviors.
3. Engages in practice inconsistent with industry recommend practices.
4. Makes an assignment for the benefit of creditors