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5.0 Hazard Assessment

5.1 Hazard Assessment Policy

In order to outline Wild West Dirt Works Ltd. and Glacier Rock Resources Inc.'s objective and expectations for all bodies working within operations, all workers shall utilize the assessment, identification and controls of workplace hazards and risk.

In general, our company's Hazard Identification and Assessment initiatives examine:

1. The people (employees, subcontractors, visitors, customers, etc.) involved.
2. The environment we work in.
3. The materials we work with.
4. The equipment and tools we use.

In this way, our proactive initiatives allow us the opportunities to recognize, evaluate and control the various types of physical, chemical, ergonomic and biological hazards that may be present in our work environment.

The company is committed to ensuring that hazards are assessed and eliminated or controlled. This will be achieved through the use of formal hazard assessments and site-specific hazard assessments.

Formal Hazard Assessments will be used to assess all positions in the company, conducted at minimum annually by trained personnel. Formal Hazard Assessments will be conducted when there are new operations, work processes, equipment, product or materials introduced. A formal hazard assessment will also be conducted when there is an operational change (including a change at the worksite), or when new hazards are identified in a site-specific hazard assessment, inspection or incident investigation.

Site Specific Hazard Assessments will be used to assess all tasks performed in the field or in shop, including temporary or mobile worksites and those not owned by the company. Those affected trained workers will conduct site-specific hazard assessments with involvement from the site supervisor at the beginning of the job and re-assessed if the conditions change (including addition of new workers) and before non-routine tasks are performed.

All hazard assessments must be documented and communicated to all personnel concerned during pre-job tool box talks. The companies believes that by involving workers in hazard assessments, and reviewing them with employees, valuable training in hazard recognition can be achieved.



Monty Cissell, President

July 5, 2023

5.1.1 Hazard Reporting Standard

Employees and subcontractors are expected and required to report worksite hazards to their immediate supervisor or senior management. Hazard reporting can be verbal or written. **Hazard reporting may also be completed on paperwork that is not issued by the company.** The importance is that a hazard assessment has been completed and documented by the affected workers and retained by the company.

Verbal Reporting

To report a hazard verbally, workers should follow the following process:

1. Contact your immediate supervisor and provide a description of the hazard and its location.
2. Identify the risks or possible risks that the hazard may present to you and others.
3. Identify the control measures that must be taken to reduce or remove the hazard and the interim actions/precautions that are required.

Written Formal Hazard Reporting

To report a hazard in writing, workers should complete the Hazard Report Form to document a description of the hazard, include in your report.

1. The location of the hazard,
2. A description of the details of the hazard.
3. The corrective action that is required.
4. Identify if you have verbally reported this hazard and who you reported it to.

Site Specific Hazard Assessment (SSHA)

Site Specific Level Hazard Assessments should be completed with affected workers pre-job, prior to performing new tasks or when the work process or site changes. SSHA are required to be completed at company locations as well as temporary/mobile worksites and those not owned by the company.

1. Each Site Specific Hazard Assessment must include the task, potential hazards and controls implemented (i.e. working alone, travelling, wild life, etc.)
2. A copy is to be forwarded to Operations Manager/HSE Coordinator for review and signed off
3. Files are to be maintained at office location.

Note: Copies of hazard assessments completed in the field with company workers on the provided form or checklist version SSHA. **Client provided SSHA are also an acceptable method to conduct Site Specific Hazard Assessments**, provided they meet company hazard reporting standards listed above. Copies must be maintained at the office.

Site Specific Hazard Assessments Daily Form Version (SSHA)

SITE SPECIFIC HAZARD ASSESSMENT

Date _____ Client _____ Job ID _____

Client Representative _____

Emergency Meeting Location _____
Please identify

TASKS	HAZARDS

Was anyone notified of the position? _____
 Has PPE been Inspected: **YES** _____
 Has Pre-Use Inspection of Tools _____

1. **Imminent Danger** - causing death, occupational illness, loss of facilities

2. **Serious** - severe injury/illness, property and/or equipment damage

3. **Minor** - non-serious injury, illness, or damage

4. **Not Applicable** N/A

Workers Name _____

Is a follow-up required? **YES** _____
 What actions were taken? _____

Reviewed By: _____

SITE SPECIFIC HAZARD ASSESSMENT

Date _____ Client _____ Job ID _____

Client Representative _____ Task Location (LSD & Nearest Town) _____

Emergency Meeting Location _____

Please identify and prioritize all tasks and the hazards associated with each task and the plans to control/eliminate the hazard.

Risk & Hazard Identification and Control

TASKS	HAZARDS	PRIORITY	PLANS TO ELIMINATE/CONTROL

Was anyone notified of the posing risk? **YES** **NO** If YES, who? _____

Has PPE been Inspected: **YES** **NO** What Items: _____

Has Pre-Use Inspection of Tools/Equipment been completed? **YES** **NO**

Priority Ranking

1. **Imminent Danger** - causing deaths, widespread occupational illness, loss of facilities

2. **Serious** - severe injury/illness, property and/or equipment damage

3. **Minor** - non-serious injury, illness, or damage

4. **Not Applicable** N/A

A. **Probable** - likely to occur immediately or soon

B. **Reasonably Probable** - likely to occur eventually

C. **Remote** - could occur at some point

D. **Extremely Remote** - unlikely to occur

Attendees

Workers Name	Workers Signature	Workers Name	Workers Signature


Office Use Only

Is a follow-up required? **YES** **NO** Date of follow-up: _____

What actions were taken? _____

Reviewed By: _____ **Signature:** _____ **Date:** _____

Site Specific Hazard Assessments Daily Checklist Version (SSHA)



710-697-7603

SITE SPECIFIC HAZARD ASSESSMENT

Date (s): _____ Client: _____

Location: _____ Muster Point: _____

Closest Hospital: Grande Prairie Valleyview Other: _____ Emergency Contact: 911 Supervisor Name: _____

Work Description: _____

Emergency Response Fire Extinguisher First Aid Kit First Aider on Site

Weather Hazards

CLEAR WIND RAIN LIGHTNING SNOW ICE FOG SMOKE/DUST EXCESSIVE TEMP OTHER _____

Controls: Chains, erosion control devices, tie downs, signage, dust control, hydration, shade, PPE, monitor direction of wind, abs brakes

Weather Reassessments: _____

Check the required PPE for the tasks listed: Check Completed:

BOOTS COVERALLS GLOVES PPE has been inspected for wear, cleanliness and proper use by all workers

HEARING PROTECTION EYE PROTECTION Pre-Use Inspection of Tools/Equipment has been completed

HARD HAT H2S MONITOR HI VIS GEAR Transport Pre-Trip Inspection, Visual Vehicle or Equipment Inspection

OTHER: _____ Safe Work Procedures and Safe Job Procedures Reviewed

Task/Hazard & Control	Task/Hazard & Control
<p>General Safety Precautions Identified? Hazards: slips and trips, falls, pinch points, lifting/lowering, muscle strains, bystanders, fatigue, wildlife, traffic, Covid 19, fire or explosions</p> <p>Controls: daily housekeeping, additional lighting, location of first aid equipment, ergonomics, visual inspection, ensure adequate workload, Automatic shut off, fire extinguishers</p>	<p>Have all WHMIS, TDG and Ground Disturbance (including underground located) requirements been met? Hazards: Property Damage, Utility damage, personal injury, fire, chemical burns</p> <p>Controls: SDS's reviewed, secure loads, placards and certifications, locates, disconnection of services, worker training, fire extinguishers, spill kits</p>
<p>Operating a Vehicle Hazards: Road and weather conditions, other drivers, wildlife, fatigue, flat tire, violence & harassment</p> <p>Controls: The pressure gauges in vehicles, anti-lock brakes, seatbelts, airbags & mirrors, Pre-Trip Inspection, visual inspection, logbook, SWP, load securement, walk around, driver certification, sober, defensive driving, no hand held devices</p>	<p>New workers/Contractors onsite? Hazards: bystanders, personal injury, violence & harassment</p> <p>Controls: Company/client orientation, on the job training, safe work practices and procedures, certification, company policy review</p>
<p>Are you operating equipment (PME)? Hazards: Property damage, rollover, personal injury, bystanders, pinch points</p> <p>Controls: Guards and rails, mirrors back up alarms, seat belts, rollover protection, SWP, walk around, Safe Operating Procedure, Operators Manual (load rating, proper use of equip), refueling safe work procedures, user training, hand signals, equipment is being used for design of purposed work</p>	<p>Servicing and Repairing Equipment Hazards: Muscle Strain, Personal injury, spills, fire</p> <p>Controls: hoists and lifts, SWP, defective tools, lockout/tag out, ergonomics, mounting & dismounting, fire extinguisher, spill kit</p> <p>Are power & small hand tools required? Hazards: Personal injury, electrocution</p> <p>Controls: Safeguards, user training, lock out/tag out, safe work practices</p> <p>Items Locked out _____ Tag# _____</p>
<p>Attach/Detach Trailer or PME Attachment Hazards: Pinch points, suspended loads, equipment damage</p> <p>Controls: Spotters, eye contact with bystanders, backup alarms, cameras, mirrors, SWP, hand signals, equipment maintenance</p>	<p>Are there any biological or chemical hazards or Harmful Substances present and/or will you be REFUELING? Hazards: spills, chemical burns, fire</p> <p>Controls: Automatic shut off nozzle, review and follow SDS sheets, spill kits, proper handling & disposal, eye wash station, SWP, SIP, no sparks, no cell phones, placards</p>
<p>Equipment Haul Hazards: Loading & Unloading Equipment, unsecured loads, Overhead lines</p> <p>Controls: Permits, truck & trailer load capacity rating, training in Equipment Operation, load securement, backup alarms, cameras and mirrors, Inspections, hand signals, eye contact, clean deck, tools secure</p>	<p>Will you be Welding, Cutting and Grinding? Hazards: Personal injury, spills, fire</p> <p>Controls: Tool guards, specialized nozzles, SWP, PPE: eye protection, face shield, welding helmet, leather gloves, coveralls</p>
<p>Grave/Product Haul Hazards: working around bystanders & equipment, loose product, overhead lies</p> <p>Controls: park at safe distances, SIP, operate equipment within load limit, eye contact, two-way radios, Mirror & video surveillance, SWP, hand signals, signage, no cell phones, roll cover, level loading/unloading</p>	<p>Will Cranes, Hoists or Lifting Devices, rigging and slings, cables, ropes or chains be used? Hazards: Faulty equipment, property damage, personal injury, bystanders</p> <p>Controls: Equipment Inspection, Barriers, SWP, operating within equipment load rating, crane/user certification, and hand signals</p>
<p>Will you be Digging or Bunkering Trees? Hazards: Pinch points, back strain, open excavation, underground and overhead utilities</p> <p>Controls: Back up alarms, mirrors, tree markers, hand signals, barricade open holes, ground disturbance, line locates, use of spotter</p>	<p>Working Alone Hazards: violence & harassment, Personal injury</p> <p>Controls: PPE, check in with supervisor at regular intervals, review emergency response procedure, identify nearest hospital or medical aid, access to cellular phone and or two-way radio</p>
<p>Traffic Control Hazards: Weather, traffic, violence & Harassment, dehydration</p> <p>Controls: signage, radios, alrhorn, SWP, orientation & flagger training, transportation laws, hi-vis clothing</p>	<p>Anyone with allergies or medical conditions on site? _____ Hazard: allergic reaction, diabetic low, heart failure</p> <p>Controls: Emergency Response Plan, First Aid Kit (epi-pen) and. Notify Supervisor/First aid attendant.</p>
<p>Reassessment: List Task and Review Hazard & Controls</p>	<p>Tailgate Meeting Notes:</p>

OFFICE USE

Recommended Action: _____ Follow-up required? YES NO Reviewed By: _____

Follow-up Date & Action: _____ Position: Supervisor / Management



Site Specific Hazard Assessments for Transport/Gravel Trucks (SSHA)



DAILY DRIVERS RECORD 100001

GLACIER ROCK RESOURCES INC. 69482 RANGE ROAD 262, CROOKED CREEK, AB

DATE: _____ DRIVER: _____

START TIME: _____ END TIME: _____
Days longer than 15 hours or 160km radius require log book

TRUCK NO.: _____ TRAILER NO.: _____ NO TRAILER ODOMETER START: _____ END: _____

DAILY HAZARD ASSESSMENT & REASSESSMENT						
DAILY TASKS <input type="checkbox"/> Pre-Trip Inspection Hazards: Exposure to moving vehicles, ground conditions, overhead loads Controls: PPE, visually assess work area, eye contact with operators, stay clear of suspended loads. <input type="checkbox"/> Driving Hazards: Road conditions, weather, wildlife, other traffic, fatigue, muscle strain, distracted driving Controls: Safe Work Practices, Safe Job Procedures, Be alert, drive to current conditions, no hand held devices, fatigue management, drug and alcohol free workplace, follow driving rules & regulations, take breaks as required. Defensive Driving, seat belts <input type="checkbox"/> Working Alone Hazards: violence & harassment, Personal injury Controls: PPE, check in with supervisor at regular intervals, review emergency response procedure, identify nearest hospital or medical aid, access to cellular phone and or Two-way radio <input type="checkbox"/> Attach/Detach Trailer Hazards: Pinch Points, Suspended Loads Controls: Spotters, Hand Signals, maintain eye contact with by-standards, Safe work Practice & Procedure: hooking/unhooking trailer <input type="checkbox"/> Gravel/Product Haul Hazards: Working Around By standards & equipment, loose product, overhead lines, loading & unloading. Controls: Load Capacity Rating, Communication with loader, two way radio, eye contact, hand signals, roll cover, solid level loading/unloading <input type="checkbox"/> Equipment Haul Hazards: Loading & Unloading Equipment, Unsecured Loads, Overhead Lines Controls: Permitting, Truck & Trailer Load Capacity Rating, Training in Equipment operation, load securement, backup alarms, cameras, mirrors, inspections, hand signals, eye contact, keep deck clean of debris and tools secure.			REASSESSMENTS <input type="checkbox"/> Refueling Hazards: Ground Conditions, spilling fuel, fire, fumes, absorption into skin Controls: Auto Shut off nozzle, tank vent, on/off valve, SWP SIF, No sparks, No cell phones, Review Emergency Response Plan, Emergency Spill response plan, Fire retardant clothing, weather appropriate clothing, know location of fire extinguishers and spill kits. <input type="checkbox"/> Presence of H2S or WHMIS Controlled Products Hazards: H2S, Exposure to Chemical or Biological Hazards, Spills Controls: Training in H2S, WHMIS training, H2S Monitor Spill Kit, Emergency Response Procedures <input type="checkbox"/> Vehicle Breakdown, Tire Repair, Chain Up Hazards: Working on side of road, weather conditions, slippery conditions, tripping hazards, awkward positions Controls: Tire chains, Spare tire and equipment on hand <input type="checkbox"/> Change in Weather Conditions Hazards: Dusty roads, icy/slippery Roads, Heavy Sleet or Rain Controls: Pull over to safe area until weather clears, slow down, Be Alert, fatigue management, take breaks as required. Maintain regular contact with supervisor. <input type="checkbox"/> OTHER TASK Hazard: _____ Control: _____ <input type="checkbox"/> OTHER TASK Hazard: _____ Control: _____			
Tailgate Notes: _____ _____ _____ <input type="checkbox"/> SAFE WORK PRACTICES & SAFE JOB PROCEDURES REVIEWED			Personal Protective Equipment Requirements <input type="checkbox"/> Hard Hat <input type="checkbox"/> Coveralls <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Hi Visibility Gear <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Safety Footwear <input type="checkbox"/> H2S Monitor <input type="checkbox"/> Gloves <input type="checkbox"/> Other: _____ <input type="checkbox"/> Breathing Protection <input type="checkbox"/> Other: _____		Emergency Response <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> First Aid Kit Nearest Hospital: <input type="checkbox"/> Valleyview <input type="checkbox"/> Grande Prairie <input type="checkbox"/> Other: _____	
DAILY ACTIVITY LOG						
TIME	ODOMETER	CUSTOMER	DELIVERY LOCATION	PIT TICKET	HRS	KMS
CUSTOMER CODING		CUSTOMER SIGNATURE & APPROVAL			DRIVER SIGNATURE	
Ordered By: _____ Contact #: _____ PD: _____		_____ _____ _____			_____ _____ _____	



Site Specific Hazard Assessments Multiday Checklist Version (SSHA)

Client: _____ Location: _____ Muster Point: _____	<p style="text-align: center;">SITE SPECIFIC HAZARD ASSESSMENT</p> <p style="font-size: small; text-align: center;">Mark with a ✓ hazards related to tasks identified. Review & discuss controls listed. Indicated additional controls as required. Review and sign daily.</p>	<input type="checkbox"/> General Safety Hazards: slips and trips, falls, pinch points, lifting/bending, muscle strain, bystanders, fatigue, wildlife, traffic, Covid 19, fire or explosions Controls: daily housekeeping, additional lighting, location of first aid
		<input type="checkbox"/> Servicing and Repairing Equipment, Welding, Cutting & Grinding Hazards: muscle strain, personal injury, spills, fire, burns Controls: hoists and lifts, SWP, defective tools lockout/tag out, ergonomics, fire extinguisher, spill kit, guards,

Client: _____ Location: _____ Muster Point: _____ Closest Hospital: Grande Prairie/Valleyview/_____ Emergency Response: First Aid Kit/Fire Ext/First Aider	<p style="text-align: center;">SITE SPECIFIC HAZARD ASSESSMENT</p> <p style="font-size: small; text-align: center;">Mark with a ✓ hazards related to tasks identified. Review & discuss controls listed. Indicated additional controls as required. Review and sign daily.</p>	<input type="checkbox"/> Servicing and Repairing Equipment, Welding, Cutting & Grinding Hazards: muscle strain, personal injury, spills, fire, burns Controls: hoists and lifts, SWP, defective tools lockout/tag out, ergonomics, fire extinguisher, spill kit, guards, face shield, welding helmet and gloves. Are power & small hand tools required? Hazards: Personal injury, electrocution Controls: safeguards, user training, lock-out tag out, SWP LOCK OUT Tag: _____																												
<p style="text-align: center; font-weight: bold; font-size: small;">DESCRIPTION OF WORK TO BE DONE</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 15%;">Date:</td> <td style="width: 15%;"><input type="checkbox"/> Task</td> <td style="width: 15%;"><input type="checkbox"/> Reassessment</td> <td style="width: 55%;"></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> <tr> <td>Date:</td> <td><input type="checkbox"/> Task</td> <td><input type="checkbox"/> Reassessment</td> <td></td> </tr> </table>	Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment		<input type="checkbox"/> General Safety Hazards: slips and trips, falls, pinch points, lifting/bending, muscle strain, bystanders, fatigue, wildlife, traffic, Covid 19, fire or explosions Controls: daily housekeeping, additional lighting, location of first aid equipment, ergonomics, visual inspection, ensure adequate workload, automatic shut offs, fire extinguishers <input type="checkbox"/> Operating a Vehicle Hazards: Road and weather conditions, other drivers, wildlife, fatigue, breakdown, violence & harassment Controls: Tire pressure gauges, anti-lock brakes, seatbelts, airbags & mirrors. Pre-trip inspection, visual inspection, logbook, SWP, load securement, walk around, driver certification, sober, defensive driving, no handheld devices <input type="checkbox"/> Operating Equipment (PME) Hazards: Property damage, rollover, personal injury, bystanders, pinch points Controls: mounting & dismounting 3 point contact, Guards and rails, mirrors, back up alarms, seat belts, rollover protections, SWP, walk around, Safe Operating Procedure, Operators Manual (load rating, proper use of equip), refueling SWP, user training, hand signals, equipment is being used for design of proposed work <input type="checkbox"/> Attach/Detach Trailer or PME attachment Hazards: pinch points, suspended loads, equipment damage Controls: spotters, eye contact with bystanders, backup alarms, cameras, mirrors, SWP, hand signals, equipment maintenance <input type="checkbox"/> Equipment Haul Hazards: Loading & Unloading equipment, unsecured loads, overhead lines Controls: permits, truck & trailer load capacity rating, training in equipment operation, load securement, backup alarms, cameras and mirrors, inspections, hand signals, eye contact, clean deck, tools secure <input type="checkbox"/> Gravel/Product Haul Hazards: working around bystanders & equipment, loose product, overhead lines, loading & unload Controls: park at safe distances, SJP, operate equipment within load limit, eye contact, two-way radios, mirror & video surveillance, SWP, hand signals, signage, no cell phones, rollover protection, level loading/unloading <input type="checkbox"/> Will you be Digging or Basketing Trees? Hazards: pinch points, back strain, open excavation, underground and overhead utilities Controls: Back up alarms, mirrors, tree markers, hand signals, barricade open holes, ground disturbance, line locates, use of a spotter <input type="checkbox"/> Traffic Control Hazards: weather, traffic, violence & harassment, dehydration Controls: signage, radios, airhorn, SWP, orientation & flagger training, transportation laws, hi-vis clothing	<input type="checkbox"/> Are there any biological or chemical hazards or harmful substances present and /or will you be REFUELING? Hazards: spills, chemical burns, fire Controls: automatic shut off, review and follow SDS sheets, spill kits, proper handling and disposal, eye wash station, SWP, SJP, no sparks or cell phones, placards <input type="checkbox"/> Have all WHMIS, TDG and Ground Disturbance (including underground locates) Overhead Powerline requirements been met? Hazards: Property damage, utility damage, personal injury, fire, chemical burns Controls: SDS's reviewed, secure loads, placards and certifications, locates, disconnection of services, worker training, fire extinguishers and spill kits <input type="checkbox"/> New Workers/Contractors onsite? Hazards: bystanders, personal injury, violence & harassment Controls: Company/client orientation, on the job training and competency assessments, safe work practices and procedures, certification, company policy review annually <input type="checkbox"/> Have wind and weather hazards been considered? <input type="checkbox"/> CLEAR <input type="checkbox"/> WIND <input type="checkbox"/> RAIN <input type="checkbox"/> LIGHTENING <input type="checkbox"/> SNOW <input type="checkbox"/> ICE <input type="checkbox"/> FOG <input type="checkbox"/> SMOKE/DUST <input type="checkbox"/> EXCESSIVE TEMP Controls: Chains, erosion control devices, tie downs, signage, dust control, hydration, shade, Appropriate PPE, monitor direction of wind, abs brakes <input type="checkbox"/> Will Cranes, Hoists or Lifting Devices, Rigging, Slings, Cables, Ropes or Chains be used? Hazards: Faulty equipment, property damage, personal injury, bystanders Controls: Equipment inspection, barriers, SWP, operating within equipment load rating, crane/user certification, hand signals <input type="checkbox"/> Working Alone Hazards: violence & harassment, personal injury Controls: PPE, check in with supervisor at regular intervals, review emergency response procedure, identify nearest hospital or medical aid, access to cell phone/radio <input type="checkbox"/> Is anyone with allergies or medical conditions on site? Hazard: allergic reaction, diabetic low, heart failure Controls: Emergency Response Plan, first aid kit (epi-pen and glucose tablets) available. Coworkers are aware of those with conditions/allergies.
Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment																												
Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment																												
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Date:	<input type="checkbox"/> Task	<input type="checkbox"/> Reassessment																												

Site Specific Hazard Assessment Customer Form Approval Sticker (SSHA)

Approval stickers indicating a health and safety supervisor, or management have reviewed client issued site specific hazard assessment forms and that hazards have been identified and controls implemented at the worksite.



5.1.2 Completing Hazard Assessments

Hazard Types

A *hazard* is defined as any circumstance or condition which poses the risk of an accident or injury (incident)

Physical Hazards

Physical hazards may be defined as any physical object, item, or process that is capable of causing an immediate or cumulative physical injury. Examples include, but are not limited to:

- | | |
|---|------------------------------------|
| Excessive noise. | Hot or cold surfaces/substances. |
| Excessive vibrations. | Poor illumination. |
| Obstructed or restricted access/egress. | Poor ventilation. |
| Unguarded equipment or machinery. | Defective tools. |
| Slippery/wet surfaces. | Exposed electrical wiring/sources. |
| Protruding objects. | Poor workplace design and layout |

Chemical Hazards

Any chemical substance that is capable of causing bodily harm, disease, illness or death or is capable of causing a change in a person’s behavior or a decrease in their mental alertness.

Biological Hazards

Biological hazards can be defined as any biological substance that is capable of causing an allergic reaction, disease or illness. Biological hazards are normally confined to specific occupations such as medical personnel, emergency service personnel, people who prepare, handle or package food, people who work with plants and animals and people who have physical contact with the soil. BE SURE that when you are exposed to ANY chemical or biological substance that you DO NOT exceed the ceiling limits listed in schedule 1, Table 2 of the

OH & S Guide at any time without respiratory equipment. Example: When working in a H2S environment, you must not be exposed to a level of 15 ppm or higher without respiratory equipment at any time.

Psychological Hazards

Any workplace situation that is capable of causing physiological or psychological stress or undue stress to any part of the body's anatomy. Examples include, but are not limited to:

Unbalanced work & rest cycles.	Violence
Poorly organized shift rosters.	Fatigue
Harassment and bullying	Mental Stress
Stress	

Risk Assessment Guide

New tasks identified must determine the level of risk associated with the assignment before starting work. Risk is calculated by taking the severity of potential outcome and multiplying it by the probability of incident occurrence. Once risk has been classified, then a priority on actions of control can be implemented. The risk assessment guide can be found below or on the Field Level Hazard Assessment.

Severity of Potential Outcome

The severity of potential outcome is determined by the degree of severity the hazard could pose. It is broken down into five (4) stages:

1. Imminent Danger – Causing Death or loss of faculties
2. Serious – Severe injury or illness, medical aid, property damage over \$5000
3. Minor – Non-serious injury, first aid, illness or damage under \$5000
4. Not Applicable

Probability Occurrence

The probability/likelihood of incident occurrence is determined by the likelihood of an unwanted event occurring. It is broken down into five (5) categories.

- A. Probable – Likely to occur immediately or soon
- B. Reasonably Probable – Likely to occur eventually
- C. Remote – Could occur at some point
- D. Extremely Remote – unlikely to occur

Hazard Controls

Once a hazard has been assessed and the risk has been determined, hazard controls can be evaluated for implementation. Hazard controls are identified in the following operation:

Elimination or substitution – Hazards are controlled by eliminating the potential for an event or substituting it with another task.

Engineering Controls – Engineering being the most effective method as they isolate or remove the hazard at the source. Engineering controls can include:

- Isolation (a locked structure)
- Enclosure (installing a guard on moving machinery)
- Containment (spill containment)
- Limitation (automatic shutdown device)

Administrative Controls – Administrative controls being the second preferred method of control due to managerial action. Administrative controls can include:

- Health surveillance programs.
- Job rotation.
- Restricted areas.
- Personnel training.
- Safe work permits system.
- Safe work guidelines.
- Safety rules.
- Company polices and authorization procedures.

Personal Protective Equipment – When engineering and/or administrative controls have been implemented, personal protective equipment (PPE) can be reviewed and used in order to reduce any remaining risk. Personal protective equipment does not control the hazard at the source, but does reduce the risk posed to the worker.

5.2 Formal Job Hazard Assessments

5.2.1 Critical Task List

Tasks within each of the outline positions in the company organizational chart have been analyzed to determine and evaluate the level of risk associated with them.

The risks associated with regards to each of these tasks are controlled through elimination and substitution, engineering, administrative and personal protective equipment, or a combination of the later three.

Task	Priority Ranking	JHA	SJP	SW P	Developed By	Reviewed By	Reviewed By	Reviewed By	Reviewed By
Operating a Vehicle	1A	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell, Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Operating Equipment	1A	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Refueling	1B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Servicing & Repairing Equipment	2B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Welding/Grinding	2B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Attaching Attachments	2B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Loading & Unloading Equipment	2B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Loading Aggregate	2B	C	C	C	W Wohlgemuth April 2019				K Cissell, Julie Radomske July 5 2023
Operating Scales	3A	C	C	C	W Wohlgemuth April 2019				K Cissell, Julie Radomske July 5 2023
Spade Tree, Digging Trees	2B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Traffic Control	2C	C	C	C	K Cissell, Julie Radomske July 5 2021			K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Working Around People During Pandemic	2C	C	C	C	K Cissell, Julie Radomske Feb 1 2021			K Cissell, Julie Radomske Sept 3 2021	K Cissell, Julie Radomske July 5 2023
Labouring	3A	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
Basketing Trees	3A	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	M Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023

Computer Use	3B	C	C	C	Katherine & Monty Cissell Sept 15 2017	K Cissell Sept 1 2018	K Cissell Mar 17 2020	K Cissell, Julie Radomske July 5 2021	K Cissell, Julie Radomske July 5 2023
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**Reviewed Critical Task List and Redesign of Job Inventory July 19 2022, Monty Cissell Warren Wohlgenuth, Katherine Cissell

5.2.2 Job Inventory with Hazard Analysis

The following are training documents for inventoried job tasks that include responsibilities, critical tasks, training, and personal protective equipment related to each worker.

Each positions breakdown of critical tasks are meant to determine and evaluate the level of risk associated with them. Defined in this section are the tasks. Section 5.2.3 defines each critical task in detail as many critical tasks are performed by many positions in the company.

	President & Managing Directors	Controller, Office Manager	Senior/Project Manager/VP Operations	Project Supervisor	Health & Safety Supervisor	Office Administrator	Equipment Operator	Transport /Gravel Truck Drvier	Mechanic	Labourer	Traffic Controller	Scale House Operator
Operating a Vehicle	✓	✓	✓	✓	✓		✓	✓	✓		✓	
Operating Equipment	✓		✓	✓			✓	✓	✓			
Refueling	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Servicing & Repairing Equipment			✓	✓			✓	✓	✓			
Welding/Grinding			✓	✓			✓	✓	✓			
Attaching Attachments			✓	✓			✓	✓	✓			
Loading & Unloading Equipment			✓	✓			✓	✓	✓	✓		
Loading Aggregate				✓			✓	✓				
Operating Scales				✓			✓	✓				✓
Spade Tree, Digging Trees			✓	✓			✓					
Traffic Control											✓	
Working Around People During Pandemic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labouring			✓	✓			✓	✓	✓	✓	✓	

Basketing Trees			✓	✓			✓			✓		
Computer Use	✓	✓	✓	✓	✓	✓		✓	✓			✓

Please note that one worker may hold more than one position in the company. Also the identified position of Sub-contract worker may duplicate the job inventory of any specific role on the chart. For example a Subcontract Equipment Operator would Review the job inventory of the Equipment Operator.

President & Managing Director

Senior Management, Owner

Job Responsibilities

- Establish a Health & Safety System
- Show support & commitment
- Provide a safe working environment
- Maintain the program & enforce health and safety policies
- Ensure proper training or workers is available
- Ensure proper PPE is available and used
- Ensure Regular Inspections are conducted
- Ensure First Aid Treatment is available
- Review hazard assessments, inspections, and investigations
- Ensure compliance with legislation
- Report injuries to WCB and OHS if necessary
- Set a good Example

Job Tasks

- Communicate management’s policies and procedures to all staff and ensure that they are comprehended and followed.
- Organize duties with the controller to make certain that all records are properly maintained.
- Ensure that all employees and contractors are adhering to municipal by-laws, as well as federal and provincial statues and regulations.
- Tour worksites on a quarterly basis to conduct employee/contractor evaluations of Health and Safety Compliance.
- Tour worksites to discuss Health and Safety issues as a means of communication with employees/contractors.
- Analyze and approve the salary and bonus/incentive plans for all employees.
- Work alongside employees and/or independently.
- Evaluate management team & company operations.
- Establish rate schedules & Sales Opportunities

Required Training

None

Optional Training

Legislation Awareness
Standard First Aid

PPE

While visiting the worksite, Owners and Directors should wear PPE applicable to the job site. Most often this would include High Visibility Vest and Steel Toed Boots.

Formal Hazard Assessment; President & Managing Directors

Risk Factor	Critical Task List
1A	Operating a vehicle
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Severe injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Tasks Related Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips,	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management,	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

<p>unsecured load, vehicle breakdowns.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>		<p>Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator</p>	
1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3B; Computer Use, Data Entry & Filing			
<p>Task Safety Hazards: pinch points, slips trip and falls. Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonably Probable</i></p>	<p>Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest. Administrative: Safe Work Practices & Procedures: Office Safety Implementation of Control: Health & Safety Co-ordinator.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Controller, Office Manager

Responsibilities

- Establish a Health & Safety System
- Show support & commitment
- Provide a safe working environment
- Maintain the program & enforce health and safety policies
- Ensure proper training or workers is available
- Ensure proper PPE is available and used
- Ensure Regular Inspections are conducted
- Ensure First Aid Treatment is available
- Review hazard assessments, inspections, and investigations
- Ensure compliance with legislation
- Report injuries to WCB and OHS if necessary
- Set a good Example

Tasks

- Maintenance of general office environment including electronic equipment and software, inventory of supplies and assisting with customer inquiries.
- Conduct and/or facilitate company management meetings.
- Manage administrative support duties including organizing accounts payable and receivables statements, filing systems, personal accounts and maintain vendor accounts.
- Document and implement office policies, standards and procedures.
- Maintaining registrations and business licenses, security licenses and certifications.
- Liaison for professional services, lawyer, accountant, insurances, web design, IT, advertising, and promotional services.
- Financial administration management and delegation to administration staff.

Required Training

None

Optional Training

Legislation Awareness

Standard First Aid

PPE

No PPE is required at any office location. However, when visiting a worksite, PPE identified for that worksite should be worn.

Formal Hazard Assessment – Controller, Office Manager

Risk Factor	Critical Task
1A	Operating a vehicle to and from work
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
	Probability of Occurrence
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Tasks Related Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite</p> <p>Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Elimination: Do not come to the workplace when ill</p> <p>Engineering: Work with assigned equipment, vaccination</p> <p>Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene</p> <p>PPE: Masks</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3B; Computer Use, Data Entry & Filing			
<p>Task Safety Hazards: pinch points, slips trip and falls.</p> <p>Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonably Probable</i></p>	<p>Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest.</p> <p>Administrative: Safe Work Practices & Procedures: Office Safety</p> <p>Implementation of Control: Health & Safety Co-ordinator.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Management

Project Manager, Senior Manager, GRR VP Operations

Job Responsibilities

- Establish a Health & Safety System
- Show support & commitment
- Provide a safe working environment
- Maintain the program & enforce health and safety policies
- Ensure proper training or workers is available
- Ensure proper PPE is available and used
- Ensure Regular Inspections are conducted
- Ensure First Aid Treatment is available
- Review hazard assessments, inspections, and investigations
- Ensure compliance with legislation
- Report injuries to WCB and OHS if necessary
- Set a good Example

Job Tasks

- Communicate management's policies and procedures to all staff and ensure that they are comprehended and followed.
- Organize duties with the controller to make certain that all records are properly maintained.
- Ensure that all employees and contractors are adhering to municipal by-laws, as well as federal and provincial statues and regulations.
- Participate in employee/contractor evaluations of Health and Safety Compliance.
- Discuss Health and Safety issues as a means of communication with employees/contractors.
- Manage client projects and worksites
- Work alongside employees and/or independently.
- Evaluate team & company operations.

Required Training

None

Optional Training

Legislation Awareness

Standard First Aid

PPE

While at the worksite, Management should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots.

Formal Hazard Assessment – Management; Project Manager

Risk Factor	Critical Task
1A	Operating a vehicle
1A	Operating Equipment
2B	Refueling Equipment & Vehicles
2B	Equipment & Vehicle, Repair & Servicing
2B	Loading & Unloading Equipment
2B	Digging Trees
2B	Loading Aggregate
3A	Operating Scales
2C	Working Around People During a Pandemic
2C	Traffic Control
3A	Labouring
3A	Basketing Trees
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Severe injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
	Probability of Occurrence
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

weather conditions, heat stress, fatigue, muscle strain, working alone.		Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	
1A; Operating Equipment			
<p>Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, H₂S exposure, fumes, constant loud noises while running equipment, working alone.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H₂S monitoring systems.</p> <p>Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules</p> <p>Safety Tickets: H₂S Alive, WHMIS, TDG, Ground Disturbance</p> <p>PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection.</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Equipment & Vehicle, Repair & Servicing			

<p>Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips & falls, broken sharp edges, energized or pressurized equipment. Task Health Hazards: Fumes, absorption of fuel, heat stress.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering Controls: hoists and/or lifts. Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair of Equipment, Defective Tools, Working with Hydraulics, lockout tagout PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Loading & Unloading Equipment			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Digging Trees			
<p>Task Safety Hazards: Attachments/trees falling, pinch points, slips trips and falls, bystanders, other equipment and objects, nearby holes, flying debris, unbalanced load. Task Health Hazards: Exhaust fumes, heat stress, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, tree markers, dual tires, electronic controls. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone, Dig/Spade Trees, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Loading Aggregate			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy, uneven ground Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Pit Management, Mounting and Dismounting Equipment, Inspections, Load Securement, Loading Dump Truck, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

3A; Operating Scale			
<p>Task Safety Hazards: Slips trips and falls, moving vehicles, unsecured loads, Task Health Hazards: Exhaust fumes, heat stress, exposure, wildlife</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors. Administrative: Safe Work Practices & Procedures: Pit Management, Operating Scales, hand signals and eye contact, danger zone. PPE: Hard Hat, High Visibility Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i></p> <p><i>Probable</i></p>	<p>Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2C; Traffic Control			
<p>Task Safety Hazards: Traffic conditions, weather conditions, wildlife, motorists, slips, trips Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: C <i>Reasonable</i></p> <p><i>Probable</i></p>	<p>Engineering: Signage/Traffic Control Devices, Radio communication devices, Airhorn Administrative: Safe Work Practices & Procedures: Traffic Control, Fatigue Management, Working Alone. Orientation; Transportation Laws and Legislation PPE: High Visibility Coveralls/Hat, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Labouring			
<p>Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting. Task Health Hazards: Extreme weather, heat stress, working alone.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools. Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Basketing Trees			
<p>Task Safety Hazards: Pinch points, slips trips</p>	<p>Severity: 3 <i>Minor</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.</p>	<p>Severity: 3 <i>Minor</i></p>

<p>and falls other equipment, flying debris, lifting, underground lines. Task Health Hazards: Extreme weather, heat stress, noise.</p>	<p>Probability: A <i>Probable</i></p>	<p>Administrative: Safe Work Practices & Procedures: Lifting and bending, exposure & heat stress, Ground Disturbance, noise exposure. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Probability: C <i>Remote</i></p>
3B; Computer Use, Data Entry & Filing			
<p>Task Safety Hazards: pinch points, slips trip and falls. Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonably Probable</i></p>	<p>Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest. Administrative: Safe Work Practices & Procedures: Office Safety Implementation of Control: Health & Safety Co-ordinator.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Supervisor

Responsibilities

- Promote health and safety awareness through hazard assessments.
- Establish a safe work plan.
- Instruct workers - "the safety way"
- Reinforce safe behavior.
- Detect troubled employees.
- Correct substandard acts and conditions.
- Inspect for hazards.
- Enforce safety rules.
- Ensure proper equipment and tool use and maintenance.
- Investigate all accidents/incidents.
- Comply with legislation.
- Set a good example.

Tasks

- To supervise and evaluate worksites.
- Recommend procedures for staffing requirements, customer concerns, equipment requirements and equipment maintenance.
- Provides guidance and leadership in initiating quality improvements
- Ensure that standards are maintained for equipment, tools and operating policies.
- Ensure employees understand and follow safe work procedures.
- Ensure the proper and scheduled maintenance, report and inspections of tools and equipment.
- As a team member with field personnel, trouble shoot operational issues on a daily basis.
- Work alongside employees and/or independently.

Required Training

None

Optional Training

Legislation Awareness

Standard First Aid

PPE

While at the worksite, Supervisors should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots.

Formal Hazard Assessment; Supervisor

Risk Factor	Critical Task
1A	Operating a vehicle
1A	Operating Equipment
2B	Refueling Equipment & Vehicles
2B	Equipment & Vehicle, Repair & Servicing
2B	Loading & Unloading Equipment
2B	Digging Trees
2B	Loading Aggregate
3A	Operating Scales
2C	Working Around People During a Pandemic
2C	Traffic Control
3A	Labouring
3A	Basketing Trees
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

<p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>		<p>Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator</p>	
1A; Operating Equipment			
<p>Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines. Task Health Hazards: Exposure to extreme weather conditions, heat stress, H₂S exposure, fumes, constant loud noises while running equipment, working alone.</p>	<p>Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i></p>	<p>Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H₂S monitoring systems. Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules Safety Tickets: H₂S Alive, WHMIS, TDG, Ground Disturbance PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection. Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i> Probability: C <i>Remote</i></p>
1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i> Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i> Probability: C <i>Remote</i></p>
2B; Equipment & Vehicle, Repair & Servicing			

<p>Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips & falls, broken sharp edges, energized or pressurized equipment. Task Health Hazards: Fumes, absorption of fuel, heat stress.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering Controls: hoists and/or lifts. Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair of Equipment, Defective Tools, Working with Hydraulics, lockout tagout PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Loading & Unloading Equipment</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Digging Trees</p>			
<p>Task Safety Hazards: Attachments/trees falling, pinch points, slips trips and falls, bystanders, other equipment and objects, nearby holes, flying debris, unbalanced load. Task Health Hazards: Exhaust fumes, heat stress, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, tree markers, dual tires, electronic controls. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone, Dig/Spade Trees, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Loading Aggregate</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy, uneven ground Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Pit Management, Mounting and Dismounting Equipment, Inspections, Load Securement, Loading Dump Truck, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

3A; Operating Scale			
Task Safety Hazards: Slips trips and falls, moving vehicles, unsecured loads, Task Health Hazards: Exhaust fumes, heat stress, exposure, wildlife	Severity: 3 <i>Minor</i> Probability: A <i>Probable</i>	Engineering: backup alarms, cameras, mirrors. Administrative: Safe Work Practices & Procedures: Pit Management, Operating Scales, hand signals and eye contact, danger zone. PPE: Hard Hat, High Visibility Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Working Around People During Pandemic			
Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable</i> Probability: C <i>Probable</i>	Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2C; Traffic Control			
Task Safety Hazards: Traffic conditions, weather conditions, wildlife, motorists, slips, trips Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 2 <i>Serious</i> Probability: C <i>Reasonable</i> Probability: C <i>Probable</i>	Engineering: Signage/Traffic Control Devices, Radio communication devices, Airhorn Administrative: Safe Work Practices & Procedures: Traffic Control, Fatigue Management, Working Alone. Orientation; Transportation Laws and Legislation PPE: High Visibility Coveralls/Hat, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
3A; Labouring			
Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting. Task Health Hazards: Extreme weather, heat stress, working alone.	Severity: 3 <i>Minor</i> Probability: A <i>Probable</i>	Engineering: backup alarms, cameras, mirrors, ergonomic hand tools. Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
3A; Basketing Trees			
Task Safety Hazards: Pinch points, slips trips	Severity: 3 <i>Minor</i>	Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.	Severity: 3 <i>Minor</i>

and falls other equipment, flying debris, lifting, underground lines. Task Health Hazards: Extreme weather, heat stress, noise.	Probability: A <i>Probable</i>	Administrative: Safe Work Practices & Procedures: Lifting and bending, exposure & heat stress, Ground Disturbance, noise exposure. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Probability: C <i>Remote</i>
3B; Computer Use, Data Entry & Filing			
Task Safety Hazards: pinch points, slips trip and falls. Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome	Severity: 3 <i>Minor</i> Probability: B <i>Reasonably Probable</i>	Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest. Administrative: Safe Work Practices & Procedures: Office Safety Implementation of Control: Health & Safety Co-ordinator.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

Health & Safety Supervisor

Responsibilities

- Promote health and safety awareness through hazard assessments.
- Establish a safe work plan.
- Instruct workers - "the safety way"
- Reinforce safe behavior.
- Detect troubled employees.
- Correct substandard acts and conditions.
- Inspect for hazards.
- Enforce safety rules.
- Ensure proper equipment and tool use and maintenance.
- Investigate all accidents/incidents.
- Comply with legislation.
- Set a good example.

Tasks

- Maintain Safety records and comply by privacy laws.
- Safety Program Development
- Implementation of Safety Program

Required Training

None

Optional Training

Legislation Awareness

Standard First Aid

PPE

While at the worksite, Health & Safety personnel should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots.

Formal Hazard Assessment; Health & Safety Supervisor

Risk Factor	Critical Task
1A	Operating a vehicle to and from work
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
	Probability of Occurrence
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Tasks Related Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite</p> <p>Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Elimination: Do not come to the workplace when ill</p> <p>Engineering: Work with assigned equipment, vaccination</p> <p>Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene</p> <p>PPE: Masks</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3B; Computer Use, Data Entry & Filing			
<p>Task Safety Hazards: pinch points, slips trip and falls.</p> <p>Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonably Probable</i></p>	<p>Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest.</p> <p>Administrative: Safe Work Practices & Procedures: Office Safety</p> <p>Implementation of Control: Health & Safety Co-ordinator.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Office Administrator

Payroll, Accounts Payable, Accounts Receivables, Reception

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks

- Bookkeeping and Data entry.
- Maintain Human Resources records/payroll records and comply by privacy laws.
- Phone/call distribution and greeting visitors.
- Maintaining receipts
- Organizing/filing.
- Drafting, typing and proofing correspondence.
- Assist Controller, Health & Safety Co-ordinator and management team as needed.
- Documents, editing and proofing.

Required Training

None

Optional Training

Legislation Awareness

Standard First Aid

PPE

No PPE is required at any office location. However, when visiting a worksite, PPE identified for that worksite should be worn.

Formal Hazard Assessment; Office Administrator

Risk Factor	Critical Task
1A	Operating a vehicle to and from work
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Tasks Related Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

		Implementation of Control: Health & Safety Co-ordinator	
1B; Refueling Equipment			
Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.	Severity: 1 <i>Imminent Danger</i> Probability: B <i>Reasonable Probable</i>	Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Working Around People During Pandemic			
Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable Probable</i>	Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
3B; Computer Use, Data Entry & Filing			
Task Safety Hazards: pinch points, slips trip and falls. Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome	Severity: 3 <i>Minor</i> Probability: B <i>Reasonably Probable</i>	Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest. Administrative: Safe Work Practices & Procedures: Office Safety Implementation of Control: Health & Safety Co-ordinator.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

Equipment Operator

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks

- Operating heavy equipment in a safe and effective manner according to company's policies and procedures.
- Keep work and living area clean and tidy.
- Perform and document daily safety and maintenance checks on equipment before each shift.
- Ensure equipment is cleaned as required.
- Ensure equipment is maintained as per maintenance schedule and advise supervisor(s) of any required maintenance or repairs.
- Fueling and servicing equipment as required.
- Conduct and attend all Safety Meetings as required. Ensure FLHA are filled out and conducted
- Practice workplace safety.
- Protect themselves from the weather and hazardous working conditions (cold, H2S) by having proper gear and sufficient training.

Required Training

Company General Orientation

WHMIS

Construction Safety Training Systems (for new operators)

Ground Disturbance

Optional Training

Standard First Aid

Common Safety Orientation

Pipeline Construction Safety Orientation H2S Awareness

TDG

PPE

While at the worksite, operators should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots. Eye and Hearing Protection and Gloves should be carrier with you at all times so that you may utilize them when critical tasks require their use.

Formal Hazard Assessment; Equipment Operator

Risk Factor	Critical Task
1A	Operating a vehicle
1A	Operating Equipment
2B	Refueling Equipment & Vehicles
2B	Equipment & Vehicle, Repair & Servicing
2B	Loading & Unloading Equipment
2B	Digging Trees
2B	Loading Aggregate
2C	Working Around People During a Pandemic
3A	Labouring
3A	Basketing Trees

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Severe injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue,	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

muscle strain, working alone.		PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	
1A; Operating Equipment			
Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines. Task Health Hazards: Exposure to extreme weather conditions, heat stress, H ₂ S exposure, fumes, constant loud noises while running equipment, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H ₂ S monitoring systems. Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules Safety Tickets: H ₂ S Alive, WHMIS, TDG, Ground Disturbance PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection. Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
1B; Refueling Equipment			
Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.	Severity: 1 <i>Imminent Danger</i> Probability: B <i>Reasonable Probable</i>	Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Equipment & Vehicle, Repair & Servicing			
Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips & falls, broken sharp	Severity: 2 <i>Serious</i> Probability: B	Engineering Controls: hoists and/or lifts. Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair of Equipment, Defective Tools, Working with Hydraulics, lockout tagout	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

edges, energized or pressurized equipment. Task Health Hazards: Fumes, absorption of fuel, heat stress.	Reasonable Probable	PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager.	
2B; Changing Attachments			
Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystanders. Task Health Hazards: Exhaust fumes, heat stress, exposure.	Severity: 2 Serious Probability: B Reasonable Probable	Engineering: Quick Attach, backup alarms, mirrors. Administrative: Safe Work Practices & Procedures: Quick Attach Attachments, Installing Dozer Blade, Mounting and Dismounting Equipment, Suspended Loads, Equipment Maintenance & Inspection schedules. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 Minor Probability: C Remote
2B; Loading & Unloading Equipment			
Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.	Severity: 2 Serious Probability: B Reasonable Probable	Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 Minor Probability: C Remote
2B; Digging Trees			
Task Safety Hazards: Attachments/trees falling, pinch points, slips trips and falls, bystanders, other equipment and objects, nearby holes, flying debris, unbalanced load. Task Health Hazards: Exhaust fumes, heat stress, working alone.	Severity: 2 Serious Probability: B Reasonable Probable	Engineering: backup alarms, cameras, mirrors, tree markers, dual tires, electronic controls. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone, Dig/Spade Trees, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 Minor Probability: C Remote
2B; Loading Aggregate			
Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment,	Severity: 2 Serious Probability: B	Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Pit Management, Mounting and Dismounting Equipment, Inspections, Load	Severity: 3 Minor Probability: C Remote

unsecured loads, load to heavy, uneven ground Task Health Hazards: Exhaust fumes, heat stress, exposure.	Reasonable Probable	Securement, Loading Dump Truck, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor	
2B; Working Around People During Pandemic			
Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure	Severity: 2 Serious Probability: B Reasonable Probable	Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator	Severity: 3 Minor Probability: C Remote
3A; Labouring			
Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting. Task Health Hazards: Extreme weather, heat stress, working alone.	Severity: 3 Minor Probability: A Probable	Engineering: backup alarms, cameras, mirrors, ergonomic hand tools. Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 Minor Probability: C Remote
3A; Basketing Trees			
Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting, underground lines. Task Health Hazards: Extreme weather, heat stress, noise.	Severity: 3 Minor Probability: A Probable	Engineering: backup alarms, cameras, mirrors, ergonomic hand tools. Administrative: Safe Work Practices & Procedures: Lifting and bending, exposure & heat stress, Ground Disturbance, noise exposure. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 Minor Probability: C Remote

Transport/Gravel Truck Driver

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks

- Operating Transport Units in a safe and effective manner according to company's policies and procedures.
- Keep work and living area clean and tidy.
- Perform and document daily safety and maintenance checks (pre-trip) before each shift.
- Ensure truck is cleaned as required.
- Ensure truck is maintained as per maintenance schedule and advise supervisor(s) of any required maintenance or repairs.
- Fueling and servicing as required.
- Conduct and attend all Safety Meetings as required. Ensure FLHA are filled out and conducted
- Practice workplace safety.
- Protect themselves from the weather and hazardous working conditions (cold, H2S) by having proper gear and sufficient training.

Required Training

Company General Orientation

WHMIS

Construction Safety Training Systems (for new operators)

Provincial Hours of Service

Optional Training

Standard First Aid

Common Safety Orientation

Pipeline Construction Safety Orientation H2S Awareness

TDG

PPE

While at the worksite, operators should wear PPE applicable to the job site. Most often this would include

High Visibility Vest or coveralls and Steel Toed Boots. Eye and Hearing Protection and Gloves should be carrier with you at all times so that you may utilize them when critical tasks require their use.

Formal Hazard Assessment; Transport/Gravel Truck Driver

Risk Factor	Critical Task
1A	Operating a vehicle
1A	Operating Equipment
2B	Refueling Equipment & Vehicles
2B	Equipment & Vehicle, Repair & Servicing
2B	Loading & Unloading Equipment
2B	Loading Aggregate
3A	Operating Scale
2C	Working Around People During a Pandemic
3A	Labouring

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue,	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

muscle strain, working alone.		Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	
1A; Operating Equipment			
Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines. Task Health Hazards: Exposure to extreme weather conditions, heat stress, H ₂ S exposure, fumes, constant loud noises while running equipment, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H ₂ S monitoring systems. Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules Safety Tickets: H ₂ S Alive, WHMIS, TDG, Ground Disturbance PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection. Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
1B; Refueling Equipment			
Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.	Severity: 1 <i>Imminent Danger</i> Probability: B <i>Reasonable Probable</i>	Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Equipment & Vehicle, Repair & Servicing			
Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips	Severity: 2 <i>Serious</i> Probability: B	Engineering Controls: hoists and/or lifts. Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair	Severity: 3 <i>Minor</i> Probability: C

<p>& falls, broken sharp edges, energized or pressurized equipment. Task Health Hazards: Fumes, absorption of fuel, heat stress.</p>	<p>Reasonable Probable</p>	<p>of Equipment, Defective Tools, Working with Hydraulics, lockout tagout PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager.</p>	<p>Remote</p>
<p>2B; Changing Attachments</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystanders. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 Serious Probability: B Reasonable Probable</p>	<p>Engineering: Quick Attach, backup alarms, mirrors. Administrative: Safe Work Practices & Procedures: Quick Attach Attachments, Installing Dozer Blade, Mounting and Dismounting Equipment, Suspended Loads, Equipment Maintenance & Inspection schedules. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 Minor Probability: C Remote</p>
<p>2B; Loading & Unloading Equipment</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 Serious Probability: B Reasonable Probable</p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 Minor Probability: C Remote</p>
<p>2B; Loading Aggregate</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy, uneven ground Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 Serious Probability: B Reasonable Probable</p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Pit Management, Mounting and Dismounting Equipment, Inspections, Load Securement, Loading Dump Truck, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor</p>	<p>Severity: 3 Minor Probability: C Remote</p>
<p>3A; Operating Scale</p>			
<p>Task Safety Hazards: Slips trips and falls, moving vehicles, unsecured loads,</p>	<p>Severity: 3 Minor Probability: A</p>	<p>Engineering: backup alarms, cameras, mirrors. Administrative: Safe Work Practices & Procedures: Pit Management, Operating Scales, hand signals and eye contact, danger zone.</p>	<p>Severity: 3 Minor Probability: C</p>

Task Health Hazards: Exhaust fumes, heat stress, exposure, wildlife	<i>Probable</i>	PPE: Hard Hat, High Visibility Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Supervisor	<i>Remote</i>
2B; Working Around People During Pandemic			
Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable</i> <i>Probable</i>	Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
3A; Labouring			
Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting. Task Health Hazards: Extreme weather, heat stress, working alone.	Severity: 3 <i>Minor</i> Probability: A <i>Probable</i>	Engineering: backup alarms, cameras, mirrors, ergonomic hand tools. Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

Mechanic

Shop Hand

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks:

- Inspection and maintenance of equipment and tools.
- Perform & Document logging of Servicing & Maintenance of each unit at scheduled intervals.
- Setup of Equipment (new) & installation of decals & tool boxes, etc.
- Provide technical expertise to employees in the field.
- Perform JHA's.
- Practice Workplace Safety.
- Protect themselves from weather.

Required Training

Company General Orientation
WHMIS

Optional Training

Standard First Aid
Construction Safety Training Systems
TDG
Common Safety Orientation
H2S Awareness

PPE

While at the worksite, mechanics should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots. Eye and Hearing Protection and Gloves should be carried with you at all times so that you may utilize them when critical tasks require their use. Specialized tasks may require additional PPE. Please reference formal hazard assessments for detailed information.

Formal Hazard Assessment; Mechanic

Risk Factor	Critical Task
1A	Operating a vehicle
1A	Operating Equipment
2B	Refueling Equipment & Vehicles
2B	Equipment & Vehicle, Repair & Servicing
2B	Welding & Grinding
2B	Attaching Attachments
2B	Loading & Unloading Equipment
2C	Working Around People During a Pandemic

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Severe injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

		Implementation of Control: Health & Safety Co-ordinator	
1A; Operating Equipment			
<p>Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, H₂S exposure, fumes, constant loud noises while running equipment, working alone.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H₂S monitoring systems.</p> <p>Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules</p> <p>Safety Tickets: H₂S Alive, WHMIS, TDG, Ground Disturbance</p> <p>PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection.</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Equipment & Vehicle, Repair & Servicing			
<p>Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips & falls, broken sharp edges, energized or pressurized equipment.</p> <p>Task Health Hazards:</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering Controls: hoists and/or lifts.</p> <p>Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair of Equipment, Defective Tools, Working with Hydraulics, lockout tagout</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Fumes, absorption of fuel, heat stress.		PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager.	
2B; Welding & Grinding			
Task Safety Hazards: Pinch points. Fast moving tools, burns, slips trips & falls, sharp edges, energized or pressurized equipment. Task Health Hazards: Fumes, noise, welders flash, heat stress, occasional lifting.	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable Probable</i>	Engineering Controls: Tool Guards, specialized welding nozzles, welding bay, ventilation systems. Administrative: Safe Work Practices & Procedures: Lifting & Bending, Defective Tools, lockout tagout, Welding & Grinding. Operators Manual. PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Face shield and or welding mask. Other Equipment: Fire extinguisher. Implementation of Control: Operations Manager.	Severity: 3 <i>Minor</i> Probability: B <i>Reasonable Probable</i>
2B; Changing Attachments			
Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystanders. Task Health Hazards: Exhaust fumes, heat stress, exposure.	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable Probable</i>	Engineering: Quick Attach, backup alarms, mirrors. Administrative: Safe Work Practices & Procedures: Quick Attach Attachments, Installing Dozer Blade, Mounting and Dismounting Equipment, Suspended Loads, Equipment Maintenance & Inspection schedules. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Loading & Unloading Equipment			
Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable Probable</i>	Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Working Around People During Pandemic			
Task Safety Hazards:	Severity: 2 <i>Serious</i>	Elimination: Do not come to the workplace when ill	Severity: 3 <i>Minor</i>

<p>Shared workspaces, co-workers, public and visitors to the worksite</p> <p>Task Health Hazards: COVID19 Exposure</p>	<p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: Work with assigned equipment, vaccination</p> <p>Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene</p> <p>PPE: Masks</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Probability: C <i>Remote</i></p>
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Labourer

Casual

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks:

- Keeping work areas tidy – putting away parts.
- Garbage removal.
- Raking dirt and gravel
- Trimming branches and roots
- Basketing trees

Required Training

Company General Orientation

WHMIS

Construction Safety Training Systems (for new operators)

Optional Training

Standard First Aid

Common Safety Orientation

Ground Disturbance

Pipeline Construction Safety Orientation

H2S Awareness

TDG

PPE

While at the worksite, labourers should wear PPE applicable to the job site. Most often this would include High Visibility Vest or coveralls and Steel Toed Boots. Eye and Hearing Protection and Gloves should be carrier with you at all times so that you may utilize them when critical tasks require their use.

Formal Hazard Assessment; Labourer

Risk Factor	Critical Task
1A	Operating a vehicle
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3A	Labouring
3A	Basketing Trees

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
1B; Refueling Equipment			

<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Digging Trees			
<p>Task Safety Hazards: Attachments/trees falling, pinch points, slips trips and falls, bystanders, other equipment and objects, nearby holes, flying debris, unbalanced load.</p> <p>Task Health Hazards: Exhaust fumes, heat stress, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, tree markers, dual tires, electronic controls.</p> <p>Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone, Dig/Spade Trees, exposure & heat stress.</p> <p>PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite</p> <p>Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Elimination: Do not come to the workplace when ill</p> <p>Engineering: Work with assigned equipment, vaccination</p> <p>Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene</p> <p>PPE: Masks</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Labouring			
<p>Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting.</p> <p>Task Health Hazards: Extreme weather, heat stress, working alone.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.</p> <p>Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress.</p> <p>PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Basketing Trees			

<p>Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting, underground lines.</p> <p>Task Health Hazards: Extreme weather, heat stress, noise.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.</p> <p>Administrative: Safe Work Practices & Procedures: Lifting and bending, exposure & heat stress, Ground Disturbance, noise exposure.</p> <p>PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
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Traffic Controller

Casual

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks:

- Keeping work areas tidy – putting away parts.
- Garbage removal
- Sign Inspection
- Monitoring & Directing Traffic

Required Training

Company General Orientation

WHMIS

Construction Safety Training Systems (for new operators)

Traffic Control for Construction

Optional Training

Standard First Aid

Common Safety Orientation

Ground Disturbance

Pipeline Construction Safety Orientation

H2S Awareness

TDG

PPE

While at the worksite, Traffic Control persons should wear lime green/yellow coveralls with reflective stripping, a florescent orange hat, and boots with ankle support. Traffic Controllers will also be provided with a radio for communication.

Formal Hazard Assessment; Traffic Controller

Risk Factor	Critical Task
1A	Operating a vehicle
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3A	Traffic Control

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
	Probability of Occurrence
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
<p>Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags.</p> <p>Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation</p> <p>PPE: Proper eyewear, appropriate footwear, weather appropriate clothing</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

1B; Refueling			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Working Around People During Pandemic			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite</p> <p>Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Elimination: Do not come to the workplace when ill</p> <p>Engineering: Work with assigned equipment, vaccination</p> <p>Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene</p> <p>PPE: Masks</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2C; Traffic Control			
<p>Task Safety Hazards: Traffic conditions, weather conditions, wildlife, motorists, slips, trips</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: C <i>Reasonable Probable</i></p>	<p>Engineering: Signage/Traffic Control Devices, Radio communication devices, Airhorn</p> <p>Administrative: Safe Work Practices & Procedures: Traffic Control, Fatigue Management, Working Alone. Orientation; Transportation Laws and Legislation</p> <p>PPE: High Visibility Coveralls/Hat, appropriate footwear, weather appropriate clothing</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

Scale House Operator

Responsibilities

- Follow safe work procedures.
- Report substandard conditions.
- Report substandard practices.
- Comply with rules and regulations.
- Report any accident/incident.
- Make safety suggestions.
- Set a good examples.

Tasks

- Data record and entry for scale data
- Phone/call distribution and greeting visitors, conducting visitor orientations
- Organizing/filing incoming paperwork
- Assist VP Operations, Health & Safety team and management as required.

Required Training

None

Optional Training

Standard First Aid

Construction Safety Training Systems

PPE

No PPE is required in the scale house. However, when not in the scalehouse, a high visibility vest should be worn

Formal Hazard Assessment; Scalehouse Operator

Risk Factor	Critical Task
1A	Operating a vehicle to and from work
2B	Refueling Equipment & Vehicles
2C	Working Around People During a Pandemic
3B	Computer Use

Risk Analysis	Severity of Potential Outcome
1	Imminent Danger – Causing Death or loss of faculties
2	Serious – Sever injury or illness, medical aid, property damage over \$5000
4	Minor – Non-serious injury, first aid, illness or damage under \$5000
n/A	Not Applicable
Probability of Occurrence	
A	Probable – Likely to occur immediately or soon
B	Reasonably Probable – Likely to occur eventually
C	Remote – Could occur at some point
D	Extremely Remote – unlikely to occur

Health & Safety Tasks Related Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns. Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.	Severity: 1 <i>Imminent Danger</i> Probability: A <i>Probable</i>	Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags. Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

		Implementation of Control: Health & Safety Co-ordinator	
1B; Refueling Equipment			
Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire. Task Health Hazards: Fumes, absorption of fuel.	Severity: 1 <i>Imminent Danger</i> Probability: B <i>Reasonable Probable</i>	Engineering: Automatic shut off nozzle, tank vent, on/off valve Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves. Other Equipment: Fire extinguisher, spill kit Implementation of Control: Operations Manager	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
2B; Working Around People During Pandemic			
Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure	Severity: 2 <i>Serious</i> Probability: B <i>Reasonable Probable</i>	Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>
3B; Computer Use, Data Entry & Filing			
Task Safety Hazards: pinch points, slips trip and falls. Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome	Severity: 3 <i>Minor</i> Probability: B <i>Reasonably Probable</i>	Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest. Administrative: Safe Work Practices & Procedures: Office Safety Implementation of Control: Health & Safety Co-ordinator.	Severity: 3 <i>Minor</i> Probability: C <i>Remote</i>

5.2.3 Formal Hazard Assessments

Formal Hazard Assessments have been created for each identified critical task. Many critical tasks are the same for different positions in the company. The following chart defines identified critical tasks prioritized by risk rating.

Health & Safety Hazards	Risk Factor	Controls	Risk Factor After Controls
1A; Operating a Vehicle			
<p>Task Safety Hazards: Flat tire, traffic conditions, road conditions, wildlife, inappropriate driving behavior, slips, trips, unsecured load, vehicle breakdowns.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: Tire pressure gauges in new vehicles, antilock brakes, parking brake, seat belts, steps & handles, mirror and cameras, nets and tie straps, airbags.</p> <p>Administrative: Safe Work Practices & Procedures: Driving Safety, Load Securement, Fatigue Management, Journey Management, Vehicle Operators Manual, Working Alone. Preventative Maintenance and inspection schedules Orientation: driver abstracts review. Transportation Laws and Legislation PPE: Proper eyewear, appropriate footwear, weather appropriate clothing Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
1A; Operating Equipment			
<p>Task Safety Hazards: Getting in and out of machine, changing attachments, people in blind spots, burns from hot equipment, dropping supplies with equipment, working in tight areas, loading trucks, overhead & buried lines.</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, H₂S exposure, fumes, constant loud noises while running</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: Guards and rails, equipment gauges, mirrors, backup alarms, H₂S monitoring systems.</p> <p>Administrative: Emergency Response Plan, Safe Work Practices & Procedures including: Operator-Safe Operating Procedure, Installing Dozer Blade, Mounting and Dismounting Equipment, Quick Attach Attachments, Working Around People, Working in Tight Areas, Noise Exposure Procedure, Working Near Overhead Powerline, Working Near underground lines, Working Alone, hand signals, danger zones, ground disturbance. Equipment Operators Manual Preventative Maintenance and inspection schedules</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

equipment, working alone.		<p>Safety Tickets: H₂S Alive, WHMIS, TDG, Ground Disturbance</p> <p>PPE: Hard hat, fire retardant coveralls, appropriate clothing for weather conditions, safety glasses, gloves, steel toed boots and ear protection.</p> <p>Implementation of Control: Operations Manager</p>	
1B; Refueling Equipment			
<p>Task Safety Hazards: Environmental conditions, slips trips & falls, spilling fuel, fire.</p> <p>Task Health Hazards: Fumes, absorption of fuel.</p>	<p>Severity: 1 <i>Imminent Danger</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering: Automatic shut off nozzle, tank vent, on/off valve</p> <p>Administrative: Safe Work Practices & Procedures Fueling Equipment (no sparks or cell phones), Emergency Spill Response</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots and gloves.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Equipment & Vehicle, Repair & Servicing			
<p>Task Safety Hazards: Pinch points, mounting and dismounting equipment, slips trips & falls, broken sharp edges, energized or pressurized equipment.</p> <p>Task Health Hazards: Fumes, absorption of fuel, heat stress.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering Controls: hoists and/or lifts.</p> <p>Administrative: Safe Work Practices & Procedures: Lifting & Bending, Mounting and Dismounting Equipment, Maintenance & Repair of Equipment, Defective Tools, Working with Hydraulics, lockout tagout</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection.</p> <p>Other Equipment: Fire extinguisher, spill kit</p> <p>Implementation of Control: Operations Manager.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
2B; Welding & Grinding			
<p>Task Safety Hazards: Pinch points. Fast moving tools, burns, slips trips & falls, sharp edges, energized or pressurized equipment.</p> <p>Task Health Hazards: Fumes, noise, welders flash, heat stress, occasional lifting.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable Probable</i></p>	<p>Engineering Controls: Tool Guards, specialized welding nozzles, welding bay, ventilation systems.</p> <p>Administrative: Safe Work Practices & Procedures: Lifting & Bending, Defective Tools, lockout tagout, Welding & Grinding. Operators Manual.</p> <p>PPE: Fire retardant coveralls, weather appropriate clothing, steel-toed boots, gloves, hearing protection, eye protection. Face shield and or welding mask.</p> <p>Other Equipment: Fire extinguisher.</p> <p>Implementation of Control: Operations Manager.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonable Probable</i></p>
2B; Changing Attachments			

<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystanders. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: Quick Attach, backup alarms, mirrors. Administrative: Safe Work Practices & Procedures: Quick Attach Attachments, Installing Dozer Blade, Mounting and Dismounting Equipment, Suspended Loads, Equipment Maintenance & Inspection schedules. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Loading & Unloading Equipment</p>			
<p>Task Safety Hazards: Attachments falling, pinch points, slips trips and falls, bystander, other equipment, unsecured loads, load to heavy. Task Health Hazards: Exhaust fumes, heat stress, exposure.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, hitch pins, trailer rating. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone. PPE: Hard Hat, Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Digging Trees</p>			
<p>Task Safety Hazards: Attachments/trees falling, pinch points, slips trips and falls, bystanders, other equipment and objects, nearby holes, flying debris, unbalanced load. Task Health Hazards: Exhaust fumes, heat stress, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, tree markers, dual tires, electronic controls. Administrative: Safe Work Practices & Procedures: Mounting and Dismounting Equipment, Suspended Loads, Inspections, Load Securement, hand signals and eye contact, danger zone, Dig/Spade Trees, exposure & heat stress. PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
<p>2B; Working Around People During Pandemic</p>			
<p>Task Safety Hazards: Shared workspaces, co-workers, public and visitors to the worksite Task Health Hazards: COVID19 Exposure</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: B <i>Reasonable</i> <i>Probable</i></p>	<p>Elimination: Do not come to the workplace when ill Engineering: Work with assigned equipment, vaccination Administrative: Safe Work Practice: COVID in the Workplace, Safe Job Practice: COVID Screening, maintain physical distancing, hand hygiene PPE: Masks Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

2C; Traffic Control			
<p>Task Safety Hazards: Traffic conditions, weather conditions, wildlife, motorists, slips, trips</p> <p>Task Health Hazards: Exposure to extreme weather conditions, heat stress, fatigue, muscle strain, working alone.</p>	<p>Severity: 2 <i>Serious</i></p> <p>Probability: C <i>Reasonable</i> <i>Probable</i></p>	<p>Engineering: Signage/Traffic Control Devices, Radio communication devices, Airhorn</p> <p>Administrative: Safe Work Practices & Procedures: Traffic Control, Fatigue Management, Working Alone. Orientation; Transportation Laws and Legislation</p> <p>PPE: High Visibility Coveralls/Hat, appropriate footwear, weather appropriate clothing</p> <p>Implementation of Control: Health & Safety Co-ordinator</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Labouring			
<p>Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting.</p> <p>Task Health Hazards: Extreme weather, heat stress, working alone.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.</p> <p>Administrative: Safe Work Practices & Procedures: Working alone, lifting and bending, exposure & heat stress.</p> <p>PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3A; Basketing Trees			
<p>Task Safety Hazards: Pinch points, slips trips and falls other equipment, flying debris, lifting, underground lines.</p> <p>Task Health Hazards: Extreme weather, heat stress, noise.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: A <i>Probable</i></p>	<p>Engineering: backup alarms, cameras, mirrors, ergonomic hand tools.</p> <p>Administrative: Safe Work Practices & Procedures: Lifting and bending, exposure & heat stress, Ground Disturbance, noise exposure.</p> <p>PPE: Coveralls, Steel Toed Boots, hearing protection, and Safety Glasses</p> <p>Implementation of Control: Operations Manager</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>
3B; Computer Use, Data Entry & Filing			
<p>Task Safety Hazards: pinch points, slips trip and falls.</p> <p>Task Health Hazards: Muscle strain, circulatory problems, eye fatigue, carpal tunnel syndrome</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: B <i>Reasonably</i> <i>Probable</i></p>	<p>Engineering: Ergonomic chairs, computer accessories, anti-glare screen, monitor tilt, footrest.</p> <p>Administrative: Safe Work Practices & Procedures: Office Safety</p> <p>Implementation of Control: Health & Safety Co-ordinator.</p>	<p>Severity: 3 <i>Minor</i></p> <p>Probability: C <i>Remote</i></p>

5.3 Harassment & Violence Prevention Policy

The management of Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. are committed to providing a work environment in which all workers are treated with respect and dignity. Violence & Harassment will not be tolerated from any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.

As the employer, the companies are committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents or raise concerns.

Wild West Dirt Works Ltd. and or Glacier Rock Resources Inc. will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

The companies will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner.

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. pledge to respect the privacy of all concerned as much as possible. The companies will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

5.3.1 Harassment & Violence Prevention Procedure

At anytime anyone becomes aware of a situation or incident involving workplace violence or harassment the incident should be reported to the manager or health and safety representative. All work place violence and harassment incidents will be documented following the incident reporting and investigation procedures as outlined in this manual. With regard to workplace harassment & violence, the following procedures shall be followed.

Hazard Assessment

- The Health & Safety Committee or Representative is involved in the hazard assessment and control process
- The existing and potential hazard of harassment is included in formal hazard assessments

Hazard Control

- Posted signage indicating zero tolerance policy for workplace violence or harassment
- Workers are trained in harassment recognition, conflict resolution, and reporting procedures
- Workers with direct client interaction use self-contained work areas where possible
- Supervisors and leads are trained in conflict resolution
- The company has adopted a zero-tolerance policy for workplace harassment

Incident Reporting

- **When** – immediately when anyone becomes aware of an incident of workplace harassment
- **Who** – any employee, supervisor, contractor, contracted employer, self-employed person, or visitor will report the incident to a supervisor, management, or human resources.

- **How** – all incidents of workplace harassment are documented following Section 12.2 Incident Reporting Procedures.

Incident Investigation

- All incidents of workplace violence and harassment are kept confidential and will be investigated within 48 hours
- Investigations only include involved personnel
- Managers are trained in investigating incidents of workplace harassment

Informing Involved Parties

- Where appropriate the company will advise individuals to report incidents to external agencies
- The complainant and the person who allegedly committed harassment will be informed of the status of the investigation, the results, and all corrective actions

Worker Support

- Workers are advised to consult a health professional of their choice for treatment or referral
- Workers are entitled to wages and benefits for the time they receive treatment

Worker Communication and Training

- Workers are trained on the company’s harassment prevention policy/procedures during orientation
- Training is provided, as new work processes/conditions arise or when new hazards are identified

Program Administration and Continuous Improvement

- The harassment prevention policy/procedures are available to workers the Health & Safety Manual
- All hazard assessments, safe job procedures, incidents reports and investigations, and worker training are kept in a confidential filing cabinet
- The violence & harassment prevention policy and procedures are reviewed at least every 3 years by management in consultation with the Health & Safety Committee or Representative, or when an incident of harassment has occurred, or when the Health & Safety Committee or Representative recommends a review of the plan

Policy Review Log

Policy	Created	Reviewed By	Reviewed By	Reviewed By	Reviewed By
Violence & Harassment Policy	K Cissell Mar 17 2020	K Cissell July 5 2021	K Cissell July 19 2022		

5.4 Drug & Alcohol Policy

Drug and Alcohol Free Workplace

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. recognizes that the use of drugs and alcohol may adversely affect the ability of a person to work in a safe manner and can have a significant impact to coworkers, family, health care costs, productivity, assets, environment, and industry and/or company reputation. The companies promote and supports initiatives that provide for a safe and healthy work environment and the fair methods that deal with behaviors that can jeopardize people, property or the environment.

Compliance through Education

We are committed to the wellbeing of its employees and the prevention of alcohol and drug problems that may affect the performance of their work activities and duties. To carry out this commitment, the company will provide drug and alcohol awareness and education to ensure managers, employees and subcontractors are knowledgeable about the health and safety hazards of substance abuse as well as the identification and resolution of drug and alcohol hazards.

Fitness for Duty

All managers, employees and subcontractors who perform work or who operate equipment/vehicle are expected to report to work well rested, free from the effects of alcohol or drugs and fit to perform the full range of their work activities in a safe and productive manner.

If any worker is taking any prescription or over-the-counter drugs, or has had a drink containing alcohol within an 8-hour period before scheduled for work, that worker must, immediately

report the condition to the site supervisor. This mandate includes notification to be made to supervisors with the type and effects of potentially impairing prescription and 'over-the-counter drugs (medications) taken by a worker prior to their work activities commencing. If any worker has been contacted for off duty or emergency work assignments other than scheduled work activities and has taken a prescription or an over-the-counter drug, or has a drink containing alcohol within an 8 hour period before the assignment is scheduled to begin, that worker must not accept the work assignment for any reason. If the management or supervisor has reasonable cause to believe that the effects of drugs and alcohol have affected a worker's performance, they shall immediately relieve the individual of the job duties, reiterate the expected safe work behaviors and enact the discipline procedure. (See Discipline Policy)

Possession of Drugs & Alcohol

There is a zero tolerance for the possession and/or use of alcohol and or illegal drugs on any company work site, Client work sites or in company units,

In circumstances where supervisors have reasonable cause to believe an individual is in possession of alcohol or illegal drugs, the company may carry out a reasonable search of any bags, parcels, packages or similar personal belongings. If an individual refuses to consent to such a search, that individual may be denied entry/access to any company work activities.

Workers using prescription drugs as specified by a physician, or taking over-the-counter drugs, must report this to management or supervisor to ensure the Safety & Health of the worker. In all cases, the worker must inform their physician or pharmacists about the nature of their job and, through their counsel, investigate whether the medication they are taking can affect their ability to safely perform the full range of their work activities.

Compliance through Testing

In some situations, our company is obligated to enhance the drug and alcohol program for compliance through education and compliance testing. As part of an enhanced drug and alcohol program, the company reserves the right to conduct enhanced drug and alcohol testing as identified within the following two categories.

- Statutory Testing - When required by federal or provincial statutes, regulations, or order.
- Obligated Testing - When required in the ordinary course of business as stipulated in a contract between the company and a client.

The following are reasons drug and alcohol tests may be requested, based upon the categories above:

- Pre-employment - Any safety sensitive workers who receive an offer of employment could be obligated to participate in a drug and alcohol testing program as a condition of employment.
- Post Incident Testing - When any worker is involved in an incident that involved or could have resulted in a serious-personal injury, property damage or environmental impact and there are reasonable grounds to believe drugs and/or alcohol could have been a contributing factor.
- Return-to-duty and follow up testing - used for workers who have returned to a work environment after a positive drug and alcohol test.

Drug & Alcohol Testing for Safety/Risk Sensitive Positions

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. reserves the right to conduct drug and alcohol testing of employees that are deemed to be in safety/risk sensitive positions or that provide relief to safety/risk sensitive positions.

Drug and alcohol testing is in furtherance commitment to ensuring the health and safety of personnel, third parties and the environment, and minimizing the level of risk associated with our operations. Specifically, the company reserves the right to conduct drug and alcohol testing using accredited personnel and laboratories for safety/risk sensitive employees in the following circumstances:

Safety/Risk Sensitive Pre-employment Testing

All applicants to whom have been given a conditional offer of employment in a safety/risk sensitive position may be required to submit to a pre-employment drug and alcohol test and must be deemed compliant to this standard/policy as a condition of employment. An employee rehired re-classified into a safety/risk sensitive position shall be subject to the same form of applicants' testing referred to above. Applicants for employment who test positive on any pre-employment drug and alcohol tests will not be offered employment.

Reasonable Cause/Suspicion Testing

The company may require an employee in a safety/risk sensitive position to undergo drug and alcohol testing if there is a reasonable cause or reasonable concern that an employee is using or has used drug or alcohol at work or an inappropriately short time prior to reporting to work. Reasonable suspicion will meet the following criteria:

- The employee has shown signs of impairment such as their physical appearance, actions, behavior, work performance (which include speech difficulties, unsteady on feet, yelling, odor – alcohol or other), witness observation, admission of use, or other

signs.

- Supervisor has reliable facts: such as witnessing a situation personally or a reliable witness has provided firsthand information
- The facts are reasonable
- The impairment is current, while on the job or company property

This testing will be conducted at the discretion of the companies direct supervisor and senior management. The facts of the situation will be documented, and senior management must be informed immediately.

Post-Incident Testing

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. reserve the right to require an employee in a safety/risk sensitive position to undergo drug and alcohol testing after there has been a significant actual or near miss incident in which a third party, company property, the environment, or an employee or contractor was harmed or could be harmed. This testing will be conducted based upon the severity of the incident or potential incident and will be conducted at the discretion of the employee's supervisor and senior management. All post-incident drug testing must be administered within thirty-two hours following the incident or as soon as otherwise possible following the Company's notification of the incident. Alcohol testing may be performed up to eight hours following the incident or as soon thereafter as practical.

Return to Work Testing

An employee who has returned to work following disclosure of a current drug and alcohol dependence, a positive test result. Or following attendance in a substance abuse program, may be required to undergo drug and alcohol testing if that testing is recommended by either the individual's or the Company's medical or rehabilitative specialists.

The company may discipline or terminate for cause the employment of a worker or subcontractor who fails to comply with the drug and alcohol program. The appropriate consequence depends on the facts of the case, including the nature of the violation, the existence of existing violations, the responses to prior corrective programs and the seriousness of the violation. This could include failure to report for a test within a specified time period, refusal to submit a test, or any attempt to tamper with a test sample.

Employee Assistance

Drug and alcohol addictions, whether identified through testing or through a self-referral, can be managed through third party counseling. Management can assist in finding assistance to meet employee needs.

5.4.1 Recreational Cannabis

Intent

Our workers are our most valuable resource, and for that reason their health and safety is of paramount concern. Cannabis will be treated the same as all other recreational substances. Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. have adopted this policy to communicate its expectations and guidelines surrounding cannabis use, misuse, and abuse.

Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, and subject to very narrow exceptions, the companies reserves the right to prohibit certain items and substances from being brought on to or being present on company premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

The company will clearly communicate all expectations surrounding cannabis use, misuse, and abuse. To help enforce this policy, management and employees are expected to adhere to the

following:

Management will:

- Identify any situations that may cause concern regarding an employee’s ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with company-established safe work practices;
- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on company property, and during working hours even if off company property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved cannabis use;
- Report unfit co-workers to management;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Abide by all governing legislation pertaining to the possession and use of cannabis.

Medical Cannabis

Where an employee uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis to management and abide by the accommodation policy.

Disciplinary Action

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, the company may also take legal

action in accordance with the law.

Confidentiality

Management acknowledges that confidentiality of drug and alcohol issues and test results is an important aspect to the success of any drug and alcohol program. Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. and their representatives will at all times respect an individual's confidentiality and adhere to strict confidentiality guidelines when dealing with drug and alcohol issues and follow up assistance at all times.



Monty Cissell, President

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