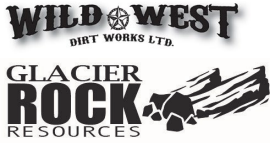


## Table of Contents

<i>7.0 Safe Job Procedures Policy</i> .....	<i>3</i>
<i>7.1 Job Procedures Review</i> .....	<i>4</i>
<i>7.2 Basic Safe Job Procedures</i> .....	<i>6</i>
<i>Boosting and Charging Batteries</i> .....	<i>6</i>
<i>COVID Screening</i> .....	<i>7</i>
<i>Excavating To Expose Pipelines Or Buried Utilities</i> .....	<i>8</i>
<i>Fire &amp; Use of Fire Extinguishers</i> .....	<i>9</i>
<i>Flare Kits with Triangles</i> .....	<i>10</i>
<i>Fuelling Equipment</i> .....	<i>11</i>
<i>Installing Dozer Blade</i> .....	<i>13</i>
<i>Loading Heavy Equipment</i> .....	<i>14</i>
<i>Loading Dump Truck</i> .....	<i>2</i>
<i>Lock-Out Procedure</i> .....	<i>3</i>
<i>Mounting and Dismounting Heavy Equipment Procedure</i> .....	<i>5</i>
<i>Oil Change and Fuel Filter Replacement in an Excavator</i> .....	<i>6</i>
<i>Operate Scales</i> .....	<i>8</i>
<i>Operating a Skid Steer</i> .....	<i>9</i>
<i>Operating a Rock Truck</i> .....	<i>10</i>
<i>Opening &amp; Closing Boomers</i> .....	<i>14</i>
<i>Overhead Cables, Passing Under, Procedure</i> .....	<i>15</i>
<i>Pipeline Cleanup</i> .....	<i>16</i>
<i>Quick Attach Attachments</i> .....	<i>17</i>
<i>Retie Winch Line</i> .....	<i>18</i>
<i>Tire Changing</i> .....	<i>19</i>
<i>Traffic Control</i> .....	<i>20</i>
<i>Truck Chains – Installing/Removing</i> .....	<i>22</i>
<i>Using Blade Attachments Procedure</i> .....	<i>23</i>



Section 7  
Safe Job Procedures

Health & Safety Manual

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<i>Welding/Oxy – Acetylene Equipment Procedure.....</i>	<i>24</i>
<i>Working Alone.....</i>	<i>26</i>
<i>Working Around People .....</i>	<i>27</i>
<i>Working in Tight Areas Procedure .....</i>	<i>28</i>

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## 7.0 Safe Job Procedures Policy

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Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. are committed to providing everyone with specific step-by-step instruction of how to complete a job safely from start to finish. Proper knowledge in carrying out tasks safely is key, and that is recognized by the company. Detailed job procedures are available for each job to ensure that 'when in doubt' the information is readily available for everyone to refer. Ensuring we have a safe job site at all times for the welfare of all on job sites is of the highest priority. A safe job procedure practice will include the following:

- Updating and designing a new job procedure when changing a job or task
- Introduction to new equipment or substances
- Reviewing a procedure when problems have been identified

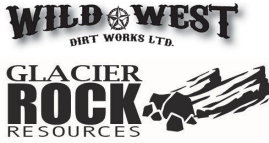


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Monty Cissell, President  
July 5, 2023

## 7.1 Job Procedures Review

Job Procedure	Developed				Review				Review				Review	Review	Review
	Date			By	Date			By	Date			By	DATE	DATE	DATE
	M	D	Y		M	D	Y		BY	D	Y		BY	BY	BY
Boosting & Charging Batteries	09	15	17	MKC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	NOV 8 21 ALL	OCT 24 2023; ALL
COVID Screening	02	01	21	KC	09	03	21	KC						SEPT 6 2021; ALL	JULY 8 2023; KC
Excavating to Expose Burried Pipelines or Utilities	02	14	23	MKC											JULY 8 2023; KC
Fires & Use of Extinguishers	09	15	17	MKC	09	01	18	KC	04	01	20	MC	JUL 5 2021;KC	OCT 13 2021; ALL	JULY 8 2023; KC
Flare Kits with Triangles	09	15	17	MKC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	FEB 22 2022; ALL	JULY 8 2023; KC
Fuelling Equipment	09	15	17	MKC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	MAY 2 2022; ALL	JULY 8 2023; KC
Installing Dozer Blade	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	MAR 14 2022; ALL	JULY 8 2023; KC
Loading Heavy Equipment	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	NOV 15 2021; ALL	JULY 8 2023; KC
Loading Dump Truck	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Lockout Procedure	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JAN 31 2022; ALL	JAN23 2023; ALL
Mounting/Dismounting Heavy Equipment	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Oil Change/Fuel Filter Replacement in Excavator	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Operating a Skid Steer	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	MAR 7 2022; ALL	JULY 8 2023; KC
Operating a Rock Truck	10	20	22	MKC											Feb 2 2023; ALL
Opening & Closing Boomers	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Overhead Cables, Passing Under Procedure	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	FEB 21 2023; ALL
Pipeline Cleanup	08	23	20	Lonnie Cissell	08	28	20	MC					JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC



# Section 7 Safe Job Procedures

Health & Safety Manual

Quick Attach Attachments	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JUNE 13 2022; ALL	JULY 8 2023; KC
Retie Winch Line	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Tire Changing	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Traffic Control	07	05	21	KC JR										JULY 19 2022; KC	FEB 13 2023; ALL
Truck Chains – Installing & Removing	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	DEC 13 2021; ALL	JULY 8 2023; KC
Using Blade Attachments	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	MAR 14 2021; ALL	JULY 8 2023; KC
Welding/Oxy-Acetylene Equipment	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	JULY 19 2022; KC	JULY 8 2023; KC
Working Alone	09	15	17	MC	09	01	18	KC	04	01	20	MC	JUL 5 2021;KC	NOV 22 2021;ALL	JULY 10 2023; ALL
Working Around People	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	NOV 22 2021; ALL	JULY 8 2023; KC
Working in Tight Areas	09	15	17	MC	09	01	18	MC	04	01	20	MC	JUL 5 2021;KC	APRIL 4 2022;ALL	JULY 8 2023; KC

Review:

MKC – Monty & Katherine Cissell

MC – Monty Cissell

KC – Katherine Cissell

JR – Julie Radomske

ALL – Safety Meeting Team of workers and managers/supervisors.

## 7.2 Basic Safe Job Procedures

### Boosting and Charging Batteries

---

*Safely boost and/or charge a battery*

#### **Personal Protective Equipment**

- Safety Glasses
- Fire Retardant Coveralls
- Gloves

#### **Equipment/Tools Required**

- Booster Cables

#### **Hazards**

- Sparking & Explosions

#### **Procedure**

- Make sure to follow these steps exactly as written. Discharged batteries can emit gases which are explosive. If the connections are made in the wrong order or carelessly, you could cause sparking and an explosion could result. Use caution.
- The premise of the following four scenarios is the same end result. The last connection to be made is at the donor (good) battery end. This is so if there are any sparks they are not close enough to the dead battery. In these instructions we refer to the batter clip harness. This can mean the extended battery clip of the battery clip harness assembled with an extender harness.
- Connect one positive (red) booster cable clip to the positive terminal on the donor battery.
- Connect the other positive (red) booster cable to the positive terminal on the discharged battery.
- Connect one negative (black) booster cable clip to the negative terminal on the discharged battery.
- Finally, connect the other negative (black) booster cable clip to the negative terminal on the donor battery.
- Try first to start the vehicle with the discharged battery without running the donor vehicle. If this is unsuccessful, then start the donor vehicle and run at approximately twice the idle speed, without over revving the engine and then try again to boost the vehicle with the discharged battery.

## COVID Screening

---

*Daily screening assessment tool.*

- i. Do you have any new onset (or worsening) of the following symptoms:
  1. Fever (above 38 Celsius)
  2. Cough
  3. Shortness of Breath/Difficulty Breathing
  4. Sore Throat
  5. Runny Nose
  6. Chills
  7. Nasal Congestion
  8. Feeling unwell/fatigued
  9. Nausea / vomiting / diarrhea
  10. Unexplained loss of appetite
  11. Loss of sense of taste or smell
  12. Muscle / joint aches
  13. Headache
  14. Conjunctivitis (commonly known as pink eye)

If you answered “YES” to any symptom:

- Stay home.
- Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.
- Individuals with fever, cough, shortness of breath, runny nose, sore throat, or loss of sense of taste or smell are required to isolate for 10 days as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities.

If you answered “NO”: You may attend work, school, and/or other activities.

## Excavating To Expose Pipelines Or Buried Utilities

---

When it is necessary to disturb soil within existing cable pipeline conduit, then that pipeline, cable or conduit must be exposed before work is allowed to proceed, protecting workers from injuries associated with excavating underground lines and cables

### Personal Protective Equipment

- Steel Toed Boots
- Hard Hat
- Coveralls
- Safety Glasses
- Gloves

### Hazards

- Damaging Utilities
- By-standards
- Back Strain

### Procedure

1. Review Safe work Practice for Excavating to Expose Pipelines or Buried Utilities, obtain all necessary permits.
2. Locate all Lines and determine the probable depth of the lines to be crossed.
3. Sweep R.O.W. using radio detection units for line alignment, where applicable.
4. Existing pipeline(s) and/or cables must be exposed "BEFORE" commencing any mechanical excavation.
5. Hydrovac to expose the line(s) within the critical area to allow for mechanical excavation as per Regulations.
6. If for any reason hand excavations are temporarily filled in, they shall be re-exposed before excavation takes place.
7. A Signal Person must be present at all times to direct the mechanical excavation during line crossings.
8. Workers and operators must be conversant in proper hand signals.



## Fire & Use of Fire Extinguishers

Good Housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easily accessible. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

### Types of Fires

**Class A:** These fires consist of wood, paper, rags, rubbish and other combustible materials.

#### Recommended Extinguishers

- Water from a hose, pump type water can or pressurized extinguisher.
- Soda acid extinguishers.

#### Fighting the Fire

- Soak the fire completely – even the smoking embers.

**Class B:** Flammable liquids, oil and grease.

#### Recommended Extinguishers

- ABC units, dry chemical, foam and carbon dioxide extinguishers.
- Start at the base of the fire and use a swinging motion from left to right.

#### Fighting the Fire

- Always keep the fire in front of you.

**Class C:** Electrical equipment.

#### Recommended Extinguishers

- Carbon dioxide and dry chemical (ABC units) extinguishers.

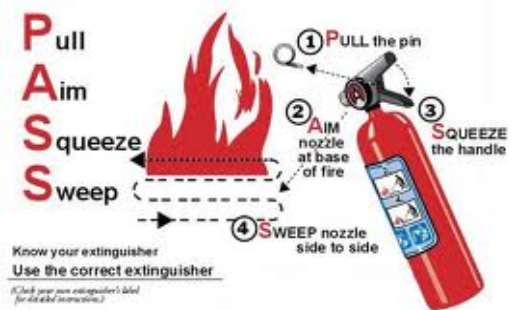
#### Fighting the Fire

- Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

### Attempting to Extinguish a Fire

- Remember to use the PASS System:
- Pull the pin.
- Aim low, point at the base of the fire.
- Squeeze the handle.
- Sweep from side to side keeping the extinguisher aimed at the base of the fire.

To operate an extinguisher:



## Flare Kits with Triangles

---

*Identify steps necessary to safely set out flare kits with triangles*

### **Personal Protective Equipment**

- High Visibility Clothing

### **Equipment/Tools Required**

- Triangle Flares

### **Hazards**

- Not being seen by oncoming traffic

### **Procedure**

- ii. Turn hazard lights on in disabled vehicle if possible. Locate triangles.
- iii. Place the first triangular flare 40 paces (or 100 ft.) in front of the disabled vehicle.
- iv. Place the second triangle directly behind the disabled vehicle.
- v. Take the 3rd triangle and place it 40 paces (100 ft.) behind the disabled vehicle.

### **Divided Highway Procedure**

- i. Turn hazard lights on in disabled vehicle if possible. Locate triangles.
- ii. Place first triangle behind disabled vehicle.
- iii. Take the second triangle and place in 40 paces (100 ft.) behind the disabled vehicle.
- iv. Put the third triangle 80 paces (200 ft.) from the disabled vehicle.

## Fuelling Equipment

*Refuelling vehicles, equipment and machinery in a safe manner.*

### Personal Protective Equipment

- Safety Glasses
- Fire Retardant Coveralls
- Gloves

### Hazards

- Fuel Catching Fire
- Burning Equipment and self
- Spilling on self
- Spillage on Site & contamination

### Procedure: Heavy Equipment

1. Ensure the correct fire extinguishers are on the fuel truck and on the heavy equipment. No open flames or smoking is allowed in the area while fuelling.
2. Park the fuel truck on level ground.
3. The heavy equipment operator will activate all safety and emergency brakes and lower all hydraulic attachments on the unit prior to shutting off the engine.
4. The individual in charge of fuelling shall attach a static ground to the unit being fuelled. If you need to climb on the unit to fill it, ensure you follow proper climbing techniques as follows:
  - a. Clean mud off boots before climbing onto the machine.
  - b. Face the machine and step onto the first step.
  - c. Use the machine's side grab rails and steps.
  - d. Use the three point contact method-move only one hand OR one foot at a time
5. The heavy equipment operator will wait for the fuel person to clear the area and give him an OK signal before restarting his unit and resuming operation.

### Procedure: General Vehicles & Equipment

1. Ensure fire extinguishers are nearby.
2. Open flames, smoking or cell phone use should not be done within the refueling area.
3. Shut down equipment/vehicle prior to refueling.
4. Supervise to prevent spillage.
5. Replace fuel cap.

**Other General Guidelines**

- Tanks, vehicles and equipment must be attended at all times when being refueled.
- Do not completely fill tanks. Allow room for the expansion of fuel as the temperature increases.
- After refueling, all valves, nozzles, filler caps and locks must be securely replaced. Nozzles must be placed within drip containers.
- Tanks, vehicles and equipment must not be located on steep slopes during refueling and must be located a minimum of 100 meters (328 feet) away from watercourses and drainage.
- Tanks must be secured from accidental movement that may occur during refueling.

## Installing Dozer Blade

*Safely attach dozer blade to a dozer without injury*

### Personal Protective Equipment

- Eye Protection
- Hardhat
- Steel Toed Boots
- Fire Retardant Coveralls
- Gloves

### Hazards

- Pinch points
- Falling objects and/or machinery

### Procedure

- Attach chain to each arm on the dozer blade (one at a time) attach the other end of the chain to the dozer
- Slowly, use the CAT to flip each arm out. Make sure if a swamper is assisting that they stand clear while performing this task
- Attach chain to the center hook on the blade riser
- Use CAT to pull blade over and stand it up. Be sure to have hoses out of the way, so they do not get pinched
- Drive CAT forward and insert the horse cock into the pocket on the blade. If a spotter is available to give hand signals from a safe location this will speed up the process.
- Make sure the pin is installed to attach the blade of the CAT
- Turn the machine off. Move the CAT controls in the cab to release pressure
- Clean tilt hoses of all debris before connecting
- Make sure horsecock bolts and safety pins are tight.

## Loading Heavy Equipment

---

*Safe loading of heavy equipment onto a low boy trailer.*

### Personal Protective Equipment

- Hard Hat
- Eye Protection
- Steel Toed Boots
- Coveralls
- Gloves
- Ear Protection

### Equipment/Tools Required

- WIDE LOAD sign
- Placards
- Reflective markers
- Pressure Gage
- Chains and/or straps

### Hazards

- Working around people
  
- Working in tight spaces
- Suspended Loads

### Procedure

1. Park the truck and trailer in a straight line and turn on warning lights.
2. Ensure ground conditions are supportive of the heavy equipment to be loaded.
3. Secure the truck with parking brake and set the trailer brakes.
4. Prior to loading the equipment, position the loading ramps and inspect the trailer, deck, hitch mechanism, ramps, etc. for cracks.
5. Slowly drive the equipment onto the trailer. When it is parked into position, ensure hydraulic attachments are lowered onto the deck.
6. Secure the heavy equipment to the trailer using appropriate chains, tighteners, etc.
7. Replace loading ramps.
8. Ensure “WIDE LOAD” sign and other warning placards, reflective markings, etc. are properly positioned.
9. Check tires for adequate pressure prior to transport.

## Loading Dump Truck

*Removal of contaminated/non-contaminated materials*

### Personal Protective Equipment

- Seatbelt,
- Fire Retardant Coveralls
- Steel Toed Boots
- Hard Hat
- Eye Protection

### Hazards

- Load with boom extension limits
- Working on unstable sawdust pile
- Environmental

### Procedure

- i. Position truck perpendicular to storage tank with Hoe about  $\frac{3}{4}$  to front of truck box. Position your hoe with front idlers facing digging area.
- ii. Scoop no more than  $\frac{3}{4}$  of a bucket full (every scoop), and slowly dump at front of truck box
- iii. Keep dumping in the same spot till you can see material over side boards of truck
- iv. Gently push material further up to the front of truck box with the side of your bucket using your swing control
- v. Continue loading truck front to back (even with side boards), unless otherwise instructed by truck driver
- vi. Do not over extend boom with load in bucket. Politely ask truck driver to pull ahead a little, or re-position his unit.
- vii. Continue until full

## Lock-Out Procedure

---

*This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked/tagged before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment could cause injury. Lock out Procedures should always be utilized. Under no circumstances should equipment maintenance be performed on equipment while in operation.*

Legislation: Alberta Occupational Health and Safety Codes

*212(1) If equipment is to be serviced, repaired, tested or adjusted, an employer must ensure that no worker performs work on the equipment until it has come to a complete stop and a worker has*

- a. Locked out, or locked out and tagged with a warning tag, the equipment and removed and rendered safe any hazardous conditions, or*
- b. Otherwise rendered the equipment inoperative in a manner that prevents its accidental reactivation and provides equal or greater protection than the protection afforded under clause (a)."*

### Personal Protective Equipment

- Steel Toed Boots
- Fire Retardant Coveralls
- Hard Hat
- Eye Protection
- Gloves

### Procedure

- i. Notify all affected employees that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Maintenance must not be done on equipment that is not locked out.
- ii. The employer or designated authorized employee, trained in lockout procedures, shall identify the type and magnitude of the energy that the machine or equipment utilizes and shall understand the hazards of the energy and shall know the methods to control the energy. It is this designee who is responsible for providing locks to workers.
- iii. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc).
- iv. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source.



- v. Lock out the energy isolating device(s) with the appropriate lock(s) assigned to working completing the task.
- vi. Stored or residual energy such as that in capacitors, springs, rotating flywheels, hydraulic systems, air, gas, steam or water pressure, etc. must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- vii. Ensure that the equipment is disconnected from the energy source(s) and in a state of zero energy by first checking that no personnel are exposed, then verify the isolation of equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.
- viii. The machine or equipment is now locked out. Ensure the names of the workers involved in the maintenance are identified on their own tag along with the date. Tags are to be placed on each energy control point. Keys are to be secured.

#### **Restoring the Equipment to Service**

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps should be taken:

- i. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- ii. Check the work area to ensure that all employees have been safely positioned or removed from the area.
- iii. Verify that the controls are in neutral.
- iv. Remove the lockout devices and reenergize the machine or equipment. In the event that another workers lock must be removed the supervisor may designate another employee to remove the lock if there is a plausible reason as to why the workers key is not available and that the machine is safe to operate.  
**Note:** The removal of some forms of blocking may require reenergizing the machine before safe removal.
- v. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

## Mounting and Dismounting Heavy Equipment Procedure

*To provide Safe Work Procedures for employees as they mount and dismount from heavy equipment.*

### Personal Protective Equipment

- Hard Hat
- Coveralls
- Steel Toed Boots
- Gloves
- Eye Protection
- Hearing Protection

### Hazards

- Slip, trip, and falls
- Strains and sprains
- Controls catching on clothing
- Falling attachments
- Machine rolling unmanned

### Procedure

- i. Lower all raised attachments & apply safety lever
- ii. Scope the area around the equipment to be mounted or dismounted.
- iii. Look for ice, mud, frozen ruts and debris on the ground.
- iv. Look for mud and ice on the equipment, especially on the tracks.
- v. Before you make a move take all hazards into account.
- vi. Never jump from the cab to the ground.
- vii. Use three point grip, when mounting or dismounting- always make sure you have either two hands and one foot, or two feet and one hand securely on the equipment.
- viii. Don't hurry.
- ix. Always enter/exit facing the machine. Never enter/exit with your back to the machine

## Oil Change and Fuel Filter Replacement in an Excavator

*To provide Safe Work Procedures for employees who need to change the oil and fuel in their excavators during maintenance on the well site and company facilities.*

### Personal Protective Equipment

- Hard hat
- Coveralls
- Steel Toed Boots
- Gloves
- Eye Protection
- Hearing Protection

### Hazards

- Hot oil and metal parts
- Climbing onto rear of excavator
- Slippery surfaces and parts
- Pulling and pushing wrenches
- Falling mud and debris when removing oil pan cover

### Procedure

- Ensure key is off.
- Attach DO NOT OPERATE tag.
- Shut off Master Switch.
- Remove cover below oil pan.
- Place 20 liter pail under engine oil drain valve.
- Drain oil (when it its warm it drains easier).
- Shut off the valve when it is drained completely.
- Move bucket under oil filter drain plug.
- Back oil filter drain plug out until oil begins to flow. If engine has not run for a while, the oil filter may be dry.
- Let filter drain.
- When filter is drained, screw in the drain plug and tighten the lock nut. Be careful not to over tighten or round off the plug or lock nut.
- Remove oil filter with filter wrench.
- Put a thin film of new oil on new filter gasket.
- Inspect housing.
- Install new filter snugly. Do not over tighten.
- Take permanent marker and write number of hours and type of oil on top of new oil filter.
- Put appropriate oil in engine: 10-30 in the winter, 15-40 in the summer. For C model amount can vary but 15 liters is the approximate capacity.
- Check oil on dipstick after the oil has settled and add more if required.
- Check for leaks around drain cocks and filter.
- Start engine on low idle for one minute.
- Shut off engine, switch off the master switch and recheck for leaks.

- xxii. Replace engine oil pan cover.
- xxiii. Write engine hours and date on door service sticker.
- xxiv. This should be done every 250 hours.
- xxv. Remove filter with filter wrench.
- xxvi. Check to see that the old gasket came out with the old filter.
- xxvii. Wipe clean fuel around the gasket of the new fuel filter.
- xxviii. Install new filter.
- xxix. Do not pre-charge filter with fuel.
- xxx. Loosen bleed screw with 14mm wrench.
- xxxi. Unscrew primer pump.
- xxxii. Pump to fill filter until fuel comes out of bleed screw.
- xxxiii. Tighten bleed screw snugly, do not over tighten or round off screws.
- xxxiv. Start engine, check for leaks and smooth operation.
- xxxv. Perform this procedure with a full fuel tank.
- xxxvi. Change fuel filter whenever oil filter is changed
- xxxvii. Write the number of hours at filter change on the side of the filter.
- xxxviii. Switch on master switch.
- xxxix. Remove DO NOT OPERATE tag.
- xl. Operate excavator.

## Operate Scales

---

### *Weighing of Aggregates for sale*

#### **Personal Protective Equipment**

- Fire Retardant Coveralls
- Steel Toed Boots
- Hard Hat
- Eye Protection

#### **Hazards**

- Vehicles and Moving Equipment
- Communicating with drivers without a radio
- Weather Conditions
- Wildlife

#### **Procedure Incoming**

- Position truck on scale so that all axles are being weighed.
- Weigh empty trucks into pit, record unit number, driver name and company on weigh ticket

#### **Procedure Outgoing**

- Position truck on scales
- Weigh loaded trucks out of pit, record gross weight and net payload, also record what product has been loaded, give driver his copy
- Record and file all scale tickets, manually or electronically
- Clear scale deck and weigh points of mud and other debris to maintain accuracy of scale

## Operating a Skid Steer

*Safely operating a skid steer in yard site with correct equipment and awareness of environment around you*

### Personal Protective Equipment

- Steel Toed Boots
- Coveralls
- Gloves
- Eye Protection
- Hearing Protection
- Hard Hat

### Hazards

- Poor Visibility
- Uneven ground

### Procedure

- Before mounting equipment, do a walk around inspection. Start loader with steering levers and hydraulic controls in neutral. Keep bystanders away.
- Load, unload and turn on flat, level ground. Do not travel or turn with arms lifted up. Carry the load low.
- Never exceed loaders rated operating capacity (ROC). Use the correct size bucket for the type and density of materials being handled.
- Always look in the direction of travel. Never carry riders or use loader as a man lift. Travel directly up and down slopes, not across them.
- Always sit in the operation seat while activating the controls
- When changing attachments make sure attachment is fastened to loader. Bob-Cat levers should be fully down and locked with wedges extended through attachment mounting holes. Use only approved attachments.
- Before leaving the operator's seat:
  - Lower lift arms and put attachment flat on the ground
  - Stop the engine
  - Engage the parking brake
  - Raise seat bar and move controls until both lock
  - Remove the key to prevent unauthorized starting

## Operating a Rock Truck

*Safely operating a rock truck or articulated dump truck at the job site*

### Personal Protective Equipment

- Steel Toed Boots
- High Visibility or coveralls
- Eye Protection
- Hearing Protection
- Hard Hat when identified

### Hazards

- Poor Visibility
- Uneven ground, open excavations
- Other Equipment/Bystandards
- Collisions
- Equipment Malfunction
- Overhead hazards
- Slip and Trips

## Procedure

### **Conduct walk around check of truck**

Avoid slick spots and keep area free of slipping or tripping hazards. Use suitable access if necessary to mount and dismount truck to check engine or other area of machine. Report and, if possible, repair any defects found. Do not use equipment with uncorrected safety defects.

During walk-around inspection, check Tire and wheels for lug nuts, cracked rims, cuts, tire pressure

### **Mount truck and check cab**

Use belt hooks, pockets, etc., to carry materials up to cab, and keep both hands free for climbing.

Ropes can be used to hoist bulkier items. Face ladder and use three points of contact when climbing (two hands and one foot, or two feet and one hand, in contact with ladder at all times).

Use handholds and select firm footing. Avoid haste and projections

Check for any damage to rollover /falling

object protection. Check fire extinguisher Remove or secure any loose objects in cab. Avoid projections.

Inspect and clean windows and mirrors. Adjust mirrors if necessary

Make sure seat belts are provided and in good condition. **BUCKLE UP!**

Check all instruments and gauges to be sure they aren't stuck. Make sure all controls are in neutral position and parking brake is set.

Test emergency steering to make sure it is functioning properly.

### **Start truck and complete pre- shift examination**

Check equipment for warning tags. Check controls to be sure they are in neutral. Sound horn before starting or moving. Check backup alarm after start-up

Let engine run at low idle until it reaches

normal operating temperature. Check gauges and warning lights again for normal I readings.

Check engine for smooth idle and unusual smoke or noise.  
Check wipers, lights, and hydraulic controls  
Check brakes, retarder and steering after moving a short distance. Brakes may also be checked against partial engine power before moving, according to company policy

### **Drive truck to loading area**

Do not allow anyone to ride outside the cab for any reason. No one shall ride with the operator unless safe seating facilities are provided.

Sound horn and wait a moment before moving.

Observe travel area. Adjust speed for conditions. Follow standardized traffic rules, signals, and warning signs. Only authorized persons are permitted on haulage roads.

Keep doors securely latched.

Travel in proper gear at acceptable speeds for conditions. Avoid loose material, slick spots, weak areas, and other road hazards. Be sure proper berms or guards are provided on elevated roadways. Water, debris, or spillage which create hazards must be removed from haulage roads

Travel in proper gear at acceptable speeds for conditions. Avoid loose material, slick spots, weak areas, and other road hazards. Be sure proper berms or guards are provided on elevated roadways. Water, debris, or spillage which creates hazards must be removed from haulage roads.

Monitor gauges/ indicators. Check brakes before descending grades

Follow other vehicles at a safe distance, and limit passing to areas of adequate clearance and visibility.

### **Loading the truck**

Loading the truck may be done by a wide range of excavators or loaders. The approach and spotting procedure will vary depending on the type of machine used

Always check the mirror on the blind side, making sure of your clearance. Backing in on the blind side should be avoided where possible.

Back up as far as possible without driving on top of loose material. Try to avoid running over boulders and loose material

If your truck has an adequate cab guard, stay in the cab while hauler is being loaded and leave your seatbelt fastened. If there is a hazard from falling material, park the truck with transmission in neutral and parking brake set. Get out and wait in a safe location.

Wait for signal before driving off

If trucking any material which extends more than 4 feet beyond the rear of the truck body, mark it clearly with a red flag by day and a red light at night.

### **Travel to dump area**

Reference drive to loading area. Travel at speed consistent with load and roadway conditions. Follow established traffic pattern, (loaded haulers usually travel on inside of elevated roadways) Watch for traffic. Only authorized persons are permitted on haul roads, but sightseers may ignore warning signs

Be very cautious if you must travel down steep grades with a loaded hauler. Be sure you are



travelin slowul in a lower gear.

### Dumping material

When approaching the dump location, observe the entire area. You should pick a location to dump and decide on how you want to turn.

Before backing, you should visually inspect the dump edge for slumping or soft spots and good berms. If there is evidence the ground may fail, dump a safe distance back from the edge.

Water, debris, or spillage which creates hazards must be removed from dumping locations.

While backing, observe the berm and back edge of your wheels. Once you have touched the berm, stop with your service brakes - do not use the berm as a brake.

Put your transmission in neutral and set your parking brake

If spotters are used, they must be in the clear while haulers are backing and dumping, and must use lights at night. Spotters should wear high visibility vests.

Adequate protection must be provided at dumping locations where persons may be endangered by falling material.

Be sure you are aware of any overhead power lines or obstructions near dumping area.

Pull your dump lever and increase your engine rpm's to dump your load. Lower your bed as quickly as possible before pulling onto the main haul road. Pull out slowly from dump area

When pulling away from the dump edge, be sure to engage your transmission before releasing the parking brake

### Refueling

Park at refueling station, place controls in neutral and set brakes. No smoking at or near hazard. The refueling station.

Dismount truck. DO NOT JUMP. Check surrounding area for loose material and projections. Slick spots.

Take fuel hose from storage and in eyes. rack, remove tank cap slowly, and pump fuel into tank

Avoid fuel spillage and keep area free of extraneous Materials. If necessary to climb on scraper to refuel, use steps, available rails, or hand holds .Keep walking or standing areas free from slipping and/or stumbling hazards. Avoid fuel spillage onto hot engine parts.

Shut off fuel, remove nozzle and replace fuel cap. Return hose to rack.

### Parking

Park only at designated parking areas and always set brakes. Avoid parking on inclines or haul roads. If necessary to park on an incline, turn wheels into bank and/or block securely. If parking on a haul road is required, pick the safest place.

Idle engine for a short period of time and then shut it off.

Observe parking area for other moving equipment before leaving truck. Make other operators aware of your presence.

Dismount truck check surroundings area for loose materials and slick spots

Always inform appropriate personnel of any abnormal conditions, defects, changes made in equipment and/or job procedure or condition.

### **Night driving**

During your pre-shift inspection clean your windows, lights, and mirrors and be sure your wipers are in good condition

In loading area, be aware of the light locations on all machines. For example, the excavator counterweight or rear portion of the excavator house may not be visible after dark.

Meeting on-coming trucks with only headlights may present problems, because these lights may not indicate the true width of the truck.

If you are not sure of the dump edge stability or location of your rear tires in relation to the edge, then dump on top away from the edge.

### **Repairs & Maintenance**

Do not attempt repairs or maintenance you do not understand, and are not trained to do. Do not attempt any repairs or maintenance until the power is off, the machinery is blocked against motion, and all raised equipment lowered. If necessary to perform work on top of, under, around, or from a raised piece of equipment, block or mechanically secure the equipment to prevent accidental rolling, falling, or lowering. Remove ignition key to prevent hauler from being started while work is performed. Tag out machine

If a machine must be towed, a properly sized tow bar or equivalent must be used. Unless steering and braking are under the control of

## Opening & Closing Boomers

*Establish the correct procedure to open and close boomers in a safe and effective manner*

### Personal Protective Equipment

- Eye Protection
- Hardhat
- Steel Toed Boots
- Coveralls
- Gloves

### Equipment/Tools Required

- Boomer
- Snipe

### Hazards

- Pinch Points
- Slipping & flying equipment

The placement of the boomer will depend on the type of load that you have. Wherever possible, place the boomer in a spot where you can close it while standing on the ground, not the load.

Placing the boomers down one side of the load makes it easy for you to do a visual check. If you must place the boomer higher up on your load, try to place it as close to one side of the load as possible. This is done so that you can have safe footing.

### Procedure

- i. There will be a number of occasions when you will find that you cannot close a boomer or get a tie down tight enough. In order to close the boomer, you may have to use a snipe to get more leverage.
- ii. Press down on the snipe with your palms open. This way you will avoid getting your hand or fingers caught on the boomer when it closes.
- iii. Keep pushing down on the snipe until you don't feel any pressure pushing back on your palm. If the boomer hasn't closed, you will feel the snipe pushing back against your palm.
- iv. Do not stand directly over the snipe when you are closing it. Stand off to one side. If the snipe slips, the boomer may fly up with a great force. By standing to one side you are out of the danger zone and will not be struck by the boomer or the snipe. The boomer handle should be locked in place by rope, wire, or chain. This will prevent the handle from accidentally releasing. Use extreme caution when using a snipe. Always try to close the boomer by hand first.

## Overhead Cables, Passing Under, Procedure

*To provide Safe Work Procedures for employees for the safe moving of equipment under overhead cables*

### Personal Protective Equipment

- Steel Toed Boots
- Coveralls
- Eye Protection
- Hearing Protection
- Hard Hat
- Gloves

### Hazards

- Damage to overhead cables
- Electrification of excavator and /or other equipment
- Injury or fatality to employees, contractors or third party personnel
- Damage to equipment attached to cables

### Regulations

- Seat belt

### Procedure

- i. Before beginning any task on the job site, walk around and establish the position of all overhead cables on the site. If they are not sufficiently high or flagged with orange surveyors tape, inform the supervisor and do not approach the areas until the cables are lifted and flagged.
- ii. If moving an excavator: before moving forward or lifting the boom and stick, ensure there are no obstructions in the form of overhead cables.
- iii. Have spotters look for overhead obstructions as they have a clearer view than the operator.
- iv. If you have no spotter and cannot see the overhead obstructions in your way, get out of the cab and check before moving forward.
- v. If you bring down an overhead cable, remain in the cab, do not dismount the equipment and warn others in the area not to come near or touch the equipment. Remain in the cab until any power to the damaged cable has been disconnected.

## Pipeline Cleanup

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*for Deeded/Farmland in Wet Conditions*

*Using 90cm (36") Wide Modified Excavator Bucket with 50cm (20") deep Packing Plate Attached to Bottom of Bucket*

### Personal Protective Equipment

- Steel Toed Boots
- Hard Hat
- Coveralls
- Gloves
- Safety Glasses

### Hazards

- Pinch points
- Damaging hoses
- Improperly attached, leading to falling equipment

### Procedure

1. Electronically Line locate & Mark Center Line of Pipeline Every 50m with Lath
  - a. Lath needs to State P/L and Depth reading
2. Verify Pipeline Depth with Hydro-Vac or Probe Every 300m
  - a. This is to verify the depth accuracy of the electronic locator
3. Check to Verify Topsoil & Subsoil Have Been Removed in the Area Clays from Trench Will be Stored During Cleanup
  - a. If Topsoil or Subsoil is Present Move to the Other Topsoil and Subsoil Piles/Windrows
4. If Pipeline Depth is 1.5m> Remove 50cm (20") of Clay from Pipeline Trench
5. Using Modified Bucket Push Packing Plate down to a Maximin of 50cm (20") or Bucket Bottom
  - a. Repeat Process Across Entire Trench Width
  - b. Add 15cm (6") of New Clay to each Lift (If clay is to wet for packing/compaction, spread on ground & work with disc to dry or flip with excavator to achieve best clay moisture conditions for packing/compaction)
  - c. Repeat Process Until all Clays Have Been Added to Trench or to a Level Where Trench Will Support Track Packing with Excavator or Wheel Packing with Grader
6. Level Right of Way Clay to Existing Contour
7. Spread Subsoil on Right of Way & Level to Existing Contour
8. Spread Topsoil on Right of Way & Level to Existing Contour
9. Pickup Lath, Rocks, Roots & Other Debris/Garbage off Right of Way
10. Disc Right of Way to Landowners Satisfaction

## Quick Attach Attachments

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*Safely attach quick attachments and perform tests to verify they are mounted correctly before use*

### Personal Protective Equipment

- Steel Toed Boots
- Hard Hat
- Coveralls
- Gloves
- Safety Glasses

### Hazards

- Pinch points
- Damaging hoses
- Improperly attached, leading to falling equipment

### Procedure

- i. Move machine to desired quick attachment. Line up connection ears on machine with the ears on the attachment
- ii. Once in position and ears are in place, shut off machine and bleed off hydraulic pressure
- iii. Get out of machine and manually fasten the attachment
- iv. Hook-up quick coupler hydraulic hoses to the appropriate parts on machine if equipped
- v. Route attachment hoses in a manner that they won't get caught or pinched
- vi. Always test attachment for proper mounting and function before performing work.

## Retie Winch Line

*Effectively retie winch line neatly and safely*

### Personal Protective Equipment

- Steel Toed Boots
- Hard Hat
- Coveralls
- Safety Glasses
- Gloves

### Hazards

- Breaking winch line
- Pinch points
- Lifting sledge hammer  
Flying

debris

### Procedure

- Put on safety glasses and gloves
- Setting cable cutter on a plank or hard ground, put winch line through it, make sure it is well past the point of broken part
- Use a sledge hammer to pound on the cable cutter and cut the lines. Slide on the outer shell of the bell. Insert wedges
- The use a hammer and beat the shell onto the middle pieces
- Once it is sung, attach to another piece of equipment and slowly drive ahead. The bell will slide a little tighter

Using a cable cutter, cut any remaining strands sticking out of the bell

## Tire Changing

*Change a tire safely by following the steps given and ensuring that you don't place any of your body under the vehicle at any time*

### Personal Protective Equipment

- Eye Protection
- Hardhat
- Steel Toed Boots
- Coveralls
- Gloves

### Equipment/Tools Required

- Spare Tire
- Tire changing kit (tire iron and jack)

### Hazards

- Slippery Conditions
- Weather
- Other Vehicles
- Back Strain

### Procedure

- When experiencing a flat tire while driving, do not apply the brake heavily.
- Move to a safe place on the side of the road.
- Park on a level spot and turn off the ignition.
- Turn on the hazard flashers and place flares as required.
- Always set parking brake.
- Put on high visibility clothing.
- Ensure that vehicle will not roll by blocking the wheels.
- Check air pressure in spare tire to ensure it is adequate for use.
- Loosen the wheel nuts. Never remove the lug nuts until the tire is raised off the ground.
- Place the appropriate jack in the specified front or back jacking points, never use a jackal for tire changing.
- Remove lug nuts, swap tire and place lug nuts on again, finger tight.
- Lower the vehicle.
- Fully tighten the lug nuts.
- Ensure that all tire changing equipment is put back in its original place.
- Have the primary tire repaired and/or replaced.

**NOTE:** All workers will be adequately trained in all procedures surrounding tire servicing according to manufacturer's specifications before they drive company vehicles. This will be completed during orientation.



## Traffic Control

### Personal Protective Equipment

- Hi-Vis Coveralls, florescent yellow green
- Hi-Vis Hard hat or ball cap, florescent orange
- Boots
- Sunglasses UV protection

### Equipment/Tools Required

- Radio
- Slow/Stop Paddle

### Hazards

- Fatigue
- Weather
- Poor Ergonomics
- Traffic/Motorists

### Procedure

- I. Fill out Site Specific Hazard Assessment Daily
- II. Ensure supplies are readily available:
  - a. Personal Protective Equipment
  - b. radios are charged and working
  - c. drinking water, umbrella, chair, logbook
  - d. Slow/Stop Paddle clean and undamaged.
- III. Inspect and place signs, cover or remove signs not in use. Document.
- IV. Communicate with other traffic controllers and equipment operators to ensure safe access through site
- V. Direct motorists

### To Slow Traffic Down

1. Stand in safe position on the should of the road facing the approaching traffic
2. Display the Slow/Stop paddle/pole
3. At the same time use and up/down motion with free hand, palm down

### To Stop Traffic

When stopping the flow of traffic, stand at the shoulder or curb of the road, out of the path of approaching traffic but visible to drivers. Then do the following:

1. Display SLOW pole until there is suitable break in the traffic flow
2. Turn the paddle to display STOP
3. Have free hand raised with the palm facing drivers

4. Establish eye contact with the driver of the vehicle that must stop
5. Direct and position first vehicle in the center of the traffic lane
6. Once the first vehicle has stopped and the following vehicles are slowing, remain in a safe position on the shoulder of the road where visible to approaching motorists
7. Continue to monitor surroundings including approaching traffic (all directions) and the work zone activities
8. Keep the paddle/pole held high and maintain eye contact with approaching drivers
9. Allow space behind you for construction activity to proceed while traffic is stopped. Make sure you are not in the path of construction vehicles.

#### To Release Traffic

If there is another flagger at the other end of the work zone facing traffic in the opposite direction, confirm with that flagger that it is safe for traffic to proceed. Use a two-way radio if the other flagger is out of sight.

1. Advise the other flagger of your intentions to release traffic into the open lane.
2. Walk in a straight line back to the side of the road
3. Step out of the way of vehicles but keep eye contact with drivers
4. Turn the paddle/pole to display SLOW

#### For One Lane Open

1. Use free arm to direct traffic into the open lane, keeping the SLOW paddle/pole clearly visible
2. Notify the other flagger when the last vehicle has cleared the station.

## Truck Chains – Installing/Removing

*Chains are often required in muddy and icy conditions. The chains give your vehicle added traction to overcome these hazards. Since you never know when you may encounter such conditions, make sure your vehicle is equipped with a full set of chains in good condition. Remember to check your chains before leaving on a trip.*

### Personal Protective Equipment

- Eye Protection
- Hardhat
- Steel Toed Boots
- Coveralls
- Gloves

### Equipment/Tools Required

#### Hazards

- Slippery Conditions
- Weather
- Other Vehicles

### Procedure: Installing Chains

- Always put chains on before conditions get too muddy or slippery. In other words, *“If in doubt, chain up.”*
- Look for hard, flat ground with good visibility in front and rear to park your unit.
- Put on your parking brake, four-way flashers and use chock blocks on the wheels. Parking in areas with good visibility away from corners and hills ensures that you can see and can be seen by oncoming traffic.
- When all the chains have been installed and tightened, drive the unit about 200 meters. Drive slowly and listen for the sound of chains flapping or hitting the fenders.
- Stop and fix the chains if they are flapping. Drive another 200 meters and stop and inspect them again. Tighten them if possible. Now you can proceed.
- Do not drive over 50kph when the chains are on.
- Always listen for the sound of chains hitting the fenders. When you hear that sound, stop and adjust, repair or replace the chains. Loose or broken chains can damage a vehicle.

### Procedure: Removing Chains

- To remove the chains, park the vehicle on hard ground in a safe place. Engage the parking brake; turn on the four-way flashers and use chock blocks on the tires.
- Loosen the tighteners and/or remove the straps.
- Detach the center, inside and outside hooks. Pull the chains off and away from the tires.
- Move vehicle about two meters and park it. Store chains appropriately.

## Using Blade Attachments Procedure

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*Leveling of lease or lease road, pushing skids, back filling, back blading*

**IMPORTANT: ALWAYS** watch out for boom when blading. (i.e.: overhead lines, other objects)

### Personal Protective Equipment

- Steel Toed Boots
- Fire Retardant coveralls
- Hard hat
- Safety glasses

### Hazards

- Working around people
- Over Head Lines
- Visibility
- Working around trucks/skids/shacks
- Hydraulic hose damage
- Steep angles

### Regulations

- Seat Belt

### Procedure

- i. Have a safety meeting with workers in the general area that work will commence in (let them know that you will be using your blade and will be traveling around back and forth. Ensuring everyone know to make eye contact before entering your swing area and your path of travel.)
- ii. Once everyone is signed off on the safety meeting you may commence work
- iii. Start leveling land by traveling forwards, working your blade, pushing dirt ahead for a rough grade, then work your way backward, back blading, for a final grade.
- iv. When back blading, make sure there is no excess buildup of material (e.g., dirt, rocks, snow, ice, etc.) at the backside of your blade. This may put pressure on hydraulic lines causing ripping and/or cutting of lines.
- v. To push skids, make sure you are lined up well (straight on with skid), and have a good even contact point with the skid and your blade. (In icy/snowy conditions, it is a good idea to chain the skid to your blade before pushing to prevent a tobogganing effect with the skid, where the skid will take off on you!)
- vi. When moving a skid always have a spotter standing at a safe distance.

## Welding/Oxy – Acetylene Equipment Procedure

*Initiating the use of Acetylene equipment in a safe manner, lighting and dismantling properly*

### Personal Protective Equipment

- Steel Toed Boots
- Hard hat
- Fire Retardant Coveralls
- Safety Glasses
- Gloves

### Hazards

- Leaking gases
- Igniting of gases

### Procedures

#### Setting Up:

- Uncap the cylinders and stand them vertically with cylinder valve outlets pointing away from each other.
- Secure both cylinders against movement.
- Crack the cylinder valves one at a time to remove dust or dirt.
- Attach the pressure regulators to the cylinder valves. Oxygen connections have right hand threads; acetylene connections have left hand threads.
- Tighten the regulators to the cylinder connections firmly.
- Attach the hose to the regulators and tighten connections.
- Release the regulator adjusting screws by turning them counter-clockwise.
- Open the cylinder valve slowly. Oxygen valves shall be opened fully; acetylene one to one and a half turns only. Key type valves – leave key on acetylene valve.
- Flush or purge the hoses one at a time by engaging and releasing screws.
- Attach the torch mixer and the tip and tighten firmly.
- Adjust working pressures for both oxygen and acetylene to one pound pressure per tip size for equal or medium pressure torches.
- Check connections for leaks using soapy water.

#### Lighting Torch:

- Purge the line of any air or explosive mixture by opening the torch needle valves one at a time.
- Open the acetylene needle valve about ½ turn.
- Do not open the oxygen needle valve yet.
- Use a striker; ignite the acetylene ensuring the flame.
- Open the oxygen needle valve and balance mixtures to the desired combination.

#### Extinguishing the Flame and Dismantling Equipment:

- i. Close the oxygen needle valve first, then the acetylene needle at the torch end.
- ii. Close the acetylene cylinder valve.
- iii. Close the oxygen cylinder valve.
- iv. Drain the acetylene gas by opening the torch acetylene needle valve for a moment. Close the valve.
- v. Drain the oxygen line in the same manner.
- vi. Re-open the torch valves.
- vii. Release the pressure adjusting screws on both regulators.
- viii. Regulators and torches can now be disconnected.

## Working Alone

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### Hazards

- Being injured without anyone knowing
- Severe weather/storms
- Getting lost/stranded
- Breakdowns

### Procedure

- All workers should carry a cellular phone or electronic monitoring device at all times
- No worker is to work alone unless prior approval from management is given.
- The following information must be relayed to management prior to approval given:
  - Name of worker (who has agreed to do the work).
  - Specific location of the worksite.
  - Identified hazards (the worker is fully aware of and has removed or controlled them where possible).
  - Duties to be performed and the competency level of the worker.
  - Approximate amount of time the worker will be working alone.
  - Means of communication (the worker has been adequately trained in use of).
  - The worker has a phone list of our personnel on call in the event of an emergency.
  - The person on call has a direct means of contacting the employee at any time.
  - The worker and the person on call are knowledgeable of the company's Working Alone procedures.
- Upon approval, the worker shall call in prior to the commencement of work to notify the person on call, at which time the person on call shall log in the above information as well as the time of the call. This step will ensure the worker and person on call that there is a direct means of communication. Should the worker be unable to establish communication, they are not to commence their work.
- If communication is established, then the worker shall call in every 2 hours until the job is finished, at which time he will call to notify that he has completed his work. A final call must be completed when the worker reaches their place of residence (temporary or otherwise).
- If the person on call has not heard from the worker within the above time frames, they are to contact the worker and establish communication.
- If the person on call is unable to contact the worker, then they are to make arrangements for someone (i.e.: another worker) to go to the worksite as soon as possible.

## Working Around People

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*Provide awareness about working around people on well sites and company facilities*

### **Hazards**

- Injury to people working on the ground

### **Procedure**

Make the Hoe Safety information available to the Site Manager and Tool Push and post a copy in the dog house.

Attend safety meetings with all three shifts and read the Hoe Safety sheet into the minutes of the meeting.

When working around people, hold a meeting of all concerned and explain the following rules:

- i. Do not approach from the blind side of the hoe or from behind.
- ii. Never think you can squeeze between the hoe and a stationary object.
- iii. Make eye contact with the operator before entering the swing path or work area.
- iv. When working with the hoe, use clear hand signals in tight areas or when in close proximity to people.
- v. Be aware of overhead obstacles. You can see what the operator cannot.
- vi. Always make it clear who is in charge.
- vii. When in doubt about safety, stop the job.



## Working in Tight Areas Procedure

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*Working in confined spaces to minimize risk and damages to equipment and injury to workers in the immediate area*

### Personal Protective Equipment

- Steel Toed Boots
- Coveralls
- Eye protection
- Hearing protection
- Hard hat
- Gloves

### Hazards

- Property damage
- Injury due to contact with excavator
- Pinch points

### Regulations

- Seat belt

### Procedure

- i. Before beginning any task where space is restricted around heavy equipment, ask the question: *“Can I perform this task safely without damage to other equipment or personnel in the area, or do I need someone to help me as a spotter?”*
- ii. If a spotter is required, get someone to perform that duty. If not, be prepared to get out of the equipment regularly and check the clearance all around the hoe.
- iii. Pass on the Hoe Safety document.
- iv. Make everyone on the well site aware of the danger in approaching from the blind side or the rear.
- v. If a person approaches you, stop and wait for them to make eye contact. They may do something unexpected.
- vi. If the area is too tight for you to work safely, then don't go there.