

## POLICIES

The following Policies have been developed to ensure consistency in our organization. The following policies have been put in place at Wellsite Geologists:

- Aboriginal Hiring Policy
- Alcohol and Drug Policy
- Behavior Based Safety Program
- Cellular Phone Use Policy
- Corporate Social Responsibility Policy
- Document Control Policy
- Drinking Water Policy
- Driving Policy
- Enforcement and Discipline Policy
- Environmental Policy
- Ergonomics Policy
- Fatigue Management Program
- Firearms Policy
- First Aid Policy
- Fit for Duty
- Initial Spill Response Policy
- Journey Management Policy
- Load Securement Policy
- Management of Change (MOC) Policy
- Modified/Return to Work Program
- New and Young Worker Policy
- Personal Monitor Policy
- Personal Protective Equipment Policy
- Purchasing Policy
- Quality Control Policy
- Right to Refuse Dangerous Work Policy
- Security Policy
- Subcontractor Management Policy (SMP)
- Thermal Exposure Policy
- Violence & Harassment Prevention in the Workplace Policy
- Waste Management Policy
- Working Alone Policy

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## Aboriginal Hiring Policy

*“It is not a discriminatory practice for an employer to give preferential treatment to Aboriginal persons in hiring, promotion or other aspects of employment, when the primary purpose of the employer is to serve the needs of Aboriginal people.”*

**Government of Canada**

Wellsite Geologists believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.

Wellsite Geologists recognizes that employment equity is a desirable and fundamental goal in our society. We are also committed to the removal of employment barriers, the identification and removal of discriminatory practices and striving towards a fair representation of women, Aboriginal peoples, disabled persons and minorities.

Wellsite Geologists accepts that to achieve equality in the workplace so that no person is denied employment opportunities for reasons unrelated to ability and that employment equity means more than treating persons in the same way and may require measures to accommodate differences.

All decisions regarding employment are based upon bona fide requirements and qualifications.

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## Alcohol and Drug Policy

Work places contain many hazards and it is essential that all employees and subcontractors maintain the highest possible state of alertness. It is for this reason an alcohol and drug policy was developed for Wellsite Geologists. Wellsite Geologists promotes the safety and dignity of its employees, the welfare of its employees and their families, protection of the environment, and the best interests of the owner, the upstream petroleum industry, and the public. This written Alcohol and Drug Policy is readily accessible to each individual at Wellsite Geologists. At orientation this policy is discussed and the expectations and enforcement guidelines given to each employee. The Drug and Alcohol program at Wellsite Geologists is successful because the workers are educated about the importance of the policy and the program offers self-help opportunities to employees who request it.

At Wellsite Geologists it is very important that all workers are treated fairly and with respect. Wellsite Geologists follows the Canadian legal framework (e.g., human rights, privacy, occupational health and safety) laws and protects the workers confidentiality.

The following is strictly prohibited while at a Wellsite Geologists and any of our Clients worksites:

- Any usage, possession, transportation, or offering or sale of illicit drugs, illicit drug paraphernalia, or unprescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of illicit drugs, unprescribed drugs for which a prescription is legally required in Canada, or their metabolites.
- Use, possession, distribution, offering, or sale of alcoholic beverages.
- Having a blood alcohol concentration of .04% or higher. Workers performing A&D Safety-Sensitive work are prohibited from consuming any alcoholic beverages during their working hours, whether on or off company premises. These people are also required to limit their consumption prior to working hours so that there is no alcohol in the body while at work.
- Intentional misuse of prescribed medications, over-the-counter medications or other substances.
- Being unfit for work due to the use or after-effects of alcohol, illicit drugs, unprescribed drugs for which a prescription is legally required in Canada or the intentional misuse of medications.
- Being unfit for work due to the effects of the legitimate use of prescription or over-the-counter medications. Workers have the responsibility to manage potential impairment during working hours due to the legitimate

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use of medications in consultation with their personal physician or pharmacist.

There is a zero tolerance policy towards the use of alcohol and drugs at Wellsite Geologists.

### **Commitment and Education**

During orientation Wellsite Geologists explains the alcohol and drug policy to the new employee and will discuss the safety risks associated with the use of alcohol and drugs.

The drug and alcohol policy requires ongoing commitment and attention from all individuals at Wellsite Geologists. Regular meetings with supervisors assigned to implement the policy shows the importance of the implementation of the policy and will ensure that the policy is successful. In our annual safety meeting the following drug and alcohol topics will be covered.

- Safety concerns and safety focus of the policy;
- Key elements of the policy, particularly the alcohol and drug work rule, the alcohol and drug testing procedures, and the circumstances where the policy requires alcohol and drug testing;
- Effects on employees that result from alcohol and drug use;
- Behaviours that a person demonstrates when under the influence of alcohol or drugs;
- Role of employee assistance services programs and how to access these services. AADAC (Alberta Alcohol and Drug Abuse Commission);
- Second-chance principles of the policy that focus on treatment and reemployment;
- The company's duty to accommodate employees who fail alcohol or drug tests.

### **Responsibilities**

All levels of workers - employees, supervisors, owners, and subcontractors must take responsibility for the successful implementation of this alcohol and drug policy.

#### *Employees Responsibilities:*

- Take responsibility to ensure safety and the safety of other workers;
- Ensure they understand and comply with this alcohol and drug policy as part of their obligation to perform work activities in a safe manner;
- Use prescription and non-prescription drugs responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable;

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- Encourage their peers and co-workers to seek help when there is a breach or potential breach of policy.

*Supervisors Responsibilities:*

- Be knowledgeable about their company alcohol and drug policy and applicable procedures;
- Ensure they understand and comply with their company alcohol and drug policy as part of their responsibility to perform their work-related activities in an effective and safe manner;
- Be knowledgeable about the use of alcohol and drugs and be able to recognize behaviours and other indicators of the use of alcohol and drugs;
- Take action on performance deviations of employees;
- Take action on reported or suspected alcohol or drug use by employees.

*Owners, Employers and Subcontractors Responsibilities:*

- Provide a safe workplace;
- Provide programs that emphasize awareness, education, and training with respect to the use of alcohol and drugs;
- Ensure their company alcohol and drug policy supports other performance management systems;
- Ensure effective employee assistance services are available to workers;
- Assist workers in obtaining confidential assessment, counselling, referral, and treatment;
- Actively support and encourage treatment programs and re-employment opportunities where applicable;
- Provide supervisory training and awareness in dealing with the use of alcohol and drugs in the workplace;
- Ensure that all employees understand the existence and content of the company's policy as part of employee orientations to that company. Ensure alcohol and drug testing is performed according to the standards set out in the Alcohol and Drug Policy Model;
- Identify safety-sensitive positions within their organizations.

**Prohibitions and Testing**

The use of drugs and alcohol will adversely affect the ability of a person to work in a safe manner; it decreases competency to a level that is unacceptable. The Wellsite Geologists drug and alcohol policy addresses the increased risks associated with the use of alcohol and drugs and provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

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All Wellsite Geologists employees will not:

While on company property or at a company worksite use:

- Alcohol, or
- Drugs other than those permitted (prescription-prescribed by a doctor), or
- Any product or device that could tamper with any sample for an alcohol or drug test;

Report to work or work:

- With an alcohol level equal to or in excess of 0.04 grams per 210 liters of breath,
- With a drug level equal to or in excess of the concentrations for the drugs set out below:

Drugs or classes of drugs	Screening concentration* equal to or in excess of ng/mL	Confirmation concentration* equal to or in excess of ng/mL
Marijuana metabolites	50	15
Cocaine metabolites	300	150
Opiate metabolites	2000	2000
Phencyclidine	25	25
Amphetamines	1000	500

\* in urine samples

While the employee's ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drugs:

- Refuse to comply with a request made by a representative of the company;
- Refuse to comply with a request to submit to an alcohol or drug test;
- Tamper with a sample for an alcohol or drug test.

### Random Testing

Wellsite Geologists may perform random alcohol and drug testing of employees in safety-sensitive positions, if random testing is going to begin all affected employees will receive written notice of the implementation of random alcohol and drug testing at least 30 days prior to implementation of that program at the worksite. Random testing may be part of our contractual obligations with our Client.

### Pre-Access Testing

Workers may be required to be alcohol and drug tested prior to beginning work at our Clients sites. All workers are notified and have signed off on this potential requirement during orientation or at least 30 days prior to Pre-Access Testing

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taking place. Pre-Access testing may be part of our contractual obligations with our Client.

### **Testing for Cause**

If a worker's ability appears to be adversely affected because of the likely use of alcohol or drugs (prescription or non-prescription) Wellsite Geologists will not allow the worker to continue working and may send the worker for applicable alcohol and drug testing. Reasonable cause testing will be conducted as soon as reasonably practicable once the determination has been made that reasonable cause exists. Where a test occurs more than four hours from the time the decision was made to test, Wellsite Geologists may be required to provide a valid reason for the delay to our Clients.

### **Post Incident Testing**

Workers are subject to testing for alcohol and specified drugs after any significant incident has occurred. The primary purpose of this type of testing is to determine whether substance use was a possible contributing factor in an incident. Testing will be conducted after all significant incidents unless there is clear evidence (for example, obvious structural failure) that the acts or omissions of the worker could not have been a potential contributing factor. Testing may also be required, for near misses or less serious incidents if they are considered to have had significant potential for more serious consequences. Because post-incident testing is an investigative procedure, testing is required even in the absence of direct evidence or suspicion of alcohol or drug misuse.

Testing must be conducted as soon as reasonably practicable following an incident. Where a test occurs more than four hours from the time of the incident, Wellsite Geologists may be required to provide a valid reason for the delay to our Clients. It is recognized that it may not be possible to test an individual after an incident which renders him or her incapable of giving informed consent.

### **Re-Qualification Testing**

At Wellsite Geologists workers may be periodically re-tested for safety sensitive positions to verify continued compliance. It is suggested that re-testing occur within 36 months from the date of the employee's last negative test or the date of the alcohol and drug policy implementation.

### **Return-to-Duty and Follow-up Testing**

An employee who has tested positive and is returning to work after an assessment, must successfully pass a drug and/or alcohol test before returning to duty. A Substance Abuse Expert may determine the need for and frequency of follow-up testing.

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**Confidentiality for Alcohol and Drug Testing Results**

In order to preserve the confidentiality of test results, Wellsite Geologists will not disclose the test results to any person other than a person who needs to know the test results to discharge an obligation under the alcohol and drug policy. The worker who was tested will receive a written report with the test results; this report is confidential.

**Analytical Methods**

The collection site person must establish the identity of the donor. Photo identification is preferable (identification of the worker by a company representative who holds a supervisory position is acceptable).

***Alcohol Testing***

If the worker appears affected by alcohol, that worker will be required to give a sample by breath or saliva; this is considered an alcohol test. The employee being tested is directed (and transported if necessary) to a collection site for testing, or a breath alcohol technician (BAT) will attend the worksite to administer the test.

***Drug Testing-Laboratory Based Testing***

If the worker appears affected by drugs, that worker will be required to give a urine specimen sample; this is considered a drug test. The employee being tested will be directed (and transported if necessary) to a collection site, or a collection site person will attend the worksite. The worker must remove coveralls, jacket, coat, hat, or any other outer clothing and leave these garments and any briefcase or purse with the collection site person. Also remove any items from his or her pockets and allow the collection site person to inspect them to determine that no items are present which could be used to adulterate a specimen. The employee must give up possession of any item that could be used to adulterate a specimen to the collection site person until the donor has completed the testing process.

The collection site person must understand and abide by the quality control procedures to ensure the accuracy and reliability of the results.

The report to Wellsite Geologists will include whether the test results are negative or positive, as well as if tests that have been tampered with or otherwise invalidated.

If the worker has an acceptable medical explanation that could contribute to a false positive that will be discussed, and the results amended if confirmed by a medical professional.

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**Safety Sensitive Work Activities:**

At Wellsite Geologists many of our field positions are considered Safety Sensitive. Safety Sensitive workers include all supervisors and workers who perform the following:

- Involvement in the operations, control, maintenance of equipment and or construction of site facilities for the production, processing or transportation of hazardous materials, or
- Involvement in activities at construction project sites for new or expanded facilities, or
- Involvement in the operation, control and / or maintenance or equipment for the drilling or servicing of an Oil and Gas Well, or
- The transport of workers via ground or air transport.

You will be informed during orientation or upon position change whether your position is considered Safety Sensitive.

**Discipline**

Wellsite Geologists may discipline an employee who fails to comply with the drug and alcohol policy. Discipline may include a variety of reasonable measures, up to and including termination for cause. Determination of the appropriate disciplinary measure will depend on the facts of each case, including the nature of the violation, the existence of prior violations, the response to prior corrective programs, and the seriousness of the violation.

Any employee suspected of substance abuse will be reported to Wellsite Geologists Management. If substance abuse is confirmed or the employee is deemed unfit to work safely and effectively, the employee will be removed from the job and subject to the following measures by the management:

1. Suspension from work and workplace without pay for 30 days.
2. Assistance to find professional help for drug and alcohol abuse will be offered.
3. A letter verifying that professional help was received must be submitted to Wellsite Geologists management before consideration is given to return to work.
4. Refusal to accept professional help may result in dismissal.
5. Any repeat offence WILL result in immediate dismissal for cause, subject to the company's right to intervene in instances where management deems special circumstances to exist.

**General Information for our Workers**

If you know someone at work has an alcohol or drug problem, you have a personal responsibility to ensure the safety of yourself and others. Part of that responsibility

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would be to encourage and help that individual seek assistance through an employee assistance service or a supervisor. If that individual is putting him or herself or others in danger, you have a responsibility to report that individual to your supervisor or leader.

Any medication, prescription, or non-prescription, that may affect your ability to perform your job safely, must be reported. Other medications that do not affect your ability to perform your job safely need not be reported. Any medications or medical information reported is treated as confidential.

The effects and side effects of prescription medications are usually provided by pharmacies. Effects and side effects of non-prescription medications are also provided with the medication. More information can be obtained from your pharmacist or physician. Workers are advised to make their physicians or pharmacists aware of their safety-sensitive occupation and any other medications they may be taking.

A positive test result means non-compliance with this Policy and may lead to discipline or termination. Prior to making a final decision on disciplining or terminating an employee, the employee must be directed to an assessment by a substance abuse expert who will make recommendations. The initial assessment is to be completed as soon as possible and the report delivered within two days of completion. Although the employee is suspended for this period without pay provided this timeline is followed, the impact on the employee is minimal if the assessment is that there is no dependence on alcohol or a drug.

Except in the most safety-sensitive of positions this policy does not give us the right to test employees at will. Reasonable and probable grounds must exist of an impairment risk. The value placed on our personal privacy generally outweighs the right to test simply because some employees sometimes might be abusing alcohol or drugs and coming to work impaired. The balance is however when Wellsite Geologists has good reason to suspect that the risk factor of impairment has been increased for an employee who occupies a safety-sensitive position.

  
President - Dennis Labrecque

May 14, 2013  
Date

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## Behavior Based Safety Program

A behavior based safety program refers to a safety program that focuses on the behavior of workers and supervisors to prevent occupational injuries and illnesses. Behaviours are actions we can see and measure. Whether behaviours are repeated or not depends on their consequences. Actions with positive results tend to be repeated. Actions with negative results tend to be avoided. Safe behaviour must therefore be shown to yield benefits. These benefits will in turn reinforce the actions that produced them. In this way, safety becomes a *habit*.

### Training

All supervisors at Wellsite Geologists are trained on how to conduct an observation, and how to provide effective feedback on observed behaviors.

All workers are required to attend a meeting that discusses the expectations of the observation program and the intended benefits of the program.

### Job Observations

Job observations are used to identify unsafe behaviors. They provide direct, measurable information on work practices performed by workers. Job observations should never be used to discipline worker, they are intended to help workers identify the safest ways to perform their work.

The purpose of these observations is to promote open communication and productive feedback. Changes in behaviour begin with observation. By observing workers performing a certain task, it's possible to identify which steps in the process are safe and which involve significant risk.

All job observations must be documented on an observation form. The observation forms will be used later to summarize companywide compliance and trends.

### Feedback to Workers

The observer is expected to emphasize that the purpose of observations is help employees perform their jobs safely, not to punish or discipline.

It's important that workers be recognized for doing the safe thing. This helps to reinforce the desired behaviour. Reinforcement must be consistent and personal. In some way, the safe behaviour must be made worthwhile to people, not in general but in immediate terms. In most cases this amounts to recognition and encouragement from fellow workers and supervisors.

The observer starts his feedback by commending the safe behavior the worker was doing during his work. Then he explains, one-by-one, the at-risk behaviors the

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worker was doing. Then the observer asks the worker why he was putting himself at risk. For example, if the worker is welding a piece of metal and the sparks are flying in the worker's direction. The observer would then ask the worker why he was not wearing protective clothing, like a flame-retardant apron.

They both discuss the at-risk behaviors until the worker agrees to try the suggested recommendation made by the observer. The worker might be aware of his at-risk behavior or maybe not. The worker may be doing the at-risk behavior for a long time without hurting himself. The observer's job here is to highlight this behavior, then explain the associated negative consequences with this behavior.

The above discussion and agreement is the individual feedback which helps the worker to change his behavior.

At the end of the observation, the observer would fill in a checklist with the safe and at-risk behaviors he noticed along with the date, time and location of the observations. The worker's name or identification number are not noted in the checklist. The worker's comments and reasons for the at-risk behavior is documented along with the suggested safe behavior.

### **Observation Trends Analysis**

A group, including the management and the safety department, will take all of the observation results and analyze them to identify trends and enhancements that can be made to make work activities safer.

The group will have meetings (at least twice per year) to discuss and analyze report findings. The group then produces a set of recommendations to tackle workers' behaviors. Some of the recommendations would be as simple as providing Personal Protective Equipment (PPE) to workers in certain locations, or increase work force in another location. Some of the recommendations may require site modification or costly machinery. Such recommendations are sent to top management for necessary approvals.

The recommendations are aimed to eliminate hazards and risks caused by lack of training, hardware or wrong design at Wellsite Geologists. Group members devote time and effort to discuss and analyze these reports. These meetings are counted as part of the management commitment to the behavior process.

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## Cellular Phone Use Policy

*It is recommended that you pull over and stop prior to initiating a call, and if conditions permit when receiving a call. Only use hands free devices.*

- Always ensure that you know whether cell phone usage has been banned in the areas that you will be driving. It is illegal to use hand-held phones while driving in every jurisdiction in Canada.
- Focus your attention on safe driving as this is your first priority. Always buckle up, keep your hands on the wheel and your eyes on the road.
- Voice activated commands are the only acceptable method of communicating while driving. If the initial activation is through a single touch button on the dash then this is an acceptable method on initiating hand free communications. This is only acceptable if driving conditions are such that the driver is in full control of the vehicle and can remain calm. Do not use this feature in adverse driving conditions. All communication devices should be set to silent and placed in the glove box of the vehicle. The Bluetooth activation will remain active. This removes the phone from the driver's view and lessens the temptation to become distracted by incoming messages.
- Your cell phone should be in a secure position in case you make a sudden stop.
- Never take notes while driving. Carefully pull off the road if you must take notes. Many cellular phones have an electronic scratch pad that enables you to key in a new phone number while having a conversation. You can then press the SEND button to call the new number after completing your first conversation. Keep in mind that municipal bylaws often prohibit stopping on the side of a highway unless it is an emergency.
- Texting or emailing while driving is prohibited.
- Let your voice mail pick up your calls when it is unsafe for you to answer your phone. It's easy to retrieve your messages later on. You can even use your voice mail as a note pad by leaving yourself reminders.

Be a cellular Samaritan by reporting crimes in progress, accidents and other emergencies to the proper authorities, 911 is a free call for cellular subscribers; however, it should only be used for life-threatening emergencies.

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## Corporate Social Responsibility Policy

Corporate social responsibility is a tool used by business and industry to increase awareness of social, ethical, and environmental values and to ensure those values are taken into account during business planning activities. Wellsite Geologists strives to meet or exceed our Clients expectations by integrating social, ethical, and environmental concerns together with the usual measures of revenue, profit, and legal obligation.

Our overall goal is to positively impact society and the natural environment while achieving business success. This goal is accomplished by:

- making ethical decisions regarding company issues, and expecting workers to behave ethically as well, and
- assisting, where possible, in community or workers related projects (volunteering time or money).

### Environmental Practices

Wellsite Geologists ensures our workers are aware of the importance of environmental stewardship. Our management and employees have adopted the following practices:

- Providing and using proper equipment to clean any spills immediately after they occur.
- Limiting the amount of greenhouse gases by using low-emission technologies and renewable energy, where possible.
- Combining tasks to reduce the amount of driving and ensuring workers travel together, when possible.
- Vehicles and equipment are kept in good condition with up-to-date preventative maintenance (including filter changes and internal system cleaning). The most efficient vehicles and equipment are used when possible.
- When purchasing equipment and chemicals, a preference is given to products that minimally impact the environment, are made of recycled or renewable material, are energy-efficient, etc.
- When activities may have an effect on wild/domestic animals or vegetation (crop or forest), a pre-job plan will be put in place to minimize any environmental impact to them.
- An efficient material management system should be used to reduce the impact on the environment by limiting the amount of materials that are used, left over as waste, or transported.
- In the field, workers are encouraged to shut down equipment including vehicles when not in use.

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- In the office the use of energy efficient light bulbs is encouraged and lights are turned off when not in use.
- Water conservation measures should be used whenever possible including repairing equipment that is leaking water, using a broom instead of a hose for cleaning purposes, upgrade equipment efficiency, educate employees, etc.

An annual report indicating what Wellsite Geologists has done over the past year, and what we would like to do in the coming year to continue to be socially responsible may be delivered verbally or in writing to our employees. The summary report will also be available to our Clients, on request.

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## Document Control Policy

The purpose of this Document Control Policy is to ensure that proper and efficient document management practices are maintained. This has been implemented to ensure that the records of Wellsite Geologists are stored in the most effective and efficient manner.

Wellsite Geologists needs to ensure that important documents are retained to ensure legal, contractual, and other record keeping requirements are adhered to.

### Collection of Records

To properly monitor the safety program records must be created and stored. These records include (but are not limited to):

- Incident/Accident Investigation and Reports
- First Aid Reports
- Training Records
- Safety Meetings
- Hazard Assessments
- Alcohol and Drug Testing Acknowledgements
- Emergency Contact Information
- Inspections
- Statistics
- Maintenance Records
- Policy / Regulation Violations
- Observations
- Safety Performance Reviews
- Record of Drill

These records must be stored in a locked cabinet. Information that is included on the forms may be confidential.

This organizational process will also ensure that documents are available during an audit.

### Records Retention

Records required to be made or retained under the Occupational Health and Safety regulations must not be destroyed or disposed of for the period prescribed in the regulation for the specific class of records or if there is no prescribed period, for five years after the record is made or comes into the possession of Wellsite Geologists.

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## **Drinking Water Policy**

All worksites are supplied with drinking water either from small single use water containers, potable tap water, or a large container designed to pour out of a side spigot. Potable Water is labelled on all containers. Disposable paper cups are available, when required.

In addition to the water supplied, workers are allowed to bring a lunch onsite that consist of fluids of their choice (not including alcohol).

The drinking water container is NEVER to be used to hold any liquids, except potable water.

All workers have been informed of this policy.

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## Driving Policy

Unauthorized/unlicensed employees will not operate motor vehicles. A licensed driver of a vehicle is responsible for:

- Operating the vehicle in a safe and legal manner.
- The safety of passengers.
- Obeying all signs governing movement and parking of vehicles.
- Not operating a motor vehicle while under the influence of drugs or alcohol. This includes blood alcohol level at or above the local legal limit, illegal drugs, and prescription medications that cause drowsiness or other conditions that may cause impairment.
- Driving within the posted speed limits and for the road conditions at all times.
- Not talking on cell phones while operating a motor vehicle. Not reading and writing e-mails and conducting other keyboard-related activities on a smartphone or PDA while operating a motor vehicle.
- Yielding the right of way to any pedestrians.
- Ensuring that provincial driver's license is valid and current for the type of motor vehicle they operate, as required by law.
- For personal owned vehicles used for work purposes.
  - Ensuring Insurance is valid and current as required by law and meets client requirements.
  - Employees who drive to field locations are required to have public liability and property damage insurance (PLPD) and have their vehicles insured for business use.
- Inspecting the condition and operation, before starting motion, of the following: tires, lights, horns, windshields, wipers, rear-view mirrors, brakes, steering gear, head lights, tail lights, turn signals, gasoline, oil and radiator coolant and transmission/steering fluid if applicable. Please use the Vehicle Inspection Form.
- Walking around the vehicle to look for barriers before starting the vehicle.
- All vehicles are equipped with four way hazard lights and two conventional brake lights.
- Ensuring regular maintenance is performed as per manufacturer guidelines.
- Driving in accordance with traffic laws and rules of the road.
- Ensuring all passengers, including the driver, wear seatbelts.
- Considering the rights and privileges of others as a basic "rule of the road".
- Ensuring the vehicle's engine is not running while re-fuelling or changing a flat tire.

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- Taking positive action to ensure that vehicle is unable to move while unattended. Apply hand brake and leave vehicle in either low, reverse, or "park".
- First Aid kits and flashlights must be present in each vehicle and securely stowed.
- Backing up is discouraged, when parking, every effort must be made to park the vehicle in a manner that allows the first movement when leaving the parking space to be forward. Before backing up, a walk around of the vehicle is conducted to verify a clear path by checking for any objects, persons or other vehicles.
- Passengers, other than coworkers required to complete the task, are not allowed in or on any vehicle used to deliver goods.
- Drivers will have 3 years of driving experience on the vehicle he/she is licensed to drive and regularly drives.
- All vehicles are equipped with a mobile phone, 2-way radio, or other such communication device that allows communication with emergency response personnel or company managers. The vehicle must be safely parked prior to using a mobile phone or 2-way radio.
- Passenger compartments must be kept free from loose objects that might endanger passengers and the driver in the event of an accident. Any vehicle with non-segregated storage will be equipped with a cargo net or equivalent to separate the storage area.
- Cargo on or in a vehicle must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.
- All vehicle incidents that occur while on company business must be reported.
- Vehicles (light vehicles, heavy vehicles and trailers) are not allowed to be modified without the endorsement of the manufacturer.
- All signs, stickers or labels must not obstruct the driver's vision or impede the driver's use of any controls.
- Vehicle weighing less than 1000 kg are not allowed on public roads except for crossing, when required.
- Tire Requirements:
  - All tires, including spares if full size, must be of same type, profile and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.
  - All tires are radial with a minimum tread depth of 1.6mm [1/16 inch], recommended 2.0mm, across 75% of the tire width and tread-pattern visible across 100% of the tire.
  - The tire type and pattern must meet the recommended of the vehicle or tire manufacturer for use on the vehicle in the area of operation.

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- All vehicles must have a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- All tire load ratings must be applicable for the application/operating environment.

The following information is recorded and reviewed to improve the Wellsite Geologists driver safety program:

- Accident severity and frequency for all of contractor's operations.
- Cargo space and capacity (weight) utilization.
- Mileage and trip reduction based on consolidation of loads.
- Mileage driven and hours worked for all land transport operations.
- Results (number and analysis of findings) of contractor's driver management system.
- Turnover (monthly percentage) of contractor's drivers.
- Driver abstracts are obtained (a driver abstract contains information on the operator's license, conviction information, demerit points, and suspensions.).

#### **Vehicle Incident Procedure**

1. STOP, ensure that everything possible is done for anyone who may be injured.
2. If the accident is of a serious nature, summon the police and in the meantime do not move the vehicle unless it is causing a hazard to other road users.
3. Do not make any admission of guilt or offer payment for the damage.
4. Make every effort to obtain the name and address, of at least one independent witness i.e. someone who was not involved with the accident.
5. Get information from the other driver:
  - Name and address
  - Registration mark of vehicle, make and type
  - Apparent injuries
  - Apparent damage to vehicle or property
  - Name and address of Insurance company including policy number

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## Enforcement and Discipline Policy

The purpose of this policy is to ensure that all employees of Wellsite Geologists are held accountable for their own actions in relation to safety and company rules, the following disciplinary action steps will be taken, if required.

Offences are categorized as minor or major infractions. Infractions include actions that impede production, employees who flagrantly disregard rules and regulations and are a hazard to themselves, their work associates, company property and equipment.

Minor infractions could include:

- Absenteeism, and failure to call in
- Profanity within hearing distance of customers
- Not returning tools and equipment to its proper storage locations
- Not attending safety meetings
- Failure to call in when working alone resulting in a search to begin unnecessarily.

Major infractions could include:

- Careless or abusive use of company equipment
- Failure to carry out specific orders of a supervisor
- Violation of safety rules
- Failure to wear safety equipment in defined work sites
- Tampering with safety equipment or fire extinguishers
- Removing or immobilizing safety guards or devices
- Short cutting job procedures

### ***Verbal Warning – First Infraction***

A verbal warning is the first step in disciplinary action and should be utilized when supervisors or fellow workers notice that Safe Work Procedures or company policies are not being followed.

The verbal warning should be documented and discussed with upper management. The Verbal warning will be noted in the employee's personnel file.

### ***Written Warning***

After issuing a verbal warning (or if an initial, serious infraction occurs), supervisors should issue a written warning indicating whether or not the employee should participate in formal or informal training.

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***Suspension***

Serious infractions and (continued) lack of personal accountability will result in a suspension from work. These offences pertain to an outright breach of company rules and regulations. If an individual has totally disregarded all rules and regulations without regard for Wellsite Geologists or fellow employees, the individual will be immediately suspended (without pay) pending an investigation of the offence. Discharge will be upon proof of the offence.

Management will determine whether or not:

1. The employee will undergo a suspension.
2. The suspension will be extended for a longer period of time.
3. The employee will be demoted or terminated from their current position.

Dismissal infractions include:

- Reporting for work under the influence of alcohol or unauthorized drugs.
- Wilful damage to company property or equipment, or that of another employee's.
- Theft from the company or fellow employees.
- Committing an act of violence, harassment, or extreme prejudice against fellow employees, supervisors, or customers.
- Falsifying records including accident/incident records, timesheets, etc.
- Refusal to wear or use safety equipment when ordered to do so by a supervisor.
- Breach of confidentiality about customers, fellow employees or company business.

All warnings and records will be kept on the employee file in order to monitor the safety longevity of the employee.

  
\_\_\_\_\_  
President - Dennis Labrecque

\_\_\_\_\_  
May 14, 2012  
Date

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## Environmental Policy

Protecting Canada's natural environment is a national concern. Wellsite Geologists shares that concern and is committed to minimizing the impact of its activities on the environment while managing our operations economically and efficiently.

We take responsibility in upholding this commitment by:

- Complying with applicable environmental law, industry standards, and our own policies.
- Making environmental considerations an integral part of our planning process.
- Operating our vehicles and facilities in a manner that protects the environment.
- Identifying and mitigating the adverse impacts of our operations on the environment in keeping with good environmental and business practices.
- Remaining sensitive to the concerns of the public.
- Responding to environmental emergencies in a prompt and efficient manner.
- Committing sufficient resources to ensure that our employees are fully informed of their responsibilities and are trained to protect the environment while performing their duties.

Wellsite Geologists believes that reducing environmental, energy or social impacts in our day to day business will benefit our company, its employees, and our Clients. We are aware that managing resources and using a pro-active approach to protect the environment will ensure the long-term viability and integrity of the business, while not compromising profitability.

Management, employees, and contractors are all committed to meeting this policy, now and in the future.

  
\_\_\_\_\_  
President - Dennis Labrecque

\_\_\_\_\_  
May 14, 2013  
Date

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## Ergonomics Policy

This Ergonomics policy is intended to help address the risk of overexertion injuries of the back as well as strain and sprain injuries to other parts of the body. It is also the intent of Wellsite Geologists to lower the risk of Musculoskeletal Injuries (MSI) or conditions such as tenosynovitis, tendonitis, bursitis, hand arm vibration syndrome, epicondylitis, carpal tunnel syndrome, cubital tunnel syndrome, radial tunnel syndrome, thoracic outlet syndrome, and trigger finger.

This policy was designed to:

- Show a commitment to injury prevention;
- Specify training and education provisions;
- Ensure an understanding of risk identification, factors, assessment, and controls.

### Education and Training

All Wellsite Geologists workers will be educated, during orientation in risk identification related to the work, including the recognition of early signs and symptoms of MSI's and their potential health effects. Prior to a worker being assigned to work which requires specific measures to control the risk of MSI they are trained in the use of those measures, including, where applicable, work procedures, mechanical aids and personal protective equipment.

### Risk Identification

A review of tasks has been performed to identify factors in the workplace that may expose workers to a risk of musculoskeletal injury (MSI). Activities that may cause or aggravate musculoskeletal injuries are also periodically reviewed to identify ergonomic hazards. These regular reviews have been performed in consultation with the committee, where one exists. The following has also been completed to assist in the identification of the risks:

- A check of past workplace records for evidence of MSI, including first aid records and claims history.
- Interviews with workers and supervisors
- Trends in our industry
- MSI statistics in similar operations
- Accident/incident investigation reports and first aid reports
- Information provided by workers who have reported risks or who have signs or symptoms of MSI

Careful job observation for repetitive, long duration, or forceful movements and awkward postures will likely identify most of the ergonomic risk factors. Consider the employee's need for process information via sensory signals including sight, sound, smell, and touch.

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**Risk Factors**

People have different physical capabilities and limitations; therefore, they will also have different risk factors and predispositions for musculoskeletal disorders. The key work related risk factors are repetition, force, posture, and combinations of these three factors. Poor ergonomics in work procedures and in workplace design can result in compromised work quality, employee injury, and lost productivity.

The following factors are considered, where applicable, in the identification and assessment of the risk of MSI:

- the physical demands of work activities, including force required, repetition, duration, work postures, and local contact stresses;
- aspects of the layout and condition of the workplace or workstation, including working reaches, working heights, seating, and floor surfaces;
- the characteristics of objects handled, including size and shape, load condition and weight distribution, and container, tool and equipment handles;
- the environmental conditions, including cold temperature;
- work-recovery cycles;
- task variability;
- work rate.

When factors that may expose workers to a risk of MSI have been identified, the risk to workers is assessed.

**Risk Assessment**

When performing a risk assessment any worker with signs or symptoms of MSI and a representative sample of the workers who are required to carry out the work being assessed are consulted. A person who has a good understanding of the work processes involved will complete the risk assessment.

Methods of assessment may include but are not limited to

- Observation of workers performing their tasks, including videotaping
- Still photographs of work postures, workstation layout, etc.
- Workstation measurements, using for example, a measuring tape, or weigh scales
- Measurement of handle size, weighing tools, measuring tool vibration, etc.
- Determination of characteristics of work surfaces such as slip resistance
- Measurement of exposures to heat, cold, vibration, noise, and lighting
- Biomechanical calculations, for example, the force required to accomplish a task or the pressure put on a spinal disk
- Physiological measures
- Worker surveys (for example, use of subjective force rating scales)

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Seek employee comments, concerns, and input about specific job tasks in order to identify alternative ergonomic methods of accomplishing the work (e.g. work organization, job rotation, automation). Together decide the best safe work procedure. There are four basic approaches to accommodating an employee's task-specific needs:

1. design for adjustability;
2. design for interchangeability;
3. design for fit;
4. design to eliminate the problem!

### **Risk Controls**

Wellsite Geologists aims to eliminate or, if that is not practicable, minimize the risk of MSI to workers. Personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable. Wellsite Geologists will implement interim control measures when the introduction of permanent control measures will be delayed.

Where elimination is not practicable, the specific risk factors identified in the risk assessment should be reduced to the lowest practicable level. Typically this means minimizing the duration, magnitude, and/or frequency of the relevant risk factor. Care should be taken to ensure that the reduction of risk of MSI from one factor does not increase the risk from another.

PPE for MSI includes, but is not limited to the following:

- Gloves (for example, vibration dampening gloves, friction gloves)
- Footwear (for example, safe, cushioned footwear with a comfortable toe box, and proper-fitting, low profile heels)
- Devices to protect against contact stress (for example, knee pads and wrist rests on computer keyboards)

### **Annual Evaluation**

The effectiveness of the measures taken to comply with the Ergonomics (MSI) requirements is reviewed at least annually. When deficiencies have been identified, they are corrected without undue delay.

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## Fatigue Management Program

*The safety information in this program does not take precedence over the Transportation Requirements, Labour Standards, or the Occupational Health and Safety Act and Regulations. Workers at every level should be familiar with the requirements as it relates to their work processes.*

A Fatigue Management Program (FMP) for Wellsite Geologists was created to increase awareness of fatigue, manage the risk factors and hazards, and prevent related injury and illness. All management and workers must understand what fatigue is, how extended hours of work or consecutive days of work can affect fatigue and the proper proactive methods of effectively dealing with worker fatigue. Training of all workers, supervisors, and management who require the training will occur at or near orientation and thereafter as necessary. The FMP will be monitored, enforced, and updated as needed.

Wellsite Geologists recognizes that fatigue is a factor in the workplace. The Alberta Motor Association (AMA) reports that fatigue is a factor in over half of single-vehicle collisions — one good reason rumble strips are put on highways. Lack of sleep has also contributed to some tragic incidents in the workplace. Fatigue affects a worker's ability to perform mental and physical tasks.

### Definition of Fatigue

Fatigue is defined as a state of being tired. It can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, or combinations of these factors. The signs, symptoms, and affect fatigue has on workers varies from one person to the next, however fatigue may affect the individual worker's ability to perform mental and physical tasks, including driving and working with tool and equipment.

The resultant fatigue can lead to any of the following hazardous conditions, effects, or behaviors:

- Inability to see properly;
- Slower reflexes and reactions;
- Micro sleeps (up to 60 seconds where the brain goes to sleep and worker blacks out no matter what they are doing);
- Automatic behavior (where worker does routine tasks but is not having any conscious thoughts);
- Inability to make good decisions or plans;
- Inability to solve problems;
- Inability to concentrate, including wandering thoughts;
- Decreased alertness and watchfulness;
- Inability to remember things just done, seen, or heard;
- Inability to notice things the worker usually would notice;

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- More mistakes than usual;
- Failure to respond to changes in surroundings or situation;
- Poor logic and judgment, including taking risks the worker usually would not take;
- Inability to respond quickly or correctly to changes;
- Inability to communicate well;
- Inability to handle stress;
- Moodiness (example - giddy, depressed, irritable, impatient boredom, restlessness, depression, giddiness, grouchiness, and impatience).

### **Factors that may have an Influence on Fatigue**

Wellsite Geologists has recognized that there are many factors that have an influence on fatigue. Some are listed below:

- |  |                                       |
|--|---------------------------------------|
| ✓ Time of day;                                     | ✓ Availability of food and water;     |
| ✓ Temperature;                                     | ✓ Days off;                           |
| ✓ Working alone;                                   | ✓ Type of work;                       |
| ✓ Repetitive or “boring” functions;                | ✓ Job stress;                         |
| ✓ Being inactive;                                  | ✓ Home stress;                        |
| ✓ Length and frequency of breaks;                  | ✓ Non-effective use of personal time; |
| ✓ Duration of the extended hours/consecutive days; | ✓ Workplace safety culture.           |

Wellsite Geologists will take the following measures to mitigate workplace conditions that can contribute to fatigue:

- Create a work environment that promotes alertness;
- Analyze and evaluate work tasks to minimize Fatigue hazards. This is done by reviewing the type of work task, the length of the task, workplace conditions, etc.
- Implement engineering and administrative controls to avoid or greatly reduce exposure;
- Ensure sufficient resources of personnel, equipment, and support;
- Structure hours of work to avoid the hottest or coldest periods of the day;
- Provide additional fluid/nourishment;
- Adjust time factors to incorporate the additional physical requirements and challenging environmental and physical conditions;
- Select PPE appropriate to the situation and/or condition that exists and limiting the duration of tasks requiring PPE that affects performance or that places additional physical demands on the worker.

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### **Choosing an Optimum Schedule**

When choosing work schedules, the risks can be better managed when worker needs, industry requirements, and competitiveness are taken into account. Optimum scheduling is efficient, effective, and appealing.

#### *Breaks*

Wellsite Geologists and workers should schedule tasks to allow for sufficient rest breaks and recovery time and should encourage workers to follow proper nutrition and increase physical activity.

#### *Travel*

When possible, workers will have a break after traveling and before their first shift. In that period of time, the workers are expected to sleep. Workers should treat their work-related travel time as they would regular work time in terms of fatigue management (e.g. scheduled rest breaks and physical activity breaks). If workers have a long drive ahead of them to get home after working away for extended days, they should be required to rest before getting behind the wheel.

### **Training**

All Wellsite Geologists workers, supervisors, and management have been or will be trained to recognize and respond to fatigue issues at the workplace. It is the responsibility of the supervisor to make corresponding changes to work requirements if fatigue impairment signs are evident. All concerns should be communicated to management and corresponding changes should be documented for review and follow-up.

### **Responsibilities**

#### *Responsibilities of Management*

- To ensure the FMP is implemented throughout the company.
- Managers are to ensure crews are strategically positioned for work the following day. Managers have also been trained in FMP and are familiar with the regulations;
- Provide the necessary information about fatigue;
- Provide instruction and training regarding Fatigue and Regulations;
- Communicate expectations to the workers;
- Monitor the effects of extended work hours;
- Support workers who are experiencing concerns with fatigue;
- Investigate any problems and/or concerns;
- Inspect the workplace and review FMP with workers;
- Review the FMP.

#### *Responsibilities of Supervisors*

- Scheduling of work and rest days;

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- Ensure all crewmembers understand the FMP;
- Conduct safety meetings discussing fatigue and the FMP;
- Solicit short-term help to minimize the need for extended hours;
- Ensure tasks are performed in safe and healthy manner;
- Be aware of the possible risks associated with extended hours and/or consecutive days of work;
- Give workers as much notice as possible if extended hours are anticipated;
- Account for workers returning from sickness, absences and/or modified work;
- In conjunction with workers, identify health problems which may affect a workers ability to work extended hours i.e. diabetes;
- Consider travel time to and from work.
- Observe and record how individuals respond to extended hours;
- Recognize individual and crew fatigue;
- Get feedback from individual crewmembers and the crew as a whole;
- Assess and control hazards and risks and take prompt action if a risk develops;
- Relay information to and from management & workers;
- Report any FMP problems, concerns and/or issues.

#### *Responsibilities of Workers*

- Actively participate in FMP training;
- Take short and frequent breaks;
- Recognize symptoms of fatigue;
- Promptly report any fatigue related concerns;
- Report any individual medical or personal situations, which may have an effect on fatigue;
- To get proper rest during time off;
- Identify personal stress and seek assistance if required.
- Rotate and perform various functions of short duration during extended hours;
- Perform complex tasks earlier in the shift, if possible;
- Utilize the buddy system, when applicable;
- Never operate motor vehicles and/or heavy equipment while excessively fatigued.

#### **Program Review**

The development, implementation, and continual monitoring of a FMP will ensure Wellsite Geologists is providing a safe and healthy work environment for all workers. The following will be monitored:

- Periodically review FMP procedures;

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- Compare ratio of crews working extended hours to those not working extended hours;
- Review the effectiveness of the FMP training program;
- Discuss possible alternatives to extended hours of work.
- Management/supervisors to determine the need for extended hours;
- Management/supervisors are to monitor crews when working extended hours for fatigue related concerns;
- Management/supervisors are to address crewmember concerns regarding working extended hours;
- Management are to monitor supervisor/worker relationships;
- Ensure everyone has been trained in the FMP.

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## **Firearms Policy**

The possession or carrying of any firearms on the company or client premises is prohibited at all times. This includes company vehicles, privately owned vehicles while on company business, and in the office/shop.

In the event that there are concerns with bears or other dangerous wildlife on the work site, report immediately to the office.

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## First Aid Policy

### Training

All field personnel are required to complete Standard First Aid Training put on by St. John Ambulance, Red Cross, or equivalent. On all daily toolbox safety meeting forms, list all designated first-aiders on site (update as new workers arrive). A worker who successfully completes the training by an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid or advanced first aid that are adopted by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board.

Ten percent of the Wellsite Geologists office staff are required to have current Standard First Aid Training. Management will determine who is required to have the training.

### Transportation of Injured Workers

Prior to all new jobs starting the office will ensure arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility. This will generally be done in a work vehicle. When working on remote sites STARS will be contacted.

Ambulance service must be readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Wellsite Geologists will ensure that other transportation is available that:

- is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site,
- protects occupants from the weather,
- has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken, and
- can accommodate a stretcher and an accompanying person if required to.

### First Aid Equipment

Depending on the task being performed for Wellsite Geologists, certain work situations may require more extensive first aid supplies than others. All employees should be aware of the required first aid gear needed to satisfy Health & Safety requirements for any given work task (Office or Field). First Aid equipment must be kept in a conspicuous location, maintained in a clean, dry and serviceable condition and readily available to all employees. The First Aid equipment is located in the office and in all vehicles in easily identifiable containers bearing the First Aid cross. Signs are located, where practicable, at conspicuous places at the work site, indicating the location of first aid service, equipment and supplies. Often posting of signs is not practicable; in that case each worker will be informed and know the

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location of first aid services, equipment and supplies. As any items are removed they will be refilled at the first available time.

- *Office/Administrative Work*

The Wellsite Geologists office is supplied with a No. 1 First Aid Kit, readily available and accessible to all office workers. The contents and quantities of items needed for a No. 1 First Aid Kit are specified in the below Table.

- *Field Work*

Any field worker working alone must be equipped with a Type P Emergency First Aid Kit, the contents and quantities of items are specified in the below Table and a cellular phone or other means of communication must be in their vehicles.

Employees working at a field site comprising 2-4 persons must be equipped with No. 1 First Aid kits and a cellular phone or other means of communication in their vehicles. At least one of the workers must be a hold a certificate in Standard First Aid (SFA). Worksites with 5-9 persons must have a No. 2 kit, cellular phone or other means of communication, and at least 2 persons with SFA certificates and 3 blankets. The contents and quantities of items are needed for a No. 2 First Aid Kit are specified in the below Table.

Field First Aid kits or communication devices (including cellular phone or radio) will be supplied to field staff if not available/supplied at the vehicle/worksite.

Table 1: Minimum Quantities of Items need for Specified First Aid Kits

First Aid Kit Type (Minimum quantity)			Item Description
No.1	No.2	Type P	
10	10	5	Antiseptic cleaning towelettes, individually packaged
25	50	10	Sterile adhesive dressing, individually packaged
10	20	5	10 cm x 10 cm sterile gauze pads individually packaged
2	3	1	10 cm x 10 cm sterile compress dressings, with ties
2	3	-	15 cm x 15 cm sterile compress dressings, with ties
2	1	-	20 cm x 25 cm sterile abdominal dressing
2	2	-	Conform gauze bandages – 7.5 cm
3	4	1	Cotton triangular bandages
5	8	-	Safety pins – assorted sizes
1	1	-	Pair of scissors
1	1	-	Pair of tweezers
1	1	-	25 mm x 4.5 m roll of adhesive tape

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1	2	-	Crepe tension bandages – 75 mm wide
1	1	-	Resuscitation barrier device with a one-way valve
4	6	1	Pairs of disposable surgical gloves
1	1	-	First aid instruction manual (condensed)
1	1	-	Inventory of kit contents
1	1	1	Waterproof waste bag
-	1	-	20 cm x 25 cm sterile abdominal dressing
-	1	-	Sterile, dry eye dressing

All injuries must be reported to supervisors no matter how minor. Any incident that requires use of first-aid or first-aid supplies should be reported and documented using the Incident/Accident form.

Wellsite Geologists must keep a record of the circumstances of any injury or illness at the workplace and the treatment given in each case. Records of injuries are to be kept for a period of three (3) years. For this reason, first aid kits are supplied with a first aid treatment record. The first aid attendant who administers first aid must enter in the register his family name and given name as well as those of the injured worker, the date, time and description of the injury or sickness and the type of first aid given.

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## Fit for Duty

Wellsite Geologists is committed to providing a safe work environment for its employees and subcontractors. In order to maintain a safe working environment it is essential that employees and subcontractors are physically able to perform the duties associated with their assigned tasks.

The purpose of this policy is to provide a reasonable assurance that workers are physically and mentally fit to safely perform their assigned duties without excessive risk or harm to themselves or others. Criteria will be based on a job evaluation of required physical requirements and a subsequent testing of those abilities. Wellsite Geologists ensures that workers are trained on the company's Fit for Duty policies and procedures; this is communicated often during Safety Meetings.

It is our duty to send each worker home to their family, whole and healthy and at the same time to ensure their job security.

## Responsibilities

Each worker has the responsibility to be ready to perform work in a healthy and focused manner.

- Workers must report all medications they are taking. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor.
- Workers must ensure they are physically and mentally fit to perform their job functions safely.
- Workers must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.
- Workers unable to perform their duties due to personal health and/or personal issues must remove themselves from being available for work.

Management has the responsibility to ensure all workers are trained (necessary education, experience, and training) to perform their work safely. Workers must be competent to complete assigned tasks. A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Workers are also trained on the Fit for Duty policies and procedures.

Supervisors are trained to assess worker behavior for signs of fatigue, impairment, and lack of physical or mental fitness. Workers activities and behaviors will be monitored to determine if they should be removed from the work site (it will be at the supervisor's discretion to remove a worker from the worksite). Wellsite Geologists will ensure that no person enters or remains at the job site while under the influence of drugs and/or alcohol.

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**Criteria to Assess Fitness for Duty**

The following criteria are used to assess whether an employee is fit for duty:

- Workers must be physically capable of performing their job tasks. Pre-employment physicals are included in the hiring process, and also when changing into certain job functions and different environments. A Physical Demands Analysis (PDA) will be prepared for each job duty to ensure workers are placed accordingly.
- Training, based on the assigned task, must be completed and competency verified prior to completing the task unsupervised.
- All required safety training must be completed.
- Workers must have access to the safe work practices and procedures and they must be followed.
- Pre-employment, post-accident, or random as drug and Alcohol testing as prescribed by Wellsite Geologists and the host facility.

**Results of Assessment**

If an employee is determined to be unfit for duty, Wellsite Geologists will provide reasonable assistance to the employee. This may include, but is not limited to, transferring the worker to another role or providing a leave of absence.

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## Initial Spill Response Policy

This policy is intended to provide the information necessary to address any spill that may occur on Wellsite Geologists owned property, during transportation, or our Clients property.

### Adverse Effect

An adverse effect is defined as impairment of or damage to the environment, human health or safety, or property. An adverse effect is further defined as:

- Any third party impact (off site impact);
- Un-recovered spilled substance likely to contaminate surface or groundwater;
- Groundwater and /or surface water that is contaminated;
- A release or spill that has potential for offsite odour complaints; or,
- Toxic or flammable release to air going offsite.

Wellsite Geologists management will be immediately notified of any spill *having an adverse effect* that occurred at the direction of one our workers. Our policy is to clean up all spills as soon as possible once the release has been stopped.

### Training

Workers are trained on the proper response procedures for spilled materials that we use. The training includes materials available for clean-up, proper waste disposal, and communication procedures.

### Prevention and Maintenance

Wellsite Geologists will place a high priority on spill prevention to reduce the risk of spills and minimize environmental damage. In order to lower the risk of leaks or spills occurring, Wellsite Geologists personnel will incorporate into safety inspections a check for any signs that equipment may be leaking or is in a condition that future leakage may occur. Chemicals must be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals should be kept in closed containers and stored so they are not exposed to rainwater or snow.

### Emergency Response

Wellsite Geologists will maintain a high level of preparedness in the event of a spill so mitigation can be initiated immediately reducing the impact to the environment.

Emergency response to a spill draws on people's experiences, training and judgment. No manual can dictate response/contingencies for every type of situation and circumstance; however Wellsite Geologists is committed to being prepared for emergencies and to respond quickly and effectively to all situations.

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A worker that direct sites where there is a potential to create a spill will be provided a spill kit to be kept in their vehicle and be easily accessible when required. The spill kit will contain the appropriate supplies for any materials that may be spilled and take into account both the type and quantity of materials. Adequate spill response supplies are periodically inspected to assess their availability and adjust inventory as necessary.

Emergency response to a spill will occur according to the following priorities:

1. Protection of the public and employees health and safety
2. Protection of the environment
3. Protection of public/private land
4. Protection of company property

### **Safety**

The safety of site personnel will be considered top priority by Wellsite Geologists.

No clean up actions are to take place until the spilled material has been identified and the correct handling procedures are put in place. Proper health and safety measures should be taken when responding to a spill. This includes the use of appropriate personal protective equipment (PPE).

### **Procedure**

The following procedures are a general guideline to following in the event of a spill:

1. Assess the conditions in the spill area to ascertain if it can be entered safely.  
Is there H<sub>2</sub>S, poisonous vapors, or explosive atmosphere present?
2. Refer to the Material Safety Data Sheets (MSDS) kept onsite.
3. Contact your supervisor and advise him of the spill. If you have a large spill ask for backup personnel to assist you.
4. Remove as much spilled liquid from the site as you can using a vacuum truck and other equipment suitable under the circumstances.
5. If the spill is not flowing or spreading, no containment is required. If the spill is heading down a slope there may be a need to block the movement with a trench or sandbags. If a trench is used ensure Ground Disturbance practices are used.
6. If necessary, the area around the spill should be fenced off to prevent wildlife and livestock from entering the spill area.
7. An environmental company should be called in to deal with large spills. Sampling may be required to verify that the clean-up was successful.
8. Ensure any soil that has been excavated is piled on poly or tarps to prevent contaminating another area.
9. Transportation of waste soil and vacuum truck waste must be characterized and disposed of at an approved facility.

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**Reporting**

In Alberta spills of chemicals which require reporting including spills of refined petroleum products are to be reported to Alberta Environmental Protection department (AEP) at 1-800-222-6514 on a 24 hour basis. In British Columbia they are to be reported to Provincial Emergency Program department (PEP) at 1.800.663.3456. The amount of a release that must be reported varies between provinces; workers must know the local requirements.

For a TDG accidental release of dangerous goods from containment the following numbers can be used for reporting:

- **911** – this will notify the local police and the fire department
- Alberta – 1.800.272.9600
- British Columbia – 1.800. 663.3456
- Saskatchewan – 1.800.667.7525

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## Journey Management Policy

This program is in place, it will be utilized on our Clients request, for extended trips – greater than 400km from last location, or when our workers are travelling in highly risky situations (ice roads, extremely remote sites, etc).

Driving is one of the most hazardous tasks in the oil patch. Many people have died or have been seriously injured because of a few seconds of inattentiveness. It is important to stay alert...stay ALIVE!

Vehicles must be driven courteously and in accordance with current Traffic Regulations at all times. Failure to do so may result in the withdrawal of the privilege to drive a company vehicle.

### Program Supervision

A Journey Manager has been appointed at Wellsite Geologists. The following responsibilities will be completed by the Journey Manager:

- Ensure drivers are trained in Journey Management
- Prepare, maintain and distribute a list of everyone required to follow journey management practices and procedures. This includes drivers with our organization and all regularly contracted drivers and transport companies.
- Ensure all driving shift handovers are documented and reviewed.
- Ensure all drivers have knowledge of the plan prior to each job.
- Ensure sufficient communication is available.
- Complete a risk assessment of different journeys (ie to specific areas, wildlife collision likelihood, private roads, distance, etc).
- Define journeys that do not require approval of the Journey Management Manager. Review and approve/reject requests for journeys that are not in the list and are subject to individual review and approval.
- Must verify that driver's implement all agreed upon control measures.
- Evaluate journeys and retain master copies of safe journey plans for at least three months after closeout of the relevant journey.
- Prepare a monthly report including the following:
  - The number of journeys managed.
  - The number of safe journey plan non-compliances.
  - The number of safe journey plans, which required permission from the authorizing person.
- Prepare an annual report including the following:
  - A trend analysis covering all safe journey experiences.
  - Report on all safe journey experiences including findings and actions to improve the systems.
- Review Journey Plans with drivers. The following is reviewed:

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- All trips during the darkness or times of reduced visibility are systematically reviewed for risk and are subject to formal management approval.
- Appropriate means of communication between driver and journey manager are available and agreed between driver and journey manager.
- Appropriate vehicles are assigned and inspected.
- Confirm adequate food, drink, money and other provisions are available for the journey.
- Ensure appropriate equipment and qualified personnel are assigned for the journey.
- Estimate of the expected arrival time at the destination is made.
- Formal pre-trip briefings are held and documented.
- Identify and discuss all potential driving hazards associated with the journey.
- Immediately prior to departure, verify the latest report on road conditions and weather, etc.
- The driver and vehicle comply with all Owner Client requirements.
- The route is clearly defined and mapped, rest stops are scheduled.
- Before leaving on a trip, particularly during winter, ensure that weather conditions are safe for driving. Ensure the vehicle being used is adequate for the weather conditions. Make sure emergency supplies are in the vehicle, and the driver has a cell phone in case of emergency. In particularly harsh conditions, consider cancelling or rescheduling the trip.
- Road journeys should only be taken when necessary. Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency. If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead. Consider safer methods of travel (air, train, etc) where practicable.
- Driving should be done during daylight hours rather than after dark, whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.

### **Vehicle Equipment**

All vehicles owned by Wellsite Geologists contain:

- A Vehicle Information Booklet (in the glove compartment).
- Registration papers and insurance certificate.
- Accident reporting forms.
- A First Aid Kit.
- Water.
- Booster cables.
- Blankets.

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- Warning triangles.
- Flashlights.
- Means of communication.
- Sandbags and a shovel (in winter).

#### *Criteria for Operating a Company Vehicle*

Drivers of Company-owned and/or Company-operated vehicles, including rental cars, must:

- Have a valid driver's license for the type and size of equipment/vehicle to be operated.
- Know and obey all applicable traffic and motor vehicle laws.
- Have no record of conviction for drunk driving, driving while intoxicated, impaired driving due to drugs or alcohol, or any related offense during the preceding 36 months.

#### **Determining the Schedule and Route**

Everyday workers are required to drive to perform work tasks. Journey plans shall focus on safety which shall take priority over all operational considerations. The following should be taken into account before heading out each day:

- **Routes** - Allow for average speeds and not local speed limits. Trucks may not be allowed to travel certain roads, tunnels or bridges for weight, size or hazardous goods reasons.
- **Weather** - Take into account changes in weather on the day before or during the journey and select a safe driving speed.
- **Rest periods** - Truck drivers will be required to take statutory breaks. Car, pickup, and van drivers should take breaks approximately every two to three (2-3) hours.
- **Driver's Hours** - Truck drivers shall make allowances for the effects of duty on site before driving. Daily rest shall be taken before returning to base, if required.

#### **Convoy**

The purpose of a convoy is to ensure the timely, orderly, and safe arrival of all equipment and personnel to a location. A convoy is defined as two or more vehicles traveling the same route.

The convoy will:

- Travel no faster than 65 mph/100 kph.
- The slowest unit in the convoy will be the limiting factor
- Reduce operating speeds for adverse traffic, road, or weather conditions
- Travel with their lights on except where prohibited by law
- Not pass Company vehicles traveling in the same direction as the convoy.

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- Travel at a safe distance apart, keeping the vehicles in front and behind in sight with the minimum distance between trucks in a convoy being eight seconds or greater at any constant rate of speed
- Observe traffic rules at all times

A driver may make an emergency stop if needed, in which case the remaining vehicles in the convoy will proceed to the nearest safe parking area. One driver will return to the stopped vehicle to determine the problem.

### **General Safety Rules**

1. Workers must notify their supervisor or another individual who is not traveling with them of their travel plans. This includes where they are going, when they should be getting there, and when they plan to return.
2. All federal, provincial, and local laws, ordinances, and regulations must be followed. Above all Wellsite Geologists employees must drive the vehicle safely and courteously.
3. No ill or fatigued drivers will be permitted to operate Wellsite Geologists vehicles.
4. Driving under the influence of a narcotic or alcohol is cause for immediate dismissal. It is the driver's responsibility to notify his/her supervisor if for any reason he/she is unable to drive due to fatigue, medication, a medical condition or a distressed/unstable state of mind.
5. Speeding is absolutely forbidden; trips are scheduled so that the driver is not required to exceed any speed limit on the route to be traveled.
6. Vehicle pre-trip inspections will be performed prior to daily departure.
7. Drivers who are required to wear corrective lenses must have them on while driving.
8. It is mandatory that drivers passing stopped emergency vehicles or tow trucks must slow to 60 kilometers per hour or the posted speed limit, whichever is slower. Drivers passing construction workers must obey posted speed limits. Drivers must slow down to 30 kilometers per hour in school zones and watch for children. When passing a school bus the driver must stop when the flashing lights are present and not continue until the lights are no longer flashing.

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9. Drivers must exercise extreme caution when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, rain, dust, or smoke exist. Stop the vehicle if conditions become too hazardous.
10. The driver and all passengers must wear seat belts at all times.
11. No vehicle is to be left standing or parked on the traveled portion of a highway if it can be avoided.
12. If a vehicle must be stopped on the highway or shoulder for an emergency the driver must immediately activate the hazard warning flashers.
13. All Company vehicles will have secure loads. Items not permanently affixed to Company vehicles will be carried in secure compartments and must be chained down or covered to prevent from falling off the vehicle. Loose, heavy items or materials must not be carried in the passenger compartments of any vehicle.
14. Disabled Company vehicles must be towed by towing equipment designed for that purpose. Towed vehicles must have brakes and tail-lights in full operation. Reduce speed for bad roads, inclement weather or other unsafe conditions.
15. An Incident Report must be completed if involved in an accident. Drivers will report all vehicle accidents promptly, factually and completely to their immediate supervisor.
16. A driver must notify the company if their license is revoked, suspended or withdrawn.
17. No fueling of vehicles with the engine operating.
18. No smoking or open flame in the vicinity of a vehicle being fueled.
19. No unauthorized riders allowed.
20. Drivers must have a valid driver's license for the type of vehicle to be operated and keep their license(s) with them at all times while driving.

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## Load Securement Policy

*The safety information in this policy does not take precedence over the Transportation Requirements or the Occupational Health and Safety Act and Regulations. Employees at every level should be familiar with the requirements as it relates to their work processes.*

All drivers at Wellsite Geologists must ensure that any items that may leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely impacted have been adequately immobilized. *Keep in mind that this requirement affects ALL vehicles, not just commercial vehicles.* This Policy relates to all general freight and all equipment carried within the vehicle including shovels, tools, fire extinguisher, etc.

Cargo being transported on any highway must remain secured on or within the transporting vehicle. Wellsite Geologists has prepared this Cargo/Load Securement Policy to be followed by all employees that have to carry materials on their vehicles. This policy addresses when a load must be secured and by what means. The safety of all road users depends on every vehicle on the road complying with regulations and safe work procedures regarding load securement.

Cargo will be firmly immobilized or secured on or within a vehicle by structures of adequate strength, blocking, bracing, dunnage or dunnage bags, shoring bars, tie downs or a combination of these. The cargo securement system used to contain, immobilize, or restrain cargo will be appropriate for the size, shape strength, and characteristics of the cargo. Wellsite Geologists will not permit a driver to operate a vehicle where the cargo transported in or on the vehicle is not contained, immobilized, or secured properly.

An improperly secured load can result in loss of life, loss of load, damage to the cargo, damage to the vehicle, an accident, issuance of litigations/fines to driver/carrier, or the vehicle being placed Out-of-Service.

All items must be secured including fire extinguishers, tool kits, accessories, etc.

### Training

All drivers are trained to meet the cargo securement requirements of best practices, the National Safety Code Standard #10 and industry best practices (as recommended by the Petroleum Services Association of Canada (PSAC) and the Canadian Association of Oilwell Drilling Contractors (CAODC)).

### General Provisions

Prior to operating a commercial motor vehicle the cargo must be properly distributed and adequately secured.

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The cargo or any other object must not:

- Obscure the driver's view ahead or to the right or left sides (except for drivers of self-steer dollies).
- Interfere with the free movement of the driver's arms or legs.
- Prevent the driver's free and ready access to accessories required for emergencies. OR
- Prevent the free and ready exit of any person from the commercial motor vehicle's cab or driver's compartment.

The securement system chosen must be appropriate for the cargo's size, shape, strength, and characteristics. The articles of cargo must have sufficient structural integrity to withstand the forces of loading, securement, and transportation. This includes packaged articles, unitized articles, and articles stacked one on the other.

### **Securing Devices**

A Securement System is a method that uses one or a combination of Vehicle Structure, Securing Devices, and /or Blocking and Bracing Equipment.

A securing device is any device specifically manufactured to attach or secure cargo to a vehicle or trailer. The following are examples of securing devices:

- Synthetic Webbing;
- Chain;
- Wire rope;
- Manila rope;
- Synthetic rope;
- Steel strapping;
- Clamps and latches;
- Blocking;
- Front-end structure;
- Grab hooks;
- Binders;
- Shackles;
- Winches;
- Stake pockets;
- D-rings;
- Pocket;
- Webbing ratchet;
- Bracing;
- Friction mat.

When nylon straps are used they are 4 inch wide.

All load securing anchorage points are designed so that all forces imposed by the load are transmitted to the main chassis.

All vehicles or trailers are fitted with a solid headboard or equivalent to stop loads, in combination with other load restraining devices, from moving forward when decelerating at 0.8G.

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Trailers designed specifically to haul a container only, do not require a headboard, but must be fitted with suitable twist locks for both 20 ft. and 40 ft.

A combination of securing devices that forms an assembly that attaches cargo to, or restrains cargo on a vehicle is called a Tie Down. Tie Downs can be used in two ways:

#### Attached to the cargo

- Tiedowns attached to the vehicle and attached to the cargo.
- Tiedowns attached to the vehicle, pass through or around an article of cargo, and then are attached to the vehicle again.

#### Pass over the cargo

- Tiedowns attached to the vehicle, passed over the cargo, and then attached to the vehicle again.

All components of a tie down must be in proper working order.

- No knots or obvious damage;
- No distress;
- No weakened parts;
- No weakened sections.

Cargo must be fully contained by structures of adequate strength. Cargo should not shift or tip and must be restrained against horizontal movement by vehicle structure or by other cargo. Horizontal movement includes forward, rearward, and side to side.

#### *Minimum Number of Tiedowns*

The cargo securement system used to keep articles from moving must consist of a minimum number of tiedowns. This requirement is in addition to complying with rules concerning the minimum working load limit. When an article of cargo is not blocked or positioned to prevent movement in the forward direction, the number of tiedowns needed depends on the length and weight of the articles. There must be at least:

- One tiedown for articles 1.5 metres or less in length, and 500 kilograms or less in weight;
- Two tiedowns if the article is:
  - 1.5 metres (5 feet) or less in length and more than 500 kilograms (1,100 pounds) in weight; or
  - Greater than 1.5 metres (5 feet) but less than 3.0 metres (10 feet), regardless of weight;
  - Three or more tiedowns if the article is longer than 3.0 metres (10 feet).

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For example, one tiedown is required if the article of cargo is 1.5 metres in length and does not exceed 500 kilograms (1,100 pounds). If the article of cargo was greater than 1.5 metres in length but less than 3.0 metres, then two tiedowns would be needed regardless of the weight. A six foot long ladder, weighing 50lbs will require 2 tiedowns.

When an article of cargo is not blocked or positioned to prevent forward movement and the item is longer than 3.0 metres (10 feet) in length, then it must be secured by:

- Two tiedowns for the first 3.0 metres of length; and
- One additional tiedown for every 3.0 metres of length, or fraction of, beyond the first 3.0 metres.

If an article is blocked or braced to prevent forward movement by a header board, bulkhead, other articles that are adequately secured, or by other appropriate means, then it must be secured by at least one tiedown for every 3.0 metres of article length, or fraction of.

### **Chocks**

Chocks, wedges, a cradle, or other equivalent means that prevent rolling. These must be secured to the deck. Where any cargo or portion thereof may roll, it will be restrained by chocks, wedges, a cradle or another securing device that prevents the cargo from rolling.

### **Working Load Limit (WLL)**

The Working Load Limit is the maximum load that may be applied to a component of a cargo securement system during normal service. The WLL is usually assigned by the component manufacturer. The working load limit of a tie down or a component of a tie down that is marked by its manufacturer with a numeric working load limit is the marked working load limit. The cargo securement system is only as strong as its weakest component.

### **Inspection of Load**

After the Load has been secured, and before operating the vehicle the driver (or swamper) will:

- Inspect the vehicle to confirm that the vehicle's tailgate, tailboard, doors, tarpaulins and spare tire, and other equipment used in its operation, are secured.
- Ensure that the cargo does not interfere with the driver's ability to drive the vehicle safely.
- Ensure that the cargo does not interfere with the free exit of a person from the cab or driver's compartment of the vehicle.

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- Inspect the vehicle's cargo and the cargo securement system used and make necessary adjustments.

The driver of a vehicle will inspect the vehicle's cargo and the cargo securement systems used and make necessary adjustments:

- Before driving the vehicle, and
- Not more than 80 kilometers from the point where the cargo was loaded.

The driver of a vehicle will re-inspect the vehicle's cargo and the cargo securement system used and make necessary adjustments to the cargo or cargo securement system as necessary, including adding more securing devices when:

- There is a change of duty status of the driver,
- The vehicle has been driven for 3 hours; or
- The vehicle has been driven for 240 kilometers.

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## Management of Change (MOC) Policy

This Management of Change (MOC) Policy is intended to identify and control potential hazards or impacts associated with change that may affect Health, Safety or the Environment. MOC ensures that the impact of changes are properly recognized, reviewed, approved, communicated, and documented.

Changes, even very simple ones, have caused accidents, near misses and environmental harm. We have developed this policy to mitigate the potential for harm resulting in a change of process.

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change process is completed.

There are 5 different changes where this policy should be used:

1. **Physical Change:** Any physical change, except replacement-in-kind, or any deviation from the documented safe operating limits or procedures.
2. **Personnel Change:** Change in the organization or a change in personnel that supervise that may lead to a loss or transfer of personnel with specific knowledge or experience.
3. **Replacement-in-Kind:** An item (equipment, chemical, procedure, etc.) that is quite similar to an existing product currently used.
4. **Temporary Change:** Any change that will not remain in effect indefinitely. A point in time will be specified when the temporary change will be returned to original conditions. A temporary change will be subject to the same evaluation as permanent changes.
5. **Emergency Change:** Action necessary to remedy an emergency situation that poses imminent impact to safety, health, or the environment.

### Pre-Project Review

During the planning/development stage of a project a review of any definite or potential changes must occur. If a change to facilities, equipment, or work process has been identified the project supervisor must ensure that health, safety, environmental, and/or quality standards can be maintained while staying on budget.

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**Procedure/Process**

While no single procedure is recommended for all changes, the process to manage each change should address:

- Analysis of safety and environmental implications
- Communication of potential consequences and required compensating measures
- Training, if required
- Authority approval of changes

Pre-Project and Pre-Start Up reviews include input from affected workers and supervisors (including Operations, Engineering, Information Technology, Sales/Marketing, Quality Assurance, and Environmental, Health and Safety), as appropriate, to determine if the change is required. The process begins when the need for a change is identified. The proposed change must be clearly communicate to appropriate management including a description of and reason for the change. Management will evaluate merits of the change and determine the additional action required to properly address the change.

When a proposed change has been identified it must be evaluated for potential safety, health and environmental implications. A review should be conducted to assess hazards associated with implementing a change. The review should also ensure that all codes, standards, design specifications, compatibility assessments, and generally accepted engineering practices have been met. In addition to hazards the review should also address all of the benefits associated with the change.

Management is required to authorize the change before implementation. This must be done in writing. Once the change has been authorized a pre-start up review must be completed to ensure that all requirements outlined in the pre-project review have been addressed, and to ensure that any other possible hazardous conditions are assessed.

Prior to implementation, the change must be properly communicated to affected workers; this can be accomplished through pre-job safety meetings. Any training requirements should be formally identified and completed prior to start-up.

After the change has been implemented, the management is responsible for verifying that the change was performed as intended.

If the change is temporary, time limits must be set. Management must ensure that these time limits and any other stipulations of the temporary change are not violated.

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In an extreme emergency, it may be necessary to carry out a modification or procedural change before normal MOC procedures can be followed, in these cases, the change will be permitted only on the verbal authority of designated person in charge. However, the emergency change should be subjected to the normal MOC procedures at the earliest possible time.

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## Modified/Return to Work Program

The purpose of this Return to Work Program is to assist Wellsite Geologists in safely returning injured / ill workers in a timely manner to meaningful and productive employment when medically able.

The modified work program is reviewed with employees as part of the new hire orientation.

Wellsite Geologists will make every reasonable effort to provide suitable employment to any employee unable to perform their duties. This may include a modification to the employee's original position or providing an alternate position, depending on the employee's medical restrictions. Only work that is considered to be meaningful and productive will be considered for use in the Return to Work program. Participants placed on Return to Work plans will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the Return to Work program.

Work restrictions, as described by the treating physician, will be **strictly** adhered to.

Benefits the employee receives from the program are as follows:

- Provides a sense of security about continued employment.
- Injured workers remain active and productive, reinforcing a self-worth attitude.
- Pain and suffering are minimized and physical health is promoted.
- Maintain social contact with fellow employees to encourage faster return to the job and speed recovery time.
- Injured workers and their families experience less emotional and financial disruption in their lives.
- Maintain Employment Insurance eligibility. If a worker remains on Workers' Compensation benefits for longer than 104 weeks, they no longer qualify for Employment Insurance.
- Maintaining necessary job skills.

In order for the Wellsite Geologists Modified/Return to Work Program to work effectively the employee needs to contact the managers/supervisors as soon as an injury or illness occurs that restricts the performance of their job. As well Wellsite Geologists will enlist the cooperation of the employee in identifying and reporting other job functions that may be incorporated into the modified work. Wellsite Geologists may assign responsibilities and tasks different from the employee's regular job when the employee cannot perform their full duties or work a full day. In

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all cases, the assigned/modified work must be consistent with the employee's medical restrictions.

If a physician determines the employee is not able to perform modified/return to work tasks, the employee will be placed on leave until such time as appropriate work can be assigned or the restrictions are lifted.

If a Worker is unable to perform his/her regular duties due to a workplace injury or incident and a physician approves modified work, the following steps are taken:

- The Physician advises what level of modified work the worker can perform;
- Worker is offered modified work;
- Worker agrees to the modified work or refuses stating that on the modified work offer;
- Worker is paid regular wages by Wellsite Geologists while performing modified work;
- Worker must continue to be monitored by a Physician; and,
- Worker will return to regular duties when cleared by a Physician.

#### **Monitoring Program Participants**

The supervisor will monitor modified work activities to ensure that the employees work within the assigned limitations. Supervisors are trained to set a positive tone for the rest of the workers that will come in contact with the returning worker.

The worker must comply with all prescribed treatments, as well as keep the supervisor apprised of ongoing medical conditions or concerns.

If a workers condition worsens or the condition is not improving as planned, the worker will be required to obtain medical assistance and not work until the employee's condition shows evidence, as determined by a physician, of improvement. Under no circumstances will a worker be permitted to return to work or continue to remain at work if their condition is not improving.

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## New and Young Worker Policy

This policy is to ensure that New and Young Workers are identified, appropriately supervised, trained and managed in order to prevent accidents such as personal injury, injury to others, environmental damage or property damage. This policy will be followed when required by the Client, and only when any New and Young Worker will be onsite for the project.

**New Worker / Short Service Employees (SSE)** - *Any full time or temporary personnel with less than 6 months experience in the same job type or with his/her present employer.*

**Young Worker** – *A worker under the age of 25. A young worker is also considered a SSE.*

### Pre - Job

The supervisor will communicate the New and Young Worker Policy and expectations at the pre-job meeting. The supervisor will ensure that the crew makeup meets the following requirements:

- Single person crew cannot be an SSE.
- Crew sizes of less than five shall have no more than one SSE.
- Crews that have more than 20 percent SSE personnel may be permitted, but only with written permission from the Wellsite Geologists supervisor.

### Notification

The proposed crew make-up must be outlined in the Short Service Employee Form. Prior to the job mobilization, the SSE Form will be completed by the supervisor and be communicated to our Client. All variances will be reviewed by our Client and the crew makeup will be finalized.

If an SSE working for Wellsite Geologists arrives on our Clients property and a SSE form has not been submitted, our Client may elect to send the SSE back to our facility at our expense.

### Identification

New and Young Worker personnel will be visibly identified with a hi-vis orange hard hat, a green hand sticker, or the letters SSE in a contrasting color on the side of the hard hat.

### SSE Monitoring

Wellsite Geologists will monitor its employees, including SSE personnel, for HES awareness. If, at the end of the six-month period, the SSE has worked safely, adhered to HES policies and has no recordable incident attributable to him/her, the

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SSE identifier may be removed at the discretion of Wellsite Geologists. Any worker that does not complete the six-month period recordable free may need to get our Clients approval in writing prior to returning to operator's property.

**Mentoring Process**

Wellsite Geologists has in place a mentoring process designed to provide guidance and development for New and Young Workers. A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE to be able to monitor the SSE.

**Subcontractors**

Wellsite Geologists will manage all of our subcontractors in alignment with this process.

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## Personal Monitor Policy

Gas monitoring instruments are designed to protect personnel from unseen hazards that may exist in workplace environments. It is vital to worker safety that these instruments are maintained and calibrated properly.

It is the responsibility of each worker to ensure the batteries are charged and ready to go the next workday. A spare set of batteries should be kept charged and located in your vehicle.

### Training

All Wellsite Geologists field employees receive personal monitor training at orientation and as needed after that. All employees, who are to work in areas where Hydrogen Sulphide gas, oxygen deficiency or enrichment, or the presence of toxic gases may be encountered, must review the dangers of the gas and how to properly use the breathing apparatus.

### Use of Monitor

All personnel will be supplied a personal monitor to be worn at every field location (some exceptions may apply). The monitors must be clipped to a top pocket on each workers coveralls (within the breathing zone); the sensors must be uninhibited.

Do NOT assume that since you cannot smell or see a gas that it is not there. A full hazard assessment completed prior the beginning of the job should list (and all workers be informed) of any potential gas or chemical that may be present. All potential emergencies should be defined.

In the event that your monitor is showing readings greater than the 8 hour OEL you must immediately evacuate upwind or crosswind of the area. If a rescue is needed, only those trained in rescue are allowed to re-enter the area; and then only when properly protected from the hazard with SCBA.

### Maintenance

The maintenance program is designed to reduce overall operating costs associated with monitors that are out-of-service. The maintenance program provides for continuous and regular inspections, maintenance and repair. The active maintenance schedule at Wellsite Geologists does not take precedence over any repairs or service prior to the service date.

Instrument inaccuracy due to improper or irregular calibration can lead to serious accidents. Exposure to excessive levels of toxic gas or an oxygen-deficient environment can cause workers serious illness and even death. Combustible gas

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explosions are often catastrophic, injuring or killing personnel and destroying property.

The primary reason for proper, regular instrument calibration is to prevent inaccurate gas concentration readings that could lead to injury or to death. Correctly calibrating an instrument helps to ensure that the instrument will accurately respond to the gases that it is designed to detect, warning users of hazardous conditions before they reach dangerous levels. Gas detection instruments are often subjected to harsh operating and storage conditions where they can be damaged. Both of these factors can affect instrument performance, leading to inaccurate readings or even instrument failure. While a unit may appear to be sound during a visual inspection, it actually could be damaged internally. Regular calibration is the only way to be certain that a detector is fully functional.

H<sub>2</sub>S meters and 4 head monitors must be calibrated at an accredited facility every 6 months (or as per manufacturers' recommendations). Bump testing will be performed prior to each job; records of each bump test will be kept in the box with each monitor. Please ensure you submit documentation to the safety coordinator each time a unit you are in possession of is calibrated. Record the location of the bump test, date and any concerns.

Any required maintenance will be performed before the monitor is worn.

### **Overcome with any Known or Unknown Gas**

If a worker is overcome with any Known or Unknown Gas, you must not go and rescue him without protecting yourself first by donning a breathing apparatus:

1. Get out of the Known or Unknown Gas area.
2. Call out or sound alarm.
3. Call for HELP.
4. Put on breathing apparatus.
5. Rescue victim; move them to fresh clean air.
6. Get air into their lungs by use of mouth-to-mouth.
7. Treat for shock, keep them warm and quiet. DO NOT let them walk around or go back to work.
8. Take them to the nearest hospital.

### **Emergency Respiratory Equipment (See Respiratory Program for more info.)**

All Wellsite Geologists are trained in the correct use, care, limitations and assigned maintenance of Self Contained Breathing Apparatus (SCBA) and are regularly fit tested. Wellsite Geologists provides a professionally maintained SCBA at every location in case of emergencies. This equipment must be located in a readily accessible location at all times.

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Respiratory protective equipment that is not used routinely but is kept for emergency use is inspected at least once every calendar month by a competent worker to ensure it is in satisfactory working condition.

*All Wellsite Geologists workers have been informed of this policy. Any disregard to this policy will result in disciplinary action.*

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## Personal Protective Equipment

Where it is not reasonably practicable to protect the health and safety of workers by design of the plant and work processes, suitable work practices or administrative controls, Wellsite Geologists ensures that every worker wears or uses suitable and adequate personal protective equipment.

It is a requirement that all Wellsite Geologists employees must wear appropriate Personal Protective Equipment whenever there is a foreseeable danger. A risk assessment will be completed to determine the appropriate PPE evaluating risks associated with the following hazards:

- Chemicals
- Radiation
- Mechanical
- Noise
- Biological

This approved PPE is available to the workers at no cost (in Saskatchewan). Wellsite Geologists ensures that the PPE is used by the workers and that it is at the worksite before work begins. If the hazard assessment indicates the need for personal protective equipment (PPE) workers must:

- Wear PPE that is correct for the hazard and that protects themselves;
- Properly use and wear the PPE that is in a condition to perform the function for which it was designed.

Workers are trained in the correct use, care, limitations and assigned maintenance of the PPE in the orientation and annually after that. A worker must use and wear properly, the appropriate PPE specified in accordance with the training, standards and instruction received, inspect the PPE equipment before using it, and not use PPE that is unable to perform the function for which it is designed. The use of PPE itself must not endanger the worker and be compatible, so that one item of personal protective equipment does not make another item ineffective. All Employees are responsible to maintain, clean/sanitize, and inspect their own Personal Protective Equipment. If the PPE becomes defective or does not provide the required protection, the worker must return the personal protective equipment to the employer for replacement or repair.

All Wellsite Geologists workers are responsible for providing clothing needed for protection against the natural elements, general purpose work gloves, and appropriate footwear including safety footwear, and safety headgear. Wellsite Geologists will provide, at no cost to the worker, all other items of personal protective equipment appropriate for the risks associated with the workplace and the work.

  
\_\_\_\_\_  
President - Dennis Labrecque

\_\_\_\_\_  
May 14, 2013  
Date

*\*\*The safety information in this program does not take precedence over any applicable legislation.*

**Workers Responsibilities**

All Wellsite Geologists workers that are required to use personal protective equipment must:

- use the equipment in accordance with training and instruction,
- if exposed to the hazard from moving parts of machinery ensure that their clothing fits closely about the body, and no dangling or protruding neckwear, bracelets, wristwatches, rings or similar articles are worn; and cranial and facial hair is completely confined or cut short.
- inspect the equipment before use,
- refrain from wearing protective equipment outside of the work area where it is required if to do so would constitute a hazard,
- report any equipment malfunction to the supervisor or employer.

A worker who is assigned responsibility for cleaning, maintaining or storing personal protective equipment must do so in accordance with training and instruction provided.

**Head Protection:** Employees working in areas where there is potential for injury to the head either from employee initiated impact or impact from falling, flying or thrown objects or other moving objects must wear an appropriate protective head protection. This includes at any project sites, active wellsite or facility and any site where heavy equipment is working. Head Protection must meet or exceed the requirements of CSA Standard Z94.1 05, Industrial Protective Headwear - Performance, Selection, Care and Use or ANSI Z89.1 2003, American National Standard for Industrial Head Protection.

When workers are exposed to electrical hazards, they shall wear safety hats designed for protection from these hazards. Protective headwear must consist of a shell and suspension that is adequate to protect a person's head against impact and against flying or falling small objects and have a shell which can withstand a dielectric strength test at 20,000 volts phase to ground.

Head Protection must be inspected prior to every use to ensure that it is free from cracks, and/or deep scratches. Head Protection must be worn properly every time. Employees must review their Head Protection as many have dates of discard. Certain types of materials can break down over time and must be replaced prior to date of discard. All Wellsite Geologists employees are required to maintain all Head Protection. Cleaning should be completed using soap and water, never chemicals. Workers are not required or permitted to use any industrial protective headwear that is damaged or structurally modified, has been subjected to severe impact, or has been painted or had been cleaned with solvents.

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**Foot Protection:** Employees must wear the appropriate protective footwear for the work that is being performed. Employee's footwear must be of a design, construction, and material appropriate to the protection required. Foot Protection must meet or exceed the requirements of the Canadian Standards Association CSA Standard-Z195.1-02, Guideline on Selection, Care, and Use of Protective Footwear, or CAN/CSA Standard-Z195-02, Protective Footwear or ANSI Standard Z41-1991, American National Standard for Personal Protection - Protective Footwear. Footwear (with safety toes) must be worn when working in areas where there is a danger of foot injuries due to falling or rolling objects, electric shock, or from an object piercing the sole. If handling chemicals or walking on uneven surfaces the footwear must be chemical resistant and cover the ankles. Steel toed and steeled shank boots are to be worn at **all** sites (except office).

Protective footwear must have a box toe that is adequate to protect the wearer's toes against injury due to impact and is capable of resisting at least 125 joules impact; and with a sole or insole that is adequate to protect the wearer's feet against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons when tested with a DIN standard pin.

Foot Protection must be inspected prior to every use to ensure that it is free from tears, cracks, holes, or any damage. Foot Protection must be worn properly at all times. If the footwear has laces, they must be completely tied up at all times. All Wellsite Geologists employees are required to maintain all Foot Protection. Cleaning should be completed using soap and water, never chemicals.

**Hand Protection:** Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption, exposure to acids, caustics, steam, abrasives, poisons, harmful substances or from extreme heat or cold, except when the use of this equipment introduces greater hazards. Wellsite Geologists provides and requires workers to use suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm.

Hand Protection must be inspected prior to every use to ensure that it is free from tears or damage. Hand Protection that has been stained from an unknown source should never be used. All Wellsite Geologists employees are required to maintain their hand protection. Cleaning should be completed using soap and water (never chemicals).

Work gloves that are appropriate for the risk must be provided and used when doing any manual labour especially around radiant heat or a sharp or jagged objects that may puncture or abrade the skin. When using a power saw (chain saw) a safety mitten must be on the hand holding the upper handle of the saw.

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**Eye Protection:** Employees must wear Safety Glasses in situations where flying objects or particles, splashing liquids (including acids and caustics), molten metal, ultraviolet visible or infrared radiation, dust, solids, air at high pressure, or liquids other than rain may get in their eyes. Safety glasses are required on all facility sites and where heavy equipment is working, it must meet the requirements of CAN/CSA Z94.3 07, Eye and Face Protectors and CSA Standard Z94.3.1 07, Protective Eyewear: A User's Guide, and that be appropriate for the risk, if there is a risk of irritation or injury to the worker's face or eyes. Safety eyewear must be fitted with side shields when necessary for the safety of a worker.

Eye Protection must be inspected prior to every use to ensure that it is free from cracks or scratches. Eye Protection must be worn properly at all times. If working outside employees may want to wear tinted Eye Protection to protect from UV Rays. All Employees are required to maintain their Eye Protection. Cleaning should be completed using eye protection cleaner as other liquids can scratch, melt, or damage the lenses.

Prescription eyewear may be worn if it is safety eyewear and complies with the regulations and meets CSA Standard Z94.3 Industrial Eye and Face Protectors. Safety eyewear must be fitted with side shields when necessary for the safety of a worker.

All employees must inform Wellsite Geologists if they wear Contact Lenses. Wellsite Geologists must document this and advise the Employee of any hazards to the employee's eye during the work to be performed. Wellsite Geologists must also advise the employee of suitable alternatives to wearing Contact Lenses.

All reasonable steps must be taken to ensure that a worker does not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen.

If there is a potential for a substance potentially injurious to the eyes to come into contact with a workers eyes Wellsite Geologists will maintain and immediately provide eyebaths, showers or other means of flushing the eyes.

**High Visibility Apparel:** All Wellsite Geologists workers exposed to the hazards of vehicles traveling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel meeting the Type 1 or Type 2 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment. A worker whose duties on the work site result in exposure to the hazards of mobile equipment must wear reflective, fluorescent or other highly visible materials meeting at least the

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Type 3 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.

**Limb and Body Protection:** If there is a danger that a workers hand, arm, leg or torso may be injured, workers must wear properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified. Examples of this include: warm weather clothes, chainsaw pants, rattlesnake guards, etc.

When working around sparks, molten metal, radiation, or chemicals that could cause an adverse effect to skin if contact is made workers must wear the Wellsite Geologists provided approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker including impermeable apron, gloves, leg pads, oversleeves, and eye protection.

Where workers are routinely exposed to a hazardous material or substance, Wellsite Geologists will provide and require workers to use, protective clothing, gloves and eyewear or face shields that are impermeable and adequate to prevent exposure of a workers skin and mucous membranes to the hazardous material or substance.

**Body Protection Against Flame:** Flameproof overalls must be worn in any situation in which there are flammable liquids or flammable gases stored or used or piped on a site. This includes all active wellsites, facilities, and pipelines. Flameproof overalls must meet or exceed CSA and Industry Guidelines. Also, flame resistant clothing should be worn when exposed to: flash fires, molten metal, welding and burning, or similar hot work hazards.

Body Protection must be inspected prior to every use to ensure that it is free from tears or holes. Body Protection must be worn properly at all times. It must be zipped up completely and not left hanging. Never wear Body Protection if it has a stain from an unknown substance. Employees must wear clothing under the Body Protection that is made of flame resistant fabric or natural fibres that will not melt when exposed to heat.

**Respiratory Protection:** A respiratory protective device shall be selected, fitted, cared for, used, and maintained in accordance with the standards set out in CSA Standard Z94.4-M1982, Selection, Care and Use of Respirators (or current version). If air is used in the respiratory protective device, the air shall meet the standards set out in the CSA Standard CAN3-Z180.1-M85, Compressed Breathing Air and Systems (or current version).

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**Fall Protection:** For work falling into the Federal OHS jurisdiction Wellsite Geologists will provide a fall-protection system to any person who works:

- from an unguarded structure or on a vehicle, at a height of more than 2.4m above the nearest permanent safe level or above any moving parts of machinery or any other surface or thing that could cause injury to a person on contact;
- from a temporary structure at a height of more than 6m above a permanent safe level; or
- from a ladder at a height of more than 2.4m above the nearest permanent safe level where, because of the nature of the work, that person is unable to use at least one hand to hold onto the ladder.

The components of a fall-protection system must meet the following CSA standards:

- CSA Standard Z259.1-1976, Fall-Arresting Safety Belts and Lanyards for the Construction and Mining Industries (or current version);
- CSA Standard Z259.2-M1979, Fall-Arresting Devices, Personnel Lowering Devices and Life Lines (or current version); and
- CSA Standard Z259.3-M1978, Lineman's Body Belt and Lineman's Safety Strap (or current version).

Employees must wear any other Personal Protective Equipment deemed necessary by a Hazard/Risk Assessment. Wellsite Geologists will perform spot checks of workers ensuring that they use the PPE required for the job and are using it correctly. Any worker found not using the proper PPE or using it incorrectly will be required to immediately remedy the situation, repeated failure will result in disciplinary action.

In addition, an Employee must not use any Personal Protective Equipment that is in a condition that makes it unable to perform the function for which it is designed.

This personal protective equipment program is reviewed annually.

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## Purchasing Policy

This policy is intended to provide the information necessary for the effective purchasing activities at Wellsite Geologists. Refer to the Management of Change Policy for information on assessing a new product.

### Best Value

Factors to be considered when determining the “best overall value” are:

- |               |                                     |
|---------------|-------------------------------------|
| i) Price      | v) Availability                     |
| ii) Quality   | vi) Past Performance, if applicable |
| iii) Warranty | vii) References                     |
| iv) Service   |                                     |

### Guidelines

Our purchasing policy allows for the purchase of items that are safe and environmentally responsible. All purchases will take safety and environmental aspects into account. The following items are of particular concern:

- Tools and equipment that are inherently less noisy and create low amounts of vibration.
- Monitoring equipment.
- Chemicals.
- Fire protection equipment.
- Vehicles or Powered Mobile Equipment.
- Engineered products.
- Personal Protective Equipment (PPE)
  - Respiratory Protection (proper for the task).
  - Fall Protection Equipment
  - Noise Protection
  - All other PPE

All regulated standards must be adhered to including, where applicable OHS, CSA, ANSI, etc.

### Emergency Procurements

Emergency procurements may be made when there may be a threat to public health, welfare or safety, provided that such emergency procurement will be made with such competition as is practical under the circumstances. Wellsite Geologists will be notified as soon as possible as to the emergency and the associated purchases.

### Local Advantage

Wellsite Geologists will make every effort to purchase from local businesses if the purchase fits into the category of “best overall value.”

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## Quality Control Policy

Quality control / quality assurance has always been and will remain one of the main tools for achieving the goals set for the company. Our concept of QA\QC is to achieve zero defects in our products; thereby meeting or exceeding the Client's job requirements.

It is the policy of Wellsite Geologists to ensure QA\QC is practiced in all stages of the project and that the job is executed as per specifications using good workmanship to meet the customer job performance criteria.

Wellsite Geologists' management team will strive to meet an agreed upon set of specifications or project requirements to ensure the clients expectations of quality services are met on time and on budget. This action will be accomplished by continuous project monitoring and improvements of work activities to meet the zero defects, zero mistakes, and zero returns policy. Wellsite Geologists implements this through training (workers and management), coordination, innovation, monitoring, and continuous education of all levels of employees and management.

Our Principles of QA\QC Management are:

- Meet or exceed the customer's requirements.
- Zero defects, zero mistakes, and zero returns.
- Proactive Supervision.
- QA\QC is the responsibility of all employees.
- Attention to Detail.
- Continuous Project Monitoring & Customer Interfacing.
- Detailed Record Keeping and Accountability.

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## Right to Refuse Dangerous Work Policy

Imminent (unusual) Danger - means in relation to any occupation a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out.

### Responsibilities

The President is responsible for the overall administration of this policy and is specifically responsible to:

- Monitor and evaluate compliance to this policy.
- Review all work refusal situations and deal specifically with those which cannot be resolved at the project location.
- Meet with government, client, and any other outside agency directly affected by or involved in a refusal to work situation.
- Ensure any legislated requirements are incorporated into company procedures.

The Supervisor is responsible to:

- Immediately investigate, in the presence of the employee, any work refusal situation.
- Take the necessary corrective actions to remedy the situation.
- Seek the assistance of an HSE professional or any other specialist, (professional engineer, occupational hygienist, vendor representative, etc.) that may be required to resolve the situation.
- Create and maintain a written record all the facts and circumstances identified during the investigation.
- Advise the Client of all work refusal situations as soon as reasonably practicable.
- Provide the written report to the affected worker(s).
- Review the standard practice with new employees at the time of hire and at least annually with all employees in his or her area of responsibility.
- Assign workers to other work activities pending investigation.

The Employee is responsible to:

- Promptly notify the Supervisor of any situation where it is believed imminent danger exists.
- Cooperate in the investigation of all imminent danger situations.
- Advise the Supervisor if there are reasonable grounds to believe a danger still exists after the initial investigation and subsequent corrective action.
- Return to work after corrective action has been taken.

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No worker will:

- Carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or
- Operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

### **Notification of Refusal of Work**

Once a worker has decided to stop work based on the task, conditions of site or tools, and/or hazards they must as soon as practicable, notify Wellsite Geologists of the refusal and the reason for the refusal to do the work.

Depending on the circumstances you may be required to remain at the work site and be temporarily assigned to other work, only accept work you are capable of performing. There will be no deduction of pay.

### **Investigating and Mitigating**

As soon as notified Wellsite Geologists will immediately investigate the situation. If it is as simple as a common tool is malfunctioning place a RED Out of Service Tag on it and use another tool.

No other person is allowed to complete the task unless trained and competent. All actions must be taken to eliminate the imminent danger. No worker will perform or cause to perform the work or use or operate the tool, appliance or equipment.

A written record of the worker's notification will be prepared and include the conclusion of the investigation and actions taken. The worker(s) who gave the notification will also get a copy of the record.

### **After the Inspection**

If controls have been put in place or it was deemed that the activity does not constitute imminent Danger the work will continue. If you think that imminent danger still exists, you are advised to discuss this with management; if the situation cannot be resolved a Workplace Safety Office will be contacted.

*It is your responsibility and a job requirement to stop any task that may be considered imminent danger. You will not be disciplined for stopping work.  
That is the law!*

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## Security Policy

Security is becoming a critical item that needs to be managed by companies. At Wellsite Geologists we have to ensure that we have security over the following areas:

- Physical Security including property, vehicles, tools, etc against theft, vandalism, natural disaster, manmade catastrophes, and accidental damage.
- Personal Security including violence and harassment.
- Information Security including release of company, Client, and personal information.
- Information Technology Security including email, internet.

## Training

All Wellsite Geologists workers are trained in this policy including security theft and awareness and workplace violence during Orientation.

## Guidelines

The following guidelines have been put in place to create awareness of the security measures at Wellsite Geologists.

*Physical Security* – All equipment, property, vehicles, tools, etc must be locked when they are not being directly supervised. Take notice of people who may not belong and report this to your supervisor.

*Personal Security* – There is always a risk of violence from coworkers, supervisors, Clients, Landowners, etc. Wellsite Geologists will inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area, they will also inform workers who may be exposed to the risk of violence of the nature and extent of the risk. This includes providing information related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work.

*Information Security* - At Wellsite Geologists it is a job requirement to ensure that information obtained while on a job (whether it be company, Client, or personal information) must remain confidential. Information will only be given to those who need the information to perform their job tasks.

*Information Technology Security* – It is recognized that confidential information is sent via email, internet, cell phone, etc every day. The following are ways to reduce the potential for the undesired release of information:

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- Passwords: Change these frequently. Choose passwords that are difficult to guess at. Try using number and letter combinations. Do not give out your passwords.
- Read over all emails thoroughly prior to sending. Ensure they are written to the security level of the recipient. Double check the recipients email address (and that of everyone who is cc'd).
- Log off your workstation and close all password protected files prior to leaving you workstation.
- Ensure adequate virus protection is utilized.

**Reporting Security Incidents**

If you observe anything unusual, *tell your supervisor*. All security incidents that affect people, premises, information or customer reputation will be reported to the management of Wellsite Geologists. All reported security incidents that affect our Clients will also be reported promptly to our Client by the Management of Wellsite Geologists.

**Investigating Security Incidents**

All security incidents or potential incidents will be investigated and corrective action will be taken to prevent recurrence.

**Failure to comply with this security policy may lead to disciplinary action.**

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## Subcontractor Management Policy (SMP)

All companies employed by Wellsite Geologists have responsibilities as described in this Subcontractor Policy. Wellsite Geologists is responsible for providing a safe and healthy work environment for its workers and subcontract workers. All Wellsite Geologists subcontractors will be held to the same high standard our Clients require of us.

### Responsibilities

#### *Wellsite Geologists Safety Managers or Supervisors Responsibilities*

- Communicate Health, Safety & Environment requirements to the subcontractor prior to start work.
- Ensure the work is to be conducted in a safe and responsible manner in compliance with OH&S regulations and Wellsite Geologists Safety & Environment Standards.
- Orientate subcontractors to the worksite.
- Ensure that subcontractors are aware of incident reporting requirements. If a subcontractor is involved in an incident, Wellsite Geologists is responsible for reporting the incident to the Owner Client, ensuring the incident is investigated, and must participate in the investigation.
- Follow Wellsite Geologists subcontractor approval plan.

#### *Subcontractors Responsibilities*

- Meet or exceed all applicable federal, and provincial Health and Safety Regulations.
- Wear the necessary personal protective equipment for the identified hazards.
- All subcontractors must have a valid Worker's Compensation Board (WCB) account in good standing for the province in which the work is being performed.
- Carry valid insurance for vehicles, equipment, general liability, errors and omissions.
- Report all incidents to Wellsite Geologists, and participate in the investigation.
- Have all safety training tickets available for inspection.

### Subcontractor Approval Plan

Prior to the onset of every job where a subcontractor will be used the following items must be verified:

- Worker's Compensation Board (WCB) account in good standing for the province in which the work is being performed. Subcontractors who are not required to have Workers Compensation coverage must obtain approval from their Owner Client(s) before they are allowed to enter the work site.

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- Verification that the subcontractors insurance meets the requirements that our clients set out.
- OHS Statistics for all work performed by the subcontractor for the current and prior 2 years and review of WCB Rate Sheets.
- Verification that all required safe work procedures, training, and levels of competency are met to safely perform the task they will be performing. If you are not confident of subcontractors' ability to perform the task safely do not allow the work to continue.

If a subcontractor does not have a Health and Safety Manual, Wellsite Geologists will ensure the subcontractor is aware of applicable Health and Safety policies, procedures, and regulations. If the subcontractor works for Wellsite Geologists for extended periods he/she will be fully integrated into our safety program as if they were an employee. For all short term subcontractors an Orientation will be completed and procedures will be developed, if required.

The administrative step of the above verification must be done before the work is to begin. Only contractors that meet our highest standards will be approved to work as a subcontractor for Wellsite Geologists. These are the minimum requirements to be completed prior to hiring a subcontractor. Field supervisors are required to choose contractors based on their safety measures, not just rates and availability.

### **Communication Between Wellsite Geologists and our Subcontractors**

It is the responsibility of Wellsite Geologists to communicate hazards to all workers whether those workers are employees, subcontractors, or our clients. All subcontractors must ensure any hazards are communicated to Wellsite Geologists. This is done by including all workers (including subcontractors) in the following safety meetings:

#### *Safety Orientations*

All subcontractors will be required to go through the orientation process for each client they will be working for. This may involve sitting through video presentations, writing out all pertinent ticket expiries, discussing site specific issues with the Client, etc. The Owner Client's Drug and Alcohol policy will also be discussed; all subcontractors must adhere to the requirements of the Drug and Alcohol policy. This orientation may be required to be repeated at a frequency specified by the client.

#### *Pre-Job Meetings or Kick-off Meetings*

Prior to the commencement of any job, Wellsite Geologists meets with everyone on site, including subcontractors. This meeting will define the scope of the project and act as a general quality control and safety overview for the job. If a job has become extended or has had the scope change this meeting will be repeated.

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#### *Daily Tail Gate Meetings and Hazard Assessments*

The subcontractor is required to meet with Wellsite Geologists prior to the start of each workday and anytime as hazards change. A Work Site Hazard Assessment must be performed with worker involvement.

#### *Job Safety Inspections and Job Hazard Analysis*

Depending on the level of risk and the length of the job different types of Inspections and Hazard Analysis will be performed. Some inspections including daily equipment and vehicle inspections will be planned, other inspections will be unplanned.

The attendance at all communication meetings will be taken. All documentation will be kept on file.

#### **Non - Compliance with the OHS/Clients Standards or Regulations**

If during the course of the work at Wellsite Geologists the supervisor notes situations of non-compliance with OH&S or the Health, Safety & Environment program, this will be communicated verbally and followed up in writing. Failure to correct the violation or continued non-compliance is considered a violation of the sub contract and could lead to termination of contract.

The subcontractor shall be notified, in writing, regarding Health & Safety deficiencies if these deficiencies are not corrected or continue, or imminent danger is observed, an Wellsite Geologists supervisor shall issue an immediate order to stop work. Should this be necessary, the Supervisor will then call a meeting with the supervisors for the subcontracting company. Meeting minutes shall be taken and continued non-compliance may result in termination of employment.

#### **Post-Job Safety Performance Reviews**

After each project that a subcontractor works on for Wellsite Geologists it is important to rate the success of the contractor taking into account items such as:

- Quality of completed project;
- Cost of completed project;
- Timing of completed project;
- Safety Statistics;
- Attitude of all subcontractors;
- Compliance with site safety rules (wearing PPE and following safe work procedures); and
- And overall Success of the project.

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This information must be documented and used to choose contractors for future work. If a subcontractor receives a less than adequate safety and performance rating that contractor will require strict controls and supervision to work for Wellsite Geologists again. All reviews will be summarized and made known to the subcontractor and all in-house Project Managers.

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## Thermal Exposure Policy

The purpose of this thermal exposure policy is to protect all Wellsite Geologists employees and contractors from exposure from cold and hot environments, and increase worker awareness about hot and cold environments. It is essential that all Wellsite Geologists workers read, understand, and comply with safe work practices and procedures for this thermal exposure policy.

The feeling of hot or cold depends on:

- Air temperature;
- Relative humidity of air;
- Presence of hot or cold objects in the surrounding area;
- Presence of air movement (breeze, ventilation);
- Physical exertion;
- Clothing.

Inexperienced workers may need special attention as they may continue to work beyond the point at which signs of heat strain appear. People are generally unable to notice their own heat stress related symptoms. Their survival depends on their co-worker's ability to recognize these symptoms and seek timely first aid and medical help.

### Education

Workers and supervisors involved with work in hot or cold environments are informed during orientation and ongoing as required (at the beginning of each season) about:

- symptoms of the adverse effect of exposure to extreme temperatures,
- proper clothing habits,
- safe work practices,
- physical fitness requirements for work in extreme temperatures, and
- emergency procedures in case of hot or cold injury.

While working in extreme temperatures, a buddy system should be used. Look out for one another and be alert for the symptoms of hypothermia and heat stress.

### Heat Exposure Limits

All Wellsite Geologists workers and subcontractors must not be exposed to levels that exceed those listed below in the ACGIH Standard. Clothing corrections must be applied in accordance with the heat stress and strain section of the ACGIH Standard below:

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**Table 1: ACGIH Screening Criteria for Heat Stress Exposure (WBGT values in °C) for 8 hour work day five days per week with conventional breaks**

Allocation of Work in a Work/Rest Cycle	Acclimatized				Action Limit (Unacclimatized)			
	Light	Moderate	Heavy	Very Heavy	Light	Moderate	Heavy	Very Heavy
75-100%	31.0	28.0	--	--	28.0	25.0	--	--
50-75%	31.0	29.0	27.5	--	28.5	26.0	24.0	--
25-50%	32.0	30.0	29.0	28.0	29.5	27.0	25.5	24.5
0-25%	32.5	31.5	30.5	30.0	30.0	29.0	28.0	27.0

**Notes:** Assumes 8-hour workdays in a 5-day workweek with conventional breaks. TLVs assume that workers exposed to these conditions are adequately hydrated, are not taking medication, are wearing lightweight clothing, and are in generally good health.

**Examples of workloads:**

**Rest** - sitting (quietly or with moderate arm movements)

**Light work** - sitting or standing to control machines; performing light hand or arm work (e.g. using a table saw); occasional walking; driving

**Moderate work** - walking about with moderate lifting and pushing or pulling; walking at moderate pace; e.g. scrubbing in a standing position

**Heavy work** - pick and shovel work, digging, carrying, pushing/pulling heavy loads; walking at fast pace; e.g. carpenter sawing by hand

**Very Heavy** - very intense activity at fast to maximum pace; e.g. shovelling wet sand

The ACGIH exposure limits are intended to protect most workers from heat-related illnesses. The limits are higher than they would have been if they had been developed to prevent discomfort. If you are wearing heavier clothing then the exposure limit should be lowered. ACGIH recommendations for such situations are suggested in Table 2.

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**Table 2: Correction of TLV for Clothing  
 (Values cannot be added when wearing multiple layers)**

Clothing Type	WBGT Correction (°C)
Work clothes (long sleeve shirt and pants)	0
Cloth (woven material) coveralls	0
SMS (Spunbonded - Meltdown - Spunbonded) polypropylene coveralls	+ 0.5
Polyolefin coveralls	+ 1
Double-layer woven clothing	+ 3
Limited-use vapour-barrier coveralls	+ 11

**Note:** These values are not to be used for completely encapsulating suits. Coveralls assume only modest clothing is underneath, not a second layer of clothing.

For example, an acclimatized worker wearing double-layer woven clothing doing moderate work would have a corrected exposure level of:  $30.0 + 3 = 33^{\circ}\text{C}$ , which would lower his or her allowable exposure to 0-25% work (from 25-50% work)

### Heat Stress Assessment and Control Plan

When the hazard of extreme heat is present Wellsite Geologists will:

- Conduct a heat stress assessment to determine the potential for hazardous exposure of workers;
- Develop and implement a heat stress exposure control plan.

### Heat Stress Controls

If a worker is or may be exposed to extreme levels of heat, engineering controls will be implemented to reduce the exposure of workers to levels below those listed in the screening criteria for heat stress exposure in the heat stress and strain section of the ACGIH Standard. If the above action is not practicable, Wellsite Geologists will reduce the exposure of workers to levels below those listed in the screening criteria for heat stress exposure in the heat stress and strain section of the ACGIH Standard by providing; administrative controls, including a work-rest cycle, or personal protective equipment, if the equipment provides protection equally effective as administrative controls.

The risk of heat-related illnesses can be reduced by:

- Engineering controls to provide a cooler workplace;
- Safe work practices to reduce worker exposure;
- Training employees to recognize and prevent heat illnesses.

*\*\*The safety information in this program does not take precedence over any applicable legislation.*

**Engineering Controls**

Engineering controls are effective in reducing excessive heat exposure.

- *Reducing Metabolic Heat Production (heat produced by the body):* Automation and mechanization of tasks minimize the need for heavy physical work and the resulting buildup of body heat.
- *Reducing the Radiant Heat Emission from Hot Surfaces:* Covering hot surfaces with sheets of low emissivity material such as aluminum or paint that reduces the amount of heat radiated from this hot surface into the workplace.
- *Insulating Hot Surfaces:* Insulation reduces the heat exchange between the source of heat and the work environment.
- *Shielding:* Shields stop radiated heat from reaching workstations. Two types of shields can be used. Stainless steel, aluminum, or other bright metal surfaces reflect heat back towards the source. Absorbent shields, such as water-cooled jackets made of black-surfaced aluminum, can effectively absorb and carry away heat.
- *Ventilation and Air Conditioning:* Ventilation, localized air conditioning, and cooled observation booths are commonly used to provide cool workstations. Cooled observation booths allow workers to cool down after brief periods of intense heat exposure while still allowing them to monitor equipment.
- *Reducing the Humidity:* Air conditioning, dehumidification, and elimination of open hot water baths, drains, and leaky steam valves help reduce humidity.

**Personal Protection Equipment – for Heat**

Ordinary clothing provides some protection from heat radiated by surrounding hot surfaces. Specially designed heat-protective clothing is available for working in extremely hot conditions. In hot and humid workplaces, light clothing allows maximum skin exposure and efficient body cooling by sweat evaporation.

Workers who move back and forth between very hot, dry indoor environments and cold winter outdoor environments find that long underwear may moderate the extremes in temperatures.

Eye protection which absorbs radiation is needed when the work involves very hot objects, such as molten metals and hot ovens.

Work that requires the wearing of impermeable clothing presents an added heat burden as the clothing reduces the body's ability to dissipate heat. Under such circumstances, it is often necessary to reduce the exposure limit values of WBGT to levels below those appropriate for workers wearing light clothing.

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**Cool Potable Water**

Wellsite Geologists provides and maintains an adequate supply of cool potable water close to all work areas for the use of a heat exposed worker. All trucks must have a case of water available to all workers when working outside.

**Cold Stress Assessment and Exposure Plan**

When the hazard of extreme cold is present Wellsite Geologists will:

- Conduct a cold stress assessment to determine the potential for hazardous exposure of workers;
- Develop and implement a cold exposure control plan.

**Cold Stress Controls**

If a worker is or may be exposed to extreme levels of cold, engineering controls will be implemented to reduce the exposure hazard to levels above those classified as "little danger" to workers in the criteria for the cooling power of wind on exposed flesh in the cold stress section of the ACGIH Standard. If the above action is not practicable, the exposure hazard will be reduced by providing effective administrative controls, or personal protective equipment (if the equipment provides protection equally effective as administrative controls).

Workers at risk of suffering due to the cold include the following outdoor workers:

- Road builders, house builders and other construction workers,
- Workers on all Oil & Gas sites;
- Hydro and telecommunications linemen,
- Police officers, fire fighters, emergency response workers, military personnel,
- Transport workers, bus and truck drivers,
- Workers in refrigerated warehouses,
- Meat packaging and meat storage workers.

Working in cold environments can be not only hazardous to your health but also life threatening. It is critical that the body be able to preserve core body temperature steady at + 37°C (+ 98.6°F). This thermal balance must be maintained to preserve normal body functioning as well as provide energy for activity (or work!). The body's mechanisms for generating heat (its metabolism) have to meet the challenge presented by low temperature, wind, and wetness - the three major challenges of cold environments.

Prevent contact of bare skin with cold surfaces (especially metallic) below -7°C as well as avoiding skin contact when handling evaporative liquids (gasoline, alcohol, cleaning fluids) below 4°C. Sitting or standing still for prolonged periods should also be avoided.

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Balanced meals and adequate liquid intake are essential to maintain body heat and prevent dehydration. Eat properly and frequently. Working in the cold requires more energy than in warm weather because the body is working to keep the body warm. It requires more effort to work when wearing bulky clothing and winter boots especially when walking through snow. Drink fluids often especially when doing strenuous work. For warming purposes, hot non-alcoholic beverages or soup are suggested. Caffeinated drinks such as coffee should be limited because it increases urine production and contributes to dehydration. Caffeine also increases the blood flow at the skin surface which can increase the loss of body heat.

Alcohol should not be consumed as it causes expansion of blood vessels in the skin (cutaneous vasodilation) and impairs the body's ability to regulate temperature (it affects shivering that can increase your body temperature). These effects cause the body to lose heat and thus increase the risk of hypothermia.

### **Personal Protective Equipment (PPE)**

A worker who is or may be exposed must wear adequate insulating clothing and personal protective equipment.

#### *Clothing*

Protective clothing is needed for work at or below 4°C. Clothing should be selected to suit the temperature, weather conditions (e.g., wind speed, rain), the level and duration of activity, and job design. These factors are important to consider so that you can regulate the amount of heat and perspiration you generate while working. If the work pace is too fast or if the type and amount of clothing are not properly selected, excessive sweating may occur. The clothing next to body will become wet and the insulation value of the clothing will decrease dramatically. This increases the risk for cold injuries.

Clothing should be worn in multiple layers, which provide better protection than a single thick garment. The air between layers of clothing provides better insulation than the clothing itself. Having several layers also gives you the option to open or remove a layer before you get too warm and start sweating or to add a layer when you take a break. It also allows you to accommodate changing temperatures and weather conditions. Successive outer layers should be larger than the inner layer; otherwise the outermost layer will compress the inner layers and will decrease the insulation properties of the clothing. The inner layer should provide insulation and be able to "wick" moisture away from the skin to help keep it dry. Thermal underwear made from polyesters or polypropylene is suitable for this purpose.

For work in wet conditions, the outer layer of clothing should be waterproof. If the work area cannot be shielded against wind, an easily removable windbreak

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garment should be used. Under extremely cold conditions, heated protective clothing should be made available if the work cannot be done on a warmer day.

#### *Footwear*

Felt-lined, rubber bottomed, leather-topped boots with removable felt insoles are best suited for heavy work in cold since leather is porous, allowing the boots to "breathe" and let perspiration evaporate. Leather boots can be "waterproofed" with some products that do not block the pores in the leather. However, if work involves standing in water or slush (e.g., firefighting, farming), the waterproof boots must be worn. While these protect the feet from getting wet from cold water in the work environment, they also prevent the perspiration to escape. The insulating materials and socks will become wet more quickly than when wearing leather boots and increase the risk for frostbite.

#### *Socks*

You may prefer to wear one pair of thick, bulky socks or two pairs - one inner sock of silk, nylon, or thin wool and a slightly larger, thick outer sock. Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin.

Always wear the right thickness of socks for your boots. If they are too thick, the boots will be "tight," and the socks will lose much of their insulating properties when they are compressed inside the boot. The foot would also be "squeezed" which would slow the blood flow to the feet and increase the risk for cold injuries. If the socks are too thin, the boots will fit loosely and may lead to blisters.

#### *Face and Eye Protection*

If work takes place outdoors in snow or ice covered terrain where excessive ultraviolet light, glare or blowing ice crystals present a risk of injury to the eyes, workers must wear eye protection appropriate to the hazards.

In extremely cold conditions, where face protection is used, eye protection must be separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses. Select protective eye wear that is appropriate for the work you are doing, and for protection against ultraviolet light from the sun, glare from the snow, blowing snow/ice crystals, and high winds at cold temperatures.

#### **Removal and Treatment**

If a worker exposed to hot or cold shows signs or reports symptoms of heat or cold stress or injury, the worker must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician.

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## **Violence & Harassment Prevention in the Workplace Policy**

*The violence prevention policy must be posted in a conspicuous place at Wellsite Geologists.*

The management of Wellsite Geologists recognizes the potential for workplace violence, harassment, and other aggressive behaviour directed at our employees. We will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence. Wellsite Geologists will ensure, so far as is reasonably practicable, that no worker is subjected to violence/harassment in the workplace. Wellsite Geologists will take corrective action respecting any person under the employer's direction who subjects a worker to violence.

### **Management Responsibilities**

Wellsite Geologists Management will:

- Inform employees if they are working in an area where there is a potential for violence/harassment and identify any risks that are specific to that area.
- Inform workers who may be exposed to the risk of violence of the nature and extent of the risk. This includes providing information related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence/harassment.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence/harassment.
- Ensure that every reported incident of workplace violence/harassment is investigated and potential areas for improvement are identified.
- Ensure corrective action is taken respecting any person under Wellsite Geologists's direction who subjects another worker to harassment.
- Inform employees they have the right to file a complaint. Complaints may be filed with the Human Rights Commission.

### **Employees Responsibilities**

- Employees of Wellsite Geologists are required to be familiar with and follow the procedures that are in place to protect them from workplace violence/harassment.
- All employees must participate in the instruction of workplace violence/harassment prevention.

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- Employees are required to immediately report all incidents of workplace violence/harassment to their supervisor.
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.
- No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence/harassment.

### **WORKPLACE VIOLENCE DEFINED**

Workplace violence entails a broad scope of activities and is defined as the attempted or actual exercise by a person of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- Verbal abuse – condescending connotation in language, swearing or insults
- Verbal or written threats – any expression of an intent to inflict harm
- Physical attacks – kicking, shoving, pushing or hitting
- Threatening behaviour – destroying property, throwing objects or shaking fists.
- Harassment – Harassment is defined as any objectionable conduct, comment, or display by a person that:
  1. Is directed to any employee;
  2. Adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated;
  3. Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry, or place of origin; and
  4. Constitutes a threat to the health and safety of the employee.

Examples of workplace violence include but are not limited to, rumours, pranks, escalated arguments, vandalism, sabotage, theft, physical assault, psychological trauma, anger-related incidents, rape, arson, and murder.

Workplace violence can not only occur in the traditional workplace such as the office and jobsites but also at work related functions such as conferences and social events related to work.

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To constitute harassment repeated conduct, comments, displays, actions or gestures must be established; or a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker must be established. Harassment does not include any reasonable action that is taken by Wellsite Geologists, or a manager or supervisor employed or engaged by Wellsite Geologists, relating to the management and direction of Wellsite Geologists' workers or the place of employment.

Wellsite Geologists will make every effort to ensure that no employee is subjected to Harassment at any of our places of employment. Our management is committed to keeping this policy and to see that no employee causes or participates in the harassment of another employee.

Wellsite Geologists believes that all our employees have the right to work in an environment free from all forms of harassment. Harassment is defined as any objectionable conduct, comment, or display by a person that:

1. Is directed to any employee
2. Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry, or place of origin.
3. Constitutes a threat to the health and safety of the employee.

Wellsite Geologists will make every effort to ensure that no employee is subjected to Harassment at any of our places of employment. Our management is committed to keeping this policy and to see that no employee causes or participates in the harassment of another employee.

## **Procedures**

Field:

- There is a possibility of violence from a landowner, Client, co-worker, or a third party.
  - In case of any threatening situation or concern that a threatening situation is arising, leave the area. Report the situation to the office by phone. A decision will be made whether to report the incident to the police.
  - In case of a threat being made, leave the area at once and call 911 and report the incident. Also notify the office as soon as possible.
- If working on a customer's plant site, workplace violence could occur on the part of an angry plant worker(s) or other contractors on the site.
  - In case of any threatening situation or concern that a threatening situation is arising, leave the area. Report the situation to the office

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- by phone. Wellsite Geologists will then contact the client(s) management.
- In the case of a threat being made, leave the area at once and call 911 to report the incident. Also notify the office as soon as possible.

If physical violence occurs in any of the above situations, leave the area at once and call 911 for assistance. Call the clients local contact person and then advise the Wellsite Geologists office of the situation.

### **Risk Assessment**

A risk assessment for violence is performed on an annual basis or when a new issue arises in consultation with the committee at the workplace, the representative at the workplace, or when there is no committee or representative, the workers at the workplace. Results of the assessment will be conveyed to the employees at the regular staff meetings. We believe the potential risk of injury to workers from violence arising out of their employment may always be present.

The annual risk assessment includes the consideration of:

- Previous experience in that workplace (statistics for prior years),
- Current employees behaviors and history,
- Occupational experience in similar workplaces, and
- The location and circumstances in which work will take place.

If the annual or site specific risk/hazard assessment indicates an elevated risk of injury to our workers from violence a site/job task specific procedure, policy and work environment arrangements to eliminate or minimize the risk to workers from violence must be developed.

- ***How potential hazards will be identified and communicated to staff***

Hazard assessments on workplace violence will be completed on an annual basis or when a new issue arises. Results of the assessment will be conveyed to the employees at the regular staff meetings.

- ***Managing the Risk of Violence***

At Wellsite Geologists we will not send you into a situation where there is a threat of violence. Any workers who have been observed or reported being violent will be dismissed on confirmation from an investigation.

Complaints should be verbally communicated to your supervisor. To minimize the risk of violence in a situation that is escalating you must stay calm. Do not confront the person who is getting violent. Leave the area and call for assistance from the office or 911.

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- ***How to investigate and document incidents of workplace violence***

All incidents of workplace violence will be documented on the Incident Report and Investigation Form. The supervisor is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.

- ***The support available for victims of workplace violence***

All workers who are exposed to workplace violence will be advised to consult with a health care professional for treatment.

- ***Disclosure of Information***

Wellsite Geologists will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint or required by law.

The complainant and alleged harasser will be informed of the results of the investigation as soon as practicable after the event. Often this will be with both parties at one time, in situations where the complainant is scared or intimidated the discussions may be kept separate.

- ***Training of workers***

All workers will be instructed on workplace violence policy and procedures in orientation. A review will be done annually or as new hazards arise.

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

This program was developed with consultation of the committee.

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## Waste Management Policy

Waste is defined as any material that the owner/generator has no further use or is no longer suited for its initial purpose, and includes material that will be reused, recycled, or disposed of. Minimizing the amount and toxicity of waste generated in operations will reduce waste disposal cost and environmental, health and safety risks.

We are responsible for any negative impact of our waste on the environment. It is strict policy that all waste generated by Wellsite Geologists or our contractors be handled in a proper manner and disposed of at a licensed facility.

Workers are instructed on the proper handling, storage, and disposal of wastes at orientation, during WHMIS Training, and at pre-job meeting. This training includes general instruction on disposal of non-hazardous wastes, trash, or scrap materials. Workers who work with hazardous waste are additionally trained on those wastes.

Prior to the commencement of a new project the amount of waste produced will be estimated and the need, if any, for waste bins or containers will be determined. Wellsite Geologists will ensure the owner is aware of whether wastes and scrap materials will be taken off site by Wellsite Geologists or will be disposed of on the owner's site. Wellsite Geologists will assign a senior person to be accountable for the disposal of wastes generated at the work site.

Wellsite Geologists manages its waste by the application of the 4 R's. It is important to:

- **Reduce** - Reducing the amount of wastes we generate is the most effective method to protect our environment.
  - ✓ Choose products with little or no packaging.
  - ✓ Buy in bulk.
  - ✓ Consider items that are durable.
- **Reuse** - Reusing is the next best—if you can reuse your waste, it is no longer considered waste!
  - ✓ Give away old computers, furniture, and other unwanted items to charities and thrift stores.
  - ✓ Look for reused items to purchase, where applicable.
- **Recycle** - Sometimes things can't be reused. Recycling keeps raw material in the system and keeps us less dependent on virgin ore, oil and trees for raw materials. Items that can often be recycled include (not limiting):
  - ✓ Plastics.
  - ✓ Tires.
  - ✓ Drinking containers.
  - ✓ Filters / Motor oil.

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- ✓ Printer cartridges.
- ✓ Batteries.

- **Recover** – This applies to materials or energy from waste which cannot be reduced, reused or recycled. Examples include:
  - ✓ One example would be the chemicals used in printing. These can be recovered from the waste stream and used again in production.
  - ✓ Heat recovery is another money saving goal that is becoming more common as technology improves. Heat from production equipment can be recovered and used to heat offices or to preheat water needed for cleaning or production.
  - ✓ Solvents and spent oils can be reprocessed and returned to a productive use.

### **Hazardous Waste**

A Hazardous Waste exhibits one or more of the following characteristics:

- Ignitable
- Corrosive
- Toxic
- Flammable
- Reactive
- Infectious

Hazardous wastes must be stored, transported, and disposed in a manner that meets all legislative requirements. Hazardous waste is never to be mixed with non-hazardous waste for dilution or disposal.

### **Storage and Handling of Waste**

All waste must be characterized to identify potential risks. Waste must be stored in a safe manner to prevent impact on people and the environment in the event of a spill; proper waste receptacles must be provided (before the job begins). All hazardous or WHMIS controlled waste must be stored in properly labeled containers and placed in secondary containment. Do not store incompatible waste together. Proper segregation and the use of recycle bins are used whenever possible.

Any waste that may be hazardous to people or the environment must have a safe work practice (SWP) developed to ensure safe storage and handling (use MSDS Sheets in the creation of the SWP). The SWP will address the personal protective equipment required when handling; gloves are required when handling all waste, including domestic waste.

The effective tracking of hazardous waste is essential to ensure the proper handling, treatment, disposal and compliance with the regulations.

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## Working Alone Policy

*“Working Alone” means to work alone at a work site as the only worker of the employer or contractor at that worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.*

*A copy of this Working Alone Safe Work Procedure must be posted in a conspicuous place at the workplace.*

### Policy

Working alone in certain circumstances, situations, or environments is unsafe and requires special arrangements to minimize potential hazards. “Alone” means beyond the visual or audible range of any other individuals for more than a few minutes at a time.

All Wellsite Geologists personnel who work alone should be competent in their tasks and know their responsibilities; and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being; when in doubt ask for help. The worker who will be working alone must, in conjunction with Wellsite Geologists, identify any potential hazard that may arise. Supervisors will judge competency based on experience and training.

The committee, the representative or where there is no committee or representative, the affected workers must complete a hazard assessment to identify all of the potential or actual risks, hazards, conditions, and circumstances of working in isolation. All reasonable steps must be made to eliminate any identified hazards, alternatively steps must be made to control any identified hazards if it is elimination of the hazard is not feasible. When the hazards cannot be eliminated or controlled to an acceptable level, two people will be required to complete the work. Examples of this include working around high rattlesnake or bear populations, very remote sites (with no available cell service), a highly hazardous task, etc.

The hazard assessment should be completed as much as possible, prior to going into the field to eliminate making two trips; unknown hazards should be added once on site. If it appears a significant hazard has been identified take a second person for safety. To assess this hazard record of past incidents and measures or actions taken should also be assessed.

### Training

All Wellsite Geologists employees receive training in this working alone program at orientation and as needed after that. A confirmation of the understanding of the policy is required prior to working alone for the first time.

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**Procedure**

This written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune must be followed whenever a worker is alone.

Since the working schedule is never routine, it is imperative to provide either in writing or by phone (your Wellsite Geologists contact must then write it down) a schedule. This schedule must include specific sites (either by LSD or general area), the hazards (ex: sour gas, remote locations, wild or farm animals, bad roads, adverse weather conditions), and check in times. When the schedule has changed the worker who is working alone must notify the contact within 1 hour.

This procedure for checking a worker's well-being, including time intervals between the checks, has been developed in consultation with the joint committee or the worker health and safety representative, as applicable and with the worker assigned to work alone or in isolation. Every time a worker is to be alone this procedure must be initiated:

- Assignment of a designated worker to contact the lone worker.
- Contact intervals must be predetermined (based on hazards, but no more than 4 hour intervals). In addition to checks at regular intervals, a check at the end of the work shift must be done.
- All contacts must be recorded.
- If required, initiate the overdue response plan.

An effective means of communication (radio, telephone, GPS phone, or other electronic communication devices) between the worker and persons capable of responding to the workers needs must be established. If no effective means of communication can be established, a Wellsite Geologists member will visit the worker or ensure the worker contacts the company at regularly assigned intervals.

For emergencies, ensure a contact person has all of the same information on the Working Alone Schedule. Emergency work will likely require additional call-ins to keep the contact up to date on location and changing hazards.

Personal protective equipment must always be worn, it is equally important when working alone. Never attempt to do a job that requires supplied air respirator when alone. Emergency supplies that are required to be in your vehicle including first aid kit, communications equipment, flares, etc will be required to be carried on your person when you do not have immediate access to your vehicle.

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A Safe Work Practice will need to be developed for any repetitive work that is often completed alone.

### **Overdue Worker Response Plan**

The worker has within one hour to call the Wellsite Geologists contact person to tell them of any changes or to check in (unless the worker has asked this to be more stringent). If the worker fails to make contact within one hour, the Overdue Workers Response Plan will be initiated.

The following will be initiated one hour after contact was supposed to be made:

- Wellsite Geologists will attempt to contact the worker by cell phone, home number, hotels number, and/or radio.
- The client or other workers in the area (local contact) will then be notified and a plan to locate the worker will be initiated.
- Continual attempts will be made to contact the worker, also a call to the workers spouse, significant other, parents or other emergency contacts to see if they have heard from them and to keep them posted will be made.
- The local contact will physically go to locations specified on the contact sheet.
- Local hospitals will be called to see if the worker has been admitted.
- The local police or RCMP will be notified with a request for assistance.

When the worker is located all members involved in the search must be notified immediately.

**The Overdue Workers Response Plan involves a considerable amount of time, effort, and expense for a number of people. For this reason workers should recognize their responsibility to maintain a reasonable level of contact at all times.**

This Working Alone Program is reviewed at least annually or more frequently when there is a change in work arrangements that could adversely affect a worker's well-being or a report that the system is not working effectively.

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