

## RULES AND WORK PROCEDURES

### **Safety Rules**

The following company rules have been adopted by Wellsite Geologists and will be enforced for all workers.

1. No employee is expected to work in an unsafe manner or to perform an unsafe act. As well, no employee is expected to perform work that will result in harm to the environment.
2. No employee will engage in any improper activity or behavior at a workplace that might create or constitute a hazard to him or her or to any other person. Workers, supervisors, and subcontractors will be disciplined for participating in improper activity or behaviors.
3. All work will be carried out in accordance with appropriate safe work practices and procedures.
4. Workers are not allowed to wear loose jewellery while working on site if there is a chance that it may get caught in equipment.
5. Any accident/incident and near misses must be reported to the Owner/Manager of Wellsite Geologists immediately. First Aid treatment is to be obtained promptly for any injury.
6. Only tools that are in good repair, with guards and safety devices in place, will be used. Do not use equipment and tools that show significant wear. All equipment will be inspected prior to each use.
7. Employees must operate only the equipment that they are authorized and qualified to use.
8. No smoking on any leases. Smoking is permitted only in designated areas.
9. Employees must operate all vehicles in accordance with site rules & highway regulations.
10. All employees must work within the limits of all applicable government acts, codes, and regulations such as Occupational Health & Safety, Worker's Compensation Board, and Fire Codes.

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

11. Appropriate personal protective equipment (PPE) must be worn as required.
12. Respect others! It is imperative that we give the respect we would like to receive. Employees will not use offensive language, politically-incorrect jokes, name calling, etc. Allow others to give opinions, past experiences, and advice to help solve any problems that may arise.

  
President - Dennis Labrecque

May 14, 2013

Date

### **Definition of Improper Activity or Behavior**

The attempted or actual exercise by a worker towards another worker using physical force to cause injury, and including any threatening statement or behavior which gives the worker reasonable cause to believe he or she is at risk of injury. Horseplay, practical jokes, unnecessary running or jumping or similar conduct will not be tolerated in the workplace. The following will also be considered inappropriate and may result in discipline and/or dismissal:

#### *Absence*

1. absences without legitimate excuse,
2. chronic or repeated absenteeism, and;
3. repeated tardiness, without legitimate excuse.

#### *Appearance*

Inappropriate appearance includes failure to maintain appropriate personal appearance or dress. This includes not wearing the appropriate personal protective equipment.

#### *Conduct*

1. discourtesy toward others (e.g., failure to work harmoniously with fellow employees or serve the public with courtesy),
2. gambling while on duty,
3. hindering or limiting normal operations or interfering with another employee's work,
4. illegal conduct, conduct unbecoming to an employee, or conduct damaging to the public relations,
5. incompetency, neglect of duty, or unsatisfactory performance of assigned job duties,
6. insubordination (i.e., failure or refusal to comply with a supervisors instructions, unless the instructions are illegal or endangering,)
7. threatening or committing acts of intimidation or violence,.
8. refusal to obey the normal or emergency instructions of law enforcement officials or other proper authorities,

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9. smoking in unauthorized areas,
10. sleeping on duty, and,
11. unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on property.

#### *Property*

1. carelessness, inattention to duty, or purposeful acts resulting in injury to property or person(s),
2. failure to maintain prescribed records,
3. concealing, falsifying, altering, misusing, or removing records, including electronic data records,
4. theft of property,
5. unauthorized use of vehicles or failure to possess a valid and current driver's license, if required as a job qualification and/or condition of employment,
6. direct or indirect use or misuse of property officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources), and,
7. Misappropriation of property or the property of others.

#### *Rules and Regulations*

1. failure to follow prescribed rules and regulations, or violation of the policy and procedure,
2. discrimination on the basis of race, sex, age, religion, national origin, sexual orientation, citizenship, disability,
3. violation of safety rules or common safety practices,
4. taking an adverse personal action against an employee in retaliation for disclosing alleged wrongful conduct to a public body, and,
5. falsification of résumé or application materials or omission of material factual information.

#### *Substance Abuse*

1. consuming alcoholic beverages or being under the influence of alcoholic beverages while on duty,
2. unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance,
3. unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance, and,
4. being under the influence of a controlled substance not authorized by a physician.

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## Relevant Legislative Documents

At Wellsite Geologists we do not expect our workers to have memorized all legislation word for word that may affect the day-to-day work processes, but we do expect that you are familiar with any that apply to the work you perform and know where to look for more information. Safety legislation is designed to protect workers, the public, and the environment. Compliance with the appropriate legislation is necessary to prevent fines, stop work orders, legal action, injury/illness and death.

A copy of the Occupational Health and Safety Act, Codes and Regulations are located in the office and are available for viewing during regular office hours. Also available are any standards or codes of practices adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done. A bulletin board is also used to post information on health and safety related information.

The following list of legislation that affects Wellsite Geologists to ensure compliance may include, but is not limited to:

### *Workers Compensation Legislation*

*Alberta Labour Code*

*Alberta Occupational Health and Safety Act*

*Alberta Occupational Health and Safety Code*

Part 2 Hazard Assessment, Elimination and Control

Part 7 Emergency Preparedness and Response

Part 11 First Aid

Part 12 General Safety Precautions

Part 14 Lifting and Handling Loads

Part 18 Personal Protective Equipment

Part 27 Violence

Part 28 Working Alone

Part 29 Workplace Hazardous Materials Information System (WHMIS)

*Alberta Environment Legislation*

*Energy Resources and Conservation Board Legislation*

*Saskatchewan / British Columbia Occupational Health and Safety Act and Regulation*

*Workplace Hazardous Materials Information System (WHMIS) Act*

*Provincial Transportation Act*

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## **Safe Work Practices**

Safe Work Practices (SWP) have been developed for general knowledge on a topic. SWP's are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. These are located in the Safe Work Practices section.

Further information regarding a breakdown of tasks and hazards are located in the Job Hazard Analysis (JHA) / Safe Work Procedures section.

## **Job Hazard Analysis (JHA) / Safe Work Procedures**

Job Hazard Analysis (JHA) / Safe Work Procedures have been developed with the input of involved workers. They are the steps that need to be followed; they also include associated hazards and controls. Further general information is located in the Safe Work Practice (SWP) section.

These will be created for all tasks designated as critical and will be performed with affected workers. JHA's will be completed on an ongoing basis and reviewed prior to the tasks being performed. They are located in the Job Hazard Analysis (JHA) / Safe Work Procedures section at the end of the manual.

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