



WELLSITE
G E O L O G I S T S

SAFETY MANUAL

'Ensuring we ALL get home safely'

Printed Manual # _____

Prepared by:  **WORKFORCE**
COMPLIANCE SAFETY LTD.

Document Control

Acknowledgement

This Manual has been issued to: _____

I acknowledge receipt of Printed Manual #: _____

I confirm that:

- ✓ I have read and understand the requirements in this Manual;
- ✓ I will at all times to comply with the requirements in this Manual;
- ✓ I will do my best to ensure that my co-workers and contractors comply with the requirements in this Manual.

Signed: _____

Date: _____

Please return completed form to Wellsite Geologists Safety Department.

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MANAGEMENT INVOLVEMENT

Safety Policy

Wellsite Geologists is committed to the health and safety of all employees, contractors, clients, and the public. The ultimate goal of our health and safety policy is to have an accident free environment and protection from accidental loss. All employees of Wellsite Geologists are responsible for ensuring that the safety program is continually updated and maintained. Employees at every level are responsible and accountable for our overall safety initiatives. We take responsibility in upholding this commitment by:

- Complying with applicable safety law, government regulations, industry standards, and our own policies. Exercise sound judgment and common sense when undertaking any work related tasks.
- Making safety considerations an integral part of our planning process.
- Remaining sensitive to the concerns of the public.
- Identifying and mitigating the adverse impacts of our operations on the environment in keeping with good environmental and business practices.
- Responding to safety emergencies in a prompt and efficient manner.
- Committing sufficient resources to ensure that its employees are fully informed of their responsibilities and are trained in safety while performing their duties.
- Taking an active approach to understanding any potential health, safety or environmental issues that may pertain to work undertaken as an employee or contractor of Wellsite Geologists.

All Wellsite Geologists employees and contractors are responsible for obeying all safety rules, following recommended safe work procedures, wearing and using personal protective equipment when required, participating in safety training programs and informing supervisors of any unsafe work conditions. Do not participate in any activities you deem unsafe; you have the right to refuse unsafe work. You are not expected to sacrifice the safety or well-being of personnel for expediency or any other reason.

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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Guiding Principles

Petroleum Industry Guiding Principles For Worker Safety

We, the members of the petroleum industry, have a responsibility to protect all workers engaged in its activities from personal injury and health hazards. To meet our responsibility we will operate under the following guiding principles:

RESPONSIBILITY

The operating company, when acting as prime contractor, is responsible for coordination and general supervision of all activities at the worksite, including activities carried out by contractors, subcontractors, service companies and suppliers. While all parties have a responsibility to promote worker safety, the operating company recognizes its leadership role in promoting worker health and safety on the basis that it has the greatest power to influence worksite situations. It is the responsibility of workers and employers to refuse to perform unsafe work practices.

PRIORITY

Activities will be conducted on the basis that safety of all personnel is of vital importance, whether those personnel are employed by an operating company, a contractor, a subcontractor, a service company or a supplier.

RECOGNITION

The process of selecting contractors, subcontractors, service companies and suppliers, and the administration of contracts, will include recognition and support of good safety performance. Support and recognition based on good safety performance will also be provided by all employers to their employees.

IMPROVEMENT

The operating company, in cooperation with service companies within the industry, will promote methods and practices that have potential for improving safety performance.



Wallace E. Baer
President/CEO
Enform



Signed on behalf of the following six sponsoring associations representing the Canadian petroleum industry:



Signature _____

Wellsite Geologists

Title _____

Company _____

Date _____

Company Profile

Wellsite Geologists has been providing Geological Wellsite Supervision services throughout Alberta, British Columbia, and Saskatchewan since 1998. We are based out of Calgary, AB.

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Responsibilities

The President has the ultimate responsibility for the health, safety and environmental management system. The President will ensure adequate support, resources, programs and systems are in place to safely perform company activities.

The President is responsible to:

- Provide the economic and physical resources to implement and operate the health, safety and environmental management system
- Establish annual health, safety and environmental objectives.
- Identify to senior members of management their specific HSE responsibilities.
- Communicate with senior government, client and employee association officials to foster an environment complementary to the promotion of the health, safety and environmental management system.
- Participate in major accident investigations that result in fatal or permanently disabling injuries and all major loss incidents.
- Review and evaluate remedial actions of all fatal, permanent or temporary disabling and medical aid injuries and serious or major losses.
- Endorse the Health, Safety and Environmental Policy Statement.
- Participate in formal safety functions at the worksite level.

Company Management and Supervisors

Wellsite Geologists management and supervisors will actively promote the health and safety of employees and contractors by ensuring that all personnel at worksites are adequately trained and prepared. Wellsite Geologists will make workers aware of their responsibilities and ensure that all relevant regulations are followed.

The Senior Management Representative is responsible to:

- Administer all phases of the health, safety and environmental management system at the site and ensure all supervisors and workers understand and are accountable for compliance with performance standards.
- Establish with all employees an understanding of their responsibilities and specific duties.
- Review all accident reports regardless of severity, including all near-misses, injury and other losses. Ensures corrective action is taken to prevent recurrence of same or similar incidents.

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- Review and evaluate individual safety performance of members of line management; provide guidance and facilitate training, where needed, to improve performance.
- Enforce all phases of the established health, safety and environmental management system.
- Conduct pre-job hazard identification surveys prior to the commencement of work.
- Ensure adequate and suitable safety equipment is supplied, and is properly used, cared for and maintained.
- Demonstrate ownership, leadership and active participation in all phases of the health, safety and environmental management system.
- Set and demand high health, safety and environmental management system standards for all employees.

Wellsite Geologists will supervise its own subcontractors. Subcontractors working for Wellsite Geologists must meet the same safety standards as Wellsite Geologists personnel. Before using any subcontractor the Wellsite Geologists site supervisor must ascertain that the subcontractor meets the Wellsite Geologists contractor pre-qualification requirements.

Company Employees

At Wellsite Geologists we take care to maintain a professional and proper work environment. In regards to behaviour, the following principles should be followed:

- Employees are expected to be polite and courteous, and to co-operate with all other employees and contractors.
- Employees must behave in a manner that ensures the safety of yourself and your fellow employees.
- Ensure that fellow workers are also practicing safe work practices; discuss this with the worker or alternatively, report individuals you feel are endangering the health and safety of themselves or their fellow workers.
- Call for assistance when needed, rather than attempting to do a hazardous job under-equipped or alone.
- Report any identified hazards or hazardous conditions to a Manager or Supervisor.
- Report any Accidents/Incidents that occur while working to Wellsite Geologists Management.
- Become thoroughly familiar with the safety program and its requirements.
- Actively participate in safety program development (ongoing evaluation) and maintenance.
- Follow safety standards and safe work procedures set out by Wellsite Geologists and regulatory requirements.
- Refuse to perform work when unsafe conditions exist (as defined in

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provincial occupational health and safety legislation), and refuse to perform work that you are not competent to perform.

- Immediately report to supervisors all accidents, incidents, injuries, and illnesses.
- Use required Personal Protective and Safety Equipment.
- Check tools and equipment, including personal protective and safety equipment for hazards before using them.
- Identify and report any safety hazards and unsafe work conditions or inadequately equipped or trained personnel to management immediately.
- Approach management about any issues relevant to the safety program that you feel would improve the health or safety of Wellsite Geologists employees, contractors, or the environment.

Wellsite Geologists personnel must not enter on to a client site without first notifying them that we are entering that site. When this cannot be done (ie. Remote sites, away from local operators), Wellsite Geologists Personnel must notify the office of their location. If Wellsite Geologists personnel are going to enter an active site or facility the clients' Safe Work Permit must be filled out and permission to enter the site must be obtained.

Wellsite Geologists Contractor Responsibilities

The definition of a contractor is a person who, or a partnership or group of people that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed people involved in work at a place of employment. A subcontractor is the employer or self-employed person hired to work under contract.

If an outside company or self-employed person is hired on a contract and you direct their activities, then you become a 'contractor' under health and safety legislation. The following will need to be done:

- Set up a system of shared responsibilities and determining 'who is responsible for what' in relation to the health and safety of **all** workers in the workplace;
- Control any health and safety hazards—over which you, as the contractor have complete and direct control—that could affect the subcontractor' (keep in mind that the subcontractor is responsible for controlling hazards within the subcontractor's direct and complete control);
- Co-operate with subcontractors to control health and safety hazards that are not within the direct and complete control of the contractor;
- Co-coordinate the health and safety programs of two or more subcontractors working at the place of employment;

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- Provide subcontractors and their occupational health committees with any relevant information available to the contractor that could affect their health and safety, or anyone else's health and safety;
- Ensure subcontractors understand who is responsible for health and safety activities that affect them;
- Monitor subcontractors to ensure they comply with workplace health and safety requirements, and taking action to correct any non-compliance.

Visitors

All visitors must report to a supervisor immediately upon entering a location. Visitors include Regulatory Authorities, Landowners, any other person who is not essential to the operations and has not been orientated to the site. Visitors are never allowed to walk around unescorted, and must follow the instructions of the site supervisor or person escort. All visitors must wear the proper Personal Protective Equipment.

Health and Safety Performance Evaluation

The Safety Manual will be reviewed on an annual basis at a minimum. Specific policies and procedures currently in the Health and Safety Program can and will be reviewed if requested by any employee or government/legislative agency. Employees are encouraged to become actively involved in the review of the Program at any point.

Any minor changes in the program will be communicated during a safety meeting. These will be changed in print annually.

If the changes are encompassing and/or change the way a task is performed they will be changed in writing and introduced immediately or prior to the onset of the task.

After the Review or Audit is complete, Wellsite Geologists will have a meeting to discuss the results with the employees. It is important for everyone within the organization to know where our strengths are and what we will be working on over the next year.

Safety Recognition

Wellsite Geologists will work diligently to recognize personnel who exhibit outstanding safety performance on the job. To ensure that no worker is overlooked, Wellsite Geologists requests the assistance of all employees, sub-contractors and clients to notify the management either verbally or by written notice of a worker's accomplishment.

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HAZARD IDENTIFICATION AND CONTROL

Hazard Assessment

Wellsite Geologists believes the best method of preventing injury or loss is by knowing what the potential hazards are. This is done in two ways:

- The first is a review of all common workplace and field tasks and hazards. This is completed annually and is completed with all affected workers.
- The second is at the work site level to identify existing or potential hazards. This hazard assessment must be done before work begins at the work site and prior to the construction of a new work site. It must be repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, or when a work process or operation changes.

The effectiveness of the hazard prevention program is evaluated, and, if necessary, revised:

- at least every three years;
- whenever there is a change in conditions in respect of the hazards; and
- whenever new hazard information in respect of a hazard in the work place becomes available.

Training

Workers must understand the process to identify, reduce, and eliminate hazards within the workplace. This training will be on the job with workers with more experience leading to point out the more common hazards. Wellsite Geologists will provide health and safety education to each employee and address the following:

- How to properly fill out paperwork to ensure everyone is aware of the hazards and severity;
- When to stop work based on a severe hazard;
- The proper use and care of PPE;
- The hazard prevention program implemented to prevent hazards applicable to the employee, including the hazard identification and assessment methodology and the preventive measures taken by Wellsite Geologists;
- The nature of the work place and the hazards associated with it;
- The employee's duty to report; and
- An overview of the Act and Hazard Prevention Program Regulations.

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Common Workplace Hazard Assessment

Wellsite Geologists will, in consultation with and with the participation of the policy committee, or, if there is no policy committee, the work place committee or the health and safety representative assess workplace hazards.

Wellsite Geologists has developed, implemented and continues to monitor a program for the prevention of hazards in the work place. This program was developed with the participation of the work place committee and the health and safety representative, it is appropriate to the size of our work place and addresses the hazards we have. Our Hazard program includes the following components:

- an implementation plan;
- a hazard identification and assessment methodology;
- hazard identification and assessment;
- preventive measures;
- employee education; and
- a program evaluation.

All hazards in the work place have been identified and assessed taking into account:

- the nature of the hazard;
- the employees' level of exposure to the hazard;
- the frequency and duration of employees' exposure to the hazard;
- the effects, real or apprehended, of the exposure on the health and safety of employees;
- the preventive measures in place to address the hazard;
- any other relevant information.

The hazards are assessed using job hazard analysis' (JHA) that sets out the procedures, associated hazards (or what could go wrong) and control measures. The benefits of conducting a JHA are that previously undetected hazards may be identified, job knowledge and health and safety awareness of those participating will be increased, communication between workers and supervisors is improved, and acceptance of safe work procedures is promoted.

Daily Hazard Assessment

All affected workers, sub-contractors, visitors, and clients on site must participate in the daily hazard assessment prior to starting all work; if someone arrives late they must be informed of the information on the Hazard Assessment form. This can be done with team involvement, or singly if the job is to be done by one employee. All daily hazard assessments must include (in writing) documentation of workers names, date, hazards, controls, severity and probability. The daily hazard assessment allows for the opportunity to identify hazards which either have not been identified during a pre-job formal risk assessment, or hazards which arise or

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can arise when doing the work. Controls identified during the hazard assessment must be put into place before anyone starts work. If the work is deemed too hazardous it must be stopped immediately until proper controls can be put in place. Please fill out the Hazard Assessment form provided by Wellsite Geologists. The hazard assessment must be repeated if the workers change site locations or if hazards change.

A hazard at the workplace is any condition that has the potential to cause injury, illness or a loss. A hazard assessment conducted in the workplace is one of the most effective ways of ensuring a safe work environment. It is simply a careful look at what could harm workers or cause environmental damage at a workplace.

The benefits of conducting this written hazard assessment may include:

- Reducing the number and severity of incidents;
- Identifying the need for worker training;
- Identifying inadequate or missing procedures;
- Identifying the need for equipment maintenance;
- Reducing production losses and property damage; and
- Increasing worker involvement in health and safety issues.

Hazard Identification

During this process, individuals are able to identify potential hazards while evaluating equipment, machinery, work areas and activities. Once all potential hazards have been identified, they must be systematically prioritized with any imminent danger to workers being rectified prior to work commencing. Some examples of work site hazards include, but are not limited to:

- Slipping and tripping hazards;
- Fire from flammable substances;
- Oxygen deficient atmosphere;
- Harmful substances;
- Moving parts on machinery;
- Working at heights;
- Trenches/excavations;
- Pressure systems;
- Vehicles and equipment;
- Energized equipment (i.e., electricity, stored energy);
- Fumes;
- Lifting and handling loads;
- Poor lighting;
- Chemical storage/handling;
- Noise exposure;

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- Repetitive work; and
- Workplace violence.

Three commonly used methods to identify hazards are:

1. Physical inspections, both informal and planned;
2. Job Hazard Analysis (JHA) which includes breaking down workers actions into individual tasks, and identifying hazards involved with each task; and
3. Incident/accident investigation findings.

Assessing Hazards

Once these hazards and risks have been identified, individuals are better able to assess the potential risks and harm that could occur by the identified hazards. In assessing hazards it can be determined if adequate precautions have been taken and if more needs to be done (process changes need to be made).

All Employees must report any unsafe or harmful conditions including a list of potentially harmful substances found during the inspections if they cannot be fixed immediately.

At this stage hazards must be eliminated, isolated, or minimized. It may not always be practical to eliminate or isolate a hazard. In such cases these hazards must be minimized to an acceptable level through the development of Safe Work Practices, special training and personal protective equipment. Hazards that are identified at the worksite must be addressed immediately and mitigated.

Controlling the Hazard

If possible, all hazards must be eliminated. If the hazard cannot be eliminated then Engineering, Administrative and/or PPE controls must be put in place. Engineering controls are incorporated into the process itself, sometimes as part of the equipment. Substitution or isolation are both engineered methods. Administrative controls are used to minimize the exposure to a hazard by worker training and worker rotation. If the engineering or administrative controls do not achieve enough of a control then Wellsite Geologists must ensure workers affected by the hazard use the appropriate PPE. A combination of engineering, administrative and PPE controls may be the best method to achieve a greater level of worker safety.

Engineering Controls

Engineering controls should be used first, if possible; they provide the highest degree of control because they eliminate or control the hazard at its source. The use of engineering controls includes:

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Elimination: Completely removing a hazardous job, tool, process, machine, or substance;

Substitution: Substituting or replacing one substance or process with another that would not pose a potential hazard;

Redesign: Hazards can often be "engineered out" through redesign of the work site, work processes, and jobs;

Isolation: Hazards can often be isolated through containment or enclosure;

Automation: Some processes can be automated or mechanized;

Barriers: Some hazards can be blocked or barricaded. The further the barrier keeps the hazard away from the workers, the more effective it is;

Absorption: Engineering controls that would absorb the hazard such as baffles that block or absorb noise; and

Dilution: Some hazards can be diluted or dissipated.

Administrative Controls

If engineering controls are not feasible or practical, then administrative controls are the next approach to controlling the hazard. The uses of administrative controls include, but are not limited to:

- Planning and communication;
- Safe Work Practices;
- Clients Safe Work Permits;
- Work/rest schedules limiting exposure to the hazard;
- Limiting hours of work;
- Scheduling hazardous work during times when exposure to workers is minimized;
- Monitors and alarm systems;
- Training;
- Safety meetings; and
- Posters and bulletins.

Personal Protective Equipment

Personal protective equipment (PPE) must always be used as a last resort in controlling hazards. PPE is less effective as a control as it does not eliminate the hazard. The PPE must be properly maintained and worn by workers.

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Emergency Control of a Hazard

In the event of an emergency (dangerous to the safety or health of workers) only those workers competent in correcting the condition, and the minimum number of workers necessary to correct the condition may be exposed to the hazard. Every reasonable effort must be made to control the hazard while the condition is being corrected.

Hazard Reporting

Once the Hazard Assessment has been completed, it must be updated regularly and as hazards change. If a hazard is noticed during the shift employees can report these hazards verbally to other Employees, but they must follow that verbal report with a written report once it is practical to do so. If the hazard is severe, work must be stopped and the hazards reassessed. Reports of hazards submitted to Wellsite Geologists must always be written.

A hazard report must include the following:

- Description of the *hazard* and its location;
- Time and date first noticed;
- The risk it presents;
- Control measures needed; and
- Interim actions taken, if any.

All hazards reported will be immediately investigated and controlled. A worker will be assigned to correct the hazard and a specific time or date will be given for completion.

Employees can submit their written reports in any format they wish. Wellsite Geologists must receive all written reports within 24 hours or sooner if immediate action is necessary.

Written Job Hazard Analysis (JHA)

We have created a list of tasks that we perform; some of those tasks have been assessed as critical. A task may become critical based on frequency, severity, or probability. This list is at the end of the manual and will be updated as new tasks are introduced. All tasks listed as critical will have a corresponding JHA completed with input of workers. The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services.

Hazard Priority Ranking

When a hazard assessment is started at Wellsite Geologists the hazards must first be identified, then classified or prioritized based on severity associated with the

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task or item. The first ranking estimates the severity of the problem if the potential accident/incident were to occur:

1. Imminent Danger (e.g. causing death, widespread occupational illness, loss of facilities)
2. Serious (e.g. severe injury, serious illness, property and equipment damage)
3. Minor (e.g. non-serious injury, illness, or damage)
4. Negligible/Ok (e.g. minor injury, requiring first aid or less)

The second ranking estimates the probability (think in terms of risk assessment) of the accident/incident occurring:

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

This manual contains safe work practices and JHA's that all employees must refer to.

Any tasks that may arise that are deemed to have hazards will be evaluated and rated prior to a safe work practice or JHA being compiled.

Communication to Affected Workers, Bystanders and Visitors

Wellsite Geologists will appoint a representative at every worksite to control access to individuals and ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and the methods used to control or eliminate the hazards.

Review Process

All hazard assessments are reviewed periodically while on-site, then again by a supervisor. At Wellsite Geologists all hazard assessments are reviewed to ensure that a new hazard has not been created from the corrective measures put into place to prevent impact from another hazard.

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Inspections and Monitoring Worksites

Work site inspections must be made at the first visit to any new jobsite in order to prevent the development of unsafe working conditions. Inspections must be performed by competent workers. Any unsafe or harmful conditions including a list of potentially harmful substances found during these inspections should be reported and told to all workers and any future employees sent to the site or if possible, fixed immediately. The person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay. The information collected at a work site inspection, must be reported on your Hazard Assessment form and communicated to everyone who comes onto your location.

Wellsite Geologists will maintain the following schedule of inspections (all inspections will be performed by the most senior person onsite):

- Office – Monthly
- Shop/yard – Monthly
- Worksite Inspections - prior to the commencement of each job and weekly thereafter
- Vehicle Inspections – Pre-Use (visual) and Weekly (documented)
- Equipment/Tools – Pre-Use



President - Dennis Labrecque

May 14, 2013
Date

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Overview of Inspections

Every work site contains hazards that must be identified and controlled to ensure worker safety. Regular inspections of the workplace and of work processes and procedures at the workplace are conducted to identify any risk to the safety or health of any person at the workplace. If a risk is identified, Wellsite Geologists will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

Wellsite Geologists requires members of the committee or a representative, where one exists, to inspect the place of employment at reasonable intervals determined by the committee or the representative and Wellsite Geologists.

Work Site Inspections

Only by maintaining a constant frequency of inspections can hazards be identified and controlled before they become problems. Worksite inspections will be completed prior to the commencement of each job and weekly thereafter. This will allow Wellsite Geologists to make improvements to equipment, work procedures, training, and work site conditions, as necessary.

Work site inspections will focus on:

- Physical layout and conditions of the work site including location, terrain, season, and weather;
- Hazards associated with the materials handled;
- Condition of process equipment and tools;
- Condition of safety and personal protective equipment;
- Work practices and behaviour of people at the work site;
- Conformance and compliance issues; and
- Level and quality of supervision provided to workers.
- Slipping, tripping and falling hazards;
- Safety devices and monitoring systems;
- Lighting;
- Storage of controlled products;
- Faulty or missing emergency response equipment;
- Improper or missing warning hazard notification signs;
- Faulty machinery, cables, tie-downs, etc.;
- Housekeeping activities;
- Inadequate or missing safety and personal protective equipment;
- Firefighting capability;
- Flammable, corrosive, or explosive materials, etc.

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Vehicle Inspections

Commercial Vehicle

All commercial vehicles must be inspected pre & post trip, and on an ongoing basis by the driver. A vehicle with a major defect must not be driven on a highway. The defect must be reported immediately to Wellsite Geologists. Wellsite Geologists must repair the defect prior to the vehicle being operated.

A driver may continue to drive a commercial motor vehicle if the commercial motor vehicle or trailer drawn by it has a minor defect, but only if he or she has entered the defect on the daily inspection report.

Drivers must monitor the condition of the vehicle they are driving, if a defect is noted it must be documented on the inspection form.

Records of the inspections must be kept in the vehicle. The duplicate copies must be sent to Wellsite Geologists to ensure the defects are repaired (this must be done even when no defect has been identified). The original inspection records must be forwarded to Wellsite Geologists within 20 calendar days of the completion of the report. Wellsite Geologists retains these reports and a certification that the repairs have been made for a minimum of 6 months from the date the report was prepared.

All Annual Inspections and Maintenance work will be complete by a Qualified Technician.

Non- Commercial Vehicle

All non-commercial vehicles and employee owned vehicles must be inspected, using the Vehicle Inspection sheet, on a weekly basis by the driver. All Annual Inspections and Maintenance work will be complete by a Qualified Technician.

Personal Protective Equipment Inspections

All Personal Protective Equipment must be inspected before use. A documented monthly inspection will be performed by the wearer. All specialized PPE will be inspected by a qualified technician before use and at a frequency acceptable to the manufacturer.

Equipment Inspections

All equipment must be inspected at a frequency acceptable to the manufacturer. Daily inspections will be completed by the person using the equipment (assisted by supervisor if not yet qualified); all complete inspections will be performed by a qualified technician.

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Emergency and Fire Equipment Inspections

All Emergency and Fire Equipment Inspections must be inspected at a frequency acceptable to the manufacturer. A monthly inspection will be completed by the Safety Coordinator during the Office Inspection. An annual inspection will be outsourced and completed by a trained, competent technician.

Material Inspections

All materials used are to be inspected prior to use. If a purchased material does not meet specifications it must be returned or not used (never try to repair a manufacturers' defect). Ensure that materials are correct for the job and meet the specifications of the job and Client; and that you are trained to work with the materials provided.

Office /Shop Inspections

The Safety Coordinator will complete a full office and shop inspection the first week of every month. A review of the previous month's issues should be completed prior to the inspection. Any deficiencies must be corrected within the next month (serious issues should be dealt with immediately), and documented on next month's inspection sheet.

Inspection Reports

Inspection reports will identify hazards and recommend appropriate control measures such as:

- Performing maintenance on equipment and vehicles;
- Marking hazards with signs, flags, lights, alarms, or barricades;
- Providing additional personal protective or other safety equipment to workers; and
- Informing workers of the hazards.

Wherever possible, hazards will be eliminated. If this is not possible, other control measures will be used such as developing specific operational procedures and/or wearing appropriate PPE.

Follow-Up Action

Deficiencies that have been noted in any inspection must be followed up by the Safety Coordinator. Any serious (high potential to cause injury) deficiencies must be repaired immediately.

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Preventative Maintenance

It is critical to ensure that tools, equipment, personal protective equipment, vehicles, etc are maintained to prevent costly downtime and ensure ongoing safety.

The maintenance program is designed to reduce overall operating costs associated with vehicles or equipment that is 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.

Any equipment used during normal work operations should be maintained in safe running condition. If any equipment is obviously faulty (H₂S meter failed bump test, equipment will not turn on, etc) they must be taken out of service immediately. All equipment must be kept maintained and be safe to perform its intended task, adequate strength for its purpose and free from obvious defects.

This Preventative Maintenance Program will be maintained and include:

- Adherence to applicable legislation, standards, and manufactures' specifications,
- Using the services of appropriately qualified personnel, and
- Scheduling and documentation of all maintenance work.


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An inventory of all machinery/ equipment used at Wellsite Geologists has been established and is kept current. When new machinery or equipment is acquired, it must be added to the inventory.

Defective Equipment

Defects observed in machinery or equipment must be reported to a supervisor. All defective equipment at Wellsite Geologists must immediately be removed to protect the health and safety of any worker who may be at risk until the defect is corrected by a competent person, this must be done as soon as is reasonably practicable. Wellsite Geologists is responsible for ensuring that all defective equipment is removed from the worksite.

A Wellsite Geologists worker who knows or has reason to believe that equipment under the workers control is not in a safe condition will immediately report the condition of the equipment to Wellsite Geologists, and repair the equipment if the worker is authorized and competent to do so.

Safety Equipment

H₂S meters and 4 head monitors must be calibrated at an accredited facility every 6 months. 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.

Tools and Equipment

Ensure all tools are not worn or show signs or excessive wear. Any equipment used during normal work operations should be maintained in safe running condition.

Rented/Third Party Equipment

Ensure regular inspections and/or calibrations have been made on any rented or third party equipment. Please submit these records to the Safety Coordinator.

Vehicle Maintenance

The benefits of a vehicle maintenance program include:

- *Reduced Maintenance Costs* -- Minor adjustments and repairs made during regularly scheduled service checks help prevent unnecessary and costly repairs.

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- *Minimize Downtime* -- Preventive maintenance reduces interruptions to production caused by breakdowns.
- *Accident Prevention* -- Proper vehicle maintenance can reduce accidents caused by faulty brakes, tires, steering, and other major components.
- *Improve Driver Morale* -- When vehicles are kept in top condition drivers are more likely to handle the equipment with care.
- *Customer Relations* -- Clean, well maintained vehicles enhance the company image as a safety minded entity.

The following schedule will be used as a guide:

Airfilter	Check it periodically. Replace it when it becomes dirty or as part of a tune -up. It is easy to reach, right under the big metal 'lid', in a carbureted engine; or in a rectangular box at the forward end of the air in a duct hose assembly.
Battery	Extreme caution should be taken while handling a battery since it can produce explosive gases. It is advisable not to smoke, create a spark or light a match near a battery. Always wear protective glasses and gloves.
Belts	Inspect belts and hoses smoothly. Replace glazed, worn or frayed belts. Replace bulging, rotten or brittle hoses and tighten clamps. If a hose looks bad, or feels too soft or too hard, it should be replaced.
Brake Fluid	Check the brake fluid monthly. First wipe dirt from the brake master cylinder reservoir lid. Pry off the retainer clip and remove the lid or unscrew the plastic lid, depending on which type your vehicle has. If you need fluid, add the improved type and check for possible leaks throughout the system. Do not overfill.
Engine Oil	Check the oil after every fill up. Remove the dipstick, wipe it clean. Insert it fully and remove it again. If it is low, add oil. To maintain peak performance, the oil should be changed every 6,000 km or 3 months, whichever comes first. Replace the oil filter with every oil change.
Exhaust	Look underneath for loose or broken exhaust clamps and supports. Check for holes in muffler or pipes. Replace the rusted or damaged parts.
Hoses	Inspect the hoses monthly. If a hose looks bad, or feels too soft or too hard, it should be replaced.
Lights	Make sure that all your lights are clean and working, including the brake lights, turn signals and emergency flashers. Keep spare bulbs and fuses in your vehicle.
Power Steering Fluid	Check the power steering fluid level once per month. Check it by removing the reservoir dipstick. If the level is down, add fluid and inspect the pump and hoses for leaks.
Shock Absorbers	Look for signs of oil seepage on shock absorbers, test shock action by bouncing the car up and down. The car should stop bouncing when you step back. Worn or leaking shocks should be replaced. Always replace shock absorbers in pairs.
Tires	Keep tires inflated to recommended pressure. Check for cuts, bulges and excessive tread wear. Uneven wear indicates tires are misaligned or out of balance.
Transmission Fluid	Check transmission fluid monthly with engine warm and running, and the parking brake on. Shift to drive, then to park. Remove dipstick, wipe dry, insert it and remove it again. Add the approved type fluid, if needed. Never overfill.

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Washer Fluid Keep the windshield washer fluid reservoir full. Use some of it to clean off the wiper blades.

Wiper Blades Inspect the windshield wiper blades whenever you clean your windshield. Do not wait until the rubber is worn or brittle to replace them. They should be replaced at if worn or smearing occurs.

All work must be approved by management.

Qualifications

Workers performing maintenance work will have the skills, accreditation or certification necessary. Copies of their certification must be delivered to the Safety Coordinator before they begin work.

Record Keeping

Up-to-date records are an essential part of any maintenance program. Preventative maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment. Copies of all records are to be kept at the head office.

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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.

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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.


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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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TRAINING**Employee Training Requirements and Records**

At Wellsite Geologists we believe that a well-trained team of workers will result in a safer workplace. Workers must have basic safety courses to satisfy the requirements of the law and our Clients. Wellsite Geologists may supplement required or desired training programs, please consult your supervisor for more information.

Wellsite Geologists will ensure that a worker is trained in all matters that are necessary to protect their health and safety when the worker begins work at a place of employment or is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures. All Wellsite Geologists workers must have the proper combination of experience, knowledge, and education to perform the work required.

All training documents are kept on file and this is verified prior to each worker being sent to do a new task.



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Wellsite Geologists has an organizational chart and training matrix to address minimum training standards for all workers (roles). This matrix will address both education and work experience.

Orientation

All Employees will receive a Safety Orientation on their first day of employment and after a job transfer. This orientation will cover administrative concerns, safety policies and training, and Field Job Preparations. The workers immediate supervisor will conduct the orientation and sign off on the orientation upon completion.

All new workers have a chance to hear about the company, its values, and its requirements. During orientation Wellsite Geologists will assess the workers current training and create a plan to ensure that all workers become trained to do the work they were hired to do.

Training at Wellsite Geologists includes:

- Procedures in the event of a fire or other emergency;
- The location of first aid facilities;
- Identification of prohibited or restricted areas;
- health and safety responsibilities, including those specified by legislation;
- reporting requirements for injuries, illnesses and substandard conditions;
- standards for personal protective equipment;
- duties of management and employees for imminently dangerous working conditions;
- existing and potential workplace hazards and the methods to be used to identify, assess and control them;
- Precautions to be taken for the protection of the worker from physical, chemical or biological hazards;
- WHMIS;
- Procedures, plans, policies and programs that are essential to the job they will perform;
- Any other matters that is necessary to ensure the health and safety of the worker while the worker is at work.

Workers are encouraged to ask questions throughout the orientation, and whenever necessary thereafter.

A Follow-Up Orientation will be performed approximately 6-8 weeks after the first orientation. Workers often develop questions within the first month or two; this follow-up orientation allows a designated time to discuss those questions.

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Formal Training

All Employees will receive any required training specific to their employment roles. Wellsite Geologists will document any existing training obtained by employees and a photocopy will be obtained including licence to operate any equipment (including a drivers licence) required by the job. Training will be documented on our Training Records Form; Workers will be given 3-months and 1-month notifications of any upcoming expiry dates.

Field Workers

Field Workers will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR
- WHMIS
- H₂S Alive
- Ground Disturbance
- Fall Protection
- Confined Space
- Lock Out Procedures
- ATV Safety
- Driver's Education
- Transportation of Dangerous Goods
- PST/CST Training
- Incipient Fire Fighting
- Personal Protective Equipment and Respiratory Protective Equipment
- Leadership in Safety Excellence
- Other

Administrative Staff

Administrative Staff will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR Certification
- Emergency Evacuation Procedures
- Fire Extinguisher

Supervisor Training

Supervisors have the added responsibility to ensure all workers they are supervising stay safe. Supervisors must have copies of all applicable legislation that applies to them and their workers in regards to Safety, Quality, ERCB. Etc.

Wellsite Geologists realizes the need to ensure our supervisors and managers have the knowledge to lead when it comes to Safety, as well as production. Supervisors are required to take Leadership in Safety Excellence or an equivalent

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course. Supervisors will have the skills required to assess all workers abilities who work with them. Only workers who are competent (based on Job Observations performed by a competent Supervisor) will become Supervisors.

The following topics are reviewed with all Supervisors and Managers:

- skills of an effective manager
- legislative responsibility and compliance
- safety policy and roles
- Due Diligence
- rules and regulations
- all applicable policies, practices and procedures
- how to properly fill out forms
- incident/accident investigation
- completing Hazard Assessments
- performing job observations
- assessing alertness (fatigue, drug and alcohol)
- dealing with Right to Refuse situations
- training new workers
- effective safety meetings
- how to properly complete inspections (vehicle, worksite, shop, tool, etc)
- importance of follow up of hazard id and inspections
- importance of documenting all disciplinary action

On the Job Training

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. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers including new or transferred workers must be trained in procedures until they are competent. Wellsite Geologists has a mentoring program whereby all new “green” workers must shadow and assist a competent worker until it is determined through on the job training, observation of ability, and experience that that worker is competent. The lead hand or supervisor will verify competence prior to allowing the worker to perform the task unsupervised. An experienced new worker must also follow our mentorship program. It is your responsibility to refuse to perform work that you are not competent to perform.

The training process at Wellsite Geologists is hands on. The instructors or supervisors must demonstrate tasks before asking a new worker or student to perform the task while training.

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Certain tasks at Wellsite Geologists have been placed on the Hazardous Job Inventory. Workers are only allowed to perform those Hazardous Jobs once they are deemed competent by a supervisor. The on the job training form must be filled out and the worker deemed competent prior to a worker performing a task that has been classed as a Hazardous Job without direct supervision.

On-Going Job Observations

Workers may be subject to On-Going Job Observations. These observations may be formal or informal. The purpose of these Observations is to promote open communication and productive feedback. Complacency must also be noted during this observation. We try to battle complacency by completing hazard assessments, inspections, safety meetings, etc. Workers tend to be unaware or uncaring of hazards after they have successfully worked around them without injury.

Site Specific Orientation and Training

Whenever a worker, contractor, client, inspector, landowner, regulator, etc is going to visit an active worksite they must be given an orientation. This orientation must include:

- A briefing of the work that is occurring on the site,
- An overview of the hazard assessment, and
- Personal Protective Equipment Requirements (A person who is not equipped with the proper PPE will NOT be allowed on site).

If the work being performed may have a significant risk the visitor must be asked to return at another time.

Training Records

All of the training listed above (orientations, formal training, observation records, etc) will be documented and kept in the Safety Office. A digital record is also kept and reviewed monthly; workers will be given 3-months and 1-month notifications of any upcoming expiry dates. If experience is required to verify qualifications this will be documented by:

- contacting prior work references,
- job observations, and
- keeping track of on the job training at Wellsite Geologists.

The Safety Coordinator is responsible for entering all training completed and experience onto the matrix (spreadsheet) and reviewing the workers training requirements to ensure that they are qualified. All Safety Training records will be kept for a minimum of 5 years from the date of the training.

It is your responsibility to refuse to perform work that you are not trained in and competent to perform.

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COMMUNICATIONS

Safety Meeting Policy

Workers need to know what is expected of them. At Wellsite Geologists we want to ensure that all of our workers will return home safely at the end of each job. This expectation is communicated to all workers.

Good communications between the management of Wellsite Geologists and its employees is essential to safe operations. Safety meetings provide the opportunity to inform, train, and assist employees in doing their work safely. They also allow workers, supervisors, and contractors to discuss and solve safety issues in a proactive manner.

While on site all Wellsite Geologists workers are required to participate in any safety meeting held by the client that may affect your work tasks.

Types of meetings and frequency:

TYPE OF MEETING	ATTENDEES	FREQUENCY
General Meeting	All available workers and supervisors, including the president.	Monthly
Pre-Job Meeting	All workers, subcontractors, and the clients (if available).	Prior to the start of a new job
Toolbox Safety Meeting	Everyone on site, each day.	Daily on job sites


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General Meeting

General safety meetings should include the President and all available company personnel; these are held monthly. Meeting discussions will include, but are not limited to discussions including:

- Filling in forms properly and submitting them on time.
- Safety measures needed for work to proceed safely.
 - Standard work procedures.
 - Safety Rules.
 - Drug and Alcohol Policy.
 - Company policies.
- Recent incidents/accidents that have occurred at Wellsite Geologists and in the industry, to discover and discuss how similar accidents can be prevented in the future.
- Training programs.
- Emergency procedures.
- Safety issues raised by personnel.

The agenda will be prepared in advance of the General Meeting and posted in high traffic areas and/or emailed to participants.

It is the responsibility of the safety-meeting chairman to ensure that all attendees have been notified of the time and place of the meeting. It is the responsibility of all workers to attend and participate in these meetings. Should an employee be unavailable to attend a meeting, he/she must inform the meeting chairman. If possible, the meeting chairman can decide to reschedule the meeting to accommodate the maximum number of employees.

Meeting minutes will be taken during the meeting and distributed to all attendees and those who were unable to attend. The minutes will document all topics discussed and actions warranted. An Action Plan to follow up on any safety issues will be created and be assigned with a deadline.

In addition to General Safety Meetings all new Wellsite Geologists employees or contractors will be provided with a copy of this safety manual and receive a safety orientation. The minutes of the last General Meeting will be discussed during orientation.

Management encourages any suggestions about any issues that can improve the health and safety of the employees or the environment.

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Pre-Job Meeting

Prior to the commencement of a new job a Pre-Job Meeting will be held. This meeting often encompasses more than just safety issues. Everyone involved in the job should be included including workers, contractors, clients, and other companies working nearby. The following items may be discussed during a pre-job meeting:

- All hazards from the hazard assessment.
- Methods to communicate throughout the job, including tool box meetings, on-going communication, and completion of new hazard assessment as hazards change, etc.
- Emergency Procedures including list of trained rescuers and first aid personnel, transportation plan, alarm, location of nearest medical facility, etc.
- A list of tasks to be performed by all contractors and trades on site. Allow the opportunity to address conflicting tasks.
- Approximate schedule of work.
- Work Procedures.
- Location of emergency facilities including first aid kits, fire extinguishers, eye wash stations.
- Review of written notice indicating:
 - The supervisors name;
 - The location of the emergency facilities provided by the contractor for the use of the employers workers or self-employed persons;
 - The means to contact the committee representative.

Tool Box Meetings

Tool Box Meetings are held daily with all workers on site. These meetings allow the opportunity to discuss the work to be performed during the day, any safety concerns, and who will be on site. The Hazard Assessment is often updated, if needed during this meeting.

Safety must be a concern for all employees and subcontractors. Every opportunity should be utilized to discuss and provide feed-back on safety issues, whether it's done in a formal or non-formal manner.

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INCIDENT & ACCIDENT REPORTING AND INVESTIGATION

Incident: An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage, or loss (also referred to as near misses).

Accident: An undesired event that results in physical harm to a person or damage to property.

Purpose

Incident and Accident reporting is very useful because it:

- Collects information you can use to calculate statistics and other information for tracking accident trends.
- Helps identify training need; problems with work procedures; and needs for personal protective, safety, and emergency equipment.
- Collects information necessary for completing investigation and insurance reports and complying with regulatory requirements.
- Identifies weaknesses in the safety management program.

Prevention

It is the goal of Wellsite Geologists to have an Incident or Accident free workplace. The use of Training, Hazard Assessments, Communication, Personal Protective Equipment, Emergency Planning, and Inspections will reduce the risk.

Dennis Labrecque

President - Dennis Labrecque

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Reporting

Any Accident/Incident (including near miss) involving acute injury, illness to personnel, loss of revenue or damage to company property or personal property while working must be reported by the employees to Wellsite Geologists Management as soon as practical or within 24 hours. Every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more must be investigated as soon as is reasonably possible. Immediate reporting is also required when a worker is aware of a condition that may cause a work-related incident.

The incident must be documented and forwarded to Wellsite Geologists within a reasonable time period (7 days maximum).

Any Near Misses that occur during company time must be reported by documentation to Wellsite Geologists Management.

A written report must be created that includes a description of the accident, any graphics, photographs, or other evidence that may assist in determining the cause or causes of the accident, an explanation of the cause or causes of the accident, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action.

Senior Management will be informed of any incident that is classed above the first aid level or results in greater than \$500 damage to property or environment, including all medical aids and vehicle, environmental, or property damage.

Investigation

A worker (Owner/Manager or a Supervisor) who is qualified and competent in investigation techniques must investigate all Incidents or Accidents. Wellsite Geologists will provide training on the investigation techniques to be used during an incident investigation (if no qualified investigator is available, Wellsite Geologists will use a third party trained investigator).

These investigations must be completed as soon as possible so all evidence can be preserved. Once an incident or accident has been investigated, the investigator must make a written report to be placed on file in the office. If the incident or accident still poses a hazard for employees, Management must ensure all employees are immediately informed of the hazard. If the incident, accident, or near miss does not pose a hazard for workers at the current time the Safety Committee, where existing, will discuss these investigations and each member or the supervisor will ensure that all workers are made aware of the situation.

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The written incident investigation report will include an explanation of the contributing factors or root causes of the incident that were identified during the investigation.

Conducting Investigations

The person conducting the investigation should proceed with the following steps:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Examine equipment/materials involved.
5. Collect and safeguard any physical evidence.
6. Take photographs of the scene.
7. Interview people involved and witnesses and obtain written statements where appropriate.
8. Analyze all available information to determine cause(s).
9. Look for causes where “the system failed the worker”, not only for those where “the worker failed the system”.
10. Determine what corrective action will prevent recurrence.
11. Complete the report.
12. Provide Management and the Safety Committee with a copy of the report.
13. Assign corrective actions for further follow up.
14. Management and/or the Safety Committee must ensure all employees are made aware of the situation.

Investigation Kit Items

The person conducting the investigation should proceed with the investigation using the following items:

1. Caution Tape
2. Disposable Camera(s)
3. Flashlight
4. Extra Batteries
5. Incident Investigation Reports
6. WCB Reports
7. Lined Paper / Pens for Witness Statements
8. Ruler
9. Ziploc Baggies
10. Sanitized Containers with Lids

Investigation Follow Up with Workers

After an investigation has been completed the findings will be communicated to all workers either by a Safety Meeting or a hazard alert (email or posted document).

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The purpose of this follow up is to prevent this type of incident from occurring in the future - learning from past mistakes.

Provincial Reporting Requirements

Alberta

The following injuries or accidents must be reported to the Director of Inspection as soon as possible by the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site of the time, place and nature of the injury or accident:

- an injury or accident that results in death,
- an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

If one of the above were to occur or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, Wellsite Geologists will:

1. carry out an investigation into the circumstances surrounding the serious injury or accident,
2. prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
3. ensure that a copy of the report is readily available for inspection by an officer.

British Columbia

Wellsite Geologists will immediately notify the Board of the occurrence of any accident that

- resulted in serious injury to or the death of a worker,
- involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
- involved the major release of a hazardous substance, or
- was an incident required by regulation to be reported.

Saskatchewan

“*Dangerous occurrence*” means any occurrence that does not result in, but could (if the situation was different) cause the death of a worker or will require a worker to

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be admitted to a hospital as an in-patient for a period of 72 hours or more and includes:

- the structural failure or collapse of:
 - a structure, scaffold, temporary falsework or concrete formwork; or
 - all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- an accidental contact with an energized electrical conductor;
- the bursting of a grinding wheel;
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- a premature detonation or accidental detonation of explosives;
- the failure of an elevated or suspended platform; and
- the failure of an atmosphere-supplying respirator.

Every dangerous occurrence, fatality, or accident that may have caused a fatality must be investigated as soon as is reasonably possible. In Saskatchewan, notice to the OHS division must be given as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.

A written report must be prepared and include a description of the dangerous occurrence, any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action.

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Collecting Statistics

Each month statistics are entered on a spreadsheet. The following statistics are collected using ALL workers (both office and field):

- Km Driven
- Vehicle Accidents
- Average Number of Employees
- Work Hours
- Lost Time Injuries
- Lost Work Days
- Restricted /Modified Work Cases
- Medical Aids
- First Aids
- Near Misses

Definitions

Employee - As used in this standard, any person engaged in activities for an employer from whom direct payment for services is received. This includes working owners and officers.

Exposure or Employee Hours - The total number of hours worked by all employees, including those in operating, production, maintenance, transportation, clerical, administrative, sales, and other activities.

Work Environment - The environment comprised by the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off an employer's premises.

First Aid - Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not require medical care even though provided by a physician or registered professional personnel.

Medical Treatment - Any treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician.

Work-Related Case - Any occupational injury suffered by an employee that results from a work accident or from an exposure involving a single incident in the work environment. Any occupational illness caused by exposure to environment factors associated with employment.

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Occupational Injury - Any injuries, such as a cut, fracture, amputation etc., that results from a work accident or from an exposure involving a single incident in the work environment.

Occupational Illness - Any abnormal condition or disorder of any employee, other than on resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

Recordable Case - Any work-related injury case requiring more than first aid, and all occupational illnesses. Recordable cases include:

- deaths, regardless of the time between the occupational injury or illness and death;
- all occupational illnesses;
- all occupational injuries resulting in any of the following:
 - lost workdays, either days away from work or days of restricted work activity;
 - medical treatment other than first aid;
 - loss of consciousness;
 - restriction of work or motion;
 - temporary or permanent transfer; or
 - termination of injured or ill employee.

NOTE: Any case that involves lost workdays must be recorded since it always involves one or more of the criteria for recordability.

Lost Workdays

Days Away From Work - Those workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Days or Restricted Work Activity - Those workdays (consecutive or not) on which, because of the occupational injury or illness, the employee was assigned to another job on a temporary basis, worked at a permanent job less than full time, or worked at a permanently assigned job but could not perform all duties normally connected with it. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employer would not have worked even though able to work.

Lost Workday Case - Any recordable case that results in lost workdays away from work or workdays of restricted activity.

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Days Away From Work - Any recordable case that results in one or more days away from work as defined in Lost Workdays - Days Away From Work.

Days of Restricted Work - Any recordable case that results in one or more days of restricted work as defined in Lost Workdays - Days of Restricted Work.

The following formulas can be used:

$$\text{Injury Frequency} = \frac{\text{no. of lost time injuries} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Injury Severity} = \frac{\text{no. of lost days} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Vehicle Incident Rate} = \frac{\text{vehicle incidents} \times 1,000,000}{\text{Km Driven}}$$

A fatality accounts for 6000 lost work days or 48000 lost work hours.

Every calendar year statistics are reviewed and summarized on the statistics form. Results of the statistics are distributed to all workers.

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EMERGENCY RESPONSE PROCEDURES

Wellsite Geologists has consulted with affected (all) workers in establishing this emergency response plan. When required, site-specific plans are developed with the assistance of everyone involved. This plan is re-evaluated annually, along with the rest of this manual to keep the information current. If a significant piece of information has been omitted, it will be posted in the lunchroom until the manual has been updated.

Wellsite Geologists has prepared the following emergency procedures (after consultation with the work place committee or the health and safety representative, if applicable):

- General Emergency
- Evacuation Procedures
- Potential or Actual Violence
- Lighting Failure
- Spill Clean Up and Re-Entry
- Natural Disasters: Severe Storms, Tornadoes, Lightening, Hail, etc.
- Overcome with H₂S
- Bear Awareness
- Rattlesnake Bite
- Frostbite and Freezing
- Fire Prevention Plan
- Fatalities and Severe Injuries

Wellsite Geologists will designate workers and ensure that they are adequately instructed in firefighting procedures applicable to our work.

We are all not trained rescuers. It is always voluntary to take part in emergency rescue procedures. A rescue will only be performed when the safety of the rescuers is assured. If a worker is expected to be part of the "workplace response" to contain a fire or other emergency, then training and instruction is more detailed, and the limits for response is clearly defined taking into account available equipment and training.

Responsibilities

In the office, it is the supervisor's responsibility to become familiar with the Emergency Response Plan, making employees aware of the plan, holding drills and follow the procedures set forth in the Emergency Response Plan.

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In the field, it is the supervisor's responsibility to become familiar with the Clients Emergency Response Plan, making employees aware of the plan, participating in any drill and follow the procedures set forth in the Clients Emergency Response Plan.

Employees are required to;

- familiarize themselves with emergency response procedures,
- know the location of emergency response equipment,
- know their Muster Points (at the office and on Clients sites),
- immediately evacuate when required and take personal belongings (i.e., keys, coat, etc.) if readily available but must not put themselves or Emergency Responders at risk,
- follow the direction of Emergency Responders;
- participate in evacuation drills or emergency practice sessions.

Communication

It is essential that at least one person or vehicle on site be equipped with a cellular phone or radio to be used for communication with management, and also to enable personnel to call for assistance in the case of an emergency. Wellsite Geologists employees will be trained and respond to any alarm by evacuating.

During the initial pre-job and daily meetings workers are made aware of the potential emergencies. The level of emergency and qualifications of the worker determine what each person's role in an emergency is. Our workers have taken part in training including incipient firefighting, H₂S or unknown contaminant rescue (involving a SCBA), first aid, confined space rescue, etc. It will be determined at the pre-job meeting who is trained and how a rescue will be handled and supervised.

If a person is unqualified (not trained) or not wanting to assist in a rescue they will be told (prior to the commencement of work) that they must leave the site and call for assistance. If all workers are trained in rescue, one member will be in charge of summoning backup assistance.

How to Conduct a Drill

Drills will be conducted for all of our potential hazards. We will alternate the type of drills to include physical (evacuation/rescue) and situation drills. A schedule will be prepared so that all potential hazards have had the procedures tested.

Designate one or more people in your organization to coordinate your drill and have them follow the steps below:

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Before the Drill

Before any drill, make sure that your employees are aware that you will be having a drill, that they understand what will take place during the drill and that they know the procedure(s) to be followed. You can notify workers just prior to the drill or well in advance to add the element of surprise.

A check of the alarm system regularly will ensure it is operational in the event of a real emergency. Ensure workers know how to use the system. Often a call to the alarm provider will allow the alarm system to be used in a drill (without a false alarm occurring).

Instructions on emergencies should be discussed with workers during orientation and regularly after that.

All emergency equipment including spill clean-up equipment, fire extinguishers, first aid equipment, etc must be inspected and in good condition.

During the Drill

1. Announce the start of the drill by using a public address system or having designated workers alert staff. Have someone time the drill.
2. Employees should act as though it is a real emergency that is occurring. They should move as quickly as possible to the muster point or a safe place (such as inside room for a tornado). Be sure to use stairs to reach the lowest level of a building.
3. Once all employees have evacuated the workers should be counted to ensure all workers are where they are supposed to be.
4. The drill coordinator can announce that the emergency has passed and the drill is over. Employees can then return to work.

After the Drill

The drill coordinator should document any necessary changes in the evacuation procedure including muster point location, number of safe areas or muster points, functionality of alarm system and instructions, communication methods, method of knowing how many workers are present, etc.

All workers should be briefed on the drill either just after the drill or at the next safety meeting. Workers should give input on the success (or lack of) of the drill.

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Procedures

The following steps must be taken following any **accident**. The order in which they are done can only be determined by the people who witness or arrive at the scene of the accident, and the prevailing conditions.

- Don't Panic
- The person encountering the accident should make a quick evaluation of the scene before disturbing anything or taking further actions.
- Determine if there are any hazards in the area that could harm themselves, other workers or cause further loss.
- Take immediate action to make the area safe.
- Call for assistance.
- Treat injured persons as soon as it can be safely done. Only move the victim if there is an imminent danger, such as fire, electrical hazards, or atmospheric contamination.
- Do not make any unnecessary changes to the scene of the accident. Record any changes that are made for accident investigation.
- Secure the surrounding area until authorities arrive.

Wellsite Geologists provides emergency equipment including cell phone, first aid kits, fire extinguisher, and a field safety kit (including flares and bear spray). This equipment is located in all field vehicles; spare equipment is located in the storage room. The equipment for office is located in the kitchen and a shower is available for decontaminating, if needed.

When in the Wellsite Geologists office emergency facilities (hospitals, police, and fire services) are nearby and contacted by calling 911. All field projects begin with the determination of where emergency facilities are located and estimated time of response. A transportation plan is developed and communicated to all workers.

Employees involved in any emergency involving any injury or illness, or damage to vehicle or equipment are required to report the incident on our Accident/Incident Report Form.

Evacuation Procedures

An evacuation may be necessary in the event of a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards. When an alarm is sounded all workers must leave the area and meet at the designated muster points. Prior to the onset of any job that is not at our facility safe areas must be chosen and shown to every worker and subcontractor on site. Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and

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dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of people, consider taking a head count after the evacuation.

It is always voluntary to take part in emergency rescue procedures. A rescue will only be performed when the safety of the rescuers is assured.

Training

During orientation and at regular meetings all workers are informed of the location muster (safe) areas and the safest routes to these areas.

Only workers who are competent and adequately trained in rescue will be permitted to perform rescues. Training for rescuers includes simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided. At least one member of a rescue team must be a first aid attendant trained to immobilize an injured worker.

Personal Protective Equipment

A rescue worker must use and wear properly, the appropriate PPE specified in accordance with the training and instruction received. The use of PPE itself must not endanger the worker. Workers performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

All Employees are responsible to maintain, clean, and inspect their own Personal Protective Equipment daily. Qualified workers must inspect ropes and associated equipment visually and physically after each use for rescue, evacuation, or training purposes. 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.

If a defect is noticed the equipment must be immediately removed from service and replaced with equipment that is in acceptable condition. Personal protective Equipment maintenance records must be kept, including but not limited to:

- the name of manufacturer,
- the type of equipment,
- the date put into service,
- when and for what purpose the equipment has been used,
- the date of the last inspection and name of the inspecting person,
- any damage suffered, and
- the date and nature of any of maintenance.

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Communications

Effective communications must be maintained between the workers engaged in rescue or evacuation and support persons.

Once the requirement for an evacuation is imminent workers must:

- notify other workers, including the first aid attendant, of the nature and location of the emergency,
- evacuate workers safely,
- check and confirm the safe evacuation of all workers,
- notify the fire department or other emergency responders, and
- notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Potential or Actual Violence

There is a possibility of violence from a landowner, fellow driver, 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.

Lighting Failure

To work safely it is important to have the appropriate type and amount of light. Lights that are burnt out or flickering should be changed at the first available time.

Emergency lighting will be provided in places that are normally used during periods of darkness or that do not have an available source of natural light.

Work must only be performed when enough light is available. The work may need to be moved into an area that has more light, additional lighting brought in, or the work may be postponed until natural light can be utilized or additional lighting brought in.

Spill Clean Up and Re-Entry

If workers are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the following will be provided:

- adequate written safe work procedures,
- appropriate personal protective equipment which is readily available to workers and is adequately maintained, and

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- material or equipment necessary for the control and disposal of the hazardous substance.

Natural Disasters: Severe Storms, Tornadoes, Lightening, Hail, etc.

In the event of a severe storm warning within the surrounding area:

1. Disconnect electrical equipment and appliances not required for emergency use.
2. Do not use the telephone except for an emergency or absolutely essential business.
3. Store drinking water in clean containers.
4. Avoid structures with wide roof spans (eg. shop, gymnasiums, etc).
5. Tornado warnings:
 - a. Go to a basement if possible, or an interior hallway.
 - b. Upper floors are unsafe. If there is no time to descend, go to a closet, a small room with strong walls, or an inside upper hallway.
 - c. Do Not remain inside a vehicle. As a last resort, and if no ditch or ravine is nearby, crawl under the vehicle.
 - d. If in open country and time permits, locate suitable shelter. If not, lie in the nearest ditch or ravine. Be alert for flash floods.

Overcome with H₂S

If a worker is overcome with H₂S, you must not go and rescue him without protecting yourself first by donning a breathing apparatus:

1. **EVACUATE**
Get to a safe area immediately.
Move upwind if release is downwind of you.
Move crosswind if release is upwind of you.
Move to higher ground if possible.
2. **ALARM**
Call for help "Man Down", sound bell, horn, whistle or call for help by radio.
3. **ASSESS**
Do a head count. Consider other hazards.
4. **PROTECT**
Put on breathing apparatus before attempting rescue.
5. **RESCUE**
Remove victim to a safe area.
6. **REVIVE**

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Apply CPR if necessary.

7. **MEDICAL AID**

Arrange transport of casualty to medical aid. Provide information to Emergency Medical Services (EMS).

Bear Awareness

Bear Country

Many operations are moving into increasingly remote wilderness areas. This territory is prime bear habitat and the frequency of bear encounters is increasing dramatically. To avoid tragic results it is important to have a good understanding of bears and their behaviour.

Bears are wild animals with unpredictable behaviour patterns. All bears are potentially dangerous. When threatened or surprised they will defend themselves, their young and their territory. Bears are very strong, surprisingly agile and capable of inflicting serious injury in an attack.

In western Canadian wilderness areas there are both black and grizzly bear populations. Black bears adapt more readily to areas frequented by humans and are seen more often than grizzlies. The black bear is found in heavily wooded areas and dense brushland year-round. Grizzlies most often stay in the high country during the summer and early fall months, moving to the valley bottoms in late fall and spring. Although bears hibernate during the winter months, it is not uncommon to see a bear in mid-winter taking a short break from its den.

The normal diet of a bear will include roots, berries, grubs and other insects, and the occasional small mammal or fish when it's available. Bears will sometimes feed on carcasses of dead animals or take over kill from other predators. A keen sense of smell directs the bear to food sources, sometimes from great distances. Both species will venture into human environments if there is food readily available. The attached diagram provides descriptive characteristics of both species for identification purposes.

Safety Precautions

Practicing some basic precautions will aid immensely in avoiding encounters with bears. When you are working in a wilderness situation remember the following points:

1. **Work with a team, and be loud:** Whistle, talk, sing or carry a noisemaker such as a bell. Some crews carry compressed air horns about the size of a spray can and blow them at regular intervals to make their presence known. Most bears will leave the area if they are aware of your presence. Stay in

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open areas as much as possible and remain aware of what is happening around you. Do not wear headphones while listening to music - this will block out any warning noises, even the shouts of your companions.

2. **Observe the wind direction:** Be especially alert if you are traveling into the wind. The bear may not pick up your scent and be forewarned of your presence. If you are working in dense brush or near rushing water the bear may not hear your voices or a small noisemaker.
3. **Avoid dead animals and berry patches:** These are prime food sources for bears. Circling crows or ravens often indicates the presence of a carcass.
4. **Be observant and watch for bear signs:** Fresh tracks, droppings and new diggings are all signs that a bear is in the area. If you see fresh bear signs, leave the area!
5. **Leave your dog at home:** Dogs infuriate bears while posing no threat to them. Your pet may come running back to you for protection with an angry bear in hot pursuit!
6. **Never approach a bear,** especially a cub. The mother is usually close and will attack if she thinks her cub is in any danger.

When camping overnight in a wilderness area you should take the following additional precautions:

1. **Camp away from animal and walking trails and the sound of rushing water:** in the backcountry, camp near large sparsely branched trees that you can climb if necessary.
2. **Keep a clean campsite:** Nothing attracts bears like odours from food and garbage. Do not leave food, garbage, coolers, utensils or cooking equipment around your site. Lock food away in a vehicle or hang it between two trees at least four metres off the ground. Avoid smelly foods and, if you go fishing at the end of the day, do not leave cleanings anywhere near your campsite. Garbage should be packed in airtight bags and taken with you when you leave. Do not bury garbage or food scraps; a bear can easily locate these and dig them up. Burning garbage is also not recommended.
3. **Do not cook in or near your tent or trailer:** The food odours left over are a strong attractant to bears. Never eat in or on top of your sleeping bag, and it is best to sleep in different clothing than those worn while cooking. When moving around at night, use a flashlight. Many animals feed at night and the light will warn them of your presence.
4. **Avoid use of smelly cosmetics:** Bears may be attracted to smelly cosmetics such as perfume or soaps. There is also some indication that bears may be attracted to women during their menstrual period. One recommended precaution is the use of tampons, which should be disposed of in an airtight plastic bag.

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Bear Confrontations

Even though you follow all these precautions, you may still have an encounter with a bear. While there is no guaranteed method of dealing with a bear confrontation, some of the points that follow have proved useful:

1. **Leave the area:** if you see the bear from a distance take a wide detour or leave. If you cannot retreat, then wait for the bear to move from your path. Always leave the animal an escape route.
2. **Stay calm:** Acting in a calm and relaxed manner so as not to threaten the bear has proved most successful. Assess your situation and look for possible escape routes or safe trees.
3. **Move slowly:** Slowly back up, and speak to the bear in a soft monotone voice. Screaming or sudden movements may provoke an attack. Never throw anything at a bear and do not try to run away. Bears can run about the same speed as a racehorse and have very fast reflexes.
4. **Monitor the bear for aggressive behaviour:** The bear may snap its jaws and make a "woofing" sound. It may keep its head low and have its ears laid back. If the bear moves towards you consider this an aggressive act. Sometimes a bear will try to bluff its way out of a threatening situation by charging and then veering away at the last second. A bear that rears on its hind legs and waves its nose in the air is trying to identify you. Remain still and speak in low tones. If the bear does not display aggressive behaviour, continue talking to it and back away slowly. Remember - never run!
5. **Look for a tree to climb:** if the bear is behaving aggressively, back slowly towards the tree. Carefully remove your pack or jacket and set it on the ground to distract the bear. Climb as high into the tree as you can. Although adult grizzlies rarely climb trees a large one can easily reach over 4 metres. Stay in the tree until you are sure the bear has left the area, and then leave the area quickly. Be aware that black bears are good climbers and a tree might not afford an escape from them.

Bear Attacks

Most bear attacks occur when a bear is surprised - usually a mother with cubs or a bear protecting its food. There is no guaranteed life-saving method of surviving a bear attack; often things happen so fast that conscious thought is not possible. Each situation is unique. However, there are some general guidelines that have proven to be helpful in past attacks. There are some distinct differences in tactics, depending on the species of bear you are dealing with.

Grizzly Bear: playing dead and offering no resistance may be effective. Curl up in ball covering your face, neck and abdomen. Remain still until the bear leaves the area. This method requires a significant amount of courage but has resulted in successfully surviving an attack. Fighting back usually

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increases the intensity of the attack, although in rare cases it has caused the bear to leave.

Black Bear: playing dead does not work. Try to escape to a secure place or climb high into a tree. Remember a black bear may climb the tree after you. A last resort is to threaten the bear with any available object. This tactic has worked with some bears. Fighting back also resulted in black bears breaking off attacks.

Bear Repellents

Recently, a few commercially available bear repellents have appeared on the market. These use a compound called "cap-secum" as the active agent and come packaged in a compressed gas container about the size of a large spray can. Usually these hang from a holster on your belt and are employed by spraying the charge in the bears face, causing the bear great difficulty in breathing and seeing, allowing the victim time to escape.

Although they may sound promising, it should be noted that chemical bear repellents are experimental and by no means a proven technology. In reliability tests some brands failed to discharge almost 40% of the time. Interviews with several bear attack victims suggest that even if they had such a canister with them, they doubt whether they would have had time or presence of mind to use them.

Manufacturers claim ranges of up to 5 metres; however bear experts suggest that an 800-pound bear charging at full speed would close that distance in a half of a second. This, they say, probably means that even if the shot was successful your best scenario is still a very painful collision. The worst case, of course, is that this is an aggressive act towards the bear, and if you miss or are only partially successful, you will almost certainly provoke an attack. Bear experts are very concerned that people carrying these repellents will have a false sense of security and therefore actually increase their risk of a bear confrontation.

At best, repellents are a last resort. Used at very close range they may end a potentially fatal attack, but are not a substitute for taking the necessary precautions to avoid aggressive encounters with bears. Take care NEVER to spray into the wind, this will just blind you and allow the bear to take charge of the situation.

Bear Identification

Black Bear (*Ursus americanus Pallas*)

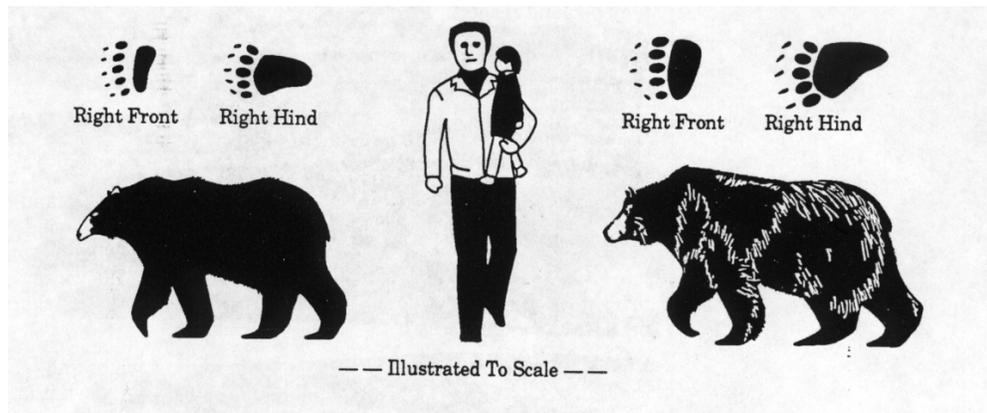
Colour	Varies from pure black to cinnamon or blond – most are black with brownish muzzle, often a white patch below throat or across chest.
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Height	About 90cm at the shoulder.
Length	About 1.5m.
Weight	Ranges from 57kg to >270kg – females are generally smaller than males.
Distinguishing Characteristics	Smallest member of the North American bear family. Usually has a straight facial profile with long nostrils. Feet are flat soled with short curved claws. Smaller than a grizzly and has a higher shoulder-rump line. Agile climber.

Grizzly Bear (*Ursus arctos horribilis* Ord)

Colour	Varies from black to blond – frequently with white tipped fur giving a grizzled appearance.
Height	A little over 1m at the shoulder – reaches 1.8 to 2m when standing on hind legs.
Weight	Averages about 200kg with some weighing up to 450kg – females are generally smaller than males.
Distinguishing Characteristics	Prominent humps over the shoulder formed by the muscles of the massive forelegs. Sloping back line. Dished or concave face. Long curved claws. A small grizzly is often hard to distinguish from a large black bear.



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Rattlesnake Bite

In the event of an actual or probable bite from a rattlesnake, execute the following first aid measures without delay:

Snake: Make sure that the responsible snake or snakes have been appropriately and safely contained, and are out of danger of inflicting any additional bites.

Transportation: Immediately call for transportation. Meet the ambulance half way, only if driver has not been bitten.

Telephone: **911**

Victim: Keep the victim calm and reassured. Allow him or her to lie flat and avoid as much movement as possible. If possible, allow the bitten limb to rest at a level lower than the victim's heart. Move the victim into the vehicle if you cannot secure the area. Treat the victim as if they were in shock.

Identify the bite site, looking for fang marks.

Immediately wrap a large constricting band snugly about the bitten limb at a level just above the bite site, ie. between the bite site and the heart. The constricting band should be as tight as one might bind a sprained ankle, but not so tight as to constrict blood flow.

You should always seek help immediately after a snake bite. You should also back away from the snake quickly, for some people have been bitten multiple times because they failed to give the snake enough of the space it wants. Try to keep warm and calm. To help with the pain, you can use a compression bandage applied very lightly.

DO NOT remove the constricting band until the victim has reached the hospital and is receiving Anti-venom.

DO NOT cut or incise the bite site.

DO NOT apply ice to the bite site.

DO NOT attempt to suck out the venom with your mouth!!!

Sucking the venom will only cross the venom over to the saliva and rendering things worst for yourself or the person doing this procedure to the victim. Some of the symptoms are: swelling at the bite location, dizziness, nausea, numbness, difficulty in breathing, unconsciousness, and/or convulsions. If you're lucky, you'll

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have had a "dry" bite, which is when the snake bit you, but did not release any venom. As with any dangerous creatures, the best defence is to try to avoid the rattler all together.

Frostbite and Freezing

During the winter, work may be conducted in very cold temperatures. In these circumstances, one must be aware of any exposed body parts, as these are susceptible to exposure causing freezing of bare skin and/or frostbite.

The First Aid Treatment for frostbite is to gradually restore heat and blood flow to the affected area(s). Applying an external heat source should only be done by qualified medical personnel. The frozen part should not be thawed unless it can remain in a warm atmosphere. In most cases of serious frostbite, it is safest if the body part remains frozen during transportation. If the frozen limb is thawed and then refrozen again, there is only a minute chance that the limb can be saved.

Treatment of Superficial Frostbite

- Apply firm, steady pressure with a warm hand. Blow hot breath on the spot, or hold frostbitten fingers motionless in the armpits.
- Do not apply snow, cold water, or direct heat to the affected parts.
- Do not rub or chafe the affected parts.
- Provide the injured person with shelter and general warmth.

Treatment of Deep Frostbite

- The injured person must be removed immediately by stretcher, if possible, to a medical facility.
- The injured person should be kept dry and protected from the cold to prevent worsening of the injury.
- If an injured person is required to walk on a frostbitten limb, chances of successful treatment are increased if the limb has not been thawed.
- No attempt should be made to thaw a frozen part unless the injured person can remain in a warm atmosphere and early medical aid can be provided.

Fire Prevention Plan

A fire hazard area is one where any source of ignition may cause fire or explosion to occur. Signs are posted in conspicuous places at all entrances to fire hazard areas. The signs identify the area as a fire hazard area and prohibit the use of an open flame or other source of ignition in the area. For off-site locations, fire hazard areas should be identified and communicated to employees prior to commencing work activities. While in a fire hazard area workers cannot use any equipment, machinery, or tool of a type that may provide a source of ignition or smoke or use an open flame or other source of ignition.

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Prevention of fires is the best method to protect your workers from fire. The following guidelines must be adhered to:

- If the task requires your vehicle to enter a hazardous area ensure that it is equipped with a combustion air intake and exhaust discharge with a flame-arresting device.
- If an event, such as a gas leak or spill of a flammable product occurs all vehicles must be left parked, do not go back into your vehicle for any reason. Re-entering a vehicle may create a static charge that may cause an explosion.
- No smoking or open flames are allowed near areas where vapors may be present or on a well or plant site.
- Care must be taken when working around or with any flammable substance.

Any additional site-specific fire prevention methods will be written on the hazard inspection form. The fire plan must be updated to assess all of the hazards associated with the work being performed.

Use and Accessibility of Portable Fire Equipment

Portable Fire Equipment is located in accessible location in the shop, office, and on vehicles. Prior to the commencement of work any localized Portable Fire Equipment must be noted and checked to ensure it has been inspected within the last year. Many facilities have, in addition to the equipment supplied by Wellsite Geologists, sprinkler systems, hoses, additional Portable Fire Equipment, and alarm/shut down systems. All fire-fighting equipment must be maintained in accordance with the instructions of the manufacturer or the instructions of the authority having jurisdiction.

As soon as a fire is discovered:

- Sound the alarm and start to evacuate.
- Call the fire department.

These are important steps for everyone's safety, even if you feel the fire can be brought under control by using an extinguisher.

If you decide the fire is manageable...

- Test that the extinguisher works before you approach the fire.
- Protect yourself at all times.
- Take care. Speed is essential but it is more important to be cautious.
- Keep your back to the exit at all times and stand 2 to 2.4m (6 to 8 ft.) away from the fire.
- Follow the 4-step P-A-S-S procedure:
 1. Pull the pin (release the lock latch or press the punch lever).
 2. Aim the nozzle at the base of the fire.

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3. Squeeze or press the trigger.
4. Sweep the extinguisher from side to side.

If the fire does not go out immediately or the extinguisher appears to be getting empty, leave the area at once. Back out with the lever squeezed and the nozzle pointed at your feet. This will help protect you until you are out of the area.

Safe Handling and Storage of Flammable Substances

Wellsite Geologists ensures that flammable substances that are stored or used at a work area will not be of a sufficient quantity to produce an explosive atmosphere. The following safety issues are ensured:

- A flammable substance is not stored within 30 meters of an underground shaft.
- A flammable substance is not stored in the immediate vicinity of the air intake of a ventilation supply system, an internal combustion engine, or a fired heater or furnace.
- Flammable substances are stored only in containers approved by CSA, NFPA, or ULC Standards.
- Static electricity must be controlled while the contents are being transferred from one metallic or conductive container to another by grounding or bonding.
- Tank Trucks must always be grounded prior to loading any flammable or potentially flammable substance. A few seconds could save your life!

Fire Emergency Response Procedure

1. Remain calm!
2. Ensure all personnel are accounted for and out of danger.
3. If a minor fire, activate extinguishing facilities. DO NOT jeopardize personnel safety.
4. If a major fire, call nearest fire department or fire control team.
5. Take reasonable steps to minimize loss of equipment. Disconnect electrical equipment if it is on fire and only if it is safe to do so.
6. Do not break windows.
7. Do not open a hot door (before opening a door, touch it near the top. If it is hot or if smoke is visible, do not open).
8. Do not attempt to save possessions.
9. Meet in the muster area (on site specific Emergency Response Plan), if at a jobsite meet at the designated muster point.
10. Do not return to the affected area until told to by the fire department.
11. If a minor fire occurred, conduct an investigation and develop an incident report.

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Fatalities and Severe Injuries

FATALITY - You are **REQUIRED** to contact as soon as possible after calling for ambulance and securing the safety of all others:

- **Alberta:** the OH&S Director of Inspection of the time, place and nature of the injury or accident at 1-866-415-8690.
- **British Columbia:** Monday - Friday, 8:30 a.m. - 4:30 p.m. 1 888 621-SAFE (7233) After hours (Richmond) toll-free 1 866 WCB-HELP (922-4357)
- **Saskatchewan:** **WCB Telefile** 1-800-787-9288

If a fatality or severe injury (involving hospitalization) occurs all work must be stopped immediately. Important facts and evidence may be lost if work recommences prior to the completion of an investigation.

Site Specific Emergency Preparedness & Response Process (EPR)

When required, site-specific plans must be developed with the assistance of everyone involved. This plan is re-evaluated annually, along with the rest of this manual to keep the information current. If a significant piece of information has been omitted, it will be posted in the lunchroom until the manual has been updated. This emergency plan addresses emergency conditions, which may arise from within the workplace and from adjacent workplaces. The plan was developed and implemented in consultation with the joint committee or the worker health and safety representative, where one exists.

All workers and subcontractors must be initially briefed on the general emergency response plan that deals with how to handle most common emergencies that are possible to impact oil and gas workers including:

- H₂S exposure
- Weather related hazards including tornado, cold/hot conditions, lightning, hail, natural disasters
- Animal incidents (bears, rattlesnakes, etc)
- Chemical exposure
- Vehicle accident
- Liquid spills, etc

The hazard/risk assessment process at Wellsite Geologists includes the development of a site-specific emergency response and preparedness plan and addresses the risks posed by hazardous substances from accidental release, fire or other such emergency. All site-specific hazards and potential emergencies are listed (general emergencies are reviewed in orientation and general safety meetings) and discussed. This policy is addressing items that are less common and more specific to the location, Client, and type of project. The client knows their facility the best; they should always be involved in pointing out any facility specific

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potential emergencies. All plan results are discussed with all workers on site (including subcontractors) and reviewed as hazards change.

The emergency preparedness and response plan should be used for routine and non-routine emergencies as well as changes in operation, and products or services may create new emergency situations. These plans are reviewed prior to the commencement of any workday and when conditions warrant.

If the risk assessment shows a need for evacuation or rescue plan, appropriate written procedures must be developed and implemented. This is site specific and one trained-competent worker per shift must be assigned to coordinate their implementation.

All affected workers, visitors, and clients on site must participate in the hazard assessments and emergency preparedness and response process; this process is meant to identify all of the potential emergencies that could affect or be caused at the worksite. All Employees must report any unsafe or harmful conditions including a list of potentially harmful substances found during the inspections if they cannot be fixed immediately. If a hazard is noticed during the shift employees can report these hazards verbally to other Employees, but they must follow that verbal report with a written report once it is practical to do so. If the hazard is severe, work must be stopped and the hazards reassessed. Reports of hazards submitted to the Wellsite Geologists must always be written. All workers must understand the requirement to report when a situation may have the potential to become an emergency. Once discussed and assessed the plan is then reviewed with all employees and changed as requirements and processes change. Using the hazard assessment process and this site-specific emergency response plan we feel that more emergencies can be averted.

Media Relations

Any job has the potential to cause an impact that is substantial. If you are involved in an incident that brings the attention of the media do not divulge any of the details of the events. Wellsite Geologists will dispatch a person who is in upper management or a third party expert to deal with the media. We are not trying to cover anything up; we just want to ensure the information is released to the proper authorities and family members before it is on the news. Keep in mind that anything that has been said on camera may be used in court.

If the media should arrive before Wellsite Geologists senior management at the scene of the emergency, Wellsite Geologists contractors/employees are authorized to release the following statement:

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“We are currently dealing with the emergency situation to ensure the safety of personnel, property, the public and the environment. A more comprehensive statement will be released as soon as more factual information has been determined”

DO NOT SPECULATE ON THE CAUSE OF THE EMERGENCY OR PROVIDE THE MEDIA WITH ANY TYPE OF STATEMENT THAT IS “OFF THE RECORD”.

Before admitting the media onto Wellsite Geologists supervised property, the senior Wellsite Geologists representative must ensure that the area is absolutely safe and that admittance will not hamper emergency services or the investigation. The media will always be accompanied while on Wellsite Geologists supervised property.

Notification of Next Of Kin

Under no circumstances should the name of an accident victim or fatality be released without permission of the president of Wellsite Geologists and/or R.C.M.P. It is important that the employee’s next-of-kin be notified as soon as possible. The names, addresses and telephone numbers of next-of-kin are included in the employee/contractor’s personnel file.

Non-Fatal Injury

The next of kin should be notified in the following manner:

- If the injured person is capable, he/she should make the necessary telephone calls.
- If the injured person is not capable, a Wellsite Geologists supervisor or representative (with permission from a supervisor) should make the following statement.

“An accident has occurred at _____ and your (relationship), (full name) has been injured. He/she has been taken to (hospital) in _____ for treatment”

- The representative will have to exercise discretion when discussing the nature of the injury(s). They should be able to answer questions and make arrangements for necessary assistance. Transportation, baby-sitters or other assistance may be required by the next-of-kin.

Fatal Injury

This notification should only be made in person. The victim’s family clergy, doctor or friend should accompany the notifier. The R.C.M.P. will assist with

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the notification whenever possible and will ensure that the notification is complete.

Extreme discretion and tact is necessary. The next-of-kin will be in a state of shock and require support and assistance.

UNDER NO CIRCUMSTANCES IS THE NAME OF THE VICTIM TO BE RELEASED BEFORE THE NEXT-OF-KIN HAVE BEEN NOTIFIED.

Post Emergency Summary

In the event that any uncontrolled event (emergency) was to happen Wellsite Geologists is committed to understanding the root cause(s) of the incident and how the personnel on site including both workers and subcontractors handled the emergency. Any information gathered that might ensure a better response in the future will be shared with everyone involved.

It is often beneficial to ask everyone involved in emergency to seek medical attention or talk to his or her peers about the incident.

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Emergency Contact List
Wellsite Geologists

 800, 555-4th Ave SW
 Calgary, AB T2P 3E7

Phone: Office	403.234.7625
Dennis's Cell	403.660.9883

Emergency Contacts

Ambulance	911
Fire Department	911
Police	911

Alberta

Poison Centre	24 Hour Emergency	1-800-332-1414
Environmental Spills/Complaint	24 Hour Emergency	1-800-222-6514
Stars Emergency Link Centre	24 Hour Emergency	1-888-888-4567
Atco Electric	24 Hour Emergency	1-800-668-5506
Atco Gas	24 Hour Emergency	1-866-222-2068
OH&S (serious incident – fatality)	24 Hour Emergency	1-866-415-8690

British Columbia

BC Air Ambulance	24 Hour Emergency	1-800-561-8011
BC Ambulance	24 Hour Emergency	1-800-461-9911
Forest Fire Reporting	24 Hour Emergency	1-800-663-5555
Oil and Gas Commission		1-888-330-8822
Poison Control	24 Hour Emergency	1-800-567-8911
WCB – BC		1-866-922-4357
Environmental Spills/Complaint	24 Hour Emergency	1-800-663-3456

Saskatchewan

Poison Centre	24 Hour Emergency	1-306-655-1010
Environmental Spills/Complaint	24 Hour Emergency	1-800-667-7525
Stars Emergency Link Centre	24 Hour Emergency	1-888-888-4567
OHS Inspector		1-800-567-7233

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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.

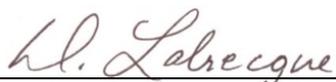
Management will determine whether or not:

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.



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May 14, 2013
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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 H₂S, 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.

H₂S 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:

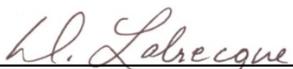
- Chemicals
- Radiation
- Mechanical
- Noise
- Biological

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

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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.

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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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SAFE WORK PRACTICES

The following Safe Work Practices (SWP) have been developed for general knowledge on the topic. Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. Further information regarding a breakdown of tasks and hazards are located in the Job Hazard Analysis (JHA) / Safe Work Procedures section.

The following SWP's have been developed:

1. Backing Up
2. General Work Requirements
3. H₂S - Hydrogen Sulphide
4. Lifting and Handling Loads
5. Office Safety
6. Slips, Trips, and Falls
7. Use of Portable Fire Extinguishers
8. Working in Adverse Weather Conditions
9. Working on Wellsites
10. WHMIS

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Backing Up

Backing up a vehicle is a manoeuvre that must always be done with extreme caution. Due to limited vision out of the back windows or around long truck beds and equipment bodies, drivers may not see other vehicles, obstacles, or even coworkers and pedestrians when they are driving their vehicles backward.

Go Forward

Do not backup unless you have to. Some good tips include:

- Park so you can leave by driving forward. Most sites have a turn around so that traffic moves in the forward motion only.
- If you are unloading, try to use drive by methods instead of backing up.

Backing Up

- Prior to moving walk around your vehicle looking for hazards existing behind or beside the vehicle. Get out and check frequently in congested areas.
- Pick out some landmarks that you will be able to see in your mirrors.
- Stay well clear of other vehicles, machinery, and pedestrians, objects in the mirrors are closer than they appear.
- Where necessary use someone to guide you when backing up. Follow only the directions of one spotter, and STOP immediately if you lose site of the spotter or if anyone yells STOP.

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General Work Requirements

It is the responsibility of Wellsite Geologists to ensure a safe work area for all workers. The following requirements are intended for all area of operations:

Housekeeping

All floors must be kept clean and free from materials or equipment that could cause workers to slip or trip. Any chemicals, bodily fluids, or toxins must not be left out when not in use.

All floors, platforms, walkways, ramps and stairs available for use by workers must be maintained in a state of good repair and kept clean and free from materials or equipment that could cause workers to slip or trip. If areas are converted to storage and taken out of service as part of the general work area all reasonable means for preventing entry or use must be taken.

This must be maintained daily as part of the job you are working on.

Vehicle Traffic Control

When working outside the office you are required to wear Nomex coveralls with reflective strips around the arms, legs, and back to be visible. When our work is being done on or around public roads you must use/rent signs warning oncoming traffic that you are working ahead.

If the vehicle you are driving breaks down pull off the road as far as you can, then ensure you turn on your four-way flashers so that you are visible.

Tire Servicing

Wellsite Geologists employees are not qualified to inspect, disassemble and reassemble a tire or tire and wheel assembly. This service must be performed by professionals and NO employees are allowed to perform this task.

Compressed Air

Compressed air must not be directed towards a worker for the purpose of cleaning clothing or personal protective equipment or for any other purpose if the use of compressed air may cause dispersion into the air of contaminants that may be harmful to workers. Compressed air or steam must not be used for blowing dust, chips, or other substances from equipment, materials, and structures if any person could be exposed to the jet, or to the material it expels or propels. Cleaning objects, machinery, bench tops, clothing and other things with compressed air is dangerous. Injuries can be caused by the air jet and by particles made airborne.

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Compressed air is extremely forceful. Depending on its pressure, compressed air can dislodge particles. These particles are a danger since they can enter your eyes or abrade skin. The possible damage would depend on the size, weight, shape, composition, and speed of the particles. There have also been reports of hearing damage caused by the pressure of compressed air and by its sound.

Compressed air itself is also a serious hazard. On rare occasions, some of the compressed air can enter the blood stream through a break in the skin or through a body opening. An air bubble in the blood stream is known medically as an embolism, a dangerous medical condition in which a blood vessel is blocked, in this case, by an air bubble. An embolism of an artery can cause coma, paralysis, or death depending upon its size, duration, and location. While air embolisms are usually associated with incorrect diving procedures, they are possible with compressed air due to high pressures. While this seems improbable, the consequences of even a small quantity of air or other gas in the blood can quickly be fatal.

Unfortunately, horseplay has been a cause of some serious workplace accidents caused by individuals not aware of the hazards of compressed air, or proper work procedures.

A brush or a vacuum cleaner should be used instead of compressed air for cleaning purposes.

Lighting

At Wellsite Geologists, worksite lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite must be provided. If it cannot be provided work must cease.

Contaminated Areas

No worker is permitted to eat or drink anywhere at a workplace that is, or may be, contaminated by a hazardous substance.

Access to Work Areas

There must be a safe way of entering and leaving each place where work is performed. Exits must be clearly marked and be free and clear of any obstacles. All work areas should have two points of access/egress to ensure a safe way to exit in an emergency. Prior to the onset of work workers are informed of all access/egress points; if an escape route is or may become hazardous all workers are instructed not to use this route.

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Restricted Areas

Locked doors must secure hazardous areas that are not intended to be accessible to workers or equivalent means of security, and a conspicuous sign must be posted at or near the area clearly indicating that it is not to be used.

Smoking

No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

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Hydrogen Sulphide (H₂S)

When H₂S is present or has a potential presence, all OH&S regulations, as well as H₂S training procedures must be strictly adhered to.

Hydrogen Sulphide, commonly called H₂S (Sour Gas), is highly poisonous gas and is a killer in high concentration. H₂S can be found near sour wells, sewers, plant sites, sour tanks, and any well being drilled (unknown H₂S content). A properly maintained H₂S meter must be worn at any site where H₂S is known to exist or may potentially be encountered. If you do not know if you are going into a sour area be prepared...wear an H₂S meter and ensure contact is maintained on a regular basis with someone who can help in an emergency. Emergency contacts can include fellow workers in the area, and client operators, if these are not available ensure regular contact with the Wellsite Geologists office. If you are working alone make sure your contact is aware that you are in a sour area.

The following is discussed in this procedure: exposure to H₂S, the conditions under which a worker will be required or permitted to work, including the frequency, quantity and duration of exposure to H₂S, and the steps that the employer will take to ensure that no worker's personal exposure exceeds the ceiling limit and 8 hour OEL.

Hydrogen Sulphide properties are:

Colour	-Colourless
Odor	-A smell similar to rotten eggs
Density	-Heavier than air (1.189)
Explosive	-Mixed with the right proportion of air of oxygen, H ₂ S is explosive (40%-46%)
Flammability	-H ₂ S will ignite at 260 ⁰ C and burn readily with a blue flame, producing Sulphur Dioxide, another unpleasant gas that will irritate the eyes and lungs.
Solubility	-H ₂ S can be dissolved in fluids. If the fluid's temperature increases or becomes agitated, H ₂ S will be released.
Boiling Point	-Is -60 ⁰ C, so we would likely find H ₂ S as a gas instead of a liquid.

Occupational Exposure Limit (OEL)

When the potential for worker exposure to H₂S is identified during the hazard assessment, Wellsite Geologists will ensure:

- that a worker's exposure to the H₂S is kept as low as reasonably achievable.
- a walkthrough survey is conducted to assess the potential for overexposure taking into account inhalation, and
- reassessment is conducted when there is a change in work conditions which may increase the exposure, such as a change in production rate, process or equipment. If the walkthrough survey reveals that a worker may be at risk of

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overexposure to H₂S, Wellsite Geologists will ensure that air sampling is conducted to assess the potential for overexposure.

However, when the amount of H₂S in the environment is 10 ppm or less, the worker can function for eight (8) hours without significant side effects. This is called the Occupational Exposure Limit (OEL). Atmospheric testing results will be assessed before a worker is exposed.

Ceiling Limit

When the amount of H₂S in the environment is 15 ppm (Alberta) / 10 ppm (British Columbia) or higher, an appropriate breathing apparatus must be worn if the work has to be done in that area. This is called Ceiling Limit.

The following are limits you should be aware of:

10 ppm	.001% Occupational Exposure Limit (OEL) for 8 hours
100 ppm	.01% will kill the sense of smell within 3 to 15 minutes
200 ppm	.02% loss of smell rapidly and will burn the eyes and throat
500 ppm	.05% loss of reasoning and balance; breathing will stop within 15 minutes or less
700 ppm	.07% unconscious very quickly, breathing will stop, and the result will be death if not rescued promptly
1,000 ppm	.1% unconsciousness immediately results; will have permanent brain damage or death, if not rescued promptly
10,000 ppm	1% may result in death at once, if not rescued promptly

When you encounter H₂S or suspect the presence of H₂S:

- 1. EVACUATE**
Get to a safe area immediately.
Move upwind if release is downwind of you.
Move crosswind if release is upwind of you.
Move to higher ground if possible.
- 2. ALARM**
Call for help "Man Down", sound bell, horn, whistle or call for help by radio.
- 3. ASSESS**
Do a head count. Consider other hazards.
- 4. PROTECT**
Put on breathing apparatus before attempting rescue.
- 5. RESCUE**
Remove victim to a safe area.

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6. REVIVE

Apply CPR if necessary.

7. MEDICAL AID

Arrange transport of casualty to medical aid. Provide information to Emergency Medical Services (EMS).

The following precautions should be strictly observed when H₂S is known to be or suspected of being present as part of the normal working environment:

- Maximum care should be taken to prevent the escape of Hydrogen Sulphide into air surrounding any work area.
- Adequate ventilation should be provided.
- Before entering any area suspected of containing Hydrogen Sulphide, determine whether or not the gas is present, ongoing monitoring is required. All workers are required to wear a personal monitor.
- Never enter an area suspected of Hydrogen Sulphide without proper protective breathing apparatus and employing the "Buddy System".

Where it is not reasonably practicable to reduce a worker's personal exposure to Hydrogen Sulphide below 10ppm over an 8 hour workday Wellsite Geologists will provide an approved respiratory protective device. All workers will be required to use the respiratory protection. All employees, who are to work in areas where Hydrogen Sulphide gas may be encountered, must review the comprehensive instructions as to the dangers of the gas and how to properly use the breathing apparatus. The use of personal protective equipment as the primary means to control exposure is permitted only when:

- substitution, or engineering or administrative controls are not practicable, or
- additional protection is required because engineering or administrative controls are insufficient to reduce exposure below the applicable exposure limits, or
- the exposure results from temporary or emergency conditions only.

Wellsite Geologists requires that all personnel working in H₂S or H₂S potential areas have a current H₂S Alive (or equivalent) training course (renewed every **three years**). This training includes clear information on the possible effects on worker health and safety, and any precautions required to protect the health and safety of the worker. The supervisor and the worker are trained in and follow all above emergency procedures.

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Lifting and Handling Loads

Safe lifting is important to ensure the protection of the health and safety of every employee. Every feasible effort shall be made to provide a work environment that allows workers to maintain a healthy back. Wellsite Geologists recognizes this and expects all workers to follow these procedures. This shall be accomplished by implementing acceptable engineering controls and work practice controls, where applicable.

Training

All Wellsite Geologists workers who may be exposed to the possibility of musculoskeletal injury (MSI) receive training in this policy including the following specific measures to eliminate or reduce the possibility of MSI:

- (a) Identification of factors that could lead to a musculoskeletal injury,
- (b) The early signs and symptoms of musculoskeletal injury and their potential health effects, and
- (c) Preventive measures including, where applicable:
 - Safe methods of manually lifting, adapting, holding, or carrying of loads.
 - The use of altered work procedures,
 - The use of mechanical aids, and
 - Personal protective equipment.

Following these general safe practices will help all employees protect their back while lifting:

- A hazard assessment must be performed before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker.
- Wherever possible, pack shipments so all containers are less than 20 kg.
- Size up or test a load before attempting to lift to see if you can handle it. Never attempt to lift an oversized or awkward load alone.
- Reduce oversized or awkward loads by splitting into smaller loads.
- Use suitable mechanical equipment (dolly, crane, etc) to reduce the load.
- Make sure the route or path that you intend to take is clear.
- Use extreme caution when carrying items across uneven terrain, or up or down stairs.

Keep your back straight. Bend at your knees as far as you can and still be able to return to an upright position. Initiate the lift and come to an upright position with your leg and buttock muscles. Tighten your abdominal muscles to help brace your back as you lift. Keep the object close to your body. Keep your head higher than your shoulders. Grip with your whole hand – not just your fingers.

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If an injury occurs

If a worker reports what the worker believes to be work related symptoms of a musculoskeletal injury, Wellsite Geologists must promptly review the activities of that worker, and of other workers doing similar tasks, to identify work-related causes of the symptoms, if any, and take corrective measures to avoid further injuries if the causes of the symptoms are work related.

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Office Safety

Injuries and incidents in the office are just as painful and costly as those in the field. The office is to be kept safe and tidy. Know the escape route to take in a fire and contact the fire department for assistance by dialling 911 after you have evacuated the premise.

Working Alone or at Night

- Ensure the door is locked at all times.
- Do not let anybody in, unless you know him or her.
- Prior to leaving, look outside for suspicious looking people.

Housekeeping

All floors must be kept clean and free from materials or equipment that could cause workers to slip or trip. This must be maintained daily as part of the job you are working on.

Filing and Storage Cabinets

To prevent cabinets from tipping over:

- Bolt cabinets together side by side or to support walls.
- Do not overload the top shelves when using filing and storage cabinets.
- Open drawers one at a time so as not to unbalance the cabinet.
- Close the drawers when they are not being used.
- Use the handles for closing the drawers to prevent fingers from being pinched.

Paper Cutters and Shredders

After using the paper cutters, close the blade. Be very careful when using the paper shredder not to catch jewellery, ties, clothing or long hair in the blades.

Wastepaper Baskets

Never use a wastepaper basket as an ashtray as this could easily start a fire. When disposing of glass or sharp-edged cans in the wastepaper basket, place them first in a paper bag and mark the contents clearly.

Electrical Cords

- To avoid a fire hazard, ensure that all electrical cords are in good condition and are not overloaded, have any worn cords repaired or replaced immediately.
- To avoid a tripping hazard, do not run any electrical or telephone cords across aisles or walkways. Ensure cords do not create tripping hazards around desks.

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- Never pull a cord from the wall socket by yanking on the cord; pull the plug instead.

Floors, Aisles and Stairs

There are many possible ways to slip and trip in an office. To prevent tripping and slipping:

- Keep floors, aisles and stairs free of debris and storage boxes. Pick up debris.
- Do not obstruct your view while walking around by reading or carrying oversized loads.
- Wipe up spills immediately.
- Watch for slippery surfaces.
- Report and correct unsafe conditions.
- Hold the handrail when using the stairs.

Ladders

When using a ladder:

- If the ladder is a stepladder, ensure that it is fully spread open on a level surface before beginning to climb.
- Do not stand on either of the top two steps of the ladder.
- Do not reach to the side when on the ladder; instead, get down and move the ladder.
- Never paint a wooden ladder.

Flammable Materials

- Never use flammable cleaning fluids, such as gasoline, varsol or naphtha in an office.
- Keep any flammable materials in approved containers that are labelled.
- Never leave the containers uncapped.

Fans

- Use only fans with wire mesh safety guards that completely cover the fan blades.
- Never remove the guards.

Improper Storage of Heavy Items

Large stacks of materials and/or heavy articles can pose a great safety risk to employees if they fall or are knocked over. Heavy items should always be stored close to the floor, and care should be taken never to exceed the safe load capacity of shelving or storage units.

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Running

Avoid running in the office.

Space Heaters

Portable space heaters can pose a major fire hazard if used improperly. Space heaters in the workplace should always be approved for use by the CSA, never placed near combustible materials, and have a tip-over switch to ensure they will turn off automatically if knocked over. Space heaters should also never be used with an extension cord.

- Only plug one space heater in each circuit to avoid blowing a fuse.
- Turn off space heaters before leaving, even if you will be back in a short while.

Smoking

- All offices are non-smoking areas.
- Smoking is only permitted outside, away from the door.

Fire Precautions

- Ensure that you know that the fire extinguisher covers all types of fires (ABC) and is kept in the kitchen.
- Ensure that the extinguisher is properly maintained.

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Slips, Trips, and Falls

EnForm has put together a *Guide to Safe Work...Slips, Trips, and Falls (Revised October 2005)*; information from this guide is referenced throughout this practice. In Canada, about 60,000 workers are injured on the job from slips, trips, and falls every year. This accounts for 15 percent of the lost-time injuries accepted by Workers' Compensation Boards (WCBs) across the country. Besides being a huge financial loss, these injuries can cause people pain and suffering, and much too often, even death.

Toolbox Talks

We raise awareness of slips, trips, and falls in toolbox talks throughout the year. Topics of discussion include:

- Personal Protective Equipment: Footwear, use, care, and maintenance and Fall protection
- Mental and Physical Conditions
- Housekeeping: standards and expectations
- Slipping – tripping – falling: Causes and Prevention

Causes of Slips, Trips and Falls

Bumps and bruises, sprains and strains, tears and broken bones—these are all injuries you can get from slips, trips, and falls. But some more serious injuries can occur as well, such as head injuries and impalement.

Causes	Prevention
Slips	
<p>Slips happen when you don't have enough traction or friction between your boots and what you're walking on. Surfaces can vary, so expect a slippery or loose surface only a few strides away.</p> <p>Watch for substances on surfaces that can make them slippery such as</p> <ul style="list-style-type: none"> • Frost or snow • Visible or black ice • Freshly waxed flooring • Oil or spills of any kind • Water or wetness, such as wet mud • Smooth, cold surfaces (eg, cold metal stairs) <p>Look out for loose items on top of surfaces—these can cause slipping hazards (e.g., loose, unanchored mats that can slide out from under you, and small-diameter gravel).</p> <p>Other factors that can cause slips are poor lighting and lack of attention to hazards.</p>	<p>Take your time and pay attention to where you are and where you are going.</p> <ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Create temporary or permanent additional traction by spreading sawdust to absorb liquids and provide traction, or by coating floors with paint embedded with sand. • Replace floors, or use mats, pressure-sensitive abrasive strips, abrasive-filled paint-on coating, or metal or synthetic decking. But remember that even this high-tech flooring still requires good footwear and good housekeeping for safety. • If needed, wear overshoes for better traction—especially over gripless dress shoes. • Shorten your stride to suit walking surfaces and tasks. • Point your feet outward slightly for extra balance. • Make wide turns at corners. • Keep one free hand (a "hand for yourself") when you're using stairs, ladders, or ramps.

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Causes	Prevention
Trips	
<p>Trips occur when your foot hits something in your way so that you lose your balance and fall.</p> <p>Watch for uneven surfaces such as</p> <ul style="list-style-type: none"> • Wrinkled rugs or carpet • Frozen vehicle ruts • Uneven steps, thresholds, or slopes <p>Look out for things in your path such as</p> <ul style="list-style-type: none"> • Materials, tools, or clutter on the ground or floor • Uncovered cables • Low cabinet drawers left open • Narrow or short steps <p>As with slips, there are some general factors that contribute to trips: lack of attention, poor lighting, and any obstructions that limit your line of vision.</p>	<p>Take your time and pay attention to where you are and where you are going.</p> <ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Make sure anything you're carrying, pushing, or moving doesn't stop you from being able to see tripping hazards. • Use the engineered devices that help you keep your balance, such as handrails on stairs. • Ensure good Housekeeping. • Point your feet outward slightly for extra balance. • Keep one free hand (a "hand for yourself") when you're using stairs, ladders, or ramps.
Falls	
<p>Since falls from low elevations or walking can cause serious injury and even death, falls from higher elevations can clearly be much more serious. The following situations may cause you to fall—whether it's a short distance while walking, or from relatively low elevations, or from higher up:</p> <ul style="list-style-type: none"> • Jumping from a platform to the ground or climbing from equipment to the ground • Falling off the side or edge of an area of construction or through a wall opening • Stepping into a floor hole you didn't see • Falling off, or along with, an improvised stepping stool you're using for added reach • Unbalancing a ladder by leaning off it instead of getting down and moving it (These reaches are the source of most falls from short heights.) 	<p>Take your time and pay attention to where you are and where you are going.</p> <ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Use the engineered devices that help you keep your balance, such as properly maintained and used ladders and ramps. • Use barriers such as guardrails, and warning devices such as flagging tape, for unprotected/ open sides, edges, wall openings, and floor holes. • Remember the importance of using three-point contact when you're getting in and out of vehicles and equipment, or climbing ladders. <p>How do you prevent falls from higher up?</p> <p>You'll need to learn about freefall limits, clear fall paths, and total fall distance. You'll also need to select appropriate personal protective equipment (PPE) and use it properly.</p>

Mental and Physical Condition

Mental impairment can be from fatigue, drinking alcohol or taking drugs—either illegal drugs or some over-the-counter medications. Mental impairment increases the likelihood that you will slip, trip, or fall. If your mental condition is impaired, your ability to notice and react to hazards is reduced. And any loss of mental focus, such as daydreaming about your new pay raise or what you're going to do next weekend, also takes your mind from your task.

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If you're in good physical condition, you will have quicker reflexes and limber, toned muscles to help you keep or recover your balance. And if you fall, being in good condition will help you recover faster. This becomes even more important when you get older because, as you age, your ability to recover from an injury slows down. If you're an office worker, this still applies. Working in one place for long periods may reduce your ability to respond to a slip, trip, or fall and add to the severity of injuries. Basic stretching for mobility and flexibility can help protect you from injury.

Housekeeping

Poor housekeeping can cause injuries such as trips over loose objects; slips on greasy, wet, or dirty surfaces; impacts against projecting objects; and cuts or punctures on nails, wire, or steel strapping that is sticking out. Worksite housekeeping includes keeping work areas neat and orderly, maintaining unobstructed halls and floors, and removing waste from work areas. It should be an ongoing operation. The follow must be done regularly:

- Mop or sweep debris from floors.
- Remove walkway obstacles and clutter.
- Secure mats, rugs, and carpets that do not lie flat.
- Regularly inspect, clean, and repair all tools and take any damaged or worn tools out of service.
- Close file cabinet or storage drawers.
- Cover cables that cross walkways.
- Clean up any spills immediately.
- Mark spills and wet areas including just-cleaned floors.
- Keep working areas and walkways well lit.
- Replace burnt-out lights and faulty switches.

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Use of Portable Fire Extinguishers

The purpose of this practice is to protect workers from injuries associated with IMPROPER use of fire extinguishers.

Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency. Wellsite Geologists is required to ensure proper selection of equipment with regards to the work hazards and regulations.

Training

Supervisors are responsible to facilitate and/or provide proper instruction to their workers. The training must address the following worker responsibilities:

1. Ensure you are fully trained with operation and maintenance of fire extinguishers.
2. Check Cylinder.
3. Inspect cartridge puncture cap.
4. Weigh cartridge.
5. With cartridge removed, check action of puncture lever.
6. Check hose and nozzle for obstruction.
7. Check date of manufacture.
8. Check level and condition of powder.
9. Check fill-cap threads and gasket.
10. Attach visual seal.
11. Check Pressure Gauge.

Procedure

As soon as a fire is discovered:

- Sound the alarm and start to evacuate.
- Call the fire department.

These are important steps for everyone's safety, even if you feel the fire can be brought under control by using an extinguisher.

If you decide the fire is manageable...

- Test that the extinguisher works before you approach the fire.
- Protect yourself at all times.
- Take care. Speed is essential but it is more important to be cautious.
- Keep your back to the exit at all times and stand 2 to 2.4m (6 to 8 ft.) away from the fire.
- Follow the 4-step P-A-S-S procedure:
 1. Pull the pin (release the lock latch or press the punch lever).

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2. Aim the nozzle at the base of the fire.
3. Squeeze or press the trigger.
4. Sweep the extinguisher from side to side.

If the fire does not go out immediately or the extinguisher appears to be getting empty, leave the area at once. Back out with the lever squeezed and the nozzle pointed at your feet. This will help protect you until you are out of the area.

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Working In Adverse Weather Conditions

Temperature extremes, snow, ice, and remote locations all represent significant hazards to workers. These hazards increase when personnel are working alone.

Pre-planning can help to reduce the potential for an injury or other incident. The following should be considered prior to embarking on any travel.

- All vehicles will be equipped with a basic survival kit including blanket, matches, flares (optional), cell phone, extra clothes, water, granola bars, nuts, etc.
- Dress appropriately – ensure you have warm boots, layer clothes, closed toed shoes, etc.
- Follow all working alone procedures if you are working alone.
- Even when not working alone, advise a colleague or supervisor of destination, route, and expected time of return.
- Carry out communication checks before departure and periodically throughout the day.

If weather conditions are such that they make travel hazardous, you will not be required to place yourself at risk. Should this situation arise, notify your supervisor and do not leave home or stop at a nearby hotel.

Electrical Storms

When an electrical storm approaches, remove yourself from construction equipment until the storm has passed. Mobile equipment is grounded and can attract lightning. Before leaving the equipment, remember to shut it down first.

Look for shelter in a building or car; if there is neither nearby and the storm is moving too quickly for you to avoid it, move away from equipment and trees, drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

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Working on Wellsites

There are a range of hazards that may be encountered on a wellsite. Take care to assess the site for hazards before beginning work. Some of these hazards are:

- ***The wellhead may be in an enclosure.*** If circumstances require entry into an enclosure be aware that the enclosure can have an explosive mixture built up inside of it from a venting meter or from a leak. Open the building and allow it to ventilate. Test the atmosphere with a gas meter before entering as a sour gas or a sweet gas build-up may exist in the enclosure. Either type is very dangerous. See the H₂S Safe Work Practice for sour gas safety. Sweet gas can build up an explosive atmosphere in the building that only requires a spark to ignite it. A high concentration of sweet gas can purge out the oxygen in the enclosure and this can have fatal consequences for anyone entering the building. A person entering such an atmosphere can fall immediately unconscious, and die in minutes as a result of low oxygen.
- ***The enclosure around a well is sometimes heated.*** Such a situation may lead to the enclosure being inhabited by rattlesnakes in cold weather.
- When working on well sites take care to keep your vehicle away from wellhead and piping to avoid damage to that equipment. Ensure a spotter is used at all times while moving around the wellsite.
- Surface casing vents, or any other valves are not to be opened, unless by operator or within your permitted scope of work.
- Well sites, especially oil sites, have moving equipment. Avoid the area around this moving equipment.
- Avoid the exhaust pipe and area around the exhaust pipe.
- Often the ground surface is uneven due to ruts, gullies, animal tracks, slumping, etc. Take care not to trip, roll your ankles, or fall.
- No smoking on a wellsite.
- Report to the Operator any faulty equipment, odours, leaks, etc.

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Workplace Hazardous Materials Information System (WHMIS)

The purpose of the WHMIS policy is to protect and educate employees and contractors. It is essential that all Wellsite Geologists workers read, understand, and comply with safe work practices and procedures for WHMIS.

All controlled products (as classified in the classes of Schedule II to the Hazardous Products Act) that are used, stored, handled or manufactured at a work site are done so in accordance with WHMIS. Workers who work with or in proximity to a controlled product have access to all hazard information received from the supplier concerning that controlled product as well as any further hazard information Wellsite Geologists is aware or ought to be aware concerning the use, storage and handling of that product. Wellsite Geologists may store a controlled product in the workplace while actively seeking information required by WHMIS regulations.

The WHMIS program, including the instructional component, is reviewed at least annually, but more frequently if required by a change in work conditions or available hazard information.

Training

WHMIS training, as it pertains to the workplace, is provided to all Wellsite Geologists workers who work with or in proximity to a controlled product. A worker who works with a controlled product is any worker who stores, handles, uses or disposes of a controlled product or who immediately supervises another worker performing these duties. "In proximity" is the area in which the worker's health and safety could be at risk during storage, handling, use or disposal of the product, maintenance operations or in an emergency situation such as a spill or fire.

All training records are kept in a secure filing cabinet.

Wellsite Geologists WHMIS Training includes:

- The rights and responsibilities of Wellsite Geologists and its workers;
- The product identifier;
- The content required to be on a supplier label and a work site label and the purpose and significance of the information on the label;
- The content required to be on a material safety data sheet including all hazard information and the purpose and significance of the information on the material safety data sheet (MSDS);
- Previous exposure investigation results, if applicable;
- Procedures for safely storing, using and handling controlled products;
- The procedures to be followed in case of an emergency involving the controlled product;
- And the significance of this information.

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Inventory of Hazardous Substances

Wellsite Geologists will keep and maintain a record of all hazardous substances that are used, produced, handled, or stored at the workplace.

Substitution with Safer Products

No person shall use a hazardous substance in a workplace where it is reasonably practicable to substitute that substance for a non-hazardous substance. If a product is available that is less hazardous that substance will be used.

Material Safety Data Sheet (MSDS)

A material safety data sheet (MSDS) must be prepared for a controlled product produced or made at a work site and obtained for all commercial products used at a work site. The MSDS's must be in a form that is easy to handle and be readily available at a work site (including mobile work sites) to workers who may be exposed to a controlled product and to the joint work site health and safety committee.

Wellsite Geologists ensures that the most recent material safety data sheet for controlled products are kept at the work site where the product is being used. All MSDS must be the most up to date copy available, in English & French (where required) and no more than 3 years old.

Supplier Label or Work Site Label

A controlled product or its container at a work site must have a supplier label or a work site label on it.

Supplier Label Requirements

If a supplier label is not attached to a controlled product then the Wellsite Geologists employee is not to use the material until the supplier gives you an MSDS and a supplier label.

A supplier label must appear on all controlled products received at Wellsite Geologists and contain the following information:

- Product identifier - name of product;
- Supplier identifier - name of company that sold it;
- A statement that an MSDS is available;
- Hazard symbols the pictures of the classification(s);
- Risk phrases - words that describe the main hazards of the product;
- Precautionary measures (how to work with the product safely), and first aid measures (what to do in an emergency);
- All text in English and French;
- WHMIS hatched border.

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Worksite Label Requirements

A worksite label must appear on all controlled products produced in a workplace or transferred (decanted) to other containers. Worksite labels may appear in placard form on controlled products received in bulk from a supplier.

These are the minimum requirements for workplace labels:

- Product identifier (product name), as it appears on the MSDS;
- Information for the safe handling of the product;
- Statement that the MSDS is available;
- May contain the WHMIS hazard symbols or other pictograms.

A supplier label must not be removed, modified or altered on a container in which a controlled product is received from a supplier if any amount of the controlled product remains in the container. If the supplier label on a controlled product or its container is illegible or is removed or detached, Wellsite Geologists will immediately replace the label with another supplier label or a work site label.

Airborne Hazardous Substances

Workers will be kept free from an airborne exposure to a concentration of any chemical agent in excess of the value for that chemical agent adopted by the American Conference of Governmental Industrial Hygienists, in its publication entitled Threshold Limit Values and Biological Exposure Indices, dated 1994-1995 (or current version) (with the exception of grain dust in excess of 10 mg/m³ or chrysotile asbestos in excess of one fibre per cubic centimetre).

Where applicable, based on the seriousness of any exposure to a hazardous substance exists, the use of automated warning and detection systems will be utilized.

Pipes and Reaction Vessels

Pipes and reaction vessels will be marked using colour coding, or placards.

Transferring of a Controlled Product

When transferring a controlled product you must ensure that a workplace label is placed on the new container.

When a controlled material is poured into a container that is going to be used immediately, no label is required.

Required labels for decanted products do not apply to a controlled product at a work site if the controlled product is contained or transferred in a piping system that includes valves, a reaction vessel, or a tank car, tank truck, ore car, conveyor belt or similar conveyance.

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Hazardous Waste

If a controlled product is a hazardous waste generated at the work site, Wellsite Geologists ensures that it is stored and handled safely using a combination of any means of identification (labels or signs) and instruction of workers on the safe handling of the hazardous waste. This waste will be sent to an approved facility for disposal.

The workers must be informed by a sign and by training if fugitive emissions are present. The signage shall indicate the precautions to be taken in handling them and in case of exposure to them.

Bring Controlled Products onto site Owned by Others

Prior to bringing Controlled Products onto sites of our Clients we will give them a chance to review and approve the selection of the Product. If our Client does not approve the controlled product we will need to find an approved substitute product (at our expense).

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WHMIS Symbols

	Class A - Compressed Gas	Contents under high pressure. Cylinder may explode or burst when heated, dropped or damaged.
	Class B - Flammable and Combustible Material	May catch fire when exposed to heat, spark or flame. May burst into flames.
	Class C - Oxidizing Material	May cause fire or explosion when in contact with wood, fuels or other combustible material.
	Class D, Division 1 Poisonous and Infectious Material: Immediate and serious toxic effects	Poisonous substance. A single exposure may be fatal or cause serious or permanent damage to health.
	Class D, Division 2 Poisonous and Infectious Material: Other toxic effects	Poisonous substance. May cause irritation. Repeated exposure may cause cancer, birth defects, or other permanent damage.
	Class D, Division 3 Poisonous and Infectious Material: Biohazardous infectious materials	May cause disease or serious illness. Drastic exposures may result in death.
	Class E - Corrosive Material	Can cause burns to eyes, skin or respiratory system.
	Class F - Dangerously Reactive Material	May react violently causing explosion, fire or release of toxic gases, when exposed to light, heat, vibration or extreme temperatures.

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JOB HAZARD ANALYSIS (JHA) / JOB PROCEDURES

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

The following JHA's or Procedures have been developed:

- Driving
- Office Work
- Tire Changing

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Driving

This includes the following tasks:

- Driving on Highway
- Driving on dirt or gravel roads
- Fuelling
- Changing Tire
- Breakdown

In performing these tasks the worker is exposed to some hazards. These are:

- Traffic
- High speeds
- Weather
- Poor lighting
- Exhaustion (falling asleep while driving)

Personal Protective Equipment may include reflective vests when outside vehicle. Safety equipment may include flares and reflective triangles for breakdown situations.

Administrative Controls require all workers to be properly licensed to drive the type of vehicle they are driving. All vehicles must be equipped with a first aid kit.

Job Hazard Analysis

Job being Analysed:

Driving				
Sequence of Steps	Potential Accidents or Hazards	Hazard Rank	Controls	
<i>Personal Protective Equipment required:</i>				
Reflective vests when outside vehicle				
1	Driving on Highway	Accident caused by others, weather conditions, inattentiveness	2-B	Be alert, stay overnight if too tired or poor weather, defensive driving courses, pay attention, do not drink or use drugs and drive, inspect vehicle prior to driving,

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Job being Analysed:

Driving

Sequence of Steps		Potential Accidents or Hazards	Hazard Rank	Controls
2	Driving on dirt or gravel roads	Poor road conditions, washboard, large trucks driving in the centre of the road, dust clouds	2-B	Use radio if it is a road requirement, slow down prior to turns and downhill slopes (this is where washboard is most often), pull over and let vehicles pass (stay out of dust clouds)
3	Fuelling	Explosion	2-D	No smoking within 7.5m of pump, do not enter vehicle after pumping has begun – if necessary to re-enter the vehicle ground yourself by touching metal.
4	Changing Tire	Hit by other vehicle, crush of body parts	4-D	Wear reflective vest, use flares or triangles, ensure jack sits securely, park on level ground, block tires
5	Breakdown	Hit by other vehicle	4-D	Wear reflective vest, use flares or triangles, pull far off the road
6				
7				

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Office Work

This involves all tasks completed in the office environment. Some basic tasks are:

- Answering telephones
- Working with the computer
- Writing Reports/Manuals/Proposals
- Using Photocopier/Fax Machine
- Filing
- Incoming/Outgoing Mail

In performing these tasks the worker is exposed to some hazards. These are:

- Eye strain
- Carpal Tunnel Syndrome
- Cuts
- Slips, Trips, Falls

Personal Protective Equipment is not required for conducting this work

Job Hazard Analysis

<i>Job being Analysed:</i>				
Office Work				
Sequence of Steps	Potential Accidents or Hazards	Hazard Rank	Controls	
<i>Personal Protective Equipment required:</i>				
None				
1	Answering Telephones		4-D	
2	Working on the Computer	Eye strain, Carpal Tunnel Syndrome	4-D	Take breaks from typing
3	Using the Photocopier		4-D	
4	Using the Fax Machine		4-D	
5	Filing	Paper cuts, injuring finger in cabinets, cabinet tipping over	4-D	Use care Open only 1 drawer at a time
6				

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Tire Changing Procedure

1. When experiencing a flat tire while driving, do not heavily apply the brake.
2. Gently apply the brake and move to the side of the road.
3. Park on level ground and turn off the engine.
4. Turn on the hazard flashers and place flares as required.
5. Always wear highly visible clothing while changing a tire.
6. Block the wheels, as to ensure that the vehicle will not roll.
7. Always set the parking brake prior to jacking up the vehicle.
8. Only loosen the wheel nuts. Never remove the lug nuts until the tire is raised off the ground.
9. Never place any part of your body underneath the vehicle.
10. Always place the jack in the specified front or back jacking points.
11. Never use a Jack All for tire changing. Use the appropriate jack.
12. Always ensure the lug nuts are snug prior to lowering the tire.
13. Fully tighten the lug nuts after lowering the vehicle to the ground.
14. Always ensure that all tire changing equipment is put back to its original location
15. Retighten lug after 50 km of driving

Tire Servicing

If you are not qualified to inspect, disassemble and reassemble a tire or tire and wheel assembly DO NOT perform this task.

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