

## **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.

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

- 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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