

Aggressive Energy Inc.

Health, Safety, and Environmental Manual For Canada (Federal)

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EMERGENCY CONTACTS		
Ambulance:		911
Police:		911
Fire / Rescue:		911
Poison Control		
Alternate Emergency Numbers		
Ambulance:		
Police:		
Fire / Rescue:		
Hospitals		
Hospital	Address	Phone Number
Disaster Services		
Disaster Services		
Dangerous Goods Incidents		
Environmental Complaint		
Severe Weather Reporting		
Disaster Services Agency		
CCOHS		
Dangerous Goods:		
Industrial Incidents:		
Utilities		
One Call		
Electric		
Gas		
Water /Sewer		
Other Contacts		

Company Health, Safety and Environmental Policy

Policy Statement

The management of **Aggressive Energy Inc.** is committed to providing a safe, healthy environment at all of our operating locations. We are dedicated to identifying, correcting and preventing health, safety and environmental hazards that could adversely affect our employees, customers or the general public. Management is committed to ensuring that all applicable regulatory health, safety and environmental protection requirements are complied with and that adequate resources are provided to ensure the HSE of our employees as well as the preservation of the environment to this end.

It is our policy to provide a healthy and safe work environment for employees at every level through awareness and prevention of occupational injuries and illness.

The objective of our company HSE Program is to reduce work-related incidents (thereby injuries) and illness and to promote HSE in every task undertaken by employees on behalf of the company.

To this end our HSE Program will include:

1. Implementation of a program for conducting routine HSE inspections to identify and eliminate unsafe working conditions or practices and control health hazards.
2. A comprehensive HSE training program for all new and existing personnel.
3. Provisions for the use of personal protective equipment by all employees.
4. Provisions for mechanical and physical safeguards to the maximum extent possible.
5. Company-wide HSE policies requiring every employee of the company to comply with these policies as a condition of employment.
6. Provisions for a thorough and prompt investigation of every incident to determine its cause; correct the problem and reduce the likelihood of it reoccurring.
7. A safety incentive program for promoting HSE, encouraging the active participation of all employees, and acknowledging individuals whose safety record exemplifies the standards set forth in this program.

Policy Commitment

Copies of this policy will be posted, distributed and explained to all workers. Compliance with this policy will be reviewed regularly at all employee levels.

Violations will be recorded. Repeated disregard or willful violations of this policy by any subcontractor or employee at any level may be considered cause for discipline in accordance with the Occupational Health & Safety Act and existing laws.

Owner

Date

Environmental Policy

Aggressive Energy Inc. recognizes that sound environmental policy makes business sense. Our Company is committed to delivering safe, reliable services in an environmentally responsible manner to the clients that we serve. We are committed to pollution prevention; the conservation of resources; and the continual improvement of our environmental management systems and performance.

Policy Commitment

Aggressive Energy Inc. is committed to:

1. compliance with all levels of environmental legislation, regulations, and accepted standards of environmental protection;
2. providing information on key environmental issues related to Company operations to our clients
3. supporting community-oriented environmental initiatives and programs;
4. providing employees with the information necessary to make informed decisions, and ensuring all employees recognize and understand their responsibility to follow the **Aggressive Energy Inc.**'s environmental policies and procedures;
5. updating our Environmental Responsibility Policy on a regular basis; and setting environmental targets, objectives, and programs accordingly.

Copies of this policy will be posted, distributed and explained to all workers. Compliance with this policy will be reviewed regularly at all employee levels.

Violations will be recorded. Repeated disregard or willful violations of this policy by any subcontractor or employee at any level may be considered cause for discipline in accordance with the Occupational Health & Safety Act and existing laws.

Owner

Date

The Occupational HSE Act clearly defines the requirement to provide safe and healthful working conditions for all employees. Therefore, the HSE of our employees is the first consideration in operating this business.

Program Goals

The primary goal of **Aggressive Energy Inc.** is to continue operating a profitable business while protecting employees from injuries or illness. This can be achieved by delegating responsibility and accountability to all involved in this company's operation.

- Responsibility: Having to answer for activities and results.
- Accountability: The actions taken by management to insure the performance of responsibilities.

In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and incidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential or OH&S fines
- Reductions in Workers' Compensation costs
- Reductions in operating costs
- Having the best "HSE" conditions possible in the workplace

Management Commitment

The management of **Aggressive Energy Inc.** is committed to the company's safety policy, and to provide direction and motivation by:

- Appointing Construction Safety Officer(s) and/or Joint Committee Co-chairpersons.
- Establishing company safety goals and objectives.
- Developing and implementing this written HSE program.
- Ensuring total commitment to the HSE program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the HSE program annually, and revising or updating as needed.

Employees & Management Accountability

All employees and management need to understand their responsibilities under OH&S rules and be held accountable for complying with the rules as well as the company's related policies.

HSE Program

Purpose

The purpose of the HSE Program is to establish a proactive approach to the elimination of workplace hazards through the policies and procedures contained in this manual, worker participation and training, and through the promotion of constant vigilance by all employees.

Responsibility

It shall be the responsibility of management to implement and monitor this program.

Procedure

The HSE Program shall be based on the following:

- A. **Employee training** is the most important and most fundamental requirement of this program. As related to the tasks involved and potential for exposure, employees shall be trained in accordance with the **Aggressive Energy Inc.** core training curriculum. The training may be conducted by competent personnel or others. Employees shall not be assigned job responsibilities until the training associated with job hazards has been completed, and documentation shall be maintained verifying employee participation and comprehension. Frequency of training shall be in accordance with OH&S requirements.
- B. **Hazard Identification and Control: *Trudy Cote*** shall be responsible for administration of this program. The program shall include identification, analysis, and control of the following elements:
 1. Physical hazards are those that can be attributed to the workplace itself and include the worksite or building, machinery, materials, processes, electrical hazards, housekeeping, noise, heat, etc.

Safety inspections shall be conducted by designated personnel. Any discrepancies found by the inspection shall be corrected and the discrepancy and subsequent corrective actions shall be reviewed by local management.

Because of the wide variety of work accomplished by **Aggressive Energy Inc.**, our field employees are subjected to ever changing physical hazards. It shall be the responsibility of the crew leader to survey the worksite prior to the start of operations and weekly thereafter. Should the Crew Leader encounter a situation or hazard that is not familiar or seems irregular, he/she shall contact management and the Construction Safety Officer for advice before proceeding.
 2. Chemical hazards are those hazards posed by chemicals inherent or resident in the work place and those chemicals introduced into the workplace by **Aggressive Energy Inc.** or others. It shall be the responsibility of management to implement and monitor the effectiveness of the program as set forth in the Workplace Hazardous Materials Information System (WHMIS) program.
 3. Work practices are those tasks, movements, and operations required to accomplish a job. Each segment of the operation may offer real or potential hazards and as such should be scrutinized by personnel trained in hazard recognition. Areas to be addressed include but are not limited to:
 - a. The materials involved
 - b. The flow of materials and how they are moved and handled
 - c. Equipment and machinery involved
 - d. Machine guarding/lockout and tagging

- e. Process produced hazards (dust, vapours, light, heat, etc.)
- f. Personal protective equipment
- g. Worker ergonomics
- h. Lighting, ventilation, and noise considerations
- i. Employee training and experience

Findings generated by hazard assessments shall be reviewed by management and methods shall be developed to minimize or eliminate the hazard.

- 4. Regardless of the severity, all job-related incidents, injuries, and all occupational illnesses shall be reported and investigated. It shall be the responsibility of management to provide the resources necessary to satisfy this requirement.

All Crew Leaders shall receive training in accordance with this procedure and in accordance with *Incident, Injury and Illness Reporting* and *Record Keeping*, and any procedures subsequent to that policy.

All incident, injury, and illness reports and all investigations of those incidents shall be reviewed, and prevention measures outlined, by management to the respective area where the incident occurred.

- C. **Hazard notification** will include all employee communication of real and potential workplace hazards. Specifically, training shall be administered to all employees in accordance with procedures. Additionally, chemical-specific training shall be administered whenever a task requires an employee to come into direct contact with a hazardous chemical or has the potential to be exposed to a hazardous chemical.

Hazard notification shall also include all training sessions, notifications, employee suggestions, safety meetings, tailgate meetings, etc., where real or potential workplace hazards are discussed. It shall be the responsibility of **Trudy Cote** and Crew Leaders to ensure that hazards assessments are conducted and that the results of those assessment and subsequent corrective actions are communicated to all affected employees.

- D. It shall be the responsibility of **Trudy Cote** to ensure that all records required by this procedure are developed and maintained for a period of not less than three years. These records include but are not limited to:

- 1. Hazard Assessments
- 2. Safety Inspections
- 3. Training Documentation (curriculum, materials, tests, rosters, etc.)
- 4. Safety meeting records (roster of attendees, subjects discussed, etc.)
- 5. Incident/Illness reports and investigations.

Moreover, management shall implement and employee's safety suggestion program. The program shall allow free expression of ideas and concerns, and shall include a method for anonymous input. All suggestions shall be reviewed by the joint HSE committee at regularly scheduled meetings.

All records of joint HSE committee meetings and records detailing actions taken are subject to the requirements of this procedure.

Responsibilities

Management/Company Owner

- Prepare and review at least annually a written company HSE policy.
- Assign and review the development of a program to implement the HSE policy.
- Provide the necessary resources to implement, support, and enforce the company HSE policy and program in accordance with the Occupational HSE Act, – latest edition and the legislation and code made under the Act.
- Promote the exchange of HSE information with outside groups such as regional labour management HSE committees and trade associations.
- Meet all legal requirements for investigating and reporting critical injuries, incidents, occurrences, and other events.
- Conduct an annual HSE review with project manager and superintendent.
- Cause a joint HSE committee (JHSC) to be established and represent management on the committee.
- Attend at least one joint HSE committee (JHSC) meeting at a project each year.
- Review site training plans for HSE and ensure that adequate resources are available.

Construction Safety Officer

Construction Safety Officers are responsible for actively supporting HSE performance in their areas.

- Implement, support, and enforce the HSE program at the project level.
- Communicate with the owner on requirements such as notice of project and notices of incidents and injuries.
- Review the site HSE program with supervisors and subcontractors before they start work, identifying responsibilities and promoting cooperation.
- Oversee site planning and approve a site plan that covers access, traffic control, materials handling, storage, and sanitation.
- Prepare fire protection and emergency response plans.
- Review safe work procedures for the site.
- Direct incident investigations on site. Review and forward reports to head office.
- Ensure that site security and public way protection are provided.
- Identify special site hazards and outline appropriate safe work procedures and training.
- Establish an on-site system for maintaining and processing injury reports, HSE orders, WHMIS, inspection reports, and other administrative requirements.
- Coordinate HSE functions (for example, safe work procedures and incident investigations) involving owner/client, subcontractors, and direct-hire personnel.
- Perform site inspections at least weekly.

Crew Leader

Crew Leaders are responsible for actively supporting HSE performance in their areas. Employee on-the-job safety is the primary responsibility of every crew leader. Employee safety cannot succeed without the sincere ongoing effort of every crew leader.

- Provide orientation for new and young crew members.
- Implement, support, and enforce the HSE program at crew level.
- Conduct weekly HSE talks available from various sources
- Inspect HSE equipment weekly.
- Review HSE aspects of each task with crew.
- Assist in incident investigations.
- Report HSE problems to superintendent and correct hazards immediately where possible.
- Inspect tools and equipment at least weekly and ensure proper maintenance. Ensure that housekeeping is done at least daily.
- Review MSDSs with crew before using hazardous materials.
- Review minutes of Joint Committee meetings, HSE orders, and HSE directives with crew.
- Go over job hazard assessment each morning with crew for changes that may have occurred over a 24 hour period. This will be per job-site basis.
- Perform thorough monthly job hazard assessments.

Employees

Employees must recognize their role in safety. That role should involve a responsible attitude for personal safety and the welfare of coworkers and contractors. It is critical to the success of our HSE program that employees have as their goal the concept that injuries can be prevented.

Employees should:

- Work in accordance with the company HSE policy and program, the project HSE program, the Occupational HSE Act, – latest edition and the legislation and codes made under the Act.
- Report hazards or unsafe conditions to their Crew Leader.
- Report all incidents, injuries, and near misses to their Crew Leader.
- Follow emergency response plans when necessary.
- Clean up their work area at least daily.
- Inspect personal protective equipment (PPE) before use and report any defects or damage to their Crew Leader.

Contractors/Subcontractors

Contractors/Subcontractors should:

- Before starting work, ensure compliance with the project HSE policy and program. Make it clear to employees that failure to comply can result in termination of contract.
- Provide training in the requirements of the project HSE program.
- Coordinate all activities through the site superintendent.
- Provide, inspect, and maintain personal protective equipment (PPE) as required for direct-hire employees.
- Monitor site conditions daily.
- Record—and report where required as an employer—all injuries, incidents, and near misses.
- Clean up work areas at least daily.
- Conduct regular safety talks for employees.
- Provide site-specific training as required.
- Provide compensation and time necessary to employees who participate on the Joint Committee.
- Provide adequate facilities (toilets/wash-up, tool storage, first aid) for employees.
- Notify site superintendent of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- Cooperate in incident investigation and reporting.

HSE Representative

- Inspect work areas weekly to identify any hazards.
- Report hazards and make written recommendations to Crew Leader or superintendent.
- Attend and participate in HSE meetings on site.
- Help in reviewing and implementing the HSE program for the project.
- Assist in incident investigation.

Joint Committee (if applicable)

- Will meet a minimum of **12** times per year, or as otherwise agreed.
- Make written recommendations on HSE matters to the superintendent or project manager.
- Assist in reviewing the site HSE program.
- Help to implement and maintain the site HSE program.
- Review inspection and incident reports.
- Review reports from the worker trades committee.
- May assist in arbitrating enforcement issues. Periodically review joint committee membership to ensure that it fairly represents the workforce on site.
- Conduct **Quarterly** inspections of the workplace.

Hazard Identification and Control

Regular inspections and procedures for correction provide methods of identifying existing or potential hazards in the workplace, and eliminating or controlling them.

Aggressive Energy Inc. will examine safe work practices and ensure that they are being followed, and that unsafe conditions or procedures are identified and corrected properly and promptly.

Employees are encouraged to report possible hazardous situations, knowing their reports will be given prompt and serious attention.

Workplace equipment and personal protective equipment will be maintained in good, safe working condition.

Hazards, where possible, will be corrected as soon as they are identified. For those that cannot be immediately corrected, a target date for correction will be set. **Aggressive Energy Inc.** will provide interim protection for workers while hazards are being corrected. A written tracking system will be established to help monitor the progress of the hazard correction process.

Incident Investigation

- Incidents will be investigated by trained individuals.
- The primary focus shall be to understand why the incident or near miss occurred, and what actions can be taken to preclude recurrence.
- The focus will be on solutions and never on blame.
- Investigations will be documented, and adequately identify the causes of the incident or near-miss occurrence.

Young and New Worker Orientation and Training

Young and New Workers will be provided with:

- The name and contact information for the young or new worker's Crew Leader
- The employer's and young or new worker's rights and responsibilities under the Occupational Health & Safety Act, – latest edition regulation and code including the reporting of unsafe conditions and the right to refuse to perform unsafe work
- Workplace HSE rules
- Hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation
- Rules for working alone or in isolation
- Information on violence in the workplace
- Personal protective equipment, training and proper use
- The location of first aid facilities and means of summoning first aid and reporting illnesses and injuries
- Training in Emergency Procedures
- Instruction and demonstration of the young or new worker's work task or work process
- The employer's HSE program, if required
- WHMIS information requirements as applicable to the young or new worker's workplace

General Safety Rules / Safe Practices

Trudy Cote is responsible for the implementation and enforcement of the following safety rules. Disciplinary procedures will be enforced.

Employee Safety Training & Disciplinary Procedures

Employees are trained in the safe methods of performing their job. **Aggressive Energy Inc.** is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their crew leader in the general safety requirements of their job. A copy of our Code of Practice shall also be provided to each employee. Tailgate or toolbox safety meetings will be conducted periodically. All training will be documented on the forms provided.

Managers, superintendents and crew leaders will be trained at least twice per year on various incident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills OHSE requirements

Employee training will be provided at the following times:

- All new employees will receive a safety orientation their first day on the job.
- All new employees will be given a copy of the Code of Practice and required to read and sign for it.
- All field employees will receive training at tailgate or toolbox safety meetings held at the job site.
- All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
- Whenever The COMPANY is made aware of a new or previously unrecognized workplace hazard.
- Whenever management believes that additional training is necessary.
- After all serious incidents.
- When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- | | |
|---|---|
| <input type="checkbox"/> Employee's safety responsibilities | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> General safety rules | <input type="checkbox"/> Safe lifting and material handling practices |
| <input type="checkbox"/> Code of Practice | <input type="checkbox"/> Use of boom and scissor lifts |
| <input type="checkbox"/> Safe job procedures | <input type="checkbox"/> Use of fall-protection |
| <input type="checkbox"/> Use of hazardous materials | <input type="checkbox"/> Contents of safety program |
| <input type="checkbox"/> Use of equipment | <input type="checkbox"/> Emergency procedures |

Documentation of Training

All employee safety training will be documented on one of the following three forms:

6. New Employee/Young Worker Safety Orientation
7. Specialized, formal employee training plans (confined spaces, fall protection, lockout/tagging, first aid, etc.)
8. Tailgate/Toolbox Safety Meeting Report

The following informal training methods will be used. Actual demonstrations of the proper way to perform a task will be used in most cases, for example:

- Tell them how to do the job safely
- Show them how to do the job safely
- Have them tell you how to do the job safely
- Have them show you how to do the job safely
- Follow up to ensure they are still performing the job safely

Safety Communication

Employee safety communication procedures are designed to develop and maintain employee involvement and interest in the HSE Program. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to The COMPANY.

The following are some of the safety communication methods that may be used:

- Tailgate/Toolbox safety training with employees that encourage participation and open, two-way communication.
- New employee safety orientation and provision of the Code of Practice.
- Provision and maintenance of employee bulletin boards discussing safety issues, incidents, and general safety suggestions.
- Written communications from management or the Construction Safety Officer, including memos, postings, payroll stuffers, and newsletters.
- Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. The Crew leaders shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to The Construction Safety Officer.

All employees are encouraged to bring any safety concerns they may have to the attention of management. **Aggressive Energy Inc.** will not discriminate against any employee for raising safety issues or concerns.

This company also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

Enforcement of Safety Policies

The compliance of all employees with The Company's HSE Program is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training programs
- Retraining
- Optional safety incentive programs
- Disciplinary action

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee/Young Worker Safety Orientation and at Tailgate/Toolbox Safety meetings. This will help ensure that all employees understand and abide by The Company's safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their crew leader. A Safety Contact Report may be completed by the Crew Leader to document the training. If multiple employees are involved, additional safety meetings will be held.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and jobsites without incidents through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by The COMPANY can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job incident or injury, on the same day as occurrence, is considered a serious violation of The Company's Code of Practice. Any employee who fails to immediately report a work-related incident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the incident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the Crew Leader should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Practice are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with The Company's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Document it, including date and facts on the "Safety Warning Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Crew leaders and superintendents should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note: Consistency in the enforcement of safety rules shall be exercised at all times.

Employee Safety Warning Report

Employee's Name		Position	
Date of Warning	Violation Time	<input type="checkbox"/> am <input type="checkbox"/> pm	Violation Date
Crew Leader		Department	
Type of Warning	<input type="checkbox"/> Verbal	<input type="checkbox"/> Written	<input type="checkbox"/> Serious <input type="checkbox"/> Other:
Type of Violation	<input type="checkbox"/> Unsafe Act	<input type="checkbox"/> Improper Safety Attire	<input type="checkbox"/> Unsafe condition <input type="checkbox"/> Other
Crew Leader's Statement			
Employee's Statement (Check Proper Box)			
<input type="checkbox"/> I agree with the Crew Leader's statement <input type="checkbox"/> I disagree with the Crew Leader's statement because:			
List all previous warnings and retraining below			
When warned and <u>by whom</u>		I have read and understand this warning decision	
First Warning (Describe reason)			
		Employee's Signature Date	
Date	Date retrained	Crew Leader's Signature Date	
Second Warning (Describe reason)			
		Copy Distribution	
Date	Date retrained	<input type="checkbox"/> Employee	
Third Warning (Describe reason)		<input type="checkbox"/> Employee's Crew Leader	
		<input type="checkbox"/> Personnel Department	
		<input type="checkbox"/> Safety Committee	
Date	Date retrained		
The Crew Leader must complete this form immediately after the employee has been interviewed. A decision must be made on the following to ensure violators <u>will not</u> participate in the current safety incentive program.			
<input type="checkbox"/> No further action <input type="checkbox"/> Suspension <input type="checkbox"/> Other:			
<input type="checkbox"/> Suspension from current safety incentive program <input type="checkbox"/> Dismissal			
Submit this form for review at the next Safety Committee meeting			
Safety Committee Notes			

Code of Practice

Aggressive Energy Inc. will maintain a “HSE Program” conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of Crew Leaders and employees. It also requires cooperation in all HSE matters, not only between Crew Leader and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. HSE in our business must be a part of every operation.

The Company’s HSE Program includes:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of HSE inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the HSE standards for every job.
- Training all employees in good HSE practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing HSE rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every incident to find out what caused it and to correct the problem so that it will not happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.

We recognize that the responsibilities for HSE are shared:

- The Company accepts the responsibility for leadership of the HSE program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Crew Leaders are responsible for developing the proper attitudes toward HSE in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the HSE of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation with all aspects of the HSE Program including compliance with all rules and legislation—and for continuously practicing safety while performing their duties.

General Safety Rules

Aggressive Energy Inc. employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their Crew Leader. Failure to abide by the Code of Practice may result in disciplinary action up to and including termination.

- Crew Leaders shall insist that employees observe and obey every rule, regulation, and order necessary to the safe conduct of the work, and shall take such action necessary to obtain compliance.
- If you are unsure of the safe method to do your job, STOP and ask your Crew Leader. Ignorance is no excuse for a safety violation.
- All employees shall be given frequent incident prevention instructions. Instructions, practice drills and articles concerning workplace HSE shall be given periodically.

- No one shall knowingly be permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the Crew Leader/employer.
- Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies. Approved protective equipment shall be worn as applicable.
- Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited. Do not run on the job site or in the shop or office area.
- Work shall be well-planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the leg instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury.
- Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their Crew Leader. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
- Keep your work area clean, free of debris, electrical cords and other hazards. Immediately clean up spilled liquids.
- Always notify all other individuals in your area who might be endangered by the work you are doing.
- A red tag system identifies equipment that is NOT to be operated, energized or used. All lock-out/tag-out notices and procedures must be observed and obeyed.
- Do not block exits, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
- Do not leave tools, materials, or other objects on the ground that might cause others to trip and fall.
- Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
- Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
- Gasoline or other flammable liquids shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Crew Leader or superintendent.
- Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the Crew Leader and repaired before use.
- Possession of firearms, weapons, illegal drugs or alcoholic beverages on company or customer property or the job site is strictly prohibited.
- All injuries shall be reported promptly to your Crew Leader so that arrangements can be made for medical and/or first-aid treatment.

Aggressive Energy Inc.

Code of Practice Receipt

This is to certify that I have received a copy of The Company Code of Practice.

I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with this COMPANY.

I also understand that I am to report any injury to my Crew Leader or superintendent immediately and report all safety hazards.

I further understand that I have the following "Safety" rights:

- I have the right to refuse work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to, as well as any other hazards while working.
- I am entitled to see a copy of the HSE legislation relevant to the workplace.
- I have the right to participate in the ongoing HSE of this company (i.e. I may suggest HSE concerns, offer ideas to improve HSE, etc.).
- I will not be discriminated against for reporting safety concerns.

Employee Name	Signature	Date
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Crew Leader Name	Signature	Date
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Emergency Preparedness & Response

Aggressive Energy Inc. has adopted this policy as the emergency preparedness and response plan in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations – Sections: 17.5, 17.5 (2), 17.6 (1), 17.11 (1), 17.12

Policy Statement:

Aggressive Energy Inc. has implemented this policy to ensure that all workers will be trained in the Emergency Response Plan for responding to an emergency that may require rescue or evacuation. The plan will be in writing and made available to all workers.

Trudy Cote will address to all workers the procedures for responding to an emergency that may require rescue or evacuation.

Emergency Response Plan

Aggressive Energy Inc. will, after consultation with the work place committee or the health and safety representative, prepare emergency procedures:

1. to be implemented if any person commits or threatens to commit an act that is likely to be hazardous to the health and safety of *Aggressive Energy Inc.* or any of their employees;
2. if there is a possibility of an accumulation, spill or leak of a hazardous substance in a work place controlled by *Aggressive Energy Inc.*, to be implemented in the event of such an accumulation, spill or leak;
3. if more than 50 employees are working in a building at any time, to be implemented when evacuation is not an appropriate means of ensuring the health and safety of employees;
4. to be implemented in the event of a failure of the lighting system; and
5. to be implemented in the event of a fire.

The emergency procedures will contain:

1. an emergency evacuation plan, where applicable, or a plan for evacuating employees who require special assistance to be implemented in the event of a fire;
2. a full description of the procedures to be followed;
3. the identification and location of the emergency equipment provided by the employer; and
4. a plan of the building, showing
 - the name, if any, and the address of the building, and
 - the name and address of the owner of the building.
5. For off-site locations, evacuation procedures and locations of emergency equipment should be identified and reviewed with workers prior to commencing work activities.
6. Before assigning employees to a workplace, **Aggressive Energy Inc.** will provide for that workplace a means of quickly summoning the ambulance service or other suitable means of transportation.

Communicating with Emergency Services

Before assigning employees to a workplace, the employer shall provide for that workplace a readily available means of quickly summoning the ambulance service or other suitable means of transportation and notifying emergency services of an emergency.

This can be accomplished with telephones, cellular telephones, satellite telephones, portable two way radios, or another means, as long as ill or injured workers have access to first aid services quickly and reliably.

Instructions and Training

Every employee shall be instructed and trained in:

- 1) the procedures to be followed by him/her in the event of an emergency;
and
- 2) the location, use and operation of fire protection equipment and emergency equipment provided by *Aggressive Energy Inc.*.

Fire Hazard Areas

No person shall, in a fire hazard area,

1. use any equipment, machinery or tool of a type that may provide a source of ignition; or
2. smoke or use an open flame or other source of ignition.

Signs shall be posted in conspicuous places at all entrances to a fire hazard area:

1. identifying the area as a fire hazard area; and
2. prohibiting 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.

Emergency Response Plan

Company Name:

Aggressive Energy Inc.

Job Location:

Street Address:

City:

Postal Code:

Prepared By: (name of prepare)

Title:

Signature:

Purpose

This plan is for the safety and well being of the workers for:

Aggressive Energy Inc.

It identifies necessary management and worker actions during fires and other emergencies. Education and training are provided so that all employees know and understand the Emergency Response Plan

Location of Plan

The Emergency Response Plan can be found at the station, office and/or vehicle of:

A copy is also maintained in THE COMPANY general offices.

Upon request, an OH&S representative may obtain a copy of the plan from:

Exit Routes

Draw a diagram of jobsite or facility exit routes in space below:

Locate meeting place or "Roll Call" area on above diagram:

Accounting for Employees

After exiting jobsite or facility, all employees are to assemble for "Roll Call" at this location:

Note location on above diagram

The following persons are responsible for ensuring that employees comply with this requirement:

Name & Title:

Name & Title:

Name & Title:

Critical Operations

To minimize damage from the emergency the following personnel are responsible for shutting down the listed critical operations:

Personnel Names	Critical Operations

As soon as shutdowns are completed, the employees who performed critical operations must take the nearest exit route in accordance with general emergency procedures.

Rescue and Medical Duties

The following personnel are certified and trained in both CPR and general first aid. These persons are to be contacted as specified in the "General Emergency Training":

Name & Title:	Phone number:

Reporting Emergencies

The following personnel have the duty of contacting public responders to come to the emergency scene. The personnel are listed in descending order of availability:

Name & Title:	Phone number:

Alarm Systems and Notification of Emergencies

In the event of a workplace or facility emergency, employees will be notified as follows: (Identify methods of notification):

Types of Evacuation

OH&S requires this Company to have an established system of types of evacuation to follow for different emergency circumstances. The following listing represents company policy for various emergency situations:

Partial Evacuation: Responders (trained extinguisher personnel and trained rescue and medical personnel)

Full Evacuation:

Note: If there is more than one evacuation type, the alarm signal for each must be distinctive.

Others: (Please describe)

Public Emergency Response Information

Ensure that "911" emergency services cover the area this Emergency Response Plan covers.

Local Police Dept(s) Other than 911:

Local Fire Dept(s) Other than 911 :

Local Ambulance/EMS(s) Other than 911 :

Local Hospital(s):

Potential Emergencies

The following are identified potential emergencies:

Fire:

Traffic accident:

Chemical spill:

Other:

Emergency Procedures

Fire warden & Deputies:

Fire warden:

Deputy(s):

In the event of a fire occurring within or affecting the worksite, the fire warden (or deputy) makes the following decisions and ensures the appropriate key steps are taken:

Advise all personnel:

Pull fire alarm to alert nearest fire station:

Evacuate all persons to a safe point: (Location):

Other:

In the event of a traffic accident:

Set out flares, flags and/or emergency reflectors in front of and behind the vehicle placed at 30 metres on flat road and 150 metres on a hill:

Protect the injured, but do not move them unless absolutely necessary:

Notify the police and emergency services:

Other:

In the event of a chemical spill:

Approach with care and do not touch any substances:

Contact and notify emergency services and follow emergency procedures:

Assist the responding emergency service in identifying the chemical involved:

Other:

Emergency Personnel & Equipment

Emergency equipment is located at: Fire alarm:

Fire extinguisher(s):

Fire hose(s):

Panic alarm button(s):

Other:

Persons trained in the use of emergency equipment, rescue and evacuation: Name: Name: Name: Name:
Type of training: Fire extinguishers: Practice fire drills: Rescue and evacuation: Other:
Frequency of training: Orientation & annually: At the call of management: Other:
Emergency Services
The nearest emergency services are located: Fire: Police: Ambulance/EMS: Hospital: Other:
Fire protection requirements: Sprinkler system: Other:
Alarm and emergency communication requirements: Pulling fire alarm automatically alerts fire dept. and alarm in building: Type of alarm signal: Other:
Procedures for rescue and evacuation in case of fire or accident: Advise all personnel: Pull fire alarm: Evacuate all persons to a safe point: Assist ill or injured workers to evacuate the building/area: If required provide first aid to injured workers: Call 911: Other:
First Aid
First aid supplies are located at: Office: Shop: Vehicle: Other:
Type of first aid supplies available: First aid kit(s): Blankets: Eye wash: Other:
First aid providers are: Standard first aider: Emergency first aider:

Personal Protective Equipment

What PPE, PPE clothing and other equipment is provided for emergencies:

What emergency equipment is provided on each work site and/or vehicle:

Are respirators required at the work site or on the vehicle and are provided: (yes/no)

Items used for decontamination procedures:

Eyewash stations:

Showers:

Other:

For further information or explanation about any duties under this plan contact:

This Emergency Response Plan is Authorized and Approved by:

Name & Title:

Signature:

Canada OH&S Regulations

17.5 (1) Every employer shall, after consultation with the work place committee or the health and safety representative and with the employers of any persons working in the building to whom the Act does not apply, prepare emergency procedures

- (a) to be implemented if any person commits or threatens to commit an act that is likely to be hazardous to the health and safety of the employer or any of his or her employees;
- (b) if there is a possibility of an accumulation, spill or leak of a hazardous substance in a work place controlled by the employer, to be implemented in the event of such an accumulation, spill or leak;
- (c) if more than 50 employees are working in a building at any time, to be implemented when evacuation is not an appropriate means of ensuring the health and safety of employees;
- (d) to be implemented in the event of a failure of the lighting system; and
- (e) to be implemented in the event of a fire.

(2) The emergency procedures referred to in subsection

(1) shall contain

- (a) an emergency evacuation plan, where applicable, or a plan for evacuating employees who require special assistance to be implemented in the event of a fire;
- (b) a full description of the procedures to be followed;
- (c) the location of the emergency equipment provided by the employer; and
- (d) a plan of the building, showing
 - (i) the name, if any, and the address of the building, and
 - (ii) the name and address of the owner of the building.

17.6 (1) Every employee shall be instructed and trained in

- (a) the procedures to be followed by him in the event of an emergency; and
- (b) the location, use and operation of fire protection equipment and emergency equipment provided by the employer.

17.11 (1) Subject to subsection (2), no person shall, in a fire hazard area,

- (a) use any equipment, machinery or tool of a type that may provide a source of ignition; or
- (b) smoke or use an open flame or other source of ignition.

17.12 Signs shall be posted in conspicuous places at all entrances to a fire hazard area

- (a) identifying the area as a fire hazard area; and
- (b) prohibiting the use of an open flame or other source of ignition in the area.

To ensure the health and safety of our employees, **Aggressive Energy Inc.** has adopted this first aid policy in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations - Sections: 16.3 (1) (2) (3) (4), 16.5 (1) (3) (4), 16.6 (c), 16.8 (1), 16.11

Aggressive Energy Inc. has implemented this policy to ensure that every employee is aware of the first aid legislation and requirements for this workplace. This policy is available to all employees upon request.

It is the determination of **Aggressive Energy Inc.** to ensure that a first aid attendant is readily available on-site at all times work is being carried out.

First Aid Attendant Qualifications

Aggressive Energy Inc. ensures any person designated as a first aid attendant:

- Is at least sixteen years of age,
- Has successfully completed the first aid training course or first aid examination developed or approved by the Board, or person recognized by the Board,
- Has a first aid certificate in good standing at the required level issued by the Board, or person recognized by the Board, and
- Meets any other requirements determined by the Board for designation as a first aid attendant.

Providing of First Aid Services

Aggressive Energy Inc. ensures that first aid services will be provided to all employees at the workplace or worksite. First aid services will be adequate and appropriate for promptly rendering first aid to workers if they suffer an injury at work. This includes:

- Equipment,
- Supplies,
- Facilities,
- First aid attendants and services

Aggressive Energy Inc. will have an adequate means of transporting injured workers to medical treatment.

First Aid Station(s)

It is the determination of *Aggressive Energy Inc.* to ensure that every worksite is provided with a first aid station that is maintained, protected, and kept in a clean dry condition. The first aid station will consist of:

- A first aid box with all the supplies and equipment required by legislation.
- A first aid manual for instruction, and

Note: No supplies, equipment or materials other than supplies and equipment for first aid shall be kept in the first aid box.

It is a requirement of *Aggressive Energy Inc.* that all first kits must be inspected at least monthly to ensure that nothing is damaged and that the kit is fully stocked to comply with legislation.

- The location of a first aid station shall be clearly and conspicuously marked, and
- At a first aid station, emergency procedures will be notably displayed which include:
 - An telephone list with emergency numbers to be contacted such as, the nearest fire, police, ambulance, physician, hospital or other appropriate service.

Emergency Eyewash and Shower Facilities

It is the determination of *Aggressive Energy Inc.* to provide shower facilities to wash the skin and eye wash facilities to irrigate the eyes if hazards exist for skin or eye injury from a hazardous substance exists in the workplace.

Communication & Emergency Transportation

It is the determination of *Aggressive Energy Inc.* to ensure that an emergency communication system will be in place at each work site to enable workers to summon first aid services in the event of an injury.

Before any workers are sent to a work site, *Aggressive Energy Inc.* ensures that arrangements for emergency transportation will be in place to transport injured or ill workers from the work site to the nearest health care facility.

It is the determination of *Aggressive Energy Inc.* to ensure that an ambulance service within 30 minutes travel time is 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, *Aggressive Energy Inc.* ensures that other transportation is available that:

- Is suitable, considering the distance to be travelled and the 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.

Canada OH&S Regulations

16.3 (1) At every workplace at which six or more employees are working at any time, the employer shall ensure that there is a first aid attendant.

(2) At every remote workplace at which two or more employees are working at any time, the employer shall ensure that there is a first aid attendant.

(3) At every workplace at which an employee is working on live high voltage electrical equipment, the employer shall ensure that

(a) a first aid attendant is readily available; or

(b) at least one of the employees has the training necessary to provide resuscitation by mouth-to-mouth resuscitation, cardiopulmonary resuscitation or an equivalent direct method.

(4) At every workplace that is required to have a first aid attendant, the employer shall ensure that the first aid attendant at the workplace is qualified by having at least

(a) if the workplace is an office workplace for which the ambulance response time is

(i) up to two hours, a basic first aid certificate, or

(ii) more than two hours, a standard first aid certificate;

(b) if the workplace is any other workplace, other than a workplace in a wilderness area, and the ambulance response time for the workplace is

(i) less than twenty minutes, a basic first aid certificate, or

(ii) twenty minutes or more but not more than two hours, a standard first aid certificate; and

(c) if the workplace is in a wilderness area, a standard first aid certificate and wilderness first aid training that is specially designed to meet the first aid needs of persons who work, live or travel in such an area.

16.5 (1) At least one first aid station shall be provided for every workplace.

(2) In multi-storey buildings, the location of first aid stations shall be such that employees are no more than two stories from a first aid station.

(3) Every first aid station shall be

(a) located at or near the workplace;

(b) clearly identified by a conspicuous sign; and

(c) readily available and accessible during all working hours.

(4) The employer shall inspect every first aid station regularly, at least monthly, and shall ensure that its contents are maintained in a clean, dry and serviceable condition.

(5) Subsection (1) does not apply if a first aid room, health unit or medical treatment facility that meets the requirements of subsection (3) is provided by the employer.

16.6 (1) Subject to subsection (2), the employer shall post and keep posted or have readily available in a conspicuous place accessible to every employee in each workplace

(a) information regarding first aid to be rendered for any injury, occupational disease or illness;

(b) information regarding the location of first aid stations and first aid rooms;

(c) at every first aid station and first aid room, a list of first aid attendants, and information on how they may be located;

(d) near the telephones, a list of telephone numbers kept up-to-date for use in emergencies; and

(e) information regarding transport procedures for injured employees.

16.8 (1) Subject to subsection (2), if a hazard for skin or eye injury from a hazardous substance exists in the workplace, the employer shall ensure that shower facilities to wash the skin and eye wash facilities to irrigate the eyes are provided for immediate use by employees.

16.11 Before assigning employees to a workplace, the employer shall

(a) ensure that for that workplace there is an ambulance service or other suitable means of transporting an injured or ill employee to a health unit or medical treatment facility; and

General Health & Safety Requirements – (CLC Part II)

Aggressive Energy Inc. has adopted this policy for the general safety of its workers in accordance with the following Canada Labour Code:

Canada Labour Code Part II - Sections: 124, 125, (1) (z.06), 125, (1) (z.12), 127.1 (1), 127.1 (2) (3) (4) (5) (6) (7), 128 (1), 135 (1), 136 (1),

Policy Statement

Aggressive Energy Inc. has implemented this policy to ensure that the health and safety at work of every person employed by is protected.

Trudy Cote is responsible for ensuring that the following policy enforced.

Health & Safety Review

It is the determination of *Aggressive Energy Inc.* to conduct a health and safety review annually to assess the impact of changes to work processes and procedures before implementation.

The duties for *Aggressive Energy Inc.* will be carried out in a manner that ensures the health, safety, and well being of all workers by effective communication.

All worksites of *Aggressive Energy Inc.* will be inspected on a per job basis but must be inspected at least once monthly.

Employee safety communication procedures are designed to develop and maintain employee involvement and interest in the Health and Safety Program. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance.

The following are some of the safety communication methods used:

- The terms and maintenance of systems of work and the working environments.
- Tailgate/Toolbox safety training with employees that encourage participation and open, two-way communication.
- Preparations for the storage, handling, use and transport of articles and hazardous substances.
- New employee safety orientation and provision of the Code of Safe Practices.
- The needed training, supervision, information, and instruction.
- The terms and maintenance of a safe means of entrance and exit from all worksites and work-related areas.
- Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
- Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
- Anonymous safety suggestion program.

Report Safety Concerns

If an employee *Aggressive Energy Inc.* believes on that there has been a violation of the regulations, or an accident or injury to health is likely the employee must report the instance to their supervisor or *Aggressive Energy Inc.*.

Procedures of Complaint Process

In the instance that a complaint made to a supervisor cannot be resolved:

- They must refer the unresolved complaint to a *Trudy Cote* to be investigated jointly.
- *Trudy Cote* will inform the employee and *Aggressive Energy Inc.* in writing of the results of the investigation and any recommendations.
- If the investigation of the complaint is justified, *Aggressive Energy Inc.*, on being informed of the results of the investigation, will in writing inform how to resolve the matter accordingly.
- If the investigation of the complaint conclude that a danger exists, *Aggressive Energy Inc.* will, on receipt of a written notice, ensure that no employee use or operate the machine or thing, work in the place or perform the activity that constituted the danger until the situation is corrected.

Right to Refuse

The right to refuse unsafe work / Imminent danger is a right that all employees of *Aggressive Energy Inc.* are entitled to and are encouraged to implement in the workplace.

It is the policy of *Aggressive Energy Inc.* that all employees are to refuse work that poses an imminent danger to themselves or other employees.

- Employees are required to report the refusal to their supervisor immediately upon refusal.
- Employees must cooperate with the investigation conducted by supervision & management.

Workplace Health and Safety Committee

Trudy Cote is the appointed person selected as the health and safety representative for the purpose of addressing health and safety matters that apply to individual work places.

In the instance that 20 or more employees will be at a work site at any one time a safety committee will be designated to address health and safety matters that apply to individual work places

Canada Labour Code Part II: Section;

125. (1) Without restricting the generality of section 124, every employer shall, in respect of every work place controlled by the employer and, in respect of every work activity carried out by an employee in a work place that is not controlled by the employer, to the extent that the employer controls the activity,

(z.06) consult the work place committee or the health and safety representative in the implementation of changes that might affect occupational health and safety, including work processes and procedures;

(z.12) ensure that the work place committee or the health and safety representative inspects each month all or part of the work place, so that every part of the work place is inspected at least once each year;

127.1 (1) An employee who believes on reasonable grounds that there has been a contravention of this Part or that there is likely to be an accident or injury to health arising out of, linked with or occurring in the course of employment shall, before exercising any other recourse available under this Part, except the rights conferred by sections 128, 129 and 132, make a complaint to the employee's supervisor.

(2) The employee and the supervisor shall try to resolve the complaint between themselves as soon as possible.

(3) The employee or the supervisor may refer an unresolved complaint to a chairperson of the work place committee or to the health and safety representative to be investigated jointly

(a) by an employee member and an employer member of the work place committee; or

(b) by the health and safety representative and a person designated by the employer.

(4) The persons who investigate the complaint shall inform the employee and the employer in writing, in the form and manner prescribed if any is prescribed, of the results of the investigation.

(5) The persons who investigate a complaint may make recommendations to the employer with respect to the situation that gave rise to the complaint, whether or not they conclude that the complaint is justified.

Employer's duty (6) If the persons who investigate the complaint conclude that the complaint is justified, the employer, on being informed of the results of the investigation, shall in writing and without delay inform the persons who investigated the complaint of how and when the employer will resolve the matter, and the employer shall resolve the matter accordingly.

(7) If the persons who investigate the complaint conclude that a danger exists as described in subsection 128(1), the employer shall, on receipt of a written notice, ensure that no employee use or operate the machine or thing, work in the place or perform the activity that constituted the danger until the situation is rectified.

128. (1) Subject to this section, an employee may refuse to use or operate a machine or thing, to work in a place or to perform an activity, if the employee while at work has reasonable cause to believe that

(a) the use or operation of the machine or thing constitutes a danger to the employee or to another employee;

(b) a condition exists in the place that constitutes a danger to the employee; or

(c) the performance of the activity constitutes a danger to the employee or to another employee.

135. (1) For the purposes of addressing health and safety matters that apply to individual work places, and subject to this section, every employer shall, for each work place controlled by the employer at which twenty or more employees are normally employed, establish a work place health and safety committee and, subject to section 135.1, select and appoint its members.

Aggressive Energy Inc. has adopted this hazard assessment policy for its workers in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations – Sections: 19.1 (1), 19.4, 19.5 (1), 19.6 (1), 19.7 (1)

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Hazard Assessment Safe Work Practices in the workplace. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Identifying Potential Hazards:

Aggressive Energy Inc. will ensure that a written hazard assessment to identify potential hazards is completed at the work site. This assessment is used to identify existing or potential hazards before work begins:

- At the work site, or
- Prior to the construction of a new work site.

The purpose of hazard assessment is to identify and evaluate those conditions that could lead to workers getting injured or becoming ill.

A report will be prepared addressing the results of the hazard assessment, and will include the:

- Work site or work activities being reviewed
- Methods used to control or eliminate the hazards identified, and
- Date the assessment was completed to confirm its completion, and to show the accuracy of the assessment

Hazard assessments will be repeated at regular intervals, when new controls are implemented and as hazards change or arise. This will be performed as follows:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions
- When a new work process is introduced
- When a work process or operation changes
- Before the construction of significant additions or alterations to the work site

Note: When operations change very little over time, the findings of the initial hazard assessment may not change for an extended period of time. Nonetheless, as stated above, a reassessment will be performed at some time, even if it is after an extended period of time.

Worker Participation & Training:

As workers often have added insight, workers will be provided training on how to conduct a hazard assessment, participate in the hazard assessment, elimination and control process. Worker participation:

- Increases the number of persons available to perform assessments, spreading out the work into manageable pieces
- Trains them how to conduct a hazard assessment, increasing the likelihood that the hazards will be quickly corrected, and
- Increase their awareness of, and involvement in, health and safety issues at the work site

Workers who participate in the assessment, elimination, and control activities will be documented by:

- The written hazard assessment reports, or
- Tool box meeting forms

Workers affected by the hazards identified in the hazard assessment report will be notified about those hazards and the methods that will be used to control or eliminate the hazards. These workers have the greatest potential to be affected by the hazards, and need to know if corrective measures will require them to do something. Communication will be achieved by:

- Briefing workers on a one-on-one basis
- Discussing the results at safety meetings, or
- Posting the results in a location accessible to workers

Hazard Elimination & Control:

When an existing or potential hazard is identified by the hazard assessment process, *Aggressive Energy Inc.* will take appropriate measures to:

- Eliminate the hazards, or if this is not reasonably practicable,
- Control the hazard by the use of:
 - Engineering controls incorporated into the process itself,
 - Administrative controls to minimize the hazard through worker training and worker rotation,
 - Personal Protective Equipment controls, or
 - A combination of the three if it will achieve a greater level of worker safety.
- Eliminate the hazards, or if this is not reasonably practicable,

When emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of the workers:

- Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and
- Every reasonable effort will be made to control the hazard while the condition is being corrected

Canada OH&S Regulations

19.1 (1) The employer shall, 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, develop, implement and monitor a program for the prevention of hazards, including ergonomics-related hazards, in the workplace that is appropriate to the size of the work place and the nature of the hazards and that includes the following components:

- (a) an implementation plan;
- (b) a hazard identification and assessment methodology;
- (c) hazard identification and assessment;
- (d) preventive measures;
- (e) employee education; and
- (f) a program evaluation.

19.4 The employer shall identify and assess the hazards in the work place, including ergonomics-related hazards, in accordance with the methodology developed under section 19.3 taking into account

- (a) the nature of the hazard;
 - (a.1) in the case of ergonomics-related hazards, all ergonomics-related factors such as
 - (i) the physical demands of the work activities, the work environment, the work procedures, the organization of the work and the circumstances in which the work activities are performed, and
 - (ii) the characteristics of materials, goods, persons, animals, things and work spaces and the features of tools and equipment;
- (b) the employees' level of exposure to the hazard;
- (c) the frequency and duration of employees' exposure to the hazard;
- (d) the effects, real or apprehended, of the exposure on the health and safety of employees;
- (e) the preventive measures in place to address the hazard;
- (f) any employee reports made under paragraph 126(1)(g) or (h) of the Act or under section 15.3; and
- (g) any other relevant information.

19.5 (1) The employer shall, in order to address identified and assessed hazards, including ergonomics-related hazards, take preventive measures to address the assessed hazard in the following order of priority:

- (a) the elimination of the hazard, including by way of engineering controls which may involve mechanical aids, equipment design or redesign that take into account the physical attributes of the employee;
- (b) the reduction of the hazard, including isolating it;
- (c) the provision of personal protective equipment, clothing, devices or materials; and
- (d) administrative procedures, such as the management of hazard exposure and recovery periods and the management of work patterns and methods.

19.6 (1) The employer shall provide health and safety education, including education relating to ergonomics, to each employee which shall include the following:

- (a) the hazard prevention program implemented in accordance with this Part to prevent hazards applicable to the employee, including the hazard identification and assessment methodology and the preventive measures taken by the employer;
- (b) the nature of the work place and the hazards associated with it;
- (c) the employee's duty to report under paragraphs 126(1)(g) and (h) of the Act and under section 15.3; and
- (d) an overview of the Act and these Regulations.

Incident Reporting and Investigation

Aggressive Energy Inc. has adopted this Incident Reporting and Investigation policy for its workers in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations – Sections: 15.3, 15.4 (1), 15.5, 15.8 (1) (2), 15.10

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Incident Reporting and Investigation policy in the workplace

Purpose

It is the goal of *Aggressive Energy Inc.* to provide an incident-free workplace for all employees. It is our belief that all incidents are preventable. Though great time and effort is spent identifying hazards and reducing the possibility of an incident happening, there is still the possibility that an incident may occur. Whenever there is an incident, it is our obligation to investigate that incident and to install measures to prevent a recurrence. This procedure establishes methods to be used in the investigation, reporting and record keeping of incidents to include fatalities, first aid cases, vehicle incidents, property damage, spills, fires, and significant near misses.

Responsibility

It is the responsibility of management to ensure this procedure is implemented and revised as necessary to ensure effectiveness in the determination of the root cause of incidents. *Aggressive Energy Inc.* will provide the necessary tools and training for Crew Leaders to allow the successful implementation of this procedure.

An investigation shall be conducted into the events and circumstances leading up to and surrounding each and every incident, exposure, and near miss incident that occurs in the workplace.

Reports by Employee

Where an employee becomes aware of an accident or other occurrence arising in the course of or in connection with the employee's work that has caused or is likely to cause injury to that employee or to any other person, the employee shall, without delay, report the accident or other occurrence to *Aggressive Energy Inc.*, orally or in writing.

Aggressive Energy Inc. ensures that all incidents will be investigated.

Investigations

If *Aggressive Energy Inc.* becomes aware of an accident, occupational disease or other hazardous occurrence affecting any of their employees in the course of employment, *Aggressive Energy Inc.* must, without delay,

- a. appoint a qualified person to carry out an investigation of the hazardous occurrence;
- b. notify the work place committee or the health and safety representative of the hazardous occurrence and of the name of the person appointed to investigate it; and
- c. take necessary measures to prevent a recurrence of the hazardous occurrence

Reports

It is the policy of *Aggressive Energy Inc.* to report to a health and safety officer, the date, time, location and nature of any accident, occupational disease or other hazardous occurrence that had one of the following results, as soon as possible but not later than 24 hours after becoming aware of that result, namely,

- a. the death of an employee;
- b. a disabling injury to two or more employees;
- c. the loss by an employee of a body member or a part thereof or the complete loss of the usefulness of a body member or a part thereof;
- d. the permanent impairment of a body function of an employee;
- e. an explosion;
- f. damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or
- g. any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device.

Written Reports

Aggressive Energy Inc. will make a report in writing, without delay, in the form found in part 15 of the Regulations, where that investigation discloses that the hazardous occurrence resulted in any one of the following circumstances:

- a. a disabling injury to an employee;
- b. an electric shock, toxic atmosphere or oxygen deficient atmosphere that caused an employee to lose consciousness;
- c. the implementation of rescue, revival or other similar emergency procedures; or
- d. a fire or an explosion.

It is the determination of *Aggressive Energy Inc.* to submit a copy of the report:

- a. without delay, to the work place committee or the health and safety representative; and
- b. within 14 days after the hazardous occurrence, to a health and safety officer at the regional office or district office.

Documenting all work related Injuries and Illnesses

Aggressive Energy Inc. shall keep a record of each minor injury that it is aware that affects any employee in the course of employment containing:

- (a) the date, time, and location of the occurrence
- (b) name of affected employee
- (c) brief description of the minor injury
- (d) cause of the minor injury

Reference: *Canada Occupational Health and Safety Regulations Part 15.7*

Annual Report

Aggressive Energy Inc. will, no later than March 1 in each year, submit to the Minister a written report setting out the number of accidents, occupational diseases and other hazardous occurrences of which *Aggressive Energy Inc.* is aware affecting any employee in the course of employment during the 12 month period ending on December 31 of the preceding year.

The report shall be made using the form found in part 15 of the regulations.

The Goal of the Investigation

1. Survey the incident scene. Make a list of people who were present at the time of the incident. Make drawings of the layout of the area; take measurements and photographs of the scene.
2. Interview the worker who was injured and anyone else who has information relevant to the investigation. Verify your understanding and recording of the incident with the person who is being interviewed. Each witness should sign and date their statement after having reviewed it.
3. Examine the site of the incident in detail. If there was a death or critical injury, you must ensure that the scene is not disturbed before OH&S and/or police investigators have done their jobs. Look for equipment damage. Take note of environmental details: noise level, visibility, temperature and exposure to hazardous materials.
4. Organize the facts and have the information analysed. Ask the questions who, what, when, where, why and how to see if any information is missing.
5. Prepare the report. Ensure to include sufficient detail so that the events leading up to the incident are understood. The report should identify all the causes of the incident including underlying causes.
6. Take corrective action; notify workers about actions taken and recommendations made to management.
7. Take corrective action; notify workers about actions taken and recommendations made to management.
8. Follow up. Monitor actions taken on recommendations for preventing recurrences. Be persistent to ensure that they are implemented. Keep records of the date of implementation of the recommendations.

Typical contributing factors can be, but are not limited to, the following:

9. Communication Problems: procedures, policy, training, work practices, maintenance, proper equipment operation, scheduling, etc.
10. Preparation Problems: inadequate employee training, non-routine tasks, lack of or improper tools and equipment, lack of hazard identification and assessment, etc.
11. Environmental Problems: weather conditions, slippery work surfaces and other slip, trip, and fall hazards, elevated work surfaces, personal protective equipment, etc.
12. Improper Work Practices: body positioning, improper or misuse of personal protective equipment, work load, using shortcuts, improper use of tools or equipment, tool condition, etc.

Investigation Method

A. Before the Incident

In order to minimize the effects of any incident and to preserve crucial evidence, it is necessary that all employees are aware of the following:

- How incidents are reported and by whom.
- To who are incidents reported.
- Methods used to alert other employees that an incident has occurred and areas to be avoided.
- Who contacts emergency personnel.
- Emergency methods to shut down the operation.
- The capability of emergency services and how to contact them.

B. When an Incident Occurs

1. Take Charge of the Situation

- a. Assess the situation
- b. Provide direction
- c. Preserve evidence

2. Take Care of the Injured

- a. Notify emergency services as required
- b. Assist the injured
- c. Provide first aid when necessary
- d. Reduce or eliminate the possibility of further injury

3. Neutralize the Area

- a. Clear non-essential personnel
- b. Prevent related incidents
- c. Turn off or neutralize power equipment
- d. In case of chemical spills, evacuate as necessary
- e. Preserve evidence
- f. Ensure nobody alters the scene
- g. If possible, record names of witnesses and any remarkable information
- h. Look for obvious clues

- i. Write it down, do not depend on your memory

C. Collect Evidence

1. *People Evidence*: Interview witnesses (Remember, the victim is a witness) and determine:
 - a. What they knew concerning the situation leading up to the incident.
 - b. What they saw when the incident occurred.
 - c. What they saw and what they did after the incident.
2. *Position Evidence*: Determine the locations of:
 - a. The victim and other personnel,
 - b. Structures, equipment and tools.
3. *Parts Evidence*: Determine any contributing factors:
 - a. Condition of equipment (i.e. failed parts)
 - b. Parts of product or structure involved.
4. *Paper Evidence*: Collect data pertaining to:
 - a. Employee training (both safety and operational).
 - b. Equipment maintenance and inspection records.
 - c. Work instructions and procedures.
 - d. Hazard assessments.
 - e. Disciplinary actions for earlier unsafe acts.

D. Root Cause Determination

1. The immediate cause (not necessarily the root cause) of the incident
2. Elements contributing to the incident.
3. Root cause of the incident. Remember, if the root cause had been properly addressed before the incident, the incident would not have occurred.

Incident Investigation and Reporting Guidelines and Procedures

Purpose

The investigation and reporting of incidents involving personal injury to an employee and/or vehicle or property damages are necessary elements of an effective HSE Program. The investigative reports required by this section provide a mechanism for gathering information and data relative to the incidents and are invaluable in preventing reoccurrences of similar incidents. The investigation reports shall also be used for the preparation of claim reports as required, notification of regulatory authorities, and to ensure that injured employees receive timely and appropriate medical care and benefits to which they are entitled.

Responsibilities

Crew Leaders shall ensure that necessary emergency care of injured personnel shall be of the highest priority and any procedures contained herein shall be secondary to ensuring that injured personnel receive adequate medical attention.

Employees involved in, or a party to, an incident involving personal injury and/or illness, vehicle or property damage are responsible for reporting the occurrence to their immediate Crew Leader as soon as possible. They shall assist the Crew Leader in completing the required investigative reports. The appropriate Crew Leader is responsible for conducting the initial investigation of all incidents when an employee has sustained an injury on the job to include non-lost time or medical only type injuries or when property or equipment has been damaged as a result of an incident. The appropriate Crew Leader will also investigate all near miss occurrences that could have resulted in personal injury and/or property damage. The joint committee or HSE representative shall review all initial investigation reports and assist in completing the investigations as required.

The completed investigation report shall be submitted to management for review and to implement the necessary corrective actions to prevent reoccurrence. Where incidents involve loss of life or serious injuries to any person, catastrophic occurrences (involving three or more victims), and major property and/or equipment losses, legal counsel shall be notified as soon as possible and shall direct all such investigations.

Investigation Process

The Crew Leader's investigation shall be initiated as soon as possible after the occurrence of an incident.

The names of all witnesses and their pertinent statements should be obtained and any failed parts or other evidence should be noted, identified, and taken into custody where feasible. Reporting forms are provided and all pertinent information specified on the form should be obtained. Only factual information shall be included in the investigation report. Photos may be taken as appropriate and when taken shall be specifically identified as to the scene depicted. Additional documentation, such as personnel records, maintenance records, etc., may be necessary in order to complete the investigation report. However, the safety committee/HSE representative and/or legal counsel should be consulted as this becomes necessary.

The Crew Leader's Incident Report and Incident report forms shall be completed as appropriate and forwarded to management as soon as possible.

Serious Incident Notification and Procedures

In the event of an employment-related incident that involves loss of life, serious injury to any person (hospitalization), catastrophic occurrences, or major property and/or equipment loss, the following procedures shall be implemented:

13. Equipment, material, or product related to injury or fatality will not be moved or altered until clearance is given by management.
14. In situations where compliance with the above would interfere for an unreasonable length of time or create additional hazards to persons, the onsite Crew Leader is authorized to alter the position of equipment, materials, or products before clearance is obtained from management. Documentation shall be made of any alterations or changes made to the incident scene.
15. Reports to regulatory authorities shall be made by the appropriate division or company management personnel in accordance with the legislation and codes of the jurisdiction in which the incident occurred.

Claims Reporting Procedures

Worker's Compensation Claims reports shall be filed in accordance with the claim reporting procedures.

Employee's Report of Injury Form

Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a Crew Leader for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Crew Leader:	
Have you told your Crew Leader about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Crew Leader:
Your signature:	Date:

Supervisor's Incident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ Province _____ Postal Code _____

(Circle one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

Describe fully how the incident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses: _____

Date of Event _____ Time of Event _____

Exact location of event: _____

What caused the event? _____

Were safety rules in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence:

Supervisor Signature

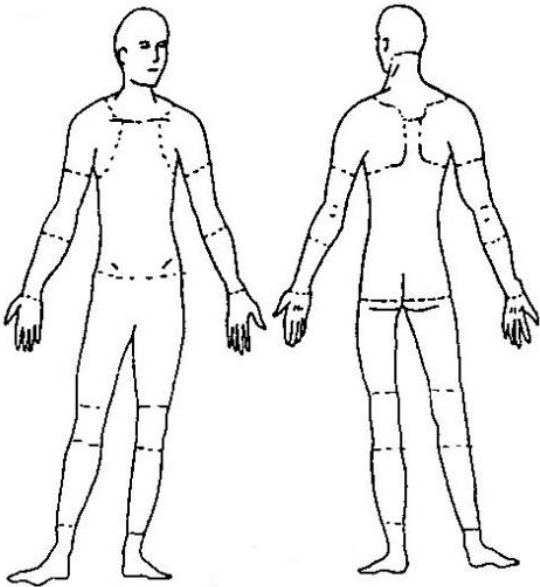
Date

Incident Report Form

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Crew Leader <input type="checkbox"/> Team <input type="checkbox"/> Other _____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
	Months with this employer	
	Months doing this job:	

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more "quickly" or "the product is less likely to be damaged" that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the Crew Leader(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

Canada OH&S Regulations

15.3 Where an employee becomes aware of an accident or other occurrence arising in the course of or in connection with the employee's work that has caused or is likely to cause injury to that employee or to any other person, the employee shall, without delay, report the accident or other occurrence to his employer, orally or in writing.

15.4 (1) Where an employer becomes aware of an accident, occupational disease or other hazardous occurrence affecting any of his employees in the course of employment, the employer shall, without delay,

(a) appoint a qualified person to carry out an investigation of the hazardous occurrence;

(b) notify the work place committee or the health and safety representative of the hazardous occurrence and of the name of the person appointed to investigate it; and

(c) take necessary measures to prevent a recurrence of the hazardous occurrence

15.5 The employer shall report to a health and safety officer, by telephone or telex, the date, time, location and nature of any accident, occupational disease or other hazardous occurrence referred to in section 15.4 that had one of the following results, as soon as possible but not later than 24 hours after becoming aware of that result, namely,

(a) the death of an employee;

(b) a disabling injury to two or more employees;

(c) the loss by an employee of a body member or a part thereof or the complete loss of the usefulness of a body member or a part thereof;

(d) the permanent impairment of a body function of an employee;

(e) an explosion;

(f) damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or

(g) any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device.

15.8 (1) The employer shall make a report in writing, without delay, in the form set out in Schedule I to this

Part setting out the information required by that form, including the results of the investigation referred to in paragraph 15.4(1)(a), where that investigation discloses that the hazardous occurrence resulted in any one of the following circumstances:

(a) a disabling injury to an employee;

(b) an electric shock, toxic atmosphere or oxygen deficient atmosphere that caused an employee to lose consciousness;

(c) the implementation of rescue, revival or other similar emergency procedures; or

(d) a fire or an explosion.

(2) The employer shall submit a copy of the report referred to in subsection (1)

(a) without delay, to the work place committee or the health and safety representative; and

(b) within 14 days after the hazardous occurrence, to a health and safety officer at the regional office or district office

15.10 (1) Every employer shall, not later than March

1 in each year, submit to the Minister a written report setting out the number of accidents, occupational diseases and other hazardous occurrences of which the employer is aware affecting any employee in the course of employment during the 12 month period ending on December 31 of the preceding year.

Personal Protective Equipment

Aggressive Energy Inc. has adopted this personal protective equipment policy for the general safety of its workers in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations – Sections: 12.1, 12.4, 12.5 (1), 12.6, 12.7 (2) (3) (a), 12.10 (1) (2), 12.12, 12.15 (1) (2)

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Personal Protective Equipment Safe Work Practices in the workplace. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

PPE Training

Each worker will receive training and instruction for PPE in the following areas:

- Proper use and wear of the appropriate PPE
- Inspection of the PPE before use, and
- Not using PPE that is unable to perform the function for which it is designed

PPE Use

When a hazard assessment indicates the need for personal protective equipment (PPE), *Aggressive Energy Inc.* will ensure that the workers:

- Wear PPE that is correct for the hazard and protects the worker
- Properly use and wear the PPE, and
- The PPE is in good condition to perform the function for which it was designed, and
- That the use of PPE does not itself endanger the worker

Head Protection

When there is a foreseeable danger of injury to a workers head at a worksite and there is a significant possibility of lateral impact to the head, *Aggressive Energy Inc.* will ensure that the worker wears industrial protective head gear that is appropriate to the hazards and meets the applicable legislative requirements. If the possibility of lateral impact to the head is unlikely, the worker will wear industrial protective headwear that is appropriate to the hazard and meets the following CSA or ANSI standards:

- CSA Standard Z94.1-M1977, *Industrial Protective Headwear*, ANSI Z89.1-1997, Z89.1-2003, Z94.1-05

Footwear

Aggressive Energy Inc. will ensure that workers footwear is appropriate to the hazards associated with the work being performed and the work site. The footwear will meet CSA Standard Z195-M1984, *Protective Footwear.*

Eye & Face Protection

When workers eyes or face might be injured or irritated at a work site, *Aggressive Energy Inc.* will ensure that the worker wears properly fitting eye and face protection equipment. It will be appropriate to the work being done and the hazard involved, and meets the following *CSA Standards*:

- CSA Standard Z94.3- M1982, *Industrial Eye and Face Protectors*

Prescription eyewear may be worn if it is safety eyewear and complies with *CSA Standard Z94.3 Industrial Eye and Face Protectors*. Prescription safety eyewear having glass lenses must not be used unless it is worn behind safety glasses that meets the CSA standard.

Note: If wearing contact lenses poses a hazard to the workers eyes during work, the worker will be advised of the hazards and the alternatives to wearing contact lenses.

Respiratory Protection

It is the policy of *Aggressive Energy Inc.* that when respiratory protective device are required they must 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).

Air that is provided for a respiratory protective device the air must meet the standards set out in clauses 5.5.2 to 5.5.11 of CSA Standard CAN3-Z180.1-M85, *Compressed Breathing Air and Systems*, (or current version).

Fall-Protection Systems

It is the determination of *Aggressive Energy Inc.* to provide a fall-protection system to any person who works:

- from a ladder at a height of more than 2.4 m 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.
- from a temporary structure at a height of more than 6 m above a permanent safe level; or
- from an unguarded structure or on a vehicle, at a height of more than 2.4 m 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;

All equipment identified for use in fall protection, including, lanyards, harnesses and shock absorbers, shall be in compliance with the OH&S Code and applicable CSA Standards. All CSA requirements must be met.

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

Loose Clothing

The following practices are necessary to minimize the risk of clothing, jewellery or hair becoming a hazard:

- Clothing that fits close to the body will be worn to avoid getting caught on moving parts
- No loose cuffs, belts, ties or protruding buckles will be worn that will be caught easily on equipment
- Where long sleeves or pant legs are worn, elasticized or closely buttoned cuffs, Velcro™ closures or ties will be used
- Wear coveralls to contain or control loose fitting clothing
- Ensure boots are laced using all eyelets and tucking in bootlaces
- Tie back long hair and covering it with a hairnet or hat that is snug to the head
- Do not wear jewellery and accessories such as neck chains, watches, bracelets or scarves with loose ends
- Rings will be removed if a hazard is present

Canada OH&S Regulations

12.1 Where

(a) it is not reasonably practicable to eliminate or control a health or safety hazard in a work place within safe limits, and

(b) the use of protection equipment may prevent or reduce injury from that hazard, every person granted access to the work place who is exposed to that hazard shall use the protection equipment prescribed by this Part.

12.4 Where there is a hazard of head injury in a work place, protective headwear that meets the standards set out in CSA Standard Z94.1-M1977, *Industrial Protective Headwear*, the English version of which is dated April, 1977, as amended to September, 1982 and the French version of which is dated April, 1980 as amended to September, 1982, shall be used.

12.5 (1) Where there is a hazard of a foot injury or electric shock through footwear in a work place, protective footwear that meets the standards set out in CSA Standard Z195-M1984, *Protective Footwear*, the English version of which is dated March, 1984 and the French version of which is dated December, 1984, shall be used.

12.6 Where there is a hazard of injury to the eyes, face, ears or front of the neck of an employee in a work place, the employer shall provide eye or face protectors that meet the standards set out in CSA Standard Z94.3- M1982, *Industrial Eye and Face Protectors*, the English version of which is dated May, 1982 and the French version of which is dated February, 1983.

(2) A respiratory protective device referred to in subsection (1) 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*, the English version of which is dated May, 1982, as amended to September, 1984 and the French version of which is dated March, 1983, as amended to September, 1984, excluding clauses 6.1.5, 10.3.3.1.2 and 10.3.3.4.2(c).

(3) Where air is provided for the purpose of a respiratory protective device referred to in subsection (1),

(a) the air shall meet the standards set out in clauses 5.5.2 to 5.5.11 of CSA Standard CAN3-Z180.1-M85, *Compressed Breathing Air and Systems*, the English version of which is dated December 1985 and the French version of which is dated November 1987

12.10 (1) Subject to subsection (1.1), every employer shall provide a fall-protection system to any person, other than an employee who is installing or removing a fall-protection system in accordance with the instructions referred to in subsection (5), who works

(a) from an unguarded structure or on a vehicle, at a height of more than 2.4 m 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;

(b) from a temporary structure at a height of more than 6 m above a permanent safe level; or

(c) from a ladder at a height of more than 2.4 m 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.

(2) The components of a fall-protection system shall meet the following standards:

(a) CSA Standard Z259.1-1976, *Fall-Arresting Safety Belts and Lanyards for the Construction and Mining*

Industries, the English version of which is dated November, 1976, as amended to May, 1979 and the French version of which is dated April, 1980;

(b) CSA Standard Z259.2-M1979, *Fall-Arresting Devices, Personnel Lowering Devices and Life Lines*, the English version of which is dated November, 1979 and the French version of which is dated October, 1983; and

(c) CSA Standard Z259.3-M1978, *Lineman's Body Belt and Lineman's Safety Strap*, the English version of which is dated September, 1978, as amended to April, 1981 and the French version of which is dated April, 1980, as amended to April, 1981.

12.12 Loose clothing, long hair, dangling accessories, jewellery or other similar items that are likely to be hazardous to the health or safety of an employee in a work place shall not be worn unless they are so tied, covered or otherwise secured as to prevent the hazard.

12.15 (1) Every person granted access to the work place who uses protection equipment shall be instructed by the employer in the use of the equipment.

(2) Every employee who uses protection equipment shall be instructed and trained in the use, operation and maintenance of the equipment.

Subcontractor Management Plan (SMP)

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Subcontractor Management Plans and Management of Change from industry standards and best practices. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Subcontractor Safety Management Plan

- *Prequalification* – *Trudy Cote* ensures that all prospective subcontractors shall be pre-qualified through the review of their:
 - Safety programs,
 - Safety training documents,
 - Workers Compensation Coverage, and
 - Safety statistics.

Proposed subcontractors shall complete and submit a Contractors Prequalification Form from which a Subcontractor/Supplier Quality Rating Report will be completed.

The Contractor's Prequalification Form must be complete and all requested attachments provided.

- *Selection* – *Trudy Cote* shall utilize acceptable safety matrixes as a criteria for selecting subcontractors and be based upon several considerations including but not limited to:
 - Prior working relationships,
 - Quality Rating Report score,
 - Audits of current work in progress, and
 - Availability of contractors in the area.

The contractor that receives the best overall review shall be forwarded to the Owner's representative for review and approval.

- *Pre-Job* – The selected subcontractor shall provide:
 - A training matrix with individual employee names and the areas of completed training for employees,
 - Proof of Workers Compensation Coverage,
 - Identify Competent Persons and the areas of their competency, and
 - Proof of a company specific Health and Safety Manual.

In the instance that a Health and Safety Manual cannot be provided, the applicable policies and procedures will be provided by *Aggressive Energy Inc.* to ensure the utmost safety on the job.

The subcontractor shall be included in pre-job meetings or kick-off meetings, and safety orientations.

- *On-Site* – The subcontractor must notify *Aggressive Energy Inc.* Site Safety a minimum of 24 hours prior to the arrival of new employees on-site so that arrangements can be made to provide the required orientations.
 - Workers must meet all of the requirements of the Site Safety Plan, including the training and orientation.
 - The subcontractor will be required to meet all hazard analysis requirements and request the safe work permits as required by this plan.
 - The subcontractor will be included in the audits and inspections on-site and are expected to immediately correct any “At Risk” behaviours or hazards identified that are within the subcontractor’s scope of work and ability to correct.
 - Workers of subcontractors have the right to refuse any work they deem to be hazardous.
 - All subcontractors will be included in tailgate safety meetings, job safety analysis or hazard assessments, and on-the-job safety inspections.
 - The subcontractor will be made aware of the owner client’s Drug and Alcohol policy and shall be required to follow the policy at all times.
 - The subcontractor will be required to adjust their “Safe Work Practices” in order to prevent excessive Near Hits and/or Near Misses. If the subcontractor is unable to perform their scope of work without “At Risk” behaviour or creating hazardous working conditions on the site, the subcontractor’s working element will be required to leave the site until an abatement plan can be prepared and agreed upon.
 - The subcontractor will be made aware of the owner client’s incident investigation and reporting requirements and will be required to report any involvement in an incident / accident to *Aggressive Energy Inc.*, who will then be responsible for reporting the incident / accident to the owner client and ensuring that the incident / accident is properly investigated.
- *Post-Contract* – Upon completion of the work, a post-job subcontractor safety performance review and evaluation shall be completed to determine:
 - The safety performance of the subcontractor, and
 - Provide reference for future job consideration.

Open Letter to All Subcontractors

Date: _____

Greetings Prospective Subcontractor:

As part of *Aggressive Energy Inc.*'s continuing commitment to safety, we are assessing our potential subcontractors' compliance with all applicable safety requirements. Enclosed are the materials you shall need to complete this process, including a questionnaire that will assist us in assessing your safety programs. We are asking all subcontractors "Invited to Bid" to complete the attached questionnaire. The matrix included in this package is designed to assist you in determining which programs are applicable to your operations.

Please contact me _____

or _____ with any questions or concerns.

I am in and out of the office so please leave me a voice mail and I will get back to you when I return.

Please forward the completed forms and attach a copy of your safety manual by: _____

TO: **Company:** _____
Attn: _____
Address: _____
City/State/Zip: _____
Phone: _____
FAX: _____
eMail: _____

Regards,

Construction Manager

Subcontractor Health & Safety Questionnaire

Date: _____

Company Name: _____ Number of Employees: _____

Address: _____

City, State, and Zip Code: _____

Company Contact: _____ Title: _____

Telephone #: () _____ FAX #: () _____

Form Completed By: _____

Officer Name & Signature: _____

Please describe the services that your Company provides:

1.) Has your Company received any inspections from a regulatory agency in the last three (3) years? ___ yes ___ no
 If yes, provide details: _____

2.) Has your Company received any citations from a regulatory agency during the last three (3) years? ___ yes ___ no

3.) Does your Company have regularly scheduled, documented worker safety meetings? (Tailgate/Toolbox) ___ yes ___no
 If yes, how often? _____

What is covered at safety meetings? _____

4.) Does your Company perform equipment checks on all equipment? ___ yes ___no
 If yes, are records maintained? ___ yes ___ no

5.) Does your Company perform Job Hazard Analysis (JHA)? ___ yes ___no

6.) Does your Company provide & require employees to use the following PPE?

Personal Protective Equipment	Yes	No
Hard Hats		
Safety Shoes/Boots		
Eye & Face Protection		
Hand Protection		
Hearing Protection		
Fall Protection		
Respiratory Protection		

7.) In addition to regulatory required Personal Protective Equipment, what other PPE is required or supplied? If any, please list:

8.) Indicate the circumstances in which your Company's workers may be subject to alcohol/drug screening:

Never Reasonable Cause/Suspicion Periodic
 Random Post Accident Follow-Up
 Return to Duty Other: _____

Do you have a documented Substance Abuse Prevention Program available for review? yes no

9.) Does your Company have a policy requiring written accident/incident reports (injuries, property damage, etc.)? yes no

10.) Does your Company document, investigate, and discuss "Near Miss Incidents"? yes no

11.) Please respond to all items below with YES, NO, or N/A (not applicable). Do not leave any items unanswered.

OH&S Programs/Training	Program Written & Documented? Yes/No/NA	Training Conducted By (In-House or Outsourced)	Frequency of Worker Training	Documented Individual Worker Training? Yes/No/NA
OH&S Programs				
Confined Spaces				
Electrical Safety (qualified)				
Electrical Safety (non-qualified)				
Excavation & Shoring				
Fire Protection & Prevention				
Fall Protection				
First Aid/CPR				
Cold Stress Prevention				
Lifting/Mobile Equipment				
Lockout/Tagout				
Noise/Hearing Conservation				
Personal Protective Equipment				
Respiratory				
Scaffolds/Ladders				
Trenching/Shoring				
Welding, Cutting, & Hot Work				
WHMIS				

12.) Please provide any additional information on other industry-specific programs or training, including written procedures, which your Company provides to employees:

13.) Does your Company have a Health & Safety Program with clearly written safety policy that is endorsed & enforced by upper management? ___ yes ___ no

14.) Does your Company perform documented safety audits/reviews? ___ yes ___ no

15.) Who in your Company is responsible for coordinating your health, safety, and environmental program?

16.) If your Company has more than ten (10) workers, please attach with this questionnaire your Company's Incident Reports for the last three (3) years.

17.) Does your Company use subcontractors? ___ yes ___ no

If yes, explain: _____

Are your Subcontractor's written safety programs and procedures available for review? ___ yes ___ no

18.) Are all documents & records pertaining to this questionnaire available for audit? ___ yes ___ no

If no, please explain:

19.) Please attach your current/completed Health and Safety Program along with other written safety programs for review. A disk or CD-ROM is acceptable.

20.) Comments:

Safety Contract

Following are Safety Requirements as stated in your subcontract agreement:

Subcontractor agrees to comply with prevailing safety regulations, whether OH&S, Contractor Policies, Owner Policies, or otherwise imposed while working on the project.

Subcontractor also agrees to be bound by any rule or regulation needed during the course of the project. Subcontractor further agrees:

- To provide a safe work area to all his workers by providing, and requiring the use of, the required Personal Protective Equipment such as: hard hats, safety glasses, respirators, dust masks, face shields, etc.
- Subcontractor's workers shall wear long or short sleeve shirts, long pants, and sturdy work shoes, boots, or when required, steel-toed boots.
- To provide this Contractor with proper documentation on worker training for specific tools and equipment such as powder actuated tools, air guns (nail guns), forklifts, scaffolding, scissors lifts, boom lifts, and any safety plan applicable to their scope of work (i.e. Fall Protection, Respiratory, or Assured Equipment Grounding Conductor Program).
- Be responsible for implementing and administering their safety program and must provide a copy of said program to this Contractor including a Job Hazard Analysis (inspections) and documentation on weekly job site safety meetings with its workers.
- To implement daily hazard recognition for its workers by using a Pre-Task Planner form for their daily scope of work.
- To provide its workers with safe tools and equipment, etc. and to perform the work under this agreement in a safe manner with high regard for the safety of its workers and others.
- To provide a designated person to participate in a weekly contractor safety coordination meeting.

Subcontractor shall:

- Immediately report to this Contractor in writing and remedy any accidents/illness, near misses, or unsafe conditions brought to its attention or discovered by subcontractor workers, involving its work and/or posing a danger to persons or property.
- Not permit its workers at the project to use publicly audible radios or to wear headsets except as are used for job site communications.
- Prior to bringing on site a substance or material for which a Material Safety Data Sheet (MSDS) is required by federal, provincial, and local regulations, subcontractor shall provide said MSDS to Contractor.

This Contractor is a Drug-free Company & provides such a workplace for its workers.

Subcontractor shall provide this Contractor, prior to beginning scope of work, with current documentation of subcontractor's drug testing policy or program (i.e. pre-hire and random testing). Contractor will conduct random drug testing for all Subcontractors and their workers throughout the course of the project.

All subcontractors' employees shall attend a Project Safety Orientation on the first day of work on the job site.

_____	_____	_____	_____
Subcontractor Name	Signature	Title	Date

Transportation – (Commercial Vehicles)

Aggressive Energy Inc. has adopted this transportation policy for the general safety of its workers in accordance with the following Canada OH&S Regulations: and Sections of the Commercial Vehicle Drivers Hours of Service Regulations.

Motor Vehicle Transport Act, Section: 7

NSC Daily Vehicle Trip Inspection, Part 1 Sections: 4 (a) 8 9, 13

Commercial Vehicle Drivers Hours of Service Regulation Sections: 12, 13 & 81

Policy Statement

Aggressive Energy Inc. has implemented this policy to ensure that workers are aware of record keeping, vehicle inspections, daily logs, cargo securement and hours of service requirements. This policy is available to all workers upon request.

Provincial Boundaries

It is a requirement of **Aggressive Energy Inc.** that commercial vehicles may not be operated across provincial boundaries without a safety fitness certificate issued by a provincial authority under the Motor Vehicle Transport Act

Vehicle Inspections for Defects

Aggressive Energy Inc. will not allow any vehicle to be driven until the vehicle is determined to be in a condition of safe operation. This determination will be satisfied by, but not be limited to, the condition of the following items:

- | | |
|--|----------------------------|
| a. Service brakes, including:
trailer brake connections, and
brake adjustments | f. Horn |
| b. Parking brake | g. Windshield wipers |
| c. Steering mechanism | h. Rear vision mirrors |
| d. Lighting devices & reflectors | i. Coupling devices |
| e. Tires | j. Wheels & rims |
| | k. Emergency equipment |
| | l. Load securement devices |
- Inspections will be performed by the driver or another assigned person, before the first trip each day (pre-trip) and at the end of each work shift (post-trip).
 - No motor carrier shall permit a person and no person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle.
 - Trucks, tractors, and trailers shall be inspected in accordance with Schedule 1 of National Code Standard #13 every 24 hours.
 - Results of the inspection will be documented on an inspection checklist. If any defects are observed the driver shall report them promptly to **Aggressive Energy Inc.**
 - When no defects are detected during an inspection, the person conducting the inspection shall record that fact on the inspection report. Any defects detected during the inspection shall be recorded and be reported to the motor carrier or a person appointed by the motor carrier prior to the next inspection.

It is a requirement of **Aggressive Energy Inc.** that commercial vehicles found with major defects must not be operated on a highway.

Daily Logs

- **Aggressive Energy Inc.** will maintain accurate and legible records showing for each day:
 - The driver's duty status and elected cycle,
 - The hour at which each duty status begins and ends and the total number of hours spent in each status.
- Records will be retained for a minimum period of 6 months after the day on which they were recorded. These records will be provided to all drivers.
- Daily logs will be required for those drivers that operate outside of a 160 km radius of the home terminal. Daily logs will consist of:
 - Accounts for all of the driver's on-duty time and off-duty time for that day.

Hours of Service Limits

To ensure driver safety no driver for **Aggressive Energy Inc.** will be allowed to drive after

- Accumulating 13 hours of driving time in one day (unless the driver takes 8 consecutive hours of off-duty time before driving again), or
- Accumulating 14 hours of on-duty time in one day (unless the driver takes 8 consecutive hours of off-duty time before driving again).

It is a requirement of **Aggressive Energy Inc.** that drivers will not be allowed to drive after 16 hours of time elapsed between the conclusion of the most recent period of 8 or more consecutive hours of off-duty time and the beginning of the next period of 8 or more consecutive hours of off-duty time.

Maintenance Records

- It is the policy of **Aggressive Energy Inc.** to maintain all records required by legislation. Records will be kept at the main office and will include:
 - A transcript of the driving record for each driver, issued by a responsible agency in the jurisdiction which the driver received his or her driver's licence.
 - The transcript shall be dated the date of the driver's employment and one year from the date of the previous transcript.
- Copies of records required by the laws of any jurisdiction the driver may enter, respecting the use of commercial motor vehicles, including but not limited to:
 - Records of notification to **Aggressive Energy Inc.** of accidents, violations and convictions Relative to each driver while in the employ of or engaged by **Aggressive Energy Inc.,**
- Copies of records for each vehicle holding a safety certificate including:
 - Records of vehicle inspection and maintenance,
 - Records of all notices of defects received from vehicle manufacturers and evidence satisfactory to the director that those defects have been corrected,
- Any safety plan and scheduled vehicle maintenance applicable to **Aggressive Energy Inc..**

Retention of Records

Aggressive Energy Inc. will retain copies of these records, decals and certificates for the calendar year in which they were made, and for the following four years. Records will

be readily available for inspection by a peace officer during regular business hours and audit purposes.

Cargo Securement

- All vehicles will be equipped and their cargo contained, firmly immobilized or secured on or within a vehicle by structures of adequate strength, blocking, bracing, dunnage or dunnage bags, shoring bars, tiedowns or a combination in accordance with all the applicable requirements and the *National Safety Code Standard #10 – Security of Loads*.
- Drivers shall ensure that cargo is contained, immobilized or secured so that it cannot:
 - Leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or
 - Otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or manoeuvrability is adversely affected.

Driver Alertness

Aggressive Energy Inc. will not allow a driver to drive and no driver shall drive if:

- (a) The driver's faculties are impaired to the point where it is unsafe for the driver to drive;
- (b) Driving would jeopardize or be likely to jeopardize the safety or health of the public, the driver or the employees of the motor carrier;
- (c) The driver is the subject of an out-of-service declaration; or
- (d) The driver, in doing so, would not be in compliance with these Regulations.

Reference: *Federal Commercial Vehicle Drivers Hours of Service Regulations Section 4(a)*

Transportation of Dangerous Goods

To ensure the health and safety of our employees and the general public, *Aggressive Energy Inc.* has adopted this transportation of dangerous goods policy in accordance with the following sections of the Transportation of Dangerous Goods Act (TDG) and Regulations:

Transportation of Dangerous Goods Act, 1992 section: 18 (1,2)

Transportation of Dangerous Goods Regulations, 1992 sections: 2.2 (1); 3.1 (1); 3.11; 4.1 (1); 5.1 (3); 5.4; 6.1; 8.1

Aggressive Energy Inc. has implemented this policy to ensure that every employee is aware of the TDG legislation and requirements for this workplace. This policy is available to all employees upon request.

Aggressive Energy Inc. shall implement a program for the protection of the general public in the event of an accidental release of dangerous goods in excess of the prescribed quantity or concentration for said dangerous goods.

Duty to report

The person(s) in charge of containment shall report the occurrence or imminence of the release immediately.

Emergency Measures

All reasonable emergency measures shall be taken as soon as possible to reduce or eliminate any danger to public safety as a result or expected result from a release.

Classification

It is a requirement of *Aggressive Energy Inc.* that prior to allowing possession of dangerous goods to a carrier for transport the classification of the dangerous goods must be determined.

Prior to allowing possession of any dangerous goods the classification of the dangerous goods must be determined by the consignor.

Consignor Responsibilities

When acting as consignor or carrier *Aggressive Energy Inc.* will ensure proper documentation is given or received before acceptance or release of any dangerous goods.

- Documentation may be either paper or electronic.

Retaining Shipping Documentation

All shipping documentation shall be kept for a period of no less than two years after the date it was prepared. Documentation must be made available upon request from an inspector.

Documentation for dangerous goods imported into Canada shall be kept for a period of no less than two years after the date *Aggressive Energy Inc.* ensured that the carrier, on entry into Canada, had a shipping document. Documentation must be made available within 15 days of receipt of a written request from an inspector.

Safety Marking

Before offering to transport, transporting or importing a means of containment that contains dangerous goods *Aggressive Energy Inc.* will ensure each dangerous goods has the proper safety markings displayed upon it.

Selecting Means of Containment

Before handling, offering to transport, or transporting dangerous goods *Aggressive Energy Inc.* will ensure the means of containment is secured, closed, filled, designed, and constructed for transport.

The means will be maintained in a way to ensure that under normal transport conditions, including handling no accidental release of dangerous goods is made that could endanger the safety of the public.

Loading and Securing

Persons involved in the loading and securing of dangerous goods in a means of containment must load and secure dangerous goods in a way that, under normal transport conditions, damage to the means of containment or to the means of transport will not lead to an accidental release of the dangerous goods.

Training Certificates

All *Aggressive Energy Inc.* employees involved in handling and transporting dangerous good will be adequately trained and certified before being allowed to perform those activities. Untrained employees may perform those activities only in the presence or under the direct supervision of a person who is adequately trained and certified in those activities.

Immediate Reporting

In the instance that an accidental release of a quantity of dangerous goods or an emission of radiation that exceeds quantities set out for each Class of dangerous good, the person in charge and in possession of the means of containment at the time of the accidental release must report the release immediately to the appropriate provincial authority.

TRANSPORTATION OF DANGEROUS GOODS ACT 1992

Duty to report

18. (1) Where an accidental release of dangerous goods in excess of a prescribed quantity or concentration occurs or is imminent from a means of containment being used to handle or transport dangerous goods, any person who at the time has the charge, management or control of the means of containment shall report the occurrence or imminence of the release to any person prescribed for the purposes of this section.

Duty to take reasonable emergency measures

(2) Every person required to make a report shall, as soon as possible in the circumstances, take all reasonable emergency measures to reduce or eliminate any danger to public safety that results or may reasonably be expected to result from the release.

TRANSPORTATION OF DANGEROUS GOODS REGULATIONS 1992

2.2 Responsibility for Classification

The consignor is responsible for determining the classification of dangerous goods. This activity is normally done by, or in consultation with, a person who understands the nature of the dangerous goods such as a manufacturer, a person who formulates, blends or otherwise prepares mixtures or solutions of goods or, in the case of infectious substances, a doctor, scientist, veterinarian, epidemiologist, genetic engineer, microbiologist, pathologist, nurse, coroner or laboratory technologist or technician.

(1) Before allowing a carrier to take possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods in accordance with this Part.

3.1 Consignor Responsibilities

A person may be both a consignor and a carrier of the same consignment, for example, a manufacturer who also transports the dangerous goods he or she produces.

(1) Before allowing a carrier to take possession of dangerous goods for transport, the consignor must prepare and give to that carrier a shipping document or, if the carrier agrees, an electronic copy of the shipping document.

3.11 Keeping Shipping Document Information

(1) A consignor must be able to produce a copy of any shipping document

- (a) for two years after the date the shipping document or an electronic copy of it was prepared or given to a carrier by the consignor;
- (b) for dangerous goods imported into Canada, for two years after the date the consignor ensured that the carrier, on entry into Canada, had a shipping document or was given an electronic copy of one; and
- (c) within 15 days after the day on which the consignor receives a written request from an inspector.

(2) When dangerous goods are no longer in transport, each carrier who transported the dangerous goods must be able to produce a copy of the shipping document that related to the dangerous goods and was required to be in the possession of that carrier while the dangerous goods were in transport

- (a) for two years after the date the dangerous goods are no longer in transport; and
- (b) within 15 days after the day on which the carrier receives a written request from an inspector.

(3) Subsection (2) does not apply to a carrier who transports dangerous goods

- (a) from a place outside Canada, through Canada to a place outside Canada or for a portion of such transportation; or
- (b) entirely outside Canada
 - (i) on board a ship, or
 - (ii) on board an aircraft that is registered in Canada and leased to a foreign carrier.

(4) Subsection (2) does not apply to a carrier who is involved only in handling the dangerous goods, including storing them in the course of transport.

(5) The shipping documents referred to in this section may be kept as electronic copies.

4.1 Requirements for Dangerous Goods Safety Marks

(1) A person must not offer for transport, transport or import a means of containment that contains dangerous goods unless each dangerous goods safety mark required by this Part and illustrated in the appendix to this Part, or illustrated in Chapter 5.2 or 5.3 of the UN Recommendations, is displayed on it in accordance with this Part.

5.1 Selecting and Using Means of Containment

(1) A person must not handle, offer for transport, transport or import dangerous goods in a means of containment unless the means of containment is required or permitted by this Part to be used for the transportation of the dangerous goods.

(2) A person must not handle, offer for transport or transport dangerous goods in a standardized means of containment unless the standardized means of containment is in standard.

(3) A person must not handle, offer for transport or transport dangerous goods in a means of containment that is required or permitted by this Part unless the means of containment is designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods that could endanger public safety.

5.4 Loading and Securing

A person must load and secure dangerous goods in a means of containment and must load and secure the means of containment on a means of transport in such a way as to prevent, under normal conditions of transport, damage to the means of containment or to the means of transport that could lead to an accidental release of the dangerous goods.

6.1 Training Certificate Requirements

(1) A person who handles, offers for transport or transports dangerous goods must

(a) be adequately trained and hold a training certificate in accordance with this Part;
or

(b) perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate in accordance with this Part.

(2) An employer must not direct or allow an employee to handle, offer for transport or transport dangerous goods unless the employee

(a) is adequately trained and holds a training certificate in accordance with this Part;
or

(b) performs those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate in accordance with this Part.

8.1 Immediate Reporting

(1) In the event of an accidental release of dangerous goods from a means of containment, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release to the persons listed in subsection (5) if the accidental release consists of a quantity of dangerous goods or an emission of radiation that is greater than the quantity or emission level set out in the following table:

Table

Class	Quantity	Emission Level
1	Any quantity that could pose a danger to public safety or 50 kg	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	200 L	
4	25 kg	
5.1	50 kg or 50 L	
5.2	1 kg or 1 L	
6.1	5 kg or 5 L	
6.2	Any quantity that could pose a danger to public safety or 1 kg or 1 L	
7	Any quantity that could pose a danger to public safety	An emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
8	5 kg or 5 L	
9	25 kg or 25 L	

(2) For air transport, a person who has possession of dangerous goods at the time a "dangerous goods accident" or a "dangerous goods incident", as defined in the ICAO Technical Instructions, occurs on board an aircraft, in an aerodrome or at an air cargo facility must immediately report it to the persons listed in subsection (5).

(3) In the event of an imminent accidental release of dangerous goods, a person who has possession of the dangerous goods at the time of the imminent accidental release must immediately report it to the persons listed in subsection (5). An immediate report of an imminent accidental release is considered to be an immediate report for any subsequent accidental release.

(4) While each person who has possession of the dangerous goods at the time of an accidental release, a "dangerous goods accident" or a "dangerous goods incident" must make an immediate report, if one person makes the immediate report, the other persons are not required to make additional immediate reports.

- (5) A person referred to in subsection (1) , (2) or (3) must make an immediate report to
- (a) the appropriate provincial authority listed in the table following this subsection;
 - (b) the person's employer;
 - (c) the consignor of the dangerous goods;
 - (d) for a road vehicle, the owner, lessee or charterer of the road vehicle;
 - (e) for a railway vehicle, CANUTEC at 613-996-6666;
 - (f) for a ship, CANUTEC at 613-996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
 - (g) for an aircraft, an aerodrome or an air cargo facility, CANUTEC at 613-996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
 - (h) for Class 6.2, Infectious Substances, CANUTEC at 613-996-6666; and
 - (i) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at 613-996-6666.

Table

Immediate Reporting

Provincial Authority

When a report is made directly to the local police, it is expected that they will inform the local fire department.

Province	Authority
Alberta	the local police and the appropriate provincial authority at 1-800-272-9600
British Columbia	the local police and the Provincial Emergency Program at 1-800-663-3456.
Manitoba	the Department of Conservation at 204-945-4888 and either the local police or the fire department
New Brunswick	the local police or 1-800-565-1633
Newfoundland	the local police and the Canadian Coast Guard at 709-772-2083;
Northwest Territories	the appropriate authorities at 867-920-8130
Nova Scotia	the local police or 1-800-565-1633 or 902-426-6030
Nunavut Territory	the local police and the Nunavut Emergency Services at 1-800-693-1666
Ontario	the local police
Prince Edward Island	the local police or 1-800-565-1633
Quebec	the local police
Saskatchewan	the local police or 1-800-667-7525
Yukon Territory	the appropriate authorities at 867-667-7244

Aggressive Energy Inc. has adopted this Hazardous Substances (WHMIS) policy for the health and safety of its workers in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations - Sections: 10.3, 10.14 (1) (2), 10.16, 10.19, 10.23, 10.32 (1), 10.34, 10.35 (1), 10.41, 10.43,

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Hazardous Substances (WHMIS) procedures at the work site. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Records of Hazardous Substances

It is the determination of *Aggressive Energy Inc.* to maintain an inventory of hazardous substances in the workplace by using the Hazardous chemicals inventory sheet.

Controlled Products:

Aggressive Energy Inc. ensures that controlled products that are used, stored, handled or manufactured at any work site will be done in accordance with WHMIS.

When the controlled product is a hazardous waste generated at the work site, *Aggressive Energy Inc.* will ensure that it is stored and handled safely using a combination of:

- Any means of identification, e.g.
 - Placards,
 - Coded labels, or work site labels
- Instructions to the workers on the safe handling of the hazardous waste

Training

It is the determination of *Aggressive Energy Inc.* that employee who works with or in proximity to a controlled product shall be given documented WHMIS training, which shall be kept in their employee file. *Aggressive Energy Inc.* shall ensure that employees who work with or in proximity to controlled product are informed of all hazard information received from a supplier concerning the controlled product as well as any further hazard information concerning the controlled product of which the employer is aware or ought to be aware.

Where a controlled product is produced at a place of employment, *Aggressive Energy Inc.* is determined to ensure that all employees who work with or in proximity of controlled products are informed of all hazard information of which this company is aware or ought to be aware concerning the controlled product.

Aggressive Energy Inc. ensures that all employees who work with or in proximity to a controlled product are instructed and trained in:

- the content required on a supplier label and workplace label and the purpose and significance of the information contained on the labels;

- the content required on a material safety data sheet and the purpose and significance of the information contained on the material safety data sheet;
- procedures for the safe use, storage, handling and disposal of a controlled product;
- specific information needed for the safe use, storage, handling and disposal of a controlled product contained or transferred in
 - a pipe,
 - a piping system including valves,
 - a process vessel,
 - a reaction vessel, or
 - a tank car, tank truck, ore car, conveyor belt or similar conveyance;
- procedures to be followed where fugitive emissions are present; and
- procedures to be followed in case of an emergency involving a controlled product.

Substitution of Substances

It is a requirement of *Aggressive Energy Inc.* that a hazardous substance must not be used in the workplace when a substitute that is not hazardous can be.

The same rule applies when a equivalent substance that is less hazardous can be used it must be used instead of the more hazardous substance.

Control of Hazards

It is the determination of *Aggressive Energy Inc.* to ensure that employees are kept free from exposure to a concentration of:

- an airborne chemical agent in excess of the value adopted for that chemical agent,
- airborne grain dust in excess of 10 mg/m³; or
- airborne chrysotile asbestos in excess of one fibre per cubic centimetre.

Warnings

It is the determination of *Aggressive Energy Inc.* to provide automated warning and detection systems where the exposure to a hazardous substance requires it.

Supplier Material Safety Data Sheets

It is a requirement of *Aggressive Energy Inc.* that any controlled product that is received at the workplace must obtain a supplier material safety data sheet in respect of the controlled product.

It is the determination of *Aggressive Energy Inc.* that if the supplier material safety data sheet obtained is three years old, if possible, *Aggressive Energy Inc.* will obtain from the supplier an up-to-date supplier material safety data sheet in respect of any of that controlled product at the workplace at that time.

Aggressive Energy Inc. will prepare an MSDS where a controlled product is produced, or manufactured by *Aggressive Energy Inc.*.

The MSDS will disclose the information required pursuant to the *Controlled Product Regulations*.

Aggressive Energy Inc. ensures that all available MSDSs will be updated to the current information every three years. Material Safety Data Sheets that change will be replaced immediately.

All updated MSDSs will be obtained from the supplier if possible.

Availability of Material Safety Data Sheets

It is the determination of *Aggressive Energy Inc.* to ensure that a copy of a material safety data sheet will be readily available in English and French:

- to employees who may be exposed to the controlled product, and
- to the joint health and safety committee, if any, or to a health and safety representative, if any.

Labelling:

It is the determination of *Aggressive Energy Inc.* to ensure that a controlled product, or its container at a work site, has a supplier label or a work site label on it. The label on the controlled product from a supplier will not be removed, modified or altered. When the supplier label is illegible, or is removed, the label will be immediately replaced with another supplier label or a work site label.

The work site label must:

- identify the product,
- inform of the hazards,
- indicate where in the work place the MSDS is available.

Decanted Products

It is a requirement of *Aggressive Energy Inc.* that if a controlled product is decanted into a container other than the supplier's container from which it was received it must be applied with a workplace label.

Supplier Material Safety Data Sheets

Where a controlled product is received in the workplace, *Aggressive Energy Inc.* will, without delay, obtain from the supplier of the controlled product a supplier material safety data sheet in respect of the controlled product, unless *Aggressive Energy Inc.* is in possession of a supplier material safety data sheet that:

- a. is for a controlled product that has the same product identifier;
- b. discloses information that is current at the time that the controlled product is received; and
- c. was prepared and dated not more than three years before the date that the controlled product is received.

Availability of Material Safety Data Sheets

Aggressive Energy Inc. ensures that MSDS Sheets will be readily available to employees.

It is the determination of *Aggressive Energy Inc.* to keep readily available for examination by employees and by the work place committee or the health and safety representative in any work place in which an employee may handle or be exposed to a controlled product, a copy in English and in French of the supplier material safety data sheet.

Labels

Supplier labels must be affixed to the original containers of controlled products.

Each controlled product in a work place and each container in which the controlled product is contained in a work place shall, if the controlled product or the container is received from a supplier, have applied to it a supplier label.

Where *Aggressive Energy Inc.* places a controlled product in a container other than the container in which it was received from the supplier, *Aggressive Energy Inc.* will apply to the container a work place label.

Replacing Labels

Workplace labels must be affixed to controlled products that have been transferred from the original container into another container.

Where, in a work place, a label applied to a controlled product or a container of a controlled product becomes illegible or is removed from the controlled product or the container, *Aggressive Energy Inc.* shall replace the label with a work place label that discloses the following information in respect of the controlled product:

- a. the product identifier;
- b. the hazard information; and
- c. a statement indicating that a material safety data sheet is available in the work place.

Hazardous Waste

Where a controlled product in a work place is hazardous waste, *Aggressive Energy Inc.* will disclose the generic name and hazard information in respect of the controlled product by:

- a. applying a label to the hazardous waste or its container; or
- b. posting a sign in a conspicuous place near the hazardous waste or its container.

Canada OH&S Regulations

10.3 Every employer shall keep and maintain a record of all hazardous substances that, in the work place, are used, produced, handled, or stored for use in the work place, and may either keep and maintain such a record in the work place or keep and maintain a centralized record in respect of several work places, in one work place.

10.14 (1) Every employer shall, in consultation with the work place committee or the health and safety representative, develop and implement an employee education program with respect to hazard prevention and control at the work place.

(2) The employee education program referred to in subsection (1) shall include

(a) the instruction of each employee who is likely to handle or be exposed to a hazardous substance with respect to

(i) the product identifier of the hazardous substance,

(ii) all hazard information disclosed by the supplier or by the employer on a material safety data sheet or label,

(iii) all hazard information of which the employer is aware or ought reasonably to be aware,

(iv) the observations referred to in subparagraph

10.5(a)(i),

(v) the information disclosed on a material safety data sheet referred to in section 10.28 and the purpose and significance of that information, and

(vi) in respect of controlled products in the work place, the information required to be disclosed on a material safety data sheet and on a label under Division III and the purpose and significance of that information;

10.16 (1) No person shall use a hazardous substance in a work place where it is reasonably practicable to substitute a substance for it that is not a hazardous substance.

(2) Where a hazardous substance is to be used for any purpose in a work place and an equivalent substance that is less hazardous is available to be used for that purpose, the equivalent substance shall be substituted for the hazardous substance where reasonably practicable.

10.19 (1) An employee shall be kept free from exposure to a concentration of

(a) an airborne chemical agent, other than grain dust or airborne chrysotile asbestos, 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, as amended from time to time;

(b) airborne grain dust in excess of 10 mg/m³; or

(c) airborne chrysotile asbestos in excess of one fibre per cubic centimetre.

10.23 Where reasonably practicable, the employer shall provide automated warning and detection systems where the seriousness of any exposure to a hazardous substance so requires.

10.32 (1) Where a controlled product, other than a controlled product referred to in paragraph 10.31(1)(c), is received in the work place by an employer, the employer shall, without delay, obtain from the supplier of the controlled product a supplier material safety data sheet in respect of the controlled product, unless the employer is in possession of a supplier material safety data sheet that

(a) is for a controlled product that has the same product identifier;

(b) discloses information that is current at the time that the controlled product is received; and

(c) was prepared and dated not more than three years before the date that the controlled product is received.

10.34 (1) Subject to subsection (2), every employer, other than an employer referred to in subsection

10.32(4), shall keep readily available for examination by employees and by the work place committee or the health and safety representative in any work place in which an employee may handle or be exposed to a controlled product, a copy in English and in French of

(a) in the case of an employer who is an employer referred to in subsection 10.33(1) or (2), the work place material safety data sheet; and

(b) in any other case, the supplier material safety data sheet

10.35 (1) Subject to sections 10.37 to 10.39, each controlled product, other than a controlled product referred to in paragraph 10.31(1)(c), in a work place and each container in which the controlled product is contained in a work place shall, if the controlled product or the container is received from a supplier,

(a) in the case where the controlled product is in a bulk shipment, be accompanied by a supplier label;

(b) in the case where the employer has undertaken in writing to apply a label to the inner container of the controlled product, have applied to it a supplier label, as soon as possible after the controlled product is received from the supplier; and

(c) in any other case, have applied to it a supplier label.

10.41 Where, in a work place, a label applied to a controlled product or a container of a controlled product becomes illegible or is removed from the controlled product or the container, the employer shall replace the label with a work place label that discloses the following information in respect of the controlled product:

(a) the product identifier;

(b) the hazard information; and

(c) a statement indicating that a material safety data sheet is available in the work place.

10.43 Where a controlled product in a work place is hazardous waste, the employer shall disclose the generic name and hazard information in respect of the controlled product by

(a) applying a label to the hazardous waste or its container; or

(b) posting a sign in a conspicuous place near the hazardous waste or its container.

Aggressive Energy Inc. has adopted this violence policy for the general safety of its workers in accordance with the following Canada OH&S Regulations:

Canada OH&S Regulations – Sections: 20.3, 20.5 (1), 20.6 (1), 20.9 (1,2,3,4,5,6), 20.10 (1) (2) (3)

Policy Statement

Aggressive Energy Inc. has implemented this policy and procedures to inform workers of the written Violence Procedures in the workplace. This ensures the health and safety of workers in the workplace.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Workplace Violence:

The potential for workplace violence is a hazard, and is a part of the Hazard Assessment, Elimination, and Control procedures **Aggressive Energy Inc.** follows. Workers will be instructed and trained in the following policy and procedures:

- How to recognize workplace violence
- Workplace arrangements that effectively minimize or eliminate workplace violence
- The appropriate response to workplace violence, including how to obtain assistance, and
- The procedures for reporting, investigating and documenting incidents of workplace violence

Aggressive Energy Inc. will ensure victim(s) and other exposed workers are informed of their rights and options. The victim(s) will be advised to consult a health care professional of the worker's choice for treatment, or referred to a health care professional. This is completed when a worker reports an injury or adverse symptom resulting from workplace violence, or is exposed to workplace violence.

Note: A copy of the violence prevention policy shall be posted in a conspicuous place at the workplace.

Risk Identification, Assessment and Training

It is the determination of **Aggressive Energy Inc.** to ensure that the risk of violence in the workplace are identified and assessed in consultation with the:

- Committee;
- Representative; or
- Workers (when there is no committee or representative).

When a risk of violence in the workplace is identified, **Aggressive Energy Inc.** will:

- Inform workers about the risk of violence in the workplace,
- Develop and implement a violence prevention policy in consultation with the same persons that conducted the assessment of the risk of violence,
- Train workers in the violence prevention policy; and
- Ensure that workers comply with the violence prevention policy.

Conducting a Risk Assessment

When assessing the potential for workplace violence **Aggressive Energy Inc.** takes into account:

- b) The nature of the work activities
- c) Working conditions
- d) Design of work activities and environment
- e) Frequency of situations that present a risk of workplace violence
- f) Severity of adverse conditions
- g) Observations of the policy committee, workplace committee, health and safety representative, or employees
- h) Current workplace violence preventative measure

Training

Aggressive Energy Inc. provides information and training on the factors that contribute to workplace violence that are appropriate to the risk of the employee's risk of workplace violence. This training will be available: (a) before assigning a new activity identified as having a risk of workplace violence; (b) when new information on workplace violence is available; (c) at least every three years.

Training shall include: (a) the nature and extent of workplace violence and how employees may be exposed to it; (b) the communication system established by the employer to inform employees; (c) what constitutes workplace violence and identifying contributing factors; (d) prevention measures; (e) **Aggressive Energy Inc.** procedures for reporting on workplace violence and the risk of workplace violence.

Improper Activity or Behaviour is the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury, and horseplay, practical jokes, unnecessary running or jumping or similar conduct.

Worker includes a worker, supervisor or any other representative of the employer.

Prohibition

Aggressive Energy Inc. strictly prohibits any acts by one worker towards another worker which includes but is not limited to the following:

- Physical force that could cause injury
- Threatening statements or behaviour
- Any acts of violence
- Teasing or name calling

Aggressive Energy Inc. workers shall not engage in any improper activity or behaviour during working hours that could constitute a hazard to themselves or to any other worker. Types of improper activity or behaviour that might create or constitute a hazard include but are not limited to:

- Horseplay,
- Practical jokes
- Unnecessary running or jumping other similar conduct

Reporting and Investigating Workplace Violence Incidents

Any workplace violence must be reported your immediate supervisor, foreman, or crew leader immediately.

Work place violence or alleged work place violence that is reported or identified will be resolved by the employer with the employee as soon as possible.

If the matter is unresolved, a designated competent person will investigate the workplace violence and provide that employee with any pertinent information whose disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent.

The designated competent person at the completion of the investigation must provide to **Aggressive Energy Inc.** a written report with conclusions and recommendations.

Upon completion of the investigation:

- a record will be kept of the report;
- a copy of the report will be provided to the safety committee without disclosing the identity of persons involved unless they consent; and
- controls must be implemented to prevent a recurrence of the work place violence.

Procedure of Dealing with Violence in the Workplace Cases

- Workers are encouraged to address alleged incidents of violence internally.
- Any worker who believes he/she has been subjected to violence is encouraged to clearly and firmly make known to the alleged attacker that the violence must stop.
- Where circumstances prevent a worker from taking action, or the action taken is unsuccessful, the worker should report the alleged violence to the following person designated by our Company to receive complaints of violence:

Name: _____ **Phone #:** _____

- Where the worker has reported the alleged incident of violence to the person designated above, that person shall immediately bring the complaint to the attention of senior management.
- **Aggressive Energy Inc.** shall notify the alleged attacker of the complaint, provide the alleged attacker with information concerning the circumstances of the complaint, and undertake a confidential investigation.
- Following the conclusion of the investigation, **Aggressive Energy Inc.** shall inform the worker and the alleged attacker of the results of the investigation.

Resolution, Corrective Action and Confidentiality

- Where violence has been substantiated; **Aggressive Energy Inc.** shall take appropriate corrective action to resolve the complaint.
- Where violence has not been substantiated; no action shall be taken against a worker who has made a complaint in good faith. However, a deliberate false accusation of violence will be met with strong discipline.
- **Aggressive Energy Inc.** shall not disclose the identity of the worker or the circumstances of the complaint except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where law requires such disclosure.

- Nothing in this Violence in the Workplace Policy Statement shall discourage or prevent a worker from referring a violence complaint to the *Occupational Health and Safety Legislation*, initiating a complaint under *The Human Rights Code*, or exercising any other legal rights available under any other law.

How to Terminate a Negative Interaction

It is best to respond to situations before they turn violent.

What follows are some suggestions on how to end a negative interaction:

- Interrupt the conversation firmly, but politely.
- Tell them that you do not like the tone.
- Tell them that you will not accept abuse.
- Tell them that you will end the conversation.
- Ask them to leave.
- If the behaviour persists:
 - End the conversation.
 - Leave or ask them to leave.
 - Inform the appropriate senior staff department.
 - File an incident report.
 - Contact your union.

How to Respond to Violence

When a negative interaction moves into violence, do the following:

- Firmly tell the attacker to stop.
- Report the problem.
- Keep a diary.
- Keep copies of correspondence.
- Use your Employee Assistance Program (EAP).
- DO NOT blame yourself.
- DO NOT retaliate.

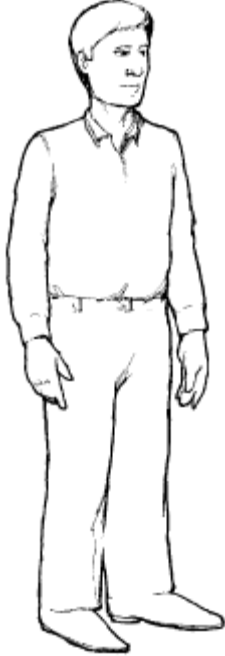

Violence Report Form

1. Identifying information

Name	Job Title
Shift	Department or Section
Location of incident:	
Type of Assault <input type="checkbox"/> Verbal <input type="checkbox"/> Threatened <input type="checkbox"/> Struck <input type="checkbox"/> Bitten <input type="checkbox"/> Pushed <input type="checkbox"/> Kicked <input type="checkbox"/> Scratched <input type="checkbox"/> Other (please specify)	
Medical attention or First Aid obtained? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	Advised of right to consult doctor? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Investigation conducted? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	Insurance forms completed? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Reported to Supervisor? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	Police called? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Action taken:	

2. Assailant			
Description			
Age	Complexion	Height	Weight
Name (if known)			
3. Incident and Injury Information			
Date of incident		Time	
		a.m. / p.m.	
4. Other Information			
Was the assailant involved in any previous violent incidents with staff.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there any measures in place to prevent a similar incident?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide any other information you think is significant.			

Suspect and Vehicle Identification Sheet

General Appearance																	
<p>Sex Age Height Weight Race Hair Eyes Complexion Scars/Identifying Marks</p> <p>Tattoos</p> <p>Clothing: Jewellery Hat Coat Shirt/Blouse Pants/Skirt Shoes/Boots Tie</p> <p>Facial Appearance Skin or Hair colour Hair texture Ear size and shape Cheeks (full or sunken) Shape of Nose Neck/Adam's apple Wrinkles Shape of brow Size and shape of eyes Mouth and Lips Moustache or Beard</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>  </div> <div style="width: 45%; text-align: center;"> <p>Vehicle</p>  </div> </div> <div style="margin-top: 10px;"> <p>Write below specific details that you definitely remember.</p> <hr/> <p>What did the suspect say?</p> <hr/> <p>Describe any weapon or tool seen.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">Colour</td> <td style="width: 25%;">Make</td> <td style="width: 25%;">Model</td> <td style="width: 25%;">Licence number</td> </tr> <tr> <td colspan="2">Body Style</td> <td colspan="2">Damage or Rust</td> </tr> <tr> <td>Antenna</td> <td>Bumper Sticker</td> <td colspan="2">Wheel Covers</td> </tr> <tr> <td colspan="4">Direction of Travel</td> </tr> </table>	Colour	Make	Model	Licence number	Body Style		Damage or Rust		Antenna	Bumper Sticker	Wheel Covers		Direction of Travel			
Colour	Make	Model	Licence number														
Body Style		Damage or Rust															
Antenna	Bumper Sticker	Wheel Covers															
Direction of Travel																	

Canada OH&S Regulations:

20.3 The employer shall develop and post at a place accessible to all employees a work place violence prevention policy setting out, among other things, the following obligations of the employer:

- (a) to provide a safe, healthy and violence-free work place;
- (b) to dedicate sufficient attention, resources and time to address factors that contribute to work place violence including, but not limited to, bullying, teasing, and abusive and other aggressive behaviour and to prevent and protect against it;
- (c) to communicate to its employees information in its possession about factors contributing to work place violence; and
- (d) to assist employees who have been exposed to work place violence.

20.5 (1) The employer shall assess the potential for work place violence, using the factors identified under section 20.4, by taking into account, at a minimum, the following:

- (a) the nature of the work activities;
- (b) the working conditions;
- (c) the design of the work activities and surrounding environment;
- (d) the frequency of situations that present a risk of work place violence;
- (e) the severity of the adverse consequences to the employee exposed to a risk of work place violence;
- (f) the observations and recommendations of the policy committee or, if there is no policy committee, the work place committee or the health and safety representative, and of the employees; and
- (g) the measures that are already in place to prevent and protect against work place violence.

20.6 (1) Once an assessment of the potential for work place violence has been carried out under section

20.5, the employer shall develop and implement systematic controls to eliminate or minimize work place violence or a risk of work place violence to the extent reasonably practicable.

20.9 (1) In this section, "competent person" means a person who

- (a) is impartial and is seen by the parties to be impartial;
- (b) has knowledge, training and experience in issues relating to work place violence; and
- (c) has knowledge of relevant legislation.

(2) If an employer becomes aware of work place violence or alleged work place violence, the employer shall try to resolve the matter with the employee as soon as possible.

(3) If the matter is unresolved, the employer shall appoint a competent person to investigate the work place violence and provide that person with any relevant information whose disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent.

(4) The competent person shall investigate the work place violence and at the completion of the investigation provide to the employer a written report with conclusions and recommendations.

(5) The employer shall, on completion of the investigation into the work place violence,

- (a) keep a record of the report from the competent person;
- (b) provide the work place committee or the health and safety representative, as the case may be, with the report of the competent person, providing information whose disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent; and
- (c) adapt or implement, as the case may be, controls referred to in subsection 20.6(1) to prevent a recurrence of the work place violence.

(6) Subsections (3) to (5) do not apply if

- (a) the work place violence was caused by a person other than an employee;

Company Policy for Cell Phones & Mobile Devices

Policy Statement:

Aggressive Energy Inc. has adopted this policy to inform employees of the Cell Phone Policy. This ensures the safety and health of the employees.

Trudy Cote is responsible for ensuring that the following policy is enforced.

Cell phones are not permitted on worksite locations while work is being performed, pumping fluids, etc.

The use of any handheld communication device (including cell phones, Blackberries, Walkie Talkies, etc.) is prohibited while operating company vehicles and/or equipment or while driving on company business, unless using a "hands free" device. One-touch dialing, phone activation or pick-up of "hands free" devices is allowed. Both hands must be free to operate the vehicle, not the communication device.

No driver should look up a number or take notes while the vehicle is in motion. Drivers should always keep eyes on the road at all times.

Even in "hands free" mode, a communication device should not be used on slick or wet pavement or in other adverse or stressful driving conditions. Stressful or difficult topics which may distract the driver should be avoided while driving.

Phone conversations should be kept to a minimum number and length while driving. Even though limited "hands free" use while driving is permitted, drivers are, nonetheless, encouraged to pull over and park in a safe location which does not create a traffic hazard.

If a governmental jurisdiction has more strict laws than our company, then the stricter ones apply and are incorporated into this Policy.

1. Purpose

This Drug and Alcohol policy has been adopted by **Aggressive Energy Inc.** to provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees and to ensure that all employees are treated fairly and with respect.

2. The Drug and Alcohol Policy is important

The use of drugs and alcohol adversely affects the ability of a person to work in a safe manner. Employees at construction workplaces are often working independently or with equipment or material in an environment that poses a threat to the safety of themselves, the workforce, the workplace and the property at the workplace, if handled without proper care and attention. In setting the requirements in the Work Rule it is acknowledged that assessments of risks relating to work activities, equipment and processes may lead to a workplace adopting more rigorous requirements in relation to the risks faced in particular work. This policy will remind employees of the risks associated with the use of alcohol and other drugs and provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

By pursuing the purposes of this drug and alcohol policy, the company promotes the safety and dignity of its employees, the welfare of its employees and their families, the best interests of the bargaining agent or labour provider to which employees belong, and the best interests of the company, the owner, the construction industry and the public.

There are no other reasonable alternatives available to the company that impose a smaller burden on any rights an employee may have under Alberta's Human Rights, Citizenship and Multiculturalism Act and at the same time are equally as effective in promoting the purposes of this drug and alcohol policy.

3. Drug and Alcohol Work Rule

Employees of **Aggressive Energy Inc.** shall not use, possess, or offer for sale drugs, alcohol, or any product or device that may be used to attempt to tamper with any sample for a drug and alcohol test while on company property or at a company work place, report to work or work:

- (i) with an alcohol level equal to or in excess of 0.040 grams per 210 litres of breath
- (ii) with a drug level for the drugs set out below equal to or in excess of the concentrations set out on the table below:

Effective October 1, 2010 urine drug concentration limits:

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 (THC)	50	15
Cocaine metabolites - Cocaine or Benzoylecgonine	300	150
Opiates - Codeine - Morphine	2000	2000 2000
Phencyclidine	25	25
Amphetamines/Methamphetamine - Amphetamine - Methamphetamines	1000	500 500
MDMA - MDMA - MDA - MDEA	1000	500 500 500

- (iii) Or while unfit for work on the use of a prescription or non-prescription drug, refuse to:
- Comply with a request made by a representative of the company, or
 - Comply with a request to submit to a drug and alcohol test, or
 - Provide a sample for a drug and alcohol test, or tamper with a sample for a drug and alcohol test.

An employee complies with the Drug and Alcohol work rule if he or she is in possession while at a company workplace of a prescription drug prescribed for him or her or a non-prescription drug and

- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug, and
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties, and
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

The supervisor or manager who has received a notification of prescription or non-prescription drug being taken correctly may not disclose any information provided to any person other than a person who needs to know, to discharge a statutory or common-law obligation.

4. Implementation of the Drug and Alcohol Work Rule

A. Education

Aggressive Energy Inc. is committed to informing employees of the existence of this drug and alcohol policy and to taking such other steps as are reasonable to inform its employees of the safety risks associated with the use of drugs and/or alcohol and the assistance available under the employee assistance services program.

The likelihood that an employee will comply with the drug and alcohol work rule is increased if he or she knows the safety risks associated with the use of drugs and alcohol and the assistance available under the employee assistance services program.

B. Self-Help

This policy encourages employees who believe that they may require the help provided by substance abuse experts (SAEs) and employee assistance services programs (EAPs) to voluntarily request that help. An employee requesting help will not be disciplined unless he or she:

- a. Has failed to comply with the drug and alcohol work rule
- b. Has been requested to confirm compliance with the Drug and Alcohol work rule under part C,
- c. Has been requested to submit to a drug and alcohol test under parts D, F or G, or
- d. Has been involved in an incident referred to under incidents and near misses, referred to in E.

An employee who believes that he or she may be unable to comply with the Drug and Alcohol work rule should seek help by:

- a. Contacting a person responsible for the administration of the employee assistance services program,
- b. Informing a family member or friend and asking for assistance in contacting a person responsible for the administration of the employee assistance services program, or
- c. Informing a co-worker, a supervisor, or a representative of the company, the bargaining agent, or labour provider to which the employee may belong of his or her wish to contact a person responsible for the administration of the employee assistance services program.

In responding to an employee's request for help, a foreman, supervisor, or manager must:

- a. Inform the employee of the assistance available under the employee assistance services program,
- b. Encourage the employee to utilize the employee assistance services program which may assist the employee, and
- c. Inform the employee that if he or she fails to utilize the employee assistance services program the company may insist that the employee submit to any or all of the following:
 - (i) A medical assessment conducted by a physician
 - (ii) Drug and Alcohol testing
 - (iii) an assessment conducted by a substance abuse expert, and that his or her failure to do so may result in the termination of his or her employment.

An employee who receives assistance from the employee assistance services program on account of his or her use of Drug and Alcohols must comply with the terms and conditions of any program established to help the employee as a condition of his or her continued employment.

An employee who is at work and enrolled in the employee assistance services program must comply with the drug and alcohol work rule.

C. Possession of Drug and Alcohols

A representative of the company or the owner who has reasonable grounds to believe an employee may not be in compliance of the drug and alcohol work rule must request

- a. that the employee to confirm he or she is in compliance with the drug and alcohol work rule, or
- b. the assistance of appropriate authorities to confirm that employee's compliance with the drug and alcohol work rule.

A representative of the company or the owner must provide to the employee the reason for the request.

D. Observation of Employee Conduct

A supervisor or manager of an employee must request an employee to submit to an Drug and Alcohol test under part H if the supervisor or manager and the next level of management present at the company workplace, if any, have reasonable grounds to believe that an employee is or may be unable to work in a safe manner because of the use of drugs and alcohol. A supervisor or manager of an employee must provide to the employee the reason for the request.

E. Incidents and Near Misses

A supervisor or manager of an employee must request an employee to submit to an Drug and Alcohol test under part H if the supervisor or manager and the next level of management present at the company workplace, if any, have reasonable grounds to believe that an employee was involved in an incident or near miss. A supervisor or manager must provide to the employee the reason for the request. A supervisor or manager must make a request immediately following an incident or near miss unless it is not practicable or reasonable to do so until a later time.

A supervisor or manager of an employee need not request the employee to submit to a drug and alcohol test if the supervisor or manager and the next level of management present at the company workplace, if any, conclude that there is objective evidence to believe that the use of Drug and Alcohols did not contribute to the cause of the incident or near miss.

F. Random Testing

At work sites where the employer has confirmed in writing that each employee is covered by an employee assistance services program, the employer may implement a lawful computer-generated random Drug and Alcohol testing program in accordance with the procedures set out in the United States Department of Transportation Workplace Drug and Alcohol Testing Programs in force as of the date of this publication. In the event a lawful random Drug and Alcohol testing program is to be adopted by an employer, a written notice shall be delivered to each employee and a written notice shall be provided to any bargaining agent of affected employees of the implementation of random Drug and Alcohol testing at least 30 days prior to implementation of that program at the worksite.

Where an owner directly or by contract requires random Drug and Alcohol testing, such a random drug testing program must be applicable to all companies and employees at the work site.

Where an employer, in accordance with the Guidance Document for the Occupational Health and Safety Pilot Project: Reducing Safety Risks Related to the use of Alcohol and Other Drugs requires random Drug and Alcohol testing, such a random testing program must adhere to all of the terms for the approved application for participation in the Pilot Project.

G. Site Access Testing

When an owner directly or by contract requires site access testing, an employer may require drug and alcohol testing under part H of any employee as a condition of access to the owner's property.

H. Drug and Alcohol Testing

Aggressive Energy Inc. agrees to retain a laboratory, as defined in this policy, to conduct urine drug testing under part H in accordance with those parts of the United States Department of Transportation Workplace Drug and Alcohol Testing Programs in force as of the date of this publication, which relate to testing procedures in laboratories. Additionally, the company agrees to have alcohol testing under part H conducted by personnel in accordance with the above standards and procedures as they relate to alcohol testing.

The company agrees to retain a laboratory, as defined in this policy, to conduct oral fluid testing under part H. Oral fluid testing may be permitted for incident and near miss (post incident), observation of employee conduct (reasonable cause), and random testing. Oral fluid testing is not permitted for site access or any testing that is included in conditions established pursuant to 5 (B) or 5D.

A summary of the features of the drug and alcohol tests is set out in Appendix A of this drug and alcohol policy.

By continuing his or her employment with the company the employee accepts the terms of this drug and alcohol policy and authorizes the laboratory to provide the test results to the company or any person with legal authority to require the disclosure of the test results. Further, the employee authorizes the medical review officer to provide the test results to a substance abuse expert to whom the employee has been referred under the provisions of this policy.

I. Drug and Alcohol Testing Results

Drug and alcohol test results can be negative, positive, tampered and invalid or inconclusive. A negative test result means the employee is in compliance, a positive test result means non-compliance, a tampered test result means non-compliance, and an invalid or inconclusive test result cannot be relied upon to determine compliance or non-compliance. All test results will be provided in a confidential written report from the medical review officer to the designated company representative.

A report from the medical review officer to the designated company representative that the employee's sample produced a negative test result means that the employee complied with the drug and alcohol work rule. The designated company representative must notify the employee of the negative test result and that no other steps under this Drug and Alcohol policy will be taken. It may be appropriate to pursue procedures under other policies or take other steps, including a medical assessment, in order to assist the employee to perform at a satisfactory level.

A confidential written report from the medical review officer to the designated company representative that the employee's sample produced a positive test result means that the employee failed to comply with the drug and alcohol work rule, unless the medical review officer has determined that there is a legitimate medical explanation for the positive test result whereby a fitness-for-work assessment should be conducted and there may have been a failure to comply.

A confidential written report from the medical review officer to the designated company representative that the employee's sample has been tampered with means that the employee failed to comply with the drug and alcohol work rule.

A confidential written report from the medical review officer to the designated company representative that the employee's sample is invalid or inconclusive means that the test cannot be relied upon for the purposes of this work rule. Where a person is referred to testing required by the bargaining agent or labour provider of that person, a confidential written report from the medical review officer shall be issued to the designated representative of the bargaining agent or labour provider.

In order to preserve the confidentiality of test results, the designated company representative and any person to whom disclosure is permitted under this drug and alcohol policy must not disclose the test results to any person other than a person who needs to know the test results to discharge an obligation under this drug and alcohol policy.

J. Assistance of a Representative

A representative of a bargaining agent or labour provider of which an employee is a member and with whom the employer has a bargaining relationship may assist the employee with any matter arising under this Drug and Alcohol policy if the employee wishes to have the assistance of a representative.

A representative of a bargaining agent or labour provider of which an employee is a member and with whom the employer has a bargaining relationship, may attend any meeting or discussion which takes place under this Drug and Alcohol policy if the employee wishes the representative to attend and the attendance of the representative does not unduly delay the time at which the meeting or discussion takes place.

5. Consequences for Failure to Comply with the Drug and Alcohol Work Rule

A. Company responses to violations

The company may discipline, or terminate for cause, the employment of an employee who fails to comply with the Drug and Alcohol work rule. The appropriate consequence depends on the facts of the case, including the nature of violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

B. Violation of the Drug and Alcohol Work Rule

Prior to the company making a final decision with regard to disciplining or terminating the employment of an employee, who has failed to comply with the drug and alcohol work rule, the company shall direct the employee to and the employee shall meet with a substance abuse expert. The substance abuse expert shall make an initial assessment of the employee and make appropriate recommendations. The assessment by the substance abuse expert shall be applied utilizing the processes and approaches set out in appendix B. The employee shall, through the substance abuse expert, provide to the company a confidential report of his or her initial assessment and recommendations. The company then shall make the final decision under 5A. The initial assessment is to be completed as soon as possible, and the report shall be delivered to the company within two days of completion. Failure by the employee to attend the assessment or follow the course of corrective or rehabilitation action shall be cause for termination of the employee. During the period of assessment and corrective rehabilitative programs recommended by the substance abuse expert the employee shall be deemed to be suspended from his or her employment without pay.

In addition to disciplining or terminating for cause the employment of an employee who fails to comply with the drug and alcohol work rule, the company may give written notice to that person that the person will not be re-employed again by the company unless the person provides the company with the following:

- a. a certificate issued
 - (i) by the rehabilitation program service provider certifying that the person who was terminated has successfully completed its rehabilitation program and continues to comply with all the requirements of the rehabilitation program, or
 - (ii) by a licensed physician with knowledge of substance abuse disorders certifying that the person who was terminated is able to safely perform the duties he or she will be required to perform if employed by the company, and
- b. a statement signed by the person and, if represented by a bargaining agent or labourer provider, by the bargaining agent or labour provider acknowledging that the person agrees to any conditions imposed as part of a corrective rehabilitative program and such other reasonable conditions set by the employer. The employer may terminate the employment of the employee who fails to comply with the conditions set out in such statement.

C. Violation of 3A of the drug and alcohol work rule.

If a company decides to discipline or terminate for cause the employment who fails to comply with the Drug and Alcohol work rule, the company shall refer such employee to a substance abuse expert and shall notify the bargaining agent or labour provider, if the employee has one, of such referral.

D. Owner responses to violations

The owner of a site where a person was working when he or she failed to comply with the drug and alcohol work rule may give the person who failed to comply with the drug and alcohol work rule written notice that he or she shall not enter the owner's site.

The owner of a site where a person was working when he or she failed to comply with the drug and alcohol work rule may give that person who has been denied permission to enter its site written notice that the person may enter the owner's site if

- a. a company engaged in work at the owner's site, or
- b. the bargaining agent or labour provider of that person, if the person is represented by a bargaining agent or labour provider, or
- c. a company engaged in work at the owner's site and the bargaining agent or labour provider of that person

provides the owner with a written statement by the person who has been denied permission to enter the owner's work site acknowledging that that person agrees to reasonable conditions imposed by the owner or the contractor or the bargaining agent or labour provider or a part of a corrective or rehabilitative program.

The owner may withdraw permission given if the person given permission to enter the owner's work site fails to comply with the drug and alcohol work rule or any condition imposed.

The owner is not obliged to give a person who has been denied permission to enter the owner's site another opportunity to work on the owner's site.

E. Bargaining agent or labour provider responses to violations

A bargaining agent or labour provider shall decline to dispatch a person to a company until that organization has reviewed the initial assessment and until the conditions set out therein for the person have been met.

6. Definitions

In this drug and alcohol policy, the following definitions apply:

- **Alcohol:** Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.
- **Company:** A corporation, partnership, association, joint venture, trust or organizational group of persons whether incorporated or not.
- **Company workplace:** Includes all real or personal property, facilities, land, buildings, equipment, containers, vehicles, vessels, boats and aircraft whether owned, leased, or used by the company and wherever it may be located.
- **Drug and alcohol:** Alcohol or drugs or both.
- **Drug and alcohol test:** A test administered in accordance with section 4 of this Drug and Alcohol policy.
- **Drug and alcohol work rule:** The drug and alcohol work rule set out in section 3, paragraph 1 of this drug and alcohol policy.
- **Drug paraphernalia:** Includes personal property which is associated with the use of any drug, substance, chemical or agent the possession of which is unlawful in Canada.
- **Drugs:** Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed treating physician, any non-prescription medication lawfully sold in Canada and drug paraphernalia.
- **Employee:** Any person engaged in work on a work site where this policy applies.
- **Employee assistance services program:** Services that are designed to help employees who are experiencing personal problems such as drug and alcohol abuse.
- **Employer:** A person who controls and directs the activities of an employee under an express or implied contract of employment.
- **Incident:** An occurrence, circumstance, or condition that caused or had the potential or cause damage to person, property, reputation, security or the environment.
- **Laboratory:** a laboratory providing urine-based drug testing services or oral fluid-based drug testing services must be certified by the United States Department of Health and Human Services under the National Laboratory Certification Program. A laboratory providing oral fluid-based drug testing services must ensure that the oral fluid testing be performed in such a manner that: (1) acceptable forensic practices and quality systems are maintained; (2) specimen validity testing is deployed; (3) regular independent audits occur and (4) proficiency test samples are included.
- **Manager:** Includes team leaders and other persons in authority.
- **Medical Review Officer (MRO):** A licensed physician with knowledge of substance abuse disorders and the ability to evaluate an employee's positive test results who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- **Negative test result:** A report from the medical review officer that the employee who provided a specimen for Drug and Alcohol testing did not have an Drug and Alcohol concentration level equal to or in excess of that set out in section 3.
- **Owner:** the person in legal possession of a site.
- **Positive test result:** A report from the medical review officer that the employee who provided a specimen for Drug and Alcohol testing did have an alcohol or drug concentration level equal to or in excess of that set out in section 3.
- **Reasonable grounds:** Includes information established by the direct observation of employee's conduct or other indicators, such as the physical appearance of the employee, the smell associated with the use of alcohol or drugs on his or her

person or in the vicinity of his or her person, his or her attendance record, circumstances surrounding an incident or near miss and the presence of alcohol, drugs, or drug paraphernalia in the vicinity of the employee of the area where the employee worked.

- **Rehabilitation program:** A program tailored to the needs of an individual which may include education, counselling, and residential care offered to assist a person to comply with the drug and alcohol work rule.
- **Substance Abuse Expert (SAE):** A licensed physician; a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance expert; or a drug and alcohol abuse counsellor. He or she has received training specific to the SAE roles and responsibilities, has knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders, and has an understanding of the safety implications of substance use and abuse.
- **Supervisor:** The person who directs the work of others and may, depending on the nature of the company's structure, include the foreman, general foreman, supervisor, superintendant and team leader.
- **Tamper:** To alter, meddle, interfere or change.
- **Work:** Includes training and any other breaks from work while at a company workplace.
- **Work site:** A place at which a person performs work for an owner or employer.

APPENDIX A – Drug and Alcohol Testing Procedures

The following procedures are a general overview only. For more detailed information, contact your testing provider.

I. Alcohol Testing

General

1. The donor is the person from whom a breath or saliva sample is collected.
2. The donor is directed to go to a collection site in order to give a breath or saliva sample.
3. The breath alcohol technician (BAT) or the screening test technician (STT) as appropriate establishes the identity of the donor. Photo identification is preferable. Positive identification by a company representative who holds a supervisory position is acceptable.
4. The BAT or STT as appropriate, explains the testing position is acceptable.
5. The company must securely store information about alcohol test results to ensure that disclosure to unauthorized persons does not occur.
6. Breath testing and saliva testing devices are used to conduct alcohol screening tests and must be listed on the National Highway Traffic Safety Administrations (NHTSA) confirming products list.

Breath Testing

1. The BAT and the donor complete those parts of the alcohol testing form that are to be completed before the donor provides a breath sample.
2. The BAT opens an individually wrapped or sealed mouthpiece in the presence of the donor and attaches it to the breath testing device in the prescribed manner.
3. The BAT explains to the donor how to provide a breath sample and asks the donor to provide a breath sample.
4. The BAT reads the test result and ensures that the test result is recorded on the alcohol testing form after showing the results to the donor.
5. The BAT completes the part of the alcohol testing form that is to be completed after the donor provides a breath sample and asks the donor to do so as well.
6. If the test result shows an alcohol level that is less than 0.020 grams/210 litres of breath, the BAT informs the donor that there is no need to conduct any further testing and reports the result in a confidential manner to the company's designated representative. While the initial communication need not be in writing, the BAT must subsequently provide a written report of the test result to the company's designated representative.
7. If the test result shows an alcohol level that is equal to or greater than 0.020 grams/210 litres of breath, the BAT informs the donor of the need to conduct a confirmation test.

Saliva Testing

1. The STT and the donor complete those parts of the alcohol testing form that are to be completed before the donor provides a sample.
2. The STT checks the expiration date of the saliva testing device, shows the date to the employee and uses a saliva testing device only if the expiration date has not passed.
3. The STT opens an individually wrapped or a sealed package containing the saliva testing device in the presence of the donor.
4. The STT invites the donor to insert the saliva testing device into the donor's mouth for the time it takes to secure a proper specimen. If the donor does not wish to do this, the collection site person offers to do so.
5. The STT reads the result the saliva testing device produces and records the test result on the alcohol testing form after showing the results to the donor.
6. The STT completes the part of the alcohol testing form that is to be completed after the donor provides a saliva sample and asks the donor to do so as well.

7. If the test result shows an alcohol level that is less than 0.020 grams of alcohol in 100 millilitres of saliva or an equivalent concentration in other units, the STT informs the donor that there is no need to conduct any further testing and reports the result in a confidential manner to the company's designated representative. While the initial communication need not be in writing, the STT must subsequently provide a written report of the test results to the company's designated representative.
8. If the test result shows an alcohol level that is equal to or greater than 0.020 grams of alcohol in 100 millilitres of saliva or an equivalent concentration in other units, the STT informs the donor of the need to conduct a confirmation test.

Confirmation Test

1. If a breath alcohol testing device was used for the screening test, an evidential breath alcohol device must be used to conduct the alcohol confirmation test. If a saliva testing device was used for the screening test, the confirmation test will use an evidential breath alcohol testing device.
2. The BAT advises the donor not to eat, drink, pout anything into his or her mouth or belch before the confirmation test is complete.
3. The confirmation test must start not less than fifteen minutes after the completion of the screening test and not more than thirty minutes after the completion of the screening test.
4. The BAT and the donor complete those parts of the alcohol testing form that are to be completed before the donor provides a breath sample.
5. The BAT opens a new individually wrapped or sealed mouthpiece in the presence of the donor and inserts it into the breath testing device in the prescribed manner.
6. The BAT explains to the donor how to provide a breath sample and asks the donor to provide a breath sample.
7. The BAT reads the test result on the device and shows the donor the result displayed. If the confirmation test result is equal to or in excess of 0.040 grams per 210 litres of breath, the BAT will do an external calibration check (accuracy check) to ensure that the device is in working order. The BAT ensures that the test result is recorded on the alcohol testing form. The BAT verifies the printed results with the donor.
8. The BAT completes the part of the alcohol testing form that is to be completed after the donor provides a breath sample and asks the donor to do so as well.
9. The BAT immediately reports in a confidential manner the test results to the company's designated representative. While the initial communication need not be in writing, the BAT must subsequently provide a written report of the test result to the company's designated representative.

II. Drug Testing (Urine)

1. The donor is the person from whom a urine specimen is collected.
2. The donor is directed to go to a collection site in order to give a urine specimen.
3. The collection site person must establish the identity of the donor. Photo identification is preferable. Positive identification by a company representative who holds a supervisory position is acceptable.
4. The donor 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.
5. The donor must 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.
6. The donor must give up possession of any item which could be used to adulterate a specimen to the collection site person until the donor has completed the testing process.
7. The collection site person may set a reasonable time limit for providing a urine specimen.
8. The collection site person selects or allows the donor to select an individually wrapped or sealed specimen container. Either the collection site person or the donor, in the presence of the other, must unwrap or break the seal of the specimen container.
9. The donor may provide his or her urine specimen in private, in most circumstances. The specimen must contain at least forty-five (45) millilitres.
10. The collection site person notes on the custody and control form any unusual donor behavior.
11. The collection site person determines the volume and temperature of the urine in the specimen container.
12. The collection site person inspects the specimen and notes on the custody and control form any unusual findings.
13. If the temperature of the specimen is outside the acceptable range or there is evidence that the specimen has been tampered with, the donor must provide another specimen under direct observation by the collection site person or another person if the collection site person is not the same gender as the donor.
14. The collection site person splits the urine specimen into two specimen bottles. One bottle is the primary specimen and the other is the split specimen.
15. The collection site person places a tamper-evident bottle seal on each of the specimen bottles and writes the date on the tamper-evident seals.
16. The donor must initial the tamper-evident bottle seals to certify that the bottles contain the urine specimen the donor provided.
17. The donor and the collection site person complete the custody and control form and seal the specimen bottles and the laboratory copy of the custody and control form in a plastic bag.
18. The collection site personnel arrange to ship the two specimen bottles to the laboratory as quickly as possible.
19. The laboratory must be the holder of a certificate issued by the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services under the National Laboratory Certification Program.
20. The laboratory must use a chain of custody procedures to maintain control and accountability of urine specimens at all times.
21. Laboratory personnel inspect each package along with the enclosed specimens for evidence of possible tampering and note evidence of tampering on the specimen forms.
22. Laboratory personnel conduct validity testing to determine whether certain adulterants or foreign substances were added to the urine specimen.

23. Laboratory personnel conduct an initial screening test on the primary specimen for the drugs set out in Section 3 using established immunoassay procedures. No further testing is conducted if the initial screening test produces a negative test result.
24. Laboratory personnel conduct a confirmatory test on specimens identified as positive by the initial screening test. The confirmatory test uses approved mass spectrometry techniques.
25. A certifying scientist reviews the test results before certifying the results as an accurate report.
26. The laboratory reports the test results on the primary specimen to the company's medical review office (MRO) in confidence.
27. The MRO, if satisfied that there is no legitimate medical explanation for a positive test result, will inform the company's designated representative in a confidential written report that an employee tested positive. Prior to making a final decision on whether a test result is positive, the MRO must give the employee an opportunity to discuss the results. The MRO shall report to the employer whether the test result is negative, tampered with, invalid or positive, or, if positive, whether or not there is a legitimate medical explanation.
28. An employee who has received notice from the MRO that he or she has tested positive may ask the MRO within 72 hours of receiving notice that he or she has tested positive to direct another laboratory to test the split specimen. The employee is responsible for reimbursing the company for the cost of the second test.
29. The laboratory reports the test results on the split specimen to the company's MRO in confidence.
30. The MRO will declare the test results negative if the test results for the split specimen are negative and the failure to reconfirm is not due to the presence of an interfering substance or adulterant.

III. Drug Testing (Oral Fluids)

1. The donor is the person providing their oral fluid for the purposes of a drug test.
2. The donor is informed of the requirement to test in private and escorted to the collection site for the purpose of providing an oral fluid specimen.
3. The collector must establish the identity of the donor. Photo identification is preferable. Positive identification by a company representative who holds a supervisory position is acceptable.
4. The donor must clear any foreign material from the mouth [e.g. food, gum, tobacco products, lozenges, etc.]
5. The collector observes donor for a minimum of ten (10) minutes prior to providing the specimen. Donor may not eat, drink, smoke, or put anything in their mouth during the observed waiting period.
6. The collector checks and records the lot number and expiration date of the device.
7. In the presence of the collector, the donor opens the sealed device and the specimen is collected according to the manufacturer's specification.
8. The collected specimen should be kept in view of the donor and the collector at all times prior to it being sealed and labeled for shipment to laboratory.
9. The collection site person places a tamper-evident bottle seal on the specimen identifying it as specimen A. If a second oral fluid specimen is to be collected, steps 6 through 8 should be repeated and the second specimen should be labeled specimen B.
10. The collector records the date and has the donor initial the seal(s) on the specimen(s).
11. The donor and the collection site person complete the custody and control form and seal the specimen(s) and the laboratory copy of the custody and control form in a chain of custody bag.

12. The collector notes any unusual donor behavior on the custody and control form F.
13. The collection site personnel arrange to ship the two specimen bottles to the laboratory as quickly as possible.
14. The laboratory must be the holder of a certificate issued by the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services under the National Laboratory Certification Program.
15. The laboratory must use chain of custody procedures to maintain control and accountability of specimens at all times.
16. Laboratory personnel inspect each package along with the enclosed specimen(s) for evidence of possible tampering and note evidence of tampering on the specimen forms.
17. Laboratory personnel conduct validity testing to determine the suitability of the specimens.
18. Laboratory personnel conduct an initial screening test on the specimen for the drugs set out in section 3 using established immunoassay procedures. No further testing is conducted if the initial screening test produces a negative test result.
19. Laboratory personnel conduct a confirmatory test on specimens identified as positive by the initial screening test. The confirmatory test uses approved mass spectrometry techniques.
20. A certifying scientist reviews the test results before certifying the results as an accurate report.
21. The laboratory reports the test results on the primary specimen to the company's medical review officer (MRO) in confidence.
22. The MRO, if satisfied that there is no legitimate medical explanation for a positive test result, will inform the company's designated representative in a confidential written report that an employee tested positive. Prior to making a final decision on whether a test result is positive, the MRO shall report to the employer whether the test result is negative, tampered, invalid or positive, or, if positive, whether or not there is a legitimate medical explanation.
23. An employee who has received notice from the MRO that he or she tested positive may ask the MRO within 72 hours of receiving notice that he or she has tested positive to direct another laboratory to retest the specimen. The employee is responsible for reimbursing the company for the cost of the second test.
24. The laboratory reports the results of the retest to the company's MRO in confidence. The MRO will declare the test results negative if the test results for the split specimen are negative and the failure to reconfirm is not due to the presence of an interfering substance or adulterant.

Hydrogen Sulfide (H₂S)

Aggressive Energy Inc. has adopted this policy for the general safety of its workers in accordance with the following British Columbian OHS Regulations:

BC OHS Regulation Sections: 5.100 (1) (a) (b) (c) (d); 5.2 (a) (b) (d); 5.48; 5.53; 5.55 (3); 8.32 (a)

BC Table of Exposure Limits for Chemical and Biological Substances

Aggressive Energy Inc. has implemented this policy to inform workers of the written plan for Hydrogen Sulfide (H₂S) in the workplace. This ensures the health and safety of workers at the work site. When working on jobsites where H₂S is a concern, H₂S monitors will be provided to employees and should be worn.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

H₂S Hazards Training

Where an employee may be exposed to Hydrogen Sulfide (H₂S), *Aggressive Energy Inc.* will train the worker on possible effects on his health and safety, and any precautions required to protect his health and safety. *Aggressive Energy Inc.* will ensure that the supervisor and workers are trained in and follow set emergency procedures.

Reference: BC OHS Regulation Sec 5.2 (a) (b) (d)

Occupational Exposure Limits

It is *Aggressive Energy Inc.*'s responsibility to ensure that no worker is exposed to a concentration of Hydrogen Sulfide (H₂S) that exceeds 10 ppm at any time.

Reference: BC OHS Regulation Sec 5.48; BC Table of Exposure Limits for Chemical and Biological Substances

Assessing Potential H₂S Exposure

Where a worker may be exposed to Hydrogen Sulfide (H₂S) *Aggressive Energy Inc.* will take the following steps:

- Conduct a walkthrough survey to assess the potential for overexposure taking into account all routes of exposure: inhalation, ingestion, skin contact.
- Conduct a reassessment when work conditions change, increasing the exposure. This can be a change in production rate, process or equipment.

If the walkthrough reveals a worker may be at risk to Hydrogen Sulfide (H₂S) overexposure, *Aggressive Energy Inc.* will ensure that air sampling is conducted to assess overexposure potential.

Reference: BC OHS Regulation Sec 3.35 (1) (2)

Providing Respiratory Protective Equipment

Where a worker might be exposed to a concentration of Hydrogen Sulfide (H₂S) exceeding its ceiling limit, *Aggressive Energy Inc.* will provide an appropriate respirator the worker must use.

As a reminder, personal protective equipment (PPE) as the primary means to control exposure is the last step and should only be used if:

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

Reference: *BC OHS Regulation Sec 8.32 (a), 5.55 (3)*

Procedures in the event of an H₂S release

Aggressive Energy Inc. requires written evacuation procedures specific to Hydrogen Sulfide (H₂S) that:

- Notify workers of the nature and location of the emergency
- Evacuate workers safely
- Check and confirm the safe evacuation of all workers
- Notify emergency responders

Reference: *BC OHS Regulation Sec 5.100 (1) (a) (b) (c) (d)*

Right to Refuse Unsafe Work

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Right to Refuse Unsafe Work plan in the workplace. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Aggressive Energy Inc. has adopted the following program to ensure that workers have the right to refuse unsafe work without reprimand, receive training on work refusal procedures, the refusal is immediately reported and subsequently documented, and that work stops until concern is addressed.

Right to Refuse Unsafe Work

Aggressive Energy Inc. ensures and charges *Trudy Cote* and everyone designated by *Trudy Cote* to uphold the right of all workers to refuse or stop any task or operation that they have concerns or questions regarding the control of health and safety hazards.

The refusal can occur if the worker believes there already exists imminent danger to health and safety, if it will cause imminent danger to that or another worker, if operating a tool, appliance or equipment could cause imminent danger, or if workplace violence is likely to endanger himself.

The worker will not be reprimanded for refusing to perform any activity, or work in any area, if they have reasonable cause to believe that performing the activity or area is dangerous to the worker.

Aggressive Energy Inc. will not tolerate any form of retribution or intimidation towards a worker who exercises the right to refuse unsafe work as long as the worker followed the correct procedures.

Training on Work Refusal Procedures

Aggressive Energy Inc. requires all workers to be educated on their right to refuse unsafe work, and the procedures for doing so.

Work Refusal Procedures

Workers who exercise their right to refuse work must immediately report the work refusal and the reason for the worker's refusal to their supervisor.

Aggressive Energy Inc. requires that once a work refusal is reported that work must stop, and may not resume, until the concern has been addressed.

Trudy Cote or someone appointed by *Trudy Cote* will ensure no worker accomplishes the task or operate the tool the worker has made the report about until they have investigated and acted to eliminate the imminent danger, or made the determination the report is invalid and informed the person who made the report.

Documenting Work Refusals

Aggressive Energy Inc. will document all work refusal occurrences. The documented refusal is to be used to learn lessons and ensure corrective measures have been put in place.

Trudy Cote will prepare a written record of the worker's notification, the investigation and action taken. The worker who made the notification will receive a copy of the written record.

Aggressive Energy Inc. has adopted this policy for the general safety of its workers in accordance with the following British Columbia Regulation and Policies:

BC OHS Regulation – Part 10, Sections: 10.3, 10.4(1, 3-5), 10.6, 10.8(1-3), 10.9(1, 3-5 & 7) & 10.11 – 10.12

BC OHS Guidelines – Part 10, Sections: 10.3, 10.4(1) & 10.11

BC OHS Policies – Part 10, Section: 10.3

Policy Statement

Aggressive Energy Inc. has implemented this policy to inform workers of the written Lockout Tagout procedures in the workplace. This ensures the health and safety of workers at the work site.

Trudy Cote is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

Lockout Required & Procedures

When machinery, equipment or powered mobile equipment is to be serviced, repaired, tested or adjusted, *Aggressive Energy Inc.* shall have a procedure to ensure that no worker performs work on the equipment until it has come to a complete stop.

Procedures shall include instructions that a worker has:

- Locked out or locked and tagged with a warning tag the equipment
- Removed and rendered safe any hazardous conditions, or
- Rendered the equipment inoperative in a manner that prevents its accidental reactivation and provides equal or greater protection than the protection afforded by lockout/tag out

Aggressive Energy Inc. shall develop and implement procedures and controls that ensure the machinery, equipment or powered mobile equipment is serviced, repaired, tested, adjusted or inspected when:

- The manufacturer's specifications , or
- There are no manufacturer's specifications and it is not reasonably practicable to stop or render the equipment inoperative

Workers shall not perform maintenance work on machinery, equipment or powered mobile equipment to be serviced, repaired, tested, adjusted or inspected until:

- The energy sources are turned off, disconnected, and/or released.
- The machinery, equipment or powered mobile equipment is tested to verify that it is inoperative
- The worker is satisfied that it is inoperative.

Locks & Tags

Aggressive Energy Inc. ensures that each personal lock used shall have a unique mark or identification tag on it to identify the worker to whom the lock is assigned.

The name of the worker to whom a personal lock or identification tag is assigned shall be readily available during the time a hazardous energy source is isolated.

Combination locks will not be used at any time for locking out.

Shift Changes

During shift or personnel changes, procedures will be utilized to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy. Documentation will be maintained as to personnel, equipment, and particular Lockout/Tagout procedures involved in a specific ongoing operation.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee will verify that isolation and deenergization of the machine or equipment have been accomplished.

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures will be followed and actions taken by the authorized employee(s) to ensure the following:

The machine or equipment

The work area will be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

Employees

The work area will be checked to ensure that all employees have been safely positioned or removed.

After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees will be notified that the lockout or tagout device(s) have been removed.

Removal of Lockout or Tagout Devices

Each lockout or tagout device will be removed from each energy isolating device by the employee who applied the device.

Exception: When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of *Trudy Cote*. Such procedures include the following elements:

- Verification by *Trudy Cote* that the authorized employee who applied the device is not at the facility.
- All reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed.
- Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

In situations where lockout or tagout devices must be temporarily removed and the machine or equipment energized to test or position, the following procedures will be followed:

- Clear the machine or equipment of tools and materials.
- Remove employees from the machine or equipment area.
- Remove the lockout or tagout devices as specified.
- Energize and proceed with testing or positioning.
- Deenergize all systems and reapply energy control measures to continue the servicing and/or maintenance.

This procedure will be verified and documented by personnel performing it.

- Whenever outside servicing personnel are to be engaged in operations requiring lockout or tagout procedures, *Trudy Cote* and the outside employer will inform each other of their respective lockout or tagout procedures.
- *Trudy Cote* will ensure that employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.
- When servicing and/or maintenance is performed by a crew, craft, department, or other group, they will utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Group lockout or tagout devices will be used with the following specific requirements:
 - Primary responsibility is vested in *Trudy Cote* for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock).
 - Provision for *Trudy Cote* to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment.
 - When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to *Trudy Cote* to coordinate affected work forces and ensure continuity of protection.
 - Each authorized employee will affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and will remove those devices when he or she stops working on the machine or equipment being serviced or maintained.
- During shift or personnel changes, procedures will be utilized to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy. Documentation will be maintained as to personnel, equipment, and particular Lockout/Tagout procedures involved in a specific ongoing operation.
- Failure to comply with proper Lockout/Tagout procedures is grounds for disciplinary action. Any unauthorized removal of warning tags or lockout devices will be grounds for immediate termination of employment. The performance of Lockout/Tagout procedures at *Aggressive Energy Inc.* will be inspected/evaluated at least annually by *Trudy Cote* for compliance with Company Policy. Inspections will be documented and date, equipment, and employee(s) reviewed will be recorded.

- Lockout procedures are to be utilized over tagout procedures, where possible.
- Locks and tags used for lockout or tagout procedures will be clearly marked with identification of the employee applying the device.
- The Group lockout procedures will be posted in an obvious location.
- The Lockout /Tagout procedures for *Aggressive Energy Inc.* are administered by *Trudy Cote*, and will be those described in the following procedures.

Lockout Procedure for Aggressive Energy Inc.

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance will not attempt to start, energize, or use that machine or equipment. Type of compliance enforcement to be taken for violation of the above:

Sequence of Lockout

- 1.) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

Affected employees and how to notify:

Name(s):

Job

Title(s):

- 2.) The authorized employee will refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, will understand the hazards of the energy, and will know the methods to control the energy.

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.

- 3.) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

Machine(s) or Equipment operating controls:

Type(s): _____

Location(s): _____

Type(s): _____

Location(s): _____

- 4.) Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Type(s) and location(s) of energy isolating devices.

- 5.) Lock out the energy isolating device(s) with assigned individual lock
(Locks will be labelled with individuals name and number).

Lock #: _____ **Assigned To:** _____

Lock #: _____ **Assigned To:** _____

Lock #: _____ **Assigned To:** _____

Lock #: _____ **Assigned To:** _____

- 6.) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Type(s) of stored energy - methods to dissipate or restrain.

- 7.) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Method of verifying the isolation of the equipment.

- 8.) The machine or equipment is now locked out.

RESTORING EQUIPMENT TO SERVICE. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

- 1.) Check the machine or equipment and the immediate area around the machine or equipment to ensure that non-essential items have been removed and that the machine or equipment components are operationally intact.
- 2.) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- 3.) Verify that the controls are in neutral.
- 4.) Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

- 5.) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Lock Removal

It is a requirement of *Aggressive Energy Inc.* that personal locks will only be allowed removal by:

- The worker who installed that lock.

When this is not possible, the matter must be referred to:

- Management or the supervisor in charge, who will then be responsible for its removal.

Management or the supervisor in charge must then:

- Make every reasonable effort to contact the worker who installed the lock, and
- Ensure that the machinery or equipment can be operated safely before removing the lock.

If a personal lock, or locks, have been removed since the previous shift A notification to the worker must be made at the start of their next shift,.

Group Lockout Procedures

It is the determination of *Aggressive Energy Inc.* that a group lockout procedure may be used when a large number of workers are working on machinery, equipment, or a large number of energy isolating devices will be locked out.

Prior to the commencement of work, each worker working on the locked out components must:

- Apply a personal lock to the key securing system.

Workers are required to lock out a secondary key securing system when:

- Two (2) qualified workers lock out the primary key securing system, and
- Place their keys in the secondary system.

Each worker must remove his or her personal lock from the key securing system upon the completion of his or her work.

Where the Group lockout system is in use procedures will be conspicuously posted at the place of the Group lockout.

Locks Not Required

Lock application will not be required when:

- The worker is under the total and immediate control of the energy isolating device at all times, while working on the machinery or equipment, or
- Tools, machines, or pieces of equipment that receive power through a readily disconnected supply, such as:
 - An electrical cord, or
 - Quick release air or hydraulic line,
 - Is disconnected from its power supply, and
 - Its connection point is kept under the immediate control of the worker at all times, while work is being performed.

Energized Equipment

If shutting down machinery or equipment for maintenance is not practicable *Aggressive Energy Inc.* ensures that:

- Vital parts to the process may only remain energized, and
- The work will be only permitted by workers who:
 - Are qualified to do the work,
 - Have been authorized by *Aggressive Energy Inc.* to do the work, and
 - Have been provided with and follow the written safe work procedures.

BC OHS Policies – Part 10

Policy Item R10.3-1

RE: De-Energization and Lockout-When Lockout Required (Automatic J-Bar Sorting Systems)

BACKGROUND

1. Explanatory Notes

Section 10.3 sets out requirements for locking out machinery and equipment. Other requirements are found in sections 4.3 and 12.15.

BC OHS Regulation – Part 10

10.3 When lockout required

- (1) If machinery or equipment is shut down for maintenance, no work may be done until
 - (a) all parts and attachments have been secured against inadvertent movement,
 - (b) where the work will expose workers to energy sources, the hazard has been effectively controlled, and
 - (c) the energy isolating devices have been locked out as required by this Part.
- (2) If machinery or equipment is in use for normal production work, subsection (1) applies if a work activity creates a risk of injury to workers from the movement of the machinery or equipment, or exposure to an energy source, and the machinery or equipment is not effectively safeguarded to protect the workers from the risk.

10.4 Lockout procedures

- (1) When lockout of energy isolating devices is required, the devices must be secured in the safe position using locks in accordance with procedures that are made available to all workers who are required to work on the machinery or equipment.
- (2) The employer must ensure that each worker required to lock out has ready access to sufficient personal locks to implement the required lockout procedure.
- (3) Combination locks must not be used for lockout.
- (4) Each personal lock must be marked or tagged to identify the person applying it.
- (5) Procedures must be implemented for shift or personnel changes, including the orderly transfer of control of locked out energy isolating devices between outgoing and incoming workers.
- (6) If the use of a personal lock is not practicable for lockout, another effective means, if approved by the Board, may be used in place of a personal lock to secure an energy isolating device in the safe position.

10.6 Checking locked out equipment

- (1) Effective means of verifying lockout must be provided and used.
- (2) Before commencing work, a worker must verify that all energy sources have been effectively locked out.

10.8 Removal of locks

- (1) A personal lock must only be removed by the worker who installed it, or if this is not possible, the matter must be referred to the supervisor or manager in charge, who will be responsible for its removal.
- (2) The supervisor or manager in charge must
 - (a) make every reasonable effort to contact the worker who installed the lock, and
 - (b) ensure that the machinery or equipment can be operated safely before removing the lock.
- (3) A worker must be notified at the start of his or her next shift if the worker's personal lock(s) have been removed since the worker's previous shift.

10.9 Group lockout procedure

- (1) If a large number of workers are working on machinery or equipment or a large number of energy isolating devices must be locked out, a group lockout procedure that meets the requirements of subsections (2) to (7) may be used.
- (2) In a group lockout procedure 2 qualified workers must be responsible for
 - (a) independently locking out the energy isolating devices,
 - (b) securing the keys for the locks used under paragraph (a) with personal locks or other positive sealing devices acceptable to the Board, and
 - (c) completing, signing and posting a checklist that identifies the machinery or equipment components covered by the lockout.
- (3) Before commencing work each worker working on the locked out components must apply a personal lock to the key securing system used in subsection (2)(b).
- (4) Workers may lock out a secondary key securing system if 2 qualified workers lock out the primary key securing system and place their keys in the secondary system.
- (5) On completion of his or her work, each worker referred to in subsections (3) and (4) must remove his or her personal lock from the key securing system.
- (6) When the requirements of subsection (5) have been met and it has been determined that it is safe to end the group lockout, 2 qualified workers must be responsible for removing their personal locks or the positive sealing device(s) from the key securing system or systems containing the keys for the locks used under subsection (2)(a), and once those keys are released, the system is no longer considered to be locked out.
- (7) The written group lockout procedure must be conspicuously posted at the place where the system is in use.

10.11 Locks not required

The application of a lock is not required under [section 10.3](#) or 10.10 if

- (a) the energy isolating device is under the exclusive and immediate control of the worker at all times while working on the machinery or equipment, or
- (b) a tool, machine or piece of equipment which receives power through a readily disconnected supply, such as an electrical cord or quick release air or hydraulic line, is disconnected from its power supply and its connection point is kept under the immediate control of the worker at all times while work is being done.

10.12 Work on energized equipment

If it is not practicable to shut down machinery or equipment for maintenance, only the parts which are vital to the process may remain energized and the work must be performed by workers who

- (a) are qualified to do the work,
- (b) have been authorized by the employer to do the work, and
- (c) have been provided with and follow written safe work procedures.

New Hire Orientation Contracts

Aggressive Energy Inc. New Hire Orientation Checklist

- I have read or have had explained the Safety Policy & Program Summary. I have no further questions regarding:
 - The company's Safety Philosophy.
 - My safety responsibilities as an employee.
 - The disciplinary procedures._____Initial

- I have read or have had explained the Safety Committee portion of the Safety Program:
 - I am aware of who is in charge of safety if I have questions.
 - I am aware of my ability to report my safety concerns to the Safety Coordinator.
 - I am aware that this company is striving to provide a safe working environment and is committed to my safety and ability to inform the company of unsafe working environments without fear of reprisal._____Initial

- I have read or have had explained the General Safety Rules as pertain to the Safety Program:
 - I am aware of all safety rules and general codes of safe practice._____Initial

- I have read or have had explained the process for Incident Reporting & Investigation:
 - I understand that I am to immediately report an incident to my supervisor.
 - I understand that I am to immediately stop working.
 - I understand that if I need medical attention I am to see the clinic or hospital that is affiliated with this company.
 - I understand that if I go to a different doctor or medical facility the company may have a right to deny or not pay my medical bill.
 - I understand that I will be cooperative in any incident investigation.
 - I understand that upon any incident I may be tested for drugs and alcohol.
 - I understand that if I am present at my place of employment under the influence of drugs and or alcohol that I automatically self-terminate my employment with or without notice of termination by the company._____Initial

- I have read or have had explained the Emergency Response Plan:
 - I understand where my emergency evacuation routes are located.
 - I understand that we are to gather at a specific determined place in order to conduct a head count.

_____Initial
- I have read and or have had explained the Fire Prevention Plan:
 - I understand that I am to report any potential fire hazards.
 - I am to keep all exits clear and free of obstacles.
 - I know where the nearest fire extinguisher is to my workstation.

_____Initial
- I am aware of the First Aid portion of the Safety Program:
 - I am aware of where the first aid kits are located.
 - I am aware that I am to report to management if the first aid kit needs restocked.
 - I am aware of who is trained in First Aid and CPR
 - I am aware of where the nearest Eye Wash Station is located (if appropriate).
 - I am aware that I am to report all injuries immediately to my supervisor.
 - I am aware of where our clinic is located and will have someone drive me there in the event of an emergency (or by ambulance if appropriate).

_____Initial
- I have read or have had explained the Hazard Assessment portion of the Safety Program:
 - I understand that I am to be familiar with the hazards that surround my workstation.
 - I understand that I am to report any hazard that may be present in my workstation.
 - I understand that it is my responsibility to assist in providing a safe working environment for myself and my co-workers.

_____Initial
- I have read Bloodborne Pathogens portion of the Safety Program:
 - I understand that I am to wear personal protective equipment when dealing with blood or body fluids.
 - I understand that I am to properly dispose of any blood, body fluids, or material that has been touched by the blood or fluid.
 - I understand that in the event of dealing with a Bloodborne Pathogen situation it is my responsibility to receive post exposure care by the company's clinic.
 - I am aware of where my hand-washing facilities and/or disinfectant are located.

_____Initial

- I have read or have had explained and understand the Workplace Violence & Harassment policy of the Safety Program:
 - I understand The Company has ZERO TOLERANCE for workplace Violence & Harassment.
 - Workplace Violence & Harassment includes but is not limited to: intimidation, threats, physical attack, property damage, and includes acts of violence committed by employees, customers, relatives, acquaintances, or strangers against company employees in the workplace.
 - Dangerous weapons are prohibited on company property or in Company vehicles.
 - All employees are encouraged to report to a supervisor any possibility of workplace Violence & Harassment. All reports will be confidential.

_____Initial

- I have read or have had explained the Electrical Safety portion and the Lockout and Tagging portion of the Company Safety Program:
 - I understand that only authorized persons are allowed to deal with electrical repairs and or issues.
 - I understand that I am to not touch or in any way use any equipment that is locked out or tagged out.
 - I understand that it is my responsibility to report any electrical hazards to a supervisor immediately.

_____Initial

- I have read or have had explained the WHMIS & Material Safety Data Sheet (MSDS) portion of the Safety Program:
 - I understand what a Material Safety Data Sheet is.
 - I have been given an orientation on how to read a MSDS.
 - I understand that I am to report any Chemical or Hazardous Substance that does not have a label.
 - I understand that I can request further training on MSDSs.

_____Initial

- I have read or have had explained the Personal Protective Equipment portion of the Safety Program:
 - I understand that I am to wear my personal protective equipment as required by this company.
 - I am aware of what I am required to wear for personal protective equipment at this company.

_____Initial

- I am aware of where my company displays all of the required Employee Rights Postings.

_____Initial

- I am aware of where my Company "Designated Medical Provider" is located.

_____Initial

- I am aware that the Safety Program may contain additional written safety Programs in place which require additional training (i.e. Confined Spaces, Fall-Protection, Excavation, Ladders, Scaffolding, Lock-Out/Tag-Out, etc.):
 - I understand that I may receive or request further training on any safety issues that may be appropriate for my particular job.
 - If I have not received adequate training or feel that I cannot conduct my job safely it is my responsibility to notify my supervisor.

_____Initial

My signature certifies and verifies that I have received an orientation and have received or have read the material mentioned in the Company Safety Program. I understand completely the program and have no questions in regards to Company safety policy. I fully understand and am aware that if I have questions regarding the Company Safety Program or my personal safety, I may inquire of my supervisor for additional information and explanation.

New Hire Name

Signature

Date

Supervisor Name

Signature

Date

DISCLAIMER

The Canada OH&S Regulations are continuously being reinterpreted. Therefore, Safety Services Company is unable to completely guarantee the exactness of the information conveyed in this publication. Safety Services Company assumes no responsibility and shall be held harmless for any inaccuracies or omissions contained within this manual and shall not be held liable to any extent or form for any injury or loss resulting from the manner in which this information is interpreted and / or applied. Careful effort has been dedicated in order to provide a simplified, understandable explanation of the Canada OH&S Regulations based on currently available information. This HSE Manual is distributed with the agreement that Safety Services Company is not employed in providing legal or other specialized business services. Should expert assistance be required, retain the services of a competent professional.

SAFETY SERVICES COMPANY

Toll Free (866) 204-4766 - Toll Free Fax (866) 556-0004
157 Adelaide Street West – Suite 428 Toronto, ON M5H 4E7
Toll Free Customer Service (866) 644-9630
e-mail: ssc@safetysevicescompany.com
www.safetyservicescompany.com