



SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT PLAN

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Section 1, Introduction:

The company is committed to protect the safety and health of our employees and contractors, and the communities in which we operate. This Health and Safety Management Plan aims to implement the policies and approaches outlined in the Environmental Management System.

The company has a S.H.E. Policy and a Code of Ethics that provide the framework for the EMS.

These documents are posted on the company's website. The company's Health and Safety Management Plan (H&SMP) is based on the principle of continuous improvement, and is consistent with the Occupational Health and Safety Management System (OHSAS) 18001, and complies with all requirements of the Ontario Occupational Health and Safety Act (OHSA), and is in place to control health and safety risks of company activities.

This plan contains the following elements:

- ✓ Policy;
- ✓ Legal Requirements;
- ✓ Hazard identification and Risk Assessment;
- ✓ Health and Safety Targets and Objectives;
- ✓ Roles and Responsibilities;
- ✓ Training and Awareness;
- ✓ Reporting and Documentation;
- ✓ General working rules;

Section2, policy.

2.1 POLICY:

- Ensure that management accepts full responsibility for protecting workers and the environment.
- Give health, safety and environmental considerations equal status with the Company's other business objectives and integrate them into all aspects of our work.
- Work actively to continuously improve health, safety and environmental performance.
- Only start work after confirming that essential health, safety and environmental protection systems are in place, and willingly suspend activities if safety, health or the protection of the environment would be compromised.
- Encourage supervisors and workers (employees and contractors) to be individually responsible for identifying and eliminating hazards, preventing injury to themselves and others, and preventing adverse environmental impacts.
- Provide personnel with sufficient training, resources and systems.
- Provide and maintain properly engineered facilities, plants and equipment.
- Minimize waste generation, air emissions and other discharges from our activities to the environment.
- Actively monitor, audit and review to improve systems, processes, health, safety and environmental performance.
- As a minimum, ensure regulatory compliance at all times.
- Hold contractors and third parties accountable for adhering to the Company's health, safety and environmental policy and audit contractor systems and procedures to ensure satisfactory health, safety and environmental performance.
- Hold supervisors accountable for ensuring and promoting a safe and healthful workplace and the protection of the environment within their areas of responsibility by ensuring that workers are knowledgeable and have access to:
 - publications of the latest applicable laws and regulations

- health, safety and environment rules and safe work standards
- operating and critical task procedures
- emergency response procedures
- environmental protection requirements

•Hold workers at all levels accountable for being fit for work at the beginning and throughout their shifts and when on call.

•Develop, implement and manage a system of accountability for health, safety and environment roles and responsibilities at all levels of the company. Inform employees and contractors of this policy, and make it available at all Company worksites.

We firmly believe responsibility for application of this policy rests with management, employees and contractors associated with our Company.



HEALTH AND SAFETY POLICY

The employer and senior management of the company are vitally interested in the health and safety of its workers.

Protection of workers from injury or occupational disease is a major continuing objective.

The company will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The company, as an employer, is ultimately responsible for worker health and safety. As president (or owner/operator, chairperson, chief executive officer, etc.) of the company, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed:

Chief Executive Officer

2.2 HEALTH AND SAFETY GOALS:

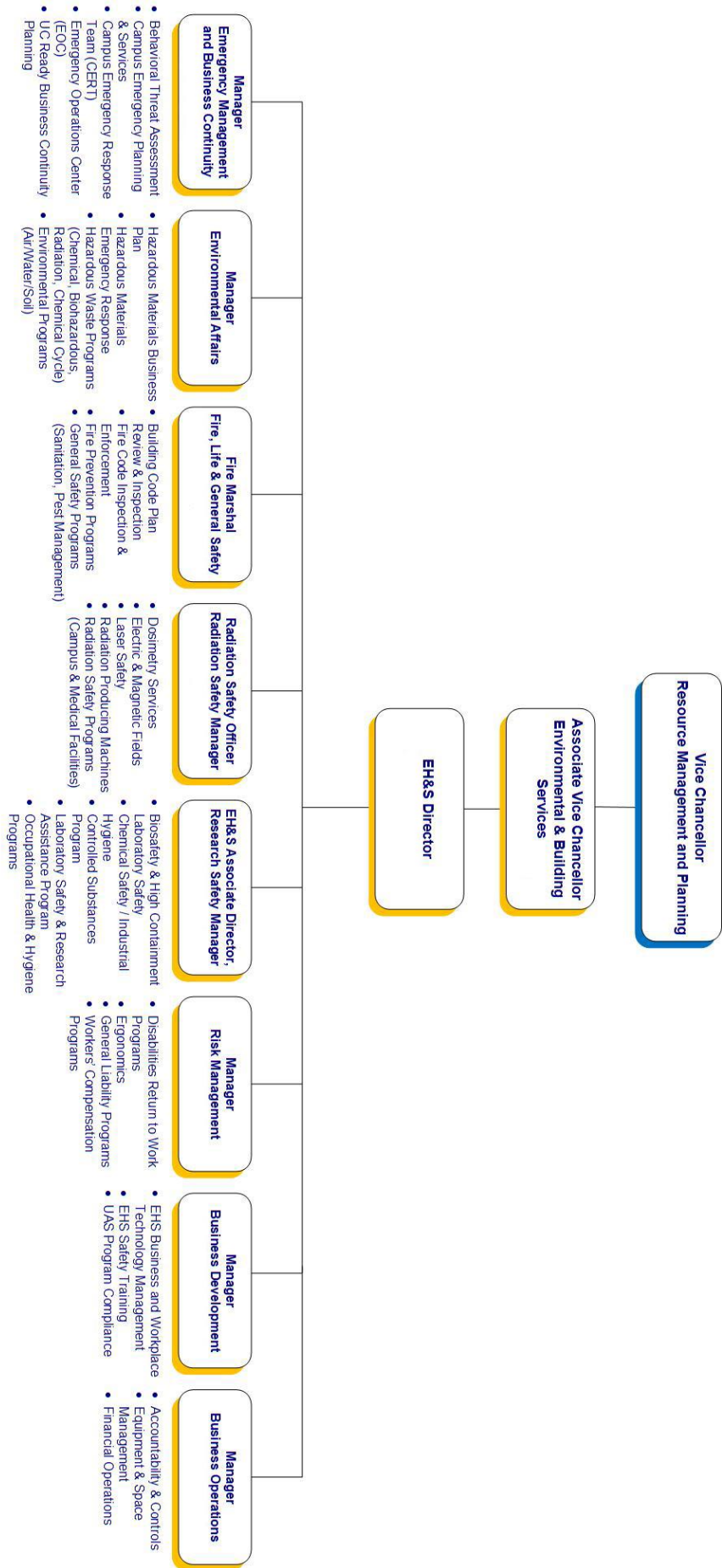
The company's goals are to achieve:

- An accident / incident free-culture; and
- A sustainable and competitive business advantage through leadership and excellence in environmental, health, and safety. The company is focused on everyone's safety. Its objective is to implement processes and systems for safety excellence and integrate them in everyday activities to develop safe behavior and ensure a safe place for employees.

Environmental, health, and safety excellence requires a daily commitment by all employees.



2.3 Organizational Structure for S.H.E. Committee



Section3, Roles and responsibilities:

The roles and responsibilities of each one of the project's people should be well clarified; in order to assure the effectiveness of the globally accepted safety, health and environmental program as follows:

3.1: Senior Management:

Management's most essential role is to ensure a safe, hazard-free work space for all of the project's employees in the work place by the effective implementing of the S.H.E management system as follows:

- Provide the needed training for all of the employees in accordance with the S.H.E requirements.
- Assure the compliance with the accepted legal requirements.
- Provide the needed support and health training to the employees to carry out the S.H.E plan.
- Assign office spaces, computer equipment and support personal to the team as necessary to accomplish the work safely and on time.

3.2: Supervision Team:

Supervisors' main role is to assure, raise and make each worker fully aware of the hazards that may occur in the workplace, and to take the suitable action on the right time whenever a hazard takes place.

- Monitoring the competency of the company's employees to ensure a high quality for the work done on site.
- Guarantee an accepted level of knowledge by the workers to efficiently perform their duties.
- Maintain a copy of the recorded meetings each time it held on the site and provide it to the management.
- Investigation of any accident/incident that may occurs.

3.3: Employees:

all ore company's employees should have to ensure their legal responsibilities in accordance with our S.H.E plan to take the suitable action whenever their own safety requires that, and also to avoid the potential accident/incident as much as possible.

- Reporting hazards in the workplace.
- Work safely and follow safe work practice.
- Use all of the required personal protection equipment.
- Take part in every safety, health and environmental training programe established in the work place.

Section4, Training and awareness:

4.1 Training

Employee safety training is another requirement of an effective injury and illness prevention program. While our company believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor. You may wish to make notes in the margins of this manual where it applies to your work.

4.2 Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

a) the success of training program depends on the actions of individual employees as well as a commitment by the Company.

- b) each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

4.3 Periodic Safety Training Meetings

Our company has safety meetings every 3 months. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards. A copy of the notes will also be placed in the file of each employee who attends the meeting. Employee attendance is mandatory and is compensable unless part of an official state approved training program or pre-employment requirement. Employee Responsibility for Training Teaching safety is a two-way street. Our company can preach safety, but only employees can practice safety. Safety education requires employee participation. Every 3 months, a meeting of all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the Company's S.H.E plan to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations. Remember, the following general rules apply in all situations:

- a) no employee should undertake a job that appears to be unsafe.
- b) no employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
- c) no employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- d) mechanical safeguards must be kept in place.
- e) employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
- f) any work-related injury or illness must be reported to management at once.
- g) personal protective equipment must be used when and where required. All such equipment must be properly maintained.



Section 5, reporting and documentation:

In the following part, we will show some examples of the

تصريح عمل

المسؤول عن العامل:

أقر بأنه تم توضيح كامل آليات العمل التي سيتم توكيلها إلى العاملين وكيفية تنفيذها كما أنني سوف أتأكد أن العاملين فهموا المطلوب، مع أخذ كامل الاحتياطات لهم.

الاسم : وقت البدء بالعمل :

التوقيع : وقت انتهاء العمل :

الوظيفة :

صاحب العمل (العامل) :

أقر بأنه أتفهم كامل آليات العمل ومخاطره كما تم توضيحه لي، وأتفق موافق على تحمل المسؤولية، مع الأخذ بكامل الاحتياطات والالتزام بأدوات السلامة المهنية للعمل.

الاسم :

التوقيع :

الوظيفة :

تقرير شهري	
المالك :	اسم المشروع :
المهندس الاستشاري :	مهندس السلامة :
اليوم : التاريخ :	
ملاحظات	الأعمال التي تم انجازها خلال الشهر
ملاحظات	الأعمال التي لم يتم انجازها خلال الشهر وسيتم اتمامها الشهر القادم
ملاحظات مدير المشروع	المهندس المشرف :
	مدير المشروع :

تقرير يومي	
اسم المشروع :	المالك :
المهندس الاستشاري :	مهندس السلامة :
اليوم :	التاريخ :
ساعة بدء العمل :	ساعة انتهاء العمل :
الحالة الجوية :	
الملاحظات :	فعاليات اليوم :
مدير المشروع :	المهندس المشرف :

Section6, general working rules:

SMOKING:

In the interest of all employees the Company's Policy is to prohibit smoking in all enclosed buildings and structures or Company vehicle.

Drugs and Alcohol

It is the Policy of our company that no alcohol, illegal drugs or substances shall be permitted to be stored, consumed, produced, transported or traded at the workplace. The management of Burgess BLA shall:

- reduce the risk of incidents by providing information, instruction, training and supervision and education,
- as a condition of employment insist a Drug & Alcohol test is conducted as an element of the pre-employment process and be conducted randomly or in the event of a high potential incident,
- manage potential hazards through introducing procedures for dealing with affected persons at the workplace, and
- provide a strategy for the return to usual work duties of affected employees.



CHEMICALS:

In industry there are many chemicals which are potentially hazardous. Material Safety Data Sheets (MSDS) are provided for all employees who are required to work with chemicals and materials of a hazardous nature. Employees shall be trained in its use and any hazards associated with the particular product. Hazardous chemicals and materials on Company property are provided with MSDS. A hazardous Material Safety Data Sheet (MSDS) shall accompany chemicals taken onto site.

Picture

Indicating words Name of the symbol Picture	 EXPLOSIVE	 O Oxidizing	 DANGER HIGHLY FLAMMABLE F, F+ Highly flammable or extremely flammable
Indicating words Name of the symbol Picture	 T, T+ Toxic or very toxic	 Xn, Xi Harmful or irritant	 CORROSIVE B Harmful or irritant
Indicating words Name of the symbol Picture	 B Biohazards	 Hazardous to the environment N Dangerous for the environment	 CAUTION RADIOACTIVE R Radioactive

DANGER TAGS:

The management of our company recognizes this as being one of the most important aspects of their Safety, Health and Environment plan. Safety tagging procedures have been introduced to reduce risk of personal injury and to prevent damage to plant and equipment that has been placed out of service, or is being tested prior to being put into service.

- The Danger Tag provides personal protection to the individual who places the tag. Personal Danger Tags must be attached to all isolation points prior to commencing work on any plant, equipment and/or machinery. Personal Danger Tags shall only be attached after plant, equipment and/or machinery has been effectively isolated and tagged out with Out of Service Tags by an authorized tagger.
- The Out of Service Tag provides protection to plant, equipment and/or machinery - it gives NO personal protection at all. Plant, equipment and/or machinery is protected by preventing the operation of unsafe or unserviceable equipment. The Out of Service Tag denotes that plant, equipment and/or machinery has been effectively isolated and ensures that work can be conducted safely by personnel once they have placed their Personal Danger Tags on each isolation point. It also advises other personnel that the plant, equipment and/or machinery MUST NOT be operated until all tags have been removed.



ELECTRICAL EQUIPMENT

All portable electrical equipment used by Burgess BLA shall be inspected and a current inspection tag attached by a licensed Electrician. The operator before each use shall conduct a visual inspection. Any damaged equipment and leads must be safety tagged, reported and then be repaired or replaced.

FIGHTING, VANDALISM AND STEALING

Fighting and vandalism to property and stealing are prohibited and will result in instant dismissal.



ELECTRICAL SAFETY TIPS

1 Only Use Portable Equipment Close to a Plug

In the event of an emergency, using a piece of portable equipment close to a plug provides you with the ability to quickly and easily remove power from the device.



2 Place Clearly Identified Power Switches Close to Fixed Machinery

The last thing that you want to have to do in an emergency situation is fish around the back of a fixed device for the power switch. Ensure that power switches are clearly identified and accessible so that they can be quickly turned off.



3 Place 'DO NOT USE' Labels on Potentially Faulty Items

Even if you aren't entirely sure that an electrical item is faulty to the point of being dangerous, it should be marked clearly with a label that says DO NOT USE, and removed from its working location (if possible) until a trained professional can come to assess the situation.



4 Never Pull a Cable to Release a Plug from the Wall

It might take longer to cross the room, but ensure that you hold the plug as you pull it out of the wall and not just the cable. If possible you should also turn the socket off at the wall before unplugging the device.



Designed By :

<http://www.machinemonitor.com/>



machinemonitor
Electrical Asset Reliability Management

Source

<http://www.rapid-test.co.uk/blog/307-top-10-tips-for-electrical-safety-at-work>

FIRE PROTECTION

The Company shall provide adequate fire extinguishing equipment to satisfy the work area and the work being undertaken. All employees of Burgess BLA shall know where to find and be trained to use the fire equipment located in the work area. Fire equipment shall be fitted on all Company vehicles with all employees trained in its use.



FIRST AID

All employees of our company shall be required to report all accidents, incidents and near misses to the appropriate supervisor as soon as practicable and all information recorded. Whilst on external sites all accidents, incidents and near misses are to be reported to their supervisor and the Safety Officer or First Aid Officer on that site so that the correct site procedures may be followed. All employees requiring first aid will report to the appropriate trained First Aid personnel. A fully equipped First Aid box is located in the main workshop and all employees shall make themselves familiar with the location and contents. First Aid kits fitted in all Company vehicles.

First Aid for Construction

Danger

When you approach an incident, confirm it is safe for you to assist.

Beware of:

- Gas / electricity
- Falling debris
- Running machinery
- Traffic

If it is unsafe, deal with the hazards, only moving the casualty if there is no choice. Enlist the help of others in the vicinity and have them remove aid.

1

Airways

When the casualty is unresponsive:

- Check the mouth for obstructions to breathing and remove these.
- Ensure the airway is open by tilting the head back and lifting the chin open.



3

How to conduct CPR

Do not perform chest compressions on a casualty with a pulse. If the casualty does not have a pulse, commence CPR.

CPR:

1. Lie the casualty on a firm surface.
2. Clasp your hands with the palm of one hand on top of the other and fingers interlaced.
3. Sharply compress and release the chest at a point 2 fingerwidths above the bottom of the breastbone, to a depth of up to 5 cm. Repeat this 30 times taking approx. 15 seconds.
4. Following 30 compressions, tilt the head back, open the mouth and pinch the nostrils.
5. Breathe into the mouth, ensuring a good seal, until you see the chest rise.
6. Move from the casualty's mouth and watch the chest fall again, then repeat the breathing exercise again.
7. Continue the cycle of 30 compressions, 2 breaths until medical help arrives, the casualty begins to breathe on their own or some source of possible harm puts you in danger.

Recovery position:

If the casualty starts breathing normally again, stop CPR and put them in the recovery position.



5

Bleeding

Cuts and Grazes

For most cuts and grazes you will just need to clean the injury to reduce risk of infection, applying pressure and raising the injury to stop the bleeding. Wounds will normally heal by themselves within a few days.

Severe Bleeding

If someone is bleeding severely and it isn't controlled quickly they may develop shock and lose consciousness.

What to do:

The priority is to stop the bleeding. Gloves should be worn for protection. If the wound is covered by clothing, remove or cut the clothes to uncover it.

If there is an object in the wound:

- Don't pull it out, because it may be reducing the bleeding.
- Apply pressure either side of the object with a pad or fingers until a sterile dressing is available.

If there's no object in the wound:

1. Press it. Put direct pressure on the wound with your fingers using a sterile dressing.
2. Raise it. Raise and support the part of the body that's injured so that it's above the level of the heart. This will help to stop the bleeding.
3. Treat for shock. Lay the casualty down with their legs raised and supported and their head low.
4. Call 999 or 112. While waiting, wrap a bandage around the wound. If blood seeps through, apply another. If blood seeps through both dressings, then remove both and apply new ones.



Responsiveness

Time may be critical. You should make a timely assessment of the patient's condition.

The first step is to confirm the injured person is conscious:

1. Ask them to open their eyes and have them give you their name if possible.
2. Try to stir the casualty by gentle shaking but beware of other possible injuries.

Immediately call the emergency services on or 112 or have someone nearby do this.

2

Breathing

Check the casualty is breathing:

- Look for rise and fall on the chest or listen close to the mouth / nose for sounds of breathing.

Confirm that a pulse is present by checking the pulse point at the wrist or neck, pressing with your first two fingers.

4

Head Injuries

All head injuries are potentially serious.

What to do:

1. Sit the casualty down and give them something cold to hold against the injury e.g. a cold compress or bag of ice wrapped in a cloth.
2. Treat scalp wounds like a bleed. Apply pressure to the injury.
3. Make a note of the casualty's reactions to pass on to the ambulance crew.



Eyes

The first things you should check for are:

- Pain in the eye area
- Wounds or bloodshot eyes
- Loss of vision (total or partial)
- Blood or fluid leaking from a wound
- Watery eyes or screwed up eyelids

If any of these symptoms are present then action needs to be taken to prevent further damage.

Removing Foreign Objects:

1. Ask the casualty to sit down facing a light.
2. Gently open their eyelids with your thumb and ask them to look right, left, up and down as you look closely at the eye.
3. If you can see a foreign object wash it out by pouring clean water or sterile fluid over the inside corner of the eye.
4. If it doesn't, remove the object or the eye itself, but, send or take the casualty to hospital.

If you think the casualty's eye may be bruised or cut:

1. Assist them to lie on their back, holding their head to keep it still.
2. Encourage them to keep both eyes still, as moving their eyes could make the problem worse.
3. Give the casualty a sterile dressing or clean non-fluffy pad to hold over their injured eye.
4. If it will be a while before they can get medical help, hold the pad in place with a bandage.
5. Take or send them to hospital.

Chemicals:

1. Flush the eye with water or sterile fluid for at least 10 minutes, while gently holding the eyelids open.
2. Ask the casualty to hold a pad over the injured eye.
3. If it will be a while before they can get medical help, hold the pad in place with a bandage.
4. Take or send them to hospital.



Burns

Burns should be cooled as soon as possible because the longer the burning goes on, the worse the injury will be and it may also take longer to heal.

People suffering from severe burns and scalds are likely to suffer from shock and need urgent hospital treatment.

What to Do:

1. Ensure your own safety first and deal with any risk issues such as fire, electrical equipment or release of steam.
2. Remove any personal items such as jewellery (unless skin is stuck to it) and immense burns.

You need to assess how bad the burn is. It should be considered serious if it is:

- Larger than the size of the casualty's hand
- Anywhere on the face, hands or feet
- A visibly deep burn

If the burn meets any of these criteria, call 999 or 112 for emergency medical help. Once the burn has cooled, cover with a sterile dressing which will not shed fibres. Hand over to medical assistance upon their arrival.

Chemical Burns

If dealing with chemical burns check COSHH information to ensure you are not flushing harmful chemicals to other areas of the body. If not, wash the affected area with plenty of cold water.



Broken Bones

In the case of an open fracture:

1. Firstly cover the wound with a sterile dressing and a bandage.
2. Apply pressure around the wound.
3. Support the injured body part and stop it from moving which should help to ease any pain and prevent further damage.
4. While waiting for help to arrive, don't move the casualty unless they're in immediate danger.
5. Keep checking for signs of shock.

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HOUSEKEEPING

Good housekeeping is the foundation of safe working conditions. A high proportion of accidents can be avoided by following good housekeeping practices. Every employee has the responsibility to ensure that his or her work areas are maintained and left in a clean and safe condition at the end of their job.

- Keep your workplace tidy.
- Keep material and equipment out of walkways.
- Return tools and equipment to proper storage after use. Coil up hoses when not in use.
- Oil spills liquids and other materials must be cleaned up immediately or covered with fireproof absorbent compound.
- Deposit all trash and scrap in the proper containers provided.
- Never leave oily rags, paper etc. lying around the job. Do not place your work mates in danger by not carrying out good housekeeping practices.

HOUSEKEEPING ON THIS SITE

It is Your Responsibility to:

- △ Keep your work area clear and tidy at all times. Do not let trip hazards build up.
- △ Keep the walkways and access points clear and free of materials & debris at all times.
- △ Safely stack all loose unused materials. Poorly stacked materials can block access routes or fall over causing crushing injuries or damage to property.
- △ Ensure all tools & equipment are stored safely at the end of every shift.



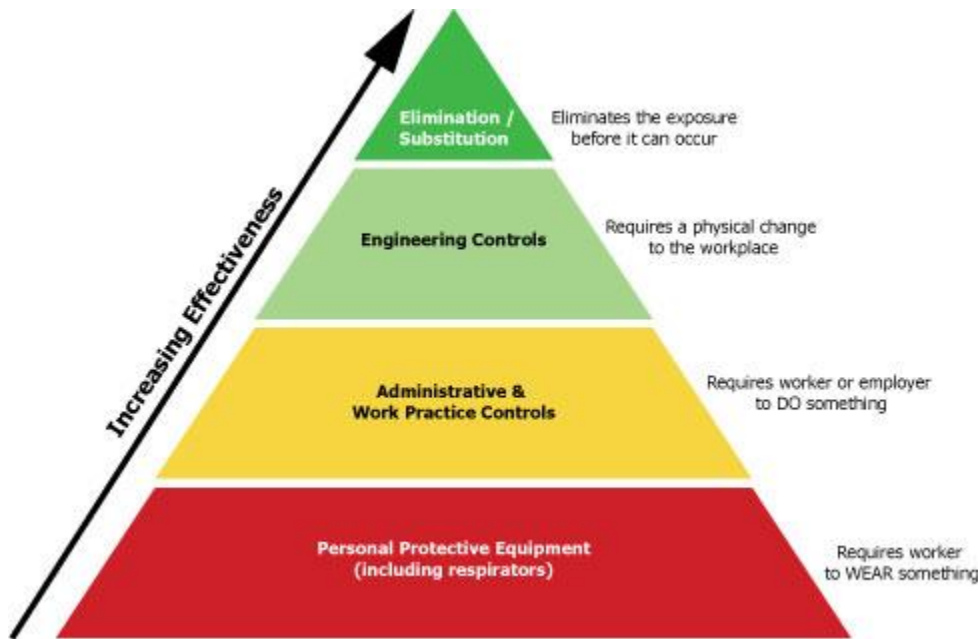
NO EXCUSES

Don't Wait For Someone Else To Move It.

Ref No - COS511605





















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PERSONAL PROTECTIVE EQUIPMENT



If it is not practicable to reduce the hazards in the workplace the management of our company shall provide the necessary Personal Protective Equipment, instruction and training appropriate to protect against the hazard. In support of Company initiatives to eliminate and/or control hazards the minimum Personal Protective Equipment (PPE) that will be worn by all employees working in designated areas shall be safety glasses, steel capped safety boots, long trousers and high visibility long sleeve shirts as the standard work clothing. All standard work clothing must be worn in the correct manner with boot laces tied up, shirts tucked in and no loose or torn clothing. Additional PPE is required for certain tasks and in specific areas.

- Gloves
- Safety helmets
- Hearing protection
- Respiratory protection
- Safety belts.

Protective Equipment Description		Work Required to Be Used For
	Overall	
	Contamination Suit Pants	
	Contamination Suit Top	
	Dust Coat	
	Apron	
	Hard Hat	
	Gum Boots	
	Safety Shoes	
	Gloves	
	Safety Goggles	
	Face Shield	
	Welding Hood	
	Self Contained Respirator	
	Respirator	
	Dust Mask	
	Hearing Protection	
	Safety Harness & Life Line	
	Thermal Suit	
	Thermal Jacket	
	Jersey	
	Other	

All personal safety equipment shall be kept in good, clean condition.