

**WOODLANDS NORTH**  
**CORPORATE HEALTH AND SAFETY MANUAL**  
**2015**



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## **DISCLAIMER**

The information presented in this document was compiled and interpreted exclusively for the purposes stated in this Corporate Health and Safety manual. Woodlands North (*Woodlands*) provides this manual for employees, contractors and sub-contractors solely for the purpose noted above.

*Woodlands* has exercised reasonable skill, care, and diligence to assess the information acquired during the preparation of this manual, but makes no guarantees or warranties as to the accuracy or completeness of this information. The information contained in this document is based upon, and limited by, the circumstances and conditions acknowledged herein, and upon information available at the time of its preparation. The information provided by others is believed to be accurate but cannot be guaranteed.

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Any questions concerning the information or its interpretation should be directed to Bruce Nielsen or Tobi Nielsen, Principals of Woodlands North.



## HEALTH AND SAFETY POLICY

Woodlands North is committed to a health and safety program that protects our staff, contractors, visitors, property, and other workers who enter our job sites and the general public.

Everyone employed by Woodlands North including employees, contractors and sub-contractors is responsible and accountable for the success of our health and safety policy. Active participation of all employees and anybody who enters the job sites is imperative for the smooth execution of this policy.

Management will set the health and safety policy, work procedures, and provide all necessary equipment and training. Management will also set an example and provide leadership in the health and safety policy. Supervisors are responsible for employing and enforcing the health and safety policies and enabling communication and feedback between all levels of the organization. All employees, sub-contractors and contractors are responsible for following all company regulations and procedures, working with an awareness of health and safety and cooperating to work towards improved health and safety conditions on the job site.

Employees, sub-contractors and service suppliers at every level must understand and comply with the requirements of the Alberta Occupational Health and Safety legislation and other appropriate legislation as it relates to their work processes as well as to Woodlands North regulations.

Our goal is to have a safe, healthy, and productive work place for all of our workers. We can only achieve this goal by working together in all parts of this program.

Let's make this a healthy and safe atmosphere!

Signed:

Title: Principal

Date: May 6, 2014



## ENVIRONMENTAL POLICY STATEMENT

Reflected in Woodlands North core values is its commitment to the protection of the environment. All employees and subcontractors are responsible for complying with *Woodlands* various policies, procedures and safe work practices to:

- Create and maintain a safe and healthy work environment
- Minimize and eliminate where possible the environmental impacts of *Woodlands* activities
- Foster and build cooperative relationships with stakeholders, communities and governments concerned about the environmental protection in areas of *Woodlands* operations
- Review, monitor and enhance environmental performance
- Promptly, efficiently and effectively report and respond to any environmental concern.

Management will set environmental protection policies, work procedures, and provide all necessary equipment, training and monitoring. Management will provide leadership and involve all workers in the promotion and awareness of environmental issues through training and guidance. Supervisors are responsible for employing and enforcing environmental policies and enabling communication and feedback between all levels of the organization.

Employees, subcontractors and service suppliers at every level must understand and comply with the requirements of the Alberta Environmental Protection and Enhancement Act and other appropriate provincial, federal and municipal legislation as it relates to their works.

Signed:

Title: Principal

Date: Jan 8, 2015



## 1. INTRODUCTION

### 1.1. GENERAL INFORMATION

Field and office work presents inherent hazards that are not specifically addressed in the *Woodlands* Employee Manual. *Woodlands* has three important documents that specifically address internal safety for every project:

1. this manual Woodlands North Corporate Health and Safety Manual
2. the Task Hazard Assessment Matrix database
3. the Safe Work Practices Manual

The Corporate Health and Safety Manual details company safety policies and step-by-step procedures in cases of personal or environmental emergencies. This manual also contains important information on hazard identification and assessment procedures, post incident management procedures and what to do if a case of workplace violence and harassment was experienced. A copy of this manual is to be accessible at all times. This requires a copy to be available at both company offices and within each company vehicle.

The Task Hazard Assessment Matrix database, found in the V drive under Safety, outlines a running list of specific hazardous tasks and potentially harmful situations identified by workers over the years. Therein, each hazard is assessed for frequency of exposure, potential consequences, hazard probability, overall hazard priority rating and controls to reduce the hazards identified. This Matrix database is updated at least once a year once the formal Annual Task Hazard Identification and Assessment Exercise has been completed by staff and any applicable subcontractor; as well as each time a new project with new hazards is added to the Company's project portfolio. The purpose of this task is:

1. Field procedures, field equipment, and tasks change regularly and these new responsibilities yield new hazards each year
2. People may have different interpretations of a hazardous situation based on experience and exposure, thus the database is open-ended

Each business unit (Silviculture, Inventory, Ecology, Reclamation & GIS (including Administration and Office Work)) has its own Safe Work Practice chapter. A safe work practice is created for every hazard identified in the Task Hazard Assessment Matrix that cannot be controlled alone by an engineering or administrative control.

Prior to initiating work, and at least annually thereafter, all staff will review the *Woodlands* Corporate Health and Safety Manual, the Task Hazard Assessment Matrix database, the Safe Work Practices Manual and the Employee Manual in their entirety with Management. Management will ensure that all policies, procedures, and processes are clearly communicated and understood by employees and contractors/ sub-contractors. Management will also ensure the above mentioned documents are working well in conjunction with each other and with the manuals distributed by all clients of *Woodlands* to ensure continued refinement of our health and safety program.

### 1.1.1. RULES OF WOODLANDS

**W**ear personal protective equipment  
**O**bey all laws, regulations, policies, practices and procedures, and job descriptions  
**O**ffer assistance when you can  
**D**emonstrate safety in all of your daily work actions  
**L**eave areas clean  
**A**lways treat people and equipment with respect  
**N**otify management of unsafe/substandard act/condition/situation  
**D**emonstrate professionalism  
**S**afety is our first priority

### 1.1.2. THE WOODLANDS APPROACH TO SAFETY

Due to the many safety concerns that are inherent in natural resource consulting work, it is imperative that all *Woodlands* employees and contractors/sub-contractors practice safe working habits every day, and lead others by example. This includes complying with all policies in this manual, client safety manuals, and all laws regarding public health and safety. Safety must also be a way of life. It is imperative that all workers employed by *Woodlands* practice safe personal habits so that they can report for duty in a rested, alert and capable condition.

The root cause of the majority of safety incidents can be traced back to four hazardous states: rushing, frustration, fatigue and complacency. These states can lead to critical errors such as losing focus on your task, unknowingly entering a dangerous area, or losing balance, all of which can greatly increase the risk of injury. Training will be provided on how to recognize and control for these states. The *Woodlands* Employee Risk Assessment and Behavior Observation Tool will be examined at the spring start up orientation. Together we can make *Woodlands* a safe place of work.

### 1.1.3. HEALTH AND SAFETY LEGISLATION

The health and safety of employees in Alberta are addressed by several provincial and federal statutes. Foremost among these are the *Occupational Health and Safety Act*, and the *Workers' Compensation Act*, and their associated regulations. Other pertinent provincial legislation includes:

- *First Aid Regulation*
- *General Safety Regulation*
- *Safety Codes Act*
- *Transportation of Dangerous Goods Act*
- *Transportation of Dangerous Goods Control Regulations*

Federal legislation dealing with health and safety include the *Canada Labour Code, Part II* and the *Transportation of Dangerous Goods Act*. Both Federal and Provincial Legislation are available on-line for free at <http://www.canlii.org/en/>.

Under the *Worker's Compensation Act*, employees are entitled to compensation if injured or disabled at work as a result of an accident or, in the case of death, an employee's dependents. The Act also states that if an accident occurs at work and an employee is injured, disabled, or dies, it is assumed that the accident is a result of work unless shown otherwise. However, there is no entitlement to compensation if the accident is a result of willful misconduct of the employee.

The *Occupational Health and Safety Act* and the *Occupational Health and Safety Regulation* require certain responsibilities upon employers, employees and sub-contractors/contractors which are detailed below.

#### 1.1.4. EMPLOYER RESPONSIBILITIES

As employers, *Woodlands* has the following responsibilities under the Occupational Health and Safety Act and Regulation:

1. Ensure, as far as it is reasonably practicable, the health and safety of *Woodlands* employees and workers employed by others and are present at the work site.
2. Ensure that the workers employed by *Woodlands* are aware of their responsibilities as it pertains to health and safety.
3. Ensure that all equipment used by *Woodlands* employees and sub-contractors/contractors;
  - a) is maintained in a condition that will not compromise the health or safety of workers using or transporting it,
  - b) will safely perform the function for which it is intended or was designed,
  - c) is of adequate strength for its purpose, and
  - d) is free from obvious defects.
4. Ensure that workers employed by *Woodlands* use or wear the appropriate equipment, including personal protective equipment (PPE) required to safely do the work.
5. Ensure that *Woodlands* employees and sub-contractors/contractors are trained in the safe operation of the equipment they are required to operate including;
  - a) the selection of the appropriate equipment, including PPE,
  - b) the limitations of the equipment,
  - c) an operator's pre-use inspection,
  - d) the use of the equipment,
  - e) the operator skills required by the manufacturer's specifications for the equipment,
  - f) the basic mechanical and maintenance requirements of the equipment,
  - g) loading and unloading the equipment if doing so is a job requirement,
  - h) the hazards specific to the operation of the equipment at the work site.
6. Where a *Woodlands* employee or sub-contractor/contractor may be exposed to a harmful substance, *Woodlands* must establish procedures that minimize the worker's exposure to the substance, ensure that worker is trained in the procedures, applies the training, and is informed of the health hazards associated with exposure to the harmful substance.
7. Ensure that *Woodlands* employees and sub-contractors/contractors are competent to do the work asked of them or are under the direct supervision of an employee who is competent to do the work.
8. Ensure that *Woodlands* employees and sub-contractors/contractors are familiar with safe work procedures before work is begun.

9. Ensure that *Woodlands* employees and sub-contractors/contractors are competent in the application, care, use, maintenance and limitations of safety or protective equipment.
  - a) Ensure that *Woodlands* employees and sub-contractors/contractors perform any duty imposed by regulation or code.
10. If an employee or field sub-contractor is working alone *Woodlands* has to provide for either;
  - a) an effective means of communication such as a radio, cell phone, sat phone, or landline,
  - b) periodic visits by *Woodlands*,
  - c) periodic contact at designated intervals.

#### 1.1.5. WORKER RESPONSIBILITIES

As employees, you have the following responsibilities under the Occupational Health and Safety Act and Regulation. Employees must:

1. Take reasonable care to protect the health and safety of you and other workers present while working.
2. Co-operate with *Woodlands* for the purposes of protecting the health and safety of you, other employees, and other persons present at the work site.
3. Not perform work unless competent to do so or are under the direct supervision of a person who is competent to perform the work.
4. Immediately report to *Woodlands* equipment that is in a condition that will compromise the health or safety of employees, will not perform the function for which it is intended or was designed, is not strong enough for its purpose, or has an obvious defect.
5. Participate in and apply training provided by *Woodlands*.

#### 1.1.6. SUB-CONTRACTOR/CONTRACTOR RESPONSIBILITIES

Sub-contractors and contractors are independent businesses or self-employed persons hired by *Woodlands* to complete work under contract. *Woodlands* directs your activities however you are not considered employees of *Woodlands*. Sub-contractors/contractors and self-employed persons have responsibilities under the Occupational Health and Safety legislation:

1. Co-operate with *Woodlands* management and employees in protecting the health and safety of everyone in the workplace
2. Conduct work in a way that does not endanger anyone's health and safety
3. Provide information that could affect the health and safety of others to *Woodlands* and employees
4. Know and follow applicable parts of *Woodlands* health and safety program

#### 1.1.7. LOCATION OF SAFETY DOCUMENTATION

Employees can access safety documentation and forms in the Safety Hubs located in the Whitecourt and Edmonton Offices. If the safety form you need is not available in the Safety Hubs, look in the V Drive under V:\Safety\WN\_Safety\_Program\Safety Forms and print off a copy.

1. Every employee has a copy of the *Woodlands* Corporate Health and Safety Manual
2. A copy of the Corporate Health and Safety Manual will be also available at both offices for contractors to review

3. Material Safety Data Sheets (MSDS):
  - a. In the Safety Hub in a binder labeled MSDS
  - b. On the network Shared Drive under Safety
  - c. Posted on the shop wall in an envelope marked MSDS for shop chemicals
  - d. In each of the truck safety manuals for field chemicals
3. Both offices have a copy of the OSH Act and Regulation Handbook. Additional information can be found at <http://humanservices.alberta.ca/working-in-alberta/295.html>
4. Relevant safety videos are kept in the company library in the Whitecourt office and can be viewed anytime
5. All safety documentation is maintained by the Principal and Health and Safety Manager Bruce Nielsen, all confidential information is kept offsite
6. A variety of health and safety videos can also be borrowed from the Alberta Employment Audio/Visual Library Services. A list of topics and borrowing instructions are available on-line at <http://employment.alberta.ca/1730.html>.

#### 1.1.8. HEALTH AND SAFETY MEETINGS

All crews will hold scheduled safety meetings. The entire staff is to attend each safety meeting that kicks off the start of a 10 day shift for the field staff. Random meetings may also occur as needed; if an incident occurs, a staff meeting may be called upon immediately rather than discussing the matter at the next scheduled safety meeting. These meetings are designed to allow crewmembers and Supervisors to discuss safety concerns. Any incidents, accidents, near misses, new procedures, or changes to protocol will be discussed during these meetings. There will be regular discussion of other companies' safety incidents, safety scenarios and internal/client policies. Meetings must be documented (including who is in attendance) and reports submitted to HSE Management.

A tailgate safety meeting will be held **every morning** at the truck or at the site prior to beginning work. During the tailgate safety meeting, crew members are to identify and discuss task hazards and controls, fit for duty, and other conditions to be aware of that day. In the event of a CHANGE of SCOPE of work, the tailgate safety meeting will be revisited to reassess potential hazards as per the Management of Change Policy.

#### 1.1.9. TRAINING AND MENTORING

Training and mentoring programs help to prepare employees for various job-specific tasks, situations, and conditions. Prior to employment, prospective employees are required to provide *Woodlands* with a copy of their First Aid certificate, driver's license, and driver's abstract. These will be retained by *Woodlands* for the duration of employment and updated as required. Upon employment, *Woodlands* provides initial training (company policy/procedure/safe work practice orientation, ATV training, emergency response), and on-going training (task training, hazard assessment, SAFE START, wildlife awareness among others).

The Corporate HSE Manual is reviewed and updated annually, usually prior to the spring/summer field season. A training session will occur prior to the spring/summer field season. All employees will review proper use and care of equipment, emergency response, hazard identification/assessment, and hazard control measures. There will be another training session at the start of the fall/winter term

regarding snowmobile training and maintenance, winter defensive driving, and review of Corporate HSE Manual and Employee Manual.

Continual training and mentoring for both new and existing employees will be conducted and encouraged. When employees are transferred or assigned new tasks they will receive job specific training from senior personnel, and competency will be verified before the worker is permitted to work independently. New employees with “good” driver’s abstracts will be given the opportunity to drive company trucks in off highway situations only after first showing competency to senior staff. New employees with “poor” driver’s abstracts (3 year driver’s abstract exhibiting a license suspension, two or more speeding tickets, or demerit points of 6+) must first pass *Woodlands’* driving competency assessment prior to driving work vehicles.

New and existing employees must prove their capabilities for adhering to proper use and care of equipment, emergency response, hazard control and adhering to company policies and procedures; this includes safe and prudent operations of all powered mobile equipment (OHV and pickups). ATV competency assessments will take place and be documented during the ATV training course in the spring. Project Managers or Supervisors as well as the Certified Instructor will observe employees running a series of skills on the ATV, rate their abilities and make recommendations for mentorship or additional training if needed before field work commences. To further evaluate the competency of workers an annual spot check will be conducted (WN Annual Field Crew Inspection Form found in the V Drive). This exercise assesses the competency of crew members in real-life situations with day-to-day challenges of field work: safe work preparations, driving safe for off highway road conditions, lawful operations of OHVs and pickups, proper use of PPE, good communications among crew, clean and organized etc.

#### 1.1.10. CERTIFICATES

Certificates that are currently held by employees will be updated prior to their expiry (First Aid, WHMIS, H2S, etc.). Certificates that are required for any new work projects will be obtained prior to the start up of the job.

#### 1.1.11. INSPECTIONS

Inspections help ensure hazards are continually identified, monitored and corrected. All employees will participate in scheduled and informal Health and Safety Inspections, including:

- Bi-weekly staff safety meetings
- Daily tailgate safety meetings
- Pre-use inspections of vehicles, ATVs, and OHVs (Off Highway Vehicles)
- Truck and equipment inspections at the start and end of each shift
- Monthly office inspections

Training is provided to employees by Project Supervisors or seasoned employees “buddy system” on how to conduct the tailgate, truck and office inspections. ATV inspection training is provided to all employees during the required ATV Course. It is up to the employee to report to management or their Project Supervisor if they do not feel confident with the responsibility to conduct these



inspections. Further training will be provided upon request.

Workers can also expect an annual mock safety drill for a variety of events: lost worker, H2S, bear, fire, injury or chemical spill. The mock drill will be planned and will occur at least once a year. This drill will help Management inspect a crew's response to a potential emergency and to highlight where competencies are or are not. A statistical unbiased method will be used to determine which *Woodlands* crew will have an event that day. No one except that crew will know that they are chosen. *Woodlands* will implement appropriate emergency response procedures for the situation to help the crew/situation. After the crew/situation has been addressed, everything will be documented, and an internal investigation will take place to determine success and areas of improvement needed.

## 2. POLICIES

*Woodlands* employs policies and safe work procedures to guide how it implements and develops health and safety in the workplace. Management will ensure ALL health and safety policies are clearly communicated to every worker at least annually in a classroom training session or upon new hire as part of the Orientation Training Package. It is expected that these policies and procedures will evolve over time in response to:

1. Employee needs
2. Business needs
3. Client needs
4. Identification of new hazards
5. Results of incidents and incident investigation
6. Legislative requirements

### 2.1. NON-COMPLIANCE POLICY

*Woodlands* employees, sub-contractors/contractors are expected to participate in the Health and Safety Program. All workers must follow all Health and Safety policies, procedures, practices, rules, regulations, and guidelines. Failure to comply will result in the following disciplinary process:

- First offence is a verbal warning
- Second offence is a written warning
- Third offence is suspension without pay
- Fourth offence is termination of employment

These disciplinary actions are to be used at the discretion of *Woodlands* Management. In extreme cases, *Woodlands* Senior Management retains the right to proceed directly to termination of employment.

### 2.2. OBLIGATION TO REFUSE WORK POLICY

*Woodlands* employees, sub-contractors/contractors retain the right to refuse work if he/she does not feel safe or feels that another employees' safety is at risk. In this situation, the worker must:

1. Stop work
2. Contact Supervisor immediately

### 3. Obtain instructions

It is the obligation of the worker to not complete work in an unsafe manner and to refuse to do any work that they deem to be unsafe or that they are not suited to complete.

## 2.3. TRAINING AND CERTIFICATION POLICY

All field employees and sub-contractors must have valid training and certification for First Aid and ATV operations at a minimum. Workers can expect to be tested for skill competency particularly after ATV training. It is the responsibility of the worker to ensure his/her certificates are renewed prior to them expiring. Prior to initiating work, and at least annually thereafter, all staff will review the *Woodlands* Corporate Health and Safety Manual, Task Hazard Assessment Matrix database, the appropriate Safe Work Practices Manual and the Employee Manual in their entirety. Worker participation during the spring start up orientation and training session and again in the fall review is mandatory.

Refresher training sessions of selected pertinent sections from the *Woodlands* Corporate Health and Safety Manual will also be reviewed by all staff at “shift start” safety meetings. Any new crew member must review and sign off on all manuals and safe work procedures prior to starting any work. *Woodlands* will ensure that all operators of equipment are sufficiently trained and competent before work commences. If select certification is required for specific project work (H<sub>2</sub>S, Confined Space, etc...) no work can be completed until the training is completed and certification is earned and signed off by Management. If an employee is uncomfortable completing an aspect of project work due to insufficient training, it is the responsibility of the worker to bring this to Management’s attention in order for additional training, re-training or mentorship to be arranged.

Contractor training and certification expectations will be detailed in the Contractor Agreement Form.

## 2.4. FIT FOR DUTY POLICY

*Woodlands* has a strong commitment to provide a safe work environment for its employees and sub-contractors/contractors working in the field and in the office. In order to assist in maintaining a safe working environment it is essential that workers are trustworthy, will perform their tasks in a reliable manner, are not under the influence of any substance, legal or illegal, that may impair their ability to perform their duties, and are not mentally or physically impaired from any cause that can adversely affect their ability to safely and competently perform their duties. *Woodlands* will communicate the expectations and procedures relating to this policy at hire and annually thereafter.

### 2.4.1. EDUCATION, TRAINING, MONITORING

*Woodlands* workers must be competent and qualified to perform their duties. This ensures the safety of everyone. Employees are expected to have certain levels of qualification for their job duties (see Section 1.1.9) prior to employment, however *Woodlands* has a variety of training and mentoring programs to offer employees to further their skill sets and to ensure all staff are able to conduct their duties in a safe manner. The level of training provided to an employee will depend on the level of education, experience and training that the employee brings to the company upon hiring. Management will approach an



employee if additional formal education can be provided when deemed necessary for specific projects.

*Woodlands* uses both formal and informal processes to monitor and to obtain direct and measurable information (both positive and negative) on worker competency, safe work behaviors and practices. This information in turn helps highlight the areas within our Health and Safety Program that must improve, and it affirms the education and training programs that are succeeding at teaching employees the safest ways to perform their work tasks. *Woodlands* consistently reviews the foundation of its behavior-based safety program (bi-monthly).

Formal job observations are conducted and documented annually at both the crew and individual levels. Management will train employees on how to conduct and provide effective feedback during the job observation process.

1. Using the *Woodlands* Annual Field Crew Inspection Form as a guide Management and/or the Project Supervisor will conduct a formal job observation of the crew's safe work behaviors and practices.
2. Using the *Woodlands* Professional Review of Technician Form as a guide Supervisors will conduct a formal observation review of each crew member's safe work behaviors and skills.
3. Using the *Woodlands* Professional Review of Supervisor Form as a guide Technicians will formally assess and document their Supervisor's safe work behaviors and skills.

Upon completion of the formal job observation process a performance review meeting will take place with Management and the employee that had been observed. Management will review the results, reinforce safe behaviors observed, describe the unsafe behaviors observed, and obtain feedback on why the worker performed in that manner. The purpose of the review is not to punish or discipline rather to provide feedback to workers that will help advance their professional growth and development, fieldwork skills, professionalism, communication skills and safe work behaviors and attitudes. Documented records and meeting correspondence will be filed and kept confidential.

Informal monitoring efforts and job observations are encouraged to be documented at any time. Workers at every level can record observed safety behaviors and site conditions both positive and negative using *Woodlands* Health and Safety Observation and Minor Incident Report Form.

*Woodlands* maintains and reviews simple statistics based primarily on worker behaviour. Documented job observations are incorporated in to the company's safety statistics and analyzed by the Health and Safety Committee to identify trends and enhancements that can be made to make work activities safer and improve the company Health and Safety Program.

A worker may be removed from a work site at any time if his/her behaviors are deemed purposefully unsafe by Management. The Non-Compliance Policy and sequential disciplinary actions will be cited to the worker. The worker will then be administered refresher education courses, training or mentoring until the Project Supervisor and Management feel they are fit to return to work duties.

#### 2.4.2. PHYSICAL DEMANDS ANALYSIS

A Physical Demands Analysis is a systematic procedure to objectively examine and quantify all physical aspects of a particular position. A worker's tasks are analyzed by duration, amount and types of forces,

weights, postures, environmental hazards, work aids, and equipment used. Knowing the physical demands of each particular job helps *Woodlands* properly place employees or sub-contractors where they can function most safely and efficiently according to their physical capabilities. As part of *Woodlands* Project Initiation and Task Hazard Assessment processes, employees will be fully informed of the physical demands of the project duties assigned to them and will sign off that they are capable before any work commences. A functional capacity evaluation may be performed to confirm the physical abilities of each employee.

Similarly, physical demands are assessed for modified duty jobs assigned to a person who has been injured at work. This is to ensure the tasks can be performed safely and they follow the specific restrictions provided by a health care professional.

#### 2.4.3. EMPLOYEE ASSISTANCE PROGRAM

Employees working at tasks that are too physically difficult for their capabilities can cause reduced productivity, damage to equipment and lost time due to injury or illness. Accidents due to physical exhaustion or injury can have devastating impacts. It is important that employees are matched to appropriate work duties. If an employee has limited physical capabilities due to injury, illness or stature, alternate or modified duties will be provided (see Section 2.11 Modified Work Duties). The employee may revisit a physical demands analysis for other duties with Management to see which duties best match the employee's current physical abilities.

#### 2.4.4. DRUG AND ALCOHOL

*Woodlands* employees, sub-contractors/contractors must never enter or remain at the workplace while impaired. As also mentioned in the *Woodlands* Employee Manual, be responsible and plan ahead. A mandatory Drug and Alcohol Compliance Form must be signed and delivered to the Health and Safety Manager before work is commenced. Employees, sub-contractors/contractors may be asked to submit a sample of blood or urine upon demand from a Client or *Woodlands* management following any serious incident. Failure to do so may result in termination of employment. Employees must also notify the Health and Safety Manager, Project Supervisor and fellow workers if taking a prescription or over the counter medication that may impair their ability to work safely (this also includes allergy for cold medications that may cause drowsiness).

### 2.5. WORKPLACE VIOLENCE AND HARASSMENT POLICY

At *Woodlands*, we are committed to providing a safe and respectful work environment for all employees, contractors and clients. No person, whether a Manager, an employee, a vendor, a client, or a member of the public, has to put up with violence or harassment for any reason at any time. Likewise, no one has the right to threaten, harass, or physically assault anyone else, at work or in any situation related to employment.

The following information under this specific Policy as well as the information starting on page 40 which details procedures for both victims and the accused and the resolution process will be discussed during the annual classroom training session with all staff and during new hire Orientation Training Package delivery also in a classroom setting. The Canadian Human Rights Act and the Canada Labour Code protect us from

harassment. The Criminal Code protects us from physical and sexual assault. You have the right to live and work without the fear of workplace violence or harassment and *Woodlands* will cooperate and facilitate with any complaint or investigation regarding workplace violence or harassment. *Woodlands* will treat all complaints of workplace violence or harassment seriously, whether they are made informally or formally. We undertake to act on all complaints to ensure that they are resolved quickly, confidentially, fairly, and with respect and dignity. We will discipline anyone who has threatened, harassed, or assaulted a person or group of people. We will discipline Supervisors who do not act properly to end harassment.

### 2.5.1. IDENTIFYING WORKPLACE VIOLENCE OR HARASSMENT

Harassment is any action that makes a person feel degraded, humiliated, or embarrassed. It includes, but is not limited to, jokes, comments, insults, touching, pinching, leering, posters, cartoons, unwanted e-mails, and unwanted telephone calls. It includes conditions of employment that are unreasonable, degrading, demeaning, humiliating, or sexual. Work place harassment or violence can occur between workers or between a worker and a member of the public. Some examples of harassment and violence include:

- unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics
- unwelcome comments or physical threats from a member of the public that is opposed to forestry practices
- unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a relationship)
- displays of sexually explicit, sexist, racist, or other offensive or derogatory material
- written or verbal abuse or threats
- practical jokes that embarrass or insult someone
- leering (suggestive staring) or other offensive gestures
- unwelcome physical contact, such as patting, touching, pinching, hitting
- patronizing or condescending behavior
- humiliating an employee in front of co-workers
- abuse of authority that undermines someone's performance or threatens her or his career
- vandalism of personal property
- physical or sexual assault

### 2.5.2. SIGNS OF VIOLENCE OR HARASSMENT

Other than the obvious physical signs of violence, there are several other signs of violence or harassment. Being aware of the following can help alert you to problem situations:

- An unexplained change in an employee's performance
- Someone suddenly taking more sick leave
- An employee isolating her or himself, seeming distracted, not participating in office socializing
- Rumors
- Awkwardness or discomfort between two or more employees

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### 2.5.3. EMPLOYEES' RIGHTS AND RESPONSIBILITIES

*Woodlands* employees have a responsibility to:

- Behave in an atmosphere of mutual respect and understanding
- Treat others in a way that respects individual differences
- Speak up if someone behaves in a way that offends, harms, humiliates, or degrades you
- Report harassment between workers or from the public
- To cooperate in the investigation of a harassment complaint
- To keep confidential any evidence or information provided to or gained from an investigation of a complaint, except as is necessary to deal effectively with the complaint

### 2.5.4. EMPLOYERS' RESPONSIBILITIES

*Woodlands* has a responsibility to:

- Ensure our work environment is free from violence or harassment
- To stop and address violence or harassment as soon as *Woodlands* is aware of it, whether a complaint has been made or not
- To act on all complaints to ensure that they are resolved quickly, confidentially, fairly, and with respect and dignity
- To discipline anyone who has threatened, harassed, or assaulted a person or group of people
- To discipline Supervisors who do not act properly to end harassment

## 2.6. OPEN DOOR POLICY

*Woodlands* employees are encouraged to communicate both positive and negative situations with crew members, Supervisors, and Management. Any employee can schedule a mutually convenient time with another *Woodlands* employee to discuss any type of issue, situation, or concern.

## 2.7. MANAGEMENT OF CHANGE POLICY

Management of change occurs whenever there is a fundamental change in how a project is undertaken. This is usually a result of a change in:

1. The scope of the work
2. The process by which work is being completed
3. The personnel undertaking the work
4. The work schedule to manage for efficiency or fatigue
5. The type of equipment used in the work

The degree to which a given change must be managed will be commensurate with the degree in the change required and the number of changes being undertaken (i.e. if only one of the above factors are changed, the degree of management required will be less than if several are changed).

### 2.7.1. SCOPE OF THE WORK

Change in the scope of work refers to the type of work undertaken, not the amount. The scope of the

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work may change in the following manners:

**Type of work or data collected**- should the type of work or data collected change, an assessment will be made by Management to determine if the original pre-work adequately addresses the change. If it is determined that the pre-work will not adequately address the change, then a new pre-work will be undertaken, including a hazard assessment of the change(s). Any new hazards will be communicated to employees, sub-contractors/contractors undertaking the work and additional equipment and/or personal protective equipment supplied prior to the work being undertaken.

**Season of work** - Generally, seasonal hazards are identified and communicated to employees during bi-weekly safety meetings. Specific seasonal hazards are also addressed as required on a daily basis through a tailgate meeting (i.e. icy roads, extreme cold or hot weather). However, on some occasions it may be possible that seasonal hazards not previously addressed may arise that pertain to specific work (eg. if work requires the crossing of a stream during winter months and there is a sudden warm spell where the ice may melt). On such occasions, the workers will be apprised of the potential hazard(s) and advised to take appropriate precautions. If the precautions include additional equipment or personal protective equipment, these will be provided prior to work commencing.

**The geographic area of the work** - changes in geographic area can encompass several new hazards such as level of communication, terrain, and environmental factors. It can also result in potential changes in methodology or procedures due to operational restrictions. Such areas are usually identified and addressed at the pre-work meeting, but any unexpected changes in geographic area will be assessed for potential hazards and employees/sub-contractors/contractors will be advised of any new hazards not previously identified. If the precautions include additional equipment or personal protective equipment, these will be provided prior to work commencing.

### 2.7.2. PROCESS BY WHICH WORK IS COMPLETED

If there is a fundamental change in the process by which work is completed that is outside a client's or *Woodlands'* standard procedures for that work, the new process will undergo a hazard assessment by *Woodlands*. Any new hazards that may be identified and any management measures that are to be employed to reduce such hazards will be communicated to all workers undertaking the work prior to the change being initiated. This would include providing additional equipment or personal protective equipment to employees if called for.

### 2.7.3. PERSONNEL UNDERTAKING THE WORK

Changes in personnel are a common feature in the work *Woodlands* completes as we strive to meet clients' expectations. Only those personnel who are competent and appropriately trained to complete a given type of work will be assigned to that work. Employees, sub-contractors and contractors must inform *Woodlands* if they do not feel competent or properly trained to complete a task asked of them. In such cases, *Woodlands* will provide appropriate training and/or mentoring (for employees only) until such time that both *Woodlands* and the worker feel they are capable of performing the work. Contractors are expected to pay for training and to maintain their skill sets to safely and competently perform the work expected of them under contract.

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#### 2.7.4. WORK SCHEDULE MANAGEMENT

*Woodlands* recognizes the impact of fatigue on human performance and will strive to reduce the effects of fatigue for all operations in the field or in office while still efficiently completing projects. Currently *Woodlands* offers two scheduling practices to allow employees adequate rest between tours of duty: 1) 10 days on / 4 days off, and 2) 5 days on / 2 days off. A working day is considered 10 hours for field operators (8 regular hours and up to 2 hours of overtime including travel time) and 8 hours for office workers. *Woodlands* supports the Government of Alberta Employment Standards where an employee is entitled to at least 30 minutes of rest for each 5 hours of consecutive work. Employees and Project Managers will be involved in the decision making process to work more than the above mentioned schedules if required for completion of a project. Employees must report to Management if chronic fatigue is experienced or observed. Together, Management and the employee will determine if the work schedule, work environment, work tasks, work habits or personal habits need to change in order for the employee to sustain alertness throughout each work day and to completion of each project.

#### 2.7.5. THE TYPE OF EQUIPMENT USED IN THE WORK

If there is a fundamental change in the type of equipment used, *Woodlands* will provide employees with the appropriate training to use or operate the equipment prior to the equipment being deployed. No employee will be permitted to operate new equipment without proper training and/or personal protective equipment. The level of training required will be commensurate with the level of familiarity employees have with similar equipment and the hazard the use of equipment poses. For example, if an employee changes from an ATV with automatic vs. manual gear shifting, the employee will be shown the difference in operating the machine if they are unfamiliar with an automatic shift, but the hazards posed by both are similar so no further training will be provided. If the change requires additional personal protective equipment, these will be provided prior to the equipment being used.

### 2.8. INSPECTIONS AND MAINTENANCE POLICY

Inspection and maintenance of *Woodlands* equipment and facilities are the responsibility of all employees and Management. Inspections are an important process for identifying potential hazards.

#### 2.8.1. INSPECTIONS

1. Crew members, Supervisors, and Management must all take part in the regular inspection of:
  - a) Field crews and field work sites
  - b) ATVs and OHVs
  - c) Trailers, ramps
  - d) ATV tie downs
  - e) Pickup trucks
  - f) Office spaces
2. All formal internal inspections will be documented on the appropriate form and surrendered to the Health and Safety Committee for record keeping
3. Any item that requires maintenance must be completed prior to the item being used for work. Similarly if equipment is found to be defective it is immediately removed from service



- until it is repaired. If the item cannot be repaired before work starts it will be tagged with the LOCK OUT / TAG OUT LABEL and kept out of circulation until remedied
4. Pre-trip inspections are required for all vehicles (ATVs, OHVs and pick-ups). Fill in all spaces provided on the company inspection forms.
  5. Pre-trip inspections of pick-up trucks will include at a minimum:
    - a) Brakes
    - b) Lights (brake lights, signal lights, headlights)
    - c) Fuel
    - d) Emergency equipment (fire equipment, spill kit, emergency kit)
    - e) Tires
    - f) Visibility
  6. Pre-trip inspections of ATVs and OHVs include checking:
    - a) Brakes
    - b) Lights
    - c) Winch
    - d) Fuel
    - e) Oil
    - f) Forest fuels on muffler
  7. A truck inspection is mandatory at the beginning and end of a 10 day shift. Complete the Woodlands North Vehicle Inspection Form in its entirety and surrender to your Project Supervisor each shift. A simplified DAILY truck inspection is also required. You will find it on the tailgate safety meeting form.
  8. Office managers will inspect the office working spaces every month using the Woodlands North Monthly Office Inspection Form. In addition to the monthly inspection, an annual inspection of all chemical and potentially harmful substances located in the facilities will be performed. MSDS and WHMIS labelling will be confirmed.
  9. Field crews' behaviors, work practices and field work sites including powered mobile equipment will be inspected at least annually by Supervisors or Management. Ideally these field inspections will be conducted during the busy summer months when potential hazards and numbers of bodies working in the field are high.

### 2.8.2. MAINTENANCE

*Woodlands* maintains an inventory of all owned or leased equipment it carries excluding expendables. This inventory is updated as new equipment is acquired and old equipment is written off. Included in this inventory is the inspection and/or maintenance schedule that meets manufacturer and legislated requirements and recommendations by reputable service providers. *Woodlands* will only use qualified professionals to repair or maintain our vehicles and other power equipment. Any vehicle or power equipment that requires repair or maintenance must be communicated to Management immediately and is to be marked with a LOCK OUT / TAG OUT LABEL if practical to do so.

All inspections, maintenance and repairs completed are recorded and saved in both hard copy and digital form. A copy of receipts for regular maintenance performed on vehicles as per manufacturer's guidelines will be surrendered to the Health and Safety Committee for record keeping. Employees are responsible for maintaining both personal and *Woodlands* equipment and materials in an ongoing manner and as needed. Equipment that is broken or results in loss of productivity may be the

responsibility of the crew member. Expected maintenance includes:

1. Drying, oiling, and cleaning of increment bores, measuring tapes, logger's tape, and other field equipment
2. Do everyday maintenance on work equipment and supplies for next shift
3. "Check in" equipment on the equipment sign out list, mark if clean, and any broken equipment is to be LOCKED OUT/TAGGED OUT
4. Checking and maintaining fuels, oils, and other fluids in all trucks, ATVs and other motors that we use
5. At the end of every day, do maintenance on work equipment and supplies for the next day

## 2.9. HAZARD IDENTIFICATION AND ASSESSMENT POLICY

A very important process that continues to improve a health and safety program is hazard identification and assessment. Not only does hazard identification and assessment enable the implementation of controls, but just making workers aware that a hazard exists promotes better decision-making and reduces the likelihood of an incident occurring.

*Woodlands* will:

1. Establish, maintain, and promote processes to identify, assess, quantify, and document hazards associated with the work we do
2. Regularly update and communicate changes to the Task Hazard Assessment Matrix Database
3. Train and engage employees and subcontractors in hazard identification and risk assessment
4. Develop and implement controls (administrative, PPE, engineering) to mitigate the health and safety risks associated with the identified hazardous work tasks
5. Communicate to employees and sub-contractors/contractors identified hazards prior to commencing work
6. Communicate and train employees in the appropriate controls developed to mitigate the hazard prior to commencing work
7. Review operations for new hazards in response to:
  - a) Changes to the type, scope, process, equipment, or personnel of work being done,
  - b) A Hazard or Unsafe/Substandard Condition report,
  - c) An Incident Report,
  - d) An Inspection,
  - e) or at least annually if there are no changes to operations
8. Develop new policies and procedures in conjunction with implementing changes to the operation as needed

## 2.10. ACCIDENT, INCIDENT, ILLNESS, CHRONIC RISKY MENTAL OR PHYSICAL STATES AND INJURY REPORTING POLICY

If an accident, incident, illness, injury or chronic hazardous risky mental or physical state such as fatigue, frustration, rushing, and complacency occurs, employees, sub-contractors, contractors and visitors **must immediately report** to the following:



### 2.10.1. REPORT TO *WOODLANDS* MANAGEMENT

Any *Woodlands* employee, sub-contractor/contractor or visitor involved in an accident, incident, illness, injury, or hazardous situation caused by a chronic risky mental or physical state is responsible to report it to *Woodlands* Management. Depending upon the type and severity of the accident, incident, illness, injury, or physical and mental state an Accident Report Form or Minor Incident and Hazard Observation Report Form is to be filled out as soon as possible. Confirm with the Health and Safety Manager if you have any questions about which form to use. Forms are available in the Safety Hub filing cabinets or on the company Shared Drive under “Safety Forms.”

### 2.10.2. REPORT TO CLIENT

*Woodlands* Supervisors are responsible to report “reportable”<sup>1</sup> accidents, incidents, illness, or injury to the Client. If serious, a copy of all paperwork is to be provided to the Client within 48 hours of the accident.

### 2.10.3. Report to WCB

*Woodlands* Management is responsible to report “reportable” accidents, illness, or injuries to WCB within 72 hours of becoming aware of the accident. It is therefore, important that the injured employee, sub-contractor, contractor or visitor receive medical attention and all the appropriate forms are filled out as soon as possible. Report fatalities immediately! It is the responsibility of *Woodlands* Management to report to WCB within 24 hours of the injured person’s return to work.

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<sup>1</sup> A “reportable” accident, illness or injury is one that causes the worker to miss time from work, to require modified duties, or to require ongoing medical treatment beyond the date of the accident. A “reportable” incident, illness, or injury may also result in a fatality, permanent disability, dental treatment, eye-glass repair or prescription medication.

### 2.10.4. REPORT TO HUMAN RESOURCES AND EMPLOYMENT (OH&S)

*Woodlands* Management is responsible to report to OH&S in the event of a serious injury or accident such as the following:

1. An accident that results in death
2. An accident or injury where the worker is hospitalized for more than 2 days
3. An injury or injury resulting from an unplanned explosion, fire or flood or a collapse or failure of any component of a building structure necessary for the structural integrity of the building

## 2.11. MODIFIED WORK DUTY POLICY

If a staff member cannot perform their regular field work duties as a result of a work related injury, *Woodlands* provides modified work duties that are consistent with specific medical restrictions provided by a health care professional. The modified work duty is designed to enable injured employees to return to work in a limited capacity until such time as the employee is released by a physician for regular duty. Employees’ must provide all doctors’ notes and reports to the Principal.

If injured the local health care provider you choose to see must be informed that *Woodlands* offers

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Modified Work. Please report this to the doctor verbally at the first visit. When practicable *Woodlands* can provide a letter that outlines the company's modified work opportunities to show the doctor. The modified duty assignment shall be administered by the Principal in conjunction with the employee's Supervisor after doctor's reports and recommendations have been reviewed. There will be no permanent modified or light duty.

## 2.12. SAFE RETURN TO WORK POLICY

If an injury occurs at the workplace and the employee is not able to perform modified duties, the employee, *Woodlands* and WCB will remain in regular communication through the recovery process to a safe return of work. The Principal/Health and Safety Manager will act as case management or assign the Health and Safety Coordinator.

*Woodlands* Modified Duty & Safe Return to Work programs are reviewed as part of the new employee orientation package however if a worker has concerns about the matter at any time thereafter they are encouraged to approach Management.

## 2.13. HEALTH AND SAFETY RESPONSIBILITIES AND ACCOUNTABILITY POLICY

Adherence to all health and safety responsibilities by employees and contractors/sub-contractors at each level of the company hierarchy is mandatory. Failure to comply may result in disciplinary actions outlined in the Non-Compliance Policy (Section 2.1).

### 2.13.1. MANAGEMENT

#### Project Manager Safety Responsibilities:

1. Institute a safe and healthy job site through:
  - a) establishing safe work procedures and practices
  - b) ensuring proper training of crew members
  - c) ensuring appropriate personal protective equipment (PPE) is available
  - d) ensuring necessary first aid supplies are readily available
2. Maintain and promote the Health and Safety Program by way of:
  - a) ensuring safety procedures and practices are being followed.
    - i) conduct at least one formal annual field spot check on crews using the Annual Field Crew Inspection Form found in the V Drive
    - ii) train Supervisors on how to conduct effective job observations
  - b) reviewing all safety concerns unique to each project with the crew before work commences
    - i) review the Task Hazard Assessment Matrix report with each worker or delegate the Project Supervisor to do so
  - c) actively participating in staff safety meetings held at the start of each shift. Lead these meetings if asked to do so by the Principal
3. Ensure identified deficiencies to *Woodlands* Health and Safety Program and safe working practices are corrected in a timely manner:

- a) reviewing all truck inspections reports, health and safety observation forms and incident/near miss reports at the first opportune time then send off forms to the Principal for sign offs
- b) investigating all incidents, near misses and occupational illnesses with the aid of the Health and Safety Manager and Principal and all parties involved
- c) correcting unsafe/substandard conditions and controlling for identified hazards
4. Report all injuries to Workers Compensation Board (WCB) and implement sub-contractor and visitor safety requirements

**Accountability:**

Managers will be evaluated on their attitudes, actions, and contributions made towards the Health and Safety Program as part of the annual employee performance review and evaluation.

### 2.13.2. SUPERVISORS

**Project Supervisor Safety Responsibilities:**

1. Promote the Health and Safety Program and lead by example by performing safe working practices to the standards of *Woodlands* and Clients and participating in regular safety meetings
2. Review all inspection reports, health and safety observation forms and incident/near miss reports to ensure completeness at the first opportune time, then immediately pass on to Project Management for review
3. Supervisors will monitor Crew Leaders and Technicians to ensure safe work procedures and practices are being conducted, and appropriate personal protective equipment (PPE) is being used and respected.
  - a) Conduct at least one formal annual field spot check on crews using the Annual Field Crew Inspection Form found in V Drive
4. Supervisors will aid Project Managers to ensure training of crew members is up to date and appropriate for work tasks, as well as correct unsafe/substandard conditions
5. Help the Project Manager and Health and Safety Manager investigate all accidents, near misses and occupational illnesses. This provides a valuable opportunity to learn “root causes” and take necessary action to prevent reoccurrence

**Accountability:**

Supervisors will be evaluated on their attitudes, actions, and contributions made towards the Health and Safety Program as part of the annual employee performance review and evaluation.

### 2.13.3. CREW LEADERS

**Crew Leader Safety Responsibilities:**

1. *Woodlands* Crew Leaders will promote the Health and Safety Program to Technician staff and lead by example by performing safe working practices and using all necessary PPE
2. Crew Leaders provide a critical link of communication to update Supervisors of the field conditions and out of office work. Crew Leaders will head morning tailgate safety meetings and participate in all office safety meetings. Safety concerns brought forward from the Technicians

- must be communicated to Supervisors or Management immediately- not saved for discussion at scheduled bi-monthly safety meetings
3. Crew Leaders must compile and surrender safety forms such as tailgate meeting forms, minor and major incident report forms and hazard identification forms in a timely manner to Supervisors or Management
  4. Ensure all equipment and facilities are not abused and are maintained and cleaned appropriately

**Accountability:**

Crew Leaders will be evaluated on their attitudes, actions, and contributions made towards the Health and Safety Program as part of the annual employee performance review and evaluation.

#### 2.13.4. TECHNICIAN

**Technician Safety Responsibilities:**

1. Technicians will participate in morning tailgate safety meetings and all office safety meetings. Safety concerns must be communicated to Crew Leaders or Supervisors immediately- not saved for discussion at bi-monthly staff safety meetings
2. Technicians must surrender safety forms such as tailgate meeting forms, minor and major incident report forms and hazard identification forms in a timely manner to the Crew Leader
3. Ensure all equipment and facilities are not abused and are maintained and cleaned appropriately

**Accountability:**

Technicians will be evaluated on their attitudes, actions, and contributions made towards the Health and Safety Program as part of the annual employee performance review and evaluation.

#### 2.13.5. CONTRACTORS & SUB-CONTRACTORS

Examples of contractors hired out to *Woodlands* include office cleaning companies, ATV/snowmobile rental and training course providers, sub-contracted office and field persons, rental and security system providers and snow removal/yard maintenance contractors.

**Contractor and Sub-Contractor Safety Responsibilities:**

1. Prior to any work commencing for Woodlands North, all sub-contractors and contractors must first sign the *Woodlands* Sub-contractor/ Contractor Agreement Form
2. Contractors/sub-contractors conducting work in the field or office spaces of Woodlands North must, at their own expense, obtain and maintain the levels of insurance as agreed upon in the Sub-contractor/Contractor Agreement Form. This includes Workers' Compensation insurance, Employer's Liability insurance, Commercial General Liability insurance and Automobile Liability insurance
3. Obtain and maintain expected levels of training and certification necessary to do their job safely and well. This will be agreed upon on the Sub-contractor/Contractor Agreement Form
4. View task hazards, implemented controls and safe working practices in the Task Hazard Assessment Matrix database that pertain to their works
5. Institute a safe and healthy job site through setting a good example, using safe work procedures, reporting and correcting unsafe/substandard conditions and acts, and advising Woodlands North Principals of all health and safety matters that may impact operations

6. Report all injuries to Woodlands North Principals
7. Contractors and sub-contractors must sign off after reading the Corporate Health and Safety Manual in its entirety. This indicates that their health and safety responsibilities, emergency response procedures, emergency evacuation procedures and expectations for reporting hazards and incidences are understood
8. Participate in the Short Service Employee Policy requirements if required by the Client

**Accountability:**

Failure to comply will/could result in termination of the contract service.

### 2.13.6. VISITORS

**Visitor Responsibilities:**

1. Visitors will report to *Woodlands'* personnel, obey all signs, and wear applicable PPE
2. Visitors will report any unsafe conditions, acts, or incidents to appropriate Woodlands North personnel.

**Accountability:**

Failure to comply will/could result in removal from the job site.

## 2.14. WASTE MANAGEMENT AND REDUCTION POLICY

*Woodlands* recognizes that reducing the amount of waste we produce not only makes good environmental sense, it also makes good economic sense, and demonstrates to our clients in the natural resource sector that we care about the environment. *Woodlands'* waste reduction and management policy is based upon four principles; reduction, reuse, recycling, and waste management. The following suggestions should be implemented whenever practicable:

### 2.14.1. REDUCTION

*Woodlands* waste reduction has identified three areas to focus on: water use, energy use, and solid waste.

**Water Use**

1. Minimize water usage when washing trucks. Remove larger clumps of dirt, snow, or ice by hand rather than trying to blast it off with high pressure spray.
2. Avoid letting the water run in order to get cold water for your field water container – it's just going to get warm in your cruise vest!
3. When washing dishes or gear in the office, avoid running the water. Fill a small basin/sink of water instead.

**Energy Use**

1. Use compact fluorescents wherever possible
2. Close outside doors

3. Turn off lights if not needed
4. Turn off computers when leaving for the day, unplug if possible
5. Unplug electronics when not in use, including chargers
6. Avoid running vehicles too long to warm up

### **Solid Waste**

1. Refrain from printing items that you don't need to like e-mails
2. Print two-sided when practical
3. Test print before making a large number of copies
4. Use re-fillable bottles and coffee mugs
5. To the extent possible retain documents in digital format only
6. Dispose of solid waste only in the appropriate manner at an approved facility

#### **2.14.2. REUSE**

Before throwing anything away, ask yourself if it is good for one more use, or if it is good to use as something else. By reusing what we can, we not only reduce waste but we reduce costs. Where appropriate, consider:

1. using old access maps rather than printing a new one
2. looking for suitable old binders to put documents in
3. reusing envelopes and file folders

#### **2.14.3. RECYCLE**

Recycling is an easy way to reduce the amount of waste going to the landfill, and more and more materials are becoming recyclable. Think of the recycle bin first, then the garbage when throwing something away.

1. Paper goods and other recyclables can be placed in the blue recycling bins
2. Cans, bottles and other beverage containers can be placed in blue recycling bins
3. Electronics that no longer work or can't be repaired should be disposed of appropriately at the Transfer Station (Whitecourt) or Eco Station (Edmonton)  
<http://www.whitecourt.ca/LivingInWhitecourt/Utilities/WhitecourtWasteFacilities/TransferStation/tabid/267/Default.aspx>  
[http://www.edmonton.ca/for\\_residents/garbage\\_recycling/eco-stations.aspx](http://www.edmonton.ca/for_residents/garbage_recycling/eco-stations.aspx)
4. Visit the above websites to see a list of items that can be received and other items that must be disposed of appropriately at a landfill

#### **2.14.4. WASTE MANAGEMENT**

Waste management allows us to minimize the amount of harmful substances thrown into the landfill and facilitates efficient recycling of certain items. To achieve this, *Woodlands* has designated disposal sites within the offices for:

1. Spent batteries,
2. Spent paint cans,
3. Cans, bottles and beverage containers,

#### 4. Other recyclables

In addition, *Woodlands* will ensure that all items such as electronics, tires, paints and solvents, batteries, etc. are segregated and disposed of accordingly at designated disposal sites.

*Woodlands* will review this policy periodically and identify areas for improvement in its waste management and reduction program.

### 2.15. WORKING ALONE POLICY

One of the best ways of mitigating the dangers that may be encountered when working in the forest is by working in groups of two or more. By doing so, hazards are more likely to be identified early and a means of assistance is readily available should difficulties arise. However, in some cases working in groups is not operationally or logistically feasible. In such cases it may be necessary for *Woodlands* staff to work alone in the forest.

*Woodlands* will allow a person to work alone in the forest only if granted explicit consent, and such consent will only be granted if the Project Manager deems the person to:

- have the knowledge and experience required to identify potential hazards
- have the knowledge and experience to take the necessary steps to mitigate those hazards
- have proven to be safe, reliable, and level-headed in high-stress situations
- be capable and confident enough to work alone
- have proven the capability for performing his/her job tasks without supervision

In addition *Woodlands* requires that all staff who work alone to use a SPOT satellite GPS messenger, regardless if they are in cell phone range. They must check in with the SPOT device whenever a move to a new work area is required or at appropriate intervals (3 hours) as pre-planned with the Project Supervisor. The SPOT system allows staff to send one of three messages along with their GPS location to *Woodlands* Management via text or e-mail with a press of a button.

The messages are:

- I'm OK, all is well
- I need assistance but it is not an emergency, or
- 911 – this message also ties into the local 911 emergency services

Where client specific protocols are required and are deemed redundant to this system, the required use of SPOT may be suspended. Staff working alone for out of town jobs are also required to fill out a Journey Management Plan Form to their Project Supervisor before work commences. See your Business Unit Safe Work Practices Manual for full details of a Journey Management Plan.

*\*Note: For the purposes of this document, working alone is defined as not being within radio contact range of another Woodlands employee.*

### 2.16. GREEN HAND/SHORT SERVICE EMPLOYEE POLICY

New, young or inexperienced workers are often swamped with information after arriving at a new job.



They can be overwhelmed with trying to remember the company policies and procedures, learning to use equipment, trying to impress their Supervisors or even just being able to function in a new work environment. Because of this, they may not be aware of potential hazards and may lack the competency to manage the risks associated with their jobs tasks or work environment- all of which can increase the potential for and severity of incidents and injuries. Similarly workers returning to their job after some time away or are moved to a new work site are at a disadvantage when it comes to workplace hazards. This policy specifically applies to “Green” workers:

- Young or inexperienced (less than six months experience) workers
- Workers new to the working site(s)
- Workers returning to their job after time away (greater than six months away) and may not be familiar with new policies, changes to safe work practices or updated technologies and equipment used in their work
- All sub-contractors and short service employees working on behalf of *Woodlands*

*Woodlands* will implement effective orientation, education and on the job training to ensure “Green” workers stay safe while they learn and grow as employees.

### **Orientation**

- “Green” workers will be given two initial orientations
  - A “kick off” company orientation. See Section 1.19
  - A project orientation to be made aware of work site management, site hazards, task hazards and implemented controls to its fullest extent
  - Orientations will be given by experienced Supervisors

### **Education and on-site training**

- Further education and on the job training will prepare “Green” workers to hone their understanding of the hazards associated with their job tasks and working environment
- Supervisors and mentors to the “Green” workers will be appointed by Management to those with proven leadership and effective mentoring skills
- Mentors of “Green” workers must:
  - Be familiar with the “Green” workers job, the oversight responsibilities required and the hazards/controls associated with the job assignment
  - Have all required orientation and training
  - Be familiar with the Client policies and procedures
  - Be able to recognize hazards and unsafe acts
  - Have the appropriate authority to enforce policies and procedures including disciplinary action where warranted
- Developing “Green” workers through supervision, mentoring and coaching is easier when a worker is identifiable as “Green.” While on work sites “Green” workers will have the green hand sticker on the front of their hard hats. This should prevent co-workers from making potentially dangerous assumptions about the “Green” workers experience or skills.
- After demonstrating competency, conscious decision making and a commitment to health and safety to the Site Supervisor, a “Green” worker will be permitted to remove the green hand sticker from their hard hat



**Management**

- “Green” workers may be prohibited from some work sites at the discretion of the Site Supervisor/Manager
- A single person crew cannot be “Green” worker- they must never work alone
- Crew sizes of less than 5 will have no more than one SSE
- Crews with more than 20% of SSE must receive approval from the Client Site Supervisor/Manager prior to commencing work
- Where a SSE is to work at a site, the Client Site Supervisor/Manager is to be notified and the SSE identified

**3. EMERGENCY RESPONSE AND OTHER PROCEDURES**

*Woodlands* has developed several procedures for specific emergency situations that will hopefully never occur but one must be prepared for when working for *Woodlands*. This includes several step-by-step procedures that are intended to quickly facilitate the implementation of the emergency response should it be required. These procedures are to be used by all employees, contractors and sub-contractors.

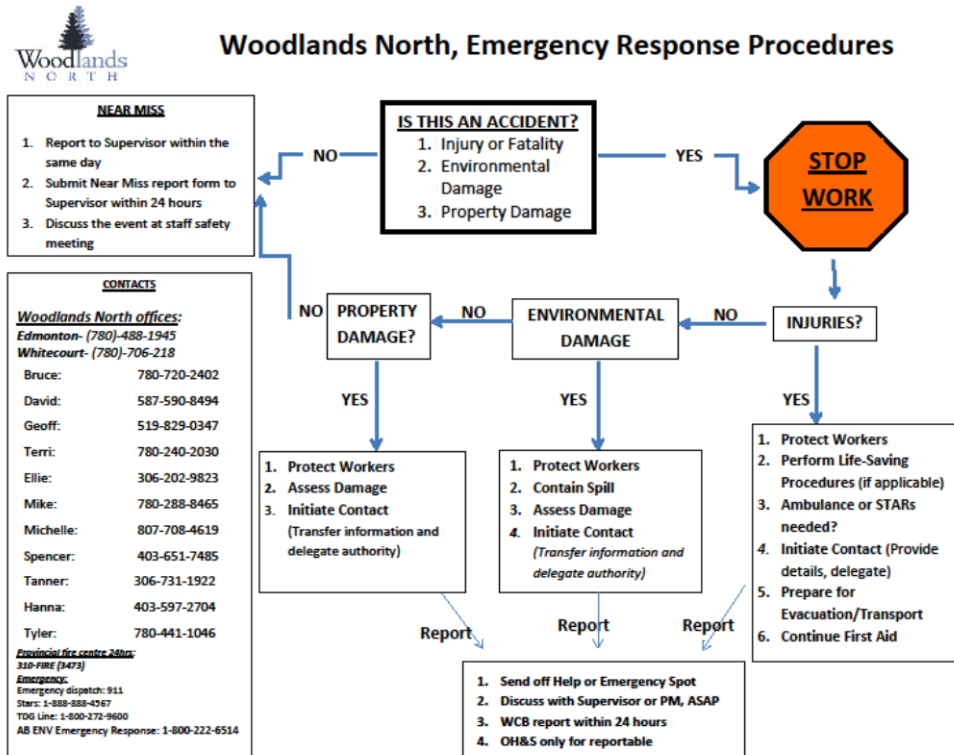
These procedures are updated and reviewed annually as part of the overall safety manual review.

However, things such as contact lists or phone numbers may become obsolete prior to a formal review being completed. Any such changes will be communicated to employees at safety meetings.

*Woodlands* has identified seven emergency events that might be encountered:

1. Motor vehicle accidents
2. Failure to return/communicate from the field
3. Injury
4. Fire
5. Spills
6. Hydrogen sulfide
7. Workplace Violence and Harassment

The developed step-by-step procedures address these emergencies as well the aftermath should any emergency occur. The procedures for reporting and investigating must be adhered to and are equally as important as the recognition and assessment of the emergency. It is company policy to follow through with every procedural step. Failure to do so may initiate the disciplinary processes outlined in the Non-Compliance Policy (Section 2.1).



### 3.1. MOTOR VEHICLE ACCIDENTS

In the event of a motor vehicle accident (MVA) all resources available will be used to provide assistance. All crews and staff will default responsibility upon the arrival of emergency personnel or more qualified emergency personnel, and *Woodlands* crews will remain on site to assist until they have been relieved.

The following steps will be implemented in the case of a MVA;

1. Depending on the severity of the MVA;
  - a) In the case of injury accidents you must immediately contact the appropriate emergency services: ambulance, police and fire. This is done by calling “911” if you are in cell phone range or using the SPOT emergency button
  - b) In the case of non-injury accidents (property damage only) contact the closest Woodlands North office immediately by cell phone or using the “Help- I need assistance” SPOT button
  - c) No one is to leave the scene of any accident before evaluating all of the steps below
2. In the case of 1a above
  - a) Mandatory substance abuse testing may be required
3. In the case of 1b above
  - a) Mandatory substance abuse testing may be required
4. Once personal injury and safety have been dealt with the accident must be documented and investigated

- a) Evaluate all persons involved for post accident stress
    - i) All of those involved must be interviewed internally by the Health and Safety Manager, the Principal and Project Management
    - ii) Office work or time off is available to anyone involved in a MVA
  - b) Incident reporting
    - i) Collect photos of the incident scene immediately if safe to do so
    - ii) Collect measurements if safe to do so
    - iii) Collect witness statements
    - iv) Review the site in detail and make notes until the appropriate reporting form is available to you
    - v) Fill out the Woodlands North Incident Report Form in detail found in the Safety Hub or on the S Drive under Safety Forms
  - c) WCB reporting
    - i) Employers must report to WCB within 24 hours, thus it is important to communicate with the Project Supervisor and Principal **IMMEDIATELY** with the accident details
    - ii) Employees must report to WCB within 72 hours. This requires that a doctor is visited immediately after the accident and a doctor's note and Physicians WCB Report if filed immediately. The Workers WCB Statement must be filled in with detail
  - d) Insurance reporting
    - i) The accident will be evaluated by the Principals for insurance assistance
    - ii) The Principals to decide on insurance involvement
  - e) Client reporting
    - i) The Client is to be contacted and accident details to be shared immediately after the Principals have been given notice and assessed the situation
5. Accident Closure
- a) An internal accident investigation will be conducted. In many cases the Client will also want to conduct their own investigation. Be cooperative and patient through this process and share the experience with all staff so that we can all learn from the accident
  - b) Investigation outcomes and learning experiences to be incorporated for the betterment and constant improvement of the Corporate Health and Safety System

### 3.2 FAILURE TO RETURN/COMMUNICATE FROM THE FIELD

#### 3.2.1. CHECK OUT/IN PROCEDURES

For field staff that will be starting and ending each day from the same Woodlands North office the following procedures apply:

1. Prior to leaving for work, confirm your plan for the day with your Project Supervisor
2. On the dry-erase check out board write down
  - a) Where you are going
  - b) Who is all going there (crew initials)
  - c) The truck unit you have
  - d) Contact phone number

- e) Yes/No if an ATV will be used
- 3. **Run a test SPOT before heading to the field on the first day of the shift.** Confirm on the SPOT website and / or your Supervisor that the signal button is working
  - Go to [www.findmespot.ca](http://www.findmespot.ca)
  - Select Canada
  - Enter user name and password “brucenielsen” & “woodlands911” respectively
  - On the MY GPS LOCATIONS tab, confirm your SPOT signal was successful sent and the name associated with the SPOT device is correct
- 4. Deliver a SPOT signal as soon as you arrive to your field parking spot
- 5. Deliver another SPOT once you reach the study site
- 6. Deliver another SPOT if you move to a different study site in the day
- 7. When you return the company truck and data to the office at the end of the day be sure to check back in with the Project Supervisor. If the Supervisor is not present in the office at the end of the day text your Project Supervisor with a phone message that you are back in town safely
- 8. SPOT messages are received by all Project Managers and Project Supervisors by phone message or email. Office monitors will also be checking on SPOT messages through the day to ensure no HELP or SOS signals are missed
- 9. Come Clients require SPOT messaging every 2 hours. Deliver SPOT messages throughout your working day at the frequency determined by your Project Supervisor

For field staff that will not be returning to a Woodlands North office at the end of the day (out of town work, staying in a camp, hotel etc) the following procedures apply (See SWP Manual Section 1.2 for more details on Journey Management):

1. Complete a Journey Management Plan Form and submit (scan) it to your Project Supervisor AND Safety Coordinator before you head off to your work site
2. Deliver a SPOT signal as soon as you arrive at your work site
3. When you are done your day and safely back at your out of town accommodation phone or text your Project Supervisor AND Health and Safety Coordinator to let them know you are “home” safely, and your Journey Management Plan can be closed. At this time also discuss the plan for the next day

### 3.2.2. EMERGENCY SEARCH PROCEDURES

If a crew or individual does not check back in with the Project Supervisor at the end of the day or the time pre-determined the following search procedures will be initiated:

1. The Project Supervisor will make several attempts to phone, text or email the Crew Leader or the individual working alone
  - a) If unable to contact the person/Crew Leader, the Project Supervisor will
    - i) Contact Bruce Nielsen (780.720.2402) or Dave Tellier (587.590.8494) immediately
    - ii) The Principal and Project Supervisor will make an action plan
    - iii) A leader will be designated to search for the missing party
    - iv) The search party will always be in a crew of at least two people (in communication with another person)
    - v) Continue to use the check in/out procedure with management as the search

- continues
- vi) Have emergency and contact numbers
- vii) Have radios or a means of communication
- viii) Have first aid equipment and be trained to give first aid
- ix) Be sure to bring access maps and site location details of the missing crew/individual. These are located in the downstairs hallway in the Whitecourt office and in the respective offices in the Edmonton office
- x) Project Managers will contact their respective client of the situation
- b) Once the crew or individual is located inform all parties involved in the situation
- 2. If attempts to locate the crew/individual are unsuccessful, the client's emergency duty person will be informed by the *Woodlands* Project Manager of the missing crew/individual. The client's duty person will initiate search procedures as per the clients Safety and Evacuation Plan.
- 3. Adhere to the procedures outlined in Post Incident Management (Section 3.9)

### 3.2.3. VISITOR ORIENTATION AND SIGN IN PROCEDURE

All visitors must report to the company offices for introductions and basic orientation of *Woodlands*' office and yard working areas.

- The safety of any visitor to the site is the key to their orientation
- The visitor will be given a basic orientation of the building layout, location of the emergency exits, a review of the posted evacuation plan, and location of fire extinguishers and first aid
- Visitors are discouraged from entering the yard and are not permitted in the yard during staging or demobilizing operations
  - In order to ensure personnel are accounted for in the event of an emergency, the visitor is the responsibility of the person that gave them the orientation as well as the Office Manager

## 3.3. INJURY

### 3.3.1. FIELD INJURY PROCEDURE

1. Identify the problem
2. Evaluate the hazard(s), such as overhead obstacles, electrical sources, wildlife or potential spinal injury. If it is a vehicle accident make sure the ignition is off before providing assistance
3. Assess the severity of the injury. Is the injury threatening life or limb? If yes, immediately deliver an "Emergency" SPOT signal to ensure Project Management and the local health and safety authorities are made aware of the location of the incident, then continue to assess the situation. Is the injured person conscious and capable of moving without major assistance? Are they showing signs of shock? If the injury is not too severe, it may be possible to transport the injured worker yourself
4. If a second person is available get them to call 911 or STARS Emergency Link Centre 1-888-888-4567 to provide more details of the situation. Confirm the location, type of injury, and the severity of injury
5. Perform first aid if safe to do so. Each employee is required to carry a personal first aid kit in

their cruise vest. Level 2 First Aid kits are also available in the Emergency Truck Kits that are in every vehicle (blue Rubbermaid® bin)

6. Once the injured person is stabilized, consider the following procedures:
  - a) Use the triangles from the Emergency Truck Kit to block off the area of the incident and to warn on coming vehicles to stay clear if the incident took place on/near a road
  - b) Use a compass mirror to reflect light to an aircraft or helicopter
  - c) Shoot off the flare gun from the Emergency Truck Kit if you are in an area that is poorly visible from the air
  - d) Layout ground-to-air rescue signals with ribbon, rocks, paint or whatever else is on hand. The symbols are as follows:
    - i) **V** Require Assistance
    - ii) **X** Require Medical Assistance
    - iii) **Y** Yes or Affirmative
    - iv) **N** No or Negative
    - v) **↑** Proceed in this direction
7. Keep administering first aid until help arrives
8. Contact Bruce Nielsen 780-720-2402 or Dave Tellier (587.590.8494) to discuss the status
9. If possible accompany, or arrange to have a *Woodlands* employee accompany the injured person to a medical facility should medical attention be required
10. The Project Manager will contact the Client and give details of the situation
11. Adhere to the Post Incident Management Procedures (Section 3.9)
12. Replenish items from the First Aid kit and Emergency Vehicle Kit

### 3.3.2. OFFICE INJURY PROCEDURE

1. Identify the problem
2. Evaluate the hazard(s), such as overhead obstacles, electrical sources, and potential spinal injury
3. Assess the severity of the injury. Is the injury threatening life or limb? If yes, immediately call 911 or have a second person do so for you. Provide location details, the person's level of consciousness and the incident specifics
4. Retrieve the office first aid kit and perform first aid if safe to do so
5. Continue administering first aid until help arrives
6. If the injury is not too severe, it may be possible to transport the injured worker yourself to the nearest hospital or clinic
7. Contact Bruce Nielsen 780-720-2402 or Dave Tellier (587.590.8494) immediately
8. Adhere to the Post Incident Management Procedures (Section 3.8)
9. Replenish items used from the First Aid Kit and return to its storage location

## 3.4. FIRE

### 3.4.1. FOREST FIRE PROCEDURE

1. Using Woodlands North Wildfire Report Form found in the S drive under Safety/Safety Forms, in the Safety Hubs and in the truck binder identify and describe the fire
2. Evaluate the hazard(s), such as type of fuel source, wind direction, and personnel in danger
3. Contact the Provincial Fire Centre 310-FIRE (3473). Give details such as:

- a) location
- b) callback phone number
- c) size of fire
- d) fuel type
- e) rate of spread
- f) access to fire, and if there is an available water source
4. Contact the Client and give details of the situation (same as above)
5. Contact *Woodlands*, Bruce Nielsen 780-720-2402 or Dave Tellier (587.590.8494)
6. Take appropriate action to extinguish or suppress the fire (if safe and possible to do so). DO NOT place yourself or others at risk of injury. Trucks are to carry a shovel, a Pulaski and a water-filled Wajax backpack sprayer (in Spring, Summer and Fall) for such a situation
7. Continue fire suppression efforts until help arrives or given direction otherwise
8. Adhere to the Post Incident Management Procedures (Section 3.9)

### 3.4.2. OFFICE FIRE PROCEDURE

1. Every staff member is to be familiar with the office map on the safety board that shows fire exits, the mustering point, fire extinguisher locations, water sources and the evacuation procedures
2. Inform all personnel of the fire immediately and initiate evacuation procedures
3. Contact the local fire service (Whitecourt: 780-778-2342 or 911, Edmonton call 911)
  - a) Provide the office location
  - b) Size and type of fire, and
  - c) Any injuries
4. Localize the fire potential if safe to do so (close doors and windows)
5. Evaluate the fire type and source (electrical, chemical, etc), the location of the fire, and personnel location
6. Take appropriate action to extinguish the fire (if safe and possible). DO NOT place yourself at risk of injury
7. If the fire is uncontrollable, ensure all persons leave through either the front or back door of the building immediately
8. Adjourn at the designated mustering site. Wait there until the authorities arrive
9. Contact Bruce Nielsen 780-720-2402 or Dave Tellier 587.590.8494 immediately
10. Adhere to the Post Incident Management Procedures (Section 3.9)

## 3.5. SPILLS

### 3.5.1. SPILL RESPONSE PROCEDURE

Training on environmental spill response procedures and use of the spill kit contents will occur annually at spring orientation.

1. Identify the contents of the spill.
2. Evaluate the hazard(s) to personal health and the environment: fire hazards, explosion hazards, health hazards-vapors, proximity to watercourses, drains etc.
3. Stop the flow. Contain the spill. DO NOT place yourself or others at risk of injury. Ensure proper PPE is used. The containment instructions are located in the spill kits which are



- kept in all company trucks and by the chemical storage areas at the facilities. Chemical specific containment and cleaning up methods are also included in the MSDS.
4. Contact *Woodlands*, Bruce Nielsen 780-720-2402 or Dave Tellier 587.590.8494 immediately
  5. Contact the client's emergency duty person and they will initiate procedures as per the clients Emergency Spill Response Plan. Reportable spills must be stated to the appropriate environmental authorities: Alberta Environmental Protection (SPILLS) 1-800-222-6514, Alberta Transportation and Utilities Information Centre on Spills (TDGR regulated substances) 1-800-272-9600, Poison Control 1-800-332-1414.
  6. Review proper disposal recommendations on the MSDS.
  7. Adhere to the Post Incident Management Procedures (Section 3.9).
  8. Replace used material or obtain a new spill kit for the next field day.

Where to dispose of "dirty dirt":

- 1) Whitecourt Regional Landfill (a Class II Disposal Facility). Access it off of Hwy 43 and ~11 km SE of Wct.  
Phone the landfill 780-648-2273 ahead of time to confirm the procedure as they will not receive the "dirty dirt" without it first being tested. This entails *Woodlands* to confirm the most appropriate testing kit needed for the substance and quantity involved in the spill. *Woodlands* will then need to contact a local laboratory to purchase the testing kit and perform the test to the criteria specified by the landfill.
- 2) Edmonton Eco-Station 11440 & 143 Street  
They receive small quantities of "dirty dirt" involving automotive fluids and herbicides, pesticides and fertilizers. Call 311 and talk to a City agent to confirm the procedure.

The *Woodlands* spill kit should be used for minor spills, such as gas tank/ oil pan punctures, jerry can spills, or accidents where hydrocarbons leak out. All spills into watercourses or water bodies must be reported. **See Client specific emergency spill response procedures to determine the reportable spill limit.** Hydrocarbons are known as oil, gasoline, fuel oil, diesel and lubricating oil.

The stick of gap seal or Magic Bond can be used to repair a hydrocarbon leak or puncture on a vehicle, ATV, or jerry can.

How to use the spill kit contents:

**1. Spill into a water body**

- a) Using flagging tape, tie the universal socks (looks like sausage) into a doughnut and place around the hydrocarbon spill on the water surface
- b) Tie one end of doughnut to a standing structure or tree with flagging, so the hydrocarbons do not flow downstream. These socks should absorb the oil floating on top
- c) The universally absorbent water pads (gray cloths) can be put in the middle of the socks to absorb the hydrocarbons. Put all used and contaminated material in garbage bag and take to an appropriate waste disposal or transfer station for disposal

**2. Spill on a solid frozen water body**

- a) Pour oil absorbent (looks like sand) onto the spill, allow absorbing water pads (gray cloths) to absorb hydrocarbons



- b) Scoop up all absorbent with a shovel and put in garbage bag
- c) Dispose of properly to a waste or transfer station
- 3. Spill on a road or organic/inorganic surface**
  - a) Pour oil absorbent (looks like sand) onto the spill and allow absorbing
  - b) Use the hydrocarbon of water pads (gray cloths) to absorb hydrocarbons
  - c) Scoop up all absorbent and underlying organic and inorganic layer with a shovel and put in garbage bag
  - d) Dispose of properly to a waste or transfer station
- 4. Spill down a hill**
  - a) Place the universal sock at the bottom of a hill, so that the spill can be absorbed and contained by the socks
  - b) Pour oil absorbent (looks like sand) onto spill, allow to absorb
  - c) Use the hydrocarbon of water pads (gray cloths) to absorb hydrocarbons
  - d) Scoop up all absorbent and underlying organic and inorganic layers with a shovel and put in garbage bags
  - e) Dispose of properly to a waste or transfer station

### 3.6. HYDROGEN SULFIDE

#### 3.6.1. HYDROGEN SULFIDE (H<sub>2</sub>S) RESPONSE PROCEDURES

A worker's potential exposure to Hydrogen Sulfide (H<sub>2</sub>S) has been assessed as low; however, it is important to be aware of this potential risk as *Woodlands* often works in areas where there are sour gas wells. As such, *Woodlands* workers should assess the potential hazard on a daily basis depending on particular circumstances. Some things to consider are:

- Are there any sour gas wells in the area?
- Where are they spatially in relation to my worksite?
- Where are they topographically in relation to my work site (i.e. uphill or downhill)?
- Where are they in relation to the current and prevailing winds (i.e. upwind or downwind)?
- Where are they in relation to potential escape routes?

All workers on well site reclamation projects are required to have H<sub>2</sub>S Alive training.

H<sub>2</sub>S can be easily detected at low concentrations by its smell, generally described as rotten eggs. If the odor is moderate to strong, employees should immediately leave the area. H<sub>2</sub>S is flammable and when burned or flared it forms sulfur dioxide (SO<sub>2</sub>). SO<sub>2</sub> is heavier than air, has the odor that occurs when a match is extinguished, is highly irritating and its effect on smokers is even more severe. Workers on wellsite reclamation projects or any other project that takes you close to an H<sub>2</sub>S site will be provided 4-head gas monitors to ensure that they are never exposed to a concentration of H<sub>2</sub>S exceeding 10 ppm over an 8 hour time period, and NEVER exposed to a concentration of H<sub>2</sub>S exceeding 15 ppm at any time.

#### Health effects of H<sub>2</sub>S

<b>Concentration ppm*</b>	<b>Effects</b>
1-10	Moderate to strong odor. May cause nausea, tearing of the eyes, headaches or loss of sleep following prolonged exposure. The effects are reversible and not considered serious for the general population, although more susceptible individuals may respond more severely. Employees must not be exposed to levels above 10 ppm over an 8 hour time period.
10-20	Strong offensive odor. Lung and eye irritation is increased. People may experience loss of appetite after prolonged exposure. Mandatory workplace evacuation level is 15 ppm in Alberta. Workers must never be exposed to a concentration of 15 ppm at any time.
50+	People may experience a burning sensation in the eyes and throat and headaches. Some individuals may temporarily lose their sense of smell
100+	The above symptoms may progress more rapidly and be more severe. The respiratory tract becomes irritated, which may lead to bronchitis. Temporary loss of smell is prevalent in most individuals
250	Continued exposure may cause lung tissue to swell and fill with fluid (pulmonary edema) as well as inflammation of the eye and eyelid (keratoconjunctivitis)
500	The victim loses the sense of reasoning and balance (“knockdown”); respiratory disturbance begins in 2 to 15 minutes, and prompt resuscitation is required. Rapid unconsciousness; breathing stops, and without immediate rescue death will result
700	Rapid unconsciousness; breathing stops, and without immediate rescue death will result

### Health effects of SO<sub>2</sub>

<b>Concentration ppm*</b>	<b>Effects</b>
2	8 hour occupational exposure limit
3-5	Lower odor threshold
5	15 minute occupational exposure limit
8-10	Throat irritation, coughing, constriction in the chest, tearing and smarting of the eyes
10-50	Exposure 5-15 minutes: increased irritation of the eyes, nose, throat, choking, coughing, and in some cases, wheezing as a sign of narrowing of the airways (which increases the resistance of the air flow)
150	Short term endurance lost due to severe eye irritation and because of the effects on the membranes of the nose, throat and lungs
500	Highly dangerous after an exposure of 30-60 minutes
1000-2000	May be life threatening with continued exposure

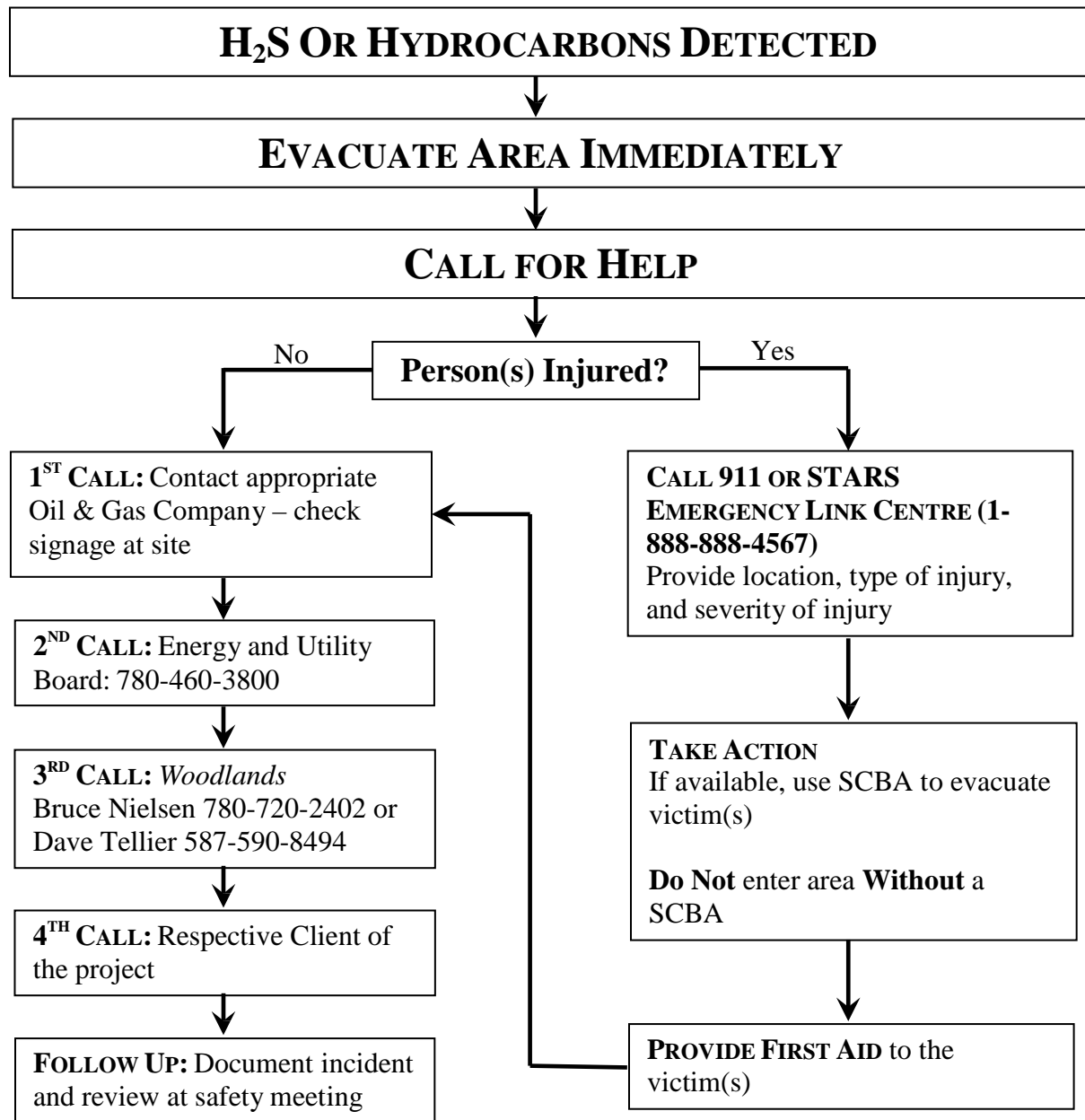
\*Parts per million equals parts of the gas per million parts of air by volume” (SemCAMS 2007)<sup>2</sup>

### Procedures When Encountering High Concentrations of H<sub>2</sub>S

Although education, training, and awareness are our best ways to minimize the hazards posed by H<sub>2</sub>S, it

is still possible that a worker could encounter an unintentional release of gas. If you suspect there may be a sour gas release (strong rotten egg odor or observe a gas release) or your monitor goes off;

1. Leave the area immediately
2. Take note of the wind direction. Try and go uphill from the release site, and perpendicular to the wind
3. If the truck and transportation route is sufficiently upwind and/or upslope from the release site, return to truck and evacuate the area. If not, continue to higher ground
4. Do not help any down victims - leave immediately. See the flow chart on the following page for procedures (modified from Blue Ridge Lumber's Emergency Response Procedures Handbook to suit *Woodlands*)



<sup>1</sup> SemCAMS 2007. Public Safety Information Package West Whitecourt Gas Plant & Pine Creek Area Associated Pipeline. Petro Plan Safety Ltd. P.8

SCBA=Self Contained Breathing Apparatus

### 3.7. EMERGENCY EQUIPMENT

Woodlands maintains a variety of equipment that might be required in an emergency. The emergency equipment must always be readily available and positioned in areas of higher likelihood of danger. In addition, our Clients often have emergency response equipment available if required. Provincial resources are also available for emergencies such as fire and injury.

Woodlands emergency communications equipment and gas monitoring equipment will be assessed during every shift. Contents of all first aid kits will be periodically inspected to ensure they are sanitary and of required supply. Fire and spill control equipment will be assessed at least annually to ensure proper functioning. The contents of spill kits will be inspected at least annually to ensure adequate condition and availability of spill response supplies. The office managers will ensure anything found deficient or absent is immediately replenished.

Equipment	Emergency	Location
Hand Held Radio	All	Radios are located in the equipment cabinet or are often found on the chargers
Cell Phone	All	Each person is to have a personal cell phone at work. Boosters are also available if working in more remote areas. These are located in the equipment cabinet
SPOT	All	SPOTs are provided for each crew or individuals working alone. They are kept in the equipment cabinet when not in use
First Aid Kit	Injury	All staff carry a personal first aid kit with them in the field. All trucks carry a Standard Level 2 First Aid kit as part of its emergency kit. First Aid kits are in the offices. See the site maps for locations. Camps, contractors, and Clients often have additional first aid resources available if required. Review the location of additional first aid resources with the Client at the pre-work meeting.
Fire Extinguishers	Fire	Each truck carries a 5-20lb ABC fire extinguisher in its emergency kit (Client specific). Each ATV kit carries a 2.5 lb ABC fire extinguisher. 10 lb fire extinguishers are also located at several locations in the offices. The Edmonton office also has a fire hose. When activated it also calls the local fire station. See site maps for exact locations of fire extinguishers in the main working areas, field work preparation areas, in the bay shop areas, in the trailer (Whitecourt only)
Fire Tools	Fire	Each truck carries a shovel, a Pulaski, and a Wajax backpack pump during fire season (April 1 to October 31). The pumps are to be filled with water at all times when the risk of freezing is over. Additional tools are available in the trailer (shovel or Pulaski) and the shop (backpack pump).

Other Fire Equipment	Fire	Camps, contractors, and clients often have fire equipment caches available if required. Review the location of caches with the client at the pre-work meeting
Spill Kit	Spill	Each field truck is equipped with a spill kit to ensure workers have access to spill control materials at remote work sites. Additional kits are in the facilities by the chemical storage areas. Camps, contractors and clients often have additional spill equipment available if required. Review the location of additional spill equipment with the client at the pre-work meeting.
4-head personal gas monitors	H <sub>2</sub> S	Personal gas monitors are rented out by a reputable service provider and given to Workers on well-site reclamation projects. Kept in equipment cabinet during days off.

### 3.8. WORKPLACE VIOLENCE AND HARASSMENT

#### 3.8.1. PROCEDURES FOR VICTIMS OR WITNESSES OF WORKPLACE VIOLENCE OR HARASSMENT

If you feel you are the victim or witness to workplace violence or harassment;

1. Speak up – if you feel that you can speak to that person, do so. Let them know how you feel. Tell them that the behavior is inappropriate. Often, a person may not be aware that their behavior is bothersome, and will change the behavior once they realize this. If they continue the behavior, or if you do not feel you can speak directly to the person, there are other options available.
2. Make notes – speak to the person directly, or write them a letter or e-mail, date and keep a copy of any correspondence. Make a note of what the bothersome behavior was, the date it happened, how you felt, what you did about it, and who else was present if there were witnesses.
3. Consult a health care professional of your choice if you are injured by or exposed to workplace violence
4. Speak to the Project Manager or Principal– it may be that communicating directly with the person will not be enough, or that you feel unable to deal with her or him directly.
5. Understand your options – make sure you understand the policy and any other options you have (such as a human rights commission complaint)
6. You may;
  - a) Ask a third party to speak to the offender on your behalf
  - b) Ask for mediation to be arranged between you and the offending person
  - c) Ask for help to file a formal complaint
7. Understand your rights - If you are the complainant, you have the right:
  - a) to file a complaint and have it dealt with promptly, without fear of embarrassment or reprisal
  - b) to have a person of your choice accompany you during the process
  - c) to make sure that no record of the complaint is placed on your personnel file, as long as it was made in good faith
  - d) to be informed about the progress of your complaint
  - e) to be informed of the type of corrective measures that will result from the complaint
  - f) to receive fair treatment

### 3.8.2. PROCEDURES FOR PERSONS ACCUSED OF HARASSMENT

If you are approached by a *Woodlands* employee about a harassment complaint;

1. Look at your own behavior critically. It may be that without intending to you have spoken or acted in a way that has offended, humiliated, or degraded another person or group of people. It is your responsibility to change your behavior if it is harassing or offensive to others. You may also want to consider apologizing.
2. Make notes of any conversation you have where someone suggests you have harassed them or another person. Record the conversation and the date it happened, how you felt, and what you did, if anything. Also make notes of your version of the alleged harassment, the date it occurred, and who else was present, if there were any witnesses.
3. Understand your options – make sure you understand the policy and any other options you have. You may;
  - a) Ask a third party to speak to the complainant on your behalf.
  - b) Ask for mediation to be arranged between you and the complainant
4. Understand your rights - You have the right:
  - a) to be informed of the complaint
  - b) to be given a written statement of the official allegations, and to respond to them
  - c) to have a person of your choice accompany you during the process
  - d) to be informed about the progress of the complaint
  - e) to receive fair treatment

### 3.8.3. THE RESOLUTION PROCESS

#### Mediation

Mediation is a process by which a neutral third party helps the people involved in the complaint reach a solution which is acceptable to both parties. If both parties agree, *Woodlands* will appoint a mediator, from within the organization or from outside it, who is acceptable to both parties, is not otherwise involved in the complaint, and who will not be asked to represent the company at any stage of any proceedings related to the complaint.

Do not agree to mediation if you feel pressured into it, or feel that you are at a disadvantage or vulnerable because of your age, sex, race, colour, religion, sexual orientation, economic position, level of authority, or for any other reason. If mediation does occur, each person has the right to be accompanied and assisted during the sessions by someone with whom they feel comfortable.

#### Formal complaints

If the correspondence or mediation does not resolve the situation or is not appropriate, *Woodlands* will support the filing of a formal complaint. The complaint will be investigated, either by a specially trained person from within the organization or a consultant. All employees have a responsibility to cooperate in the investigation. Be prepared to supply the investigator with:

- your (the complainant's) name and position
- the name and position of the alleged harasser



- details of what happened
- dates, times, and how often these things occurred
- steps you took to address the situation
- where they happened, and
- the names of any witnesses

### **Results of the Investigation**

The investigator will submit a written report to *Woodlands*. The investigator will:

- Decide whether, on a balance of probabilities, there is enough evidence to conclude that harassment occurred.
- Identify all possibilities for resolving the situation,
- Recommend one or more courses of action.

*Woodlands* will then decide:

- What remedies will be provided to the victim,
- The disciplinary action to be imposed on the offender, and
- Whether the people in question can continue in their current work areas.

Corrective action, remedies, and changes in work will be instituted within one week of the people involved being informed of the decision.

### **Remedies for the victim**

A person who has been subjected to workplace violence or harassment may receive one or more of the following remedies, depending on the severity of the harassment and what was lost because of it:

- An oral or written apology from the offender and *Woodlands*
- Lost wages
- A job or promotion that was denied
- Compensation for any lost employment benefits
- A commitment that he or she will not be transferred, or will have a transfer reversed, unless he or she chooses to move

### **Corrective action for offenders**

Persons who have subjected others to workplace violence or harassment may have one or more of the following forms of discipline imposed, depending on the severity of the harassment:

- A written reprimand
- A fine
- A suspension, with or without pay
- A transfer, if it is not reasonable for the people involved to continue working together
- A demotion or
- Dismissal

In most cases, the offender will also be required to attend an anti-harassment training session.

If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser. When the investigation reveals harassment occurred, the incident and the discipline which is imposed on the harasser will be recorded in the harasser's file.

#### 3.8.4. OUTSIDE ORGANIZATIONS

A complainant may, within one year of the behavior complained of, file a complaint with the Canadian Human Rights Commission if the harassment was because of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, pardoned conviction, or sexual orientation. Information on filing a complaint can be obtained by phoning the Commission's toll free number 1-888-214-1090. A grievance under the Public Service Staff Relations Act (for federal public servants only), or Criminal Code proceedings may also be available. The Criminal Code protects people from physical and sexual assault.

### 3.9. POST ACCIDENT & INCIDENT MANAGEMENT

An *incident* (near miss) is defined as an undesired event that under slightly different circumstances **could have lead to:**

1. Injury, illness or death to a person(s)
2. Damage or destruction to equipment or property
3. Environmental damage
4. Endangerment of the public's health or safety

An *accident* is defined as an unplanned and undesired event that interrupts normal activity and did **lead to the above scenarios.**

The causes for incidents and accidents include:

1. Unsafe or substandard behaviors and acts (either yourself or others, preventable!)
2. Unsafe or substandard conditions (often preventable)
3. Unsafe or substandard equipment (preventable)
4. Chance, unavoidable (\*usually less than 2% of accidents/incidents are caused by chance, Heinrich's Theory of Accident Causation and Prevention 1959)

Post accident and incident management identifies the steps to be followed once the undesired event has occurred.

#### 3.9.1. COMMUNICATIONS

Initiate communications and transfer of information:

- Evaluate if 911 needs to be called. Use SPOT or phone immediately!
- **Verbally report the accident** or serious incident to Bruce Nielsen (Principal and Health and Safety Manager) or David Tellier (Whitecourt Manager) **immediately**
- Follow the Client's emergency procedures and EMS and contact the appropriate people

- Follow the safety procedures for environmental incidents. For example: Oil and Gas incident, contact the oil and gas company and the Energy and Utility Board

### 3.9.2. DOCUMENTING

The occupational accident or incident has occurred, now information has to be collected immediately. Gather any information (WHO WHAT WHEN WHERE) that may be useful later during an investigation (in order to determine WHY HOW) while you are still on site. At a minimum collect the following in the case of an accident or serious near miss:

- Witness's names and statements
- Description of event, loss, injury type
- Photographs
- Measurements
- Location
- Time
- Road and work site conditions
- Equipment, PPE and environmental conditions
- Names of other companies if involved

Take a few moments to think about how this unwanted event occurred. Was the work site or equipment substandard? Was my mind not on task? Was I rushing? Did I make a poor choice? Were there unsafe behaviors of myself or others that may have contributed to the accident? Document every detail you can think of no matter how small it may appear at that time.

### 3.9.3. REPORTING

Once back at the office fill out a Woodlands North Accident or Incident Report Form as applicable. Remember, by detailing your incident or accident you are ultimately helping keep fellow *Woodlands* employees and contractors/ sub-contractors safe and healthy. When the form is complete to the best of your ability hand it to your Project Supervisor. Together with your Supervisor discuss and document the contributing immediate causes such as substandard actions or work conditions as well as any underlying basic root causes. The event will then be reviewed and discussed with the Principals and the Health and Safety Committee to ensure all proper corrective actions have been identified and documented. **At the very latest, written reports should be completed within 24 hours of the event.**

If a doctor was seen, the accident will be noted as “time loss,” “modified duty” or “not applicable.” A WCB report must be turned in to the Principal and Health and Safety Manager Bruce Nielsen within 24 hours of the incident.

Recommendations will be discussed to the entire staff on how to improve procedures, work environment, equipment, worker behaviour etc to decrease the likelihood of the accident or incident occurring again. Short and long term recommendation plans will be developed and these recommendations will be put in to place in the Corporate Health and Safety System by way of amended or new policies/procedures/practices or refresher training etc. This must be documented on the Incident or Accident Report Form.

Remember- specific job site hazards that are known must be addressed before work commences during the morning tailgate safety meetings or the night before. This will allow unsafe conditions to be controlled appropriately before work is conducted. This could require additional equipment or amended safe work practices to ensure conditions do not lead to an unwanted event.

### 3.9.4. INCIDENT STRESS MANAGEMENT

Incident stress management is an adaptive short term helping process that focuses solely on an immediate and identifiable problem. Its purpose is to enable people to return to their daily routine more quickly and with less likelihood of further risk to themselves or others.

Recognize Common Incident Stress Reactions:

Flashbacks, Restlessness, Numbness, Disturbed Sleep, Grief, Sadness, Anger, Guilt, Anxiety, Fatigue, Disorientation, Stomach Upset, Appetite Changes, Shaking, Sweating and Headache.

Co-Workers Responsibility:

Diffusing: Offer stability and support to the involved person(s) on-site immediately after an incident and through the recovery process

Project Supervisor's Responsibility:

Debriefing: Provide for a supportive discussion 1-14 days after a particular traumatic event. How are they doing? What are their/his/her thoughts about the incident now that some time has passed?

For the person(s) involved:

- Recovery time will depend on the severity of the incident and should be assessed by the Project Supervisor, Health and Safety Manager/Principal Bruce Nielsen and person(s) involved
- Low risk activities should be performed during the recovery time
- High risk activities should be avoided during the recovery time
- As outlined in the Modified Work Duty Policy and Return to Work Policy (Sections 2.11 and 2.12), a healthy work schedule and duty regime will be determined between the affected worker and the Principal/Health and Safety Manager during the recovery period

### 3.9.5. FOLLOW UP

The serious incident or accident will be reviewed, re-reviewed and discussed between company management until such time that they confirm the short term and long term recommendations have taken effect and are working for the intent and purpose. At the time when all incident/accident procedures are complete, and necessary amendments are implemented, communications need to be closed with the people that were involved (Clients, oil and gas, WCB, employees etc). Communications are considered closed when all report forms have been completed, signed off and dated by the involved parties.

Communication closure also means the Principal/Health and Safety Manager has communicated the implemented preventative measures to the entire staff (usually at the company health and safety meeting immediately following the unwanted event or sooner if urgent), and the original Woodlands North Accident Report Form details what corrective actions were applied. All reports (including incident,

accident, investigation, physician, WCB, communication records, modified duty assignment etc.) will then be scanned and entered into a secured safety database; hard copy reports are maintained in a locked file. All records will be kept confidential and access to records will be on a need-to-know basis only as determined by the Health and Safety Manager/Principal/HR. Please remember-if involved in the accident/incident please offer your feedback at the post event health and safety staff meeting. Your input is valuable and could potentially save lives.

### 3.9.6. INVESTIGATION

The investigation of all accidents, occupational illnesses, and near miss incidents provides a valuable opportunity to learn “root causes” and take necessary action to prevent reoccurrence. The members of the *Woodlands* Health and Safety Committee have been trained and certified on Accident and Incident Investigation (Alberta Association for Safety Partnerships); they would comprise the core investigation team after an event. The investigation team annually provides company Supervisors accident and incident investigation training as well as a Supervisors Investigation Guidebook. As part of the spring kick off orientation workers receive e-learning on the topic via <http://work.alberta.ca/elearning/Incident/Incident.htm> thus all parties involved in an accident or serious incident will be prepared for the investigation process.

The format for investigating all accidents, illnesses and near misses is:

1. Establish the sequence of events leading up to the incident or illness.
2. Identify **ALL** factors that contributed to the incident or illness.
3. Obtain all required information from witnesses.
4. Compile information to enable determination of basic and root causes.
5. Develop practical recommendations that will eliminate or minimize the risk of reoccurrence.
6. Implement recommendations.
7. Follow-up on recommendations to ensure corrective action has been implemented and that desired results were obtained.
8. Publicize the investigation to all employees, sub-contractors/contractors to allow them to benefit from the information.

### 3.10. PPE POLICY & PROCEDURES

Personal Protective Equipment (PPE) are an integral part of *Woodlands* Health and Safety Program. Always use the appropriate personal protective equipment (PPE) and only for its specified purpose. It is *Woodlands* policy that required PPE must be worn at all times when working, regardless of the amount of time one might be exposed to a hazard. PPE such as helmets, hardhats, boots and safety glasses must be CSA approved.

Follow all engineered and administrative hazard control measures as outlined in the Safe Work Practices Manual assigned to your Business Unit and in the Task Hazard Assessment Matrix database. For specialized PPE, such as respirators, H2S monitors, SPOTS or bear spray, *Woodlands* will provide training in the use and maintenance of the equipment. Training can be requested at any time for all other PPE.

The following table illustrates the level of PPE required for each activity:

<b>PPE</b>	<b>Status</b>	<b>WN</b>	<b>Activity</b>
Hard hat	Mandatory	All	Field work
Timber cruising vest or Hi-Vis vest or Hi Vis shirt	Mandatory	All	Field work
ATV helmet	Mandatory	All	Operating ATV, snowmobile, Argo
Eye Protection (Class 1 CSA Spectacles)	Mandatory	All	Operating ATV Shop and yard work Energy clients require they be worn while working Forestry clients require they be <b>on person</b> and in good working condition
(Class 2 CSA Goggles) or (Class 6 CSA Face shield)	Mandatory		Working with chemicals
(Class 1 CSA Spectacles)	Recommended		For all other field work
Hearing protection and leather gloves	Mandatory	All	Power tools, chainsaw operation Most energy clients require leather-palmed gloves
Hearing protection, gloves, coveralls, face shield AND glasses	Mandatory	All	Cutting EMT pipe in yard
Steel-toed boots	Recommended	All	Forestry field work
	Mandatory	All	Field and shop work when the potential of heavy or sharp objects injuring feet is present
			Energy client projects
Signage at truck	Recommended	All	Field work during hunting season
Chaps, hard hat, hearing protection, steel toe or chainsaw boots, long sleeves, face shield and gloves	Mandatory	All	Operating Chainsaw/ Brushsaw
Seatbelts	Mandatory	All	Driving truck
Radio with road channel list	Mandatory	All	Driving truck Lists must contain name and associated frequencies for clients

Gloves	Mandatory	All	Working in shop. *Chemical and paint work must be done out of the bay/shop
Bear spray or suitable animal deterrent	Mandatory	All	Field work
Cruise vest with backpack frame	Recommended	All	Field work
Gloves	Mandatory	Ecology	Live mammal trapping Shop/yard work Working with chemicals
Fire retardant clothing	Mandatory	All	Well site reclamation Energy client works
Neoprene waders, wading boots, electrical Lineman gloves rated to 100V- leak proof and tested. Wide brimmed hat (or hard hat with wide brim), polarized sunglasses, wading belt, long handled stiff net (to catch fish and act as cane/stabilizer)	Mandatory	Ecology	Electro-fishing & stream crossing assessments
Gas monitor (4 head), steel toed boots *No electronic devices permitted on work sites that are not intrinsically rated as non-conductive	Mandatory	All	Well site reclamation
Respiratory protection	Recommended	All	Cleaning and sweeping out shop/storage trailers
	Mandatory		Chemical specific respirators for reclamation works All must be NOISH approved
SPOT Satellite Messenger	Mandatory	All	Each crew must have one SPOT or if working alone
Personal first aid kit	Mandatory	All	Carry on person in the field
Fire-fighting equipment	Mandatory	All	During fire season March 1-Oct 31.

### 3.11. HAZARD IDENTIFICATION AND ASSESSMENT PROCEDURE

Hazard identification and assessment is an on-going process that people do intuitively everyday even if they may not be aware they are doing so – just think of the thought process behind deciding whether to pack your rain gear in the field. The procedure for hazard identification and assessment is similar to that thought process.

1. For each job type, an Initial Task Inventory is completed wherein each task required to complete the work is broken down and analyzed for potential hazards. This is called the Initial Task Inventory
2. These hazards are added to *Woodlands'* "Task Hazard Assessment Matrix" database.
3. The hazards are then assessed for:

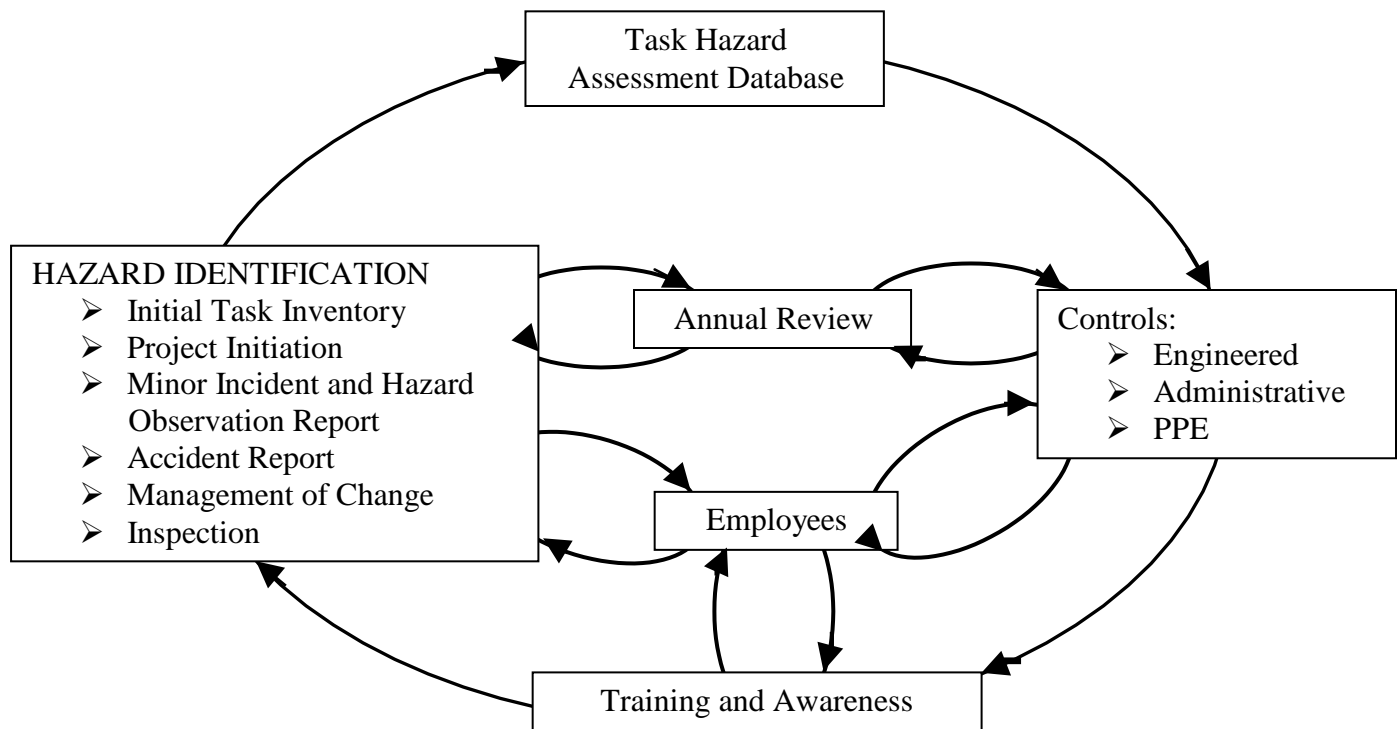


- a) Frequency of exposure,
- b) Potential consequence, and
- c) Hazard probability

The collective rankings provide *Woodlands* with an overall Hazard Priority Rating (Low, Medium, High)

4. This formal hazard identification and assessment procedure is to be completed at least once a year by all employees or sub-contractors who work at that given job independently. Prior to undertaking the formal hazard assessment and identification process, workers are to be trained in hazard identification and assessment. Training will also be provided during the spring orientation from the following source: <http://work.alberta.ca/occupational-health-safety/268.html>.
5. *Woodlands* and affected staff collaboratively develop controls to mitigate identified hazards. Controls can be:
  - a) Engineered controls,
  - b) Administrative controls, or,
  - c) Personal protective equipment (PPE)
6. Hazards and controls are communicated to all workers. Employees and sub-contractors are supplied with and trained in the use of appropriate controls.
7. Hazard identification and risk assessments are also fed into Steps 2-6 through other, more immediate means capable of keeping hazard identification current. These include;
  - a) During project initiation meetings
  - b) When filling out the daily Tailgate Safety Meeting Form
  - b) When using a Minor Incident and Hazard Observation Form
  - c) When filling an Accident Report Form
  - d) During Management of Change
  - e) During an inspection

As illustrated below, because hazard identification and assessment is on-going, the process forms a continuous improvement loop that will help *Woodlands* to meet its health and safety goals.

**Continuous Improvement Loop for Hazard Identification and Assessment**

## 4. EMERGENCY CONTACTS

Listed below is contact information for regular Clients of *Woodlands*. However to ensure you have an updated list with you all the time be sure to keep the Project Initiation Report Form printout that is supplied to you by your Project Supervisor at project kickoff. The printout includes project specific emergency contact names, numbers and all emergency numbers for the working area of your project.

### 4.1. CLIENT EMERGENCY CONTACTS

<b>CLIENT MAIN PHONE NUMBERS</b>	
Millar Western	780-778-2221
Blue Ridge Lumber	780-648-6200
ANC	780-778-7000
Weyerhaeuser - DV	780-542-8050
Weyerhaeuser - Edson	780-723-5677
Alberta Plywood	780-849-4145
Tolko Athabasca	780-805-3800
West Fraser Hinton	780-865-2251
Slave Lake Pulp	780-849-7777
Weyerhaeuser - GP	780-539-8500
Canfor - GP	780-538-7749
Talisman	403-237-1234
Apache	1-888-829-3449
Cenovus	1-877-766-2066

<b>HELICOPTER COMPANIES</b>	
Marlin Helicopter Inc.	780-532-8233
Delta Helicopters	780-805-8800
Remote Helicopters	780-849-2222
Airborne Energy	1-888-496-3222
Highland Helicopters	780-778-4246
Taiga Helicopters	780-778-3674

<b>CLIENT EMERGENCY NUMBERS</b>	
Millar Western - Whitecourt	779-4357
Millar Western - Boyle	689-4357
Alberta Plywood Limited	805-1989
Slave Lake Pulp Corp -	805-1989
Blue Ridge Lumber -	648-6200
Alberta Newsprint Company	778-7000
Hinton Wood Products	865-2251
Weyerhaeuser - Drayton Valley	542-8018
Weyerhaeuser - Edson	712-6775
Cenovus Energy Cold Lake	573-7321

## 4.2. EMERGENCY CONTACTS

<b>Grande Prairie</b>	Ambulance	538-1253	<b>Edson</b>	Ambulance	723-3137
<b>911 Area</b>	Hospital	538-7100	<b>911 Area</b>	Hospital	723-3331
	RCMP	538-5700		RCMP	723-8800
	Fire Station	538-0393		Fire Station	723-3178
<b>Whitecourt</b>	Ambulance	778-4911	<b>Fox Creek</b>	Ambulance	622-3000
<b>911 Area</b>	Hospital	778-2285	<b>911 Area</b>	Hospital	622-3545
	RCMP	778-5454		RCMP	622-3740
	Fire Station	778-2342		Fire Station	622-3757
<b>High Prairie</b>	Ambulance	523-6426	<b>Hinton</b>	Ambulance	817-2522
<b>911 Area</b>	Hospital	523-6440	<b>911 Area</b>	Hospital	865-3333
	RCMP	523-3378		RCMP	865-2455
	Fire Station	523-3525		Fire Station	865-6020
<b>Swan Hills</b>	Ambulance	333-2255	<b>Slave Lake</b>	Ambulance	849-4977
<b>911 Area</b>	Hospital	333-7000	<b>911 Area</b>	Hospital	805-3500
	RCMP	333-4459		RCMP	849-3045
	Fire Station	333-2255		Fire Station	849-4110
<b>Drayton Valley</b>	Ambulance	542-5118	<b>Rocky Mountain House</b>	Ambulance	845-3002
<b>911 Area</b>	Hospital	542-5321	<b>911 Area</b>	Hospital	845-3347
	RCMP	542-4456		RCMP	845-2881
	Fire Station	514-2216		Fire Station	845-3500

## RADIO CHANNEL LIST

	Channel Name	Rx.		Channel Name	Rx.
1	Millar – Truck 1	165.480	17	BRL 1	165.420
2	Millar – Truck 2	167.580	18	BRL 2	171.150
3	Whitecourt Repeater	164.550	19	Tolko High Prairie	171.330
4	Swan Hills Repeater	163.100	20	Vanderwell Mitsue	165.135
5	Canfor Road	154.100	21	HWP – N - Obed	156.390
6	APL South	165.300	22	HWP – N - Willow	161.820
7	APL North	165.540	23	HWP – N - Haul	163.005
8	SLP Bush	164.565	24	HWP– S - Mayberne	159.645
9	SLP – House Mtn.	161.880	25	HWP – S - Robb	164.310
10	Vanderwell Truck	164.310	26	HWP – S - Haul	165.540
11	Vanderwell Yard	165.795	27	LADD 1	154.100
12	Fire (LFS - F7)	167.070	28	LADD 2	158.940
13	Fire (LFS - F8)	167.610	29	LADD 3	154.325
14	ANC	163.050	30	LADD 4	173.370
15	BRL East	166.380	31	Weyerhaeuser- Main GP	168.840
16	BRL West	163.305	32	Buchanan Lumber	168.630

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## 5. SAFETY MANUAL SIGN OFF

Woodlands North requires all employees, sub-contractors and contractors to read the safety manual prior to conducting work. If a worker has questions, comments, or concerns regarding the content of this manual, personal safety while in the field or office, or inherent hazards associated with specific jobs, it is his/her responsibility to report these concerns to the Project Manager immediately.

Employee/Sub contractor/Contractor Agreement:

By signing this document, I agree to conduct all fieldwork and office work safely corresponding to the Policies and Safe Work Procedures outlined in this manual. I have read this manual in its entirety.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. DOCUMENT CONTROL

Note: Prior to 2010, there was no document control system in place. All changes henceforth will be documented in this section.

<b>Name</b>	<b>Date</b>	<b>Description of Change</b>
D. Ambedian	June, 10, 2010	Updated manual to reflect IRP 16 standards. Added all policies, segregated procedures into own section, added sections on power tools, office fires, waste reduction, legislation and employer/employee responsibilities.
D. Ambedian	August 17, 2011	Added Working Alone Policy, based on Syncrude and Cenovus Safe Work Procedures
T. Perron	October 16, 2011	ISNetworld addition of Fatigue Management, Journey Management, and Fit for Duty Policy
B. Nielsen	October 25, 2011	Manual reformatting for new ISNetworld (Talisman) criteria
T. Perron	November 27, 2011	Review of entire THA dbase. Reviewed 2011 manual to ensure completeness for hazard controls
D. Ambedian	January 18, 2012	Replace 2011 with 2012, add in explicit statement for communicating policies and procedures, bring WHMIS section into compliance with ISNetworld
D. Ambedian	March 4, 2012	Review Fit for Duty Policy and our internal communications regarding this specific policy as per ISNetworld review
T. Perron	April 11, 2013	Started the process of stream lining the Corporate Health and Safety Manual as a policy and emergency response procedure manual only. Separated the Safe Work Practices and Hazard Controls Section in to its own manual
T. Perron	April 29, 2013	Detailed Sub-contractor and Contractor health and safety responsibilities and liabilities as per 2013 external audit recommendations. Contractor/Sub-contractor agreement form created by administration
T. Perron	June 22, 2013	Updated Failure to Return/Communicate from the field emergency response procedures, Training and Certification Policy, Hazard Identification and Assessment Procedure, Post Incident Management & Health and Safety Responsibilities and Accountability Policy. New check-in-check out system
T. Perron	July 15, 2013	Update PPE requirements and recommendations in response to new project requirements.
T. Perron	July 31, 2013	Amended deficiencies to Powered Mobile Equipment SWP and H2S procedures as per ISNetworld review
T. Perron	Oct 22-30 2013	Reviewed Workplace Violence and Harassment Policy as per ISNetworld RAV process to include method of information delivery. Revisit Vehicle Safety Program, Short Service Employee Policy reinstated in H/S program as per ISNetworld requirement. Was removed after 2010 edits

T. Perron	Jan 22, 2014	Revisit Preventative Maintenance Program. Submit RAV to ISNetworld
T. Perron	Jan 8, 2015	Improve SWP driving program to include use of reversing alarm, spotter, walk around. Input clearly written environmental policy statement from Mgmt.
T. Perron	Feb 19, 2015	Updated HSE manuals with new ERP contact list