

# HEALTH AND SAFETY MANUAL Updated February 2023

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# **MANAGEMENT COMMITMENT**



# INTRODUCTION

This manual has been developed as Road to Rail Construction Group Inc. Health and Safety Manual. The information contained in this manual is considered to be the minimum standard for our work. This manual is a living document and will be continually updated as part of our continuous improvement of the Health and Safety Management System (HSMS). This will be achieved through an annual review using the COR Audits and Action Plans.

This manual does not cover every scenario or include every rule and regulation. It is up to our team to ensure that any gaps in the program are filled prior to conducting work and alerting their supervisor or safety officer that this document requires updating.



# **HOW IT ALL STARTED**

Road to Rail Construction Group was founded in 2020 by Matt Reber and Brandon Boden. Before Road to Rail Construction Group was formed Matt Reber started Iron Addicts Welding with one welding truck which later developed into Iron Addicts Construction with over 15 employees and 20 pieces of heavy equipment. Iron Addicts Construction completed various road construction jobs, Rail siding development projects, and various earth works projects. In December of 2020 Brandon Boden Joined Matt Reber In creating Road to Rail Construction Group Inc which has further developed to cover various fields of work which include but not limited to, Civil Earth works, Road construction, Rail Construction and Maintenance, Equipment Hauling, Mobile Welding, Environmental Representation, Hotshot service, Oilfield Reclamation, Oilfield Access mating, and Aggregate Hauling and supply. Road to Rail is always developing and evolving so we can meet the full needs of our clients.



#### ROAD TO RAIL CONSTRUCTION GROUP INC. CHARTER

#### **OUR CHARTER**

Was created by and reflects the core values of our team.

Is a moral compass for our team when making day to day decisions.

Is how we communicate who we are, what we do, and what we stand for as a team.

**Honesty** we are truthful and sincere **Trustworthy** we are dependable and reliable

Integritywe do what is right and we do what we say we will doAccountabilitywe are liable and answerable to our commitmentsConsistencywe constantly adhere to the same principalsGood Communicatorswe listen talk and check for understanding

**Mentors** we are wise and trusted teachers

**Respect** we treat others the way we want to be treated **Improving** we are getting a little bit better every day

#### **OUR OPERATING PRIORITIES**

Our Team we will take care of ourselves and those around us
Our Environment we will maintain a clean workplace and environment
Our Equipment our equipment pays our wages, we will look after it

Our Business we are professionals, by satisfying our first three priorities we ensure our

business is sustainable

#### **OUR COMPANY IS SUCCESSFUL WHEN**

**Our Team** we start each day with a sense of purpose and end the day with a sense of

accomplishment

**Our Environment** we ensure our environment is cleaner when we leave than when we arrive

**Our Equipment** we build and maintain our equipment in world class condition

Our Business our discipline creates financial strength and enables our future growth

We have learned process and structure from our experience with large companies. We have learned innovation, flexibility and creativity within our company. Balancing these is powerful.



#### **PHILOSOPHY**

It is the philosophy of Road to Rail Construction Group to conduct our business and operate our equipment in a safe and secure manner designed to protect the health and safety of our employees.

Road to Rail Construction Group is committed to complying with all applicable rules and regulations and will promote environmental concern and education among our employees and with the communities in which we operate. Road to Rail Construction Group is equally committed to protecting the health and safety of our employees and will take all practical steps to eliminate or reduce the exposure of employees to conditions adversely affecting their safety or health while on the job. We encourage off-the-job employee safety and health awareness as well.

#### REGULATORY DISCREPANCIES

Anywhere that the standards in this manual have discrepancies with any government legislation, the higher standard will be adopted and followed by Road to Rail Construction Group.

Anywhere that the standards in this manual have discrepancies with any recommended practice (ie. OHS), the higher standard will be adopted and followed by Road to Rail Construction Group where the higher standard is reasonable and practical. If the higher standard is not adopted by Road to Rail Construction Group a derogation will be developed outlining:

- 1. A summary of the recommended practice.
- 2. The government legislation regarding the recommended practice.
- 3. Derogation requirements that must be met.
- 4. Road to Rail Construction Group President and Operations Manager approval.



#### MISSION AND VALUES

Road to Rail Construction Group mission and values create a strong foundation for our company. They represent the core beliefs upon which our company was built and are essential to its continuing success.

#### **Mission Statement**

Road to Rail Construction Group is a results-oriented Construction company that strives to provide excellent service to its customers by creating an atmosphere of optimism, teamwork, creativity, resourcefulness and by dealing with everyone in an open and ethical manner.

#### **Values Statement**

# Hire the best people

Our belief that our people are our most important asset provides the foundation for all of our values and convictions. Our knowledge and experience in the Construction industry is, however, not enough to make us "the best." To be the best, we need the best people – people who are always striving to obtain more and to maximize efficiency and service for our company.

# Always do the right thing

The most important of our values, integrity, defines the core of every relationship we have. Whether inside or outside the company, integrity establishes the trust that is critical to the relationships that make our values work. Embracing honesty and integrity as our most important value means we stick by our word and we will always do the right thing, even when no one is looking.

#### **Deliver results**

We know that our business depends on our clients, and their recognition of a job well done by us. By conducting our business with a sense of enthusiasm, we will endeavor to provide quality work in an efficient and timely manner, regardless of how big or small the job is.

#### Be a team player

We believe that teamwork and collaboration will create a better organization, provide more gratification for employees, and dramatically improve results. Teamwork and cooperation increases dexterity enhances effectiveness and helps to create an atmosphere of trust and goodwill that directly results in better performance.

# Be a good neighbor

With the continued expansion of our business, the spectrum of communities that are touched by our operations continually broadens. That is why we have a fundamental respect for the environment and the people and communities in which we operate.

Matt Reber

President May 1,2017



# **HEALTH AND SAFETY POLICY**

Last Revision: March 2023 Last Review: February 2023

Road to Rail Construction Group will provide and maintain an active Health, Safety and Environmental Program for the protection and maintenance of health and safety including **physical**, **psychological**, **and social wellbeing** of our employees.

We strive towards continuous improvement of our health, safety and environment processes while working closely with our customers and contractors in delivering exceptional service. Road to Rail Construction Group is committed to conducting its business lawfully, ethically and in a socially responsible manner.

We are all accountable for our own health and safety. It is our responsibility to live and act in a safe manner, not only for ourselves but for the wellbeing of others.

We recognize that the importance of health, safety and environment is a shared responsibility:

- Management accepts responsibility for the leadership of the HSE program; for its
  implementation, maintenance and improvement. Management will provide the training and
  essentials required to ensure safe and responsible practices and conditions reasonably required
  to ensure success.
- 2. **Supervisors** are responsible for establishing a culture among employees that incidents are preventable and that "safety starts with you" attitude. Supervisors are responsible for ensuring the policies are understood and followed.
- 3. **All employees** are responsible for genuine cooperation to the fullest in every aspect of our HSE program, including compliance of all rules, regulations and continual commitment to safe work performance.
- 4. **Contractors and subcontractors** are held responsible for meeting government regulations and safety standards as set out by Road to Rail Construction. Contractors and subcontractors working for Road to Rail Construction are required to show evidence of a valid WCB account, appropriate insurance coverage, and any necessary certification needed for the job being done.

We consider the safety and wellbeing of all employees to be our number one priority. Through due diligence, cooperation and participation we can work together towards continually improving to keep our workplace safe and accident free.

Road to Rail Construction Group management is committed to this policy. We expect to achieve excellence in health and safety performance through the active participation and support of all management and employees. Our commitment is to integrate the following principles into all decisions affecting our operations.

# Compliance

We will comply with all applicable health and safety laws and regulations and use our best common sense and judgment where laws and regulations do not exist.



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# **Health and Safety**

Occupational health and safety values will not be compromised. No job is so important and no task so urgent that the necessary steps cannot be taken to perform it safely and maintain the health of our employees, contractors and the public.

# **Job Competency**

We will provide our employees with the training and tools that ensure that they have the knowledge and skills needed to implement this philosophy and perform their jobs competently.

# **Emergency Planning**

We will identify and control health, safety and environmental risks and ensure that appropriate emergency response plans are in place to address unforeseen events.

#### **Performance Review**

We will set measurable goals for the HSE performance and track progress against these goals. We will review company operations annually to ensure compliance with these principles.

Management, supervisors, and employees will foster a work environment that holds employees and

contractors for fully implementing this HSE Policy.

Senior Manager:

Date: March 10



#### **ENVIRONMENTAL POLICY**

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction Group recognizes environmental protection as one of our guiding principles and a key component of sound business performance.

We are committed to providing quality service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment.

We will operate in compliance with all relevant federal, provincial, and municipal environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

#### We will:

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- train, educate and inform our employees about environmental issues that may affect their work
- whenever possible, chemicals will be stored in closed containers and in a manner that they will not be exposed to water run off or stormwater
- reduce waste through re-use and recycling and by purchasing recycled, recyclable, or refurbished products and materials where these alternatives are available, economical, and suitable
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials, and other resources, particularly those that are non-renewable
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored, and disposed of
- where required by legislation or where significant health, safety or environmental hazards exist, develop, and maintain appropriate emergency and spill response programs
- if a spill is reasonably anticipated, spill response kits will be readily available and in operational condition, and spill response procedures will be reviewed and followed if necessary
- spill response kits and their contents will be assessed at appropriate intervals to ensure that they will be operational should a spill occur
- regularly communicate our environmental program to our clients, customers and the public and encourage them to support it
- Strive to continually improve our environmental performance by periodically reviewing our environmental policy in light of our current and planned future activities

Appropriate environmental authorities will be notified after a spill if required, the incident will be investigated thoroughly, and steps will immediately be taken to ensure that a similar incident doesn't occur again.



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#### **GUIDING PRINCIPLES**

# **Continuous Improvement:**

- Reduce variation.
- Remove activities that add no value to the organization.
- Improve customer satisfaction.

#### Be customer driven:

- Know your customers
- Understand the customer's perspective
- Work as an integrated company to meet our customers' needs

# Respect each other:

- Treat each other as intelligent and valued individuals
- Communicate directly and honestly
- Encourage healthy debate

#### **Execute with excellence:**

- Use resources wisely to fulfill both the corporate and business unit strategy
- Improve processes continuously
- Remove barriers that inhibit excellence
- Embrace teamwork
- Acknowledge mistakes early and address them

#### **Know our business:**

- Know what makes our business profitable
- · Know what's going on in your field
- Develop focused strategies and actions
- Be an expert at what you do

# **Enhance our brand:**

- Act with integrity
- Understand that reputational risk matters and treat Road to Rail Construction Group reputation as your own
- Be a leader in corporate governance
- Make a positive contribution to our communities



# RESPONSIBILITIES

Legislative reference: OHS Act Part 1 - General Obligations

Last Revision: February 2023 Last Review: February 2023

Responsibility can be defined as an individual's obligation to carry out assigned duties. In order for a health and safety program to achieve its desired results, everyone in the organization shall know their responsibilities and be accountable for their roles. For the purpose of this program, roles and responsibilities will be limited to health and safety responsibilities.

# Managers/Owners

- Demonstrate (by visible involvement) a commitment to health and safety
- Engage in Employee safety observation and recognition
- Provide employee training to assure employee competency
- Physically conduct workplace inspections
- Attend, participate in and document department safety meetings
- Oversee (participate in, reviewing and signing-off on hazard assessments, SOP's, inspections)
- Assure that all incidents are investigated, the investigations are completed and signed off in a timely manner
- Complete spot checks on safety requirements
- Provide site specific orientation for all new employees
- Ensure all new employees are aware of all safety related requirements are i.e. where to find SDS, how to report incidents
- Ensure employees are aware of any safety hazards of his/her job and how mitigate risks
- Enforce all safety rules and issue appropriate discipline if a violation occurs
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate potential causes of incidents
- Make legislation available to employees
- Review and instruct employees in safe work practices on an ongoing basis
- Take immediate action to correct unsatisfactory safety performance, unsafe practices, and unsafe conditions.

# **Supervisors, Coordinators and Foreman**

- Ensure safe work practices/procedures are followed
- Ensure workplace hazards are identified, assessed and controlled
- Hold employees accountable for their safety
- Employees are responsible for their own safety and that of their co-workers
- Commitment to safety and the safety of Road to Rail Construction
- Report all unsafe conditions to their supervisor or direct report
- Use safe work practices
- Correct any unsafe practices of their co-workers
- Report all accidents and be involved in their investigation and recommendations
- Comply with all company rules and practices



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- Practice safe work practices at all times while on site
- Participate in safety training and understand the Emergency Response Plan
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury
- Follow all legislative requirements while carrying out their assigned duties
- Follow Road to Rail Construction Group Safe Operating Procedures

#### Administration

- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
- Setup and coordinate meetings and conferences.
- Collect and maintain PC inventory.
- Support staff in assigned project based work.
- Other duties as assigned.
- Handle all payroll, accounts receivable and accounts payable

#### **Safety Administration**

- Creating/maintaining processes that will ensure Road to Rail Construction Group's compliance
  with the Occupational Health and Safety Act and legislative requirements. Involves collaboration
  with employees, management and external resources for the creation/maintenance of
  processes.
- Facilitating training of a Health and Safety nature (as required) during company initiatives (Orientations).
- Conducting regular formal and non-formal site inspections to establish visual, work practice and
  ergonomic hazards. Involves the creation of a proactive safety culture by educating Road to Rail
  Construction's employees regarding hazard analysis and hazard avoidance and following up on
  the completion of action items.
- Empowering employees at monthly safety meetings. Providing monthly safety topics and information to be discussed during meetings to foster participation and discussion as well as participation in meetings.
- Establishing/maintaining open lines of communication with employees and external resource providers to facilitate discussions regarding improving facility safety through collaboration.
- Conducting comprehensive investigations regarding all incidents occurring in a facility. Involves appropriately capturing data/evidence, formulating a report of findings (immediate and root causes) and submitting recommendations.
- Utilizing different mediums to communicate information to facility employees regarding: safety legislation changes, regulatory changes, company initiated Health and Safety policy changes, best practices etc.
- Performing internal and external audits as per fiscal year.



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- Coaching Road to Rail Construction employees regarding Health and Safety best practices/standards.
- Responding to questions of a Health and Safety nature from internal/external clients. Involves
  the ability to de- escalate Health and Safety concerns through the utilization of legislative
  knowledge, industry regulations, company policies and procedures.
- Providing a hands-on Health and Safety perspective.
- Participating in company continuous improvement initiatives as required.
- Develop, implement and monitor Road to Rail Construction's safety program.
- Claims Management with WCB.
- Creating/modifying safe work practices, safe work procedures and other work methods designed to encourage a safe workplace while ensuring fiscal responsibility and annual reviews.
- Manage and maintain all safety related permits; forms and file quarterly reports to ensure records and statistics are up to date.
- Weekly maintenance with ISN and Comply Works, quarterly data reports with ISN and Comply Works
- Maintain all records of training on all employees.
- Manage and maintain safety related data and analyze and report on safety trends, findings and recommendations.

# **Employee**

- Employees are responsible for their own safety and that of their co-workers
- Commitment to safety and the safety of Road to Rail Construction Group
- Report all unsafe conditions to their supervisor or direct report
- Correct any unsafe practices of their co-workers
- Comply with all company rules and practices
- Practice safe work practices at all times while on site
- Participate in safety training and understand the Emergency Response Plan
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury
- Follow all legislative requirements while carrying out their assigned duties
- Follow Road to Rail Construction Safe Operating Procedures
- Present yourself physically and mentally fit at the start of each shift.
- Participate in the development and maintenance of the safety program.
- Inform other employees and visitors of the safety procedures and requirements outlined in the safety program.
- Report any hazards identified in and around work sites, report all accidents, incidents, injuries and illnesses to supervisor and/or management.
- Know the location, type and operation of all emergency equipment.
- Use required personal protective and safety equipment for employees.
- Refuse to do unsafe work that will bring harm to themselves or others. No employee will be terminated for refusing to perform unsafe work.



#### Contractor

Contractors and subcontractors are held responsible for meeting government regulations and safety standards as set out by Road to Rail Construction. Contractors and subcontractors working for Road to Rail Construction Group are required to show evidence of a valid WCB account, appropriate insurance coverage, and any necessary certification needed for the job being done.

Responsibilities for both contractors and subcontractors are as follows:

- Must have their own prescribed safe work procedures enforcing their employees to follow posted safe work practices.
- Adhere to all safety policies and procedures supplied by Road to Rail Construction.
- Hold applicable valid training tickets for industry.
- Ensure all tools, appliances or equipment, designated substance or hazardous material that he/she supplies, is in safe operating condition and complies with the appropriate act and regulations.
- Contractors or sub-contractors, who direct activity of an employer involved at a worksite, shall ensure that the employer complies with all acts and regulations in respect to that worksite.

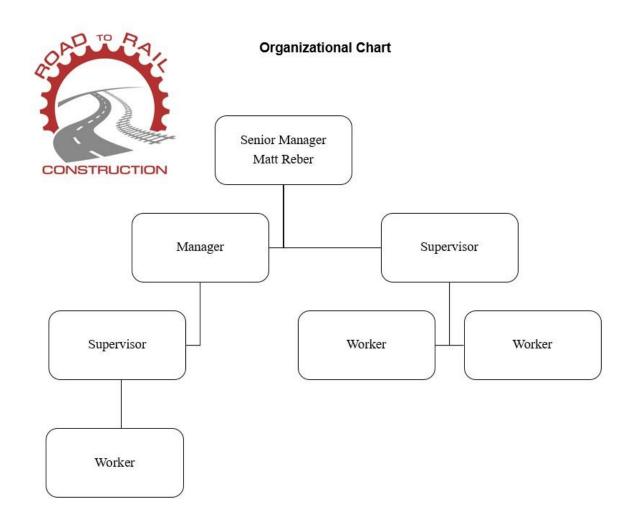
#### **Public & Visitors**

- Only authorized public, and visitors are allowed in the workplace. When making arrangements
  for visitors, employees should request that visitors enter through the main reception area and
  sign in and sign out with the book at the front of the shop
- Upon arrival at any worksite, visitors are to be provided with the visitor responsibility sheet.
- All visitors are to report to the supervisor upon arrival on location.
- Visitors are to obey all posted signs located on the job site.
- Visitor is to obey the instructions of site supervisor or personal escort at all times.
- Visitors must follow all general guidelines as outlined in safety manual.
- All visitors must wear appropriate personal protective equipment that is CSA approved.
   Required PPE includes steel toed boots, hardhats (where applicable), Hi-Vis Clothing, and safety glasses.
- Visitors are to be made aware of emergency evacuation procedure and safe meeting place (muster point).
- Smoking is permitted in designated areas only.



# **ORGANIZATIONAL CHART**

Last Revision: March 2021 Last Review: February 2023





# MANAGEMENT COMMUNICATION

# **Purpose**

Road to Rail Construction Group management shall regularly communicate to employees the company's commitment to safety and inform them of the following:

- Safety program goals and performance expectations.
  - o This will be done during our monthly Road to Rail Construction Group meeting.
- Hazardous conditions identified and corrective measures implemented.
  - o This will be done regularly through hazard Id submissions, and Safety Shares.
- Allocation of safety responsibilities.
  - o Accountability is indicated in this manual
- Incident reporting procedures.
  - This is covered in the Initial orientation process.

# **Frequency**

During Road to Rail Construction Monthly safety meeting management shall communicate to employees and describe the company's commitment to safety, why safety is important and who it affects. This meeting will include senior managers and the majority of employees.

Road to Rail Construction Management team will also tour worksites to observe work practices and demonstrate our safety culture commitment. Worksite tour frequency at a minimum will be as follows:

- The Managers/ Owners will tour field sites weekly throughout the job. Manager/ Owner visits will alternate between Job sites to ensure all workers participate with their visits.
- Site supervisors will be present on job sites each and every day.
- Safety officer will be visiting sites on minimum weekly bases throughout the year.
- Safety Advisors will sign the safety meeting book to document their site visit.

#### **Types of Communication**

To communicate Road to Rail Construction commitment to safety, management shall:

- Tour worksites to observe operations and encourage discussions on safety
- · Participate in meetings dealing with safety
- Highlight safety at company functions
- Provide regular feedback to employees on safety performance
- Track hazard Id submissions, develop focus areas and potential mitigation to issues identified.
- Distribute ERP forms with scenarios relevant to the current work environment.

Records of management communications will be kept on file at Road to Rail Construction head office.

Field supervisors are expected to personally communicate HSE responsibilities to their direct reports as new personnel are assigned to jobs. The system must flow down to the employees performing the work and back up again, to ensure proper communication and information sharing. All levels of line management must be supportive of each other and those activities required of them.



#### MEETINGS AND COMMUNICATION

Good communication between Road to Rail Construction, its contractors and all levels of employees is essential to safe operations. Regular meetings are required to make sure all parties involved understand the work that needs to be done and how to go about it in the safest manner possible.

# **Pre Job/Tailgate Meetings**

Supervisors are required to hold pre job safety meetings at the start of every workday. These meetings are documented in the Tool box meeting book. All personnel present on the worksite are to be in attendance, participate in and sign off on the report.

The purpose of the meetings is to make sure workers understand what work is to take place and any specific conditions and safety measures needed for work to proceed safely. Job hazards and the order of activities should also be reviewed and adjusted as necessary to maintain worksite safety. This is especially important when there are two or more services on the site.

A copy of all reports shall be kept at the worksite and a copy sent to head office.

# **General Safety Meetings**

General Safety Meetings shall be scheduled as needed, but no less than quarterly.

The purpose of the meeting is to review:

- reports of current incidents causes, and how they can be prevented in the future
- follow up action taken or required by investigations, reports and inspections
- matters important to Health, Safety and Environment
- follow up to employee suggestions and concerns

Copies of all general meeting reports shall be kept at head office.

# Communication

Management would like to stress the importance of the value of good communication involving all aspects of our business, as well as the industry as a whole. Each and every person employed with Road to Rail Construction is important, and as a team we need to have good communication skills.

If you have a suggestion or concern regarding health, safety or any other issue, please do not hesitate to let your supervisor, the safety officer or any member of the JWSHSC know. Through good communication we can only better our company and understand everyone's needs more clearly.



#### COMPLAINT PROCESS

# **Purpose**

The purpose of these guidelines is to outline to employees, consultants and contractors of Road to Rail Construction, the procedures in place to address any formal complaints including Code of Conduct violations. Any reference to "employee" includes employees, consultants and contractors of Road to Rail Construction and its affiliates.

#### **Notification**

Any employee who wishes to formally file a complaint should contact his or her supervisor, Road to Rail Construction Safety Officer or a member of Road to Rail Construction Human Resource Department. If the complaint includes harassment allegations, violence or threats of violence, the person receiving the complaint will immediately consult with Road to Rail Construction Safety Officer to determine if it is necessary to take immediate action to remove the alleged harasser from the workplace during the investigation and/or separate the alleged harasser from the complainant.

# Investigation

At the request of the complainant, the receiver of the complaint will document details of the complaint and advise the complainant that he or she will be contacted by an appropriate representative from Road to Rail Construction, which may include the Human Resource Department and/or the Safety Officer

- the complainant will be contacted as soon as possible, and in any event, no longer than five business days from the date of the complaint by such representative
- the Safety Officer will interview the complainant and if appropriate, ask the complainant to prepare a written statement
- the Safety Officer will obtain and review relevant documents which may include, but are not limited to; personal files, disciplinary records, attendance/time records, written statements and payroll records
- the Safety Officer will interview all alleged offenders and witnesses and collect collaborating or explanatory evidence or records
- the Safety officer will analyze and discuss the facts with the appropriate Road to Rail Construction executive whereby a recommended course of action will be determined
- the investigation and any response by Road to Rail Construction will be completed as quickly as possible under the circumstances

#### **Remedial Action**

- a Road to Rail Construction executive member in consultation with the Safety Officer will make a
  decision regarding disciplinary action and/or any other appropriate remedial action
- the Safety Officer will advise the complainant that the investigation has been completed and discuss the investigation findings and report any remedial action that will be taken
- to the extent that the complaint has been substantiated, a written report on the complaint and remedial action taken will be kept in the offender's file



# Follow Up

The Safety Officer will follow up with the complainant and the supervisor periodically for a reasonable time period to ensure that the issue has been properly resolved.

Matt Reber

President May 1, 2017



# **QUALITY ASSURANCE**

Quality assurance is the process of finding solutions prior to having problems. The effective application of our quality assurance program results in delivering quality service to our customers. Road to Rail Construction delivers quality assurance by systematically reviewing and adjusts our processes and equipment to meet or exceed our customer's expectations.

We believe fit for purpose and right the first time are fundamental principles for achieving quality assurance. Our quality assurance program starts when we meet with our clients for the first time. Prior to sending equipment to work for a new client we hold pre-job meetings with both our team and our clients team to determine exactly what they are looking for. After the meeting our team attends a field trip to look over our clients operations and determine any value added changes we can make to our equipment to improve efficiency.

Once working in the field our team discusses challenges and opportunities to improve efficiency. Once we have determined a solution to a potential opportunity, we discuss the change with our client and ensure that all risks have been considered and mitigated prior to implementing the change. Once our client approves the change it is implemented.

Our quality assurance is maintained through our systems, continuous improvement, and equipment inspections and auditing.

#### **Our Systems**

Our systems were developed by our team to be simple, relevant, and effective. They are continually updated to maintain these requirements. Our systems must be easy to use and understand to ensure our entire team is comfortable using them. Our systems in use at this time are:

- Daily Safety Meeting
- Risk Assessment Matrix
- Fit For Duty
- Manual Handling Guide
- Safe Operating Procedure Manual
- Sign In and Out
- Intervention
- Safety Shares
- Incident Reporting
- Management Team Assessment

#### **Continuous Improvement**

We are seeking progress, not perfection. Our charter dictates that we are getting a little bit better every day. Using our experience we continually seek ways to improve the safety and efficiency of our operation. Once an opportunity is identified we implement a SMART goal. SMART is the acronym we use for our goals which is Specific, Measurable, Attainable, Realistic, Time bound. The goal is tracked in our remedial action log and our team is held accountable to the timeline that we agree on.

Our team uses two types of continuous improvement initiatives, problem solving and solution finding.



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**Problem solving** occurs when we have a problem and implement a solution. **Solution finding** occurs when we identify a gap in our system prior to having a problem and we implement a solution.

# **Equipment Inspections**

We get what we inspect, not what we expect. To ensure our equipment is maintained to our standards, systematic inspections are conducted at predetermined frequencies. A detailed list of inspections is provided in the "Maintenance and Inspection" section of our HSE Manual.

# **Tracking**

In order to effectively manage we must measure our performance. To ensure our team is actively engaged in our process and systems, as well as to measure cultural buy in, all of our systems are tracked. This includes:

#### Hazard ID's

Hazard ID's are tracked by Job Site, employee and category. The level of Hazard ID participation by Job site and employee provided a leading indicator of culture buy in. Once an area for improvement is identified we immediately begin to find and implement solutions to mitigate the issue identified.

# Inspections

Equipment inspections are tracked to ensure they are being conducted at the appropriate frequency.

# **Safety Shares**

Learning cycle work sheet and safety shares participation is tracked to ensure our team is receiving and reviewing information relevant to our operations.

# **Emergency Response Plan**

Emergency response plans are tracked yearly to ensure our team is continually conducting drills and are prepared in the event of an emergency.



### CODE OF ETHICS

# **Respect for the Law**

Concern for what is right should be the first consideration in all business decisions and actions, and that includes compliance with the law. You shall be aware of all laws and regulations relating to the business activities of Road to Rail Construction in the jurisdiction in which you work and observe them at all times.

#### Gifts and entertainment

You may not accept, offer or give gifts, entertainment or other benefits (referred to as "gifts" in this section) having more than nominal value from or to existing or potential customers, suppliers, employees or others doing or seeking to do business with Road to Rail Construction. Further, you must never solicit gifts of any size at any time.

In determining nominal value, consider whether the gift could reasonably be construed as an attempt to influence your behaviour or that of Road to Rail Construction, as well as the value of the gift in relation to your personal situation (or that of the recipient). In this regard, it is also important to consider the circumstances, nature and timing of the gift.

Occasionally, a third party might offer Road to Rail Construction employees an opportunity to participate in a sale of merchandise or the purchase of services at reduced prices. Such an offering may be acceptable where the same opportunity is extended to large groups of individuals outside Road to Rail Construction, and where the discount offered is consistent with other offerings by the manufacturer, distributor, service provider or retailer. If the offer is only made available to Road to Rail Construction employees, consideration must be given to whether or not the circumstances may give rise to a perception of a conflict of interest.

Gifts of nominal value may be accepted, offered or given provided they:

- 1. are not in cash or readily convertible to cash (such as securities, cheques or money orders);
- are consistent with accepted business practice;
- 3. cannot be construed as an attempt to influence, or as a form of payment for a particular transaction or a referral;
- 4. do not contravene any law and would not compromise your integrity or that of FTES
- 5. would not adversely affect your reputation or the reputation of Road to Rail Construction if knowledge of the gift was to become public.

# Harassment, Discrimination and Violence in the Workplace

Road to Rail Construction is committed to conducting all its affairs with fairness and equity, and this includes the treatment of employees, shareholders, customers, suppliers and competitors. Any behaviour that could be construed as harassment or discrimination on any ground protected by human or civil rights law will not be condoned. Similarly, violence of any kind in the workplace, at an Road to Rail Construction event or in the presence of or directed towards any employee, customer or supplier will not be tolerated. Any employee who engages in, or threatens to engage in any violence, will be subject to serious discipline.



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#### Use of the Internet, Email and Electronic Media

Knowingly transmitting, viewing, generating, printing, retrieving, downloading or storing any communication of a discriminatory, defamatory, obscene, damaging (such as viruses), threatening or harassing nature, or any material that is inappropriate for the business environment (such as sexually oriented literature or pictures, or chain letters), is prohibited. You are also prohibited from disclosing confidential or proprietary information about or belonging to Road to Rail Construction for any purpose that is illegal, against Road to Rail Construction policy or contrary to the best interests of Road to Rail Construction.

# **Irregular Business Conduct**

Irregular business conduct (which includes any criminal, fraudulent or illegal conduct, any impropriety, lack of professional responsibility or dishonesty) will not be tolerated under any circumstances. Such conduct may not only be subject to internal disciplinary action but may also lead to criminal prosecution or civil suit. Examples of such conduct include:

# **Anti-Competitive Behaviour**

Generally, an agreement with a competitor to engage in activity that may unduly lessen competition.

#### Bribery

Engaging in any act that can be perceived as giving or receiving a bribe or other questionable payment.

# **Dealing with Road to Rail Construction Assets**

You must make every effort to protect all Road to Rail Construction property and assets from harm, loss or misuse, especially those that are in your custody or control and are your responsibility. These include all information between Road to Rail Construction and its customers, employees or business partners, which must be kept secure from third parties. Should you become aware of any actual or potential harm, loss or misuse of Road to Rail Construction property, you must immediately notify your manager. Road to Rail Construction property may be used only for the purpose of executing your accountabilities with Road to Rail Construction.

#### **Road to Rail Construction Brand**

Road to Rail Construction communications materials must not be used for personal reasons as this could lead to a misunderstanding and possibly damage Road to Rail Construction's reputation.

#### **Reasonable Expenses**

You must incur only reasonable expenses. You are entitled to claim expenses actually incurred for Road to Rail Construction business within Road to Rail Construction guidelines. You may not use a Road to Rail Construction corporate credit card other than for Road to Rail Construction business purposes.

# **Cooperating with Investigations**

All employees and directors are required to cooperate with Government Inspectors and Auditors. This includes attending all necessary meetings, accurately and fully answering all questions and maintaining the confidentiality of the investigation. Further, you may not in any way obstruct, hinder or delay any internal investigation. The obligation to cooperate may extend to providing truthful information pursuant to, or in the defense or prosecution of, legal proceedings and investigations involving Road to Rail Construction, its customers or employees.



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#### **Conflicts of Interest**

For purposes of this section, "relatives" include a spouse (including a common-law spouse or partner), parent, child or other close relative as well as those of your spouse or partner.

#### **Ethical Conduct**

Road to Rail Construction exercises the highest degree of ethical corporate conduct and recognizes that customers and the public have a right to openness and honesty in all their dealings with us. As a representative of Road to Rail Construction, you must conduct yourself in a manner that demonstrates commitment to the highest standards of personal integrity, and in ways that respect the reputation and position of trust placed upon Road to Rail Construction. You must be fair and honest in all your dealings with Road to Rail Construction shareholders, customers, suppliers, competitors and employees. You must also not knowingly induce an employee of another organization to breach that organization's code of conduct.

# **Conflicts Arising from Personal Benefit**

A conflict may arise where you have reason to act in a manner that is not in the best interests of Road to Rail Construction or our shareholders. Often this is because you, a friend, a relative or someone with whom you have a close personal relationship, stands to benefit from the action in some way. You must avoid acting in a manner that is not in the best interests of Road to Rail Construction or our shareholders. You must also avoid situations that might create the appearance of a conflict of interest, whether or not it actually exists and whether or not you believe you would be improperly influenced. Conflicts of interest or perceived conflicts of interest must be reported immediately to your manager.

# **Corporate Opportunities**

You must not use Road to Rail Construction property or information or your position in the organization for personal gain or that of a relative or a person with whom you have a close personal relationship, to compete with the organization, or to take advantage of opportunities that are discovered in the course of conducting Road to Rail Construction business. You are expected to advance the legitimate interests of Road to Rail Construction whenever the opportunity arises. Great care must be taken when purchasing or selling assets from Road to Rail Construction, its customers or suppliers, to avoid any actual, potential or perceived conflict of interests. In specific cases, however, a personal opportunity may be approved provided that it is disclosed in advance and in writing to your manager and is determined not to be material.

# **Relationships in the Workplace**

You must not give to or receive from any friend, relative or someone with whom you are involved in a close personal relationship, any special consideration relating to employment or conditions of employment. Your business decisions must be based on sound ethical business practices, and your human resources decisions must be based on sound management practices and not be influenced by personal concerns.

If you have a supervisory/subordinate (subordinate includes anyone with a direct or indirect reporting relationship) or dual custodial relationship with a relative or someone with whom you have a close personal relationship, you must immediately report that relationship to your



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manager and your Human Resources relationship manager. If the potential for an actual or perceived conflict of interest exists, one of the parties may be relocated.

# **Disclosing Interest and Abstaining from Participation**

To avoid any actual, potential or perceived conflict of interest, you must disclose any interest you have in an existing or proposed material contract or transaction involving Road to Rail Construction in which you may have some influence or perceived interest. If you are an officer or director of an entity that is party to any such contract, that must also be disclosed. These disclosures must be made at the earliest opportunity to your manager.

In addition, you must not have or be reasonably perceived to have influenced a decision with respect to a material or proposed material contract in which you have an interest described above. Employees below the level of executive vice president may not enter into any employment, directorship, office, trade or business outside of Road to Rail Construction without receiving the prior consent of senior management.

As a general principle, outside activities should not interfere with the employee's performance of their duties or ability to exercise judgment in Road to Rail Construction's best interests. Volunteering to assist in a charitable or not-for-profit activity (such as the United Way or an executive of a sports team) does not require approval unless that organization is a customer of Road to Rail Construction and the employee has management or other decision-making authority or administrative responsibilities at the organization.

# **Political and Charitable Activity**

Employees and directors may make personal political contributions and charitable donations at their discretion, subject to satisfying themselves that there is no regulatory prohibition or restriction on such contributions. However, you must not commit Road to Rail Construction to a political or charitable contribution without prior approval from Corporate and Public Affairs. If you hold a position in a political organization which may influence the financial needs of that organization, or if you are asked to conduct financial transactions or fund raising on that organization's behalf, Human Resources may review this relationship to ensure that there is no perception of influence. Employees should not engage in any political activity in the workplace unless authorized by senior management. Employees raising funds for charities should exercise discretion in soliciting donations from co-workers, customers and suppliers, and in any event, may not use email group-lists for purposes of requesting donations without approval from their manager.

# **Confidentiality of Information**

#### **Protecting Customer Information**

Customer information must be kept private and confidential. You must not discuss or disclose any customer information to anyone outside Road to Rail Construction unless you are required to disclose by law, you are authorized to disclose by the customer or you are directed to disclose in circumstances described in Road to Rail Construction policies and procedures. You may not access customer information except in the normal course of your duties and with proper authorization or consent.



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# **Protecting Employee Information**

Road to Rail Construction is permitted to collect, use and disclose employee personal information for employment administration purposes. You must not collect, use or disclose that information except in accordance with the Road to Rail Construction Privacy Policy.

# **Protecting Road to Rail Construction Information**

During the course of your employment you will have access to a wide variety of confidential and proprietary information about Road to Rail Construction. You must carefully protect this information, and cannot use it for reasons other than for the proper performance of your duties, and you cannot discuss or disclose it to anyone who does not have a legitimate need to know the information.

# **Computer Systems Security**

When using Road to Rail Construction computer systems and accessing Road to Rail Construction information you must be identified at all times. In addition, access to passwords must be strictly controlled. It is your responsibility to take the necessary steps to protect your logon id, password, digital signature or other means you use to identify yourself to the Road to Rail Construction computer network.

Communication conducted over Road to Rail Construction internal network or any external network is generally not considered private. Communication conducted over external networks must be protected from unauthorized access example, with encryption). When communicating via Road to Rail Construction internal network, you should consider the sensitivity and confidentiality of the information. All computer hardware, software, email, voicemail and internet accounts provided to employees are the property of Road to Rail Construction and may be monitored and accessed by authorized Road to Rail Construction representatives. In addition, all information stored, processed or transmitted on any Road to Rail Construction system or network, or external system used by Road to Rail Construction to conduct business, is considered the property of FTES. You must exercise vigilance in protecting Road to Rail Construction systems against computer viruses.

#### **Appearance and Courtesy**

To customers, the individual employees with whom they come in direct contact represent Road to Rail Construction. Some businesses in Road to Rail Construction have formal dress code policies, and you should abide by them if they apply in your particular business. In any case, your choice of work attire should be guided by what is appropriate for your customers. It must be neat and clean and conform to the established dress standards of your business, having regard to personal hygiene and grooming. You must be courteous and respectful in all dealings with the public and other employees and in all other business relationships.

#### **Compliance with the Code of Conduct**

# **Your Responsibilities**

Safeguarding the reputation of Road to Rail Construction in general, and complying with this Code in particular, is the responsibility of every employee and director of Road to Rail Construction, in every job and at every level, and at all times.



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# **Reporting Violations**

If you become aware of or suspect any violation of the Code by any employee, you have a responsibility to report it immediately to your manager. Failure to report any breach of the Code may have serious consequences for you as well as for the offender. Good faith reporting of possible violations by others will not subject you to reprisal. Any employee, who attempts to intimidate or retaliate (directly or indirectly) against another employee who makes such a report, will face disciplinary action. As such, you understand that should any employee within Road to Rail Construction in good faith suspect you of violating the Code, they are expected to report the situation to Road to Rail Construction, regardless of which business unit they work within or how they came to suspect you of violating the Code.

# **Failure to Comply**

All employees are responsible to be aware of and understand the provisions of this Code as well as other applicable Road to Rail Construction policies, including those specifically identified in this Code. Failure of an employee to comply with the Code and those policies may result in disciplinary action up to and including termination of employment. Directors of Road to Rail Construction are also required to comply with the Code.

# **Other Requirements**

The Code does not attempt to deal specifically with all aspects of the conduct required of Road to Rail Construction employees and directors. Situations may arise where it is difficult for you to determine with certainty the correct action to follow. In such an event, seek advice and direction of a more senior Road to Rail Construction manager.



#### **COMPANY RULES**

# **Mandatory Company Requirements**

The following requirements are mandatory for all employees, consultants, contractors and visitors on any Road to Rail Construction worksite:

- 1. Worker safety is of vital importance and will not be compromised.
- 2. All personnel must use approved personal protective equipment and clothing where hazards warrant their use.
- 3. Report to supervisor all unsafe acts, unsafe conditions and near miss incidents.
- 4. Report all injury or damage incidents immediately to supervisor as well as head office.
- 5. Perform all work in accordance with safe work procedures and supervisor's directions.
- 6. Maintain good housekeeping in your work area.
- 7. Operate all vehicle and mobile equipment in accordance with site rules, highway regulations and company safety policies.
- 8. All personnel shall be expected to conduct themselves courteously in a manner favorable to foster good public relations with fellow employees, supervisors, government officers and the public at large.
- 9. All personnel are required to actively participate in safety inspections, safety meetings, incident investigations and reporting requirements.
- 10. Any person using prescribed and/or non prescribed drugs that may cause drowsiness or other side effects, which could influence their ability to work, are to notify their supervisor and head office.
- 11. Any personnel having long hair shall be required to put it in a ponytail and kept under a hard hat while on any work location.
- 12. All garbage and waste material is to be disposed of in appropriate containers.
- 13. Construction crews are required to report all near misses and hazardous conditions, acts and behaviours.

# 14. If in doubt about a task, do not do it until you know the safe way.

#### **Prohibitions**

The following are prohibited at all times on all company property.

- 1. Possession or consumption of alcohol or illicit drugs.
- 2. Possession or handling of any firearm, weapon or explosives.
- 3. Riding any hook, hoist or other handling equipment not specifically designed to carry riders.
- 4. Fighting, horseplay, practical jokes and gambling.
- 5. Theft and vandalism.
- 6. Cleaning, adjusting or repairing of machinery without proper training.
- 7. Operating any tool, piece of equipment machinery with proper training.
- 8. Removing and not replacing safeguards on moving belts, drive chains and reciprocating parts.
- 9. Damaging, disabling or interfering with safety, firefighting or first-aid equipment.
- 10. Arriving for work or remaining at work when the ability to perform the job is impaired.
- 11. Smoking in non-designated areas.
- 12. Carrying "strike anywhere" matches or butane lighters.
- 13. Unauthorized altering or removing of locks or tags.



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- 14. Use of personal cell phones or computers on worksites.
- 15. No one shall operate or permit anyone to operate a commercial vehicle if it is in condition to likely cause danger to person(s) or property.



# HIRING POLICY

# **Purpose**

In fulfilling our objective of providing excellent, professional service to our clients, we recognize the major role that employees play in the attainment of that objective; and therefore, we strives to attract and retain qualified and motivated employees to ensure our company operates in an efficient manner and provides a satisfying employment experience for all employees.

We are an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

#### **Procedure**

# **New employee Orientation**

The formal welcoming process of "New Employee Orientation," is conducted by a Human Resources representative, or Field Supervisor and includes an overview of company policies, safety procedures and worksite requirements and responsibilities.

# **Employee Background Check**

When making an offer of employment, the company may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation.

#### **Criminal Records**

When appropriate and necessary for the position being filled, a criminal record check is performed to protect company interest and that of its employees and clients.

#### **Hire Package**

All employees are expected to completely fill out hire package which includes the following forms:

- Employment Application
- Provincial and Federal TD-1 forms
- Acknowledgement of Safety Program
- New Employee Orientation (must be signed by the person doing orientation)
- All required tickets scanned including but not limited to (First Aid, H2S Alive, WHIMIS, TDG, Ground disturbance, CSTS, CSO, Driver's license) Dependent on position

These forms are to be filled out and handed into the office ASAP.



#### PRIVACY POLICY

#### **Purpose**

The purpose of this policy is to inform all Road to Rail Construction employees, consultants and contractors of its commitment to the protection of personal information in accordance with applicable laws. Personal information includes any factual or subjective information in accordance with applicable laws. Personal information includes any factual or subjective information about an identifiable individual. Personal information does not include the name, title, business address or telephone number of an employee of an organization.

#### **Collection of Information**

Road to Rail Construction collects information for the purpose of implementing and managing its relationship with employees, clients, and third parties. This information may be collected through resumes, filling out forms, e-mail correspondence or telephone conversations. The type and accuracy of the information collected is solely contingent upon what is voluntarily provided to the company.

#### Use of Information

The information collected by Road to Rail Construction will be solely for the purposes of carrying on an ordinary business or employment relationship. The information Road to Rail Construction collects will be used to create records to be used in conducting its business.

#### **Storage and Disclosure**

Road to Rail Construction has taken steps so that information collected by Road to Rail Construction is to be stored in a secure manner that restricts the right of access to only those people who have a need to know. Road to Rail Construction does not disclose, reveal, share or otherwise disseminate any personal information to third parties without consent (actual or deemed) unless required by law or within the course of legal undertakings.

#### **Destruction**

Subsequent to the conclusion of business or employment relationships, Road to Rail Construction will securely store or destroy all records of personal information no longer needed to maintain the relationship.

#### **Queries and Dispute Resolution**

Should you have any questions or concerns regarding this policy of the information collected hereunder, please do not hesitate to contact our head office at 780-878-4340.



#### RIGHT TO REFUSE UNSAFE WORK POLICY

Last Revision: March 2023 Last Review: March 2023

Legislative reference: OHS Act Part 3 - Dangerous Work and Disciplinary Action

No employee or contractor shall perform any task that would put them or another worker in a situation where they might be injured.

Canada Labor Code and Alberta OHS legislation gives workers three basic OHS rights. They are:

#### 1. The Right to Know

Workers have the right to know about hazards in the workplace that could affect their safety or health.

#### 2. The Right to Participate

Workers have a say about things that affect their safety and health at work. Most workplaces have either a safety and health committee or a safety and health Representative to voice the concerns of workers and deal with them.

#### 3. The Right to Refuse Unsafe Work

A worker has the right to refuse to do a job if that worker has reasonable cause to believe that:

- a condition exists at work that presents a danger to himself or herself
- the use or operation of a machine or thing presents a danger to the employee or a co-worker
- the performance of an activity constitutes a danger to the employee or to another employee

#### Who has the right to refuse?

Any employee, subject to Part II of the Canada Labor Code, has the right to refuse dangerous work as long as:

- The refusal does not put the life, health or safety of another person directly in danger
- The danger in question is not inherent in the employees work as not a normal condition of employment.

The procedure for refusal to work is as follows:

- 1. Notify your employer or supervisor explaining your reasons for your decision. You have the right to select an employee to accompany you as a witness.
- 2. All work will immediately stop and will not resume until the concern has been addressed.
- **3.** The worker's supervisor and/or the safety officer will immediately observe the concern and remedy it if possible.
- **4.** If the employer can not remedy the concern, the employer will immediately inspect the alleged undue hazard.
- **5.** After completing an inspection, the employer will prepare a written report of the refusal for work, and a copy of this report will be given to the worker who refused that work.

However, if your employer feels that there is no danger, or if the situation is not corrected to your satisfaction, then you have the right to continue to refuse work.

Remember it is important to follow the procedure when you refuse to do unsafe work.



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In order to exercise the right to refuse, you must have a reasonable cause to believe that a condition that work is a danger to you or that the use of a machine or thing at work present a danger to you or to another co-worker.

All work refusals will be documented, and copies will be kept confidentially in the head office.

No employee can be penalized, reprimanded or in any way criticized for refusing to perform unsafe work.



#### HARASSMENT AND VIOLENCE PREVENTION POLICY

Legislative reference: OHS Code Part 27 – Violence and Harassment

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction is committed to implementing effective measures that address workplace violence, and harassment pursuant to Occupational Health and Safety ("OHS") Regulations.

#### **Purpose**

Road to Rail Construction does not tolerate any acts of violence or harassment made by or against our employees. To help address issues of violence and harassment in the workplace, Road to Rail Construction has established a policy for recognizing, reporting and responding to incidents of violence and harassment.

#### Scope

This policy applies to all temporary and permanent staff, students and temporary employees hired through a staffing agency. This policy is in effect before, during and after normal working hours when employees are deemed to be in a workplace setting. For all employees detailed above violations of these provisions will result in disciplinary action up to and including termination of employment.

#### **Definitions:**

**Workplace violence** is defined as any action, conduct, threats, or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that employee. It includes:

- Threatening behaviour such as shaking fists, destroying property or throwing objects
- Verbal or written threat's any expression of an intent to harm
- Harassment any behaviour that demeans or verbally abuses a person, such as words, gestures, intimidation, bullying or other inappropriate activities
- Physical attacks including hitting, shoving, pushing or kicking

**Workplace** is defined as any place where an employee is engaged in work for the employee's employer. It includes any area where an employee is making a delivery for the employer, any location where an employee is providing a service under the employer's direction, and any mode of transportation where the employee is traveling in the course of business.

It does not include parking lots not controlled by the employer, modes of transportation for employees travelling outside working hours (e.g. going to or from work), or locations hosting non-mandatory recreational activities that may be sponsored by the employer, such as a company party or golf tournament.

**Definitions "Harassment"** is a course of conduct unwarranted by sound business or management practice that has the purpose or effect of denying equal employment opportunity and/or creating a hostile, intimidating or abusive work environment. It includes, but is not limited to:

verbal conduct such as derogatory comments or slurs



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- visual conduct such as pornographic or derogatory posters, photographs, calendars, cartoons, emails, drawings or gestures
- written or electronic communication containing statements which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes
- physical conduct such as unwanted touching or restricting normal movement
- continued behavior subsequent to communication by a complainant to the harasser that the perceived harassing behavior was not acceptable
- retaliation for making or threatening to make harassment reports to or for participating in an investigation into harassment allegations

**"Sexual harassment"** is unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. There are two types of harassment:

- **Abusive Working Environment:** Creating an intimidating, hostile or offensive work environment relating to sexist or sexual comments, actions or materials in the worksite which interferes with the work or work relationships of job applicants or employees.
- Threats and Promise of a Sexual Nature: Making threats or eliciting sexual promises or favors in relation to employment opportunities such as, but not limited to, hiring, promotion, pay, working conditions, termination, and assignments.

#### **Policy Statements:**

Violence and harassment in our workplace **will not be tolerated**. It is the responsibility of all employees to report any incident of violence or harassment in the workplace that they may have witnessed or have knowledge of. With the cooperation of all workers, the workplace violence and harassment will be eliminated or mitigated so that there is no recurrence.

#### Workplace violence and harassment can arise from:

- A person inside the workplace such as a co-worker.
- A person related to the function of the workplace such as a client, customer, or contractor.
- A person with an indirect relationship with the workplace such as an estranged spouse or partner, or a former employee.
- A person who is unrelated to the organization such as a member of the public or a person with criminal intent.

#### **Accountabilities**

#### The Employer is responsible for:

- Providing a safe, healthy and violence-free workplace
- Dedicating sufficient attention, resources and time to address factors that contribute to workplace violence
- Communicating to its employee's information in its possession about factors contributing to workplace violence
- Assisting employees who have been exposed to workplace violence
- Consulting with the workplace health and safety manager regarding the interpretation and implementation of this policy.

#### **Supervisors are responsible for:**

Treating individuals at the workplace with respect



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- Establishing and maintaining a working environment free from violence to the extent that is reasonably possible, including reducing/eliminating workplace risks
- Identifying the factors that contribute to workplace violence
- Assessing the potential for workplace violence
- Reporting, in confidence, any incidents of workplace violence that they have witnessed or have knowledge of
- Ensuring appropriate handling of complaints as quickly as possible and in a sensitive, impartial, professional and confidential manner
- Where appropriate, referring an employee to Human Resources who can arrange for appropriate support
- Communicating and reinforcing this policy on violence and harassment prevention in the workplace to current and new employees

#### **Employees are responsible for:**

- Treating individuals at the workplace with respect
- NOT partaking in any behaviour that may be construed as violent or aggressive behaviour
- Identifying the factors that contribute to workplace violence
- Assessing the potential for workplace violence
- Reporting, in confidence, any incidents of workplace violence that they have witnessed or have knowledge of, to the manager or supervisors. The report will be documented on the Hazard ID form.
- Reporting, in confidence, any personal situation that could affect the safety of the workplace, for example: situations of domestic violence, threats against an employee, or a restraining order that names the workplace as a restricted area.

#### Management is responsible for:

- Providing guidance and advice to staff involving violence in the workplace, including referrals to our Employee & Family Assistance Program or recommendations for discipline where appropriate.
- Identifying the assistance available to anyone who is a victim of workplace violence.
- When a complaint is made, ensuring an appropriate investigation process is undertaken, including involving Police Services where required.
- Providing information, training, and instruction to staff on the factors that contribute to workplace violence and harassment.

#### The Safety Officer is responsible for:

- Reporting any risk of violence identified in monthly workplace inspections.
- Coordinating a review of the effectiveness of workplace violence and harassment prevention measures, at a minimum of every 3 years, and maintaining records of the same.

#### **Procedures**

#### **Reporting Harassment**

If an employee feels that he or she is being harassed, that concern should be communicated to the alleged harasser to the extent that employee feels comfortable in doing so. If the employee is not comfortable discussing the issue with the harasser or if they have discussed the issue and harassing



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behavior continues, the employee should inform his or her supervisor, the safety officer, and the Human Resources Department.

#### **Reporting Violence**

Any incident involving violence should be immediately reported to the employees' supervisor, the safety officer, and/or the Human Resources Department.

If you witness another employee being harassed or threatened with violence you should document the incident(s) including the date, time, location, witnesses, what occurred, how it made you feel, and your response.

Complaints of harassment or violence will be investigated promptly and thoroughly. Confidentiality, to the extent practical, will be maintained. Retaliation will not be permitted. Giving information that an individual knows or should have known to be false is a violation of this policy.

#### Confidentiality

While investigating and reporting on incidents of violence or harassment, Road to Rail Construction will **not disclose** the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence and any witnesses, **except** where necessary to investigate the incident or to take corrective action; to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident; or as required by law.

#### **Training Employees**

The employees are trained through the understanding and recognition of this policy, and they are required to sign off that they understand the procedures for reporting, investigating and documenting incidents of violence and harassment in Road to Rail Construction workplace. This policy will need to be reviewed when an incident of violence or harassment occurs; as recommended by the safety officer or Joint Worksite Health and Safety Committee; or at least every three years.

This harassment and violence prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures which address workplace harassment and violence.

If you do not feel that your complaint was handled appropriately you can contact one of the following:

- Occupational Health and Safety-1-866-415-8690
- Alberta Human Rights Commission 1-780-427-7661

Other optional resource contacts include:

- Family Violence Info Line 310-1818
- Alberta Council of Women's Shelters 1-866-331-3933
- Emergencies involving domestic violence 911



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#### HARASSMENT AND VIOLENCE REPORT FORM (SAMPLE)

#### Harassment and Violence Reporting Form

# **Employee Information** Name: Department: Position: Phone number: **Incident Details** Violence Harassment Time of Incident: Date of Incident: Incident Reported To: Location of Incident: Name of Offender: Description of Incident Witnesses Name Contact Information Road to Rail Construction Group Inc takes reports of harassment and violence extremely seriously. By signing this reporting form you certify that the information stated is factual and accurate to the best of your knowledge.



Signature of Reporting Party:

Signature of Manager:

Date:

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

#### INFORMATION SYSTEMS USAGE POLICY

The purpose of this policy is to establish appropriate use of Road to Rail Construction information systems, including its computer equipment, phone systems and internet access. Road to Rail Construction is responsible for securing its information systems in a reasonable and commercially responsible manner against unauthorized access and abuse, while at the same time making them accessible to authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the consequences of not adhering to them.

Road to Rail Construction is committed to maintaining an open and positive environment where self-growth and learning of technology is encouraged. Road to Rail Construction has developed this policy to ensure that its information systems and all information created and transferred through its systems are protected. In addition to this policy, the users of the information systems are responsible for respecting and adhering to local, provincial, federal and international laws.

This policy applies to all employees, consultants and contractors of Road to Rail Construction and its affiliates.

#### **General Use**

All information systems, including computer equipment, phone systems and internet access have been provided for business use. You may use equipment for limited personal use provided that you do so on your own time, you are not interrupting computer service to others, such use is conducted in accordance with this policy and there are no actual or potential additional costs or damage to Road to Rail Construction.

#### **Electronic Mail**

Use of electronic mail is an effective communication service provided to employees. Persons using this service are expected to act responsibly and respect the rights of others. Employees may use e-mail for personal messages provided that such use does not create unreasonable volume demands on the system. Employees are encouraged to use the same personal and professional courtesies and considerations in e-mail as they would in other forms of communication.

#### Prohibited use of emails includes:

- attempts to read, copy, modify or delete email messages of other users
- sending harassing, threatening, pornographic, obscene, inappropriate or other objectionable messages or attachments via email to anyone

#### **Internet Usage**

As a user of Road to Rail Construction network and computer system, you are authorized to access the Internet. You should be aware that every internet site you visit is capable of determining who you are, and who you represent. While non-business browsing is not specifically prohibited during non-business hours, access to the internet should include the use of good judgment, common sense and discretion.

#### Prohibited use of the internet includes:

- prevalent use of the internet for non-business purposes during business hours
- accessing and/or circulating adult, gambling or other inappropriate sites or material
- use for illegal or unlawful purposes



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- use of Road to Rail Construction computer systems in attempt to gain unauthorized access to remote systems
- downloading of programs without approval by the technical department. This is due to the
  prevalence of viruses on the internet as well as the potential to negatively impact the network
  performance.

#### Audit

Road to Rail Construction reserves the right to audit employees' activity on the network, including use of email, chat programs, and the internet, at any time without the knowledge or consent of the employee.

#### **Corporate Information**

Information as a corporate asset must be appropriately managed to insure its confidentiality, integrity and availability. In many cases, corporate information will be made available to authorized employees through Road to Rail Construction information systems. All corporate information disclosed to employees shall be treated confidentially and disclosure to third parties is not allowed without authorization. It is the responsibility of all employees and other authorized users to ensure information is protected from unauthorized modification, destruction or disclosure, whether accidental or intentional.

#### **Ownership of Information**

All information used in Road to Rail Construction operations is company property. Employees may not copy, alter or destroy data, software, documentation or data communications belonging to the company without authorized permission.

#### **Licenses and Copyrights**

All employees must adhere to software license agreements and respect copyrights on all material including product obtained through the internet. All hardware and software products including any electronic devices being integrated with corporate hardware must be approved by the Technical Department. The Technical Department reserves the right to uninstall any unapproved hardware or software from Road to Rail Construction equipment without the consent of the employee.

#### **Violations**

Any violation of this policy may result in disciplinary action up to and including termination. In addition, violations of the law may result in fines, penalties or civil and criminal prosecution.

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President May 1, 2017



#### LEGISLATIVE COMPLIANCE POLICY

Provincial/Federal Legislation is designed to protect workers, the public and the environment. It is the policy of Road to Rail Construction, its Directors, Executives and all Employees to follow all Acts, Regulations, Practices and Procedures administered by the Government and their agencies.

- Provincial Energy, Mines and Resources Act
- Federal and Provincial Occupational Health and Safety Acts and Regulations, and Municipal Bylaws
- Provincial Workers Compensation Acts and Regulations
- Workplace Hazardous Materials Information Systems Legislation (WHMIS)
- Transportation of Dangerous Goods Act (TDG)
- National Energy Board Act
- Provincial B-Welder and Pressure Vessel Acts
- Building Code of Canada
- Canada Labor Code
- Canadian Electrical Code
- Provincial Electrical Protection Acts
- Traffic Safety Act Alberta

#### **All Commercial Vehicles:**

- Bill of Lading and Conditions of Carrier Regulations
- Commercial Vehicle Carrier Profile Regulation
- Commercial Vehicle Certificate and Insurance Regulation
- Commercial Vehicle Dimension And Weight Regulation
- Driveaway and Towaway Regulation
- Driver's Hours of Service Regulation
- Long Haul Regulation
- Commercial Vehicle Maintenance Standard Regulation
- Commercial Vehicle General Equipment and Safety Regulation
- Use of Highway and Rules of the Road Regulation
- Vehicle Seizure and Removal Regulation
- Vehicle Equipment Regulation
- Operator Licensing and Vehicle Control Regulation
- Commercial Vehicle Inspection Regulation
- Dangerous Goods Transportation and Handling Regulation



#### **OHS VIOLATION TICKETS**

Last Revision: February 2023 Last Review: February 2023

Occupational Health and Safety (OHS) officers have the authority to write immediate, on-the-spot tickets against employers and workers who put health and safety at risk.

OHS tickets use the same form as Alberta traffic tickets. The form describes how to pay or contest the ticket and gives a court date and location.

Tickets are issued for easily observable, straightforward non-compliance. For example, a worker who isn't wearing fall protection required by an employer in compliance with the OHS Code may be ticketed.

Ticket amounts range from \$100 to \$500 per violation. A 20% victim surcharge is applied to each ticket.

Note: Fines can be issued to the employer, employee (worker or operator) or both.

RTRC will not be responsible for paying any fines issued to workers.

256(3)	Operator of powered mobile equip fail to use seat belts/other safety equip	Worker (Operator)	\$200
276	Person rides on top of load that is moving	Worker (Person)	\$200
279(1)	Employer fail to ensure ignition source not present while vehicle refueling	Employer	\$500
279(2)	Person fail to ensure ignition source not present while vehicle refueling	Worker (Person)	\$200

A sample of violation tickets that may be issued by an OHS Officer.



#### **DRIVING RECORDS POLICY**

It is the policy of Road to Rail Construction that all employees under the authority of a Safety Fitness Certificate must maintain, for each of that owner's drivers, a driver record file containing the following information:

- the driver's completed application form for employment with the registered owner
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire
- annual updated copies of the driver's abstracts in a form satisfactory to the Registrar
- the driver's employment history for the 3 years immediately preceding the time the driver started working for the carrier
- a record for the driver's conviction of safety laws in the current year and in each of the preceding years
- a record of any administrative penalty imposed on the driver under safety laws
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a Peace Officer under any enactment of Alberta or a jurisdiction outside Alberta
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6 of the Transportation of Dangerous Goods Regulations under the Transportation of Dangerous Goods Act, 1992 (Canada)
- a copy of a current medical certificate for the driver

Unless another enactment or the Registrar otherwise permits in writing, the records required to be maintained by a carrier under this regulation and under *Commercial Vehicle Maintenance Standards Regulations(AR/118/89)* and Commercial Bus Inspection, *Equipment and Safety Regulation (AR 428/91)*must:

- be kept at the carrier's principal place of business in Alberta
- be retained for at least 5 years from the date they are created, established, or received
- be readily available for inspection by a Peace Officer during the carrier's regular business hours

Matt Reber

President May 1, 2017



#### **SMOKE FREE PROGRAM**

Due to the health concerns arising from exposure to environmental tobacco smoke, Road to Rail Construction has instituted this policy to provide a smoke-free environment for all employees and visitors.

#### **Road to Rail Construction Property**

This policy covers the smoking of any tobacco product, the use of smokeless (spit) tobacco and vaping products.

Smoking will not be allowed within the shop and head office at any time. Smoking will be allowed in the designated smoking area at the rear of shop.

All materials used for smoking, including cigarette butts and matches, will be extinguished, and disposed of in appropriate containers as provided. Supervisors will ensure periodic cleanups of the designated smoking area.

There will be no smoking in company vehicles or equipment at any time.

#### **Procedure**

Employees will be informed of this policy through signs posted in buildings and vehicles, the policy manual, and will receive orientation and training from their supervisors.

Visitors will be informed of this policy through signs, and it will be explained by their host.

Any violations of this policy will be handled through standard disciplinary procedures.

#### **Customer Property**

Smoking may take place only in designated smoking areas, and smoke butts to be disposed of properly.



#### WORKING ALONE POLICY

Last Revision: January 2021 Last Review: February 2023

#### Legislative reference: OHS Code Part 28 - Working Alone

Working alone means to work alone at a work site as the only worker of the employer or contractor at that worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

#### Working alone is considered a hazard.

#### **Purpose**

This working alone policy is in place to protect employees from serious injury or loss of life in the event they have to work alone or in isolation.

Working alone or in isolation in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public and the environment from the serious effects that result from incidents. The employer may not be able to anticipate and prevent every incident, injury, or illness but they should take all necessary precautions that a reasonable and efficient person would in the situation.

#### **Policy**

Road to Rail Construction will take all reasonable practical steps to reduce, eliminate or control identified and potential risks to workers who work alone or in isolation. The Working Alone policy identifies any potential risks to workers who work alone or in isolation. This policy is used to try and help reduce the number of injuries or illnesses that result in a lost time accident suffered by a worker in or around the workplace. The safety measures and working alone procedures contained in this policy will still apply even though the employee may be in contact with people from another employer and/or the general public.

All Road to Rail Construction personnel who work alone must be competent in their tasks and know their responsibilities and any person assigned to check on the worker must be trained in the written procedure for checking the workers wellbeing. When in doubt, ask for help. The worker who will be working alone must, in conjunction with Road to Rail Construction, identify any potential hazard that may arise. Supervisors will judge competency based on experience and training.

The following equipment is required for employees working alone:

- communication device with a company phone list
- First Aid kit and valid First Aid certificate
- verbal communication that the employee has left the worksite



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#### **Procedure**

- 1. inform your Supervisor/Manager that you will be working alone
- 2. inform the Supervisor/Manager when you will start working alone, what type of job, driving direction to location and when the employee believes he or she will be done
- 3. the employee is then required to phone the supervisor/manager every 2 hours to check in
- 4. if you have a cell phone for communication keep it on you at all times, except when you are working around explosives materials or restricted cell phone areas (in this case you should not be working alone in these restricted areas)
- 5. if you are in an area with no cell reception, you will be issued an alternate communication device
- 6. when reasonable, a schedule will be made for visiting workers who are working alone
- 7. when you are leaving work, phone in to let them know you are done working alone
- 8. in the event of an emergency arising, phone your supervisor/manager and if able, state the type of emergency and your condition

#### **Supervisor/Managers Responsibilities**

- if the employee has failed to phone in at the agreed time, take the necessary steps to ensure the safety and location of the employee
- if possible, send another employee to check on the lone worker
- if all else produces no satisfaction, call 911 with details of the last reported communication

#### **Employees**

- assess hazards on a daily basis and eliminate or control
- if you require help, get help prior to the start of the job
- check in if you are the worker working alone



#### VEHICLE SAFETY POLICY

Last Revision: April 2023

Last Review: February 2023

#### **Purpose**

Driving is amongst the most hazardous tasks performed by Road to Rail Construction employees. While often taken for granted, light vehicle operation (Pickups, Vans, and SUV's) poses a risk of serious injury and death as well as substantial property damage and liability to Road to Rail Construction. Lack of knowledge and complacency (inattentiveness) are two significant factors in many light vehicle incidents.

The responsibilities and requirements outlined in this section were developed to address the hazards and risk associated with light vehicle operation. All Road to Rail Construction employees or Independent Contractors working for Road to Rail Construction required to operate a Road to Rail Construction owned, leased or rented vehicle or while operating their own vehicle while conducting business of Road to Rail Construction are subject to the standards set out in this Section.

#### Driver (Employee)

It is a requirement for all employees and Independent Contractors working for Road to Rail Construction who operate or have the potential to operate a Road to Rail Construction vehicle to comply with the following:

- Have a valid Driver's License applicable to type of vehicle they will operate
- Have signed Abstract Authorization form on file
- Complete a certified Defensive Driving Training program as required.
- Operate the vehicle in a safe and legal manner.
- Wear seat belts at all times.
- Instruct all passengers to wear their seat belts whenever the vehicle is moving.
- Provide for the safety of employees by helping to load or unload, or otherwise working on or around the vehicle.
- Comply with all traffic laws and regulations; observe all posted speed limits.
- Drive defensively and courteously at all times.
- Ensure any equipment or material in a vehicle is positioned or secured to prevent injury to operator or any passengers.
- Use of cell phones including Hands Free Devices and activities like texting & e-mailing are prohibited while driving Road to Rail Construction Vehicles.
- When possible, drivers should use pull-through techniques in parking lots. If pull through parking is not applicable, drivers should back into parking spaces.
- Road to Rail Construction owned, leased, or rented vehicles are to be used for Road to Rail Construction business only. Personal use to be kept to a minimum and only with Supervisor approval.
- For Insurance reasons, non-employees are not allowed to drive Road to Rail Construction vehicles.
- No Employees may ride in the bed of trucks, on running boards or on fenders.



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- Employees are responsible for the payment of any fines, parking tickets or related expenses for violating provincial or municipal laws.
- Do not drive a Road to Rail Construction vehicle while under the influence of drugs or alcohol. Note: Under current Road to Rail Construction policies, a person with a blood alcohol of .020 percent is considered to be under the influence.
  - Ensure all safety equipment is in place, accessible and in good repair.
  - Report all accidents and any motor vehicle infractions immediately to Supervisor and Safety Officer.
  - No Smoking in any Road to Rail Construction owned, leased or rented vehicles.

#### **Driver Qualifications**

Drivers must be a minimum age of 21. However, consideration may be given to individuals under 21 with adequate incident free driving experience, and Transportation Safety Department Approval.

- Valid Driver's License for the class of vehicle to be driven.
- Current Drivers Abstract (within 30 days) with a maximum of 6 demerits

#### **Prohibited Drivers**

Road to Rail Construction Canada prohibits the operation of Road to Rail Construction – owned, leased or rented vehicles by employees with an undesirable driving record. An undesirable driving record includes any of the following.

- More than three moving violations and/or accidents (employee fault) in last three years.
- More than two violations and/or accidents (employee fault) in last year
- Drivers with a currently revoked or suspended license
- Driving under the influence (DUI) in last 5 years
- Careless or reckless driving in last 5 years
- Leaving the scene of an accident in last 5 years
- Homicide or Assault with a motor vehicle
- Attempting to elude a police officer

#### **Procedures**

#### **Inspecting Vehicles**

- All vehicles must be checked at the beginning of each shift and recorded in Daily Light Vehicle Inspection Checklist.
- All defects must be corrected before the vehicle is placed in service. Immediately report any missing or defective motor vehicle equipment.
- Immediately contact a supervisor or management representative if there is reason to believe that any motor vehicle is unsafe to operate.
- During winter months extra precautions should be taken to ensure that snow/ice is cleared from windshields, headlights & taillights should be cleaned for visibility, license plate area kept clear of snow and clean.



#### **Vehicle Maintenance**

Employees must ensure that vehicles are in operational condition, and regular maintenance is performed as per manufacturer guidelines or specifications.

Regular maintenance includes:

- Applying grease at appropriate intervals. Examples of areas that require grease are: kingpins, slack adjusters, tie rod ends, 5<sup>th</sup> wheel pivot and plate, among others.
- Ensuring all oil changes (such as engine and hydraulic oil) are maintained as per manufacturer's specifications.

**Note**: Oil changes are only to be performed by appropriate personnel (ie. Licensed mechanics). It is up to the employee operating the vehicle to give their supervisor appropriate notice that an oil change or service is due so the supervisor can book the appropriate service with the mechanics.

- Maintaining appropriate tire pressure. This may include adding or removing air as required.
- Ensuring all lights are in operational conditional. This includes headlights, turn signals, brake lights, parking lights and beacons.

#### **Transportation of Employees**

- Vehicles used to transport employees must have seats firmly secured and adequate for the number of employees to be carried.
- Seat belts must be installed in all motor vehicles
- The driver and all passengers must wear seat belts.
- Tools and material must be secured to prevent movement when transported in the same compartment with employees.



#### **JOURNEY MANAGEMENT (FATIGUE MANAGEMENT)**

Last Revision: April 2023 Last Review: April 2023

#### Introduction

Road to Rail Construction is aware that operating motor vehicles is one of the most hazardous tasks to employees.

In 2020 alone, 72, 917 Canadians suffered injuries or impairments from traffic incidents, with 7,800+ of those being serious, life altering injuries.

Over 1700 Canadians lost their lives to traffic incidents.

Research has found that 20% of fatal traffic incidents occurred due to driver fatigue.

Don't become a statistic!

RTRC strives to ensure every employee returns home safe to their families at the end of every work shift. To maintain that standard, employees must understand and abide by the following journey management policy.

#### **Purpose**

The purpose of this policy is to provide employees with information and guidance on how to manage driver fatigue while operating RTRC vehicles and equipment. RTRC management believes that by employees following this policy, there will be a reduction in traffic incidents, employee injuries and lost time, WCB claims, and increased productivity.

Therefore, all RTRC employees are to review and fully understand all topics covered by this policy.

If any employee does not understand any part of this policy, they must immediately contact their supervisor or the safety officer for clarification.

Employees are also encouraged to suggest any updates or changes to this, or any other Road to Rail Construction policy.

#### The Need for Journey Management

Journey management is an effective way to understand and control risk which, in turn, improves worker safety. The objective of journey management is to eliminate driving-related incidents that harm people



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and property. RTRC can minimize injury and damage by identifying and managing hazards and eliminating unnecessary travel.

#### **Fatigue and Driving/Operating Equipment While Fatigued**

**Fatigue** is different from drowsiness. Drowsiness is feeling the need to sleep. **Fatigue** is a lack of energy and motivation. Drowsiness and apathy (a feeling of not caring about what happens) can be symptoms that go along with fatigue.

Fatigue can be a normal and important response to physical activity, emotional stress, boredom, or lack of sleep.

Fatigue is a common symptom, and it is usually not due to a serious disease. But it can be a sign of a more serious mental or physical condition.

Symptoms of fatigue include:

- reduced ability to make decisions
- reduced reaction time
- lack of attention or concentration
- increased errors in judgement
- increased irritability
- difficulty keeping eyes focused and/or open

If a worker operates a vehicle or equipment while fatigued, they are putting themselves and other coworkers and members of the public at risk.

In the eyes of the law, fatigued driving is impaired driving.

Symptoms of fatigue can result in a driver:

- being unable to react to something on the road
- taking greater risks while driving



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- reacting more emotionally or aggressively to situations
- blinking or closing eyes for longer periods of time
- falling asleep at the wheel while driving

All of these result in a higher risk of being in a collision.

Under no circumstances will any RTRC employee operate vehicles or equipment while fatigued.

Workers must immediately report fatigue to their supervisor or the safety officer.

#### **Reducing Fatigue**

- When driving long distances, sufficient breaks should be taken to prevent fatigue.
- When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a rest.
- If driving late at night, consider getting a hotel room and starting fresh the next day.
- If two licenced drivers are in the vehicle, take turns driving.
- Get plenty of rest before beginning your journey.

RTRC has set work hour limitations according to the NSC and will control job rotation schedules to control fatigue, to allow for sufficient sleep, and increase mental fitness.

#### **RTRC's Journey Management Program**

- 1. All Road to Rail Construction employees will report to work **fit for duty**. This means that they are well-rested, and are free from any physical, psychological, or emotional concerns that may negatively affect their ability to work.
- 2. Routes, highways and clients road laws and regulations shall be strictly enforced.



- All RTRC vehicles have GPS units installed. These units can track trip progress, vehicle speeds, and aggressive driving. Employees who violate traffic laws shall be disciplined in accordance with RTRC Discipline Policy.
- 4. All trips shall be taken only when necessary. Carpooling can be used to reduce the number of vehicles on the road when possible.
- 5. Driving should be done during daylight hours rather than after dark whenever possible. Drivers are to reduce their speed when driving at night.
- 6. Be aware of the potential for wildlife to be on the road, **especially when driving at dusk or dawn**.
- 7. Ensure the vehicle or equipment being used is adequate for all weather conditions, and make sure emergency supplies (such as a first aid kit) are in the vehicle/equipment).
- 8. In particularly harsh conditions, consider cancelling or rescheduling the trip. Employees should notify their supervisor if they feel a trip cancellation or rescheduling is required.
- 9. All employees are to notify their supervisor of their travel plans, including the route to be taken, estimated time of departure, and estimated time of arrival.
- 10. Before undertaking a trip, employees must ensure they have a fully charged and operational mobile phone with relevant emergency and RTRC contact numbers saved on it.
- 11. Employees are to wear (or have in their vehicles) clothing appropriate for the season and weather. (Ex. Warm gloves, a heavy jacket, and toques during winter weather.)

#### **Reporting Fatigue**

If a RTRC employee feels they are experiencing fatigue, or that they have any other physical, psychological, or emotional factors that may affect their work performance, they are to immediately notify their supervisor or the safety officer.

Road to Rail Construction employees are prohibited from operating any vehicles or equipment, or attempting to perform other work duties, while fatigued or otherwise negatively affected.

Workers will **never** be reprimanded or otherwise disciplined for reporting fatigue or other factors that may affect their performance at work.



#### **RESPIRATORY VIRUSES (INCLUDING COVID-19)**

Last Revision: April 2023 Last Review: February 2023

**Purpose:** Road to Rail Construction Group Inc recognizes that there is a potential for an employee to come in contact with respiratory viruses due to our locations, travel, and general work with the public. Our objective is to ensure that our employees are aware of the preventative measures to take to protect themselves, their co-workers and the individuals that we engage with at work.

These precautionary measures have been developed based on the information provided by the Canadian Government, Provincial Health Authorities, and the World Health Organization. For specific information relating to your own health, we recommend that you or your family members seek medical advice from your physician.

#### **How Respiratory Viruses Spread**

When someone who has a respiratory virus (such as COVID-19), coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

#### Precautionary Measures to be taken to prevent the spread of viruses

The measures below will help prevent the spread of infections in our workplaces, such as COVID-19, colds, flu and stomach bugs, and protect our customers, contractors and employees.

- •Where vaccines are available (e.g., for COVID-19, influenza), it is strongly recommended that all eligible individuals be **immunized**. (It is *not* a requirement for RTRC employees to be immunized)
- •Wash hands frequently with warm, soapy water, or use hand sanitizer (min. 60% alcohol content). Wash hands thoroughly before touching your eyes, nose, and mouth, and before eating or drinking.
- •Cover coughs and sneezes with a bent elbow, and promptly dispose of used tissues.
- •If an employee feels unwell, they are to stay home and not come into work.

Following these measures can reduce working days lost due to illness.



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# PUBLIC, VISITORS, AND CONTRACTED EMPLOYERS



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#### PUBLIC, VISITORS, AND CONTRACTED EMPLOYERS POLICY

Last Revision: February 2023 Last Review: February 2023

#### **Policy**

Health and safety orientations are provided to the public, visitors and contractors.

The intent of this policy is to inform the public, visitors and contractors of their health and safety responsibilities, worksite hazards and controls, and when conditions change during orientations. Contractors are deemed competent through Road to Rail Construction contractor selection process. Contractors are monitored by the Road to Rail Construction monitoring form.

Road to Rail Construction refers to the contractor non-compliance disciplinary procedure for actions of non-compliance. This process protects the people that are not under Road to Rail Construction direction.

#### **Public and Visitors**

For safety, insurance and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and out at the front desk.

Upon arrival to any Road to Rail Construction worksite, visitors are to be provided with a visitor responsibility sheet:

#### **Public and Visitor Responsibilities**

- all visitors are to report to Supervisor upon arrival on location to sign in
- visitors are to obey all posted signs upon entry of location
- visitors are to obey the instructions of site supervisor or personal escort at all times
- visitors must follow all general guidelines as outlined in the safety manual
- all visitors must wear CSA approved personal protective clothing
- CSA approved steel toed boots
- CSA approved hardhat
- fire retardant coveralls or hi-vis clothing depending on the work site
- safety glasses
- visitors are to be made aware of emergency evacuation procedures and the safe meeting place
- smoking is permitted in designated areas only
- Public visitors will not wander around location without a supervisor as an escort

Matt Reber

President May 1, 2017



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#### CONTRACTOR SELECTION AND MONITORING PROCEDURE

#### **Purpose**

Ensure contractors are competent for the tasks they are performing.

#### **Contractor Selection**

- General information, including contact and insurance information must be collected.
- Workers Compensation Board and statistical data for the previous three years is written into the contractor selection and monitoring form.

#### **Contractor Monitoring**

- Statistical information for the last 3 years must be inputted.
- Determine if the contractor has met all the requirements stated under the expectations checklist.

#### CONTRACTOR NON-COMPLIANCE PROCEDURE

#### **Purpose**

Outlines the steps for resolving any contractor non-compliance concerns.

#### **Minor Incidents**

- Contractors receive a warning from their manager.
- A formal meeting is arranged with the manager. The contractor must implement corrective actions by the date noted or face suspension
- The workers action is noted and recorded
- Suspension or higher action may be taken.

#### **Serious Incidents**

• Contractors meet with their manager who issues corrective actions that must be met by a certain date or else the contractor's employment will be terminated.



## CONTRACTOR SELECTION FORM (SAMPLE)

	General Information					
Company Name.	Phon	e Number.				
Address:	lifress: City, Province:					
Email Address:	Email Address: Postal Code:					
Phone Number:						
Service(s) Provided:						
	Centact Information					
Primary Contact:	Primary Contact: Fhone Number:					
Secondary Connect:	Phone Number:					
	Insurance Information					
Current General Liability	Insurance (CGL)?			Yes		No
Current claims pencing or	outstanding against the organization?			Yes		No
	Workers Compensation Board (W	CB)				
Industry Code:				7.5		3.
Current WCE Worker Coverage in place			П	Yes	П	No
Current WCB Director Coverage in place				Yes		No
WCE Clearance Letter attached (current within 30 days)			L	Yes		No
Employer Premium Rate Statement attached (current within 30 days)				Yes		No
Employer Fremium Rate: Industry Premium Rate:						
Statistics finelude	Year Prior		Two Years Prior		Three Years Prior	
Total number of employees					$\perp$	
Total number of subcontra						
Total employee exposure hours						
Number of lost time cases						
Number of medical aid ca						
Number of modified work cases					Т	
Number of first aid incidents						
Number of OHS stop wor				Т		
Company meeting frequency						
Inspection frequency						
Percentage of workers train						
Company meeting frequen						



## CONTRACTOR MONITORING FORM (SAMPLE)

Statistics (include both employees and subcontractors)			Two Years Prior	Three Years Prior	
Total number of employees					
Total number of subcontractors					
Number of lest time cases					
Number of work days lost					
Number of medical aid cases					
Number of modified work cases					
Total employee exposure hours					
Number of first aid incidents					
Number of OHS stop work/stop use orders					
Total number of tatalities					
Number of training orientations provided					
Number of inspections completed					
Number of site-specific hazard assessments completed					
Number of corrective actions implemented					
Number of meetings					
Expectations Checklist					
Have the contractor(s) been taking the train	ing provided?	Yes 🔝	J	No 📋	
Have contractor(s) been completing site spe	Yes 🗀		No 🗀		
Has the contractor(s) been completing inspections?			Yes 🔲		
Has the contractor(s) been involved in disciplinary issues?			Yes 🔝		
Has the contractor(s) been completing emergency response forms?			J	No 📋	
Has the contractor(s) been completing investigations?				No 🔲	
Scure	All expectations met 📋	L'id not r	neet expectat	noes: 🔲	



#### SUB-CONTRATOR PROGRAM

Last Revision: January 2021 Last Review: February 2023

#### **Purpose**

Road to Rail Construction is committed to maintaining a safe and healthy work environment through the active participation and support of our Health and Safety program.

#### **Subcontractor Management Policy**

It is the policy of Road to Rail Construction that all subcontractors are evaluated, informed, engaged and respect Road to Rail Construction HSE Program, as well as on-site and all regulating agency rules and regulations.

All subcontractors engaged in work on the behalf of Road to Rail Construction and on all Road to Rail Construction worksite must perform their work equal to or exceeding industry standards, Road to Rail Construction HSE Program and OH&S Legislation.

They will be held accountable for their health and safety performance and will be monitored for compliance with HSE policies and procedures.

Subcontractors will be subject to periodic inspection of their operations by Road to Rail Construction and are required to implement corrective actions as identified in inspections conducted of their work.

All subcontractors will report any and all incidents to Road to Rail Construction Mechanical Management when working as a subcontractor for Road to Rail Construction on a work site, no matter the severity.

It is the policy of Road to Rail Construction, that all subcontractors be involved in morning tool-box meetings and/or FLRA's. They are to complete Safe Job Procedures, Safe Work Practices, Job Hazard Analysis', etc. as required.

All subcontractors must be aware and acknowledge their right to STOP WORK if they deem the situation and/or task unsafe.

Subcontractor's will be included in Road to Rail Construction emergency response program and will attend on-site emergency orientations. They will be expected to participate in any emergency drills and sign in when on **Road to Rail Construction** property.

Only subcontractors that receive an overall percentage of greater than 70% will be hired by **Road to Rail Construction.** Subcontractors that receive an overall percentage of less than 70% will be given a chance to improve/modify their safety program with the guidance of Road to Rail Construction HSE Department. All subcontractors shall adhere to the requirements of Road to Rail Construction subcontractor program.



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#### SUB CONTRACTOR MANAGEMENT

As a requirement of current Alberta regulations, employers are required to provide training for workers who may be exposed to a harmful environment at a work site. Unless special arrangements are made, Road to Rail Construction will not be required to provide Safety Training for Sub-contractors. All Sub-contractors have a responsibility to ensure that they have received adequate training acceptable to Road to Rail Construction and our client's standards prior to commencing a task. All Road to Rail Construction sub-contractors require training and/or a valid certification as per the following programs. Additional on-site training may be required completing the training requirements.

The use of subcontractors may be required to complete work assignments at Road to Rail Construction or our client's locations. If the subcontractor is not on the clients approved contractors list of vendors and will be conducting critical operations such as welding, electrical or mechanical work the following steps will be taken to ensure that Road to Rail Construction best in class safety performance standards are maintained. The following does not apply to sub-contractors conducting work at their own sites or low risk work such as fire extinguisher inspection.

#### **Visitors On-Site**

Approval must be obtained from a Client Company Representative prior to having visitor's onsite. If the visit is of very short duration and the visitor remains under the direct supervision of the sub-contractor a full orientation is not required. The visitor must wear the proper PPE, and stay out of restricted areas unless with the Road to Rail Construction sub-contractor.

If the visitor is going to be on-site for an extended period of time a Client Company and Road to Rail Construction orientation will be required.

#### **Initial Worker Orientation**

The "Initial Worker Orientation" training can be the most important training program for both the worker and the supervisor. This training outlines the safety policies and practices to the worker including an overview of the safety manual. At the end of the orientation, the worker will be aware of their personal responsibilities with regard to his specific job and the company in general. The supervisor will be able to gauge the workers attitude to safety and identify any limitations that could affect the worker's ability to perform adequately within the existing structure of the company.

Every Sub-contractor will receive an initial orientation. A qualified Road to Rail Construction representative will conduct the orientation. The orientation should commence prior to the Sub-contractor their job. Critical issues such as; worker responsibilities, communications, hazards, first aid and emergency response requirements, will be covered on the first day. Additional topics will be covered during the first week of employment. A refresher will be conducted at least every two years. These refreshers may be scheduled as agenda items for safety meetings.

A copy of the Sub-contractor orientation and acknowledgement will be maintained in the individual's file. Any changes to safety policy and/or procedures, including those of any clients, will be communicated at safety meetings and documented in the meeting minutes.



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#### **WHMIS Training**

This course covers the basics of Workplace Hazardous Materials Information Systems, providing participants with general knowledge and skills to work safely around hazardous materials.

#### Standard First Aid /CPR

The course provides participants with a basic theoretical and practical knowledge of first aid and CPR procedures so they can apply them both on and off work site. This training is not intended to meet any legislated requirements for first aid at the Job site. Specific first aid requirements including training of first aid attendants at work sites vary between OH&S jurisdictions.

#### **Transportation of Dangerous Goods – Clear Language**

Includes training in TDG legislation, classification of materials, safety marks, documentation, safehandling requirements, incident reporting and emergency response.

#### **H2S Alive**

This course covers the physical properties and health hazards of H2S, how to protect oneself and basic rescue techniques. Participants are required to operate self-contained breathing apparatus, an H2S detector device, and perform rescue breathing on a mannequin.

Workers must not be exposed to a concentration of H2S exceeding 10 ppm over an 8 hour time period. Road to Rail Construction will ensure that a worker's exposure to H2S is kept as low as reasonably achievable. Road to Rail Construction will ensure that a worker's exposure to H2S does not exceed its occupational exposure limit of 10 ppm over an 8 hour time period.

Workers must not be exposed to a concentration of H2S exceeding 15 ppm at any time. A worker may not be exposed to H2S at a concentration exceeding its ceiling limit of 15 ppm at any time. If a worker must enter a work area with 15 ppm H2S or greater, the worker must wear supplied air respiratory protective equipment, unless other controls provide better protection.

#### **Specific Safe Job Procedures**

This refers to the Specific Safe Job Procedures that Road to Rail Construction developed to assist supervisors and workers to work on locations that have been identified as being potentially hazardous.

#### **Incident Reporting**

The goal of Incident/Accident Reporting and Investigation is to assist the worker in detecting the various causes through a set process or procedure. Also, ensure the facts are obtained from witnesses and conditions are preserved at the scene until the investigation team members have completed their investigation.

Sub-contractors must submit:

- A valid copy of the WCB account clearance letter and premium rate statement.
- A valid copy of insurance.
- A summary of any fines or convictions.



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- Copies of all certifications (first aid, H2S, WHMIS, TDG, any others dictated by the task).
- Copies of achieved competencies/additional training for all workers (ie. Welding certification).
- A summary of any incidents within the last year.
- A copy of their COR or SECOR.
- A copy of their safety manual.
- A copy of their environmental manual and spill response plan (if applicable).
- Any relevant statistics.

A qualified Road to Rail Construction representative will review all of the information provided and based on the health, safety, security and environmental outcome those factors will be ranked and the most suitable subcontractor will be chosen. All of these requirements must be satisfied prior to awarding any work.

Once hired, the subcontractor will be provided with Road to Rail Construction new hire orientation which reviews all of the company's safety elements, policies, expectations, procedures, rules, responsibilities and regulations required to complete work safely. The subcontractor will follow Road to Rail Construction procedures for safe work in the event that the subcontractor's procedures do not exceed Road to Rail Construction.

#### Subcontractors will be required to participate in all:

- Health, safety, environmental and security orientations and meetings on the site where they will be working.
- JSA and hazard assessments conducted.
- Kick off and pre-job safety meetings.
- Inspections and audits conducted.
- Safety performance meetings.
- Post job safety performance evaluations and reviews that may be conducted.

The subcontractor will report all near misses and incidents to Road to Rail Construction management as per Road to Rail Construction safety program. Road to Rail Construction management will report the incident involving the subcontractor to the client and will participate in the investigation.





# HEALTH AND SAFETY COMMITTEES & HEALTH AND SAFETY REPRESENTATIVES



#### **IWSHSC RULES OF PROCEDURE**

Legislative reference: OHS Act Part 2 – Health and Safety Committees, Representatives and Programs; OHS Code Part 13 - Joint Health and Safety Committees and Health and Safety Representatives

Last Revision: March 2023 Last Review: February 2023

#### Name of the Committee

The name of the committee should be reflective of the work site it represents.

#### Constituency

The constituency identifies the different departments represented on the committee. Members are elected in a manner to provide appropriate representation of all departments to address all relevant occupational health and safety concerns at the work site.

#### Road to Rail Construction's JWSHSC:

Representative Name	Department
Worker Co-Chair	Administration/Office
Worker Representative #2	Transportation
Worker Representative #3	Shop
Worker Representative #4	Construction
Employer Co-Chair	Safety Officer

Members are elected in a manner where all departments/areas are represented. Also see Section 1 - Appropriate Representation in the Terms of Reference.

#### **Purpose**

The primary purpose of the JWSHSC is to identify and resolve safety concerns. The committee should also promote health and safety at the work site.

The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

#### **Duties and Functions**

The duties and functions of the committee are identified in the OHS Act, s.19, and include the items below.

• Receive and consider concerns regarding health and safety



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- Respond to and find solutions for worker concerns
- Participate in hazard assessments
- Develop corrective actions
- Monitor and follow up on corrective actions
- Promote overall health and safety at the work site
- Cooperate with OHS officers
- Establish and promote worker training and education programs
- Make recommendations regarding health and safety
- Inspect the work site
- Participate in investigations of incidents and serious incidents
- Maintain records of matters related to the duties of the committee
- Other duties as may be specified the OHS Act, Regulations, and Code

Duties shall be performed during normal working hours.

#### Records

The committee will keep accurate records of all activities conducted by, and all items addressed by the committee.

Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.

## Meetings

The committee shall meet in accordance with OHS Act, s.22. The requirements are stated below.

- Meet within 10 days of being established
- Meet at least quarterly
- Meet if requested by a co-chair
- Meet if requested by an OHS Officer
- Meetings shall be held during normal working hours.
- A **quorum** is required to hold a meeting.

## **Agenda and Meeting Minutes**

Meeting agendas and minutes will adhere to the guidelines below.

- Agendas and minutes will follow the approved templates
- Agenda will be prepared by the co-chairs and distributed to members prior to the meeting
- The co-chairs must ensure meeting minutes are recorded
- The co-chairs must ensure meeting minutes are approved and given to the employer within 7 days of the meeting
- The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held

#### Composition

The committee's composition will follow the requirements below.



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- The committee shall consist of 5 members.
- One worker representative will be elected from each of the following departments:
  - 1. One employee from Construction.
  - 2. One employee from the Shop
  - 3. One employee from Administration/Office.
  - 4. One employee from Transportation.
- One employer representative will be appointed from the Office/Administration department.

## **Co-Chairs**

Two co-chairs will be selected by the members of the committee.

- The worker representatives shall select one co-chair
- The employer representatives shall select one co-chair

The co-chairs have specific requirements under the OHS Act (s.22, s.25, s.27). Co-Chair responsibilities are listed below.

- Alternate in serving as chair at committee meetings
- Participate in all decisions of the committee
- Prepare the agendas for the committee meetings
- · Ensure that meeting minutes are recorded
- Ensure that meeting minutes are approved and given to the employer as soon as reasonably practicable
- Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site as soon as reasonably practicable

Either co-chair may call a special meeting.

#### Quorum

The composition of the quorum shall follow the requirements below.

- Consist of **3** members (at least 50% of the members)
- Both worker and employer members must be present
- At least one half of members present are workers

A quorum is required to conduct a meeting or make valid recommendations and decisions.

## **Terms of Office**

The OHS Act, s.24, states the duration of a member's term on a JWSHSC. The durations in the OHS Act are specified below.

- Normally not less than one year
- May be longer than one year until a successor is selected or appointed
- Determined as per the union's agreement
- If there are multiple unions, determined via an agreement amongst all the unions



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## Replacing a Member

The procedure for replacing a member of a JWSHSC is specified below. If there is a union at the work site, members will be replaced as per the union (or unions') agreement.

- Announce the departure of the leaving member to the committee
- Determine the demographic represented by the leaving member
- Announce the departure to the work site
- Hold an election to replace the member (ensuring the appropriate demographic)
- Announce the new member to the JWSHSC and the work site
- Amend any documentation to reflect the change

If there is a union, and the union (or unions') agreement indicates how a member is to be replaced, the JWSHSC will follow the agreement.

## **Coordinating with Other JWSHSCs**

When the employer (or Prime Contractor) establishes multiple JWSHSCs, the committees will coordinate with each other. The process is outlined below.

- Committees will determine who will be the liaison between committees
- The employer (or Prime Contractor) will ensure contact information is shared amongst the JWSHSCs
- The liaison will ensure appropriate documentation is shared amongst the committees
- The liaison will ensure relevant recommendations are shared amongst the committees
- The liaison will ensure educational and health and safety initiatives will be shared amongst the committees

#### **Recommendations to the Employer**

Recommendations to the employer will follow the requirements stated below.

- Written using the approved template
- Directly related to health and safety
- Reasonable
- Clear and complete (ensure the employer will not need more information to make a decision)

#### **Dispute Resolution**

If a consensus cannot be reached about making a recommendation to the employer regarding the health and safety of workers, the following should be considered:

- a. Refer to the Occupational Health and Safety Act, Regulations and Code, or the Explanation Guide to determine if the solution is already legislated
- b. Bring in other workers and RTRC management to provide input
- c. Obtain the services of a professional with expertise on the subject
- d. If an agreeable solution is still not achieved, contact Occupational Health and Safety and request assistance



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## **Amendments**

These Rules of Procedure may be amended by vote of the committee members.

# **Status of Rules of Procedure**

Status	Created/Annroyed Ry	Date (MM/DD/YYYY)
Drafted	Jarret Hayes	02/22/2023
Reviewed		
Amendment #1		



## **IWSHSC TERMS OF REFERENCE**

## **Appropriate Representation**

Section 2 (Constituency) of the JWSHSC Rules of Procedure refers to the requirement to provide appropriate representation of all departments, groups, or areas, to address all relevant occupational health and safety concerns at the work site. Each department is to be taken into consideration when choosing the appropriate number of members for the JWSHSC.

JWSHSC Formation Considerations for Appropriate Representation

Degree of hazard

Number of employees

Number of departments

Type of shifts

Type of employees (full-time, part-time)

## Replacing a Member During a Term of Office

The procedure for replacing a member of the JWSHSC is specified below. If there is a union at the work site, members will be replaced as per the union (or unions') agreement.

- Announce the departure of the leaving member to the committee
- Determine the demographic represented by the leaving member
- Announce the departure to the work site
- Hold an election to replace the member (ensuring the appropriate demographic votes)
- Announce the new member to the JWSHSC and the work site
- Amend any documentation to reflect the change

## **Dispute Resolution - Failure to Reach Consensus**

If a consensus cannot be reached about making a recommendation to the employer regarding the health and safety of workers, the following should be considered:

- e. Refer to the Occupational Health and Safety Act, Regulations and Code, or the Explanation Guide to determine if the solution is already legislated
- f. Bring in other workers and management to provide input
- g. Obtain the services of a professional with expertise on the subject
- h. If an agreeable solution is still not achieved, contact Occupational Health and Safety and request assistance.



#### **Coordination with Other JWSHSCs**

When the employer (or Prime Contractor) establishes multiple JWSHSCs, the committees will coordinate with each other. The process is outlined below.

- Committees will determine who will be the liaison between committees
- The employer (or Prime Contractor) will ensure contact information is shared amongst the JWSHSCs
- The liaison will ensure appropriate documentation is shared amongst the committees
- The liaison will ensure relevant recommendations will be shared amongst the committees
- The liaison will ensure educational, and health and safety initiatives will be shared amongst committees

## **HSC Members Not Performing Their Duties**

If there are circumstance where an HSC member is not performing their duties to the satisfaction of other HSC members or the Co-Chairs, the following procedure will be followed:

- 1. The Co-Chairs will discuss the issue privately with the employee in question to see if there is a factor or reason for the improper performance.
- If there is no resolution following this meeting, or an improvement followed by another decrease in performance, the HSC member will be replaced at the next Joint Worksite HSC meeting.

## **Amendments**

These Terms of Reference may be amended by vote of the committee members.

## **Status of Rules of Procedure**

Status	Created/Annroyed Ry	Date (MM/DD/YYYY)
Drafted	Colton Akerstrom	01/01/2021
Reviewed	Jarret Hayes	02/21/2023
Amendment #1	Jarret Hayes	03/20/2023



#### HEALTH AND SAFETY REPRESENTATIVES

## **Purpose**

A Worker Health & Safety Representative will be assigned if a workplace **has 5 to 19** workers regularly employed. The Worker Health & Safety Representative carries the same duties and responsibilities as a Joint Health & Safety Committee.

A Joint Health & Safety Committee / Safety Representative will be established in accordance with the applicable OH&S Legislation.

#### **Duties**

The health and safety representative shall, in cooperation with a representative of the employer, perform the same duties, with any necessary modifications, as set out for the joint work site health and safety committees in section 19.

## **Designation of Health and Safety Representatives**

Unless a director approves and alternative measure to ensure the health and safety of workers, an employer shall designate a worker appointed or selected under subsection (2) as a health and safety representatives.

A health and safety representative shall be appointed in accordance with the constitution of the union that is the certified bargaining agent or has acquired bargaining rights on behalf of those workers or, if no such union exists, be selected by the workers the representative represents.

## **Reporting to Management**

At a work site where a health and safety representative is designated, an employer, or prime contractor if there is a prime contractor, shall meet with the representative regularly to discuss health and safety matters.

A health and safety representative may call a special meeting with an employer or prime contractor to deal with urgent concerns at the worksite.

## **Training of Health and Safety Representatives**

Where a health and safety representative is designated, an employer shall ensure that the representative receives training respecting the duties and functions of a representative.

Where a health and safety representative gives reasonable notice, an employer shall permit the representative to take time away from the representative's regular duties to attend health and safety training programs, seminars or courses of instruction.

The amount of time allowed annually for training under subsections (1) (2) and (3) is the greater of

- 16 hours, or
- The number of hours the worker normally works during 2 shifts.

#### **Time from Work**

1. All committee members are entitled to time from regular work activities to:



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- prepare for and participate in meetings
- fulfill their obligations and duties
- 2. Time off, as described above, is deemed to be time worked for the employer, and the employer will pay the committee members for that time.

#### **Educational Leave**

- 1. Each member of a joint committee is entitled to an annual educational leave totalling 8 hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses.
- 2. A member of the joint committee may designate another member as being entitled to take all or part of the member's educational leave.
- 3. The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.

## **Employer Obligations**

- 1. The employer will provide each committee with the equipment, premises, and clerical personnel necessary to carry out its duties and functions.
- 2. Upon request of the committee, the employer will provide all information regarding:
  - the identification of known or reasonably foreseeable health or safety hazards to which workers are likely to be exposed
  - health and safety experience and work practices/standards in similar or other industries of which the employer has knowledge
  - orders, penalties, and prosecutions relating to workplace health and safety

## **Term of Office**

The OHS Act, s.24, states the duration of a member's term on a JWSHSC. The durations in the OHS Act are specified below.

- Normally not less than one year
- May be longer than one year until a successor is selected or appointed





# **TRAINING**



## **SAFETY TRAINING**

Legislative reference: OHS Act Part 1 s.5(1)(f) – Obligations of Workers

Last Revision: February 2023 Last Review: February 2023

Education and training are a vital component of accident prevention, legislation and our safety program. We will do all that is reasonably practicable to ensure all employees are competent at the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training. Training matrix will not apply to every job site or position that Road to Rail performs work on.

Employees are expected to adhere to the following:

- 1. Employees must participate and apply the training received
- 2. Employees shall not attempt a job that they are not competent to do or cannot do safely
- 3. Employees must refuse any work they deem to be unsafe and must report unsafe work to their supervisor immediately.

## **Training and Certification Matrix**

Position	Orientation	Drivers license	First Aid	H2S	<b>Ground Disturbance</b>	WHMIS	TDG	CSTS	cso	Mechanics Certificate	Welding Certificate
Manager	X	X	X	X	X	X	X	X	X		276.
Safety Officer	X	X	X	Х	X	X	X	Х	Х	2 60	
Field Supervisor	X	X	X	X	X	X	X	Х	X		
Foremen	Х	X	X	Х	Х	X	X	Х	Х	2 10	
Operators	X	X	X	X	X	X	X	X	X		
Mechanics	X	X	X	Х	X	X	X	Х	Х	X	
Welders	X	X	X	X	X	X	X	Х	X		X
Truck Drivers	X	X	X	Х	X	X	X	Х	Х	- 8	



## **ESSENTIAL DOCUMENTS**

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction will retain essential documents in the main office. Essential documents will consist of, but not be limited to:

- 1. Training Records- for a minimum of 3 years
- 2. Inspections- for a minimum of 2 years
- 3. Incident Reports- for a minimum of 2 years
- 4. Investigations for a minimum of 2 years
- 5. Safety meeting minutes for a minimum of 3 years
- 6. COR Safety Audit Minimum of 5 years



## **ORIENTATION**

Last Revision: January 2021 Last Review: February 2023

#### **Purpose**

Orientation is the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, and jobs.

The initial period of employment is critical. During this phase, each worker develops the knowledge, skills, attitudes, and abilities that are necessary to work successfully.

Planning and organizing an effective orientation is vital to accident prevention, particularly when a worker starts a new job or returns after an extended absence. Pay particular attention to workers:

- 1. Transferring to jobs or work areas they are unfamiliar with
- 2. Returning from an extended period away from work
- 3. Who are new to the workforce

Road to Rail Construction is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

#### **Procedure**

## **New employee Orientation**

The formal welcoming process, of "New Employee Orientations," is conducted by a human resources representative, safety officer, field supervisor, or manager and includes an overview of company policies, safety procedures and worksite requirements and responsibilities.

## **Employee Background check**

When making an offer of employment, Road to Rail Construction may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation.

#### **Criminal Records**

When appropriate and necessary for the position being filled, a criminal record check is performed to protect Road to Rail Construction's interest and that of its employees and clients.

## **Hire Package**

All employees are expected to completely fill out hire package which includes the following forms:

- Employment Application
- Provincial and Federal TD-1 forms
- Acknowledgement of Safety Program
- New Employee Orientation (must be signed by the person doing orientation)
- All required tickets scanned including but not limited to (First Aid, H2S Alive, WHIMIS, TDG, Ground disturbance, CSTS, CSO, Driver's license)

These forms are to be filled out and handed into the office ASAP. All documents are kept on file.



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#### NEW WORKER PROGRAM

Last Revision: February 2023 Last Review: February 2023

#### **PURPOSE**

Many workplace injuries and illnesses happen, because a worker is new to a job and unaware of the job related hazards. This program is created in order to identify new workers and to provide competent mentoring within Road to Rail Construction. The goal of this New Worker Program will be to protect Road to Rail Construction personnel from harm and to help eliminate accidents and incidents involving new workers. This will be accomplished by assigning a Mentor to New Workers until they are deemed competent to perform their job tasks safely.

#### **DEFINITIONS**

**Competent Worker**: A worker, who is adequately qualified, suitably trained and has sufficient experience to safely perform work with little or no supervision.

**Direct Supervision**: The process in which a Competent Worker (assigned mentor) is personally and visually supervising the New Worker and is able to communicate readily and clearly with the New Worker.

**Direct Supervisor**: The Supervisor that is overseeing the overall progress of the New Worker; typically the Foreman.

**Mentor:** A Competent Worker who is assigned to mentor a New Worker directly, until the New Worker completes the New Worker Program. A Mentor can be any Road to Rail Construction employee that is not identified as a New Worker themselves, and who has been deemed competent by Road to Rail Construction Supervision.

**New Worker**: A worker who is considered to have a lack of training, experience, and/or qualifications to perform their task safely within the company.

**New Worker Checklist**: A document that is completed with both the New Worker and the Direct Supervisor and/or Safety Representative, before a New Worker is allowed to go to work.

**New Worker Completion Questionnaire**: A document that must be completed before the New Worker is deemed a Competent Worker (new worker graduation).

**Worker Experience Form**: A document that is filled out by all employees during the Orientation process and must be reviewed by a supervisor. This document helps determine whether or not a worker must be enrolled in the New Worker Program and for how long.

#### **IMPLEMENTATION**

Any Road to Rail Construction employee identified as a New Worker shall go through the New Worker program. Any Road to Rail Construction apprentices or workers who have less than five years in the industry shall go through a 90 day New Worker Program. Any New Worker hired as a Journeyman, Supervisor, Subcontractor's, or has five years or more experience in the industry and/or trade shall go through a 30 day New Worker Program. Upon completion of the New Worker Program duration, the New Worker shall go through an evaluation process to determine if the New Worker can graduate from the program, or if the program needs to be extended an additional 30 days.



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If a New Worker is to be working in the field as a subcontractor for RTRC, the client will be notified that there is a New Worker on their site.

#### **GENERAL PROGRAM RULES**

- The duration of the New Worker Program will be evaluated after the Orientation process, and before performing their first working task in the field.
- A Road to Rail Construction Supervisor shall review the Worker Experience Form, which is handed out and completed during the Orientation process.
- The Worker Experience Form will help determine who needs to be a part of the New Worker Program and for how long.
- The New Worker Checklist must be reviewed and completed by the Direct Supervisor and/or Safety Representative with the New Worker.
- The New Worker Program will be effective from the date indicated on the New Worker Checklist.
- Every New Worker shall be assigned a Competent Mentor.
- The assigned Mentor will ensure Direct Supervision with the New Worker at all times. This means that a New Worker is **prohibited from working alone.**
- A temporary Mentor must be assigned if the original assigned Mentor is temporarily unavailable.
- In the event that the original assigned Mentor leaves the company for more than one week, for any reason, a new assigned Mentor must be identified and documented.
- The New Worker will not perform any tasks by themselves without being properly trained by a competent employee.
- It is required that the Direct Supervisor check on the New Worker and assigned Mentor regularly to ensure the New Worker Program is working effectively and all health and safety policies and procedures are being followed.
- After the initial set duration of the New Worker Program is complete, the New Worker will go through a Completion Questionnaire to test the New Worker's knowledge of company and client rules, which will be reviewed by the Direct Supervisor.
- The Direct Supervisor will also have a conversation with the assigned Mentor about the New Worker's progress and knowledge.
- The Completion Questionnaire and above-mentioned conversation will determine if the New Worker will no longer be required to partake in the New Worker Program (new worker graduation).
- If the New Worker Program is to be extended, then this process can be extended in 30 day increments, until the New Worker is deemed a Competent Worker.
- Workers may be allowed to work on a particular task alone if said worker has already been deemed competent to perform that specific task by the designated Mentor or Supervisor. The Worker must be comfortable to perform the identified task.

## **RESPONSIBILITIES**

#### **New Workers**

• New Workers will be provided with a green hardhat sticker and the New Worker shall ensure that it is visible on the outside of the clothing at all times.



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- New Workers are required to follow their mentor's direction, unless unsafe to do so.
- It is the New Worker's responsibility to report to a Road to Rail Construction Supervisor in the event he or she is asked to perform a task unsafely or is not being mentored appropriately.
- A New Worker shall not perform a task that he or she feels is unsafe or uncomfortable performing.

#### Mentor

- It is the mentor's responsibility to maintain proper communication with their assigned new worker.
- The Mentor shall report to their supervisor if they feel that the new worker is an immediate danger to themselves or others and cannot be rectified.
- The Mentor shall maintain regular communication with their supervisor in regard to the progress of the New Worker.

## **Supervisors**

- Road to Rail Construction Supervisors shall ensure regular communication is maintained with the assigned Mentor and New Worker to monitor the effectiveness of the program.
- The Supervisor shall report to Road to Rail Construction Management and the Safety
   Department of any concerns or deficiencies regarding the program or New Worker status.

#### Management

- Management personnel are to maintain communication with the Direct Supervisor.
- It is possible in some circumstances where management may take over the role of Direct Supervisor.
- Management may withdraw or extend a New Worker Program at any time in the event of lack of performance or employee status such as supervisory title.
- Management will notify client when a short service/new employee will be working at their site Safety Officer
  - The Road to Rail Construction Safety Officer will oversee the New Worker Program and shall assist with the overall Program and New Worker Completion.
  - The safety officer is responsible for the review and filing of all New Worker documentation.

It is everyone's aforementioned responsibility to ensure the New Worker Program is being followed in which it is intended. Communication between all levels of Road to Rail Construction employees and supervision is a significant factor to lead to success of the New Worker Program.

## **COMPLETION**

- Once the initial New Worker Program is completed, the Direct Supervisor can determine if the New Worker will move forward and take the Completion Questionnaire, or automatically extend the New Worker Program an additional 30 days, based on the New Workers overall performance and discussions with the assigned Mentor.
- Once the New Worker completes the Completion Questionnaire, it must be reviewed by the
  Direct Supervisor and another higher level supervisor (General Foreman, Superintendent,
  Manager) before the New Worker is officially allowed to work without the direct supervision of
  their assigned Mentor.



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- If the New Worker is required to have their New Worker Program extended after review of the Completion Questionnaire, then a follow up conversation must be completed with a Supervisor and the New Worker so that he or she understands what they need to improve on in order to complete the program.
- The New Worker Program can also be extended by the request of the New Worker, either by conversation with the Direct Supervisor or on the Completion Questionnaire.

## **EXEMPTION**

If a previous employee is hired with Road to Rail Construction and the duration of separation between the employee and the employer was less than a year, the employee may be exempt of the New Worker Program. This shall be approved by Road to Rail Construction Management.

A Road to Rail Construction Worker may be exempt of the New Worker Program upon approval of Road to Rail Construction Senior Management.

#### REFRESHER TRAINING

Refresher training will be required for New workers if there are operational changes, legislation changes or changes to performance.

## **FILING & RECORD KEEPING**

The following documents shall be completed and submitted to the Safety Department for review and filing for future reference:

- Worker Experience Form
- New Worker Completion Questionnaire



# WORK EXPERIENCE FORM SAMPLE

Last Revision: January 2021 Last Review: February 2023

# WORKER EXPERIENCE FORM

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Last Name:		Legal Fi	rst Name:		Prefer	rred Name:
WORK EXPERI	ENCE					
Trade/Position	n:			Level:	□ JM □	□ A3 □ A2 □ A1 □ N/A
How many yea	ars of experier	nce in trade:			Ind	lustry:
When was you	ur last Trade Sl	kill Upgrade (s	chool)?			
Work Setting I	Experience:	Duration:	Explain wha	t type of exp	erience y	ou have in each section.
Residential	□ Yes □ No		Explain:			
Commercial	□ Yes □ No		Explain:			
Industrial	□ Yes □ No		Explain:			
Do you have a	ny previous e	xperience lead	ling a crew?	Explain (ho	w long, cı	rew size, what position):
List all CURRE	NT licenses, ce	rtifications, pr	rofessional d	esignations	, safety t	ickets, leadership, etc.:
			t you from p	erforming y	our daily	job activities safely (past
or present, me	dicai, priysicai	, mentari:				
I HEREBY CERT		ABOVE INFOR	MATION IS	CORRECT		
I HEREBY CERT		ABOVE INFOR	RMATION IS	CORRECT	Date:	
	gnature:			CORRECT	Date:	
Employee's Sig	gnature: APPROPRIATE	E SUPERVISOR		CORRECT	Date:	Duration:



## **JOB COMPETENCY**

Last Revision: March 2023 Last Review: March 2023

Competency is a personal characteristic, skill, knowledge, or trait that drives behavior leading to outstanding performance.

Identifying job competencies and systems can help:

- Improve talent management processes including selection, retention, performance management, training, and succession planning.
- Develop skills and characteristics that lead to improved effectiveness and productivity
- Provide a consistent framework for human resource applications
- Build alignment with organizations values and strategy

Road to Rail Construction will undertake a process of establishing job competencies for each person. The identification of skills, knowledge, abilities, core competencies and proficiency requirements will be clearly defined through:

- Position Task analysis
- Job descriptions
- Proficiency requirements
- Employee training, mentoring and development
- Employee assessments and evaluations

A job inventory, listing each position within Road to Rail Construction has been developed and evaluated and the tasks, roles and responsibilities for the position will be identified. Supervisors and safety representatives ensure the position roles and responsibilities align with corporate goals and objectives.

Job description forms the basis for agreements between the employee and the supervisor about work goals, objectives, and career progressions. They serve as the foundation for developing performance standards and measures and individual development plans, provide the basis for establishing criteria for recruitment, selection and placement and will include pertinent requirements of the position.

Once the requirements and responsibilities for each position are identified, the education, training, skills and knowledge are clarified. Documentation is obtained from employees to demonstrate they meet the qualifications of their job. A Core Competency Matrix will be used to specify behaviours and abilities required for desired performance and results. Minimum qualifications will be stated and can include education, training, and work experience.

The recruitment and selection process may involve seeking candidates internally or externally. Internal recruitment is beneficial as there may be persons currently within Road to Rail Construction who may have interest in advancing and are acclimated with corporate culture and processes. External recruitment can bring in new ideas, education, training, and other resources where there are insufficient candidates internally. Candidates will be required to submit documentation proving they have minimum competencies. All submitted documentation will be verified with Human Resources, successful completion of the program as well as work experience obtained. The requirements of the position will be reviewed during the orientation process.



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Employees will be provided suitable internal, on-the-job, and as needed out-sourced training. Training records will be maintained for each employee using a training Matrix to ensure the proper courses and responsibilities have been provided. Training will be conducted by qualified and competent persons who will assess the trainee on a continual basis. The persons providing training will use printed materials, practical and theoretical applications in developing the trainee recognized as able to perform the roles and responsibilities independently. Ongoing mentoring will be available to provide a continual process of improvement and learning. Competency is verified before employees are permitted to perform tasks independently. This pertains to new, transferred and returning employees.

A structured training program will provide consistency in the application of educating and assessing processes. Employee competency assessment will be conducted by the department Manager, Supervisor and Safety representative to ensure goals and objectives are being met. Corrective actions may require re-training, re-education or re-design of the position, roles, and responsibilities.

## **Re-assigned Workers/Supervisors**

Workers who are re-assigned to a new position will go through the competency process again. Qualifications that are appropriate for the new position will be evaluated, and if necessary, job competencies will be completed to ensure re-assigned workers or supervisors are competent to complete their newly assigned tasks and jobs.



# COMPETENCY ASSESMENT FORM (SAMPLE)

Last Revision: January 2021 Last Review: February 2023



# RTRC Competency Assessment

Worker Name:	Worker Role:		
Supervisor Name:	Date:		
☐ Worker is certified in a specific task.			
☐ Worker conducted pre use inspection of:			
Description of Activity/Task/Responsibilities:		Competent (Y/N)	Supervisor Initials
☐ Worker's performance was satisfactory	☐ Worker requires	further train	ing
Comments:			
Worker Signature:			
Supervisor Signature:			



## INTERNAL SAFETY RESPONSIBILITY SYSTEM

Last Revision: February 2023 Last Review: February 2023

The Internal Safety Responsibility System is a system where everyone has direct responsibility for health and safety as an essential part of his or her job. It doesn't matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both singly and cooperatively with others. It is one of the personal responsibilities of a company President to ensure that the entire system of direct responsibility for health and safety within a company is established, promoted and improved over time. Successful implementation of this system will result in progressively longer intervals between incidents.

This system will be successful when:

- 1. Everyone must have a sincere wish to prevent incidents;
- 2. Everyone must accept that incidents have causes that can be eliminated or greatly reduced;
- 3. Everyone must accept that risk can be continually reduced, so that the time between incidents will get longer and longer;
- 4. Everyone must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
- 5. Every person must have a clear understanding of what he/she is responsible for; what he/she can do to change matters; and when things must be done;
- 6. Every person must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
- 7. Everyone must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
- 8. Everyone must attempt to avoid conflict when trying to reduce risk;
- 9. As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
- 10. When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk:
- 11. Everyone must understand this process, believe in it, and take steps to make it effective at all levels in the organization; and
- 12. No one should be fearful of reprisals when using this process.

## **Roles and Responsibilities**

Legislative reference: OHS Act Part 3 - General Obligations

## The Employer

The employer has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The employer is responsible for ensuring that the Internal Responsibility System is established,



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promoted, and that it functions successfully. A strong Internal Responsibility System is an important element of a strong health and safety culture in a workplace. A strong health and safety culture shows respect for the people in the workplace.

## Supervisors

Supervisors are responsible for making workers fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a worker.

#### Workers

Worker responsibilities include: reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace.

## **Safety Officer**

The safety officer contributes to workplace health and safety because of their involvement with health and safety issues, and by assessing the effectiveness of the internal responsibility system.

## The Three Rights of Workers

OH&S gives workers three important rights:

- 1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job
- 2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative.
- 3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

#### The Right to Know

Workers have the right to know about potential hazards to which they may be exposed in the workplace. The primary way that workers can become aware of hazards in the workplace is to be informed and instructed on how to protect their health and safety, including health and safety related to the use of machinery, equipment, working conditions, processes and hazardous substances.

The employer can enable the workers' right to know in various ways such as making sure they get information about the hazards in the work they are doing, training to do the work in a healthy and safe way, and competent supervision to stay healthy and safe.

## The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker participation in health and safety In the workplace and/or through worker health and safety representatives.

## The Right to Refuse



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Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker in the workplace. For example, workers may refuse work if they believe their health and safety is endangered by any equipment they are to use or by the physical conditions of the workplace. Section 43 of the OHS Act describes the exact process from refusing work and the responsibilities of the employer/supervisor in responding to such a refusal.

## **Systems Implementation**

The internal responsibility system is implemented on site by our supervisors. If they observe a worker not following this system they will have and informal discussion with them regarding their lack of adherence. If this discussion does not improve the workers performance, the supervisor will notify the manager who will implement Road to Rail Construction disciplinary system.

The internal responsibility system is implemented through annual performance reviews conducted by Road to Rail Construction management. Annual performance reviews will be conducted yearly following an employee's continuous employment with the company for a minimum of 12 months.



## PERSONAL PROTECTIVE EQUIPMENT POLICY

Legislative reference: OHS Act Part 3 s.5(1)(c) - Obligations of Workers; OHS Code Part 18 - Personal Protective Equipment

Last Revision: February 2023 Last Review: February 2023

PPE provides a final barrier between a worker and a potential hazard or threat to personal health and safety. If you do not know what PPE to use, or how to use it, ask your immediate supervisor or contact the safety officer. Employees will be educated on the proper use of all issued PPE. Any education or training must be documented and placed in employee files. Wearing appropriate personal protective equipment is a mandatory requirement. To minimize the risk of injury in the workplace, all personnel must comply with the minimum standard of clothing and personal safety equipment as outlined below:

- All PPE is to be inspected before each use.
- All personnel must wear a CSA approved hardhat at all times on the worksite. A hardhat liner is to be worn in cold weather.
- All personnel working must wear CSA approved steel toed safety boots, shoes are not permitted.
- All personnel will wear protective gloves or mitts where applicable (gauntlet type or large open cuff gloves are not permitted).
- Hearing protection must be worn where noise hazards exist in accordance with OHS regulations.
   Safety goggles or full face shields must be worn, as required through a job specified hazard assessment.
- When mixing caustic or other corrosive chemicals, all personnel shall wear goggles or a face shield, chemical resistant gloves, and a wet suit or splash apron.
- All personnel will not wear outer clothing made of synthetic fabrics, such as nylon, polypropylene, acetate, polyester, or acrylic.
- All personnel shall wear fire retardant clothing where any fire or explosion hazard exists.
- All personnel shall conduct inspection of their PPE to ensure good functioning condition prior to wearing it on every job.



# PPE USE, CARE, MAINTENANCE AND FITMENT

PPE	WHEN TO USE	CARE & MAINTENANCE	FITTING REQUIREMENTS	CODE OF PRACTICE
HARD HAT	If you are at risk for head injury at your workplace, you should wear the appropriate head protection	clean regularly with a damp cloth	should fit comfortably on head	- not required
	Must be worn if identified on Hazard Assessment	store out of sun and away from chemical	is not to be worn backwards, peak is to be at the back	
		inspect headwear before each use	do not wear baseball style hats underneath	
		ensure harness is intact	winter liners should not interfere with fit	
EYE PROTECTION / SAFETY GLASSES	If you are at risk for face or eye injury at work, you should wear appropriate protection.	Clean your safety glasses daily, following manufacturer's instructions and avoid rough handling that can cause scratches.	ensure your safety glasses fit properly, they should be individually assigned and fitted	-not required
	Must be worn if identified at Hazard Assessment	keep glasses in a case when you are not wearing them to prevent them from falling or getting stepped on	wear safety glasses so the temples fit comfortably over the ears	
		replace all scratched, dented, pitted, broken or bent glasses as they interfere with vision and do not provide protection.	the frame should be as close to the face as possible and supported by the bridge of the nose.	
		replace damaged parts with identical parts from original manufacturer to ensure the same safety rating		
SAFETY BOOTS	Must be worn at all times while working on site	use a protective coating to make footwear water resistant	walk in new footwear to ensure it is comfortable	-not required
	Select csa certified footwear, ensure that the proper rating for the hazard and the proper sole for the working conditions	inspect footwear regularly for damage	boots should have ample toe room (toes should be 12.5mm from the front)	
		repair or replace worn or defective footwear	make allowances for extra socks or special arch supports when buying boots	
		electric shock resistance of footwear is greatly reduced by wet conditions and with wear.	boots should fit snugly around the heel and ankle when laced	
			lace up boots fully, high cut boots provide support against ankle injury	



PPE	WHEN TO USE	CARE & MAINTENANCE	FITTING REQUIREMENTS	CODE OF
PROTECTIVE GLOVES	Since there are many hazards, hand protection can be provided in a variety of ways: finger guards, cots and thimbles, hand	follow the manufacturer's instructions for care, decontamination and maintenance of gloves	ensure gloves fit properly	-not required
	Choose hand protection that adequately protects from the hazard of a specific job and adequately meets the specific tasks involved in the job	do not wear gloves with metal parts near electrical equipment	ensure all exposed skin is covered by gloves, gloves should be long enough so that there is no gap between the glove and sleeve	
		clean gloves as instructed by the supplier		
		inspect and test gloves for defects before using test all rubber or synthetic gloves for leaks by inflating them		
HEARING PROTECTION	Workers should wear a hearing protector if the noise or sound level at the workplace exceeds 85 decibels	follow the manufacturer's instructions	ear plugs must be properly inserted and snugly fitting to provide proper protection	-not required
		check hearing protection regularly for wear and tear	ear plugs can be molded to fit specific ears	
		replace ear cushions and plugs that are no longer pliable	ear muffs headband must fit tightly enough to maintain a proper seal, yet not be too tight for comfort	
		replace a unit when head bands are so stretched that they do not keep ear cushions snugly against head		
		disassemble ear muffs to clean squeeze excess moisture from		
		ear plugs and set to dry		
SAFETY BELTS, HARNESSES & LANYARDS	If you are at risk for falling 3 meters or more at your workplace, you should wear the appropriate fall protection equipment	inspect equipment daily-replace defective equipment as well as any equipment involved in a previous fall	fall protection equipment should fit snug to ones body	Required – Fall Protection Certificate
		every piece of fall arrest equipment should be inspected and certified at least yearly	ensure the webbing is in good condition before fitting to your body	
		it is advisable to use shock absorbers if the arresting forces of the lanyard alone can cause injury	ensure all straps and buckles are closed securely	
		always be sure to use the right equipment for the job store in a clean, dry area free of		
		fumes, sunlight or corrosive materials in such a way that it does not warp or distort the belt		



PPE	WHEN TO USE	CARE & MAINTENANCE	FITTING REQUIREMENTS	CODE OF PRACTICE
RESPIRATORS	Workers should use respirators for protection from contaminants in the air only if other hazard control methods are not practical or possible under the circumstances.	purchasers should get proof that the material and design meet the requirements of the CSA Z96-09 Standard	clean and disinfect shared respirators	Required - H2S Certificate& code of practice (found in HSM)
	Used when engineering or administrative controls are not technically feasible	of each shift to protect it	permit only trained and qualified personnel to repair respirators	
	Must be on hand whenever H2S is present			
COLD WEATHER CLOTHING	Used when working in cold conditions.	must be made of non-flammable fabric, preferably cotton	must be clean and inspected daily for rips and tears.	-not required
		synthetic fabrics are not permitted		
EYEWASH STATIONS	Used when foreign material enters the eye	saline must have safety seal intact upon purchase. use before expiry be checked for possible contamination.	not required	-not required
PERSONAL H2S & 4 HEAD GASS DETECTION MONITORS	Used for poisonous H2S gas locations.	both types of monitors must be bump tested before each use and documented.  4 head gas monitors must be calibrated before 1st use and after 6 months. Documentation must be recorded for these tests.	-not required	-not required
FIRE EXTINGUISHER	To be used in case of fire.	must be inspected on an annual basis by a qualified technician.	-not required	-not required
ROAD HAZARD TRIANGLE	Located in all vehicles  Used in case of vehicle or equipment breakdown on road or highway. Triangles are located in cabs of all company vehicles.	to be clean and visible each use.	not required	-not required
FIRST AID KIT	To be used for minor first aid treatment. Located in all crew shacks (dog house) and shop locations.	not required	not required	-not required
STRETCHER / SPINE BOARD	To be used in the event of a neck or back injury. Located in the crew shack (doghouse).	to be inspected before each use.	Strapping will adjust to size persons injured.	-not required



## **Hard Hats**



Side impact (grey)



Full brim (grey)

# **Safety Glasses**



Glasses w/ Side shields



Glasses, no side shield



# **Safety Footwear**



# **High Visibility Apparel**







Vest (X-striping Back)



Vest (Front)

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## Gloves



Regular (Leather)



Anti-vibration/cut resistant

# **Hearing Protection**



Foam ear plugs



Semi-insert plugs



Pre-moulded plugs



Earmuffs



Custom moulded plugs



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#### GROUND DISTURBANCE

Legislative reference: Part 2 Hazard Assessment, Elimination and Control; Part 19 Powered Mobile Equipment; OHS Code Part 32 – Excavating and Tunnelling

Last Revision: April 2023 Last Review: April 2023

Ground disturbance is defined as: "ground is disturbed if a work operation or activity on or under the existing surface results in a disturbance or displacement of the soil."

Exemptions to ground disturbance legislation are:

- Routine, minor road maintenance.
- Agricultural cultivation to a depth of less than 450 millimeters below the ground surface over a pipeline; or
- Hand digging to a depth of no more than 300 millimeters below the ground surface, so long as it does not permanently remove cover over a buried facility.

An **excavation** is a hole which is wider than it is deep.

A **trench** is a hole which is deeper than it is wide.

Employees at Road to Rail Construction will be trained in Ground Disturbance Level 2/201 - Supervisors.

At least two days prior to ground disturbance (including hydrovac operations) being conducted, the proposed area of disturbance must be staked with the tops of the stakes painted white. Scan the area around the job site for any signs which indicate buried utilities and make a note of them.

## **Line locating**

Before **any** ground disturbance is undertaken, the area to be hydrovac must first be "located" and staked **at least 2 days prior to the excavation work being started**.

Line locating is a process in which all underground utilities are located using electromagnetic locating equipment and is then marked using colour coded stakes and ribbon.

Line locating is an essential and mandatory process that ensures employees performing excavation work is aware of the potential utilities they may come into contact with.

To begin the line locating process, an RTRC supervisor or other designate will contact a third party line locating service by contacting the Utility Safety Partners (USP) at 1 800 252 3447. This process should be done at a least 3-5 full working days notice.



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A line locate may also be requested online by visiting: https://utilitysafety.ca/ and clicking "Submit a Locate Process"

Utility Safety Partners will then:

- Assign a ticket number to your locate request.
- Notify registered asset owners with buried utilities within the vicinity of the dig site.
  Keep a record of your request should follow-up be required.



#### CARGO SECUREMENT

Legislative reference: National Safety Code Standard 10 – Cargo Securement; Commercial Vehicle Safety Regulation (AR 121/2009) s.17; Alberta Vehicle Equipment Regulation (AR122/2009)

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Hauling loads on public roads represents a hazard if the loads are not properly secured.

Many people are **killed or injured annually** because unsecured loads came off of other vehicles or came through their cab when there was a sudden stop.

By law, cargo must be secured so that it cannot spill, leak, blow, fall from, fall through or otherwise become dislodged from a vehicle during normal driving operations, including emergency evasive maneuvers, but not including a crash, collision or rollover. The load must also be secured so that it cannot shift, affecting the maneuverability or stability of the vehicle.

Working load limit means the safe capacity of a tie down device.

**Aggregate working load limit** means the sum of the working load limits for all tie downs securing an object.

## Key points:

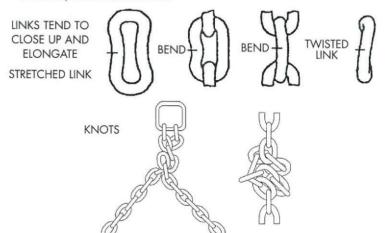
- Ensure that the vehicle, hitch, and trailer are adequately rated for the safe transport of the load which is being transported
- All tie down devices used for securing cargo must be inspected prior to use to ensure they are in good condition and adequate for the cargo being transported
- Tarp straps and bungee cords are illegal for use as load securement
- Ensure there are extra tie downs on the truck, in case of breakage while in transit
- Any loads which extend beyond the body of the truck or trailer must have a bright, highly visible flag attached
- When hauling equipment that articulates, the articulation point must be locked or otherwise secured to prevent articulation while in transit
- Use edge protectors if the tie down may be damaged by sharp edges of cargo



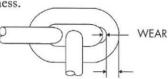
## TIEDOWN DEFECT TABLE

## CHAIN

- · Loose chain.
- Contains nicks, gouges, abrasions or broken, cracked, twisted, bent, knotted, or stretched links.

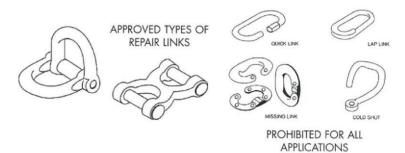


• Excessive wear causing a 20 percent or more reduction in original material thickness.



Any weld(s) on chain, to repair broken/damaged links or to join links.

NOTE: Repairs. Links of the clevis variety, having strength equal to or greater than the nominal chain are acceptable.



· Chain is damaged as a result of missing edge protection.



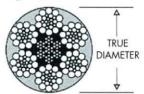
## TIEDOWN DEFECT TABLE

## **WIRE ROPE**

- · Loose wire rope.
- Kinks, bird caging, popped core, or knots in the working section of the wire rope.



- Discoloration from excessive heat or electric arc in the eye or main body of the wire rope.
- · Corrosion with pitting of the external or internal wires.
- More than 11 broken wires in 6 diameters of length. For example: with 1/2 inch (13mm) wire rope, over 11 broken wires in (6 x 1/2) or 3 inches in length (6 x 13 = 78mm).

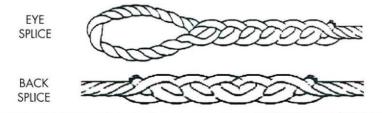


· More than three broken wires in any one strand.



· More than two broken wires at the end connection or fitting.

NOTE: Repairs. Wire rope used in tiedown assemblies shall not be repaired or spliced. (Eye splices and back splices are acceptable.)



· Wire rope is damaged as a result of missing edge protection.



## TIEDOWN DEFECT TABLE

## CORDAGE (FIBER ROPE)

- · Loose cordage (fiber rope).
- · Burned or melted fibers except on heat-sealed ends.
- Ineffective knots formed for the purpose of connecting or repairing binders.
- · \*\* Evidence of excessive wear in exterior or interior fibers.
- \*\* Any evidence of loss of strength, such as a marked reduction in diameter.
- \*\* NOTE: Effective diameter of cordage reduced by 20 percent is excessive. Repairs: Cordage used in tiedown assemblies shall not be repaired. (Separate lengths of cordage properly spliced together are not considered repairs.)



CHAFED AND FRAYED YARNS; REMOVED FROM SERVICE

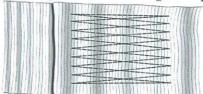
MINOR ABRASION OR CHAFING; OK TO CONTINUE USE

· Cordage (fiber rope) is damaged as a result of missing edge protection.

## SYNTHETIC WEBBING

- · Loose synthetic webbing.
- The tiedown contains separation of its load carrying stitch pattern(s) in excess of 1/4 of the total stitch area.

Graphic of example of a load bearing stitch pattern at hook end.



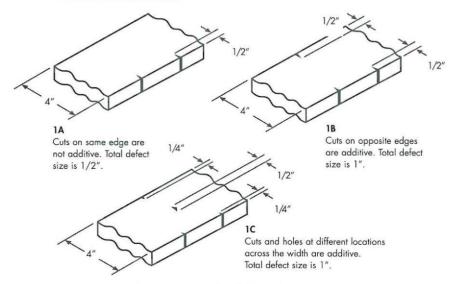
- A fitting, tensioning device, or other hardware (other than the webbing) is broken, obviously sprung, bent, twisted, or contains a visible crack or significant nick or gouge.
- The tiedown contains a knot, repair, splice, or any other apparent defect (i.e. crushed areas, damaged loop ends, severe abrasions, etc.).



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# TIEDOWN DEFECT TABLE

 The tiedown contains cut(s), burn(s), and/or hole(s) through the webbing which total more than that shown in the Defect Classification Table.



# DEFECT CLASSIFICATION TABLE

Total Defect Size

Web Size	Out-of-Service Range
Inches (mm)	Inches (mm)
4 (100)	Larger than 3/4 (19)
3 (75)	Larger than 5/8 (16)
2 (50)	Larger than 3/8 (10)
1.75 (45)	Larger than 3/8 (10)

All cut(s), burn(s), and/or hole(s) through the webbing are additive across the width of the strap face for its entire effective length. But only one defect is additive for any specific width.

NOTE: Repairs. Webbing used in tiedown assemblies shall not be repaired or spliced.

Synthetic webbing is damaged as a result of missing edge protection.



# TIEDOWN DEFECT TABLE

# STEEL STRAPPING

- Loose steel strapping.
- Steel strappings over one inch (25mm) in width not having at least two pair of crimps in each seal.
- Steel strappings arranged in an end-over-end lap joint not sealed with at least two seals.
- · Obviously damaged or distorted steel strappings.
- · Steel Strapping is damaged as a result of missing edge protection.

# FITTING/ATTACHMENT/TENSIONING DEVICE

- Obvious reduction of section through wear or corrosion.
- Obviously distorted or stretched load binders and fittings.
- · Hooks opened in the throat beyond the original parallel throat opening.
- Any missing required component.
- · Obvious twisting out of the plane of the fitting.
- A fitting, tensioning device, or other hardware is broken, obviously sprung, bent, twisted, or contains a visible crack or a significant nick or gouge.
- Welding or discoloration from excessive heat.
  - NOTE: Some winches are designed to be welded to the truck bed.
- Any visible cracks.
- Any slippage detectable at a wire rope "cable clamp".
   NOTE: End fittings may be replaced with clevis type.

# **ANCHOR POINT**

- · Broken or cracked side or pocket rails, supports, or welds.
- · Rails bent or distorted where hooks or fittings attach.
- Floor rings nicked, gouged, worn, twisted, bent, stretched, or with broken welds.



# **NOISE MANAGEMENT PROGRAM (NOISE EXPOSURE)**

Legislative reference: OHS Code Part 16 - Noise Exposure; OHS Code Part 18 - Personal Protective Equipment; CSA Standard Z107.56-18 - Measurement of Noise Exposure

This noise management program will be reviewed annually.

Last Revision: February 2023 Last Review: February 2023

Exposure to high noise levels and/or sharp impact noises for sustained periods can reduce or impair hearing levels. Noise is a recognized workplace hazard that must be assessed, eliminated or controlled. Employers must ensure that all reasonably practical measures are used to reduce the noise to which workers are exposed in the areas of the work site where workers may be present.

A noise exposure assessment will be conducted when noise levels at a work site exceed **82 dBA**. Noise exposure assessment will be conducted in accordance with *CSA Standard Z107.56-18 – Measurement of Noise Exposure*.

The person(s) conducting the assessment must be:

- Trained in conducting noise exposure assessments.
- Trained in the calibration, operation, and maintenance of the equipment used in conducting noise exposure measurements.
- Able to demonstrate an understanding of the method used for measurement.

Noise exposure records will be kept for at least 3 years.

Hearing protection is supplied for all Road to Rail Construction employees and can be found in the crew shack or Job trailer. Road to Rail Construction carries out the responsibility to educate workers of the hazards that may occur due to exposure to excess noise, and trains workers in the use of control measures and proper protection. Should our workers ever come in contact with excess noise at a site, control measures are to be discussed at the safety meeting and proper protection is to be worn. Noise levels will then be monitored by a decibel meter. In areas where noise level does exceed CSA standards, proper warning signs are to be posted and proper methods of noise control are to be used.

**Audiometric testing** - In Development

# Fit testing of hearing protection

Employees who are required to wear hearing protection **MUST** check that their PPE is working correctly.

Follow the tips below to check that your PPE is working correctly.



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#### TIPS TO CHECK THE FIT OF FOAM EAR PLUGS

- Use your fingertips to feel if the ear plugs are fully inserted into the ear canal, use a mirror to check, or have a coworker visually confirm.
- Cup hands tightly over your ears. If sounds are much more muffled with your hands in place, the earplugs may not be sealing properly.
- Talk out loud. Your voice should sound hollow, as if you are talking in a barrel.
- Listen for noises around you. Noises should not be as loud as they were before inserting the ear plugs.

#### TIPS TO CHECK THE FIT OF EARMUFFS

- Read the manufacturer's instructions on how to don the earmuffs.
- Make sure the earmuffs cover the whole ear, and do not have anything in between that prevents a good seal between the earmuff and the ear (for example, prescription eyewear).
- Listen for noises around you. Noises should sound muffled and not be as loud as they were before putting on the earmuffs

# Occupational Exposure Limits (OELs) for Noise Exposure

A-weighted sound pressure level (dBA)	Maximum time of exposure per 24-hour period		
82	16 hours		
83	12 hours, 41 minutes		
84	10 hours, 4 minutes		
85	8 hours		
88	4 hours		
91	2 hours		
94	1 hour		
97	30 minutes		
100	15 minutes		
103	8 minutes		
106	4 minutes		
109	2 minutes		
112	56 seconds		
115 or greater	0		





Foam or formable ear plugs



Semi-insert plugs



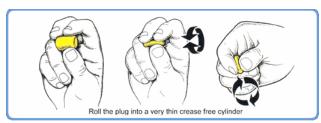
Pre-moulded plugs



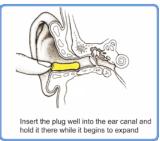
Earmuffs

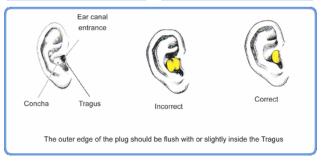


Custom moulded ear plugs











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#### CHEMICAL HAZARDS, BIOLOGICAL HAZARDS AND HARMFUL SUBSTANCES

Legislative reference: OHS Code Part 4 - Chemical Hazards, Biological Hazards and Harmful Substances; Part 18 – Personal Protective Equipment; Part 29 – Workplace Hazardous Materials Information Systems (WHMIS)

Last Revision: February 2023 Last Review: February 2023

#### **Chemical Hazards**

There are a variety of chemical hazards that may be on a work site which include solvents, cleaners, oil, fuel, hydrocarbons etc. Road to Rail Construction maintains an SDS binder for all chemicals that are purchased. Supervisors and workers shall familiarize themselves with the SDS for proper handling, storage, transport and disposal of these substances to minimize both worker and public exposure. Workers shall don appropriate PPE as required in the SDS for handling each of these substances. Supervisors shall ensure workers are using the appropriate PPE and are familiar with the SDS prior to handling these substances. If an SDS is unavailable or a chemical is brought to the site that does not have an SDS, the Supervisor shall ensure that an SDS is made available to the workers prior to handling the chemicals.

The route of exposure (i.e. inhalation, ingestion or skin absorption), duration of exposure (i.e. eight hours, short term or long term), and the effect of more than one substance, all factor into the total effect on the worker. Workers will not be exposed to a concentration of a harmful substance that exceeds its Occupational Exposure Limits (OELs).

# **Biological Hazards**

Biological hazards include microorganisms in sewage, toxic mould, hantavirus etc. These substances are not expected to be encountered in day to day operations. Workers will not work with biological hazards other than to use universal precautions when providing first aid to an injured worker. Road to Rail Construction employees are required to take H2S, TDG, and WHMIS courses to be properly educated in the identification of chemical, biological and harmful substance hazards. For more information regarding chemical hazards, biological hazards and harmful substances see Part 4 of the OHS Code.



#### **CHEMICAL HANDLING - WHMIS**

Legislative reference: OHS Code Part 18 – Personal Protective Equipment; Part 29 - Workplace Hazardous Materials Information Systems

Last Revision: February 2023 Last Review: February 2023

**WHMIS** provides a way to get information about hazardous materials with which you work. The program has been designed to protect workers and help prevent injuries and illnesses caused by exposure to chemicals. WHMIS describes the hazards of the materials and explains the precaution to take when handling the materials.

There are 3 key elements to WHMIS:

- 1. Hazardous Products Labelling all products will be properly labelled with either a supplier or a worksite label.
- 2. Safety Data Sheet (SDS) all SDS sheets will be available on each site and are obtained for all hazardous products.
- 3. Employee Training all Road to Rail Construction employees will have current WHMIS training to meet industry regulations.

All Hazardous products are to be properly labeled to ensure workers are aware of its proper storage and handling methods, workplace labels must be affixed to hazardous products that have been transferred from the original container into another container.

Road to Rail Construction ensures that all workers are trained in the safe handling and the proper storage of hazardous products. This is done by means of identification or instructions given to workers during the safety meeting held on each work site. All instructions will be documented in the records of each safety meeting for future reference.



# **HYDROGEN SULFIDE GAS (H2S)**

OHS Code Part 2 – Hazard Assessment, Elimination, and Control; Part 7 – Emergency Preparedness and Response; Part 11 – First Aid; Part 18 – Personal Protective Equipment; Part 37 – Oil and Gas Wells

Last Revision: February 2023 Last Review: February 2023

Hydrogen sulphide is a colourless, flammable gas having an offensive odour (rotten eggs) in low concentrations, and a sweet taste. It is highly toxic and doubly hazardous because it is heavier than air (density 1.19), meaning it will collect in low areas. While having the characteristics of rotten eggs and easily recognizable, this gas quickly weakens the sense of smell, making this an unreliable method of detecting hazardous concentrations. Whenever there is any doubt as to the presence of a hazardous concentration, the area must be evacuated immediately.

Only approved H2S detectors will be used. These detectors may include tube detectors, personal monitors or continuous monitors. Breathing apparatus must be used when checking H2S concentrations.

Employees are not to be exposed to airborne concentrations of H2S in excess of 10ppm in an 8 hour time frame. A worker must not be exposed to H2S at a concentration exceeding its ceiling limit of 15ppm at any time. Upon hiring all employees will be trained in the use of gas detection monitors. Atmospheric test results should be assessed before a worker is exposed. (Refer to Toxicity Table for H2S below)

Detection equipment will be tested and calibrated as directed by the manufacturer and will be zeroed in fresh air before each use.

#### Detection

To determine the amount of H2S present in your work site, one of the following means of detection should be used:

Air Sampling Gas Detector tubes – The concentration of H2S is registered by the length of discoloration when atmosphere is drawn through the detector tube. There are several reliable makes and types available but their accuracy will depend on the training and the operator. Always ensure you have the correct tubes for the gas being monitored.

Portable Multi-Gas Monitor – The monitor is designed to provide maximum personal protection under potentially dangerous atmospheric conditions. This monitor is easy using and should be used when necessary. These monitors are to be always charged and ready for use, so there is no excuse for why you should not use them. Always ensure the monitor being used have the proper heads for the gas being detected. (i.e. H2S, SO2, CO2, Methane etc.).

#### **Seven Step Initial Response Strategies**

- 1. **Evacuate** When a sour leak or spill occurs, get to a safe area upwind immediately.
- Alarm Call for help by whatever means available (i.e. yell, sound alarm, use radio).
- 3. Assess Assess the situation and determine a safe course of action.



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- 4. **Protect** Put on breathing apparatus before attempting a rescue. Use the "buddy system" if possible.
- 5. **Rescue** Remove any victims to a safe area
- 6. **Revive** Apply rescue breathing if necessary.
- 7. **Medical Aid** Arrange transport of victim to medical aid.

Any work in a hazardous location must be carried out using "The Buddy System:"

One person enters a hazardous environment and the other (buddy) watches from a safe place.

# **H2S Toxicity Levels**

H2S Exposure (ppm)	Possible Health Effects
Less than 1 ppm	You can smell it (rotten eggs)
10 ppm (8 Hr time frame)	No Known adverse health effects
20 to 200 ppm	Eye and respiratory tract irritation and loss of smell, will also cause headache and nausea
100 ppm	Immediately dangerous to life and health, IDLH refers to a hazardous atmosphere where a person without adequate respiratory protection may be fatally injured or suffer immediate, irreversible or incapacitating health effects
500 to 700 ppm	Affects the central nervous system. After a couple of minutes it causes loss of reasoning, loss of balance, unconsciousness and breathing stop
700 to 1000 ppm	Immediate loss of consciousness. Permanent brain damage and death will occur if you are not rescued immediately

## **Treatment for H2S Gas Exposure**

Victim should be removed to fresh air immediately by rescuers protected by a self-contained breathing apparatus. If breathing has stopped, artificial respiration should be administered manually or by resuscitator. If respiration is slow, laboured or impaired, breathing should be supplemented by the administration of oxygen.

All workers exposed to H2S should immediately be taken to the hospital and placed under a physician's care. Some effects of H2S are not apparent for up to 24 hours.

#### **Sour Service**

Additional safety measures need to be taken at worksites containing "sour" levels of hydrogen sulphide. A work site is considered sour when the potential H2S content is 10ppm or greater. Sour wells must be posted with poisonous gas warning signs.

All employees of Road to Rail Construction are to take an H2S ALIVE course through a certified training facility. Employees are to have their H2S tickets renewed every three years. All employees are informed of the health hazards associated with H2S exposure, informed of measurements made of airborne concentrations and trained in procedures developed by Road to Rail Construction to minimize the workers exposure.



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# **CARBON MONOXIDE**

Legislative reference: OHS Code Part 4 - Chemical Hazards, Biological Hazards, and Harmful Substances

Last Revision: February 2023 Last Review: February 2023

Dangerous gases cannot always be detected by smell on the work site. You cannot smell carbon monoxide gas, which can accumulate where engines exhaust. Where applicable you will be required to use a multi gas monitor to ensure it is safe to work.

# BEFORE YOU RESCUE SOMEONE ELSE, MAKE SURE IT IS SAFE AND YOU ARE WEARING THE APPROPRIATE PROTECTIVE CLOTHING AND SAFETY EQUIPMENT!

EXPOSURE TO HAZARDOUS ATMOSPHERES MAY CAUSE INJURY OR DEATH.

#### **GASOLINE AND DIESEL FUELS**

Only use approved storage containers that are clearly marked and located in a safe place, away from operating engines, open flames and/or <u>ignition</u> sources. Fuel drums or small containers must never be left in direct sunlight.

When fuelling any vehicle ensure engines are stopped before filling the tank. **Smoking is not permitted** within 3 metres of any fuel storage area.





#### FIRE AND EXPLOSION HAZARDS

Legislative reference: OHS Code Part 10 – Fire and Explosion Hazards

Last Revision: February 2023 Last Review: February 2023

# **Flammable Materials Handling**

All employees have a responsibility to prevent fire and explosions of flammable materials.

- Observe the precautions listed:
- Smoke only in designated areas
- Keep open flames and ignition sources away from flammable materials
- Flammable liquids are to be kept in a labelled container, not dumped on the ground or down drains
- Gasoline is not to be used as a cleaning solvent
- Rags soaked with combustible liquids are to be disposed of in metal containers If there is a firestop and sound the alarm immediately and follow emergency response plan

#### IN CASE OF FIRE

- 1. Call for assistance
- 2. Restrict fire if possible
- 3. Notify supervisor of the location and magnitude of the fire
- 4. If fire is small enough try to extinguish it by using appropriate fire extinguisher
- 5. If fire is too large make sure everyone on location is informed, shut down work and leave work area in a safe state
- 6. Evacuate calmly

#### **Explosive Mixtures**

The explosive or flammable limits including all concentrations of a mixture of flammable vapours or gas in air are usually expressed in a percent by volume and where a flash will occur or a flame will travel if the mixture is ignited. The lowest percent at which this will occur is the Lower Explosive Limit (LEL). The highest percent at which this will occur is the Upper Explosive Limit (UEL).

Combustible Gas Indicators, often referred to as the "sniffer" must be used by a competent worker to establish the presence of explosive mixtures. Ask your supervisor for instructions on using a combustible gas indicator. LEL, UEL, flashpoint, explosive temperature etc., are all available on the material safety data sheets.

#### **Fire Extinguishers**

Always keep fire extinguishers visible with easy access. Fire extinguishers have to be properly maintained. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Workers must receive training before using fire extinguishing equipment.

#### **Types of Fires**



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- Class A: Wood, paper, rags, rubbish and other ordinary combustible materials.
  - Recommended Extinguishers: Water from a hose, pump type water can, pressurized extinguisher, or soda ash
  - Fighting the Fire: Soak the fire completely even the smoking embers.
- Class B: Flammable liquids, Well and grease.
  - o Recommended Extinguishers: ABC units, dry chemical, foam and carbon dioxide.
  - Fighting the Fire: Start at the base of the fire and use a swinging motion from side to side, always keeping the fire in front of you.
- Class C: Electrical equipment.
  - Recommended extinguishers: Carbon dioxide and dry chemical (ABC units). O
  - Fighting the Fire: Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if materials around the electrical fire are ignited.

AM	Common Combustibles	Wood, paper, cloth etc.
B Flammable liq		Gasoline, propane and solvents
C	Live electrical equipment	Computers, fax machines (see note!)
<b>□</b> ★	Combustible metals	Magnesium, lithium, titanium
K 🕸	Cooking media	Cooking oils and fats

#### **Compressed Gas Handling - Compressed Gas Cylinders**

When handling compressed gases of any type or volume, always refer to a material safety data sheet. The safe handling of compressed gas cylinders is as follows:

- Use approved regulators on all cylinders to prevent a gas leak from a modified regulator
- Do not drop cylinders or allow cylinders to strike against each other
- Do not drag cylinders from one location to the next, always roll cylinder on the bottom end.
- Always keep cylinders clear of electrical apparatus or live wires



#### Safe storage recommendations for compressed gas cylinders are as follows:

- Cylinders must have screwed valves and caps
- Indoor storage should be well ventilated and not overly heated. Store outdoors whenever possible
- All cylinders are to be stored in an upright vertical position, and strapped or chained to supports. Keep each type separate from each other and empties separate from full cylinders
- Isolate cylinders from all energy sources

#### **Liquefied Petroleum Gas**

LPG'S (i.e. propane) evaporate very quickly and can cause freezing. Wear appropriate personal protective equipment and avoid skin contact at all times.

Extreme caution is to be used when working around tanks that have recently been emptied. Empty tanks are more susceptible to fire and explosion from sparks than full tanks.

### **Fire Equipment & Protection**

All personnel are to be aware of the location of fire extinguishers and how to use them.

If a fire extinguisher has been used or discharged, it must be serviced immediately.

All personnel shall wear fire retardant clothing when on any worksite. Welders may be exempt from this provision if wearing protective leathers.

#### **Lower Explosive Limit (LEL)**

The minimum concentration of a combustible gas or vapor in air, expressed in percent by volume that will <u>ig</u>nite if an <u>ig</u>nition source is present.

#### **Upper Explosive Limit (UEL)**

The maximum proportion of vapor or gas in air above which propagation of flame does not occur.

#### **Fire and Explosion Hazards**

Working with flammable and combustible substances is a daily occurrence in the oil and gas industry. It is important for every worker to ensure that all necessary precautions are being taken to avoid accidental ignition of these substances.

Before any work is done in an area that may contain a flammable substance, testing is mandatory. When testing is required, it must be done before work begins and may be required at regular intervals to ensure the work site continues to be safe.

**WARNING:** No worker, other than a competent worker responding to an emergency, can enter a work area if the atmosphere exceeds 20% of the LEL (lower explosive limit). Above this limit special safeguards must be implemented.



# Positive Air Shutoff Systems (PASS)

Positive air shutoff systems are used to protect people and equipment from diesel engine runaway. This occurs when a diesel engine ingests a hydrocarbon vapor and uses it as an uncontrolled fuel source. When this happens, the only way to effectively shut down the engine is by either removing the air or fuel supply.

Road to Rail Construction vehicles will be equipped with PASS systems where applicable.



#### TRANSPORTATION OF DANGEROUS GOODS - TDG

Legislative reference: Transportation of Dangerous Goods Act and Regulations; OHS Code - Part 7 Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

The purpose of TDG is to protect the general public and the environment from leaks and spills during the transport of dangerous goods.

The main elements of TDG include:

- Identification
- Training
- Safety Standards

Persons who handle or transport dangerous goods on service rigs and related equipment must be adequately trained and carry a valid training certificate. Road to Rail Construction ensures that all defects found during pre or post trip inspections are identified and recorded. It is a driver's responsibility to inform the carrier responsible for the vehicle of any defects or deficiencies that will affect the vehicles' safe operation. When a carrier receives a defect, repairs or modifications to the vehicle must be made generally in accordance with the manufacturer's instruction. Carriers are not to permit, nor shall any person drive a commercial vehicle, when a major defect is present on the vehicle.

Before allowing a carrier to take possession of dangerous goods for transport, the consigner is responsible for classifying the dangerous goods and providing shipping documentation. Dangerous goods are to be safely marked and affixed to the container and that the container is secured within the means of containment. Preventable measures should be taken to avoid any leaks or spills of the dangerous goods.

Any form of leak or spill should be reported IMMEDIATELY to the supervisor and the safety officer. The Safety Officer will then inform all appropriate governing authorities.

Reporting Procedure Who must be notified:

- Local Police, 911 and AB Transportation 1-800-272-9600
- Road to Rail Construction the consigner of the dangerous goods
- Owner, lessee or charter of the road vehicle.

The immediate report must include:

- 1. The shipping name or UN number of dangerous goods
- 2. The quantity of the dangerous goods that
  - Was in the means of containment before that accidental releases



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- The dangerous goods accident or dangerous good incident
- Is known or suspected to have been released
- 3. A description of the condition of the means of containment, from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed
- 4. The location of the accidental release, "the dangerous goods accident" or the dangerous goods incident
- 5. The number of deaths or injuries resulting from the accidental release
- 6. An estimate of the number of people evacuated from the private residences, public areas or public buildings as a result of the accidental release

A report can also include the other information not required by the regulations for example any clean up arrangements, involvement of other emergency response agencies like the police, fire department and Alberta Environment.

#### **30 Day Follow Up Report**

If an immediate report was required to be made for an accidental release, a follow up must be made by the employer of the person who had possession of the dangerous goods at the time of the accidental release.

The follow up report must be made in writing to the director general of Transportation of Dangerous Goods within 30 days after the occurrence of the accidental release. The follow up report must include information described below.

- 1. The name and address of the place of business of the person providing the information and the telephone number, including the area code, at which that person may be contacted.
- 2. The date, time and location of the accidental release of the dangerous goods accident or dangerous goods incident.
- 3. The name and address of the place of business of the consigner
- 4. The classification of the dangerous goods
- 5. The estimated quantity of the dangerous goods released and the total quantity of dangerous goods in the means of containment before the accidental release.
- A description of the means of containment involved based on the identification marking and a description of the failure or damage to the means of containment including how the failure or damage occurred.
- 7. The number of deaths and injuries resulting from the accidental release.
- 8. An estimate of the number of people evacuated from a private residence or public areas or public buildings.
- 9. If an emergency response assistance plan was activated, the name of the person who responded to the emergency in accordance with emergency response assistance plan.



# Dangerous goods frequently used in Civil Construction:

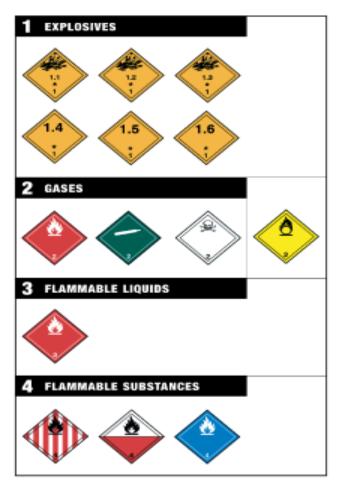
Trade Name	Shipping Name	Class	UN Number	Packing Group III	
Diesel	Diesel Fuel	3	UN1202		
Gasoline	Gasoline	3	UN1203	II	
Batteries	Batteries, wet, filled with acid	8	UN2794	III	
Aerosol, Spray Bombs	Aerosols	2.1 or 2.2	UN1950		
Methanol	Methanol	3 (6.1)	UN1230	П	
Glues, Solvents	Flammable liquids, N.O.S (glues and solvents, petroleum residues	3	UN1993	I, II, OR III	
BWelder Compounds	Corrosive Liquid, N.O.S (BWelder compounds)	8	UN1760	I, II OR III	
Nitrogen, Accumulators	Nitrogen, Compressed	2.2	UN1066		
Propane	Propane	2.1	UN1978		
Paints	Paint	3	UN1263	I, II OR III	
Lead	Environmentally Hazardous Substance, Liquid (lead)	9	UN3082	Ш	
Breathing Air	Air, Compressed	2.2	UN1002		
Extinguisher Charges	Fire Extinguisher Charges	8	UN1774	П	
Fire Extinguishers	Fire Extinguishers	2.2	UN1044		

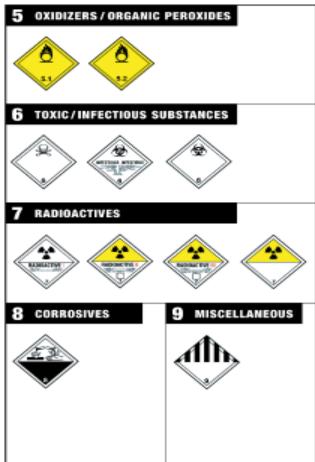
# **Emergency TDG Contact numbers**

	Alberta Edge (Environmental and Dangerous Goods		
	Emergencies)		
EDGE	Operated by Alberta Transportation		
	• 1-800-272-9600 (toll free)		
	• 780-422-9600 (Edmonton Area)		
	24-hour information Centre & TDG related incidents		
	Canadian Transport Emergency Centre		
CANUTEC	Operated by Transport Canada		
	• 1-613-996-6666 (toll free)		
	• 1-888-CANUTEC (new number)		
	*666 (cellular phone)		
	• 1-613-992-4624 (regulatory questions)		



# **DANGEROUS GOODS CLASS GUIDE**







#### **HEAT AND COLD STRESS POLICY**

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 7 - Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

This policy is intended to protect workers from potential adverse effects of overexposure to heat and cold. It applies to all workers who work in high and low temperature conditions for significant time periods.

## Responsibilities

Road to Rail Construction Management Shall:

- develop a process to ensure supervisors and workers are advised of:
  - o factors which can predispose them to heat and cold stress
  - o the warning signs and symptoms of heat and cold stress conditions, and
  - the measures to be taken to protect against this hazard
- post information on heat and cold stress in the workplaces of workers potentially exposed to this hazard
- ensure workers have access to a drinking water source for filling personal containers at the beginning of the shift
- ensure that clothing specifications reduce the risk of heat and cold stress (while providing appropriate protection from other hazards, where necessary)
- allow a gradual period of acclimatization to work in hot and cold environments for new and other non-acclimatized workers
  - Note: Even workers who work outside on an ongoing basis may not be acclimatized if temperatures rise or fall steeply within a short time period
- reschedule work on hot or cold days, when feasible
- where feasible and necessary:
  - o provide a cool area to cool down during hot days (ie. Air conditioned job shack or shade)
  - o provided heated area to warm up during cold days

#### **Supervisors Shall**

- Ensure the following information is available in the job trailer:
  - o From May 1 to October 30 "Protecting Workers From Heat Stress" shall be posted.
  - o From November 1 to April 30 "Protecting Workers From Cold Stress" shall be posted.
  - Ensure a copy of "Work Safe Alberta Best Practice Working Safely in Heat and Cold" is available at all times for the crew members to review.
- Schedule information sessions for workers whose work places them at risk of heat and cold stress and review Road to Rail Construction Protecting Workers from Heat and Cold Stress procedure.



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- On days where environmental conditions have reached designated threshold levels according to the attached guideline:
  - implement safe work procedures established to prevent heat and cold induced illness
  - determine any additional rest breaks that may be required as a result of workload and local conditions
  - advise workers to:
    - drink enough fluids to replace those lost through sweating and breathing
    - take breaks, as needed to avoid heat exhaustion or frost bite
    - report to their supervisor heat and cold stress-related symptoms in themselves or their co-workers
    - adhere to the recommended rest break schedule

#### **Workers Shall:**

- be familiar with heat and cold stress hazards, predisposing factors, and preventative measures
- follow safe work practices established to prevent heat and cold related illness
- drink enough fluids to replace those lost through sweating and breathing
- report to their supervisor heat and cold stress-related symptoms in themselves or their coworkers
- follow recommended schedule of rest breaks, as advised by supervisors

# **Factors Affecting How You Feel**

How "hot" or "cold" you feel depends on 6 main factors:

- 1. Air temperature Air temperature is what can be measured with a thermometer. However, in situations where there is a lot of radiant heat (see below for examples) it is not always an accurate indication of how hot or cold you feel.
- 2. Other sources of heat (radiant heat). These sources can include direct sunlight, machinery that generates heat, hot water, heaters or open flames, asphalt, etc. Over time on a hot day, these sources can radiate heat into the air and add to the amount of heat you "feel".
- 3. Relative humidity is the amount of moisture (water) in the air. The warmer the air, the more moisture it can hold. High humidity makes people feel hotter because sweat does not evaporate off the skin (it is the evaporation of sweat that makes you feel cooler). Cold air with high relative humidity "feels" colder than dry air at the same temperature. Why? Because high humidity in cold weather increases the conduction (loss) of heat from the body to the surrounding air.
- 4. Moving air (speed) usually cools a person. This cooling provides relief in a hot environment as long as the moving air is cooler than the person. In cold situations, air movement can create wind chill and make you feel much colder than the temperature may indicate.
- 5. Physical exertion (how hard you are working) also influences how hot or cold you feel. Moving around or
- 6. Working generates heat. When working on a very hot day, this movement increases your heat stress.
- 7. Clothing can help you stay warmer. However, when mist, rain or sweat is heavy enough to make your clothing wet, you feel colder as wet clothing loses its insulating properties.



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#### **Other Factors**

A person's general health also influences how well the person adapts to heat and cold. Those with extra weight often have trouble in both cold and hot situations due to the body having difficulty maintaining a good heat balance. Age (particularly for people about 45 years and older), poor general health, and a low level of fitness will make people more susceptible to feeling the extremes of heat and cold.

Medical conditions can also increase how susceptible the body is to heat and cold. People with heart disease, high blood pressure, respiratory disease and uncontrolled diabetes may need to take special precautions.

In addition, people with skin diseases and rashes may be more susceptible to heat, while people with Raynaud's disease (also known as white finger or vibration disease) will be more susceptible to the cold.

Substances – both prescription or otherwise – can also have an impact on how people react to heat and cold. Additional information is available from "Work Place Health and Safety – Working in the Heat and Cold" document.

Additional information is available from "Work Place Health and Safety – Working in the Heat and Cold" document.



#### PROTECTING WORKERS FROM HEAT STRESS PROCEDURE

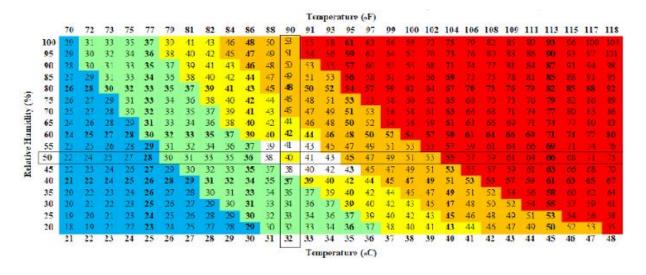
Legislative reference: OHS Code Part 7 Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

#### PROTECTING WORKERS FROM HEAT STRESS

Road to Rail Construction Supervisors are responsible to look after our teams while working in hot weather, the following steps shall be followed from May to October:

- A. From May 1 to October 30 every Job shall be equipped with a heat stress first aid kit, additional drinking water and electrolyte balance powdered drink mix.
- B. Supervisor will ensure workers are drinking adequate amounts of water and taking adequate breaks throughout the day.
  - a. Workers will ensure they are drinking 3 bottles of water for every 1 bottle of electrolyte balance fluid.
  - b. Workers are reminded energy drinks are not permitted on Road to Rail Construction sites.
- C. Supervisors will ensure workers that have not acclimatized to working in the heat, are allowed to acclimatize and are monitored for heat stress.
- D. Supervisors will ensure a copy of Work Safe Alberta Best Practice Working Safely in Heat and Cold (http://work.alberta.ca/documents/WHS-PUB\_gs006.pdf) and OSHA Using the Heat Index: A Guide for Employers
  - (https://www.osha.gov/SLTC/heatillness/heat\_index/pdfs/all\_in\_one.pdf) is reviewed with all workers and is available in the Job trailer.
- 1. Look up the current temperature and humidity at www.theweathernetwork.com for the area you are working in.
- 2. Refer to the humidex chart below and determine the humidex number (ie. At 30C and 50% humidity, the humidex number is 40).





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3. Refer to the table below and determine the work permitted and required approval (at a 40 humidex the Supervisor must contact the Manager for approval to work in these conditions and follow the modified work schedule of 30 minutes of relief per hour of work).

Humidex	Required Approval	Work Permitted	Mitigation	Degrees of Comfort
25 - 29	None	Regular Schedule	Provide water as needed	No discomfort
30 - 37	Supervisor	Regular Schedule	Notify workers to drink extra water and review heat symptoms	Some discomfort
38 - 39	Supervisor	Modified Work	Provide 15 minutes of relief per hour of work	Great
40 - 41	Supervisor	Modified Work	1 To vide 30 minutes of fener per hour of work	discomfort
42 - 44	Manager	Modified Work	Provide 45 minutes of relief per hour of work	Avoid exertion
45 - 53	President	Emergency work only	Stop work until humidix is 44 or less	Dangerous
>54	No Work Permitted	All work must stop	All work must stop	Heat stroke imminent

4. Supervisor will ensure all workers have reviewed the warning signs of heat stress below. A heat stroke victim is usually unable to recognize the heat stroke signs and symptoms. His or her survival depends on a co-worker's ability to recognize the symptoms and seek immediate medical help.

Early Warning Signs	As Heat Stress Worsens:	First Aid For Heat Exposure
Headache	Breathlessness (having trouble	Get medical help, or bring the
Dizziness / faintness	catching your breath)	person to a medical facility.
<ul> <li>Irritability / anger / mood change</li> </ul>	• A strong rapid pulse changes to a	• Move the person to a cooler area
Fatigue	weak rapid pulse	where they can rest (such as an air-
Heavy sweating	Severe headache	conditioned building or vehicle, or
<ul><li>Prickly heat (heat rash)</li></ul>	Severe muscle cramps	into the shade)
Muscle cramps (especially after	Confusion	<ul> <li>Take off excess clothing (hard</li> </ul>
several days of exposure)	<ul> <li>Skin goes from feeling cold and</li> </ul>	hat, boots, shirt, coveralls, etc.)
Changes to breathing and pulse	clammy to hot and	Give the person water to drink
rate	dry	(only if they are able to drink it on
Dehydration	<ul> <li>Severe dehydration</li> </ul>	their own)
	<ul> <li>Sweating may stop</li> </ul>	<ul> <li>Cool the person with cold</li> </ul>
	Exhaustion	compresses (located in the heat
	<ul> <li>Coma and possible death</li> </ul>	stress first aid kit) and rapid
		fanning



#### PROTECTING WORKERS FROM COLD STRESS PROCEDURE

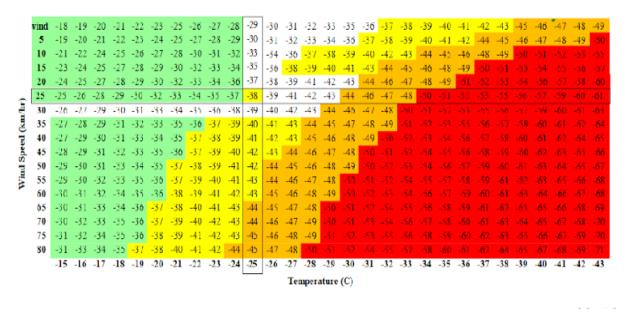
Legislative reference: OHS Code Part 7 Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

#### PROTECTING WORKERS FROM COLD STRESS

Road to Rail Construction Supervisors are responsible to look after our teams while working in cold weather, the following steps shall be followed from November to April:

- A. The Supervisor will ensure fresh water is available; workers are drinking adequate amounts of water and taking adequate warm up breaks throughout the day. Note: Workers are reminded that energy drinks are not permitted on Road to Rail Construction sites.
- B. From November to April, Supervisors will ensure that the crew has adequate clothing and PPE for working in the cold (ie. thermal layers, winter boots, hard hat liners)
- C. Supervisor will ensure that the outermost layer of all clothing worn is hi-vis or fire retardant.
- D. Supervisor will ensure workers that have not acclimatized to working in the cold, are allowed to acclimatize and are monitored for cold stress.
- E. Supervisor will ensure a copy of Work Safe Alberta Best Practice Working Safely in Heat and Cold (http://work.alberta.ca/documents/WHS-PUB\_gs006.pdf) is reviewed with all workers and is available in the doghouse.
- 1. Look up the current temperature and wind speed at www.theweathernetwork.com for the area you are working in.
- 2. Refer to the chart below and determine the wind chill temperature (ie. At -25C and 25 kph wind, the wind chill temperature is -38C).





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3. Refer to the table below and determine the work permitted and required approval (at -38C wind chill the Supervisor follow the modified work schedule of 75 minutes work with a 10 minute break during a 4 hour work period).

Wind Chill	Required Approval	Work Permitted	Max Work Period	Breaks 4 Hour Work Period	Risk of Frostbite
>-36	Supervisor	Regular Schedule	Normal Work Hours	1	Low
-37 to -39	Supervisor	Modified Work	75 Minutes	2	Medium, exposed skin will freeze in 10-30 minutes
-40 to -43	Supervisor	Modified Work	55 Minutes	3	Medium, exposed skin will freeze in 10-30 minutes
-44 to -46	Supervisor /Manager	Modified Work	40 Minutes	4	High, exposed skin will freeze in 5-10 minutes
-47 to -49	Supervisor/ Manager	Emergency work only	30 Minutes	5	High, exposed skin will freeze in 5-10 minutes
<-49	No Work Permitted	All work must stop	No Work Permitted	No Work Permitted	Warning, exposed skin will freeze in 2-5 minutes

- (1) The schedule applies to any 4-hour work period with moderate to heavy work activity, with warm-up periods of 10 minutes in a warm location, and with an extended break (e.g. lunch) at the end of the 4-hour work period in a warm location. For Light-to-Moderate Work (limited physical movement): apply the schedule one step lower. For example, at –35C with no noticeable wind, a worker at a job with little physical movement should have a maximum work period of 40 minutes with 4 breaks in a 4-hour period because they generate less body heat when they are less active and therefore, will get colder sooner.
- (2) If no wind speed information is available: 8kph: light flag moves; 16kph: light flag fully extended; 24kph: raises newspaper sheet; 32kph: blowing and drifting snow.
- 4. Supervisor will ensure all workers have reviewed the warning signs of cold stress below.

Any worker who was shivering but has now stopped shivering is at extreme risk for hypothermia! Do not assume that they are "getting used to the cold". The survival of the victim depends on their coworker's ability to recognize the symptoms of hypothermia. The victim is generally not able to notice his or her own condition.



#### Early Warning Signs

- Physical discomfort (feeling cold) and trench foot:
- Possible injuries such as pulled muscles
- Loss of feeling and dexterity in fingers, hands and toes
- Frost nip (outermost layers of skin turn white)

#### As Cold Stress Worsens:

- Extreme discomfort
- Extreme shivering (core temperature down to 35C), and then shivering stops
- Severe hypothermia (core temperature about 33C)
- Frost bite (skin freezes deeply)
- Loss of consciousness (core temperature 30C)
- Heart stops

# First aid for frostbite, immersion

- Get medical help.
- Move the victim to a warm area.
   Move the victim to a warm area.
- Gently loosen constricting clothing or jewellery that may restrict blood circulation.
- Loosely cover the affected area with a sterile dressing such as gauze. Place some gauze between fingers and toes to absorb moisture and prevent them from sticking together.
- Quickly transport the victim to an
   Quickly transport the victim to an emergency care facility.
- DO NOT attempt to rewarm the affected area on site (but do stop the person from getting any severe tissue damage can result.
- DO NOT allow the victim to drink DO NOT allow the victim to drink alcohol or smoke.
- DO NOT rub the area with snow or ice.

# First aid for frostbite, immersion and trench foot:

- Get medical help.
- Gently loosen constricting clothing or jewellery that may restrict blood circulation.
- Loosely cover the affected area with a sterile dressing such as gauze. Place some gauze between fingers and toes to absorb moisture and prevent them from sticking together.
- emergency care facility.
- DO NOT attempt to rewarm the affected area on site (but do stop the person from getting any colder). If there is a chance that the colder). If there is a chance that the affected area will get cold again, do affected area will get cold again, do not rewarm the skin. If the skin is not rewarm the skin. If the skin is rewarmed and then freezes again, rewarmed and then freezes again, severe tissue damage can result.
- DO NOT rub the area or apply dry
   DO NOT rub the area or apply dry
  - alcohol or smoke.
  - DO NOT rub the area with snow or ice.



#### **USE OF CLEANING SOLVENTS**

Legislative reference: OHS Code Part 4 – Chemical Hazards, Biological Hazards and Harmful Substances, Part 18 - Personal Protective Equipment

Last Revision: March 2023 Last Review: February 2023

Cleaning solvents are used in day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. When possible, solvents should be non-flammable and nontoxic.

The supervisor must be aware of all solvents that are used on the job and be sure that all workers have been instructed on their proper usage and any hazard they pose.

SDS are readily available. Always check the SDS for information about the solvent being used and ensure that the proper protective equipment is being used.

Employees must wear the proper PPE for the product they are using.



Example of a cleaning solvent

The SDS for Brakleen (an industrial grade brake parts cleaner) states the following for eye/face PPE:

# Individual Protection Measures, such as Personal Protective Equipment Eye/face protection

Wear safety glasses. Additional protection like goggles, face shields, or respirators may be needed dependent upon anticipated use and concentrations of mists or vapors. Eye wash fountain and emergency showers are recommended. Contact lens use is not recommended.

RTRC employees must follow the PPE recommendations in the SDS for the chemicals they are using.



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# **CRANES, HOISTS AND LIFTING DEVICES**

Legislative reference: OHS Code Part 6 – Cranes, Hoists and Lifting Devices

Last Revision: March 2023 Last Review: February 2023

Cranes, hoists and lifting devices are to be operated only by trained and competent personnel and in accordance with manufacturer specification (operator's manual).

A copy of the operator's manual must remain in the crane cab at all times for immediate reference. If using a crane, the swing radius of the arm must be clearly marked and/or barricaded. Cranes, hoists and lifting devices must be placed on solid, stable ground.

If the lifting device is not commercially manufactured or has been modified, it must be certified by a professional engineer. A lifting device with a rated load capacity more than 2000kg must have the load capacity marked on the equipment.

Work within the rated capacity of the manufacturer's guidelines and ensure all safety devices are in proper working order. A signal person must be used if the operator's view of the load is obstructed in any way.

All operators may refuse to lift a load if there is an observed safety concern. The operator must keep the load as close to the ground as possible

Workers must ensure they do not walk under any loads being hauled or lifted, stay clear of suspended loads.

Operators shall not pass a load over workers.

When working near electrical lines, a trained signal person must be used to ensure that equipment remains a minimum of 20 feet from any live wires.

If equipment cannot be spotted at a distance greater than 20 feet from any electrical power line, Road to Rail Construction will cease operations and require the line be de-energized and properly grounded. Supervisor MUST verify that the line is de-energized and grounded prior to re-commencing work and a note must be made in the daily log.

Lifting devices must be maintained, assembled, disassembled and inspected by competently trained personnel in accordance with manufacturer's specifications and recommendations. All maintenance and inspection will be documented in a monthly maintenance log.

Road to Rail Construction ensures that appropriate equipment for lifting, lowering, pulling, pushing, carrying, handling, or transporting heavy or awkward loads is provided where it is practical. Mechanized equipment should be used for material handling, whenever practicable.

As per Road to Rail Construction policy, a pre-operation hazard assessment will be conducted prior to any work commencing. Hazard assessments are included in the pre-job safety meetings to allow supervisors and workers to review the job that is to be completed; the dangers associated with the task and the control measures that are to be implemented to make the task safe. All appropriate PPE, signage, and signals will be reviewed with workers as well.



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# **MANUAL LIFTING**

Legislative reference: OHS Code Part 14 – Lifting and Handling Loads

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction ensures that workers are trained in proper safe lifting techniques.

Whenever possible you should use a mechanical means of lifting heavy objects. Devices such as hand trucks, wheelbarrows, forklifts, and overhead cranes can prevent serious back injuries.

When a mechanical means of lifting is not practicable, a hazard assessment will be done to assess the following:

- The weight of the load,
- The size of the load,
- The shape of the load,
- The number of times the load will be moved
- The manner in which the load will be moved.
- Area where the work is to be performed

#### **Proper Lifting**

Most scientific studies have shown that the old recommendation of bending your knees and lifting with your legs has little to no effect on reducing back injuries. Instructing workers to use a specific lifting technique is no longer recommended. These are a few key points which should always be followed when lifting and lowering objects:

- 1. When lifting an object, keep the load as close to your body as possible. The closer the load is to your body, the more easily it is counterbalanced by the weight of your body.
- 2. Avoid twisting while lifting and lowering a load. Always turn and take a step as opposed to twisting your torso.
- 3. Lift in a smooth and controlled manner. Avoid jerky movements which can lead to injury.
- 4. Always keep your back straight while lifting.



#### **POWER TOOLS & HAND TOOLS**

Legislative reference: OHS Code Part 25 – Tools, Equipment and Machinery

Last Revision: February 2023 Last Review: February 2023

The use of any equipment, tool and/or appliance requires the proper training and safety equipment, and when necessary, the supervision of another competent worker. A worker must not use any tool, equipment, material, appliance or product without following the manufacturer's recommendations for safe use.

Check that all tools are in good working order and that they are suitable for the job. All extension cords, portable lamps and electric tools must have proper grounding connections. The use of double insulated tools is recommended.

Tools and equipment that are defective can cause serious injury to persons or property. If you come across a defective tool or piece of equipment, tag it "Do Not Operate" and take it out of service until repaired or replaced.

#### **Hand Tools:**

Use tools in good working condition

- Never pass hand tools by means of throwing.
- Never carry sharp tools or objects in a pocket
- Never use sparking tools in the presence of flammable or explosive vapours
- Always choose the right tool for the job being done

#### **Power Tools:**

- Check for damaged cords before operating tool
- If using extension cord; use one long cord instead of connecting more short ones
- To ensure proper grounding always use three pronged plugs
- When leaving a tool unattended, always unplug the tool or in the case of a pneumatic tool, release air pressure from the line.



# **EQUIPMENT SAFETY DEVICES**

Legislative reference: OHS Code Part 22 - Safeguards

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction management, supervisors, foreman and the safety officer are responsible for ensuring legislated safety devices are in place and in safe working condition. These devices include safety catch hooks, back up alarms, locking devices, lights, rollover protective devices, and National Safety Code requirements.

#### **Barricades**

Barricades are to be placed around an identified hazardous area for the protection of workers, contractors, subcontractors and any visitors to warn them of the present danger.

#### **Scaffolds**

All scaffolds must be erected in accordance with the manufacturer's recommendations, or in compliance with the accepted industry practice. All scaffolds must be put up level and on a firm base and supported and anchored to prevent accidental movement. All scaffolds must be equipped with guard rails and toe boards if the working height exceeds 3 metres, is erected over moving equipment, or is erected over an area where other persons will pass or are working.

#### **Safeguards**

Safeguards will be put in place anywhere that a worker may accidentally, or through the work process, come into contact with moving parts, sharp points, energized electrical cables, etc. No person shall remove a safeguard from a machine that is operating, if the safe guard is not designed to be removed while the machine is operating.



### ENTRANCES, WALKWAYS, STAIRWAYS & LADDERS

Legislative reference: OHS Code Part 8 - Entrances, Walkways, Stairways and Ladders

Last Revision: February 2023 Last Review: February 2023

#### **Entrances & Exits**

All accesses and exits must be kept clear of obstruction at all times.

#### **Walkways & Platforms**

Walkways must be strong enough and wide enough to support the equipment and workers who use it, have the appropriate total boards and guard rails and at all times be kept free of any tools or objects that could cause tripping or falling.

#### **Stairways**

The employer must ensure that the width of the treads and the height of the rise of a stairway are uniform throughout its length, and the treads of a stairway are level. Stairways with five or more risers must have an appropriate handrail that extends the entire length of the stairway and is secured and cannot be dislodged. Stairways with open sides must have a handrail and an intermediate rail or equivalent safeguard on each open side.

#### Guardrails

All work areas, walkways and platforms whether permanent or temporary are to be encompassed by approved guardrails with an upper and intermediate rail and toe board to provide a safe sturdy working surface. All floor openings must have a securely installed temporary covering or proper guardrail. Guardrails will be installed for the safety of employees to prevent dislodgement in any direction.

#### Ladders

Only CSA approved ladders equipped with non-skid shoes should be used. All ladders should be secured against movement by tying the top or having another worker hold the ladder. The base of any inclined ladder should be no further from the base of a wall or structure than ¼ of the length of the ladder where it contacts the structure. The side rails of the ladder should extend at least 1 meter above a platform or landing where the ladder is used for access to the platform or landing. No one should work from the top two rungs or steps of any ladder. Wooden ladders must not be painted.



#### LADDER RATING AND TYPES

Legislative reference: OHS Code Part 8 - Entrances, Walkways, Stairways and Ladders

Last Revision: February 2023 Last Review: February 2023

Ladders are rated to the duty or service to which they will be put and the working load under which they will be used in a standard inclined position.

## Proper Ladder Use

- The ladder should be long enough for the job and should protect at least three 3 feet above the level of the point of support.
- Wooden ladders should not be painted, since this may hide serious defects that may develop
- Use a straight ladder not a stepladder if the work task requires that you need to reach a height in excess of 20 feet.
- Place the ladder on a solid, firm, flat surface. The feet of extension or step ladders should be level.
- A board may be necessary to ensure that its level or to prevent it from sinking into soft ground.
- Keep the area around the base of the ladder uncluttered.
- When you use a stepladder, make certain that it's fully open and its spreader is locked securely.
- Both railing of the top section of a straight ladder must be resting on a firm support.
- Ladders should be firmly secured or tied off at the top before anyone works with power equipment from the ladder.
- Always make sure that the ladder is not placed in front of a door that opens toward the ladder unless the door is blocked or guarded.
- When using the ladder for access to high places, always securely tie off the ladder to prevent it from slipping.
- When a ladder is used to climb onto a platform or roof make certain that it extends at least three feet above the platform or roof edge contact point.
- NEVER stand on the top 2 rungs of ladders and NEVER stand on the top step or platform of a ladder.
- NEVER place a ladder on an unstable surface.
- Make sure that the locking device is fully secured on extension ladders before use.
- Go down the ladder facing the ladder and only take one step at a time.
- Always maintain 3-point contact when working on a ladder.
- Do not attempt to reach too high as you may lose your balance.
- NEVER walk a ladder while standing on it.
- NEVER walk under a ladder.
- NEVER place a ladder against a windowpane or sash. Fasten a board (do not use nails) across the ladder to give a bearing surface at each side of the window.
- NEVER slide down the side rails of ladders.
- Ladders need to be inspected prior to use.
- Examine and replace worn or frayed ropes or extension ladders.



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• Do not attempt to straighten or allow to remain in use, a bent or bowed ladder.

#### **Electrical Work**

Metal ladders should never be used for electrical work, and they should always be kept clear of overhead power lines and electrical circuits when used for their projects.

The use of metal ladders should be avoided when there is a possibility that they will be used around electricity, even inadvertently.

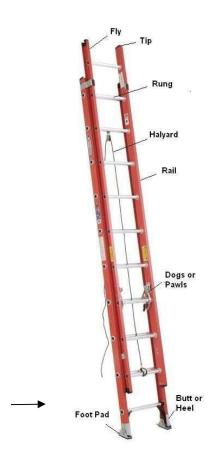
Wooden ladders with metal reinforcing rods shall not be used for electrical work, due to the danger of inadvertent electrical contact.

# **Ladder Inspections**

Ladders should be inspected prior to use for loose or damaged rungs, steps, rails or braces. Ensure that step ladder spreaders are sturdy and can be locked in place.

Check ladder rungs to be sure that they are free of any slippery material.

Check ropes and pulley etc. on extension ladders for lubrication and good repair.





# **OVERHEAD POWER LINES**

Legislative reference: OHS Code Part 17 – Overhead Power Lines

Last Revision: February 2023 Last Review: February 2023

When working near overhead power lines, onsite supervisors will discuss the height and voltage of the overhead power line, indicate on the hazard assessment the location, height, voltage, and warning indicator type posted, and ensure only competent workers are working in the area, with proper spotters, and equipment is readily available to operators and drivers when required.

- 1. Road to Rail Construction will contact the appropriate power line operator before work is done or equipment is operated within **7.0 meters** of an energized power line. This will determine the voltage of the power line and establish the appropriate safe limit of approach distance.
- 2. Only competent workers will be permitted to operate heavy equipment while working within the safe limit of approach distance.
- 3. Magnetic grapple systems will be affixed at all times when working near overhead power lines to remind operators of danger.
- 4. The following controls will be implemented and documented on the FLHA card when working near overhead power lines:
  - While transporting equipment under any energized overhead power lines a spotter must be utilized at all times.
  - The trained competent spotter shall be outfitted with a hand held radio and/or signal horn.
  - The operator and spotter will establish the proper use of hand signals to be used.
- 5. If required, a representative of the power line operator will provide assistance in protecting all workers at the site while we perform our jobs. All workers are required to follow the directions provided by the company and the power line operator's representative in ensuring that all safe distances are kept while working near a power line.
- 6. Overhead power line signs or warning indicators shall be posted on power line poles to indicate the location and ensure clear visibility by all employees
- 7. For more information on required permits, voltages, or line locations please contact the following provincial organizations:
- 8. The onsite supervisor and operator of the equipment shall not permit equipment to approach overhead power lines within the safe limits of approach distance at described below:



# Safe limits of Approach from Power Lines for Persons and Equipment

Operating Voltage between conductors of overhead power line	Safe limit of approach distance for persons and Equipment
0-750 volts Insulated or polyethylene covered conductors (1)	300 millimeters
0-750 volts Bare, uninsulated	1.0 Meter
Above 750 volts Insulated conductors (1) (2)	1.0 Meter
750 Volts – 40 Kilovolts	3.0 Meter
69 kilovolts – 72 kilovolts	3.5 Meter
138 kilovolts – 144 kilovolts	4.0 Meter
230 kilovolts – 260 kilovolts	5.0 Meter
500 kilovolts	7.0 Meter

#### Notes:

- 1. Conductors must be insulated or covered throughout their entire length to comply with this group
- 2. Conductors must be manufactured to rated and tested insulation levels. 0-750 Volts
- 3. When moving equipment or buildings under overhead power lines, the distances do not apply if the load is transported under power lines and the height of the cargo is less than 4.15 meters. If the height of the cargo is over 4.15 meters a permit is required by all provinces.

# **Emergency Response**

# In The Case Of Power Line Contact:

- The operator should STAY IN the cab or on the equipment and remain calm
- If you have to leave the equipment because of an emergency, jump clear of the equipment landing with feet together in upright position, and SHUFFLE OR HOP with feet together, DON'T STEP
- This is a reportable dangerous occurrence in some provinces; contact your supervisor or the HSE department to ensure the proper reporting procedures are followed.

# The following applies to ground workers:

• When there are downed lines remember that there may be dangers you can't see in the immediate area. Your job is to stay away and secure the area to keep others safely away.



- If you are on energized ground and need to move away electric shock or electrocution by making sure there is no space between your feet. Hop or shuffle your feet while moving out of the energized area. When shuffling, keep your feet touching and do not take steps.
- **10 Meters to Safety.** Stay back at least 10 meters from any contacted equipment or downed power line.
- Depending on the voltage of the downed power line, this distance may increase up to 32 meters.
- Contact the Power Company, project supervisor and manager immediately and be sure to specifically mention the downed wire situation.



#### **CONFINED SPACES**

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 5 - Confined Spaces; Part 7 – Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

Restricted space means an enclosed or partially enclosed space, not designed, or intended for continuous human occupancy, which has a restricted, limited, or impeded means of entry or exit because of its construction. Examples of restricted spaces are a building crawl space, a trench with a temporary protective structure, an electrical or communication utility vault or a deep excavation requiring ladder or lift access.

Confined space means a restricted space which may become hazardous to a worker entering it because of:

- An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity
- A condition or changing set of circumstances within the space that presents a potential for injury or illness
- The potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space

A worker is considered to have entered a confined space when the worker's breathing zone crosses the plane of the confined space access.

## Responsibilities

Supervisor Responsibilities:

- Ensure all employees involved in confined space entry and rescue have received training and have been deemed competent.
- Employees have been trained in the use, care, limitations and maintenance of personal protective equipment and rescue devices.
- Identify hazards with the employees associated with confined spaces.

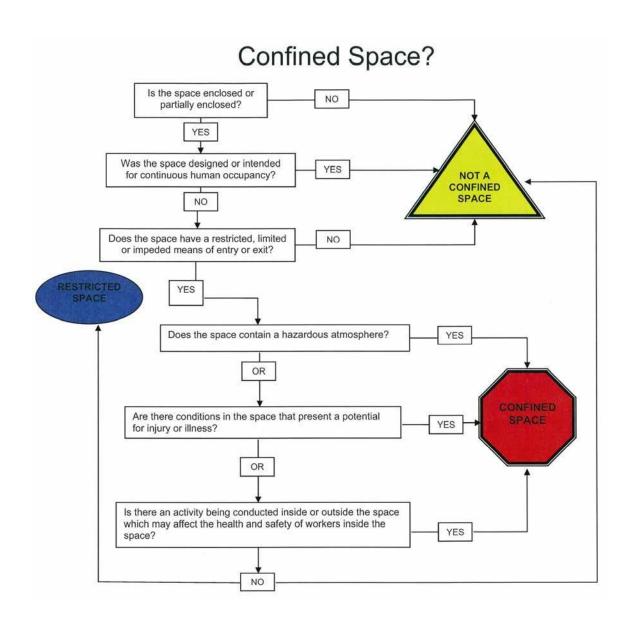
## Entrant(s) responsibilities:

- Must be trained in confined space entry
- Must be aware of the hazards of the confined space
- Must attend a pre-entry safety meeting
- Must use appropriate equipment properly
- Must exit the space if:
  - An alarm is activated
  - Communication is lost
  - They are ordered to evacuate



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## TRAFFIC FLOW ON WORKSITES (FLAGGER)

Legislative reference: OHS Code Part 12 s. 194 – General Safety Precautions, Vehicle Traffic Control; Traffic Safety Act Regulation 304/2002 Use of Highway and Rules of the Road - Part 2 Operation of Vehicles Division 1 Direction to Drivers

Last Revision: February 2023 Last Review: February 2023

Traffic at work sites must be regulated in such a manner as to protect the safety and wellbeing of all personnel and equipment.

Supervisors are responsible for facilitating and/or providing proper instruction to their workers on protection requirements and identifying potential hazards.

All employees are to wear hi-visibility vests while on a jobsite of Road to Rail Construction Group Inc. Worker Responsibility:

- Erect signs and barricades to direct traffic safety around worksite.
- Restrict on-site traffic.
- Obtain authorization to enter restricted work areas, leases or plant site.
- Prior to operation the operator must perform a walk around check of the vehicle.
- Operate vehicles in a safe, courteous manner.

#### **Training:**

Road to Rail Construction and/or subcontractors shall ensure that whenever traffic control is required, any person assigned to be a traffic control person is adequately trained and effectively performs their role in the traffic control arrangements and procedures for the work. Whenever the movement of vehicular traffic constitutes a risk to the safety or health of a worker, Road to Rail Construction and/or subcontractors shall train workers in the safe work procedures for traffic control. Road to Rail Construction and/or subcontractors shall ensure that before a worker is designated as a flag person or traffic control persons, the worker is trained in the safe work procedures for the safe control of traffic operations.

#### **Control Measures:**

Traffic control signs and devices must be positioned and used as specified in the traffic control manual book seven (issued by the Ministry of Transportation), methods described, and its updates, published up to and including January 2014 by the transportation association of Canada or the appropriate provincial/territorial regulations.

If vehicular traffic creates a risk to the safety or health of a worker, Road to Rail Construction and/or subcontractors shall ensure that one or more of the following measures are taking to adequately protect the worker:

- Barriers
- Delineators
- Warning signs
- Flares
- Blocker Trucks

- Barricades
- Lane Control devices
- Flashing lights
- Traffic Control devices
- Crash Trucks



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- Sign trucks
- Longitudinal Buffer Areas

- Speed Control Devices
- Conspicuously Identified Pilot Vehicle

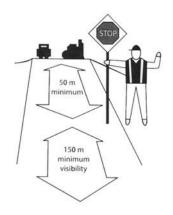
## **High Visibility Work Apparel, Protective Clothing:**

Road to Rail Construction and/or subcontractors shall provide high visibility safety apparel that meets the requirements of CSA-Z96-02, High-Visibility safety apparel, and that is appropriate for the risk, to a worker who is exposed to risk of injury from a moving vehicle.

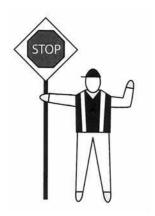
- 1. A worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:
  - 1. The garment shall be fluorescent blaze or international orange in color.
  - 2. On the front and the back, there shall be two yellow stripes that are 5 centimeters wide. The yellow area shall be total at least 500 square centimeters on the front and at least 570 square centimeters on the back.
  - 3. On the front, the stripes shall be arranged vertically and centered and shall be approximately 225 millimeters apart, measured from the center of each stripe. On the back, they shall be arranged in a diagonal "X" pattern.
  - 4. The stripes shall be retro-reflective and fluorescent.
  - If the garment is a vest, it shall have an adjustable fit.
  - A nylon vest to which this section applies shall also have a side and front tear-away feature.
  - In addition, a worker who may be endangered by vehicular traffic during night-time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility-enhancing stripes with a minimum area of 50 square centimeters per side

## **Communication:**

Road to Rail Construction and/or subcontractor shall ensure traffic control person is provided with, and must use, an effective means of communication when traffic control persons are not visible to each other, which under no circumstances means a system of passing batons or similar items to indicate the last vehicle traveling through the zone under control.

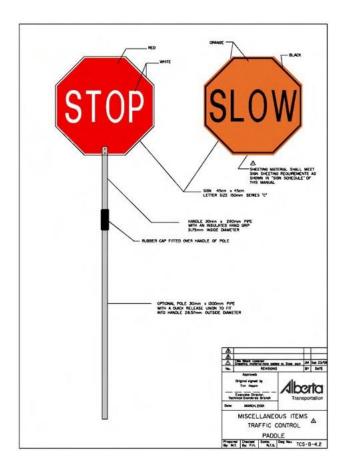








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Stop/Slow paddle for flag persons



Acceptable "Flag Person Ahead" signs



## HAND TOOL USAGE

Legislative reference: OHS Code Part 25 - Tools, Equipment and Machinery

Last Revision: January 2021 Last Review: February 2023

#### **Defective Tools**

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT. Defective tools shall be reported to your direct supervisor and be marked "DEFECTIVE - DO NOT USE." Be aware of problems like:

- Chisels and wedges with mushroomed heads;
- Split or cracked handles;
- Chipped or broken drill bits;
- Wrenches with worn out jaws; and
- Tools which are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

- Never use a defective tool;
- Double check all tools prior to use; and
- Ensure defective tools are repaired.

Air, gasoline or electric power tools require skill and the operators' complete attention, even when they are in good condition. Don't use power tools when they are defective in any way. Watch for problems like:

- broken or inoperative guards
- insufficient or improper grounding due to damage on double insulated tools
- no ground wire (on plug) or cords of standard tools
- the on/off switch not in good working order
- tool blade is cracked
- the wrong grinder wheel is being used, or the guard has been wedged back on a power saw

Remove all defective tools from the work area and mark, "DEFECTIVE – DO NOT USE."

#### **Shatter Proof Hammers**

Our team determined that shatter proof hammers have a reduced risk of failure during use. Effective May 1, 2017 any hammer that is taken out of service shall be replaced with a shatter proof hammer until all other hammers have been removed from service.

## **Compressed Air**

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a detriment rather than a benefit.

- compressed air must not be used to blow debris or to clear dirt from any worker's clothes
- ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools



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- all hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable"
- wear personal protective equipment such as eye protection and face shields
- restrict access to the area or ensure other workers in the area are aware of hazards
- hoses must be checked on a regular basis for cuts, bulges, or other damage and ensure that defective hoses are repaired or replaced
- a proper pressure regulator and relief device must be in the system to ensure that correct pressures are maintained
- the proper air supply hoses must be used for the tool/equipment being used
- the equipment must be properly maintained according to the manufacturer's requirements
- air compressors need to be drained nightly



#### **HOT WORK**

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 10 s. 169 – Fire and Explosion Hazards: Hot Work; Part 18 – Personal Protective Equipment; Part 26 – Ventilation Systems

Last Revision: March 2023 Last Review: February 2023

## **Definition**

Hot work is defined as work in which a flame is used or sparks are present, or other sources of ignition may be produced. Hot work includes activities such as cutting, welding, burning, drilling, grinding, soldering, and chipping. Hot work can create serious fire hazards and associated risks of injury and property damage. Hot work must be conducted according to manufacturer's standards and legislative requirements. All workers will be provided hot work training prior to the commencement of hot work activities

#### Guidelines

- Always ensure adequate ventilation is supplied in the area where hot work is being done
- Only skilled, experienced, and competent workers trained in hot work activities shall perform hot work
- All equipment must meet manufacturer's specifications
- A hot work permit is required prior to initiating the work at contractor sites
- The immediate area must be cleaned up and inspected prior to conducting hot work. The cleanup must be conducted to remove all grease, dust, wood, sawdust, and other flammable debris from the work area
- All other flammable materials and containers must also be removed and placed at a safe distance from the worksite and in their proper storage areas
- Fire extinguishers and any other firefighting equipment that may be required must be readily available within close proximity of the worksite
- Where hot work must be conducted on or adjacent to flammable surfaces such as wooden
  walls, floors, or other structures, the flammable surfaces must be watered down and kept wet
  until all work is completed and temperatures have cooled
- A spark or fire watch worker must be used to monitor for fire during the work (unless in a shop
  or other area designated for this type of work). The fire watch worker must remain at the
  worksite until the supervisor deems there is no longer any potential for a fire.
- Spark or fire watch workers will be advised of specific responsibilities for each job and will be determined competent by the supervisor prior to beginning the hot work
- For high fire hazard conditions the manager or supervisor shall be advised of, approve, and be responsible for all hot work on the field site
- When working overhead, use fire restraint materials to contain or control slag and sparks

## **Storing Compressed Gas Cylinders**

- Store cylinders in a clearly identified, dry, well-ventilated storage area that is not exposed to heat or the direct rays of the sun, and away from doorways, aisles, elevators, and stairs.
- Post "no smoking" signs in the area.



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- Store cylinders, both empty and full, in the upright position and secure with an insulated chain or non-conductive belt.
- During storage, close the cylinder valves with the protective caps in place.
- With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure.
- Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, and high temperatures.
- Protect cylinders from falling. Use a chain or adequate support system. Consider securing each
  cylinder separately to prevent other cylinders from falling when items are removed from
  storage.
- Store oxygen cylinders and fuel gas cylinders separately. Indoors, separate oxygen from fuel gas cylinders by at least 6.1 m (20 ft), or by a wall at least 1.5 m (5 ft) high with a minimum half-hour fire resistance. (From: CSA W117.2-12 (R-2017) "Safety in welding, cutting and allied processes". Local jurisdiction requirements may vary.)
- Cylinders must also be separated away from flammable and combustible liquids and from materials that easily ignite (such as wood, paper, oil, grease, etc.) by similar requirements as oxygen cylinders (6.1 m, or a fire wall at least 1.5 m high with ½ hr fire resistance).

## **Handling Cylinders**

- To close the cylinder valves, remove the regulator and replace the valve protection cap and hand tight before moving a cylinder.
- Move cylinders with appropriate trolleys and secure the cylinders in an upright position.
- Use proper lifting cradles or a suitable platform when hoisting cylinders by a crane, derrick, or other hoisting mechanism.
- Call the supplier to remove leaky cylinders immediately.
- Secure cylinders in an upright position when cylinders are transported by motor vehicle.

## **DO NOT**

- Do not lift a cylinder by the valve cap. Never sling with ropes or chains or lift with electromagnets.
- Do not drag, slide, or drop cylinders. They can be rolled for short distances on their base.
- Do not allow the cylinders to strike each other violently.
- Never place cylinders on their sides as rollers to move equipment.
- Do not lay acetylene cylinders on their sides. If an acetylene tank has accidentally been left on its side, set it upright for at least one hour before it is used.
- Do not try to refill a cylinder or mix gases in a cylinder.



## HOT WORK PERMIT FORM (SAMPLE)

## HOT WORK PERMIT

## NO WORK IS ALLOWED EXCEPT THAT WHICH IS SHOWN ON THE PERMIT

Date of Issue:	Time of Issue:	Expires:_			
Location and description o	I Work:				
	OXIC LAMMABLE				
			N/A	NO	YES
Has an inspection been ma	de of the unit/equipment to be wor	ked on?			
Where inspected was it for	and to be free of the above material	ls?			
Is an adequate supply of fr	esh air assured?				
Do unit and atmospheric c	onditions permit safe work?				
Appropriate classed fire ex	ttinguishers are close by and readily	y accessible?			
Have staff present been tra	ined in the use of fire extinguishers	s?			
Have combustible materia	Is been removed from the area?				
Has a firewatcher been app	pointed?				
Will the firewatcher remai	n for 30 minutes after work is com	plete?			
Combustible (LEL)	pment and area at AM/		_		
What additional protective	equipment is required? (specify) _				
EXTENT OF THE WORK	H THE PERMIT AND THE JOB. K, THE HAZARDS PRESENT AN MINATE OR MITIGATE THE HA	D THE CONTROLS			



Permit issued by:	Job title:	Time:	
Permit received by:	Job title:	Time:	
Permit Sign Off			
Work complete:	Job title:	Time:	
Permit issuer:	Job title:	Time:	
Work not complete by expiry:	Job title:	Time:	

ALL HOT WORK PERMITS MUST BE SIGNED BY BOTH THE PERMIT RECEIVER AND ISSUER BEFORE WORK STARTS AND AFTER IT IS COMPLETE.



## **ELETRICAL SAFETY**

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 17 – Overhead Power Lines; Part 18 – Personal Protective Equipment

Last Revision: February 2023 Last Review: February 2023

Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment. Use the following guidelines to reduce the risk of personal injury.

- All electrical tools and appliances will be double insulated or have a three prong plug-in
- Only qualified and authorized electricians are allowed to service and repair electrical appliances, tools and equipment
- Prior to operating electrical powered tools and equipment, ensure that you are working on a dry surface
- Tools with damaged cords, grounds and housing units are to be tagged "out of service" and sent for repair missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use
- Damaged or defective equipment and extension cords shall be tagged "out of service" and repaired or replaced as warranted
- Always stand to the side of a service box when resetting a breaker
- All electrical tools must be CSA approved
- Disconnect power tools from power source before making adjustments
- Tools with electrical arcing brushes should be removed when you feel any tingling during use



## **PORTABLE GRINDERS**

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 18 – Personal Protective Equipment; Part 25 – Tools, Equipment and Machinery

Last Revision: January 2021 Last Review: February 2023

Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed.

- Familiarize yourself with the grinder operation before commencing work
- Ensure proper guards are in place
- Never exceed the maximum wheel speed RPM (every wheel is marked)
- Checks the speed marked on the wheel and compare it to the speed on the grinder
- When installing the wheel, check for cracks and defects
- Ensure mounting flanges are clean, the mounting blotters are used and do not over tighten the mounting nut
- Before grinding, run the newly mounted wheel at operating speed, checking for vibration
- Do not use grinders near flammable materials
- Never use the grinder for jobs it is not designed for, such as cutting
- Wear CSA-approved personal protective equipment including eye, face, hand, foot, and hearing protection. Severe injury may occur if proper personal protective equipment is not used and maintained.
- Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3 mm
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3 mm clearance
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool or replace the wheel
- Protect your eyes with goggles or a face shield at all times when grinding
- Each time a grinding wheel is replaced, check the maximum approved speed (stamped on the wheel bladder) against the shaft rotation speed of the machine to ensure the safe speed is not exceeded
- A grinding wheel must not be operated at speeds exceeding the manufacturer's recommendation
- The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation
- Bench grinders are designed for peripheral grinding. do not grind on the side of the wheel
- Do not stand directly in front of the grinding wheel when it is first started
- Wear CSA-approved hearing protection



## CRANES AND RIGGING

Legislative reference: OHS Code Part 6 - Cranes, Hoists and Lifting Devices

Last Revision: January 2021 Last Review: February 2023

#### **Purpose**

Outlines the minimum requirements established for the safe operation, inspection and certification of mobile and overheard cranes/hoists.

## **Mandatory Operating Practices**

Where outriggers are used, they shall be supported by solid base structural materials (compacted aggregates, pads etc.) that will safely support all loads. All hoisting operations must be conducted from a compacted and level pad to reduce the risk of potential tipping hazards.

Operators shall not perform any other work nor leave the controls until the load has been safely landed. When the crane is left unattended, all components must be safely secured. When load movement cannot be fully controlled by the hoist operator, tag lines shall be used to safely control load movement/landing. Taglines must be non-conductive, especially when used within close proximity of overhead power-lines.

No one will ever be permitted to ride on loads, buckets, or hooks suspended from a crane, boom or derrick.

## **Competent Operator Duties**

Operators must be qualified (certified) in the specific hoisting equipment they are approved to operate. As a minimum, the designated operator shall be able to demonstrate:

- A working knowledge of hoist operating instructions, limitations and inspection checks.
- Awareness of required signals for hoisting operations.
- Determine the weight of the object being lifted.
- The use of load charts and pre-lift weight estimates.
- The status of all recent logbook entries.
- That all lifting components including slings, wire ropes, chains, clevises etc., used in the lift are certified and are capable of safely lifting the load.
- That loads are not transferred over worker(s) at any time.
- Scheduled maintenance program checks are conducted by a qualified mechanic to ensure all lifting components are in serviceable condition as required by manufactures specifications (i.e. brakes, boom, cables, sheaves, etc.).
- That all inspection results and logbooks for each crane, hoist, etc., (hard copy or electronic) are readily available.

#### **Signals**

The hoist operator shall ensure the following:



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- Standardized hand signals must be used at all times. These hand signals should be reviewed between the operator and the signaler prior to handling a load.
- That signals are only taken from the designated signal person, except in the case of an emergency when a "stop" signal from any worker shall be promptly obeyed.
- Equipment or load movement does not occur or related activities are stopped until such time as the signal person is visible and hand signals are understood.
- Two way radio communications may be used provided all these are done on a dedicated radio channel to prevent interference from other work activities.
- Refer to Hand Signal Guidelines provided at the end of this section.

## **Lift Ratings**

All cranes, derricks, boom trucks and other hoisting equipment must have a permanently affixed rating plate/chart that clearly shows the safe working loads of equipment under the following conditions:

- 1. Radius of operation limits (with or without outriggers).
- 2. Boom angle indicators on powered mobile equipment having a boom which moves in a vertical plane.
- 3. Ratings for single line load, single layer of rope, second and additional layers of rope according to rope diameter and full drum rating.
- 4. Minimum wire rope types and sizes.
- 5. Manufacturer's specifications for braking power and counterweights.

A portable weight indicator can be used on the load line to determine the mass of a load if unknown. A permanent weight indicator visible to the operator is required on all cranes that will lift more than 9 tonnes at minimum radius.

#### **Safety Devices**

Mobile cranes shall be equipped with an effective warning device (horn) to alert personnel in the area of the impending load or crane movement.

All hook safety latches shall be self-closing. An appropriate fire extinguisher should be carried in the operator cab of the crane.

#### **Hoist Inspection and Certification**

A logbook shall be maintained for the life of the hoist that details service history, inspections repairs, and any other information required by OH&S regulations. The logbook shall be readily available for inspection by a Road to Rail Construction supervisor and/or the safety officer, or an OH&S officer.

The crane/hoist operator of cranes shall conduct a daily formal pre-use inspection of critical components and record findings in the logbook.

The integrity of all hoist load bearing components shall be verified safe through non-destructive testing in accordance with the Manufacturer's specifications annually or prior to returning the hoist to service after structural repairs are conducted.



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Shall be repaired before reuse, with workmanship and quality of materials restoring them to not less than the capacity of the original boom or boom suspension system and such repairs shall be entered in a log book as previously described, and be signed by the person responsible for making the repairs.

#### Rigging

A competent and qualified worker shall inspect all wire ropes, chains or slings prior to using them to perform any lift. If such equipment is worn, frayed, kinked, twisted or showing any other signs of damage or weakness, it shall not be used.

Ropes, chains and slings shall be protected from sharp edges, etc. during any lift and shall be properly stored when not in use.

Only equipment that has been tested and approved for lifting applications may be used. Defective equipment must be returned for repair or disposal.

The maximum load rating of the rigging must be legibly marked on the rigging, or if this is not practicable, the maximum load rating must be available to all workers at the work site. The rated capacity of rigging equipment must not be exceeded.

#### Slings

All synthetic fiber slings must be permanently identified with the:

- Manufacturer's name or mark.
- Manufacturer's code or stock number.
- Working load limits.
- The type of synthetic fibre the sling is made of.

#### **Removal from Service Criteria**

Must be removed from service and destroyed when:

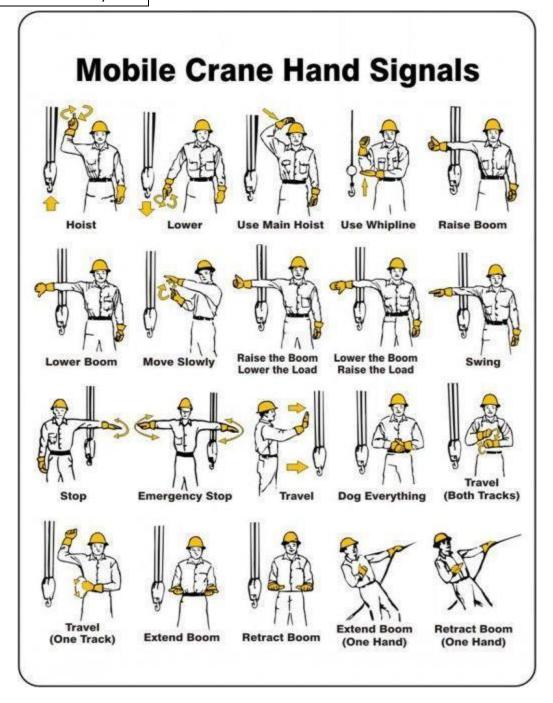
- The edge of the web cut exceeds the web thickness.
- Abrasion exceeds 15 % of the webbing thickness
- Any part of the sling is melted, charred or damaged by chemicals.
- Stitches in load bearing splices are broken or worn.
- Warp thread damage to the full depth of the sling thickness extends to within ¼ of the sling width of the edge or the width of damage exceeds 1/8 the width of the sling.
- Weft thread damage allows warp thread separation exceeding ¼ the width of the sling and extends in length more than twice the sling width.
- A combination of the above types of damage of approximately equal total effects are present.
- Synthetic fiber slings must not be exposed to a temperature above 82°C (180°F) unless otherwise permitted by the manufacturer.



## STANDARD HAND SIGNALS

Last Revision: January 2021

Last Review: February 2023





## ISOLATION OF ENERGY SOURCES (LOCKOUT AND TAGOUT)

Legislative reference: OHS Code Part 15 - Managing the Control of Hazardous Energy

Last Revision: February 2023 Last Review: February 2023

**OHS Code Part 15 s.212 states:** "If machinery, equipment or powered mobile equipment is to be serviced, repaired, tested, adjusted or inspected, an employer must ensure that no worker performs such work on the machinery, equipment or powered mobile equipment until it has come to a complete stop[...] and is otherwise rendered inoperative in a manner that prevents its accidental activation."

Before doing any maintenance and/or repair work on air, electrical, hydraulic, mechanical or steam driven equipment, steps must be taken to ensure the equipment is safe to work on. All lockouts will be conducted under the supervision of the worker's immediate supervisor.

Employees are prohibited from performing maintenance on equipment that has not had all of its energy sources isolated and locked out.

The following procedure shall be followed:

- 1. Workers will notify their immediate supervisor of their intentions. Supervisors will assist, monitor and verify the lockout process.
- 2. Check with all workers impacted by the piece of equipment that it is safe to shut it down. This is especially important when shutting down light plant generators when the accumulator is in use or a consultant shack is plugged in.
- 3. Shut down the equipment.
- 4. Lockout the equipment as follows:
  - a. Install hasp.
  - b. Worker and supervisor shall install appropriate lock (NO Padlocks) and tag indicating:
  - c. Company name, worker name (or position) and contact phone number.
  - d. Reason the equipment is being locked out (ie. Change oil)
  - e. The area being worked on (ie. Equipment engine)
  - f. Note: Personnel must keep the key to the lock on them at all times.
  - g. Conduct a zero-energy test to ensure the equipment is de-energized (try to start or operate the equipment).
- 5. Once the work is complete, the worker will notify their immediate supervisor. The worker and immediate supervisor will then:
- 6. Walk around the equipment and ensure all workers are clear of the area.
- 7. Ensure all tools and equipment have been cleaned up.



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- 8. Supervisor will visually inspect the repairs to ensure all guards are present and the repair has been completed properly prior to rendering equipment operative.
- 9. Notify all workers impacted by the equipment that it is being put back into service.
- 10. Once deemed safe to start the equipment, the worker and supervisor will remove their locks.
- 11. The worker will then place the equipment back into service.

#### **Additional Considerations**

Every worker that is working on the equipment MUST have a tag and lock in place. Each worker that works on the equipment shall be responsible for:

- 1. Install lock and tag on the existing hasp.
- 2. Confirm with workers that are present that a zero energy test has been conducted.
  - a. A ZERO ENERGY TEST MUST NOT BE CONDUCTED WITH PERSONNEL WORKING ON THE EOUIPMENT.
- 3. Removal of their lock when finished working on the equipment.

In the event the work is not completed before the work shift ends, workers coming on shift shall place their own lock(s) on all control devices before the worker(s) going off shift remove theirs.

If a ghost lock is found all efforts must be made to determine who the owner of the lock may be. If the owner of the lock cannot be determined the lock may only be removed as follows:

- 1. A detailed JSA must be completed which includes the reason for the lockout and why the lock may now be removed.
- 2. The equipment must be thoroughly inspected to ensure that it is fully operational.
- 3. The Supervisor must be notified and approve the lock removal.
- 4. The Supervisor is the ONLY person allowed to remove the lock once all the above conditions have been satisfied.

#### **Lock Out**

When servicing, the operator and / or worker must follow oiling, greasing or doing maintenance, of any nature, on any piece of equipment, the following procedure.

- Shut off equipment, or otherwise be made safe.
- Turn off electrical supply to the equipment being worked on.
- Attach a personal "LOCK OUT" lock on the electrical panel switch.
- Return to equipment and attempt to start equipment, if it does not start, proceed to service equipment.
- Any keys for the devices used must be stored in a key securing system such as a lock box.



- If more than one person is working on the same piece of equipment, then both persons **must** "LOCK OUT". The **first worker** applying a lock must verify that the hazardous energy source has been effectively isolated.
- In the event two locks will not fit on the electrical panel shut off switch, then one person **must** use an "**OUT OF SERVICE**" tag.
- All keys **must** be turned in to your supervisor before going home after your work shift.

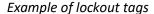
## DO NOT ATTACH OR REMOVE ANOTHER PERSON'S LOCK OR TAG

## After all locks or tags have been removed, the operator may start equipment.

**NOTE:** Should an employee go home and leave their lock or tag attached after completion of service, they could be called back to work to remove it.

In extreme cases, (vacation, sickness, etc.), the supervisor may remove the lock or tag only after they have made a careful inspection of the equipment.







Examples of lockout padlocks



## NOXIOUS FLORA AND AGGRESSIVE FAUNA

Last Revision: April 2023 Last Review: April 2023

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 18 – Personal Protective Equipment

Workers employed by Road to Rail Construction are at risk for coming into contact with *noxious flora* and/or *aggressive fauna*.

## **NOXIOUS FLORA**

**Noxious flora**, also known as noxious plants, includes poison ivy, oak, and sumac. These plants grow in many areas of North America, including Western US, and Alberta.

If workers come into direct or indirect contact with these plants during the course of their work, they may experience unpleasant side effects.

*Direct contact* means by touching the sap, leaves or roots of noxious plants.

*Indirect contact* means touching an object or another person who has come into previous contact with the noxious plant.

Airborne contact is caused by the burning on plants. During the burning, plants will release their noxious chemicals into the air and workers may accidently ingest these chemicals.

Potential side effects of coming into contact with noxious flora include:

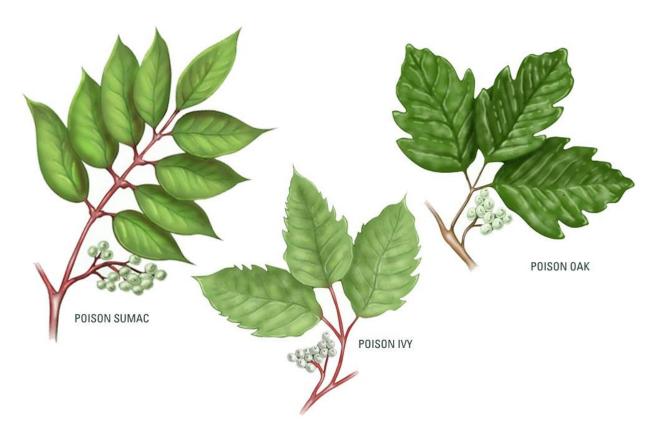
- Severe itching
- Redness and swelling of the skin where contact occurred
- Blistering or welting of the skin
- Painful rashes

Symptoms will appear within 12 to 48 hours after contact. Severity of these symptoms are largely dependant on the individual person.



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The best way to avoid coming into contact with noxious flora is to learn how to recognize them.



If you encounter any of the above plants, it is best to avoid them completely.

When working in tall grass or heavily wooded areas, workers should be vigilant about the vegetation they are working in, and wear clothing that covers the arms, legs and hands.

If a worker does come into contact with noxious plants, they will submit an incident report and seek medical care for treatment of symptoms.



## **AGGRESSIVE FAUNA**

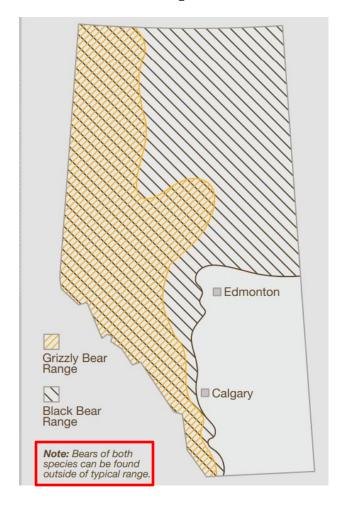
**Aggressive fauna** are animals who pose a threat to humans. Through their aggressive, protective or predatory nature, they may cause severe injury or even death if encountered. These include: bears (black and grizzly), cougars, wolves, coyotes, poisonous spiders and snakes, and moose.

Common hazards with aggressive fauna include:

- Severe injury such as lacerations, bites, amputations, and broken bones
- Motor vehicle collisions with animals
- Damage to tools or equipment if left unattended and encountered by aggressive or hungry animals

Canada wide, the most dangerous animal is the *moose*. Moose-vehicle collisions cause hundreds of injuries and several deaths each year in Canada.

In Alberta, encounters with *bears* are the most dangerous to workers.





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The following safe working procedures should be followed if working in areas where aggressive animals may inhabit:

- RTRC workers will be trained in Wildlife and Bear Awareness through *Energy Safety Canada*
- Care should be taken while **driving at sunrise or dusk**, as animals may be harder to see and collisions with animals are more common
- *Never* approach, feed, or threaten any wild animal. Their reactions are extremely unpredictable, and your actions may provoke an attack. **The best way to avoid encounters with animals is to avoid them completely.**
- In heavily wooded areas or when working alone, extra care should be taken to avoid encounters by making lots of noise, such as whistling, yelling or using noisemakers such as bear bells.
- Extra caution should be taken when **working outside during dusk, night and dawn**, as many predatory animals (such as cougars) are more active at these times.

## **Procedure for Aggressive Animal Encounters**

If an RTRC worker has an *aggressive* animal encounter or attack, despite following all precautions, the following procedure should be followed:

- 1. If possible, have another worker call for emergency assistance.
- 2. Show the aggressive animal that you are not prey by making lots of noise, waving your arms and using rocks or sticks to persuade the animal to leave. If you are attacked **do not stop fighting.**
- 3. After the encounter or attack, all employees will leave the area immediately.
- 4. If not contacted yet, emergency services should be called for assistance.

All animal encounters **must** be reported to a RTRC supervisor and the safety officer for review.



## **OFFFICE ERGONOMICS**

Legislative reference: OHS Code Part 2 - Hazard Assessment, Elimination, and Control

Last Revision: February 2023 Last Review: February 2023

Ergonomics is simply defined as fitting the job to the worker. Not all workers are the same size, and everyone has limits. If a job is not fitted to the worker properly there is an increased risk of **musculoskeletal injury (MSI)**. A musculoskeletal injury (MSI) is an injury caused by overusing muscles and bones through repeated movement that stresses the system. Prevention is the best cure for MSI's.

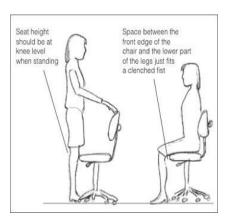
Ergonomic risk factors in the office include:

- Repetition: tasks or body movements carried out over and over again
- Awkward Postures: body positions such as twisting your neck to view your monitor or reaching for your mouse.
- Static Forces: Maintaining a position for a prolonged period of time (sitting, viewing the monitor with a bent neck or reaching for the keyboard)

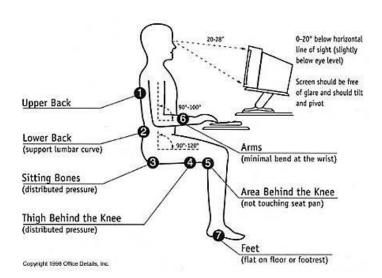
Every person responds to ergonomic risk factors in different ways. For example, one worker may have symptoms of an injury while another worker performing the same tasks may not have any symptoms.

Even workers who are not experiencing pain should take ergonomics seriously to reduce the risk of developing injury.











## PREVENTION OF SLIPS, TRIPS AND FALLS

Legislative references: Occupational Health and Safety Code Part 8 Entrances, Walkways, Stairways and Ladders; Part 12 General Safety Precautions

Last Revision: March 2023 Last Review: March 2023

## **Purpose**

In Canada over 42,000 workers get injured annually due to fall incidents. Statistics show that the majority (67%) of falls happen on the same level resulting from slips and trips. The remaining 30% are falls from a height.

## Slips

Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- wet or oily surfaces
- occasional spills
- weather hazards
- loose, unanchored rugs or mats
- flooring or other walking surfaces that do not have same degree of traction in all areas

#### Trips

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- obstructed views
- poor lighting
- clutter in your way
- wrinkled carpeting
- uncovered cables
- uneven walking surfaces (steps, walkways, etc.)

## **Prevention**

Good housekeeping is the first and the **most important** level of preventing falls due to slips and trips. It includes:

- cleaning all spills immediately
- marking spills and wet areas
- mopping or sweeping debris from floors
- removing obstacles from walkways and always keeping walkways free of clutter
- securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat



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- always closing file cabinet or storage drawers
- covering cables that cross walkways
- keeping working areas and walkways well lit
- replacing used light bulbs and faulty switches

## **Footwear**

Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee. Ensure that your footwear is kept clean and is properly fitted to your foot.



## REGULATORY COMPLIANCE

Legislative reference: OHS Act Part 1 - General Obligations of Employers, Workers, etc.

Last Revision: February 2023 Last Review: February 2023

All employees are responsible for meeting regulations and industry guidelines.

It is the responsibility of supervisors and the safety officer to ensure the work site is in compliance with all regulations.

- Have the required permits and approvals been obtained and are they available at the location?
- Are workers familiar with all relevant manufacturers' specifications, and are those specifications readily available to the workers responsible for the work?
- Have equipment and procedures been checked to be sure they are safe and appropriate for the job?
- Are workers appropriately trained to understand and implement their HSE responsibilities?

#### **HOUSEKEEPING**

Keep your work area clean and free of oil, grease, mud and unnecessary tools.

Cleanup spills promptly and properly.

Place garbage and waste materials and appropriate containers.

Keep all construction equipment and crew shack floors and stairways free from snow, ice, and water.

Remove materials and tools obstructing the movement of vehicles and/or people.

Watch for hazards in and around your work area, e.g. Electrical wires, grease, oil, etc.

#### **USE OF PERSONAL CELL PHONES & COMPUTERS**

Personal cell phones and computers should not be brought to work. In the event that personal cell phones and computers are brought to the work site, they are to be used on your breaks or with a hands free device

## **PERSONAL PROPERTY**

Road to Rail Construction assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss or damage of personal property left or stored on company property.

Persons seeking information about lost or found property may do so by contacting the Head Office at 780-878-4340.

#### **TRAVEL**

It is the policy of Road to Rail Construction, its directors and executives that when a construction crew is working in a remote location from the Bawlf base, they are not required to drive the distance back to the Bawlf base following a work day. Road to Rail Construction will pay for accommodations, as well as daily subsistence for each employee on that construction crew for the duration of the project being worked on.



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# HAZARD ASSESSMENT, EVALUATION AND CONTROL



## HAZARD ASSESSMENT, EVALUATION AND CONTROL

Legislative reference: OHS Act Part 1 – General Obligations; OHS Code Part 2 – Hazard Assessment, Elimination and Control

Last Revision: February 2023 Last Review: February 2023

OHS regulations require hazard assessment of a worksite to identify any existing or potential hazards before work begins. Once identified, these hazards must be eliminated. Any hazards that cannot be eliminated must be controlled.

Hazards can exist in many forms: they can be visible or hidden, a condition or an act. Recognition and control of hazards are necessary to ensure that corrective actions are completed on a timely basis. This is a critical step because the balance of the health and safety program deals primarily with controlling these hazards.

To better understand the hazards that employees are exposed to on a regular basis, the following definitions will help clarify the interrelationship between hazards and their potential risk factor.

**Hazard:** a source of danger, potential for loss or injury, a condition or practice with the potential for accidental loss.

Risk: the chance of a loss occurring, a measure of the probability and potential severity of harm or loss.

Occupational hazards are divided into two groups:

## **Health Hazards**

- An occupational health hazard is any agent that can cause occupational illness. Examples include:
- Chemicals (such as battery acid and solvents)
- Biological hazards (such as bacteria, viruses, dusts and molds)
- Physical agents (energy sources strong enough to harm the body, such as electric currents, heat, light, vibration, noise and radiation)
- Work design (ergonomics) hazards
- Workplace stress associated with harassment as defined in the Act

A health hazard may produce serious and immediate (acute) effects. It may also cause long term (chronic) problems. All or part of the body may be affected. Someone with an occupational illness may not recognize the symptoms immediately. For example, noise induced hearing loss is often difficult for a victim to detect until it is well advanced.



## **Safety Hazards**

A safety hazard is any force strong enough to cause injury if an incident occurs. An injury caused by a safety hazard is usually obvious. For example, a worker may be badly cut. Safety hazards cause bodily harm when workplace controls are not adequate.

## Examples include:

- Slipping/tripping hazards (such as wires run across the floor)
- Fire Hazards (from flammable materials)
- Moving parts of machinery, tools and equipment (such as pinch and nip points)
- Work at heights (such as work done on scaffolds and ladders)
- Ejection of material (such as from molding)
- Pressure systems (such as hydraulic hoses and cylinders)
- Vehicles (such as forklifts and trucks)
- Lifting and other manual handling operations

It is the responsibility of all personnel to report any hazards identified in the workplace to the site supervisor and safety officer, and complete a Hazard ID form. An example of hazards to report could be:

- Slipping, tripping hazards
- Dangerous gases
- Faulty equipment
- Improper or missing signs
- Poor housekeeping
- Confined spaces that have not already been identified
- Inadequate PPE
- Blocked exits
- Overhead electrical hazards, etc.

All hazards identified on the Hazard ID forms are tracked on Road to Rail Construction Hazard ID Tracking Sheet and copies are kept on file in the Road to Rail Construction head office.

Hazard assessments are included in pre job safety meetings. This allows supervisors and workers to review the job that is to be completed; the dangers associated with the task, and the control measures that are to be implemented to make the task safe. All appropriate PPE required to safely complete the task will be reviewed with workers as well. Workers will be required to actively take part in all hazard assessments to ensure that they completely understand both the hazard and the controls prior to beginning each job.

Supervisors and the safety officer are to ensure that hazard assessments take place, are kept current and include workers involved in the work. Workers are to be informed of the hazards and the methods used to control or eliminate the hazards. Hazards are to be controlled through the use of engineering controls or administrative controls. If the hazard cannot be controlled by these means the employer



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must ensure the appropriate PPE is used by the workers to be affected by the hazard. Supervisors and the safety officer are also to ensure that all workers are aware of the location of all emergency equipment (ie. Eye wash station, first aid kits, fire extinguishers etc.)

**REMEMBER:** A hazard can be any situation where there is the potential to injure people, damage property or harm the environment.

Key questions that need to be asked for every job:

- Have existing or potential hazards been identified?
- Have affected workers been involved in the assessment and control of the identified hazards?
- Is your hazard assessment documented?

## **Identifying, Assessing and Controlling Hazards**

The process for dealing with hazards usually includes:

- 1. Collecting information about each hazard or possible hazard from:
  - a) Workers (workers near the problem are often in the best position to know, or suspect that a hazard exists)
  - b) Other workplaces
  - c) Suppliers
  - d) Occupational health officers
  - e) Legislation
  - f) Safety associations
  - g) Unions
- 2. Assessing the risk posed by each hazard by asking:
  - a) How likely is the hazard to pose a risk?
  - b) If things go wrong, what harm could result?
  - c) If something failed, what would the consequences be?
  - d) How many workers could be hurt?
  - e) How quickly could it become unsafe?
  - f) Is there a history of problem, accidents or dangerous occurrences resulting from this hazard?
  - g) What monitoring is needed to evaluate the risk?
- 3. Communicating the risk to employer and workers.
  - This can be done by holding meetings, conducting training and education and by putting up signs.
- 4. Helping the employer to develop and implement methods to manage/control the risk posed by each hazard.



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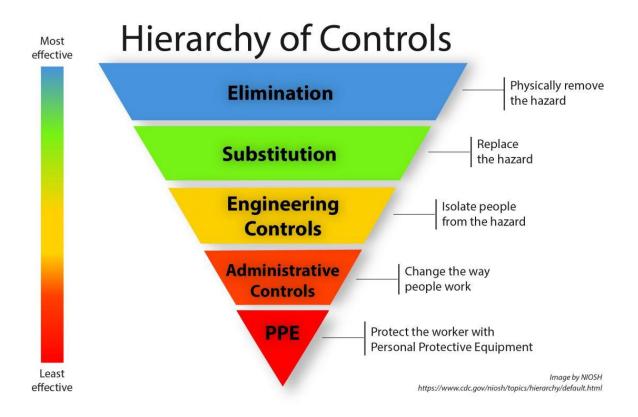
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## **Controlling Hazards**

Hazards should be controlled at their source (where the problem is created). The closer a control is to the source of the hazard the better. The first line is to engineer out the hazard.

If this does not work, hazards can often be controlled along the path to the worker (between the source and the worker). The second line is administrative.

If this is not possible, hazards must be controlled at the level of the worker. For example, workers can be required to use personal protective equipment (PPE). This is the least effective technique and the last line of defence.



## At the Source

## **Elimination**

Getting rid of a hazardous job, tool, process, machine or substance is perhaps the best way of protecting workers. For example, a salvage firm might decide to stop buying and cutting up scrapped bulk fuel tanks (due to explosion hazards).



#### Substitution

Sometimes doing the same work in a less hazardous way is possible. For example, a hazardous chemical can be replaced with a less hazardous one. Controls must protect workers from any new hazards that are critical.

#### Redesign

Jobs and processes can be reworked to make them safer. For example, containers can be made easier to hold and lift.

#### **Isolation**

If a hazard cannot be eliminated or replaced, it can sometimes be isolated, contained or otherwise kept away from workers. For example, an insulated and air conditioned room can protect operators from a toxic chemical.

#### Automation

Dangerous processes can be automated or mechanized. For example, spot welding operations in car plants can be handled by computer controlled robots. Care must be taken to protect workers from robotic hazards.

#### Along the Path to the Worker

#### **Barriers**

A hazard can be blocked before it reaches workers. For example, special curtains can prevent eye injuries from welding arc radiation. Proper equipment guarding will protect workers from contacting moving parts.

#### **Absorption**

Baffles can block or absorb noise. Lock out systems can isolate energy sources during repair and maintenance. Usually, the further a control keeps a hazard away from workers, the more effective it is.

#### **Dilution**

Some hazards can be diluted or dissipated. For example, ventilation systems can dilute toxic gases before they reach operators.

#### At the Level of the Worker

#### Work procedures, supervision and training

Workers can be required to use standardized safety practices. The employer is expected to ensure that workers follow these practices. Work procedures must be periodically reviewed with workers and updated. Refresher training should be offered from time to time.

#### **Administrative controls**



Health and Safety Manual Updated February 2023 Job rotations and other procedures can reduce the time that workers are exposed to a hazard. For example, workers can be rotated through jobs requiring repetitive tendon and muscle movements to prevent cumulative trauma injuries. Noisy processes can be scheduled when no one is in the workplace.

#### Housekeeping, repair and maintenance programs

Housekeeping including cleaning, waste disposal and spill cleanup. Tools, equipment and machinery are less likely to cause injury if they are kept clean and well maintained.

#### Hygiene

Hygiene practices can reduce the risk of toxic materials being absorbed by workers or carried home to their families. Street clothes should be kept in separate lockers to avoid being contaminated by work clothing. Eating areas should be segregated from toxic hazards. Eating should be forbidden in toxic work areas. Where applicable, workers should be required to shower and change clothes at the end of the shift.

#### Personal protective equipment (PPE) and clothing

This is used when other controls are not feasible and where additional protection is needed. Workers must be trained to use and maintain their equipment properly. The employer and workers must understand the limitations of the equipment. The employer is expected to require workers to use their equipment whenever it is needed. Care must be taken to ensure that equipment is working properly. Otherwise, PPE may endanger workers' health by providing an illusion of safety.

#### **Selecting a Suitable Control**

Selecting a control often involves:

- Evaluating and selecting short and long term controls.
- Implementing short term measures to protect workers until permanent controls can be put in place.
- Implementing long term controls when reasonably practicable.

For example, suppose a noise hazard is identified. Short term controls may require workers to use hearing protection. Long term, permanent controls might remove or isolate the noise source.

#### **Monitoring the Controls**

The effectiveness of controls must be checked. Evaluate and monitor hazard controls during inspections and other activities. Ask the following questions:

- Have the controls solved the problem?
- Is there any risk to workers posed by the controls contained?
- Are all new hazards being identified?
- Are significant, new hazards appropriately controlled?
- Are accident reports being analyzed?
- Are any other measures required?



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Document control activities to track their effectiveness

All hazards that are found must be reported to management using the "Hazard ID" form. Once hazards have been identified and controlled, management and the safety officer will work to:

- Develop worker training programs.
- Develop emergency response procedures.
- Develop health and safety information for contractors.

The Safety Officer is responsible for investigating all Hazard ID submissions that are not immediately closed out and ensuring that the controls implemented are satisfactory.



#### HAZARD REPORTING

Legislative reference: OHS Act Part 1 s.5(1)(e) – Obligations of Workers

Last Revision: February 2023 Last Review: February 2023

**The OHS Act states:** "Every worker shall, while engaged in an occupation, report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed."

#### **Purpose**

Hazard reports are used to alert site supervisors to any hazardous conditions or work procedures found by workers. Hazard reports fill in the gaps between Road to Rail Construction regular inspections, enabling supervisors to provide a continuously safe work site.

#### **Reporting Hazards**

Employees shall notify the appropriate supervisor of any hazards they notice at our work sites. Hazard reports shall be submitted using the Hazard ID forms. The hazard report shall include:

- Report type: Positive Observation, Near Miss, Hazard Identification
- Description of occurrence
- Immediate action taken
- Suggestions to prevent a similar occurrence
- Name and Company

All Hazard ID's submitted will be reviewed by Road to Rail Construction Management. Hazard ID's will be investigated, and the hazards mitigated where required. Hazard ID's will be kept on file at the Road to Rail Construction Head Office.

#### **Controlling Hazards**

After every report of a hazard, the immediate supervisor and safety officer shall ensure that the hazard has been controlled. If the hazard cannot be immediately controlled, the equipment shall be taken out of service until the hazard can be corrected.

Some corrective measures are:

- Locking out or tagging out of service
- Marking hazards with signs, flags, lights, barricades, fences, placards or other materials
- Providing personal protective equipment or other safety equipment to workers (must be approved by Operations Manager prior to implementing)
- Using engineered controls to eliminate or reduce the impact of hazards
- Replacing unacceptable or faulty items
- Informing workers of the hazard



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### **HAZARD ID (SAMPLE)**

☐ Unsafe Condition	Hazard ID	
☐ Unsafe Act	☐ Positive Observation	
	☐ Hazard Identification	Date:
What did you see? (ا	Jnsafe Act/Condition/Near Mis.	s/Positive observation/ Hazard id)
What Actions did you	u take or are required?	
Talland Ha Danning du	//A/l \ 2	
Date Required By:		
Loss Sev	erity Potential	Probability of Recurrence
□ні С	IMED □LOW	☐ HI ☐MED ☐LOW

#### NO JOB IS SO URGENT THAT IT CANNOT BE DONE SAFE!!!

#### Goal

The goal of this reporting system is to help eliminate hazards before they become incidents. This reporting system is not to find fault or lay blame, simply to help people find and fix problems.

#### What is a near miss?

An undesirable event under different circumstances could have resulted in harm to people, damage to equipment, or property damage.

An example of a near miss could be tools falling off a machine and barely missing a worker on the ground. Near miss reporting is an early warning method for finding problems with the systems we use.

#### What is a hazard?

A hazard is an unsafe condition which if not corrected could lead to the cause of an incident. An example could be tools left on fender that have not fallen yet

Please submit Hazard ID's to a manager, supervisor or the safety officer.



#### RISK ASSESSMENT AND CRITICAL TASK INVENTORY

Legislative reference: OHS Code Part 2 – Hazard Assessment, Elimination and Control; Part 7 – Emergency Preparedness and Response

Last Revision: January 2021 Last Review: February 2023

Having identified the hazards through the hazard identification process, the next step is to decide if action is required to minimize the hazard or its effects. The hazards need to be prioritized according to the risk associated with them. The method used to assist with prioritization is to quantify the risk. There are two variables involved, determining the severity of injury that the hazard could produce and the probability that the hazard will result in an incident.

Road to Rail Construction reviewed the jobs in their workplace and prioritized them using this 3 step process:

#### Develop a system for identifying critical tasks:

Review specific tasks conducted by occupations. List the jobs or tasks that each one of the occupational groups do.

Review the statistics you have on file (accident/injury records, first aid books, etc.). These will help guide you to jobs or tasks that you may have overlooked. What were the injured workers doing when they were hurt? Did you capture this job or task in the inventory?

Review new jobs, unknown jobs, or infrequently performed jobs. When a new job is introduced into your workplace, make sure you evaluate it and add it to your critical job inventory. It is important that this process does not stop – it is ongoing.

It is important that jobs or tasks that are infrequently performed or not well known to workers are included and are high on the priority list to develop safe work procedures. It is important that these jobs have a very clear procedure so that when workers are to perform them, they are familiar with the safe way to do it.

Safe operating procedures will have a formal hazard assessment review conducted every 3 years to ensure that all hazards associated with that task have been acceptably mitigated. An updated safe operating procedure manual will be distributed at this time.

Evaluate the critical tasks that you have identified to determine the degree of risk. Factors that you will take into account include:

**Severity** – what would the extent of the worker's injuries be if they were hurt while performing this job? Would the injuries be permanent? Would the injuries cause any time off?



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**Probability** – What is the likelihood of the worker being injured when doing this job? Would it be probable in time? Remotely possible?

#### **Create a Critical Task Inventory**

The Critical Task Inventory must include the job description and priority so that you can develop Safe Operating Procedures for the most common tasks. You then have a plan of action for the remainder of the jobs on your Critical Task Inventory.

This step should be used in deciding what type of corrective actions should be made for identified hazards. For each hazard there are two rankings assigned to help assess and prioritize the corrective action to use. They are the following:

The first ranking estimates the severity of the hazard if it were to be a potential accident/incident.

- Imminent danger (i.e. causing death, widespread occupational illness, loss of facilities)
- **Serious** (i.e. severe injury, serious illness, property and equipment damage)
- **Minor** (i.e. non serious injury, illness or damage)
- **Negligible/ok** (i.e. minor injury, requiring first aid or less)

The second ranking estimates the probability of the accident/incident occurring.

- **Probable** likely to occur event
- Reasonably probable likely to occur eventually
- **Unlikely** could occur at some point
- Extremely unlikely unlikely to occur

There are 4 corrective actions that can be taken after assessing the risk of a hazard.

- **Terminate** Eliminate the hazard completely
- Treat Repair and/or prevent the hazard, use preventative measures such as PPE
- Tolerate Accept the level of risk presented by the hazard
- **Transfer** Transfer the risk through insurance, contractors, etc.



## **RISK ASSESMENT MATRIX CHART**

Last Revision: January 2021 Last Review: February 2023



# Road to Rail Construction Group Inc.

# RISK ASSESMENT MATRIX

Coo	d to go					np op /	ABILITY	
Good to go								
	Supervisor Signoff Required				Never heard of	Heard of in our	Has happened	Has happened
Man	ager Signoff Requi	red			in the industry	industry	at Road to Rail	on this crew or
Pres	ident Signoff Requi	red					more than once	more than once
	People	Assets	Environment	Reputation			per year in our	per year at Road
				'			industry	to Rail
	Medical Aid: Pinched finger, sliver or minor cut.	Up to \$1,0000 to repair	Up to 4L spill	Sways Client view of the crew slightly	2	3	4	5
SEVERITY	Lost time: Crushed fingers, broken bones	Between \$1,000 and \$10,000 to repair	Between 4L and 2,000L	Client is disappointed in crew	3	4	5	6
S	<b>Disability:</b> Amputation permanent paralysis	Between \$10,000 and \$100,000 to repair	Between 2,000L and 10,000L	Head office is brought into deal with incident	4	5	6	7
	Fatality	Total Loss	Over 10,000L or any amount into a nearby body of water	You have made the national news	5	6	7	8



#### MANAGEMENT OF CHANGE

It is critical that any planned or unplanned change in people, procedures or equipment is identified and properly managed to avoid incurring an increased level of risk. These changes along with appropriate risk assessments need to be documented and communicated to those involved.

Before any change is made, a Management of Change form is completed and signed off for approval by the required management in relation to the risk rating. Such assessment is undertaken in consultation with workers as appropriate.



## **CRITICAL TASK INVENTORY**

Last Revision: January 2021 Last Review: February 2023

Task	Safety form	Supervisor	Foremen	Operators	Mechanics	Welders	Labourers	Truck drivers	Severity	Probability	Risk Ranking
General Excavation	JHA, SOP	Х	X	X					2	3	5
Back Blading a Lease Site	JHA, SOP	Х	X	Х					1	3	4
Pressure washing Equipment	JHA, SOP	Х	Х		Х	х	Х		1	2	3
Trenching	JHA, SOP	Х	X	Х					2	3	5
Operating Scraper	JHA, SOP	Х	X	Х					2	3	5
Hauling Rig Mats	JHA, SOP	X	X					Х	2	2	4
Towing a stuck vehicle	JHA, SOP	X	X	X				Х	1	2	3
Unloading Equipment	JHA	X	X				X	X	3	2	5
Proper use of tow ropes	SOP	X	X	X	X	Х	X	X	1	2	3
Skid Steer Operation	SOP	X	X	X	X	X	X		2	3	5
Backing up Procedures	SOP	X	X	X	X	X	X	X	2	2	4
Climbing on and off Equipment	SOP	X	X	X	X	Х	X	X	1	2	3
Towing and trailer use	SOP	X	X		X	Х	X	Х	1	2	3
Varsol sink	SOP	X	X		X		X		1	2	3
Back filling	SWP	X	X	X					2	3	5
Equipment Activities Near Overhead Power Lines	SWP	X	X	X	X	Х	X	X	4	2	6
Control of traffic flow on work sites	SWP	X	X	X	X	Х	X	X	2	2	4
Excavating and Trenching	SWP	X	X	X					2	3	5
Excavating to expose Existing lines or underground crossings	SWP	X	X						2	3	5
Heavy Equipment Maintenance	SWP	X	X		X				2	2	4
Towing	SWP	X	X	X	X	Х	X	X	1	2	3
Rigging	SWP	X	X	X	X		X	X	1	2	3
Refuelling Equipment	SWP	X	X	X	Х	х	X	Х	1	2	3
Batteries/charging and servicing	SWP	X	X		X	х	X	Х	1	2	3
Driving	SWP	Х	X	X	Х	Х	Х	Х	4	3	7
Driving in winter	SWP	Х	X	X	Х	Х	Х	Х	4	3	7
Using cleaning solvents	SWP	Х	X		Х		X		1	2	3
Portable Arc Welders	SWP	Х	X		Х	х			2	2	4
Care and handling of propane cylinders	SWP	Х	X		Х	Х	Х		2	2	4
Use of tiger torch	SWP	Х	X		Х	Х	Х		2	2	4



#### SAFE OPERATING PROCEDURE

The purpose of the safe operating procedure is to identify, control or eliminate potential or actual dangers in a job or task.

Factors to be considered in assigning a priority for analysis of jobs include:

- Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries
- **Potential for severe injuries or illnesses:** the consequences of an accident, hazardous condition, or exposure to harmful substances are potentially severe
- Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated
- Modified jobs: new hazards may be associated with changes in job procedures
- Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a safe operating procedure provides means of reviewing hazards

Road to Rail Construction management is responsible for ensuring all work is safely planned; the Safe operating procedures will assist in determining firstly, what are the steps in the job; secondly, what are the potential hazards in the job; and finally, what are the protective measures for the safety of our worker(s) assigned to do the work.

#### Procedure for Completing a Safe operating procedure and Job Hazard Assessments

#### **Breakdown of Job Steps**

- Job or task identified for analysis by supervisor.
- Supervisor overseeing the job breaks the job into steps (with assistance from crew members, and safety officer, etc.)
- A job step is defined as a segment of the operation necessary to advance the work.
- Keep the steps in the correct sequence.

#### Identify Actual/Potential Hazards (refer to checklist)

Once the basic steps have been recorded, potential hazards must be identified at each step. This is based on observation of the job, knowledge of accident and injury causes and personal experience. To identify potential hazards, the supervisor may use questions such as these (this is not a complete list):

- 1. Can any body part get caught in or between objects?
- 2. Do tools, machines or equipment present any hazards?
- 3. Can the worker make harmful contact with objects?
- 4. Can the worker slip, trip or fall?



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- 5. Can the worker suffer strain from lifting, pushing or pulling?
- 6. Is the worker exposed to extreme heat or cold?
- 7. Is excessive noise or vibration a problem?
- 8. Is there a danger from falling objects?
- 9. Is lighting a problem?
- 10. Can weather conditions affect safety?
- 11. Is harmful radiation a possibility?
- 12. Can contact be made with hot, toxic or caustic substances?
- 13. Are there dusts, fumes, mists or vapours in the air?

#### **Preventative Measures/Controls**

The final stage in a safe operating procedure is to determine ways to eliminate or control the hazards identified.

#### **Eliminate the Hazard**

This is the most effective measure, some examples are:

- Choose a different process
- Modify an existing process
- Substitute with less hazardous substance
- Improve environment (ventilation)
- Modify or change equipment or tools

#### **Contain the Hazard**

If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.

#### **Revise Work Procedures**

Consideration might be given to modifying steps that are hazardous, changing the sequence of steps or adding additional steps (such as locking out energy sources).

#### **Reduce the Exposure**

These measures are the least effective and should only be used if no other solutions are possible. One way to minimize exposure is to reduce the number of times the hazard is encountered.

#### **Communication of Safe operating procedure to Workers**

When the safe operating procedure is completed, the results must be communicated to all workers who are, or who will be performing the job. The safe operating procedure must be discussed by the employees performing the job to ensure that all the basic steps have been noted, are in the correct



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order, have suitable controls, and be documented and signed by the worker and supervisor. Supervisors and the safety officer will ensure that workers are following the appropriate control procedures.

## **Updating JHA's & SOP's**

Job hazard assessments are to be updated when FLRA's, inspections and investigations identify new hazards.



#### SAFE OPERATING PROCEDURES FORM (SAMPLE)

Road to Rail		No. SOP	3		
AD TO A	Title:	Backing up Pro	cedures	Date Created:	Sept/6/17
E. C.	Subject:	How to safely up when dr			
		vehicles	_	Review Date:	
		equipment		Page 1 of 2	
CONSTRUCTION					
Developed by: Matt Reber	Approved	d By: Matt Rebe	r		

#### 1.0 POLICY:

To promote safe backing

#### 2.0 RATIONALE:

Safely backing so as to prevent property damage and/or personal injury

#### 3.0 PROCEDURE:

- Avoid backing if possible
- If backing into or out of the shop, you MUST USE A SPOTTER/GUIDE!
- · Visually check your path and where you intend to park for obstacles.
- If anyone is in the direct vicinity, you should inform them of your intention to back up and
  if possible, ask them to spot you.
- When sitting in the driver's seat, ensure that windows and mirrors are clean and that mirrors are in the proper positioning so that you can see behind you.
- Ensure back up alarm is working.
- When ready to reverse, honk the horn 2x to inform others that you intend on backing up.
- Proceed when it is safe to do so.
- As you are SLOWLY reversing, repeatedly check each mirror to make sure you are not going to contact any nearby obstacles (people or property).
- If in doubt of anything in the midst of backing up, stop the vehicle, engage the park brake and exit vehicle to do another visual check of the space you intend to back into. You may have to do this numerous times depending on the space and if no one is around to spot you.
- It is always better to double check than to assume!!!
- When parked, engage park brake.
- \*When backing out of the shop, be sure to air up equipment prior to reduce idle time in the shop. Diesel fumes can be dangerous.

#### 4.0 RESPONSIBILITY:

All employees affected shall adhere to this standard. This document shall be fully



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## JOB HAZARD ANALYSIS (SAMPLE)

# Job Hazard Analysis

Project Name:	Client:		
Work Activity /Task: Pressure Washing Equipm	te:		
Tools/Equipment Required	Materials Required	PPE Requirements	
		- Hi Vis Vests - Hearing protection - Safety boots - Hard Hat - Safety glasses	

Task or Activity	Activity  Existing/Potential Hazards: Considerations to: People, Equipment, Material, Environment, Tools (Chemical, Biological, Physical, Hygiene and Ergonomics)		Severity (1-4)	Total	Control (In order from Elimination, Substitution, Engineer, Administrative, PPE, Etc)
Set Pressure washer up	Line blows on pressure washer, or fitting washes out causing water to spray	2	2	4	Check lines for wear/ damage before use Check for leaks
High pressure washing and cleaning of Equipment, parts, and material for the removal of grease, oil, dirt, paint, and other unwanted foreign materials	Injury from flying debris	2	1	3	Wear proper eye protection
	Falling off of the machine while washing	2	1	3	Ensure solid footing and hold the nozzle secure use three points of contact when climbing up and down.
	Exposure to extreme water pressure		1	3	Never let high pressure nozzle near un protected skin, never use the high-pressure washer for horse play. Keep body out of direct line of fire of pressure washer wand
	Burn from hot water	2	1	3	Use appropriate gloves, PPE and safety guards on wash wand to protect your self from burns.

# Job Hazard Analysis

JHA WORKER REVIEW SIGN-ON SHEET											
Task:	Task: Client: Date:										
Name	Position/Trade	Company	Signature								



#### SAFE WORK PRACTICES

Last Revision: February 2023 Last Review: February 2023

Safe Work Practices (SWP) are a set of guidelines or "Do's and Don'ts" on how to perform a specific task that may not always be done in the same way and should be developed to mitigate hazards that have been identified through the hazard identification process.

Each employee should know, understand, and follow all of the Safe Work Practices that pertain to his/her specific work tasks. Training should be performed in any area that the supervisor, safety officer, and/or employee deems appropriate to ensure competency. Training should include a theoretical and practical component as outlined in the Road to Rail Construction Safety Orientation and Training element of this health and safety management system and be documented in the employee's safety training plan. A formal review of all SWP's, related to the employee's work tasks, will be performed on an **annual** basis.

All SWPs should be kept in a location central to the work being performed and readily available to the workforce. Some safe work practices will require specific job procedures, which clearly set out in a chronological order each step in a process.

Similar to the JSA development process, Safe Work Practices shall be developed by a supervisor or approved by an Road to Rail Construction representative. These Safe Work Practices shall be periodically reviewed with the workforce through regular safety meetings and/or toolbox talks.

Once a Safe Work Practice is developed and approved, it may be used as an administrative training tool in addition to the Orientation process.



## **SAFE WORK PRACTICES (SAMPLE)**

## SAFE WORK PRACTICE

TITLE	Hazard Control Signage
GENERAL	Protecting workers from injuries associated with improper use of
OLIVE	warning signs
APPLICATION	Work sites should have appropriate and adequate signage to identify
ALL LICATION	
PROTECTIVE	site hazards in place prior to the commencement of any work process.
	Safe work procedures
MECHANISMS	Government Legislation
	Local jurisdictions
	Worksite traffic guidelines
	PPE
SELECTION	As per safe work procedures
AND USE	
SUPERVISOR	To facilitate and/or provide proper instruction to their workers on
RESPONSIBILITY	protection requirements and training
	Signage selection
	Hazard analysis
WORKER	1. Ensure signage is in good condition, clean, legible and suited to the
RESPONSIBILITY	purpose.
	Ensure traffic control signage is of accepted standards.
	Ensure signage is secured.
	Routinely inspect signage for placement, cleanliness and physical
	damage.
	Ensure road traffic control signage is covered when no activity is
	present.
* The information presente	6. Ensure you are fully trained to erect road traffic signage.  d in this publication is intended for general use and may not apply to every circumstance. It is
	vernment regulations and does not relieve persons using this publication from their
responsibilities under appl	

MANAGER/SUPERVISOR:	
DATE SIGNED:	



#### TOOL BOX MEETING

Last Revision: January 2021 Last Review: February 2023

Department/toolbox meetings are held to provide employees with the opportunity to have their say about hazards/controls, incidents, work processes and company procedures. The frequencies of department/toolbox meetings are dependent upon the type of work being carried out, i.e. an office employee may only be required to meet once every month where an employee out at a job site may be required to complete one daily.

Topics for meeting shall include the following safety related topics:

- Review of any hazard assessments
- Review of incidents reported since the last meeting, including status of corrective action recommended and/or taken
- Review of safety gram from incident
- A review of planned inspections conducted since the last meeting, including status of corrective actions
- Review of safety deficiencies and corrections from worksite inspections
- Review/update of any SOP's as required
- Comments and concerns of employees
- A presentation of the weekly safety topic

Meetings need only to be 10-15 minutes long and shall:

- Start and end on time
- Focus on health and safety topics
- Allow for employee contribution and participation
- Document meeting and participants

Toolbox meetings shall be held by the Manager/Supervisor, safety officer, or by a delegate and are brief informal meetings intended to heighten general awareness of safe work practices.



## TOOL BOX MEETING FORM (SAMPLE)



PO Box 29 Bawlf AB TOB 0J0 admin@rtrc.ca

# **Toolbox Meeting Record**

Date:					Time:			am	pm
Job No:					Site Supe	rvisor:			
Site Locati	on:				Scope of				
Muster Po									
First Aid C		n Site:				Phone #:			
Nearest H							y Phone #:	91	11
Task(s) W	ork Desc	cription							
Safety Top	oic								
				D	Λ				
				Personnel	Attended		0		
		Ná	ame (Print)				Signature	S	
0:: -				_ <del></del>	<del></del>	_ <del></del>	<del>_</del>		<del>_</del>
Site Super	visor Sig	nature:					,		
Qr / M	ioma-i F	)ouis					Data:		
Sr / Manag	yernent F	veview:		(Signat	ture)		Date:		
				(Cigna					



#### FIELD LEVEL HAZARD ASSESSMENTS POLICY

Last Revision: January 2021 Last Review: February 2023

It is the policy of Road to Rail Construction, to implement a systematic process for the identification and control of hazards for all work being performed on work sites, including but not limited to the shop, and field operations.

Goal: to implement a systematic process for the identification and control of hazards at all levels

At minimum, all employees will:

- 1. Perform a comprehensive hazard assessment for all activities; equipment; processes and property under our control.
- 2. FLHA's will be conducted on sites not owned by the employer, temporary/mobile worksites and when temporary changes to the worksites occur.
- 3. Prior to the start of any job, task, or activity, we will perform a task hazard assessment.
- 4. Employees will update FLHA's if/ when changes to their task are introduced or at reasonable intervals throughout the work shift to confirm that all hazards have been identified and controlled.
- 5. Have in place a means of reporting hazards, once identified, and a method for implementing appropriate controls.
- 6. Workers in the same area will cross sign FLHA's to ensure hazards are known by all workers In the area
- 7. Supervisors will review and sign each FLHA at the end of each day.
- 8. Information gathered from FLHA's, inspections and investigations that identify new hazards will be reported to the Head Office and safety officer so that JHA's can be updated.

#### Field Level Hazard Assessments (FLHA)

Field level Hazard Assessments will be reviewed on an ongoing basis to ensure all necessary controls are in place and appropriate to the need. Project supervisor will advise Project Management of any revisions during monthly Safety meetings. Records will be forwarded to the office for retention.

#### How to complete a FLHA:

- a. Working as a group, workers completing a FLHA will list all the site-specific tasks associated with that work day.
- b. After listing all the tasks, the workers will then review and assess all hazards associated with the tasks for that work day.
- c. After listing all the hazards, the workers will then review and implement hazard controls to mitigate and reduce the hazards associated with each task. This could include controls such as PPE and reviewing of safe work procedures.
- d. After this process has been completed for each task, all workers will review the FLHA, print and sign their name.



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- e. If at **any time** during that work day a change occurs (such as weather), a new hazard is discovered, or a new task is required, all work must stop and the FLHA must be re-evaluated and completed again.
- f. Supervisors will review and sign off on FLHA's at the end of each day.

If at any time a worker is unsure of the FLHA process or encounters a hazard they are unsure how to control, they will immediately contact their supervisor or the safety officer.



## FIELD LEVEL HAZARD ASSESSMENT (SAMPLE)



## Field Level Hazard Assessment

Job Description:								Date:			
Supervisor:				Contact #:				Job #:			
Site Location:				•		Muster Point:					
Any New Workers I	peing mentored:	Ye	es 🔳 No	Mentor:				New Worl	ker:		
Emergency #:	being memores.	Stan		- Intentori		FLHA Re-Evalua	ated Time			Initials:	
	Tack	Juli	<b>,</b>	Hazards		PENA NE-EVOID	Risk		Co	ntrol Measures	
	Task	+					Rating				
list ste	eps of tasks	-		list the hazards					Elimina	ation/Eng./Adm./PPE	
		+									
		+									
		+									
		+			_	Severity	Risk	Matrix Probability	(Eg 2B)		
		+			_	1. Imminent Dange	r	A. Will Not o			
		+	2. Moders 3. Minor				Moderate Risk     B. Unlikely to occur     C. Likely to occur				
			4. Low Risk					D. Will occur			
	c: Hauling Excavator to		,								
Has Ground Disturbance be Has Emergency Response P.			N NA	Were the	re a	any incidents, nea	r misses or i	njuries?		] Y ] N	
Barricades/Signage properly		$\square_{Y}$	□ N □ NA			If use plan	se fill out i	ncident/ne	ar mice	form	
Work area housekeeping co	ompleted?		□ N			ir yes piea	se fill out i	ncident/ne			
Are any hazardous condition			□ n □ n	Has it	bee	en reported to y	n reported to your supervisor?				
If YES, has the next level sup PPE Require	ed and Inspected	T	L N			Tools /	Equipment			N L	
Hard Hat	Hearing Protection		Proper Tools / Equipr	ment for the Task		100137	Equipment	Other:			
Safety Glasses	High Vis			rspections Completed				Other:			
FR Coveralls	Safety Shield			uipment have been tagged	out	8.		Other:			
Work boots	Other:		emoved from service					Other:			
Gloves Wor	Other:		Other: Time In:	Time Out:			Signature	Other:			
Matt Reber	Kei Haille	1	mme m.	Time out.			Signature		$\dashv$		
Subsistence & A	ccommodations Y/N		Rate	\$							
	Rate Y/N		Rate	\$							
Workers (	On Site (Name)	_	Sign	natures							
		+									
		+									
Burtour dha bi		+									
Reviewed by Manag	gement:		Arte				(Name)			(Dete)	





# **INSPECTION & MAINTENANCE**



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#### **EQUIPMENT MAINTENANCE AND INSPECTIONS**

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment

#### **Equipment Maintenance**

Preventative maintenance is an important factor in preventing accidents, property damage, and injuries to employees in the workplace. Supervisors and workers are responsible for ensuring that all equipment used at the worksite:

- If required, has a current certification
- If required, a pre-use inspection has been completed
- Is maintained in a condition that will not compromise the health or safety of workers using or transporting it
- Will safely perform the function for which it is intended or was designed
- Is of adequate strength for its purpose
- Is free from obvious defects

All personnel are required to know their machines by:

- Studying manufacturers operating manual and becoming familiar with the capabilities and limitations of each piece of equipment
- Recognizing all warning signs and sounds of their equipment
- Ensuring that all company-owned equipment under his/her supervision has an up-to-date preventative maintenance record book
- Conducting regular maintenance on their equipment as per manufacturer's specifications

#### **DEFINITIONS:**

**Preventative maintenance:** Maintaining equipment and facilities in satisfactory operating condition by providing for inspection, detection and correction or failures either before they occur or before they develop into major defects.

**Inventory:** A list of all equipment the company owns, lease or rents that requires ongoing maintenance.



#### INSPECTION POLICY

Last Revision: February 2023 Last Review: February 2023

#### **Purpose**

Through regular inspections, we can effectively monitor worksite conditions and work procedures. Inspections enable us to ensure company safety standards and regulatory requirements are being followed as well as meeting inspection requirements recommended by equipment manufacturers. They also enable us to identify hazards before they become problems by revealing where improvements to equipment, work procedures, worker training and worksite conditions are needed.

The end result of our inspections should be a list of problems, potential problems, and corrective measures. To ensure employees support any corrective measures, they should be included in inspections and the selection of corrective measures whenever possible and applicable. All inspection findings shall be documented and shared with employees prior to submitting to the head office.

### Frequency of Inspections

- Shops/Yards/Office monthly
- Other worksites Monthly or as per site requirement

#### Responsibilities

#### Manager

• is responsible for the overall operation of the program.

#### Safety Officer

 is responsible for conducting formal and informal inspections on job sites and for involving workers in such inspections.

#### **Supervisors**

 are responsible for conducting ongoing informal inspections of areas where their crews are working.

#### Workers

• are responsible for participating in and contributing to the Inspection Program.

\*The safety information in this policy does not take precedence over OHS Legislation. All employees should be familiar with the OHS Act, Regulations and Code.

#### **Frequency of Inspections**

#### **Purpose**

The purpose of this section is to establish an inspection program to proactively identify and correct workplace hazards that may adversely affect the health and safety of workers or the environment in compliance with the Alberta *Occupational Health and Safety* legislation and other applicable jurisdictional requirements and standards.



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**Road to Rail Construction** will regularly conduct general site inspections, vehicle, and equipment inspections. Recommendations from these inspections will be carefully considered and implemented as required. All inspections will be documented and filed.

#### **Definitions**

- a) **Formal Inspections**: an inspection that requires all findings to be documented on an inspection form by assigned employees at an established frequency.
- b) **Informal Inspections**: an inspection that is conducted on an ongoing basis by supervisors and workers in their respective work areas. This type of inspection is not documented; however, any deficiencies and corrective actions must be brought to the supervisor's attention and addressed in a timely fashion.

#### Responsibilities

#### Management

Management is responsible to:

- Conduct formal inspections of offices, facilities and worksites at the frequency outlined in this section.
- Ensure any corrective actions and opportunities for improvements to HSEMS identified during
  inspections are communicated and delegated to management/supervision for respective work
  area.
- Conduct formal and informal inspections as per the specified frequency outlined in this section.
- Review completed inspections by other staff and ensure established frequencies are being met.
- Ensure corrective actions are taken in an appropriate timeframe to address all identified deficiencies noted.
- Ensure results of all formal HSE inspections are communicated with employees and posted in high-traffic areas.
- Provide training to employees on how to conduct inspections.

#### **Supervisors**

Supervisors are responsible to:

- Ensure both formal and informal inspections are conducted of all site offices, work areas, tools, machinery, equipment and work processes throughout the duration of the project as per the inspection program specified frequency.
- Ensure corrective actions are adequate and implemented in an appropriate timeframe to address all identified deficiencies.
- Ensure results of all formal HSE inspections are communicated with employees and posted in a high-traffic area or HSE info board.
- Provide training to employees on how to conduct inspections.

#### **Safety Officer**

The Safety Officer is responsible to:

• Conduct periodic informal and formal inspections of facilities and worksites as per the specified frequency in this section.



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- Review completed inspections by other staff for designated areas; ensure established frequencies have been met and corrective actions are adequate and implemented in an appropriate timeframe to address all identified deficiencies
- Assist with training staff on how to conduct inspections

#### **Employee & Subcontractors**

All Employees and Subcontractors are responsible to:

- Participate in formal and informal inspections.
- Implement corrective actions as directed by the supervisor.
- Inspect work areas, tools and/or equipment prior to use
- Report any defects immediately to the supervisor.

#### **Inspection Criteria**

Our general site inspections will consist of checking for:

- Hazards of materials handled
- Work practices and use of personal protective and safety equipment
- Conditions of tools, personal protective and safety equipment
- Quality of supervision

We will also check for:

- Slipping and tripping hazards
- Faulty or missing emergency equipment
- Presence of dangerous gases, flammable, corrosive or explosive materials
- Improper or missing signs or Safety Data Sheets
- Faulty machinery
- Housekeeping
- Confined spaces
- Inadequate or missing personal protective equipment
- Blocked exits, overhead or electrical hazards

#### **Government and Principal Contractor Inspections**

Road to Rail Construction welcomes principal contractors and government inspections of our safety program, safe work procedures, personal protective and safety equipment, vehicles, worksites or anything else they would like to inspect. We use this valuable feedback to ensure we have a functional and viable safety program.

Plant site safety inspections will be done in accordance with Principal Contractor standards and protocols.

#### **Equipment and Vehicle Inspections**

All vehicles and equipment will be inspected by their operators to monitor normal wear and tear.

#### **General Inspection List**

Following is a general list of equipment to be inspected based on but not limited to manufacturer specifications:

First Aid Kits



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- o Trucks Bi-Annually or if used
- Shops Yearly or as required
- Forklift Daily Pre use
- Office Annually
- Shops /Yards /Housekeeping/Fire Extinguishers Monthly
- Trucks Pre-use
  - Light Pre-Use
  - Heavy Daily

#### **Types & Frequency of Inspections**

The types and required frequency of inspections is established in the *HSE Inspection Schedule* see table below. Where a minimum frequency has been established, it is important to note that the frequency of formal inspections should be commensurate with the type and hazard level of work activity conducted at the work location and therefore frequencies may be adjusted accordingly.

#### **Table**

	HSE INSPECTION SCHEDULE											
INSPECTION TYPE	RESPONSIBLE PARTY	FREQUENCY	FORM TYPE	REVIEWED BY								
Field Worksite Inspection	<ol> <li>Worker</li> <li>Safety Officer</li> </ol>	1. As needed 1 monthly	Field Worksite Inspection Form	Safety Officer								
LITTICA SHAN	Office Manager     Safety Officer	Monthly – formal	Office, Shop, Yard Inspection Form	Safety Officer								

#### **Equipment, Tools, Vehicles & PPE**

Road to Rail Construction has developed a Preventative Maintenance program that applies to all equipment, tools, vehicles, as well as PPE. The program establishes inspection frequencies and maintenance schedules in accordance with manufacturer's specifications. The specific details of the program can be found in *Preventative Maintenance Section below*.

#### **Procedure for Conducting Formal Worksite Inspections**

- 1. Reference previously completed inspections of the area noting deficiencies and corrective actions.
- 2. If conducting an inspection with two or more employees, conduct a pre-inspection meeting to communicate the scope of the inspection and review the inspection procedure.
- 3. Obtain the appropriate inspection form. Forms are listed under Form Type column in Fig. 9.7.1.
- 4. Conduct your tour, making sure you are thorough (look over, under, around, behind, etc.)



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- 5. If you observe an imminent danger situation it must be brought to the immediate attention of an area supervisor. If the supervisor is not available, the persons conducting the inspection will stop the work being performed in the hazardous area.
- 6. Document unsafe acts and conditions (do not include name of individuals performing unsafe acts)
- 7. Document any positive observations.
- 8. Prioritize each deficiency (most critical = #1) noting the following:
  - a. Anything identified as a high priority requires immediate attention.
  - b. Anything identified as a moderate priority should be completed by the end of the shift.
  - c. Anything identified as a low priority requires a corrective action that needs to be assigned a timeframe and to a specific individual.
- 9. Record corrective actions for each deficiency.
- 10. If conducting the inspection with two or more employees, conduct a post-inspection meeting to ensure all deficiencies and corrective actions have been identified.
- 11. Share your findings with the supervisor and crew.
- 12. Follow up on corrective actions indicating the completion date.
- 13. Sign and date the report.
- 14. A hard copy of the completed inspection is to be returned to the HSE department. \*\*Do not submit the inspection report until all corrective actions have been completed.
- 15. Post a copy of the completed inspection in a high-traffic area or HSE Information board.

#### **Inspections Conducted by Government Agencies**

Government environmental or health and safety inspectors may present on worksites without notice to conduct a formal inspection. It is critical that **all Road to Rail Construction employees** and subcontractors give their full cooperation to these representatives. The site supervisor and safety officer are to be informed of the arrival of a government inspector and may be required to accompany the government inspector during the full course of their visit to the site. Any written reports produced during their visit are required to be forwarded immediately to the safety officer.

#### **Applicable Documents & Forms**

- Field Worksite Inspection Form
- Office/Shop Inspection Form



#### PREVENTATIVE MAINTENANCE POLICY

Last Revision: April 2023 Last Review: April 2023

Road to Rail Construction shall maintain all tools, vehicles, and equipment in accordance with applicable legislation and as per manufacturer's instructions.

An inventory of all of RTRC's vehicles and equipment will be maintained by head office and the shop.

Inventory definition: A list of all equipment the company owns, lease or rents that requires ongoing maintenance.

This shall be accomplished with all Road to Rail Construction employee participation in the program. The following shall be adhered to by all employees:

- Adherence to applicable legislation, regulations, standards, and manufacturers specifications.
- Inspections and maintenance services will only be performed by competent personnel.
- Inspections and maintenance services shall be completed as per the company's maintenance schedule.

Vehicles and equipment are to be properly serviced at regular intervals by persons competent to carry out the preventative maintenance of vehicles/tools and equipment. The maintenance schedule shall consider the manufacturers recommendations as listed within the owners/operators manual for specific vehicle/equipment. The manufacturer's preventative maintenance program shall outline specifically what maintenance shall be performed and at the recommended intervals.

Mechanics and service technicians are responsible to fill out Mechanical Service reports and Equipment maintenance logs to track all repairs and service work performed on the equipment. The forms are to be fully completed and returned to the home office to be filed with each machine.

#### **Defective/Removal from Service**

If a vehicle, tool or equipment is deemed to be defective, a supervisor or mechanic will "remove it from service".

This means that the defective vehicle, tool or equipment will not be used until after the required repairs have been made and the deficiency has been corrected. Only a competent person shall deem if a vehicle, tool or equipment has been properly repaired.

All preventive maintenance shall comply with legislative requirements and be completed to manufacturers specifications.



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#### PREVENTATIVE MAINTENANCE PROGRAM

Last Revision: February 2023 Last Review: February 2023

Road to Rail Construction preventative maintenance program will be managed by supervisors. All tools, vehicles and equipment used for work purposes shall be inspected and maintained in accordance with applicable legislation and as per manufacturer's instructions, to maximize the safety of all personnel. An inventory of all of RTRC's vehicles and equipment will be maintained by head office and the shop.

Inventory definition: A list of all equipment the company owns, lease or rents that requires ongoing maintenance.

#### Preventative Maintenance helps to:

- Reduce the risk of injury, damage or loss of production
- Protect assets and prolong the useful life of production of equipment
- Improve system reliability
- Decrease replacement costs
- Decrease system downtime

#### Tools/equipment/vehicles shall include:

- Vehicles (all sizes/types)
- Mobile equipment
- Hoisting equipment
- Power and hand tools
- Air compressors
- Ladders
- Power cords
- Personal Protective Equipment
- Slings
- Hoses
- Ropes
- Clamps
- Hitch

#### **Operators**

The operators are responsible for performing pre use inspections of all equipment prior to starting and operating equipment. They are to report any defects to the supervisor and they will relay that information to the head office and mechanics. If machines are not in running condition the machine is to be locked out and not operated until the defects have been resolved.



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#### **Mechanics and Service Technicians**

Mechanics and service technicians are responsible to fill out Mechanical Service reports and Equipment maintenance logs to track all repairs and service work performed on the equipment. The forms are to be fully completed and returned to the home office to be filed with each machine.

#### **Vehicles**

- Brakes Brakes are to be of a sufficient quality, and properly adjusted
- Steering Wheel free play shall be minimum
- Lights Headlights are to be properly set
- · Other lights are to be properly working

#### **Trailers**

- Brakes are to be properly adjusted
- Air hoses are to be in good condition
- · Lights are to be properly working and mounted
- · Decks are to be of sufficient strength and repair
- · Fifth wheel or hitches are to be in good repair

#### Powered mobile equipment

- Brakes are to be properly adjusted
- Steering mechanism is to be properly adjusted
- Approved role over protection seatbelts shall be in place
- Back up alarm system shall be in working order

#### **Power Tools**

Proper safety protection shall be maintained in accordance with the manufacturer's specifications and instructions, and in good repair

#### **Hand Tools**

Hand tools shall be in good working order and maintained in good condition

#### Ladders

Metal or wooden ladders, and stepladders shall meet the standards which are not less than the requirements of the *Canadian Standards Association*, *Standard Z11*, and kept in good repair.

#### **Power Cords**

Power cords shall be in good repair, and three (3) pronged.

- The neutral, white wire to the silver screw
- The hot, black, wire to the copper screw
- The ground, green wire to the green screw



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#### **Tow Ropes, Winch Cables, Slings & Chains**

- · They shall not be frayed
- The hooks shall be of a proper size, and in good repair
- · Chains shall be in a good state of repair, with respect to stretched, broken, or improper links

#### **Boomers and Ratchet Binders**

• Shall be inspected for damage, wear and fatigue and put out of service immediately if problems are found

#### **Air Hoses**

- Air hoses shall not show signs of deterioration of the inner or outer case
- The fitting shall be in good working condition

#### **Hitches & Safety Chains**

• Hitches and power chains shall be of sufficient strength, and properly mounted

#### **Personal Protective Equipment**

- Personal protective equipment shall be kept in good working and clean condition
- When personal protective equipment is worn and not effective, discard and obtain a new item from the parts person



#### LOCK OUT / TAG OUT

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 15 - Managing the Control of Hazardous Energy

**OHS Code Part 15 s.212 states:** "If machinery, equipment or powered mobile equipment is to be serviced, repaired, tested, adjusted or inspected, an employer must ensure that no worker performs such work on the machinery, equipment or powered mobile equipment until it has come to a complete stop...and is otherwise rendered inoperative in a manner that prevents its accidental activation."

#### **Lock Out**

When servicing, the operator and / or worker must follow oiling, greasing or doing maintenance, of any nature, on any piece of equipment, the following procedure.

- Shut off equipment, or otherwise be made safe.
- Turn off electrical supply to the equipment being worked on.
- Attach a personal "LOCK OUT" lock on the electrical panel switch.
- Return to equipment and attempt to start equipment, if it does not start, proceed to service equipment.
- Any keys for the devices used must be stored in a key securing system such as a lock box.
- If more than one person is working on the same piece of equipment, then both persons **must** "LOCK OUT". The **first worker** applying a lock must verify that the hazardous energy source has been effectively isolated.
- In the event two locks will not fit on the electrical panel shut off switch, then one person **must** use an "**OUT OF SERVICE**" tag.
- All keys must be turned in to your supervisor before going home after your work shift.

#### DO NOT ATTACH OR REMOVE ANOTHER PERSON'S LOCK OR TAG

#### After all locks or tags have been removed, the operator may start equipment.

**NOTE:** Should an employee go home and leave their lock or tag attached after completion of service, they could be called back to work to remove it.

In extreme cases, (vacation, sickness, etc.), the supervisor may remove the lock or tag only after they have made a careful inspection of the equipment.



## **EQUIPMENT MAINTENANCE LOGS (SAMPLE FORM)**

#### **Equipment Maintenance Log Road to Rail Construction Group Inc.** Box 29 Bawlf, Alberta T0B 0J0 Phone (780) 878-4340 Name of Equipment: Manufacturer's contact details: Label: Date of purchase: Serial number: Person responsible for equipment: Manufacturer: Date put into service: Next maintenance planned on (date): Maintenance performed by: Date of validation before puts into service: Validation performed by: Maintenance Description: Date: Remarks:

## **MECHANICAL SERVICE REPORT (SAMPLE)**

Construction Group Inc.			
Box 29 Bawlf, Alberta Phone (780) 878-43	TOB 0J0 Date:	JO Date:	
Me	chanical Serv	vice Report	
Model:	Unit #:	Sorial #:	
IR Meter/Mileage:	Work performed by:	Hours to Perform Repairs:	
ssue/Complaint:			
		A CONTRACTOR OF THE STATE OF TH	
20			
-21-12			
Nork Performed:			
Work Performed:			
Vork Performed:			
Work Performed:			
Work Performed:			
Vork Performed:			
Vork Performed:			
Vork Performed:			
Work Performed:			
Nork Performed:			
Vork Performed:			
Vork Performed:			
Vork Performed:			



### DAILY EQUIPMENT CHECKS (PRE-TRIP INSPECTIONS)

Last Revision: January 2021 Last Review: February 2023

All equipment must undergo daily visual checks by the worker before operation. This includes checks for wear and tear, repair and replacement of components to avoid breakdown. Regular, routine cleaning, lubricating, testing, calibrating and adjusting must be performed as required by manufacturer's specifications. The selection of equipment is subject to efficiency and effectiveness of the machinery to reduce replacement costs and increase safety.

The equipment maintenance requires qualified and committed employees who are familiar with the manufacturer's specifications for the equipment. A list of the equipment used is provided for reference, separate from the manual. Technical repairs are to be scheduled accordingly.



## DAILY EQUIPMENT CHECKLIST (SAMPLE)

perator	Name:			HOUR	METER	3	
UNIT#	DATE JO	JOB NUMBER/LOCATION		Shift Start:	Shift Start:		
				Shift End:			
	N/A - Not Applicable • N	/R - Needs R	epairs	Total Hours:			
1.	Backup Alarm	OK N/A N		Hydraulic Hoses	ОК	N/A	N/R
2.	Fire Extinguisher		19.	Undercarriage			
3.	Cab Cleanliness		20.	Final Drive			
4.	Front Idlers		21.	Fluid Levels			
5.	Air Cleaners		22.	Side Frames			
6.	Park Brake		23.	23. Noticeable Leaks			
7.	Cylinders		24.	24. Sprockets			
8.	Rollers		25.	25. Lights			
9.	Seat Belt		26.	Teeth/Cutting Edges	\$		
10.	Damage/Cracks		27.	27. Brake Function			
11.	Belts/Wear & Tension		28.	28. Boom/Bucket/Pins			
12.	Glass		29.	29. Tracks			
13.	Horn		30.	Swing Bearings			
14.	Steps/Handholds		31.	31. Swing Motor			
15.	Fuel Tank/Spill Kit		32.	Tires			
16.	Radiator/Coolant		33.	Mirrors			
17.	Oil/Hydraulic Oil		34.	Air Tank			
perator:			C	perator Total Hours:			
Superviso	or:			Date:			



### MAINTENANCE SCHEDULE

### **Motor Vehicles**

Service Intervals as per manufacturer specification for the vehicles are as follows:

### Every 5000 KM:

- Change engine oil and replace oil filter
- Rotate tires and adjust air pressure
- Inspect and lubricate automatic transmission shift linkage
- Lubricate steering linkage suspension, driveshaft U-joint if equipped with grease fittings and lubricate slip yoke (if equipped)
- Inspect exhaust system for leaks, damage and/or loose parts. Remove any foreign material trapped by exhaust system shielding
- Inspect brakes
- Check air cleaner, change if needed

### **Excavators**

### When Required

- Bucket Tips Inspect/Replace
- Track Adjustment Adjust
- Window Washer Reservoir Fill
- Window Wiper Inspect/Replace
- Windows Clean

### **Every 10 Service Hours or Daily**

- Cooling System Coolant Level Check
- Engine Oil Level Check
- Fuel System Water Separator Drain
- Fuel Tank Water and Sediment Drain
- Hydraulic System Oil Level Check
- Seat Belt Inspect
- Track Adjustment Inspect
- Boom, Stick and Bucket Linkage (Long Reach Configuration) Lubricate
- Bucket Linkage Lubricate

### **Every 100 Service Hours or 2 Weeks**

- Boom Cylinder Head (Long Reach Configuration) Lubricate
- Boom and Stick Linkage Lubricate
- Bucket Linkage Lubricate

### **Every 250 Service Hours or Monthly**

- Swing Bearing Lubricate
- Swing Drive Oil Level Check

### Loaders

### When Required

- Bucket Teeth and Cutting Edges Inspect/Replace
- Ripper Tip Inspect/Replace
- Swingout Fan Hinges Lubricate



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- Window Washer Reservoir Fill
- Window Wiper Inspect/Replace
- Windows Clean

### **Every 10 Service Hours or Daily**

- Backup Alarm Test
- Bucket Lower Pivot Pin Lubricate
- Cooling System Level Check
- Engine Oil Level Check
- Fuel System Water Separator Drain
- Hydraulic System Oil Level Check
- Tire Inflation Check
- Seat Belt Inspect

### **Every 50 Service Hours or Weekly**

- Idler Swing Link Lubricate
- Articulation Bearings Lubricate
- Bucket Lower Pivot Bearings Lubricate
- Track Pins Inspect

### **Every 100 Service Hours or 2 Weeks**

- Multipurpose Bucket Lubricate
- Steering Cylinder Bearings Lubricate
- Loader Linkage Pins Lubricate
- Axle Oscillation Bearings Lubricate
- Bucket Linkage and Loader Cylinder Bearings Lubricate

### **Every 250 Service Hours or Monthly**

- Belt Inspect
- Equalizer Bar Pins Lubricate
- Final Drive Oil Level Check
- Drive Shaft Support Bearing Lubricate
- Drive Shaft Spline Lubricate
- Fuel Tank Water and Sediment Drain
- Loader Linkage Pins Lubricate
- Pivot Shaft Oil Level Check
- Recoil Piston Lubricate
- Track Check/Adjust

### **Backhoe**

### When Required

- Bucket Cutting Edges Inspect/Replace
- Bucket Tips Inspect/Replace
- Cab Interior Clean
- Window Washer Reservoir Fill
- Window Wipers Inspect/Replace
- Windows Clean

### **Every 10 Service Hours or Daily**

• Backhoe Boom, Stick, Bucket, and Cylinder Bearings - Lubricate



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- Backup Alarm Test
- Brake Reservoir Oil Level Check
- Braking System Test
- Cooling System Coolant Level Check
- Engine Oil Level Check
- Fuel System Water Separator Drain
- Hydraulic System Oil Level Check
- Loader Bucket, Cylinder, and Linkage Bearings Lubricate
- Seat Belt Inspect
- Stabilizer and Cylinder Bearings Lubricate
- Swing Frame and Cylinder Bearings Lubricate
- Tire Inflation Check
- Transmission Oil Level Check
- Wheel Nut Torque Check

### **Every 50 Service Hours or Weekly**

• Fuel Tank Water and Sediment - Drain

### **Every 250 Service Hours or Monthly**

- Axle Universal Joint (Rear) Lubricate
- Extendable Stick Pads Inspect
- Kingpin Bearings (Rear) Lubricate
- Sideshift Stabilizer Wear Pads Inspect

### Dozers

### When Required

- Cutting Edges and End Bits Inspect/Replace
- Ripper Tip and Shank Protector Inspect/Replace
- Window Washer Reservoir Fill
- Windows Clean

### **Every 10 Service Hours or Daily**

- Backup Alarm Test
- Braking System Test
- Cooling System Level Check
- Engine Oil Level Check
- Fuel System Primary Filter/Water Separator Drain
- Horn Test
- Hydraulic System Oil Level Check
- Transmission System Oil Level Check
- Walk-Around Inspection

### **Every 50 Service Hours or Weekly**

Ripper Linkage and Cylinder Bearings - Lubricate

### **Every 250 Service Hours or Monthly**

- Angle Blade Manual Tilt Brace Lubricate
- Equalizer Bar Pins Lubricate
- Final Drive Oil Level Check
- Fuel Tank Water and Sediment Drain



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- Pivot Shaft Oil Level Check
- Track Check/Adjust

### Grader

### **Every 10 Service Hours or Daily**

Walk Around Inspection – Inspect Machine

### **Every 100 Service Hours or 2 Weeks**

- Spline and Pump Drive (MPGM) Lubricate fittings
- Pump Drive Input Bearing (MPGM) Lubricate fitting

### **Every 250 Service Hours or Monthly**

• Pump Drive Gear Box (SAE 30W, HYDO, DEO or EO) - Check oil level

### **Skid Steer**

### When Required

- Bucket Cutting Edges Inspect/Replace
- Bucket Tips Inspect/Replace
- Fuel Tank Cap Clean
- Fuel Tank Water and Sediment Drain
- Window Washer Reservoir Fill
- Window Wiper Inspect/Replace
- Windows Clean

### **Every 10 Service Hours or Daily**

- Backup Alarm Test
- Cooling System Level Check
- Engine Oil Level Check
- Fuel System Primary Filter (Water Separator) Drain
- Hydraulic System Oil Level Check
- Lift Arm and Cylinder Linkage Lubricate
- Quick Coupler Inspect
- Seat Belt Inspect
- Tilt Cylinder Bearings and Bucket Linkage Bearings Lubricate
- Tire Inflation Check
- Wheel Nuts Tighten
- Work Tool Lubricate
- Work Tool Mounting Bracket Inspect

### Compactor

### When Required

- Fuel System Water Separator Drain
- Fuel Tank Cap and Strainer Clean
- Window Washer Reservoir Fill
- Window Wiper Inspect/Replace
- Windows Clean

### **Every 10 Service Hours or Daily**



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- Backup Alarm Test
- Cooling System Coolant Level Check
- Engine Oil Level Check
- Hydraulic System Oil Level Check
- Seat Belt Inspect

### **Every 50 Service Hours or Weekly**

- Fuel Tank Water and Sediment Drain
- Leveling Blade Lubricate
- Steering Cylinder Ends Lubricate

### **Out of Service**

Out of service equipment shall be tagged by the mechanical staff at the operator's controls or on the door "OUT OF SERVICE" or "DO NOT START" unless authorized by the service manager. Only the mechanical staff that worked on the vehicle or the service manager shall remove out of service tags. Only operator's that are responsible, competent and alert shall be employed to operate any company owned or rented equipment.

Authorized personnel *only* shall be permitted on any equipment during operation and then only occupying seats or space provided specifically for personnel. Riding on drawbars, etc. shall not be permitted at any time. Never get on or off, any equipment in motion.

Only if it is absolutely necessary for an operator to leave the equipment when in contact with the power line (e.g. machine on fire) cross arms in front and jump well clear. **Do not** allow any part of the body to touch the ground while still in contact with the machine. Keep both feet together and either hop or shuffle away from the equipment.

### Housekeeping

Good housekeeping reduces the chances for slips, trips, falls, and more serious incidents:

- 1. Set a good example: pick-up, clean or put away your share.
  - Put your tools away after use
  - Place garbage material and refuse in bins
  - Make sure exits and access to fire extinguishers are not blocked
  - Sharp objects, wires, grease, lumber with protruding nails should be discarded or properly stored.
- 2. Do housekeeping the right way the first time and get help when needed.
  - Set a special time for clean-up
  - Clean-up should be done at the end of each shift
  - Immediately clean situations that pose a hazard-thing like oil spills, water, sharp objects and grease
  - Return everything to its designated place
  - Never work where housekeeping has become a hazard a tragic accident is almost certain.

### Heavy Equipment: Start-Up and Shut Down

- 1. Complete equipment checklist as you go through these steps.
- 2. Walk around equipment to make certain the machine is safe to start.
- 3. Check for any loose bolts or guards.



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- 4. Check all fluid levels and lights.
- 5. Before starting the engine, check for "Danger Do Not Operate" or "Out of Service" tags. If there are no such tags, start and leave park brake on.
- 6. Do not leave the engine idling for more than 15 minutes.
- 7. After days end, park in a safe area and activate park brakes.
- 8. Always lower attachments to the ground.
- 9. Cool the engine down for 5 minutes before shutting the engine off.
- 10. Clean tracks and walk around the machine to inspect for any abnormalities, loose bolts or guards, etc.
- 11. Lubricate machine as required.

# Engine oil is to be replaced at 200 hours maximum. CHECK MACHINE THOROUGHLY EVERY DAY.

### **Truck Maintenance: Start-Up and Shut Down**

- 1. Complete a daily vehicle inspection checklist (Pre-Trip/Post-Trip) as you go through these steps.
- 2. Walk around a vehicle to make certain the truck is safe to start.
- 3. Check tires, suspension and for any loose bolts or objects.
- 4. Check all appropriate fluid levels and lights.
- 5. Before starting the engine check for "Danger Do Not Operate" or "Out of Service" tags.
- 6. If there are no such tags, check to make sure the truck is in neutral and PTO is disengaged with the parking brake on.
- 7. Start the engine and do not leave the truck idling for more than 15 minutes.
- 8. After days end, park in a safe area and activate park brakes.
- 9. Cool the engine down for 5 minutes, walk around the vehicle to inspect for any abnormalities, suspension, tires, loose bolts, etc.
- 10. After the vehicle has cooled down lubricate grease fittings,
  - Suspension and steering
  - Drive line every 3<sup>rd</sup> day
  - Take care not to over grease. This will result in breaking of dust seals.
  - Generally 2 or 3 pumps will be sufficient
  - Do a thorough inspection of the truck daily.
- 11. Check lights; signal, brakes, clearance and headlights.

It is the driver's responsibility to keep truck washed and clean.





# **EMERGENCY RESPONSE**



### **EMERGENCY PREPAREDNESS**

Legislative reference: OHS Code Part 7 – Emergency Preparedness and Response

Last Revision: January 2021 Last Review: February 2023

### **Policy**

Road to Rail Construction will maintain an emergency response plan for the information and benefit of all employees, subcontractors, clients and the public. The Emergency plan shall consist of various sections, each containing the applicable information for that section. The purpose of an emergency response plan is to provide prompt and effective response to and control of emergency situations in order to reduce losses and the consequences of natural and manmade disasters.

### General

A major responsibility of any injury and loss prevention program is to plan ahead for the actions to be taken for many different kinds of emergencies. There will be no time for planning details when the emergency occurs. Advance planning is the key to having an effective response.

### **Emergency Preparedness Plan**

The emergency plan applies to all employees, contract employees, guests and visitors Road to Rail Construction during normal hours of operation unless noted below. Employees working outside normal operational hours will be responsible for carrying out all appropriate activities in the plan.

### **Emergency Communication**

Every work site must have a means of two way communication to allow emergency responders to be called in the event of an emergency. Acceptable communication would be a cell phone, satellite phone or two way radios with continuous coverage.

### **Site Specific Emergency Response Plan**

Every new location requires that a site-specific Emergency Response Plan (ERP) be filled out. The ERP outlines applicable emergency services to be contacted in the event of an emergency. The ERP must be submitted to the office at the end of the job to be filed. The site supervisor is responsible for activating the plan and ensuring that personnel on site are familiar with their emergency responsibilities.

Every job office must have an Initial Incident Response Plan posted. In the event of an incident the supervisor will determine the severity of the incident from the classification table and follow the appropriate steps in securing the scene and notifying Road to Rail Construction Management.

A sample copy of the site specific emergency response plan and incident initial response plan are included on the following pages.



### SITE SPECIFIC ERP FORM (SAMPLE)



# Road to Rail Construction Group Inc.

### EMERGENCY RESPONSE PLAN FORM

### **EMERGENCY CONTACT NUMBER 1-780-878-4340**

GENERAL INFORMATION	ON		
County		Date	
Job		Response Time (mins)	
Job Location			
First Aider 1		Primary Muster Point	
First Aider 2		Secondary Muster Point	
DIRECTIONS TO			
LOCATION:			
CONTACT	NAME/LOCATION	PHONE NUMBER	
Road to Rail			
Construction Group			
Inc. SHOP			
CONSTRUCTION			
SUPERINTENDENT			
PROJECT MANAGER			
SAFETY/LOSS			1
PREVENTION			
COUNTY			
CONSULTANT AREA			1
MANAGER			
CONSULTANT			
PROJECT MANAGER			
TELUS			
COMMUNICATIONS			]
HOSPITAL			
RCMP			
EMERGENCY			1
COMPAINT/			
EMERGENCY			
POISON CONTROL			
ALBERTA ONE CALL			1
0H&S			1
FIRE			1
	<u> </u>		J



DANGEROUS GOODS/ DISASTER SERVICES	
DANGEROUS GOODS SPILL CENTRE	
FOREST FIRES	
HISTORICAL RESOURCE HOTLINE	

**AGREEMENT:** By signing this form, I acknowledge that I have reviewed this "ERP". I understand the nature and extent of the work to be performed and the precautions that must be taken to safely complete this task.

Print Name	Signature	Print Name	Signature







### FIRST AID TRAINING

Legislative reference: OHS Code Part 11 – First Aid

Last Revision: March 2023 Last Review: February 2023

Road to Rail Construction will ensure that the first aiders at a worksite have successfully completed a first aid training course and hold a valid first aid certificate. First aid training for workers will meet **CSA Standard Z1210-17 (First aid training for the workplace).** 

#### First Aid

RTRC is committed to providing and maintaining first aid supplies for each worksite as determined by: potential worksite hazards, crew size, and regulatory requirements. The number of certified first aiders and qualifications at a worksite is in accordance with OHS legislation.

- "Emergency first aid" equals CSA Standard Z1210-17 "basic first aid".
- "Standard first aid" equals CSA Standard Z1210-17 "intermediate first aid".
- "Advanced first aid" equals CSA Standard Z1210-17 "advanced first aid".

Road to Rail Construction shall ensure that first aid equipment and supplies are maintained in a clean, dry, and serviceable condition, contained in a material that protects the contents from the environment, and clearly identified as first aid equipment and supplies. Road to Rail Construction shall post signs at conspicuous places at the worksite indicating the location of first aid services, equipment, and supplies or, if posting of signs is not practicable, ensure that each worker knows the location of first aid services, equipment and supplies.

First aid kits and supplies shall meet *CSA Standard Z1220-17 (First aid kits for the workplace)* and are available and accessible during all working hours.

- First aid kits are available in all company vehicles, crew change shacks and in strategic locations in the shop.
- Contents of first aid kits shall be maintained as specified on the "inventory of kit" content list, which is included with each kit.
- To protect against blood borne pathogens, first aid kits shall be stocked with latex gloves and one way valve mouth barriers.
- Identified deficiencies shall be corrected as soon as possible.

### **Emergency Transportation**

Before workers are sent to a worksite, RTRC will ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility. RTRC will ensure ill or injured workers are accompanied by a first aider during emergency transport.

An effective means of communication at the work site will be available to summon an ambulance service or transportation if needed.



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### **Personal Injury or Sudden Illness**

- 1. First aid kits will be in all vehicles.
- 2. The first person on the scene should take charge of the situation and notify or have someone notify the job foreman and/or engineer will notify available first aid personnel and ambulance if required.

### On the Scene

- 1. Provide appropriate first aid and comfort.
- 2. Do not move a seriously injured person until medical aid is available.
- 3. Position people to direct arriving responders as needed. All other personnel should remain clear of the area.

### At the Hospital

If any team member is sent to the hospital, they will be accompanied by their immediate supervisor.

### Site Emergency (fire, explosion, gas or leaks)

- 1. The person first noticing a hazardous condition (fire, gas, leak or explosion) will immediately notify the people in the surrounding area and ensure notification of the site foreman.
- 2. If the fire is small enough and the person has been trained in fire extinguisher use, the fire may be put out. If in doubt, evacuate.
- 3. The foreman and/or engineer will then notify the fire department (or utility department) and all other contacts as necessary.
- 4. The safety officer shall be informed of any emergencies immediately.

### **Evacuation**

- 1. Upon hearing the announcement of the emergency, all personnel, unless directly involved in controlling the fire or leak, will evacuate the site.
- 2. Supervisors will perform a head count of personnel in their areas to ensure that everyone has evacuated safely.

### On the Scene Control Center

Management on the scene shall assume control of evacuated personnel and the emergency response. This individual will:

- 1. Assign individuals to stand near the road to direct emergency responders.
- 2. Assign personnel to provide emergency first aid where required.
- 3. Upon arrival of the emergency responders, advise them of the situation.

### All Clear/Reconstitution

- 1. After authorization by the emergency responders, the on the scene supervisor will allow personnel to return to the site or building, remove vehicles or machines, or begin clean up activities.
- 2. Direction including what can and will be done must be absolutely clear. However, nothing is to be touched or disturbed until the incident investigator has completed an on-site report and has been able to take photographs (if applicable).



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### **First Aid Reporting**

If a worker employed by RTRC is injured during the course of work, and require first aid, they **MUST** report the injury or illness to Road to Rail Construction Management and the Safety Officer.

All injured employees requiring first aid must fill out a **First Aid Report** form and submit to Head Office for review.

All first aid records will be kept confidential.

Only the worker referenced by a first aid record can access that record, **unless**:

- The record does not identify the worker.
- The worker gave written permission for access.
- The record is required to be accessed, used, or disclosed as a requirement by law.

First aid records must retain the records for **3 years** from the date the incident is recorded.

Road to Rail Construction will give a worker a copy of their submitted record if requested.



### FIRST AID REPORT FORM (SAMPLE)

### First Aid Report

Full Name of Injured or Ill Worker:						
Date of Injury or Illness:				Time -		<b>a</b>
	Month	Day	Year	Time:	PN	1 <u> </u>
Date Injury or Illness Reported:						
	N.A + I-	D	V	Time:		1 🗆
Description of the injury or illness:	Month	Day	Year		PN	и <u> </u>
Describe of where the injury or illness occ	curred/began	1:				
Cause of the injury or illness:						
First Aid Provided? Name of First Aider:	Yes □	No □				
First Aider Qualifications:						
Emergency First Aid $\ \square$ Standard First Aid $\ \square$		Advance Fi		Paramedic)		
Nurse		Emergency		echnician		
Describe First Aid Provided:		0 /	,			
Copy provided to worker   Keep this record confidential and retain		efused □ 3 years from	-	ured Worke ne injury or		



### **EMERGENCY RESPONSE PLANS**

Legislative reference: OHS Code Part 7 – Emergency Preparedness and Response

Last Revision: March 2023 Last Review: February 2023

### **Purpose**

Emergency response plans, also known as ERPs, are an important part of Road to Rail Construction's safety program.

Since emergencies will occur, preplanning is necessary. Emergencies are stressful, dangerous, and unpredictable. Each ERP looks closely at each emergency that an RTRC employee may face and details how best to deal with that particular emergency.

No two emergencies are the same, and employees should be prepared and understand how to deal with an emergency if one was to occur.

In order to gauge the effectiveness of an ERP, emergency response plans are tested. An **ERP Drill** is conducted at **least annually**. These drills are meant to simulate a real-world emergency, and tests how well an ERP is developed and understood by employees. Any deficiencies or gaps that are highlighted during a drill will be analyzed and used to enhance an ERP for improved effectiveness.

RTRC employees **must** assist and **participate** in annual ERP drills, and all employees are encouraged to suggest improvements or updates to emergency response plans.

Alberta Occupational Health and Safety legislation outlines the general requirements for preparing and responding to emergencies. In particular, Part 7 of the OHS Code (Emergency Preparedness and Response) lists specific requirements that an employer must follow when constructing and testing an ERP.

### **OHS Code Part 7 Highlights**

- An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation
- An employer must involve affected workers in establishing the emergency response plan
- An employer must ensure that an emergency response plan is current
- Workers who respond to an emergency must wear and use equipment and appropriate personal protective equipment to the work site and the emergency



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#### **NATURAL DISASTERS**

Last Revision: February 2023 Last Review: February 2023

Natural disasters are events which are out of our control. There is no way to predict when, where or how they will affect business operations. Some natural disasters which may affect us are, but not limited to:

- Floods
- Tornado
- Blizzard
- Lightning
- Fire

#### **Floods**

When conditions are favourable to produce a flood and you may be affected the following steps must be taken:

- Stay away from low areas
- Make your way to higher elevations
- Stay clear of bridge crossings, rivers, creeks, water sources or areas with a history of flooding. Monitor the weather service on radio or television for weather warnings.

### **Tornados**

When conditions are favourable to produce a tornado, the following steps must be taken:

- Monitor the weather service on the radio or television for weather warnings. Seek refuge indoors and wait out the storm.
- Avoid areas which are heavily treed. Stay away from windows and doors.

### Blizzard

At all times during the winter season one must be prepared to withstand the elements. Always:

- Carry additional winter clothing and a survival blanket
- Have adequate food rations
- Stay inside if possible during unfavourable weather
- Ensure communications are effective

### **Lightning Storm**

When work is being done in the vicinity of severe storms, the following procedures should be observed:

- Avoid lakes, sloughs or any open body of water
- Avoid tops of buildings, high lines, vessels or crane operation
- Avoid construction equipment
- Vehicles are to be pulled off the road and the 4-way flashers activated until the storm has passed



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#### FIRE

Last Revision: January 2021 Last Review: February 2023

Road to Rail Construction has provided training to specific initial emergency response personnel. These trained personnel may attempt to extinguish a small fire in its initial phase. Within the initial minute, emergency response procedures should be followed by anyone discovering or involved in a fire.

- Personnel shall respond to the following as applicable
- Call 911
- The fire is to be evaluated in regards to controlling it
- Necessary evacuation steps are to be taken
- Site security measures are to be established as necessary to keep non-essential people out and to safeguard records and equipment
- When directed to evacuate a building under threat of fire, employees should observe the following points
- Lights are to be left on, doors and windows closed but not locked
- Employees should stay as low as possible and try to keep out of the smoke (possibly toxic)
- Should clothes catch fire, the best thing to do is to stop, drop and roll
- Only attempt to extinguish if it is safe to do so and you have been trained to use a fire extinguisher

Fire extinguishers are available in all Road to Rail Construction machines.

If the fire is small and it is safe to do so, follow these steps:

- Call for assistance
- Restrict fire if possible
- Notify supervisor of the location and magnitude of the fire
- If the fire is small enough, try to extinguish it by using an appropriate fire extinguisher. Remember the word **PASS**:
  - Pull Pull the safety pin by breaking the seal;
  - Aim Aim the nozzle, horn or hose at the base of the fire;
  - Squeeze Squeeze the handle;
  - Sweep Sweep from side to side moving carefully toward the fire, keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be
- If fire is too large make sure everyone on location is informed, shut down work and leave work area in a safe state
- Evacuate calmly



<sup>\*</sup>Note\* In all cases, the Emergency Response Services shall be contacted at 911.

### STRUCTURE OR EQUIPMENT COLLAPSE

Last Revision: January 2021 Last Review: February 2023

Should a situation arise where a structure has collapsed or equipment has been involved in an incident, the following general procedures should be followed:

- The area where the incident has occurred should be secured
- People are to be kept out of the area except for those rendering medical aid
- Area utilities are to be turned off as quickly as possible, providing that it is safe to do so
- Attempts to clean or repair should not be made until clearance has been given by Management
- Employees will not re-enter until Management has provided the "All Clear"



### HAZARDOUS MATERIAL SPILL OR RELEASE

Last Revision: January 2021 Last Review: February 2023

Immediately upon a release or a spill, steps should be taken to implement the spill plan. The plan is comprised of the following steps:

- Activate the emergency response procedure. Verify that Emergency Response Services has been notified
- Applicable Safety Data Sheets (SDS) are to be referred to for detailed procedures
- The area is to be secured (spill containment kit)
- If the release is an airborne vapour spill or a large uncontrolled spill of liquid, the general evacuation alarm should be sounded
- In most cases, clean-up procedures should start as soon as possible to prevent further spread of the substance into storm drains, floor drains, flowing water or groundwater
- Notify Environmental Department



#### **FIRST AID**

Last Revision: January 2021 Last Review: February 2023

If you or your co-workers suffer any work-related personal injuries, apply first aid and if needed, obtain medical aid. Know the location of first aid supplies. These incidents must immediately be reported to your supervisor and the safety officer.

### **First Aid Treatment**

All Road to Rail Construction employees are certified and trained in first aid and are readily available to assist injured workers.

The site supervisor is responsible for ensuring that appropriate first aid supplies and services are located on their work site. As a minimum, these must be kept to the standard required by the applicable jurisdiction.

Ensure workers are aware of the locations of first aid supplies, services, and transportation.

Determine the number and content requirements for first aid kits and any first aid stations. Confirm that supplies are situated in the most appropriate locations.

Determine if a first aid transportation vehicle or ambulance service is required and where it should be positioned.

**Note:** Workers must report injuries and illnesses immediately after they occur, persons administering first aid must notify the safety officer to fill out appropriate documentation. All first aid logs must be kept on file in the head office.

### **Finding an Injured Person**

If you encounter an injured person:

- Send for a medic or apply first aid
- Even if person does not appear to be alive apply first aid
- Unless required to prevent further injury, do not move injured person
- Keep the injured person warm and calm

### **Reporting an Injury**

- Immediately inform your supervisor and safety officer
- See a doctor about your injury
- Complete a "Worker's Report of Injury" and send it to the WBC as soon as possible if:
  - o You need medical treatment (this includes chiropractic care, acupuncture, physio, etc.)
  - o You will be off work beyond the day of your accident
  - o You will need modified duties as a result of your accident
  - o You have a permanent injury (amputation, hearing loss etc.)



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### **Bleeding**

To stop serious bleeding follow these steps:

- Apply direct pressure to the bleeding area with a clean dressing; if bleeding is severe apply immediate pressure with your hand.
- Lay victim down
- Apply a clean pressure dressing if available, if not available use the cleanest cloth available and tie in strips over the wound.

### Cardiopulmonary resuscitation (CPR)

Cardiopulmonary resuscitation (CPR) is necessary when breathing has stopped. To prevent any brain damage, mouth to mouth resuscitation is the most effective method. CPR should be administered by someone with a First-aid or CPR training certificate.

Steps for mouth to mouth resuscitation:

- Assess responsiveness
- Open airway
- Check for breathing
- Place mouth barrier over mouth
- Give two slow breaths
- Check for pulse
- Continue giving one breath every five minutes



### **EMERGENCY EQUIPMENT**

Last Revision: January 2021 Last Review: February 2023

Road to Rail Construction shall supply and maintain emergency equipment in preparedness should an emergency situation arise. Equipment shall be stored in the crew shack (Job Trailer) and shall be clearly labelled.

- Fire extinguishers are located in the job trailer and on the Equipment and shall undergo regular inspections.
- Eyewash stations are located inside the crew shack, mounted on the wall. First aid kits, eyewash stations and fire extinguishers are inspected monthly and refilling or replacing of supplies is done as required.

### If the need to use a fire extinguisher arises:

### **Remember the word PASS**

- Pull the safety pin by breaking the seal
- Aim the nozzle or hose at the base of the fire
- Squeeze the handle
- **S**weep from side to side while moving carefully toward the fire. Keep the fire extinguisher aimed at the base of the flame and sweep back and forth until flames appear to go out.



If a fire extinguisher is used, accidentally set off, or otherwise damaged, it must be replaced **immediately**. RTRC employees are to notify their immediate supervisor if a fire extinguisher needs replacing.





Example of an eye wash station

The second a hazardous material enters your eyes you should make your way to an eyewash station.

### Eye wash station instructions - If you are unable to see, have a coworker help you!

- 1. Activate the eye wash unit. Pull the lever to open the eye wash station hatch. Water will begin to flow from the eye cups.
- 2. Lower your face to the flowing water. Using your fingers, hold your eyelids open and allow the streaming water to flush your eyes. Gently roll your eyes up and down, and side to side, in order to flush as much of your eyeballs as possible.
- 3. If you are wearing contact lenses, gently remove them once you have begun the flushing process.
- 4. Continue to use the eye wash station in this way for at 15 minutes, or until the eye wash station is empty.
- 5. Once you are finished flushing your eyes, you must seek medical assistance immediately. Have a coworker drive you to the nearest hospital or first aid unit for further medical attention. **Do not attempt to drive yourself!**



### **EMERGENCY EQUIPMENT INSPECTIONS**

Emergency equipment must be regularly inspected for damage and defects. Equipment that is damaged or defective may not operate properly during an emergency situation, leading to decreased effectiveness when the equipment is needed the most.

### Fire extinguisher inspections

Fire extinguishers located in the Shop will be inspected during the monthly shop inspection.

Fire extinguishers located on equipment and vehicles **must** be inspected during each pre-trip inspection of the equipment or vehicle.

All fire extinguishers will be **serviced annually** by a third party company.

Common deficiencies found during fire extinguisher inspections include:

- Under or overcharged of chemical in the extinguisher (this will be indicated on the pressure gauge of the fire extinguisher)
- Missing or broken safety pin
- Fire extinguisher Certification Tag is missing or damaged
- Rusted bottle bottom
- Hose missing or damaged

If any of the above deficiencies are found, the fire extinguisher must be **immediately** replaced or repaired. If you see a fire extinguisher with obvious defects or damage, notify your supervisor or the safety officer at once. **Do not** leave the defective or damaged fire extinguisher mounted to a vehicle, equipment, or bracket.



## **Fire Extinguisher Inspection Chechlist (SAMPLE)**



# Road to Rail Construction Group Inc PORTABLE FIRE EXTINGUISHER INSPECTION CHECKLIST

Location of Inspection (Job Site/Project):	
Date of Inspection:	
Person Inspecting the Extinguishers (Name and Initial):	Ø-
Inspection Checklist Reviewed By (Name and Initial):	70 70

Fire Extinguisher Location	Extinguisher No.	Is the nozzle unobstructed?	Does the unit indicate proper pressure?	Does the unit show any signs of corrosion or damage?	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	
		Yes No	Yes No	Yes No	



This fire extinguisher is *Undercharged*, as shown on the pressure gauge. If this extinguisher was used to fight a fire, the required pressure may not be enough to be effective.

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### **EMERGENCY RESPONSE DRILLS**

Legislative reference: OHS Code Part 7 – Emergency Preparedness and Response

Last Revision: February 2023 Last Review: February 2023

All workers will be trained in emergency response drills upon hire.

Emergency response drills will be documented on Road to Rail Construction ERP Evaluation Form and drills will be conducted at the following intervals:

- Fire Drill (Annually)
- Or when required

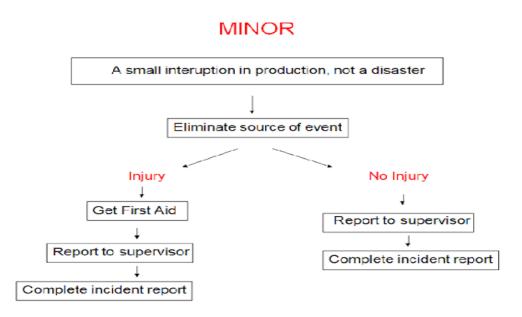
Office personnel and/or the safety officer will conduct a site evacuation drill annually. If the Emergency Plan needs to be changed, the Safety Officer will be responsible for this action.

Emergency response drills will be documented and submitted at the appropriate intervals to Road to Rail Construction employees.

### **General Steps**

Events will be classified into three levels Minor, Moderate and Major.

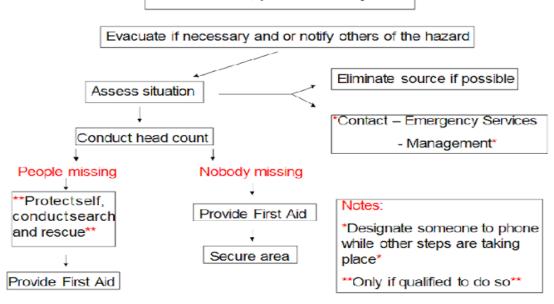
As every event will have its own individual sets of circumstances the responses below can be used only as guidelines.



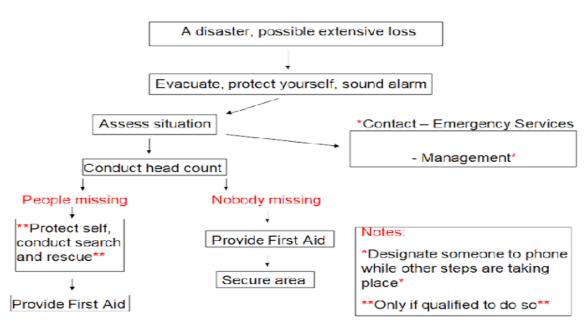


### MODERATE

A serious event, potential for major loss



### MAJOR





### **EMERGENCY RESPONSE EVALUATION FORM (SAMPLE)**



### Road to Rail Construction INC.

### **Emergency Record**

□ Drill	☐ Actual
Emergency:	Lead By:
Date:	Time:
Number of employees affected:	
Elements Performed Well:	
Elements Requiring Improvement:	
Corrective Actions:	
Corrections Assigned To:	



### **EMERGENCY CONTACT INFORMATION**

Last Revision: February 2023 Last Review: April 2023

Name	Position/Information	Phone Number	Email
Fire/EMS/Police	Fire and Medical Emergencies	911	
Matt Reber	President	780 781 2646	matt@rtrc.ca
Colton Akerstrom	CFO	780 679 8958	colton@rtrc.ca
Jarret Hayes	Safety Officer	780 888 7196	jarret@rtrc.ca
Adam Liebel	Dispatcher	780 281 0925	adam@rtrc.ca
OHS Alberta	OHS Contact Centre (Emergency Line)	1 866 415 8690	
Alberta EDGE	TDG Spills/Emergencies (AB)	1 800 272 9600	
CANUTEC	TDG Spills/Emergencies (Federal)	1 888 226 8832 *666 on cell	
Family Violence Information Line	Domestic/Family Violence reporting	310 1818	
Child Abuse Hotline	Anonymously reporting child abuse	1 800 387 5437	
Income Support Contact Centre	Basic Needs Emergencies (shelter, clothing, etc.)	1 866 644 5135	
Health Link	Health advice from a RN	811	
Mental Health Support Line	Mental health support line	1 877 303 2642	
Workers Compensation Board (WCB)	WCB Claims and Reporting	1 866 922 9221	



### MODIFIED WORK PROGRAM

Last Revision: January 2021 Last Review: February 2023

### **Purpose**

Modified work assists in the rehabilitation and early return to work or an opportunity to remain at work for ill or injured employees. All employees, regardless of injury or illness, will be considered for placement in modified work.

Road to Rail Construction will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform their duties. This may include a modification of the employee's original position or providing an alternative position, depending on the employee's medical restrictions.

### **Policy**

### **Categories of Work Restriction and Work Status**

Following a work related injury, or any illness or accident that renders an employee unable to perform his/her job due to a disability, the employee will be in one of three categories:

### Not Released for Return to Any Type of Work

Employee is still recovering from an injury or illness.

### **Released with Restrictions**

Employee is released to return to work, but has specific restrictions outlined by the health care provider. Employees in this category shall come under the provisions of the Modified Duty Program as outlined below.

### Released for Work with No Work Restrictions

Employee can perform his/her regular job. Employees in this category shall return to work according to the provisions of the leave under which they are covered.

### **Modified Duty Program**

Employees who cannot be safely accommodated in the position occupied at the time of injury will be offered the opportunity to perform other work within the employee's capabilities. Only work that is considered to be meaningful and productive shall be considered for use in the modified work program. These jobs must comply with current WCB guidelines. Modified work may not always be available in every circumstance.

If accommodation is not possible, a review will be conducted to determine all other positions for which the employee qualifies, and every effort will be made to place the employee in another position.

### **Employee Status while on Modified Duty**

Employees on modified duty will continue to occupy the same position held prior to the disability, and will continue to be paid the same calculated base hourly rate. This will apply regardless of whether the employee has been accommodated in the same position, or has been given a completely different assignment.



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Any legal or other significant problems presented by this provision shall be resolved by the appropriate manager.

### **Time Frames for Modified Duty Program**

Employees are eligible for modified duty for a period of six months. Eligibility for the six months of modified duty shall commence on the day the employee is first released by the health care provider with restrictions, or 90 days after the employee first takes leave due to an industrial or non-industrial accident or illness, whichever comes first.

### **Covered Employees**

Any employee who is unable, in whole or in part, to perform his/her job due to a disability resulting from an on the job illness or injury.

### **Employee Responsibilities**

The employee is expected to notify the appointing authority of the expected date of return to work from an industrial or non-industrial leave due to a disability; any work restrictions related to a disability and the anticipated duration of such restrictions; any known accommodations that would enable the employee to safely perform the job; and any change in the work status or restrictions.

Upon release to return to work, the employee will provide a copy of the physician's release to return to work.

### **Procedure**

### **Modified Duty Assignments**

Employees with restrictions will be accommodated as follows:

The safety officer will first determine if the employee can be reasonably accommodated in his/her own position. This accommodation may include:

- Changing or reducing the work hours or schedule as necessary
- Performing the work in a different way
- Using adaptive equipment or other devices to assist the employee in the performance of the iob.
- Modifying the employee's duties through the shifting of duty assignments among a group of employees
- Any other accommodation that is reasonable

During the period of modified duty assignment, the employee's status will be monitored weekly by the current supervisor to ascertain the employee's ability to perform the modified duty, and any changes that need to be made in the assignment. If the employee was placed in another work unit, monitoring the employee's status will be the joint responsibility of both the current and former supervisor.

Monthly meetings will be held with the supervisor, employee, and manager to discuss:

- The anticipated date the employee will be able to return to work
- Any projected permanent or extended restrictions



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- The employee's performance in the modified duty position; and
- Any problems with the modified duty assignment.

At the end of 90 days, if the employee has not yet been released for full duty, a formal evaluation will be conducted to determine the viability of continued modified duty placement. Modified duty may be continued for an additional 90 days only under the following conditions:

- The employee is still improving medically, and is expected to return to full duty.
- The employee has been given permanent restrictions that preclude the employee from returning to his/her position, but a permanent placement suitable for the employee has not yet been found.

### **Permanent Placement**

Employees who need permanent transfer to another position may be referred to another supervisor for evaluation in a new position. Referral will be made for such evaluation only if an open position exists for which the employee qualifies and the supervisor is willing to accept the employee for evaluation. The period of evaluation shall be established for a period not to exceed the time remaining for the employee in the Modified Duty Program. The employee's status and performance will be evaluated regularly as per the schedule for the Modified Duty Program. Upon demonstration of satisfactory performance, the employee will be permanently transferred to the new position, with any needed salary adjustment. If the employee cannot perform the job satisfactorily, the employee will be referred back to the Operations Manager for placement elsewhere.

Participants placed on modified work will be expected to provide feedback in order to improve the program. This will be a cooperative effort between the Healthcare Provider, Employee and Supervisor.

Matt Reber

President May 1, 2017



### DRUG AND ALCOHOL POLICY

Last Revision: April 2023 Last Review: February 2023

### **Purpose**

Road to Rail Construction strives to provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees and expects all employees to assist the company and fellow employees in maintaining a work environment that is free of alcohol and illicit drugs.

This drug and alcohol policy, along with all other RTRC policies, will ensure that all employees are treated fairly and with respect.

#### **Definitions**

**Alcohol**: includes whiskey, beer, vodka, rum, gin, scotch, wine, liquor of any kind, spirits, moonshine, any drink which contains an intoxicating agent from fermented or distilled substances or products whether lawfully or unlawfully made, any alcoholic drink or product obtained from a liquor store, bar or vendor of any kind, ethyl alcohol or methyl alcohol.

Drug: includes any recreational drug or illegal drug.

"Over the Counter" (OTC) Drugs: are medicines sold directly to a consumer without a requirement for a prescription from a healthcare professional. Over-the-counter medicine is also known as non - prescription medicines or counter medicines. Common OTC drugs include Aspirin, Tylenol, Advil, and Claritin.

The possession, consumption, distribution or offer for sale of alcohol or illicit drugs, or the misuse of prescription or "over the counter" drugs is **prohibited** on Road to Rail Construction premises or work sites, or in circumstances deemed to present a serious risk to the interests of our company in terms of employee and public safety.

In the event that a Contractor who has contracted work out to us has a more stringent drug and alcohol policy, their policy may take precedence over Road to Rail Construction policy. Employees working in that particular situation will be notified if this is the case.

Any employee taking a legal drug medication, whether or not prescribed by a licensed medical practitioner, which is known to possibly affect or impair judgment, coordination, or perception so as to adversely affect the ability of the employee to perform his/her work in a safe and productive manner, must notify his supervisor and safety officer prior to engaging in Road to Rail Construction business. The supervisor and/or safety officer will determine whether that person can remain at work or whether work restrictions are required.

Employees reporting for work:

• are expected to be well rested and fit for duty



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- if under the influence of alcohol or drugs, must advise their supervisor and Safety Officer upon reporting for work, or when contacted to work on an emergency or other unscheduled basis
- If perceived by a supervisor or the safety officer to be under the influence of alcohol or drugs, the employee will be immediately removed from the workplace and be evaluated by the supervisor and/or safety officer.

Employees that are contacted to report to work for emergency or other unscheduled reasons must advise the person contacting them if they have consumed alcohol or drugs within twenty-four (24) hours of reporting.

## **Administration**

This Drug and Alcohol Policy follows the Construction Owners Association of Alberta (COAA) Canadian Model Ver. 6.0 – Best Practices.

Road to Rail Construction reserves the right to temporarily remove, reassign or suspend any employee pending a determination of fitness for work, safety risk, and assessment of substance abuse problem or completion of investigation into a possible violation of this Policy.

For the purpose of administering this Policy, any alcohol or drug testing shall be performed at a medical facility designated by Road to Rail Construction.

The President may authorize alcohol to be present at Road to Rail Construction functions. It is incumbent upon the persons organizing the event to conduct the event in a manner, which, through control of the duration of beverage service or other means, promotes moderation and is in keeping with the integrity, security, and safety of Road to Rail Construction, its employees and customers.

#### **Alcohol and Drug Testing**

Drug and Alcohol testing may be performed by using a sample of the employee's bodily fluid, or breath. Consideration shall be given to utilize testing processes that are minimally intrusive based on advice from the company retained for tests.

Road to Rail Construction, under its discretion, may require that employees undergo an alcohol and drug test under the following circumstances:

- as a pre-employment condition for all employees who will be working in safety-sensitive positions
- as a post-employment condition for all employees who will be working in safety-sensitive positions
- the employee is involved in an on-the-job accident or near miss, regardless of whether that person sustained injury;
- if required in the ordinary course of business, as stipulated in a contract between Road to Rail Construction and a Prime Contractor on a particular work site;
- or if there is a reasonable suspicion that an employee is under the influence of drugs or alcohol.



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An employee who fails to report to a Road to Rail Construction designated facility for an alcohol or drug test; refuses to submit to an alcohol or drug test; or tampers or attempts to tamper with a test sample is in violation of this Policy and is subject to disciplinary action including termination of employment for cause.

#### **Safety Sensitive Positions**

Safety-sensitive positions are ones where impaired performance, for whatever reason, could result in a significant incident affecting the health or safety of employees, the public, property, or the environment.

Supervisors and managers who directly supervise the working level positions on site, or who perform the same duties or exercise the same responsibilities, are deemed to hold safety-sensitive positions.

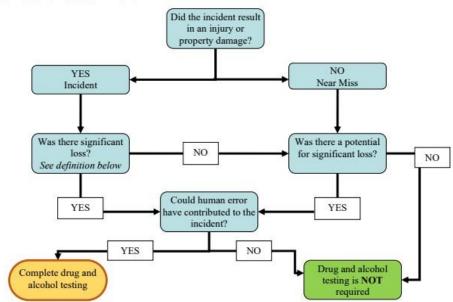
The following positions are considered "safety-sensitive" and will require pre and post employment Drug and Alcohol test:

- Truck Drivers
- Heavy Equipment Operators
- Construction and transportation supervisors

# **Post Incident Testing**

All serious incidents will result in drug and alcohol testing unless there is clear evidence that acts or omissions of the employee(s) could not have been a contributing factor (ie: structural or mechanical failure). In other words, if human error could have contributed to the incident, the employee(s) involved will be tested for drug or alcohol use.

#### Post Incident Decision Chart





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#### Significant Loss is:

- Fatality, life-threatening injury or serious injury involving an employee or member of the public in which a RTRC worker is involved.
- Serious injury one that has the potential to be life-threatening or life-altering.
- Motor vehicle collision or failure (ie: trailer disconnect) on public roads.
- Damage of \$2,000 or more to municipal assets, public or private property

RTRC may also require drug and alcohol testing of an employee when there has been a near miss where there was the potential for injury to employees or the public or serious damage to property or to the environment. Other incidents or near misses may result in testing of an employee if reasonable cause exists.

#### **Negative Test Results**

Employee will return to regular work duties if it is determined by the supervisor that it is safe for the employee to do so. Regardless of a negative test, the employee may still have a medical condition that will require further investigation to ensure that their return to work does not create a safety risk to themselves or others.

#### **Positive Test Results**

Road to Rail Construction follows the Canadian Human Rights Commission Policy on Drug and Alcohol testing. This policy allows any employee of Road to Rail Construction who is tested positive for either alcohol or drugs to be permitted to undergo a personalized assessment. Road to Rail Construction supports the Human Rights Commission in utilizing awareness, education, rehabilitation, and effective interventions. Enhanced supervision and peer monitoring are the most effective methods of ensuring that performance issues associated with alcohol and drug use, or abuse are detected and resolved.

Refer to Canadian Human Rights Commission Policy on Drug and Alcohol Testing. A copy of this policy will also be kept on file in the Road to Rail Construction Head Office.

#### Responsibilities

Road to Rail Construction employees are obligated to read and understand this policy and perform their job in a safe manner in accordance with its provisions. Any employee who believes that he or she or some other employee has a substance abuse problem is encouraged to voluntarily seek advice or report these concerns to his or her supervisor so that treatment can be promptly received before job performance is affected or violation of this policy occurs. If the employee admits that alcohol or drug abuse is a factor in declining job performance, the employee shall receive a referral to a drug and alcohol counsellor.



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#### **Appliance and Performance Management**

The safety and well-being of Road to Rail Construction employees is of the utmost importance. Road to Rail Construction will provide support for those employees who seek treatment and rehabilitation for alcohol or drug problems; however Road to Rail Construction will continue to emphasize the normal process of performance management. If an employee violates any part of this policy, appropriate disciplinary action will be taken up to and including termination.

#### **Duty to Accommodate**

Road to Rail Construction understands that having a drug or alcohol dependency is a disability and will make every effort to accommodate and assist the employee up to the point of undue hardship.

Employees are encouraged to seek assistance from the Road to Rail Construction before drug or alcohol problems lead to performance problems or otherwise have a workplace impact. The employee's decision to self-declare and seek assistance from RTRC will not become part of his/her personnel file; will not be used as basis for disciplinary action; and will not be used against the employee in any disciplinary proceedings.

If an employee is determined to have a drug or alcohol dependency, they will be offered a leave of absence to seek treatment, in the event a leave of absence is required in the opinion of the employee's physician.

Following treatment, and subject to the confirmation by the employee's physician that the employee is fit to return to work, the employee may be allowed to return to work. Return to duty testing will be required to assist in the employee's recovery.

By continuing his or her employment with the company the employee accepts the terms of this alcohol and drug policy.



#### FIT FOR WORK POLICY

Last Revision: March 2023 Last Review: February 2023

#### **Purpose**

Road to Rail Construction has a strong commitment to provide a safe work environment for its employees and representatives and persons working near our fixed facilities and remote locations. In order to ensure a safe working environment it is essential that our employees are physically and physiological and competently able to perform the duties associated with their assigned tasks. This program engages a process for identifying and intervening when individuals could pose a threat to the safety of themselves, other persons and property.

Road to Rail Construction does not utilize physical fitness or agility tests in determining a person's ability to perform required tasks. However, the physical requirements and additional required attributes are detailed in the job description and hazards assessment and risk management program specific to the position and establish a minimum standard for the position. Should such psychometric, fitness and or agility tests be required, all employees will be required to successfully meet or exceed expectations set for the position. Medical evaluations may be requested.

Road to Rail Construction will have criteria to provide reasonable assurance that those persons placed in the work environments be physically, psychologically, and competently fit to safely perform their assigned duties without excessive risk or harm to themselves or others. Criteria will be based on the job evaluations of required physical abilities, subsequent testing of those abilities when required and guidelines for medical aspects of fitness for work and returning to work and assessed through use of competency evaluations.

#### Responsibilities

#### **Employee**

- Reporting for work readily available to perform required tasks
- Notifying his/her supervisor when not fit for work
- Notifying his/her supervisor and site supervisor when he or she observes a co-worker who may not be fit for work
- Notify his/or her supervisor if they are taking prescription or over-the-counter medication that may impair their ability to work safely
- Cooperating with his/her supervisor with regards to treatment, medical evaluations and investigating processes
- Prohibited from entering any work site when or if the possibility of being under the influence of drug and or alcohol or in any other manner of impairment herein discussed exits or have within their body system substances which may interfere with being capable of performing assigned work.

#### Supervisor

- Observing the attendance, performing and behavior of employees they supervise
- Recording and all concerns and discussions with employees in question



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- Interviewing employees who appear unfit for work
- Notifying the human resources and safety officer of the determination of the employee being unfit for work
- Providing assistance to workers who are unable to safely perform their job duties
- Respect the confidentiality and privacy of the process regarding the employees

#### Administration

The fit for work process involves a number of methods to determine the overall personal needs to properly and competently perform job tasks in a specific position. All persons are to be evaluated during their application and preplacement and be approved as fit to work in the position. The program is a continual development and monitoring of new hires, transfers, existing employees and return to work cases following an absence due to illness or injury.

Guidelines will exist that apply to those situations where observed employee performance/behaviour results in a question of the individual's fitness to work. In situations where an individual's performance and/or ability to perform the safe and proper tasks for a job are in question, that individual will be subject to assessments and evaluations and possible removal from the work environment or disciplinary action until such times as fitness for work is established. Removal from the work site may include reassignment personal time off, rectifying the cause(s) of being unfit for work and/or disciplinary action including unpaid suspension from work.

All employees and workers will be informed of Road to Rail Construction expectations for their requirement to be ready for work under the program's guidelines and the actions for non-conformance.

#### Education

Fit for work education and training will be provided to all Road to Rail Construction employees. This will be administered through:

- The provision and review of the appropriate job description with new employees
- The orientation program will include a discussion on the general aspects of the position.
- The on-the-job training provided to employees as required

#### Policies, procedures and program administering the fitness for work requirements

Road to Rail Construction has developed various processes to create, maintain and monitor fitness for work requirements and should be reviewed for specific processes to follow. These include:

- Personal medical questions included in the new hire package
- Hazard assessments and risk management program
- Drug and alcohol policy
- Training programs
- Field task guideline company rules
- Employee responsibilities for health and safety
- Safe work practices

#### Health and safety management systems

- Progressive discipline policy
- Performance management processes
- Behaviour based safety processes
- Return to work medical questionnaire



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Supervisor work site inspections incident investigations

## **Triggering event**

A triggering event occurs when a supervisor or safety officer observes or receives a reliable report of an employee's possible lack of being fit for work. Observation and cause may include but are not limited to:

- Employees reports
- Discussions with the employees and noting speech, comprehension, thought process and concentration impairment
- Coordination, alertness and vision impairment
- Changes in communication, personality
- Unusual increase in incidents
- Medical condition and/or concerns brought forward by the employee
- Medical condition created from work related incident
- Absence from work for reasons other than personal vacation
- Trace or proof of prohibited materials and/or substances
- Personal lifestyle activities

## Investigative procedure

- Manager/Supervisor/Safety officer/Employee observes questionable behaviour
- Report (verbal or written) is provided to Road to Rail Construction supervisor, human resources or safety officer
- Road to Rail Construction representative receiving the report determines validity of accusation

Road to Rail Construction representative conducts on-site investigations and determines the level of seriousness of the allegation and method to address:

#### No Risk

• retain all notes on file for future reference

#### Minor risk

- provide required relief and/or direction to control the incident.
- encourage the employee to seek medical help, professional help or remove employee from the work site

#### Moderate risk

- provide required relief to control the incident and or remove the employee from the work site
- imitate the progressive discipline process appropriate to past history or severity of incident
- referral to medical or other employee assistance program if required

# Severe risk with cause:

- immediately remove the employee from the work site
- suspend employee without pay pending completion of incident review and satisfactory assistance program completion
- implement appropriate disciplinary measures



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#### Outcomes

## **Employee initiated**

A level of shared responsibility lies with the supervisor, employer and employee in seeking a suitable and positive outcome. It is preferred that the employee initiate the corrective measures for medical, prohibited substance, psychological, physical or personal issues prior to them affecting his/her work environment. Road to Rail Construction will not take any retaliatory measure toward an employee who personally begins the process of corrective measures and cooperates with the company.

#### **Employer initiated – employee retention**

Should corrective measures be initiated by Road to Rail Construction, the appropriate processes will be followed and documented without prejudice. Employees cooperating in corrective performance management, medical evaluations and in compliance with recommendations for medical, psychological, substance abuse or personal corrective measures may be returned to work provided the appropriate discipline action and additional corrective measures have been implemented and are monitored.

#### **Employer initiated – employee termination**

Employees posing a severe risk may be subject to discipline up to and including termination of employment.



#### **DISCIPLINE POLICY**

Last Revision: March 2023 Last Review: February 2023

It is the policy of Road to Rail Construction, its Executives and Directors, that all employees and subcontractors are required to perform their jobs safely, competently and efficiently without jeopardizing their own personal wellbeing, the safety of others and/or property. At all times workers shall strive to be in compliance with the applicable government legislation, the company safety policy and our client's relevant rules and regulations.

Individuals or subcontractors who interfere with any of the above safety and performance standards shall be held personally responsible and subject to disciplinary action.

Depending on the severity of the noncompliance, disciplinary action may include: verbal warning, written reprimand, suspension without pay and/or dismissal. Each noncompliance shall be thoroughly reviewed on an individual basis. The extent of disciplinary action shall be determined by senior management and dealt with accordingly.

# **Disciplinary Actions**

#### **Verbal Warning:**

A disciplinary action is appropriate when an infraction of company or government safety rules and/or regulations occurs or when lapses in performance or personal behavior impact on safe and efficient company operations. Disciplinary action shall also be undertaken if company property, funds and/or relationships between the company, its employees, and the public and appropriate government agencies are not maintained. Any disciplinary action shall be aimed at preventing an infraction from recurring. The following disciplinary actions are listed in order of severity and for most cases, in the order they would be administered. The supervisor will follow through with the appropriate action.

Discussion of violation and warning of more severe actions should the offence be repeated. A method and time frame should also be agreed upon relevant to the infraction. A written report is to be submitted to the Head Office with both the Supervisor's and Employee's printed and signed signatures on the report.

# **Written Reprimand:**

Discussion of violation and written copy of the reprimand to be given to the employee, and a copy sent to Head Office to be placed in the employee's file, as well as a warning of more severe action should the offense be repeated.

#### **Suspension without Pay:**

This disciplinary action should be considered when misconduct is serious (i.e. severity, repetition and attitude). The time period for the suspension is to be determined by the severity of the misconduct. In some cases, it should be made clear that discharge will result if the offense is repeated. A report must be submitted to Head Office with complete dates of start of suspension; return to work date, as well as have both the Supervisor's and the Employee's printed and signed signatures.



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#### Dismissal:

This action should be considered in only the most serious cases where other disciplinary action has proven to be unproductive in correcting an employee's repeated misconduct. This action is a final step and should only be taken after consultation with the employee's immediate supervisor. A report is to be submitted to the Head Office containing details for the reason for the discharge of the employee and must contain both the Supervisor's and Employee's printed names and signatures.



# **DISCIPLINARY WARNING REPORT (SAMPLE)**

# **Disciplinary Warning Report**

Date of Warning:				
Name of Worker:				
As part of our Due Diligence initiative, it is sometimes necessary to enact our Discipline Policy to protect the health and safety of our workers.				
		ing has been given for the following ation, and specific details)		
Reason for Warning:				
Prior Warnings:				
Name of Supervisor:				
Workers Employer:				
Warning Issued By:				
Project Name:				
Type of Violation:				
□Safety	□Security:	□Violence/Harassment:		
□RTRC	□Other:			
Rules				
□Verbal	□Written	□Suspension/Termination		
Warning	Warning			
□Final Warning – Th	e next violation will resul	t in Termination		
	tion if issue is Not Correct (check the appropriate s	cted: statement & attach any documentation)		
	the company's statemen			
□I disagree w	ith the company's staten	nent for the following reasons.		
□ I would like to receive a copy of this statement for my records.				
Employee Signature:		Date:		
Management Signatu	ıre:	Date:		

\*\*Please be aware that this report will be kept on file at the home office, and the issue may be discussed at a company health and safety meeting in the future. Attach any further reports to this document.





# **INVESTIGATIONS**



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# INCIDENT REPORTING AND INVESTIGATION

Legislative reference: OHS Act Part 7 – Compliance and Enforcement

Last Revision: February 2023 Last Review: February 2023

#### **Policy Statement**

Road to Rail Construction recognizes that almost every incident, near miss, occupational illness, and work refusal is the result of a combination of causes (unsafe acts and/or unsafe conditions). Road to Rail Construction is committed to protecting the health and safety of all employees. Incidents must be reported, investigated and documented so that corrective actions can be implemented.

Road to Rail Construction Management requires all employees to immediately report any incident that causes harm to our people or damage to our environment, our assets or our reputation utilizing the "Incident Reporting" form.

All near misses that may have resulted in harm to our people or damage to our environment, our assets or our reputation must be reported immediately using the "Hazard ID" form or by contacting the safety officer.

Each incident will be investigated to assess causes and determine follow up action to prevent a similar occurrence. It is the responsibility of every person on our team to report unsafe acts or conditions to allow the issue to be addressed prior to them becoming incidents.

#### **Definitions**

**Incident** is defined as an unplanned event that causes harm to our people or damage to our environment, our assets or our reputation.

**Near miss** is an undesired event that under slightly different circumstances could have resulted in harm to our people or damage to our environment, our assets or our reputation.

**Lost time** If the employee is absent from work for their next scheduled shift after the date of incident and if absence is related to the incident/injury/illness.

**Medical Aid** is if the employee has received professional services by health care practitioner (hospitals, health care facilities including walk-ins, physiotherapy) but does not result in lost time beyond the day of the incident

**First Aid** is if the employee suffered a minor injury and the only treatment provided was first aid at the workplace. (i.e. band aid applied for a small cut, ice applied to a bump)



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**Work Refusal** is a voluntary act made by an employee to cease all duties and tasks related to a job considered unsafe to their physical welfare.

**Occupational Illness** is defined as a condition that results from exposure to physical, chemical, or biological agents to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

**Corrective Action** is an action taken after an incident to eliminate or reduce the risk or a similar incident recurring.

#### **Incident Reporting**

Road to Rail Construction requires the reporting of **all incidents and near misses immediately** after they occur. Road to Rail Construction employees have several options for the reporting of incidents. Employees can fill out a paper form and submit it to their supervisor/manager or file a report directly to the safety officer.

Once an incident has been reported, the supervisor will assign it to the manager/supervisor of that area to complete the investigation. Depending upon the severity of the incident will identify the length of time of the investigation, number of participants for the investigation and the length of time for the completion of the corrective action. The entirety of the incident investigation will be managed and monitored to ensure its completion, root causes are identified, and a corrective action is finalized.

The only thing worse than having an incident, is not dealing with an incident in an appropriate manner. This includes effective incident response and reporting.

#### **Roles and Responsibilities**

- Road to Rail Construction employees shall report immediately all incidents/accidents and Near Misses to their direct Supervisor/Manager/Safety Officer
  - Employees can fill out a paper copy of the report and submit it to their Supervisor/Manager/Safety Officer
  - Verbally report the incident to their Supervisor/Manager/Safety Officer
- If the incident is an injury, Supervisors/Managers will report the incident immediately to the Safety Officer and WCB
- Supervisors, managers and the safety officer will identify and implement a corrective action and communicate this back to employees
- Managers will sign off on the incident once the investigation is completed and the corrective actions communicated

#### **Incident reporting:**

 helps collect information management can use to calculate statistics and track where incidents are occurring



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- helps identify training needs, problems with work procedures and needs for personal protective safety and emergency equipment
- collects information necessary for completing the investigation and insurance reports and complying with regulatory requirements
- identifies weaknesses in safety program and failures in communication

#### **INCIDENT TYPES TO BE REPORTED TO AUTHORITIES**

All incidents that fall within legislative requirements must be reported to the appropriate authorities (i.e. WCB, OHS regulatory body)

#### **WCB Incident Reporting**

An incident shall be reported to WCB Alberta if the accident results in, or is likely to result in:

- lost time or the need to temporarily or permanently modify work beyond the date of accident
- death or permanent disability (amputation, hearing loss, etc.)
- a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)
- the need for medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.)
- incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)

#### **OHS Incident Reporting**

According to the OHS Act, injuries and incidents have to be reported to OHS at **1-866-415-8690** if they:

- result in a fatality
- cause a worker to be admitted to hospital for more than two days
- involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury
- involve the collapse or upset of a crane, derrick or hoist
- involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

# **OSHA Reporting**

In accordance with OSHA reporting requirements, the following severe injuries will be reported to OSHA in accordance with the following:

• All work-related fatalities within 8 hours.



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 All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

#### **Client Reporting**

Each client will generally have their own requirements as to what severity of incident is reported and their associated time frame. However, to maintain our relationship with each client, Road to Rail Construction will report any injury or incident no later than 24 hours after learning of the incident and in most cases, immediately.

All formal incident reporting will be conducted by either the General Manager or Safety Officer.

#### Investigation

The primary purpose of an investigation is to identify the root causes so that corrective action can be taken to prevent a recurrence of the incident. Investigations shall be conducted by the superintendent of that area and signed off by the manager of that department. Investigations shall be conducted as soon as possible after the incident was reported. If an employee is injured and the incident is a WCB incident, this shall be reported to Management immediately. WCB incidents shall be reported within 72 hours as a requirement. All incident investigations will be documented and stored on file at the head office.

#### **Investigation Training**

Investigation training is offered internally for Road to Rail Construction employees as part of the roles and responsibilities of the supervisor/manager. These employees have received training for incident investigation and may be called upon to assist in an investigation.

#### **Investigation Procedure**

Road to Rail Construction has developed a standard investigation procedure for Management to follow.

- 1. Take control of the scene
- 2. Ensure that injured employees are cared for and no further injury or damage can occur
- 3. Get the 'big picture' of what happened
- 4. Examine equipment/materials involved
- 5. Preserve the evidence. Collect and safeguard any physical evidence, any on the scene shall be left untouched until the incident has been investigated
- 6. Take pictures or sketch drawings of the scene
- 7. Interview any witnesses and obtain written statements
- 8. Analyze all the available information to determine the causes (identify root cause)
- 9. Determine what corrective action will prevent recurrence
- 10. Complete the report



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- 11. Forward the completed report to management for review and signature
- 12. Follow-up to ensure corrective actions are completed
- 13. Monitor to ensure that the corrective actions implemented are the right corrective actions for recurrence of the incident

All incident/accident corrective actions shall be communicated back to employees to ensure awareness to any new policy/procedures developed. Road to Rail Construction shall ensure that all occurrences have been reviewed with their groups via discussion.



#### MEDIA

Last Revision: January 2021 Last Review: February 2023

The President of Road to Rail Construction is the only person responsible for talking to the media, authorities, inspector or the Client on behalf of Road to Rail Construction. All Road to Rail Construction Managers are required to carry a mediate statement card on them, if approached by reporters they will be read as follows:

"We are in the early stages of gathering information on this situation to determine our involvement and response. Of utmost priority is the safety and protection of the public and all responders. Company information will be available to you when we know more. Feel free to leave your contact information with me or to call our Corporate Communications office in Camrose at 780-878-4340."





# **PROGRAM ADMINISTRATION**



# **BLANK ACTION PLAN (SAMPLE)**

Audit Corrective Action Plan				
Recommendation	Assigned to	Target date of Completion	Date Completed	Reviewed by





# **RAIL SAFETY**



# **INTRODUCTION**

Road to Rail Construction Inc. offers a variety of services in the rail industry including but not limited to: tie changing, equipment hauling, ballast hauling, switch and panel change outs and repair, weed spraying, rental trucks, rail bed construction, pickers, and cranes.

As in all of its business ventures, RTRC will strive to achieve the highest standard of health and safety for all employees involved in railway construction, maintenance, and repair.

Railway work is hazardous by nature. Some hazards include train derailments; train collisions; slips/trips and falls; railway crossing incidents; and suicides by train. As such, the railway industry is heavily regulated. The Transportation Safety Board of Canada (TSB) investigates all railway incidents in Canada. The Railway Act of Alberta, and the Canadian Rail Operating Rules (CROR) are safety legislation put in place to ensure that all hazards inherent in the rail industry are assessed and controlled.

Road to Rail Construction Inc. will abide by all rules and regulations pertaining to railway work in Canada, as well as all applicable provincial and federal OHS regulations.

Canadian National Railway (CN) and Canadian Pacific Railway (CPR) are the two dominant freight rail operators in Canada and are both **Class I** railways.

**Short line** railways are a fundamental component of the country's rail network, feeding and delivering traffic to and from mainline railways.



## **GENERAL SAFETY RULES**

Last Revision: February 2023 Last Review: February 2023

It is your <u>RIGHT AND OBLIGATION</u> to prevent or cease work for any reason if you are concerned about safety, unsafe conditions, or hazards.

- 2. You must report promptly to your supervisor any injury you sustain while at work. You are also obligated to report accident details that did not result in personal injury or property damage, but could have if the circumstances had been different, via the Near Miss Reporting Process.
- 3. **NEVER** run unless the situation is life threatening.
- 4. **NEVER** engage in scuffling practical joking, or horseplay on the job.
- 5. Appropriate hearing protection **MUST BE WORN** in areas where signs indicate warning of excessive noise levels and in areas where equipment is being operated. Hearing protection must also be worn in posted areas that are suspected of temporary excessive noise.
- 6. Everyone **MUST** always wear approved safety glasses while on work sites where the potential for eye injury exists. The only exception to this is when special-purpose eye protection is used.
- 7. Steel toe safety boots **MUST** be worn on company work sites at all times.
- 8. Clothing suited to the work, the weather, and the environment must be worn.
- 9. Other PPE such as climbing harness for working at heights, face shield and goggles while grinding, proper gloves, FR clothing, etc. will be utilized as per the hazard assessment for that particular job task requires.



## TRACK SAFETY POLICY

Last Revision: February 2023 Last Review: February 2023

Working on or around railroad tracks can be a hazardous job if you are not alert and paying attention to your surroundings. Getting hit by a train is almost certain to **end your life**. Working in rail yards or out repairing track is hard work. It can be exhausting, and you can lose focus; these are the times that incidents happen. Hazards are a part of any worksite, and knowledge of those hazards and how to either handle them safely or eliminate them is essential. Proper training and following your training will allow you to safely handle most hazards. Report any hazard to your supervisor or safety officer and make sure your co-workers are aware of them; do **not** assume they already know. Most incidents occur as the result of unsafe acts, which could have been prevented by using common sense. If you witness any unsafe acts by your co-workers, make sure they know that it is unsafe and know the proper safe way to do the task.

## Following are guidelines for working safely around railroad tracks:

- Stay alert when you are required to work around live tracks.
- Assess the work area for any hazards and remove or protect those hazards.
- Complete a Job Hazard Analysis (JHA) and Field Level Hazard Assessment (FLHA) before beginning any work and review with all employees.
- **Expect movement** from on-track equipment at any time.
- Before approaching a track, look in both directions. Make sure it is safe to get on or cross the track.
- Never cross a track in front of oncoming traffic unless you are absolutely certain there is sufficient time and space to do so safely.
- When on-track equipment is approaching, stay at least 30 feet from the track while the equipment is passing.
- Watch for protruding structures on passing equipment as well as other hazards.
- When rail traffic is approaching move away from the track and warn your co-workers as well.



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- Never sit, walk, step, stand, or lay on rails; including other track components such as switch points, frogs, guardrails, derails, and wheel stops.
- Do not lean on, climb on, or go under any on-track equipment unless your job requires it. Then do so only after all required safety procedures, such as lockout/tag-out procedures have been put in place.
- Do not walk between two pieces of on-track equipment unless they are separated by at least 50 feet.
- Keep at least 25 feet from the end of standing trains, cars, or locomotives. This will allow you time to react safely to any movement of the equipment.
- Avoid being trapped between on-track equipment passing on adjacent tracks. It is the responsibility of the employee to be aware of the present hazards associated with working around tracks. Use good judgment and common sense in dealing with these hazards.
- Keeping alert at all times on the job, will protect you and your co-workers from the various hazards of working on the rails.
- When working on the tracks always have the proper track protection in place to protect the workers from any movement of equipment or trains in the work area. Please refer to the Canadian Railway Operating Rules & Regulations (CROR), flagging protection and switch lock out protection.
- Communication with all train/engine crews must be completed and understood before any work commences.
- Always have a safety "LOOK OUT" for all unprotected track work like snow removal or track inspections.



#### RAIL CAR SAFETY

Last Revision: February 2023 Last Review: February 2023



Example of two coupled railcars

Whenever workers and railcars interact, there's a potential for serious injury and death. A worker who becomes trapped between two cars or falls under a moving car can be crushed or lose limbs in a matter of seconds. Workers who fail to follow proper safety procedures when loading and unloading cars can find themselves injured by the contents of those cars.

When procedures regarding handbrakes, chocks, and other retention devices are not observed, an unattended railcar may become a deadly weapon that accelerates quickly and can slam into buildings, other railcars, vehicles, or any other obstacle.

When working around railcars, workers must stay vigilant and alert for potential hazards.

Climbing over train cars or their couplers may seem like a handy shortcut, but it's extremely dangerous.

A worker can easily suffer a serious pinching or crushing injury when climbing over cars and couplers.

All car doors and other movable surfaces such as hopper gates must be closed before cars can be moved. If workers are not sure about how to close doors and gates on a particular car, they should contact the railroad for instructions. All cars must be securely coupled together, and all wheel chocks and other devices used to secure wheels must be removed before the operator releases the brakes.



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Train cars have two separate braking systems: an air brake that is operated from the locomotive and used for control of a train while it is moving, and a mechanical handbrake that is applied to ensure that a car doesn't move when it is stopped for loading, unloading, or storage.



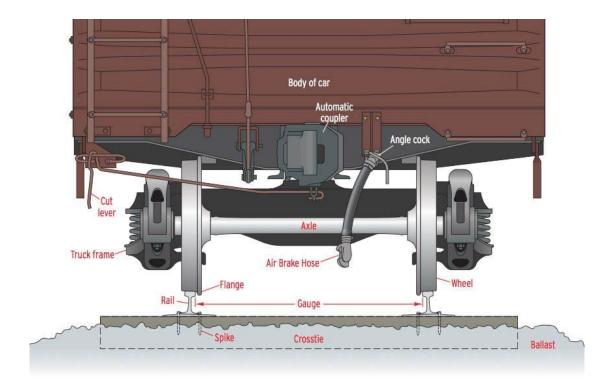


Diagram of the underside of a typical rail car

Train cars have two separate braking systems: an air brake that is operated from the locomotive and used for control of a train while it is moving, and a mechanical handbrake that is applied to ensure that a car doesn't move when it is stopped for loading, unloading, or storage.

Most workers will not interact with air brakes, with the exception of connecting the air hoses between cars. The hoses must be connected properly so that the train's operator can release the brake before moving.

If either of a railcar's braking systems is inoperative or damaged, the car should not be used, and the railroad should be notified.





#### **WORKING ON CP PROPERTY**

Last Revision: February 2023 Last Review: February 2023

## Introduction

From CP Rail's Safety Handbook: "CP Rail is committed to the health and safety of our employees and the public where they are impacted by our operations. CP is committed to provide the leadership, organization, training, and resources needed to maintain a healthy and safe working environment. All employees must make a personal commitment to safety and perform their work in a manner that will prevent accidents to themselves, their fellow workers, and the public.

No job on our Railway will ever be so important that we can't take the time to do it safely."

All RTRC employees must strictly follow CP Rail rules and regulations when conducting work operations on CP property.

Before beginning any work on CP property, RTRC employees must take part in a job briefing and local safety orientation given by a CP employee.

#### Flagging and Signage

Do not obstruct, remove, relocate, or alter any signs, signals, or flags necessary for the safe operation of the railway without proper authorization.

## **Working Around Tracks**

#### Be alert:

- Watch for the possible movement of trains, engines, cars and other on-track equipment. They can move at any time, on any track, and in either direction.
- Be especially careful in yards and terminal areas. Cars are pushed and moved and can change tracks often. Cars that appear to be stationary or in storage can begin to move.
- Look before you step. Trains can approach with little or no warning. You may not be able to hear them due to atmospheric conditions, terrain, noisy work equipment, or passing trains on other tracks.
- Be aware of the location of structures or obstructions where clearances are close.
- Never rely on others to protect you from train or car movement. Watch for yourself!



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# Watch for tripping and slipping hazards:

• Be aware that rails and ties can be slippery and railway ballast can shift while walking on top of it.

#### Stay clear of tracks whenever possible:

- Never stand, walk or sit on railway tracks, between the rails or on the ends of ties unless absolutely necessary.
- Never stand or sit on rails.
- Do not occupy the area between adjacent tracks in multiple track territory when a train is passing.
- Never stand on or foul of the track when there is an approaching engine, car or other moving equipment.
- Stand 20 feet away from the tracks, if possible, when rail equipment is passing through.

#### Stay away from trackside devices:

- Stay away from track switches. Remotely operated switch points can move unexpectedly with enough force to crush ballast rock.
- Stay away from any other railway devices you are unsure of.

# **Crossing Over Tracks**

#### When crossing railway tracks:

- Watch for movement in both directions before crossing
- Watch for pinch points at switch locations
- If the tracks are clear, walk single file at a right angle to the rails
- Never step on the rail
- Never walk between the rails of any track
- Keep at least 15 feet away from the end of a car or locomotive to protect yourself from sudden movement
- If crossing between two railcars, ensure there is at least 50 feet between them
- Never move equipment across the tracks unless at an established road crossing or under the supervision of a CP Flag Person as otherwise it can damage the track

## **Crossing Over Equipment**

In some cases, you may have to cross over rail equipment. Always try to walk around, following the safety guidance given previously in section 7.2. However, if you must cross over a car to apply or release a hand brake, be extremely careful, and abide by the following:

- · Never cross under equipment.
- Never try to cross over moving equipment.
- Always use safety devices such as ladders, handholds and crossover platforms.



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- Never put your feet on moveable machinery such as couplers, sliding sills or uncoupling levers.
- Never step onto any part of the coupler or assembly, angle cock, air hose, wheel or truck assembly, train line or operating (uncoupling) lever.
- · Always keep "3-point contact" (e.g. two feet and one hand) with equipment and safety devices.
- Do not stand, sit or walk on any part of open top rail cars (i.e. gondolas, hoppers, ballast cars, or air dump cars)

## Before doing any underground work:

- 1. Call the appropriate "Call Before You Dig" number for your province or state to get the proper permission and permits. If required to dig on CP property, you must notify CP with 7 days advanced notice to obtain the required permission and to get cable locates completed.
- 2. Arrange for a qualified person to mark the location of piping, cables and/or fiber-optics.

## **Personal Protective Equipment**

Personal Protective Equipment Requirements				
Type of Protection	Where Needed	Requirements		
Hard Hats	Required on CP property. Not required in an enclosed vehicle or office unless maintenance work is being performed.  CP switching crews are not required to wear hard hats.	Must be in proper condition and free from unnecessary marks. High visibility recommended.		
Safety Glasses	Required everywhere except offices.	Permanently attached side shields required. Wear mesh face shields over top safety glasses when using any striking tool while performing on track maintenance work (e.g., spiking, snapping on/off anchors, etc.). If working alongside CP employees, you will be required to comply with this practice.		
Safety Boots	Required everywhere except offices.	Keep laced to top and tied securely for ankle support.		
High Visibility Apparel	Required on CP property. Optional within a vehicle or building.	Needs both fluorescent color and reflective properties. Colors are orange or green. Lime-green is recommended when working on, or near tracks, or when performing Comingled Work		



Work Clothing	Required everywhere except offices. In offices: Business casual attire.	Wear ankle-length pants and waist- length shirts with minimum quarter- length sleeves at all times.
Seat Belts	Required everywhere.	Use required in all equipped vehicles except when performing inspections and traveling under 24 km/hr
Hearing Protection	Required in all designated locations and where the noise level is greater than 84 decibels.	In compliance with applicable regulations for the job task.
Respiratory Protection	All designated areas.	In compliance with applicable regulations for the job task.
Fall Protection	At any height above those set by federal regulations or provincial or state equivalents.	In accordance with these regulations.

# **Driving on CP Property**

While on CP Property, RTRC personnel shall:

- travel only on designated roadways unless otherwise instructed
- keep daytime running lights on (if so equipped)
- not exceed 15 mph unless otherwise posted
- come to a full stop at all blind corners, rail and roadway crossings
- yield the right of way to all Mobile Equipment and other non-highway equipment or service vehicles
- not operate vehicles (or any internal combustion equipment) inside buildings or enclosed structures unless adequate ventilation is provided
- not park Foul of Track unless on-track protection is provided
- not leave vehicles running unnecessarily
- park only in pre-determined or designated areas
- always use the parking brake (or wheel chocks) when leaving an unoccupied vehicle running
- prior to operation of a vehicle the driver must conduct a walk around of the vehicle to identify
  any obstacles, clearance restrictions, or adjacent vehicles that may interfere with executing a
  safe movement.
- where safe and practicable, pull vehicles through or back into marked parking spaces to avoid reverse collisions when exiting.
- If a passenger is present, the passenger must exit the vehicle prior to a reverse movement to provide guidance and direction to the driver during the reverse movement. This also applies to commercial vehicles and vehicles with restricted rear views

RTRC employees are prohibited from operating or riding in any CP vehicles unless authorized to do so, or in case of emergency.



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# **Security Concerns, Incidents and Emergencies**

Security Events and Actions			
Event	Examples	Who to Contact	
Security Concern Any matter that could impact CP security involving employees, CP assets or customer goods in transit. Any happenings or persons out of the ordinary.  Security Incident A deliberate act, accidental event or perceived threat that may lead to personal injury, property damage or loss of property against CP assets, both human and material.	<ul> <li>Trespassers</li> <li>Abandoned or suspicious v ehicles</li> <li>Any suspicious objects</li> <li>Vandalism attempts</li> <li>Stolen tools and equipment</li> <li>Unusual situations</li> <li>Theft</li> <li>Vandalism</li> <li>Bribery</li> <li>Stalking</li> <li>Assault</li> </ul>	Call:  CP Police: <b>I (800) 716-9132</b> (24 hour emergency line)	
Emergency An immediate or perceived danger to life, health or personal security of any individual and/or a grave threat to property or business operations.	<ul> <li>Train accidents</li> <li>Natural disasters</li> <li>Acts of terrorism</li> </ul>	<ul> <li>Call:</li> <li>911 (if available), OR</li> <li>Local police, fire or emergency department</li> <li>Also call:</li> <li>CP Police: I (800) 716-9132 (24 hour emergency line)</li> </ul>	

Watch for and report suspicious activity such as:

- Trespassers
- Abandoned vehicles
- Suspicious objects
- Vandalism attempts
- Unusual situations





#### **WORKING ON CN PROPERTY**

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The safety of personnel, property, rail operations, and the public is of paramount importance in the performance of any work on CN. While performing work duties on CN property, RTRC employees must abide by all CN's health and safety rules and regulations.

All employees must comply with all federal and provincial regulations concerning workplace safety.

#### **Personal Protective Equipment**

RTRC employees are to wear personal protective equipment and appropriate clothing as specified by CN rules and regulations.

- All employees must wear eye protection equipped with side shields.
- All employees must wear protective hard hats
- All employees must wear CSA approved boots. Approved protective footwearshall cover and support the ankle and have a defined heel and boots need to be equipped with laces, which must be laced to the top and tied.
- All employees must wear high visibility reflective vests and apparel. Where reflective apparel is required to be worn, it must be properly fastened and closed around the body to minimize the possibility of catching on equipment and causing injury.
- Where it is not possible to eliminate noise hazards through the use of engineering or administrative controls, adequate hearing protection must be properly worn and used.

Wearing of PPE is mandatory at **ALL** times when working on CN property.

## **Operating Equipment**

- All vehicles, trucks, backhoes, etc. are to give the right of way to trains and must be prepared and able to stop at all railroad at-grade crossings and shall stop when necessary.
- Cranes are equipped with three orange cones that will be used to mark the working area of the crane and the minimum clearances to overhead power lines. All overhead lines are considered to be high voltage
- Ensure all equipment movements are well communicated and coordinated with other employees at the job site. Emergency signals to stop movements may be given by **anyone**.
- Seat belt use is required when operating machines so equipped and when driving or riding in vehicles



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- All vehicles and equipment must come to a complete stop if operating within 30 feet of the nearest rail upon the approach of a train and be no closer than 5 meters or 15 feet of the nearest rail when train passes
- All excavations, holes, and trenches are protected to prevent injuries to other workers, railroad employees, or the public.
- The railroad is promptly notified of any damage to railroad property

Job briefings **must** be performed by all contractors/subcontractors and non-CN personnel. Please review the *Job Briefing Meetings and Safety Watch policy* for more information.

# General safety rules for CN property

- Do not step or walk on the top of the rail, frog, switches, guardrails, or other track components
- Do not go between pieces of equipment if the opening is less than one car length ~ 50 ft. (16 M)
- Do not walk or stand on a track unless authorized CN personnel
- Do not sit on, lie under, or cross between cars except as required in the performance of your duties and only when equipment has been protected against movement and authorized to do
- No tools or materials are left close to the track when trains are passing.

## Fall protection rules

If it will be necessary to enter or work in a confined space (permit-required or non-permit required), RTRC employees must review the confined space entry plan with CN personnel.

Examples of confined spaces on CN are:

- Sanitary and storm sewer systems
- Sand towers
- Underground utility vaults
- Boilers
- Pipe/utility tunnels
- Enclosed railroad cars (covered hoppers, tank cars, etc.)

Coordinate entry operations with the CN, when both CN employees and RTRC personnel will be working in or near the permit-required confined spaces, so employees of both CN and RTRC employees do not endanger each other.



#### CROR SWITCH LOCKOUT - RED FLAGS

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**Canadian Rail Operating Rules followed by:** The Railway Association of Canada/Canadian Pacific Railway/Canadian National Railway & the Alberta Transportation of Rail Safety (Industrial Rail Yards)

#### PROTECTION OF TRACK WORK ON NON-MAIN TRACK

When operating on non-main track:

- (a) A movement approaching a red signal located between the rails of a track must be stopped before passing it and must not proceed beyond such signal until it has been removed. An employee of the same class who placed the red signal and/or special lock may alone remove it, but only when authorized by the foreman.
- (b) Equipment must not be placed on the track being protected, which will block a clear view of the red signals.

#### PROTECTION OF TRACK WORK ON NON-MAIN TRACK

Before starting any track work on a yard track, the employee (if any) responsible for the yard tracks, must be advised. Before any track work is started, the foreman will provide protection as follows:

- (i) Each switch must be locked with a special lock in the position which will prevent a movement from operating on the portion of track where work is to be performed; or
- (ii) Place a red flag by day, and a red light by night, or if day signals cannot be plainly seen, between the rails in each direction from the working point. When practicable such signals must be placed at least 100 yards from the working point and where there will be a clear view of them from an approaching movement of 300 yards if possible. Where there is equipment on the track, which prevents a clear view from an approaching movement of 300 yards the red signals must be placed to include such equipment. Protection may be provided by using a combination of the requirements of items (i) and (ii).
- (iii) Before starting any track work at any location where the work will be protected by the use of the prescribed red signals, foreman must ensure the signals will be visible to all movements operating or switching within the limits.

NOTE: On CNR Tracks, a **portable derail must** be used with Red Flag Protection.

Site/Location:	Date (d/m/y):	Time:
Purpose of Switch/Derail lock out:		



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#### **BLUE FLAGS**

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## Working with "Blue Flags"

Within the railroad industry blue flags are used by railcar maintenance personnel to indicate when they are working on or near rail equipment.

When in use, the track is locked at both ends to prevent equipment from gaining access to that track.

When using blue flags, CN Rail suggests the following:

- Keep flags clean on both sides with the paint in good condition, so they are clearly visible.
- Secure and lock so that it will not be knocked over or inadvertently removed.
- Do not display them between adjacent railcars which can block them from view of employees.
- Display blue flags at one or both ends of all equipment on the same track.

High-visibility blue lights should be used **along with** flags during evening or in bad weather.



Example of blue sign



Example of blue sign and light



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### **SAFE WORK PRACTICES**

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The following safe work practices have been designed to protect workers, decrease the occurrence of incidents, and mitigate the consequences should an incident occur. All Road to Rail Construction employees should read and understand these safe work practices.

If you are unsure or have questions regarding any safe work practice in this manual, contact your supervisor or the safety officer.



### **MOBILE EQUIPMENT SAFETY**

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment

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Field workers must always be aware of mobile equipment operating in the area. Use the following guidelines to reduce the risk of personal injury.

### Do

- 1. Always wear a florescent (high visibility) traffic vest.
- 2. Ensure that the operator always sees you.
- 3. Always make eye contact and follow signals from the operator before you go near the any machine.
- 4. Keep a minimum of 25 feet from in front or behind any working equipment.

### **Do Not**

- 1. Walk in front, or behind mobile equipment that is operating.
- 2. Position yourself between the swing radius of articulating machinery and other stationary objects.
- 3. Assume an operator can always see you.
- 4. Use the bucket as work platform or as a means of personnel transport.
- 5. Ride or stand on any moving mobile equipment at any time.



#### **WORKING IN SWITCH POINTS AREA OF A TURNOUT**

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Working in and around the switch point area of a turnout has many hazards in both summer and winter conditions, but special care must be taken in winter conditions. The switch point area is the most frequented area for both trainmen and maintenance personnel; it is also the area that has the most hazards to watch for.

The following are some of the more important hazards to be aware of when working or walking in and around the Switch Point area of a turnout:

- 1. Train, car and any other "rolling stock" movements pose a serious risk. Always have someone designated as a "Lookout." Lock-out switch stands, or position permanent or temporary "Derails" to protect you and any other workers as they perform turnout maintenance in any active or operating rail yard.
- 2. Watch out for the following slipping or tripping hazards due to any one of the following conditions or circumstances:

Oil, grease or snow and ice between the sole of your boots and the smooth, flat steel surface of any of the four steel through gauge plates that cover the entire top of the ties in switch point areas.

Lag screws and spikes that fasten through gauge plates to the ties may also present tripping hazards.

The first and second switch rods connecting the two points together have bolts and cotter keys that protrude and can snag pant legs, etc. which may also cause tripping hazards. Tie cribs left open with no ballast in them present tripping and ankle twist hazards if stepped into.

The open crib between, "Head-block" ties (the long ties supporting the switch stand) also have the potential to trip or twist an ankle.

Proper winter footwear with adequate winter tread (rugged high grip tread for solid traction) must be worn by all personnel in snow and ice conditions.

When walking, walk forward slowly with planned foot position and deliberate steps. Walk using proper balance. (No awkward carrying or heavy lifting, hands should be out of pockets).

3. Pinch points for fingers or hands are an extreme hazard if adjusting or working around the switch point area. (ALWAYS YELL "CLEAR" BEFORE THROWING HAND SWITCH)

Never attempt to turn or throw the points of a turnout if there is even the remote chance that someone has or could put their hands or fingers in between the stock rail and the point.

The mechanical advantage is great enough to actually sever fingers!

When adjusting the throw of the switch do not lift or move the handle of the switch stand until your co-worker is at least 1 meter away from the stock rail and the point.

Never attempt to clean out the switch point area with your hands! Always use a broom, shovel, lathe or some other tool to remove any snow, rocks or other debris that may be



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fouling the point area.

4. Sharp objects such as wear on the actual switch points, wear and flow on the stock rails and point protectors are cut/laceration hazards.

Always wear gloves when checking for stock rail, point flow, or handling/maintaining switch point protectors.

Grind stock rail flow frequently (as required) to prevent premature point chipping and replacement/ weld repair.

5. Congestion in the work area also provides a hazard where workers can possibly injure each other by working too closely together. (20' Distance when working in Congested areas) The normal switch point area is only 16'6" in length by 5' in width. Although there are many different construction and maintenance tasks that require to be performed in this area, we must limit the amount of people allowed to work in the point area to minimize the risk of workers injuring each other.



Example of a rail turnout



#### SNOW AND ICE REMOVAL

Legislative reference: OHS Code Part 12 – General Safety Precautions; Part 19 – Powered Mobile Equipment

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#### **Snow Removal from Crossings**

Snow must be removed from the crossing area. The flange must be dug out using picks, shovels, snow blower or heavy equipment. Once the flange area is cleared of snow and ice, all the snow must be removed from the top of the crossing. Snow should be cleared about two feet from each end of the crossing. This avoids snow from blowing back in and also for drainage when the snow starts to melt from warmer weather or salt from the road.

#### **Snow Removal from Turnout Areas**

Snow removal from turnouts can be typically handled with a shovel, broom or air compressor, if the snow is too heavy to move a frontend loader or ballast regulator should be used. Snow in the switch points requires to be clean from under the switch rods, the connecting rod and as well as the under the mast. The snow and ice must be removed from between the points and stock rails, and also under the points. Ensure the points can be moved in both directions and all the snow is removed from the riser plats on both sides. If snow melts around the switch points, it will go freeze under the switch point. This will create some problems and make it more difficult to throw the switch points. Snow should be cleared at least three feet away from in front of the turnout to prevent snow from blowing back into the points.

Snow will also need to be removed from the frog and guardrails. Snow shall be placed so that if it is required to be moved away further it can be easily picked up.

#### **Snow and Ice from Entrances and Exits Ways**

Snow and ice shall be removed from all entrance and exit ways where any Ironhorse Railroad Contractors Ltd employees work. Extra care must be taking when working around the exit and entrance ways as employees will be coming in and going out.

#### **Snow Blowers**

When using a snow blower, the operator must have a **spotter** as he will not be able to hear or sometimes not be able to see any equipment, rolling stock, trains or engines coming. Face shields should be worn while using a snow blower, snow blowers stir up a lot of flying debris.



### **Snow blowing tips:**

- Never stick your hands in the snow blower! If snow jams the snow-blower, stop the engine and
  wait more than 5 seconds. Use a solid object to clear wet snow or debris from the chute.
   Beware of the recoil of the motor and blades after the machine has been turned off.
- Do not leave the snow blower unattended when it is running. Shut off the engine if you must walk away from the machine.
- Add fuel before starting the snow blower. Never add fuel when the engine is running or hot. Do not operate the machine in an enclosed area.
- Stay away from the engine. It can become very hot and burn unprotected flesh.
- Watch the snow blower cord. If you are operating an electric snow blower, be aware of where the power cord is at all times.
- Do not remove safety devices, shields or guards on switches, and keep hands and feet away from moving parts.
- Beware of the brief recoil of motor and blades that occurs after the machine has been turned off.
- Where a face shield and goggle when operating a snow blower.
- Be aware of your surrounding when using a snow blower.
- Have the proper track protection in place when using snow blowers
- Read the instruction manual prior to using a snow blower. You need to be familiar with the specific safety hazards and unfamiliar features. Do not attempt to repair or maintain the snow blower without reading the instruction manual.



#### SAFE WALKING PROCEDURES

Legislative reference: OHS Code Part 12 – General Safety Precautions; Part 18 – Personal Protective Equipment

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Walking around the job site is an important safe work practice that often is overlooked as it is a task that we do each day without giving much thought to. It is important that we take the time and think about walking as there are so many different tripping hazards including changes in the elevation of the ground that can contribute to falling at any time. Trying to juggle multiple tasks at the same time or rushing behaviour will increase your chance of falling.

#### Observe the following when walking:

- 1. Look ahead in a forward direction while walking, being careful to scan the sides occasionally to check for other pedestrian, equipment or vehicles. (By observing your surroundings ongoing, this will allow you to consider changing conditions in the terrain you are walking on as well).
- 2. Do not walk with your head down.
- 3. Keep your hands out of your pockets so that you can maintain balance at all times.
- 4. Always keep your eyes moving so that you can see any possible tripping hazards when walking.
- 5. Make sure there is an alternate path should you have to navigate around congested areas, debris and or wet areas.
- 6. Make sure that you are visible to others at all times.
- 7. If you need to see what is going on behind you, stop and turn around, do not look back over your shoulder.
- 8. Do not walk backwards at any time as you cannot see the changes in the ground elevation or possible tripping hazards. (Your vision is very limited when walking backwards). Train yourself to turn around in one spot rather than walking backwards.
- 9. Be aware of objects hidden in mud, water or snow.
- 10. When stepping down off of a platform, plant your feet flatly and firmly.
- 11. Never jump off of equipment, make sure to use three-points of contact at all times when mounting and dismounting equipment.
- 12. Check for overhead work and avoid the area completely.
- 13. Never rush when walking as you may miss debris or objects in your line of vision.
- 14. Do not carry too much or block your line of vision.
- 15. Remember job sites are office buildings, entrances to the office, parking lots and lunch areas! (Don't be complacent; be aware of walking hazards wherever you are).



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- 16. Be aware of the possible tripping hazards when working on tracks.
- 17. Never walk on the top of rail, frogs, switches, guardrails or any track components as they can be very slippery surfaces as well as have sharp protruding edges. Gaps in the rail can expand and contract depending on the weather conditions causing possible pinch points.
- 18. Bolts and cotter keys (in switch areas) can snag pant legs, be aware and avoid this area.
- 19. Lag screws, spikes and gauge plates on the ties may also present tripping hazards. These items are not flush with the tie surface.
- 20. Do not walk on ties during wet or frost conditions, also grease and excess creosote can contribute to slipping hazards on ties as well.
- 21. Walk between ties only when ballast is present during construction.
- 22. Do not walk on track structures that have not been flooded with ballast.
- 23. Walk slowly on ballast and uneven ground, watching carefully where you are stepping and what is ahead of you.
- 24. Be prepared to break your fall should you slip or trip at any time!
- 25. When on job sites watch out for moving equipment on ground and rail.
- 26. When walking around rail yards or any track watch out for moving rolling stock on any track at any time.
- 27. Follow all Railroad rules when walking around rolling stock, if you have to walk around a rail car us the 25' rule. Never crawl under or climb over rolling stock.
- 28. When working on customer property follow all their site rules and regulation for being on their site.



### WELDING, CUTTING AND BURNING

Legislative reference: OHS Code Part 7 – Emergency Preparedness and Response; Part 10 – Fire and Explosion Hazards; Part 25 – Tools, Equipment and Machinery

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Work involving welding, cutting and burning can create fires and breathing hazards for workers on any job. The following should be considered prior to the start of work.

- 1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- 2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards and protected using "screens".
- 3. Never start work without proper authorization.
- 4. Always have fire-fighting equipment on hand before starting.
- 5. Check the work area for combustible material and possible flammable vapors.
- 6. A welder should never work alone. A fire or sparks watch should be maintained.
- 7. Protect cables and hoses from slag or sparks.
- 8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all have been purged or other necessary precautions are in place.
- 9. Never enter, weld or cut in a confined space without proper air quality testing and a qualified safety lookout in place.
- 10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- 11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. Move all cylinders away to one side.
- 12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should remain on the valve spindle.



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#### **HOUSEKEEPING**

Legislative reference: OHS Code Part 12 – General Safety Precautions

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A clean workplace is a **safer** workplace. All employees, contractors and subcontractors are required to:

- 1. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials.
- 2. Clean-up spills promptly with proper absorbing materials and agents.
- 3. Place all garbage and waste materials in appropriate containers.
- 4. Store all oily rags in appropriate fire-approved steel containers.
- 5. Keep exterior walkways and stairways free of snow, ice and obstacles.
- 6. Keep interior hallways, stairwells and other traffic areas clear.
- 7. Watch for hazards such as nails, pieces of scrap metal, grease and oil.



### **MOVING VEHICLES AND EQUIPMENT**

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Legislative reference: OHS Code Part 19 – Powered Mobile Equipment

This practice is intended to ensure the safe movement and use of vehicles, machines and equipment in accordance with the Regulations for Construction Projects.

- 1. The site supervisor shall ensure that all workers, contractors and subcontractors will be informed of this procedure before moving or using vehicles, machines and equipment.
- 2. All workers, contractors, and sub-contractors will use this procedure when moving or using vehicles, machines and equipment.
- 3. When using vehicles, machines or equipment near energized overhead electrical conductors, no part shall be brought closer than minimum distance listed in Table 1.

Nominal phase-to-phase voltage rating	Minimum distance
750 or more volts, but no more than 150,000 volts	3 meters
more than 150,000 volts, but no more than 250,000 volts	4.5 meters
more than 250,000 volts	6 meters

- 4. Operators of vehicles, machines and equipment shall be assisted by signalers if the operator's view of the intended path of travel is obstructed and/or a person could be endangered by the vehicle, machine or equipment and its load.
- 5. A competent worker shall be designated as a signaler. Both the operator and



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signaler shall jointly establish the procedures by which the signaler assists the operator, and both will follow those procedures. A loud signaling device, such as a whistle should be used to indicate either "STOP" or "GO".

- 6. The signaler should be walking with the vehicle, machine, or equipment in a manner that gives the signaler an unobstructed view of the intended path of travel and in full view of the operator.
- 7. The signaler shall station them-selves in such a position that they have a clear view of the equipment and the electrical conductor and be in full view of the operator. The signaler shall warn the operator by the agreed method if any part of the equipment or its load may approach the minimum distance as listed in Table 1.
- 8. If it is possible that a part of the equipment or its load may encroach upon the minimum distance listed in Table 1, a legible sign that is visible to the operator and warns of the potential electrical hazard shall be posted at the operator's station.



## **BOOSTING VEHICLES AND/OR EQUIPMENT PROCEDURES**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Part 10 – Fire and Explosion Hazards; Part 18 – Personal Protective

**Equipment** 

### **Background**

Vehicle and heavy equipment batteries use wet cells; that is, six two-volt cells containing metal plates suspended in a 60 percent water/40 percent sulphuric acid solution called electrolyte. When electricity passes through the electrolyte, such as when the battery is being boosted or charged, some of the electrolyte breaks down into oxygen and hydrogen gas. The latter is very volatile and, when confined in the battery cell, can cause the case of the battery to explode when ignited be a spark or flame.

There are several precautions that can be followed when boosting or charging a dead battery. First, always wear protective clothing, including gloves and safety glasses.

Avoid boosting or charging a frozen battery as this can also cause an explosion. With batteries that have removable caps, check for signs of freezing be removing the filler plugs situated on the top of the cells and looking inside each cell for signs of frozen electrolyte (for those batteries that may not have removable caps, check for signs of bulging or cracking). When a battery cell runs down to a state of discharge, a chemical change takes place, increasing the possibility of the fluid freezing in sub-zero temperatures.

### Hazard

The significant hazards from a battery explosion are particles flying into the eyes and battery acid getting in the eyes or on the skin. Battery acid causes severe burns. If it lands on the skin, the affected area should be flushed thoroughly with water. If it lands in the eyes, they should be flushed thoroughly with water and immediate medical assassinates should be sought. Until assistance arrives, the eyes should be flushed with water every 15 minutes in case there is any residue.

### **Boosting Procedure**

Begin the boosting procedure by positioning the two vehicles/machines so that the two batteries are close enough to allow connections to be made without putting tension on the booster cables. Do not allow the two vehicles/machines to touch. Make sure both batteries have the same voltage and grounding system. Most vehicles have 12-volt systems and negative grounding.

### **Safety Note:**



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Heavy equipment must be checked to see what type of voltage they have, 12-volt system or 24-volt system.

(ONLY JUMP START 12 VOLT SYSTEMS FROM 12 VOLT SOURCES, AND ONLY JUMP START 24 VOLT SYSTEMS FROM 24 VOLT SOURCES (with one POSSIBLE exception).

If you have a dead 24 Volt vehicle, it is very unlikely 12 Volts would be any help. Also, since batteries are "dead" at about 9-10 Volts, you will be further draining the batteries, drawing 18-20 Volts down to 12. Someone suggested just jumping to one (hopefully the grounded) battery. If the 24 Volt system is not dead, but marginal, this is safe to people, and not too rough on the batteries.

Also, keep in mind that if you are successful starting a 24 Volt system from a 12 Volt system, as soon as the 24 Volt system starts, the alternator will product 24 Volts, and through the jumper cables, it is going to force 24 Volts into the 12 Volt vehicle. This will damage your stereo/ two-way radios and bulbs; it could also damage your voltage regulator, and alternator. Leave 24 Volts across the 12 Volt battery for any length of time and you can have it explode.

If you have a dead 12 Volt vehicle, do not even think about jumping it from a 24 Volt system. Will you be able to start the vehicle, but it will you burn up, or shorten the life of electrical components in the 12 Volt vehicles?

Turn off the ignition and any battery-powered accessories on both vehicles/machines. Identify the positive and negative terminals on the batteries (usually they have the letter "POS" and "NEG" or the symbols "+" and "-" adjacent to the respective terminals.) If you cannot identify the polarity of the terminals, do not attempt to boost a vehicle/machine. To avoid creating a spark and potentially igniting hydrogen gas around the battery or fuel vapours that might be present within the engine area, follow this connection sequence.

- 1) Attach a red jumper cable clip to the positive terminal on the dead battery.
- 2) Connect the other red clip on the other end of the same cable to the positive terminal on the good battery.
- 3) Connect the black clip to the negative terminal on the good battery.
- 4) Attach the black clip on the other end of the same cable to the engine block or frame of the vehicle/machine with the dead battery. This connection should be no less than 15 inches (40 centimetres) from the battery in case a spark occurs when the connection is made.

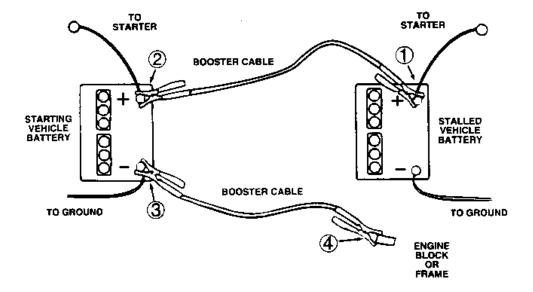
With the two batteries connected, try to start the disabled vehicle/machine. Avoid running the starter for more than 15 seconds at a time. (If the engine will not start after several tries, disconnect the batteries and seek a mechanic).



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Once the engine is started, remove the cable clips in the reverse order, being careful to avoid moving parts or allowing the booster cable clips to touch each other, which may create a spark.

Once started, run the vehicle/machine with the dead battery for at least 30 minutes to help recharge it. If the problem persists, take the vehicle/machine to a mechanic to have the electrical system tested.





**LIFTING PRACTIES (HOISTING)** 

Last Revision: February 2023

Last Review: February 2023

Legislative reference: OHS Code Part 14 – Lifting and Handling Loads; Part 6 – Cranes, Hoists and

**Lifting Devices** 

**Evaluating the Load** 

Determine the weight of the object or load prior to a lift to ensure the lifting equipment

operates within its capabilities.

**Balance Loads** 

Estimate the center of gravity or point of balance. The lifting device should be positioned

immediately above the determined center of gravity.

**Landing the Load** 

Prepare a place to land the load. Lower the load gently and make sure it is stable before

slackening the sling or chain.

1. Select only appropriate slings for the task and NEVER exceed the working load

limits.

2. Make sure the hoist or crane is directly over the load.

3. Use slings of proper reach. Never shorten a line by twisting or knotting.

4. With chain slings, never use bolts or nuts.

5. Never permit anyone to ride the lifting hook or the load.

6. Make sure all personnel stand clear from the load being lifted.

7. Never work under a suspended load, unless the load is properly supported.

8. Never leave a load suspended when the hoist or crane is unattended.

CONSTRUCTION

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- 9. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- 10. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, do not use it.
- 11. Ensure that safety latches on hooks are in good working condition.
- 12. Ensure that the signaler is properly identified and understands techniques of proper signaling.
- 13. Make sure a tagline is used to control the load.





### **RAILROAD CROSSINGS**

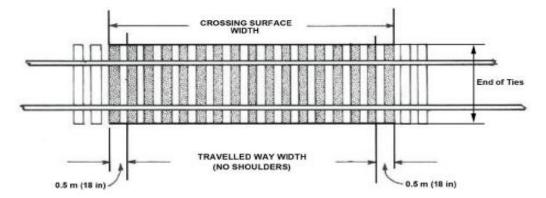
Last Revision: February 2023 Last Review: February 2023

Legislative reference: Railway Safety Act (RSA); Grade Crossings Regulations (GCR); Grade Crossings Standards (GCS); Railway Safety Management System Regulations

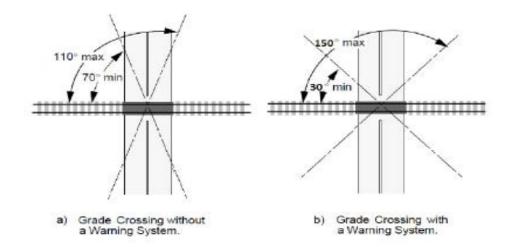
Thousands of road authorities, as well as railway companies, are responsible for the safety of grade crossings, making maintaining grade crossing safety a complex, multi-jurisdictional challenge. Public grade crossing safety involves over 1,500 different municipal, provincial, territorial and federal authorities, as well as Aboriginal bands. The safety of private crossings involves thousands of private authorities and many different types of roads, including residential, agricultural, industrial and commercial roads and recreational paths and trails.

A number of possible changes can affect safety at a grade crossing, including:

- road and rail traffic volumes;
- land use; and
- railway and road design speeds.









## **REMOVING SPIKES USING A CLAW BAR**

Last Revision: February 2023 Last Review: February 2023

The most important tool for pulling spikes is the **claw bar**.

The claw bar is designed so that under most conditions one person can develop sufficient leverage to remove a spike.

As with any track work task, certain precautions must be observed prior to and during the removal of spikes.

As with any tool, claw bars need to be **inspected prior to use**. Inspect the bar for cracks, burrs, chipped jaws and excessive wear.



Example of a claw bar being used to remove a spike

### Safe operating guidelines

 When using a claw bar, the proper procedure is to make sure that no one else is standing or working where the bar might come in contact with that person during the course of pulling the spike



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- Stand to the side of the bar and make sure you have good footing in order that you don't slip
- Hands must be placed below the notch in the handle or within hand guards to prevent striking your hand on the opposite rail
- Make sure the claw bar jaws are fully under the spike head before removing the spike
- Never strike the claw bar with another tool in an effort to wedge the claw under the spike head



### TRACK JACKS

Last Revision: February 2023 Last Review: February 2023

Track jacks are heavy-duty ratchet devices used to lift train rails. This allows railway workers to carry out essential maintenance and repair work. Jacks are also a key piece of equipment during outages.



Example of a track jack

Some basic safety principles apply to all track jacks:

- Visually inspect them for any defects
- Do **NOT** use a damaged jack
- When you ratchet a jack, you should hear a loud, sharp clicking sound if the pawls engage properly
- Don't use claw bars or other tools as the lever bar
- Don't use handle extensions or cheater bars Don't pile workers up on the jack handle; if one person on one jack cannot lift the load, **use more jacks!**
- **Never** jump on, stand on, sit on or straddle a lever bar Never leave the handle in an unattended jack.
- When you're ready to *trip* the jack (lower it), make sure the area under the load is clear of tools, materials, fingers, and toes.
- Shout out a loud clear warning that you're going to drop the jack
- Because track jacks are designed to instantly release the full force of the load when tripped, you should never try to "walk" one down.
- If using more than one jack (one worker per jack) they should all be tripped **simultaneously**. Clear and concise communication must be used prior to tripping multiple jacks.



### **RAIL DRILLS**

Last Revision: February 2023 Last Review: February 2023

The rail drilling machine is designed to bore holes into rails with extreme precision. Mounted on a clamp and provided with drilling templates, the drill can be adjusted to a full range of standard drilling patterns.



Example of a rail drill

## Safe operating guidelines

- Stay alert, watch what you are doing and use common sense when using a rail drilling machine
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry, or long hair can be **caught in moving parts.**
- Avoid accidental starting. Be sure the switch is **off** before plugging the machine in. Carrying a rail drilling machine with your finger on the switch or plugging in a rail drilling machine that has the switch on increases the chance of incidents of accidental starting
- Never place hands, fingers, gloves or clothing near drilling area or rotating machine parts
- Use proper PPE. Always wear eye protection



### **RAIL SAWS**

Last Revision: February 2023 Last Review: February 2023

Rail saws are tools used for cutting rails in maintenance work on train, tram and underground rail systems.



Example of a rail saw

### Safe operating guidelines

- Inspect equipment before use to ensure all safety features are working and there is no evidence of any damage or defects
- Inspect and use all PPE requirements (suitable hearing protection, face shield, goggles, gloves, respirator, leather leggings)
- Ensure that the disc / blade is suitable for the equipment and task
- Mount rail saw clamp squarely onto rail and secure.
- Run saw at maximum speed before applying to rail
- Be aware that the rail may move once cut, or blade may jam during cutting
- If cut cannot be completed from one side, rail saw should be flipped to the other side of the rail to complete cut.



# **SPIKE PULLER (HYDRAULIC)**

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A hydraulic spike puller is a mechanical means of pulling rail spikes. It is preferred to the claw hammer in that it reduces physical strain on workers as well as enhances efficiency during spike pulling operations.



Example of a hydraulic spike puller being used to remove spikes

## Safe operating guidelines

- **Inspect, before and after use**, the spike puller's hydraulic system, hoses, and fittings for signs of leaks, cracks, wear, and/or damage.
- If the tool is used in cold weather, preheat the hydraulic fluid by running power source at low engine speed
- Make sure all hoses are connected for correct flow direction to and from the tool being used.
- When starting the tool, hold it off from all surfaces.



### **TIE TAMPER**

Last Revision: February 2023 Last Review: February 2023

A tie tamping machine or ballast tamper is a machine used to pack (or tamp) track ballast under railway tracks to make the tracks and roadbed more durable and level.



Example of a hydraulic tie tamper

## Safe operating procedures

- Inspect tool and hydraulic lines for leaks, damage, and defects before and after use
- Use a firm grip on both tamper handles while operating
- Take frequent breaks to reduce physical strain due to tamper vibrations
- Always wear appropriate PPE. Ensure PPE is in good working order before use
- Inspect tie tamper bit for wear and tear, and replace if bit becomes dull or damaged
- If using hydraulic tools in cold weather, ensure proper hydraulic oil temperature by running tamper at low idle prior to full use



### **GAUGING TRACK**

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Example of a track gauge measuring tool

Railway gauge is the width between the two rails of a railway track. All vehicles on a rail network must have wheelsets that are compatible with the track gauge.

The gauge of a rail track must be inspected regularly to ensure there are no defects or deviations that may cause a train to derail.

A worker that is gauging track must be aware of the hazards when doing so.

### Some hazards include:

- Approaching trains or rail cars
- Slips, trips and falls
- Repetitive bending motions and awkward body positions



## HIRAIL VEHICLES AND EQUIPMENT

#### Introduction

A hirail vehicle, also known as a road-rail vehicle, is a dual-mode vehicle which can operate both on rail tracks and roads.

They are often converted road vehicles, keeping their normal wheels with rubber tires, but fitted with additional flanged steel wheels for running on rails. Propulsion is typically through the conventional tires, the flanged wheels being free rolling, used to keep the vehicle on the rails; the rail wheels are raised and lowered as needed.

Hirail vehicles, particularly those used for inspection purposes, have been involved in a number of serious incidents, including deaths. Factors leading to derailment include failed locking equipment, wheel failure, damaged rail wheel support systems, inappropriate tires, and uneven or overloading issues.



Example of a hirail vehicle



# **HIRAIL TRUCK**

Last Revision: February 2023 Last Review: February 2023



Hirail pickup trucks are the most commonly used means of travel for rail workers inspecting track. They are also used to transport crews, materials, and tools to and from worksites via rail.



## **HIRAIL EXCAVATOR**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a hirail excavator

# Safe operating procedures

- Operators must be trained and deemed competent in the operation of excavators prior to operating a rail excavator
- Seat belts shall be worn while operating the rail excavator
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated.
- Operators should be aware of their surroundings at all times.



 Any movement of the machine should be done carefully and smoothly. Other workers and objects may hide in the operators "blind spots" and be inadvertently struck by rotating equipment.



## **JOB BRIEFING MEETINGS**

Prior to commencing any work, and as conditions or circumstances or the method of protection is changed, extended or about to be released, the person in charge of a work group will hold a Job Briefing meeting for all persons engaged in the activity. Both employees and non-employees (contractors, etc.) must be included.

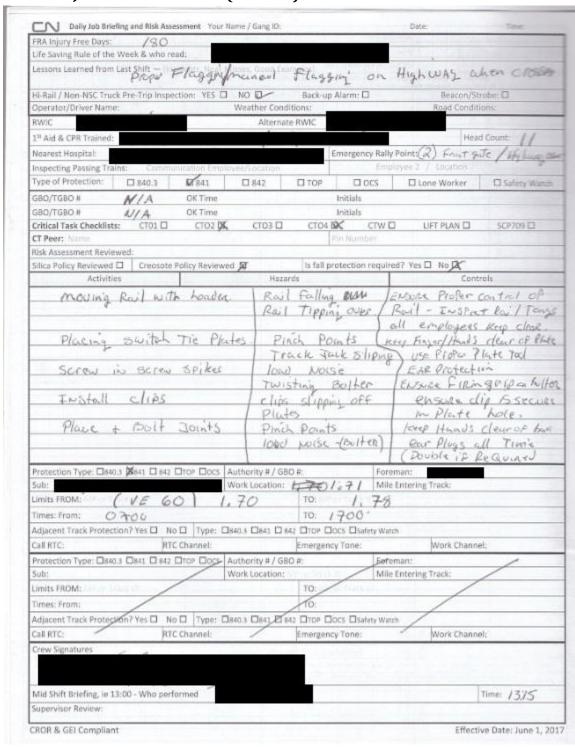
The toolbox/safety meeting shall cover all relevant issues with respect to the tasks being performed and necessary safety precautions that must be taken, including, but not limited to the following:

- Designation of the employee in charge,
- Method of on-track protection being used and the limits of authority,
- Track(s) that may be fouled,
- Operational control of movements on adjacent tracks, if any,
- Procedure to arrange for protection on adjacent tracks, if necessary,
- Means of providing a warning when Safety Watch is used,
- Designated place of safety where workers will clear for trains or track units,
- Designated work zones around track units, and
- Safety working and travelling distances between track units.

At the conclusion of the meeting, all employees shall confirm understanding.



# **COMPLETED JOB BRIEFING FORM (SAMPLE)**





#### SAFETY WATCH

Safety watch is a permitted form of track worker protection for use with some tasks that may reduce the track worker's ability to hear approaching trains (e.g., snow removal with motorized backpack blowers).

The **sole duty** of the Safety Watch is to protect working personnel by continuously monitoring all approaches to the work site for train and track unit movements or other hazards. The Safety Watch must dedicate their entire attention to this task and never engage in distracting activities, such as talking on a cell phone, text messaging, browsing, etc. In addition, they are never to engage in any other distracting activities, including the work being undertaken.

Prior to implementing Safety Watch protection, the person in charge, the Safety Watch and the employee(s) being protected must conduct a thorough Job Briefing meeting to ensure that at a minimum the following items are covered and there is a clear understanding of:

- who is the designated Safety Watch
- where the Safety Watch will be positioned
- what work is to be performed
- how the work is to be performed
- the sightline distances at the work site
- how the warning is to be given.

Safety Watch protection will **NOT** be considered as adequate protection where sightlines, train speeds, weather conditions, restricted clearing ability, etc., do not allow sufficient time for each worker being protected to move to and occupy a previously arranged place of safety not less than 15 seconds before a train moving at maximum speed for that track, reaches that point.



## TRANSPORTATION OF DANGEROUS GOODS (TDG)

Legislative reference: Transportation of Dangerous Goods Act

The federal Transportation of Dangerous Goods (TDG) Regulations regulate the transportation of dangerous goods for the road, **rail**, air and marine transport modes.

The purpose of the TDG legislation is to reduce the risk to emergency response personnel, the public and the environment.

#### **Duty to report**

"Any person who has the charge, management or control of a means of containment shall report to every person prescribed for the purposes of this subsection any actual or anticipated release of dangerous goods that is or could be in excess of a quantity or concentration specified by the regulation from the means of containment if the release endangers, or could endanger, public safety." [Section 18(1) of the Transportation of Dangerous Goods Act, 1992].

### **Reporting authorities**

Local authorities in Alberta include **911** (or local police) and **Alberta Transportation**, **Dangerous Goods**, **Rail Safety and 511 Alberta (1-800-272-9600)** 





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### **Grounding and Bonding Requirements for Dangerous Goods Facilities**

Static electricity is generated when liquids move and come in contact with other materials. If the accumulation of static is sufficient, a spark may occur in the presence of a flammable vapor-air mixture, an ignition may result.

**Bonding** is the process of connecting two or more conductive objects together by means of a conductor.

**Grounding** is the process of connecting one or more conductive objects to earth, and is a specific form of bonding.

Bonding is done to minimize potential differences between metallic objects. Likewise, grounding is done to minimize potential differences between objects and the ground.

Bonding and grounding shall be provided where flammable liquids and compressed flammable gases are transferred to or from rail equipment.

This practice applies to all new installations and for replacement on existing installations where general renewal or replacement is to be made.



### Part 8 TDG Reporting Requirements

### (Alberta)

TYPES OF REPORT	Who must make the report?	When is the report required?	Who should receive the report?	Method of Reporting	Is a 30-Day Follow-up report required?
Emergency Report	Person who has the charge, management or control of the dangerous goods (DG).	As soon as possible; In the case of a release or an anticipated release of DG that are or could be in excess of the quantity set out in Section 8.2 of the TDG Regulations and if it endangers or could endanger public safety.	Local authority responsible for emergency response. 911 (or local police; relevant provincial authorities, Alberta Transportation (1-800-272-9600) or Canadian Coast Guard (1-800-889-8852) (if applicable).	Telephone (Verbal)	No
Release or Anticipated Release Report	Person who made the Emergency Report.	The report is required in these situations:  • the death of a person;  • a person sustaining injuries requiring immediate medical treatment by a health care provider;  • an evacuation of people or their shelter-inplace;  • the closure of a facility, road, main railway line or main waterway;  • a means of containment has been damaged;  • the centre sill or stub sill of a tank car is broken or there is a crack in the metal ≥ 15 cm (6 inches).	CANUTEC; The consignor (shipper) and, if applicable, The Canadian Nuclear Safety Commission (CNSC); or A Vessel Traffic Services Centre, or the Canadian Coast Guard.	Telephone Followed by Written Report	Yes
Loss or Theft Report	Any person who had the charge, management or control of the dangerous goods before the loss of theft	As soon as possible;     In case of loss or theft if the quantity of DG is greater than the quantities indicated in Subsection 8.16(2) of the TDG Regulations.	CANUTEC; and, if applicable,     Natural Resources Canada, or     CNSC.	Telephone (Verbal)	No
Unlawful Interference Report	Person who has the charge, management or control of the dangerous goods (DG).	As soon as possible after it is discovered that dangerous goods have been unlawfully interfered with.	CANUTEC; and, if applicable,     Natural Resources Canada; or     CNSC.	Telephone (Verbal)	No

### **Emergency contacts for emergencies involving Dangerous Goods**

**CANUTEC:** 1 888 226 8832

Cellular: 613 996 6666 or \*666

**Alberta EDGE:** 1 800 272 9600

**Local Authorities:** 911



### SAFE OPERATION OF HAND BRAKES

**Hand brakes** are used to secure standing railcars when they are not coupled to a locomotive. They prevent unintentional movement. Hand brakes take up slack on a chain which is linked by a series of rods, levers and gears to brake shoes. The brake shoes apply force against the wheels.

There are many different types of hand brakes, with different methods of operation. The following safe practices are recommended for **all** hand brakes.

The table below lists the **minimum** number of hand brakes that must be applied:

Number of Hand Brakes to Apply						
Number of cars coupled together	MINIMUM number of hand brakes					
1 - 2	1					
3 - 9	2					
10 - 19	3					
20 - 29	4					
30 - 39	5					
40 - 49	6					
50 - 59	7					
60 - 69	8					
70 - 79	9					
80 - 89	10					
90 - 99	11					
100 - 109	12					
110 - 119	13					
120 or more	Divide by 10 and add 2					

When securing cars on a slope:

- Apply more than the minimum number of hand brakes.
- Apply hand brakes to the cars at the lower end of the downward sloping track.

If a railcar has a defective hand brake, it **must** be reported to a supervisor and then coupled to another car with an effective hand brake.



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### Ensure the equipment is in good working order:

- Observe the condition of ladders, steps, grab irons and brake steps before climbing onto a car.
- Before operating any hand brake, observe its type and the condition of all parts, including the hand wheel or lever and chain. Ensure the chain is not caught on the platform.
- Do not attempt to use a hand brake or other equipment that is difficult to operate, defective or damaged.
- Report the defective hand brake or equipment to your local CP Operations office so that it can be repaired or replaced. The life of the next person on this car may depend on that hand brake.

### **Always** use the correct hand position:

- Never reach through the spokes of a brake wheel, because the wheel may spin.
- Use one hand to operate the hand brake and the other hand to firmly grip the equipment.
- When applying a hand brake, always grip the wheel with the thumb on the outside. Grasp the rim of the wheel for maximum leverage.
- When releasing wheel-type hand brakes, keep hands and fingers clear of the wheel.

### **Always** keep the correct body position:

- Be alert while climbing on a car, while operating the hand brake and while climbing down from the car.
- Be aware of other equipment in the area.
- Avoid applying hand brakes on the leading platform of a moving car.
- Maintain 3-point contact (as shown in the photo below) when applying or releasing a hand brake. This reduces your risk of falling if cars unexpectedly move or a hand brake malfunctions
- Never operate a hand brake while standing on a draw bar head, other coupling mechanism or rail.
- Be on guard against sudden car impacts. Anticipate starts and stops.

### **Applying a Hand Brake**

### To **apply** a hand brake:

- Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the "ON" position. Keep hands, fingers and loose clothing away from the wheel spokes.
- 2. Grip the brake wheel rim with your right hand keeping your thumb on the outside. Turn the brake wheel clockwise to take up the slack in the brake chain.
- 3. After slack is taken up, place your right hand at the seven o'clock position on the rim of the wheel. Keeping your back straight, push hard downward with your right leg as you lift



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- upward in short pulls on the brake wheel with your right hand. Minimize twisting by keeping hips and shoulders facing in the same direction.
- 4. Visually observe that the brake shoes are tight against the wheels. Keep in mind that some hand brake riggings are connected to brake shoes on both ends of the car while others are only connected at one end. You may need to check both ends of the car.

### **Releasing a Hand Brake**

**Before** releasing a hand brake, consider the following:

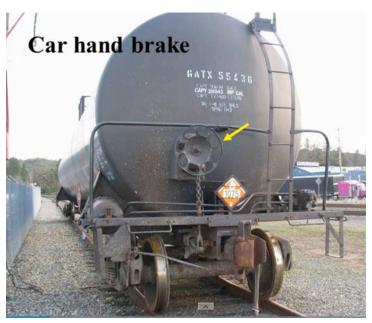
- Is there anyone working on or around the equipment?
- Is the equipment on a slope? Will it start to roll if the hand brake is released?
- Are there dock plates, loading chutes, hoses or other attachments connected to any of the cars?
- Are there any hoses, cables, extension cords or other obstructions lying across the rails?
- Can the cars be safely moved, stopped and hand brakes re-applied?
- Are the operators familiar with safe practices for car movement?
- Are there any derails in the vicinity?

### To release a hand brake:

- I. Assume the same three-point stance as when applying a hand brake. Again, keep hands, fingers and loose clothing clear of the wheel. (Some types of wheels spin when the release lever or pawl is tripped in the "OFF" position).
- 2. Reach behind the brake wheel with your right hand and place the release lever or pawl (if so equipped) in the "OFF" position. Never reach through the wheel spokes.
- 3. If the hand brake is not equipped with a release lever or pawl, grasp the wheel at the one o'clock position and turn the wheel counterclockwise until the brake is completely released.
- 4. Ensure the hand brake is fully released. Observe that the:
  - Brake chain is loose,
  - Pawl is kicked out (if so equipped), and
  - Bell crank is in down position (if so equipped).
- 5. After the hand brake is fully released, return the release lever to the "ON" position.



### **EXAMPLES OF HAND BRAKES**









# **TRANSPORTATION**



### INTRODUCTION

Road to Rail Construction offers an abundance of trucking services including but not limited to: heavy hauling North America wide, aggregate supply and delivery, access mat hauling and supply, picker and crane truck services.

As a carrier that operates within, and outside of, the borders of Alberta, Road to Rail Construction's Transportation sector is regulated federally.

"A carrier must apply for a Safety Fitness Certificate under FEDERAL law if:

- They operate in multiple provinces, territories or states;
- They operate a commercial vehicle that is registered for a weight of more than 4,500 kilograms; or
- They operate a commercial vehicle with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver."





### APPLICABLE LAWS AND REGULATIONS

The following laws and regulations apply to Road to Rail Construction's operations:

- Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);
- Commercial Vehicle Safety Regulation (AR 121/2009);
- Vehicle Inspection Regulation (AR 211/2006);
- Vehicle Equipment Regulation (AR 122/2009); and
- Alberta Traffic Safety Act
- The Federal Motor Vehicle Transport Act, 1987
- The Federal Transportation of Dangerous Goods Act
- Occupational Health and Safety Act, Regulations and Code
- National Safety Code Standards

Drivers **must** comply with all other requirements of the Alberta Traffic Safety Act and its associated regulations, Dangerous Goods Transportation and Handling Act and its associated regulations, National Safety Codes requirements and any other legislation which may apply.



### SAFE USE AND OPERATION OF VEHICLES

All Road to Rail Construction employees **must** follow all applicable rules and regulations while operating company vehicles. Drivers are expected to operate all vehicles and equipment in a professional and courteous manner.

Any reported incidents of employees breaking these rules will be investigated promptly by a manager, supervisor or the safety officer, and may result in disciplinary action.

**Note**: Road to Rail Construction is not responsible for any fines or demerits that any driver or worker is subjected to and **will not** cover any costs associated with fines or demerits.

### **Speed Limits**

Drivers **must** obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Fines for speeding vary from \$81 (1 km over speed limit), to \$249+ (30 kms+ over speed limit).

Note: Speeding fines **double** when construction workers or emergency responders are present.

### Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in company vehicles, **must** wear seat belt(s) at all times.

There is a \$162 fine for not complying with occupant restraint laws.

### **Drug and Alcohol Use**

The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are **strictly prohibited** while drivers operate company vehicles and other equipment.

### **Distracted Driving**

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones
- texting or emailing (even when stopped at red lights); using electronic devices like laptop computers
- video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players); entering information on GPS units; reading printed materials in the vehicle; writing, printing



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The penalty for distracted driving in Alberta is a \$300 fine and 3 demerit points.

### **Vehicle Condition**

Drivers must **not** operate, and RTRC will not permit, a person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property

### **Use of Warning Devices**

If a commercial vehicle must be parked stationary on a highway, the following guidelines apply:

### a. During nighttime:

- Activate hazard lights and ensure they are functioning
- Immediately place advance warning triangles approx. 30 metres behind and in front of the commercial vehicle

### b. During daytime:

- Activate hazard lights and ensure they are functioning
- Immediately place advance warning triangles approx. 75 metres behind and in front of the commercial vehicle



Example of a warning triangle setup

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.



### **FUELING OF VEHICLES**

### **Fueling safe operating guidelines**

- Shut off engine
- Check for fuel leaks
- Do not over fill tank
- **Do not** leave the nozzle unattended
- Replace filler cap when finished fueling

In accordance with RTRC's Smoke Free Program, smoking during fueling is **prohibited**. Smoking in any vehicle or equipment is **prohibited**. Any violations of this policy will be handled through standard disciplinary procedures.

Note: If an OHS officer observes or has reason to believe, a worker or employee was smoking in the presence of flammable substances, they can immediately fine the worker \$200. (Contravention of OHS Code Part 162(3) – "Person fail to not smoke where flammable substance present")



### **DAILY LOGS**

### **Daily Log Completion**

All RTRC federally or provincially regulated NSC drivers must prepare a daily log or time record for every calendar day, 365 days a year. A driver must have one daily log or time record filled out for each day the driver works. RTRC drivers will fill out daily logs according to their divisions Safety Fitness Certificate's Operating Status.

When driving long distances, sufficient breaks should be taken to prevent **fatigue**. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a rest. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licenced drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey. RTRC has set work hour limitations according to the NSC and will control job rotation schedules to control fatigue, to allow for sufficient sleep, and increase mental fitness.

Under no circumstances shall a RTRC worker operate a motor vehicle and/or heavy equipment while excessively fatigued. Work scheduling should take into consideration the amount of rest between workdays, shift work, or on call at any time, travelling across different time zones etc.

### Daily Logbooks (If Applicable) Federal (SOR 2005/313) Sections 80-82 Interpretation.

- A requirement that a driver record time in a daily log is a requirement to record the time using the local time at the driver's home terminal.
- A motor carrier shall require every driver to fill out and every driver shall fill out a daily log each
  day that accounts for all the driver's on-duty time and off-duty time for that day.

### This does not apply if:

- The driver operates or is instructed by the motor carrier to operate a commercial vehicle within a radius of 160 km of the home terminal.
- The driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time.
- The motor carrier maintains accurate and legible records showing, for each day, the driver's duty status and elected cycle, the hour at which each duty status begins and ends, and the total number of hours spent in each status and keeps those records for a minimum period of 6 months after the day on which they were recorded.
- The driver is not driving under a permit issued under these Regulations.
- At the beginning of each day, a motor carrier shall require that a driver enters legibly, and the driver shall enter legibly the following information in the daily log:
- The date, the start time if different than midnight, the name of the driver and, if the driver is a member of a team of drivers, the names of the co-drivers.



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- In the case of a driver who is not driving under the provisions of an oil well service permit, the cycle that the driver is following.
- The commercial vehicle licence plates or unit numbers.
- The odometer reading of each of the commercial vehicles operated by the driver.
- The names and the addresses of the home terminal and the principal place of business of every motor carrier by whom the driver was employed or otherwise engaged during that day.
- In the "Remarks" section of the daily log, if the motor carrier or driver was not required to keep a daily log immediately before the beginning of the day, the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the 14 days immediately before the beginning of the day.
- If applicable, a declaration in the "Remarks" section of the daily log that states that the driver is deferring off-duty time under section 16 and that clearly indicates whether the driver is driving under day one or day two of that time.
- The motor carrier shall require that the driver records and the driver shall record in the daily log
  the hours in each duty status during the day covered by the daily log, in accordance with Schedule
  2, and the location of the driver each time their duty status changes, as that information becomes
  known.
- At the end of each day, the motor carrier shall require that the driver records and the driver shall
  record the total hours for each duty status and the total distance driven by the driver that day,
  excluding the distance driven in respect of the driver's personal use of the vehicle, as well as the
  odometer reading at the end of the day and sign the daily log attesting to the accuracy of the
  information recorded in it.

### Time Base to Be Used

The log shall be prepared, maintained and submitted using the time of the home terminal, for a 24 hour working period.

### **Entries Made by Driver Only**

All entries shall be made by the driver in his/her own handwriting, except the name and address of the main/principal place of business may be printed or otherwise entered by an authorized representative of the carrier.

### Date

Enter the day, month, and year for which the log is prepared.

### **Odometer and Mileage**

The odometer reading at the beginning of the day shall be entered in the daily log. Total mileage entered shall be total mileage traveled while driving on duty, but not driving and resting in a power unit fitted with a sleeper berth during the day covered by the log. Mileage driven shall be shown separately.

### **Vehicle Identification**

Enter the unit number and trailer(s) number(s) or the license plate numbers of the units.



### Name of Carrier

The name and main/principal place of business address(s) shall be those for which the duty is performed.

### **Home Terminal Address**

The home terminal address shown shall be that at which the driver normally reports for duty.

### **Start Time**

The start of commencement of work shall be entered in the daily log. This will be shown on the graph grid.

### Line 1-Off Duty

Draw a continuous line between the appropriate time markers to record the period or periods of time, when not on duty, not required to be ready to work, or not under any responsibility for performing work.

### Line 2 - Sleeper Berth

Draw a continuous line between the appropriate time markers to record the period or periods of time spent in an approved sleeper berth during the day if applicable.

### Line 3 - Driving Time

Draw a continuous line between the appropriate time markers to record the period or periods of time while driving the motor vehicle during the day.

### Line 4 - On Duty (not driving)

Draw a continuous line between the appropriate time markers to record the period or periods of time spent performing work other than driving, such as loading, unloading, preparing reports, remaining in charge of a disabled vehicle, and remaining in readiness to perform work.

### **Total Hours**

Record the total hours and fractions of hours spent in each duty status. The total of these entries must equal 24 hours.

### **Drivers Name and Signature**

The driver shall print his/her name, shall certify the correctness of the log by signing his/her full name.

### Daily driving and on duty time

- **12. (1)** No motor carrier shall request, require, or allow a driver to drive, and no driver shall drive after the driver has accumulated 13 hours of driving time in a day.
- **12. (2)** No motor carrier shall request, require, or allow a driver to drive, and no driver shall drive after the driver has accumulated 14 hours of on-duty time in a day.

### **Daily Off-duty Time**

- A motor carrier shall ensure that a driver takes, and the driver shall take at least 10 hours of offduty time in a day.
- Off-duty time other than the mandatory 8 consecutive hours may be distributed throughout the day in blocks of no less than 30 minutes each.



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• The total amount of off-duty time taken by a driver in a day shall include at least 2 hours of off-duty time that does not form part of a period of 8 consecutive hours of off-duty time.

### **Monitoring Daily Logs and Time Records**

We at RTRC will monitor our authorized drivers for Hours-of-Service compliance. Our staff that will be monitoring daily logs and time records will have formal training in Hours of Service. The follow areas will be monitored and documented:

- We will monitor our driver's daily On-Duty hours.
- We will review daily logs and time records for all violations. If violations are found, they will be documented and a written follow up will be completed with the driver.
- We will conduct internal auditing using a supporting document on a percentage of our federally regulated drivers. All audits will be documented, and any corrective action will be completed.
- All non-compliance records will be placed in the appropriate Driver's File and kept for 5 years.

### Daily logs are compared for accuracy using one of the following documents:

- Fuel receipts / statements
- Maintenance receipts
- Traffic citations
- Local inspections
- Incident reports
- Global Positioning System (GPS) tracking screen

### Filing Driver's Daily Logs

The driver shall forward the original copies of the daily logs which he/she has completed to the principal place of business as soon as they return to home terminal. Duplicate copies are to be kept in the possession of the driver.

The pre-trip and post trip inspections must be physically completed and documented. Use a ruler when necessary, when filling out your log sheet. The original sheet will be handed in with your bills of lading. These log sheets will be kept on file for the current month plus 6 previous months. Bills of lading will be kept for 12 months. Drivers have a **maximum of 20 days** to hand in their original copies of their daily logs to their home terminal. The home terminal must forward these logs to the principal place of business within 30 days of receiving them. The carrier and driver will keep them for a minimum of 6 months. This applies to both Federal and Provincial operations.

### Provincial Logbook Requirements (AR 317/2002)

This Regulation applies to a driver with respect to the operation of the following vehicles:

- a bus.
- in the case of a vehicle other than a bus, a vehicle that is registered under the Act for a gross weight of 11 794 or more kilograms.

### Limitation on being on duty

- Except as permitted by this Regulation, a carrier shall not permit a driver during the driver's work shift
- to exceed 13 hours of driving time, or



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• to drive at any time after the driver has been on duty for 15 or more consecutive hours.

### Daily log not required

A daily log is not required to be maintained where all the following conditions exist:

- the driver does not operate beyond a radius of 160 km from the home terminal of that driver.
- the driver returns to the home terminal and is released from work within 15 hours from the commencement of the driver's work shift.
- the carrier that employs the driver maintains and retains for a period of 6 months accurate time records showing the time that the driver reports to commence the driver's work shift and the time that the driver is released from work.

### The following information must be entered in a daily log (Provincial):

- a graph grid in the form set out in the schedule.
- the date.
- the odometer reading at the commencement of driving.
- the total number of kilometers or miles driven by the driver during the workday.
- in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a workday.
- the vehicle's unit or licence plate number.
- the name of the carrier for whom the driver worked during the workday.
- the name and signature of the driver.
- the name of any co-driver.
- the time of commencement of the work shift and the location at which the driver commenced the work shift.
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the workday.
- record at each change of duty status enter the name of city, town or village or highway location and name of province or state.
- record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel.
- record the total number of hours of each duty status and aggregate of these hours.
- The driver signs the daily log at the end of the driver's work shift.

Hours of service records will be maintained at the following location: 46537 Sec Hwy 854 (Shop)



### **DAILY LOG (SAMPLE)**





### **VEHICLE MAINTENANCE AND INSPECTIONS**

All RTRC commercial vehicles and employees are required to comply with this maintenance and inspection program.

All drivers employed by Road to Rail Construction are to **strictly** follow the scheduled vehicle maintenance in the table below:

Inspection Type	Vehicle Type	Inspection Interval (Kilometres, Time or Hours)	Comments
Daily Trip Inspection:	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
	Trucks	200 Hrs	Or as needed
Lubrication Interval (Oil changes and greasing)	Tractors	200Hrs	Or as needed
(on changes and greasing)	Trailers	200hrs	Or as needed
Scheduled	Trucks	200 hrs	Or as needed
Maintenance	Tractors	200hrs	Or as needed
Inspection	Trailers	200hrs	Or as needed
	All Types	Annually	
	(Truck,		Required every 12 months before next
	Tractor,		CVIP expires - to be completed by a
"CVIP" Inspection:	Trailer)		Certified CVIP Station.

Remember: It is **illegal** to operate a vehicle on a highway with any defect that is a violation under any legislation.

Any component identified as needing repair and/or maintenance will be serviced as required.



### DAILY TRIP INSPECTIONS

### National Safety Code (NSC) Standard 13 Part 2

Vehicle components will be inspected as required by Section 10(4)(b) of Alberta's Commercial Vehicle Safety Regulation (AR121/2009). The daily inspection must include all components as specified in the list of items in Schedule 1 of NSC Standard 13 Part 2.

Road to Rail Construction will ensure that a copy of Schedule 1 of the NSC Standard 13 is located in each commercial vehicle.

Drivers must immediately produce the schedule when requested by a peace officer.

### **Completion of the Daily Trip Inspection Report**

Drivers conducting a daily trip inspection will prepare a trip inspection report including, at a minimum, the following information:

- The name of the person who inspected a vehicle and a statement signed by that person stating the vehicle has been inspected satisfactorily
- The name of the carrier operating the vehicle
- The name of the municipality or location where the inspection was completed
- The time and date the report was made

### **Defects Observed During Operation of the Vehicle**

If a driver observes any safety defects as specified in Schedules 1 or 2 of NSC Standard 13 while driving the vehicle, the driver will record the defects in the attached trip inspection report or in a written document and report those defects to a supervisor or the safety officer.

Drivers **must** produce this trip inspection report when requested by a peace officer.

Drivers will **not** drive a commercial vehicle with any uncorrected or unrepaired major defect.

If a driver believes or suspects there is a safety defect in the commercial vehicle, they shall report the safety defect to the carrier without delay to a supervisor or the safety officer.

### Rest stop checks should include the minimum items below:

- Check to see that all lights & flagging are clean and in good working order.
- Listening for air leaks.
- Checking the wheels and the tires.



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- Checking that your load is secure.
- Checking brakes.
- Checking 5<sup>th</sup> wheel & coupling devices.

RTRC employees will not operate a vehicle on a highway with any defect that is a violation under any law and Legislation.



## NSC STANDARD 13 SCHEDULE 1 (SAMPLE)

System & Components	SCHEDULE 1 – Daily Inspection of Trucks Minor Defects	Major Defects
System & Components	Willor Delects	
1. Air Brake System	a) Audible air leak.     b) Slow air pressure build-up rate.	c) Pushrod stroke of any brake exceeds the adjustment limit. d) Air loss rate exceeds prescribed limit. e) Inoperative towing vehicle (tractor) protection system. f) Low air warning system falls or system is activated. g) Inoperative service, parking or emergency brake.
2. Cab	a) Occupant compartment door fails to open.	b) Any cab or sleeper door fails to close securely.
3. Cargo Securement	a) Insecure or improper load covering (e.g. wrong type or flapping in the wind).	b) Insecure cargo.     c) Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	a) Coupler or mounting has loose or missing fastener.	b) Coupler is insecure or movement exceeds prescribed limit. c) Coupling or locking mechanism is damaged or fails to lock. d) Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods		a) Dangerous goods requirements not met.
6. Driver Controls	a) Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	
7. Driver Seat	a) Seat is damaged or fails to remain in set position.	b) Seatbelt or tether belt is insecure, missing or malfunctions.
8. Electric Brake System	a) Loose or insecure wiring or electrical connection.	b) Inoperative breakaway device c) Inoperative brake.
Emergency Equipment & Safety Devices	a) Emergency equipment is missing, damaged or defective.	
10. Exhaust System	a) Exhaust leak.	b) Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	a) Damaged frame or cargo body.	b) Visibly shifted, cracked, collapsing or sagging frame member(s
12. Fuel System	a) Missing fuel tank cap.	b) Insecure fuel tank. c) Dripping fuel leak.
13. General		Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
14. Glass and Mirrors	a) Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.     b) Required mirror or glass has broken or damaged, attachments onto vehicle body.	
15. Heater/Defroster	a) Control or system failure.	b) Defroster fails to provide unobstructed view through the windshield.
16. Horn	a) Vehicle has no operative born.	
17. Hydraulic Brake System	a) Brake fluid level is below indicated migimum level.	b) Parking brake is inoperative c) Brake boost or power assist is inoperative. d) Brake fluid leak. e) Brake pedal fade or insufficient brake pedal reserve. f) Activated (other than ABS) warning device. g) Brake fluid reservoir is less than ¼ full.
18. Lamps and Reflectors	a) Required tamp does not function as intended.     b) Required reflector is missing or partially missing.	When lamps are required: c) Failure of both low-beam headlamps, d) Failure of both rearmost tail lamps.  At all times: e) Failure of a rearmost turn-indicator lamp. f) Failure of both rearmost brake lamps.
19. Steering	a) Steering wheel lash (free-play) is greater than normal.	b) Steering wheel is insecure, or does not respond normally, c) Steering wheel lash (free-play) exceeds required limit.
20. Suspension Syetem	a) Air leak in air suspension system.     b) Broken spring leaf.     c) Suspension fastener is loose, missing or broken.	d) Damaged or deflated air bag. (*patched, cut, bruised, cracked to braid, mounted insecurely) e) Cracked or broken main spring leaf or more than one broken spring leaf in any spring assembly f) Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. g) Loose U-bolt.
21. Tires	a) Damaged tread or sidewall of tire.     b) Tire leaking (if leak can be felt or heard, tire is to be treated as flat).	c) Flat tire. d) Tire tread depth is less than wear limit. e) Tire is in contact with another tire or any vehicle component other than mud-flap. f) Tire is marked "Not for highway use". g) Tire has exposed cords in the tread or outer side wall area.
22. Wheels, Hubs and Fasteners	a) Hub oil below minimum level. (When fitted with sight glass.)     b) Leaking wheel seal.	c) Wheel has loose, missing or ineffective fastener. d) Damaged, cracked or broken wheel, rim or attaching part. e) Evidence of imminent wheel, hub or bearing failure.
23. Windshield Wiper/Washer	a) Control or system malfunction.     b) Wiper blade damaged, missing or fails to adequately clear driver's field of vision.	When necessary for prevailing weather condition. c) Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.



# **VEHICLE TRIP INSPECTION FORM (SAMPLE)**

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### **CVSA INSPECTIONS**

Approximately 4 million commercial motor vehicle inspections are conducted every year throughout North America to ensure the large trucks and buses driving on our roadways are operating safely.

There are eight levels of inspections ranging from the Level I Inspection, which evaluates both the driver and vehicle, to inspection levels with a more specific area of focus, such as Level VI for radioactive materials.

Road to Rail Construction drivers **must** comply with a peace officer conducting an inspection, produce any requested documents and follow any order made by a peace officer.

In general, an inspection includes:

- examination of driver's license;
- the presence of alcohol and drugs;
- driver's record of duty status
- hours of service; seat belt;
- vehicle inspection report(s)
- brake systems; cargo securement;
- coupling devices;
- exhaust systems;
- frames;
- fuel systems;
- lighting devices (headlamps, tail lamps, stop lamps, turn signals and lamps/flags on projecting
- steering mechanisms;
- suspensions; and
- tires

If there is a major defect or violation discovered, a commercial vehicle or driver may be placed **Out-of-Service**. This inspection result **prohibits** a carrier or driver from operating a commercial vehicle for a specified period of time or until the violation is corrected.



Road to Rail Construction is committed to maintaining and enhancing the safe operation of all it's commercial vehicles and drivers.



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### CARGO SECUREMENT

**Purpose:** The purpose of this policy is to ensure the safety of all equipment and employees during the transportation of all cargo while complying with government standards and regulation.

**Policy Statement:** It is RTRC policy that all cargo will be secured safely to the trailer prior to travelling. At no time is any cargo to be moved unsecured. Cargo being transported will be firmly immobilized or secured on or within a vehicle by structures of adequate strength, blocking, bracing, dunnage or dunnage bags, shoring bars, tie downs or a combination of these. All cargo must be in good condition to be transported (i.e., no leak, spills, blowout from, fall, or a fall through or otherwise be dislodged from a commercial vehicle. to such an extent that the commercial vehicle's stability or maneuverability is adversely affected. The safety of employees and cargo is of the greatest importance.

### Rules:

- 1. At no time is any cargo to be moved unsecured.
- 2. All towed vehicles and equipment will have hitches that meet the regulated standards as set out in the weight regulations of the ministry of transportation and will be inspected and approved by qualified personnel.
- 3. All drivers of equipment and vehicles shall be experienced, qualified, and licensed to drive such equipment and vehicles. A valid/current and right classification of driver's license is required.
- 4. All tiedowns must be marked by the manufacturer with its working load limit.
- 5. Each tiedown must be secured so that it does not come loose, unfastened, opened, or released while the vehicle is moving.
- 6. The vehicle will only carry as many people as seatbelts and every person travelling in a motor vehicle must wear seatbelt.
- 7. All items must be secured including fire extinguishers, tool kits, accessories, etc.
- 8. Driver of RTRC vehicle must be able to securely tighten a tiedown before transporting their cargo on any Canada Wide Highway.
- 9. Care and attention will be taken during the loading and unloading of vehicles. Loads may shift and cargo could fall off. Cargo should be checked for securement throughout the entire trip.
- 10. All drivers/operators will obey all department of Transportation, OH&S motor vehicle rules and regulations.
- 11. Transport Canada requires trailers with a GVWR of 10,000 lbs or more to have 6 or more cargo anchoring devices but does not require them to be marked.

The safety information in this policy does not take precedence over the Transportation of Dangerous Goods Regulations, Occupational Health and Safety Acts, Regulation, or Code.



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### **Securing Devices**

A Securement System is a method that uses one or a combination of Vehicle Structure, Securing Devices, and /or Blocking and Bracing Equipment.

A securing device is any device specifically manufactured to attach or secure cargo to a vehicle or trailer. The following are examples of securing devices:

- Synthetic Webbing.
- Chain.
- Wire rope.
- Manila rope.
- Synthetic rope.
- Steel strapping.
- Clamps and latches.
- Blocking.
- Front-end structure.
- Grab hooks;

- Binders.
- Shackles.
- Winches.
- Stake pockets.
- D-rings.
- Pocket.
- Webbing ratchet.
- Bracing.
- Friction mat.

All load securing anchorage points are designed so that all forces imposed by the load are transmitted to the main chassis. Trailers designed specifically to haul a container only, do not require a headboard, but must be fitted with suitable twist locks for both 20 ft. and 40 ft. containers. A combination of securing devices that forms an assembly that attaches cargo to or restrains cargo on a vehicle is called a Tie Down. Tie Downs can be used in two ways:

### Attached to the cargo:

- Tie downs attached to the vehicle and attached to the cargo.
- Tie downs attached to the vehicle pass through or around an article of cargo and then are attached to the vehicle again.

### Pass over the cargo:

• Tie downs attached to the vehicle passed over the cargo and then attached to the vehicle again.

### All components of a tie down must be in proper working order.

- No knots or obvious damage
- No weakened parts

No distress

• No weakened sections

Cargo must be fully contained by structures of adequate strength. Cargo should not shift or tip and must be restrained against horizontal movement by vehicle structure or by other cargo. Horizontal movement includes forward, rearward, and side to side.



### **Minimum Number of Tie Downs**

The cargo securement system used to keep articles from moving must consist of a minimum number of tie downs. This requirement is in addition to complying with rules concerning the minimum working load limit. When an article of cargo is not blocked or positioned to prevent movement in the forward direction, the number of tie downs needed depends on the length and weight of the articles. There must be at least:

- One tie down for articles 1.52 metres or less in length, and 500 kilograms or less in weight.
- Two tie downs if the article is:
  - 1.52 metres (5 feet) or less in length and more than 500 kilograms (1,100 pounds) in weight; or
  - o Greater than 1.52 metres (5 feet) but less than 3.04 metres (10 feet), regardless of weight.
  - o Three or more tiedowns if the article is longer than 3.04 metres (10 feet).

For example, one tie down is required if the article of cargo is under 1.52 metres in length and does not exceed 500 kilograms (1,100 pounds). If the article of cargo was greater than 1.52 metres in length but less than 3.04 metres, then two tie downs would be needed regardless of the weight. A six-foot-long ladder, weighing 50lbs will require 2 tie downs.

When an article of cargo is blocked or immobilized by a front-end structure, bulkhead, by other immobilized cargo or by another device to prevent it moving forward, it shall be secured by at least:

- 1 tie down if the cargo is no longer than 3.04 metres (10 feet)
- 1 tie down for every additional 3.04 metres (10 feet)

The above cargo must be secured by at least one tie down for every 3.04 metres (10 feet) of article length, or fraction of.

### **Chocks:**

Chocks, wedges, a cradle, or other equivalent means that prevent rolling. These must be secured to the deck. Where any cargo or portion thereof may roll, it will be restrained by chocks, wedges, a cradle, or another securing device that prevents the cargo from rolling.

### Inspection of a Load:

After the load has been secured, and before operating the vehicle the driver (or swamper) will:

- Inspect the vehicle to confirm that the vehicle's tailgate, tailboard, doors, tarpaulins and spare tire, and other equipment used in its operation, are secured.
- Ensure that the cargo does not interfere with the driver's ability to drive the vehicle safely.
- Ensure that the cargo does not interfere with the free exit of a person from the cab or driver's compartment of the vehicle.
- Inspect the vehicle's cargo and the cargo securement system used and make necessary adjustments.

The driver of a vehicle will inspect the vehicle's cargo and the cargo securement systems used and make necessary adjustments:

Before driving the vehicle, and



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Not more than 80 kilometers from the point where the cargo was loaded.

The driver of a vehicle will re-inspect the vehicle's cargo and the cargo securement system used and make necessary adjustments to the cargo or cargo securement system as necessary, including adding more securing devices when:

- There is a change of duty status of the driver,
- The vehicle has been driven for 3 hours; or
- The vehicle has been driven for 240 kilometers

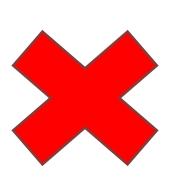
### **Working Load Limit (WLL):**

The Working Load Limit is the maximum load that may be applied to a component of a cargo securement system during normal service. The WLL is usually assigned by the component manufacturer. The working load limit of a tie down or a component of a tie down that is marked by its manufacturer with a numeric working load limit is the marked working load limit. The cargo securement system is only as strong as its weakest component. All securement devices (tie downs) MUST be marked with their WLL. Chains and hooks used to secure cargo must display their grade.





Example of a WLL marking on a tie down. This tie down is legal to use.





The WLL label has been torn off. This tie down is illegal to use!



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### **EMERGENCY RESPONSE**

Reporting of Dangerous Goods: All reportable dangerous goods incidents or releases will be documented and reported to RTRC management and the required government agencies. RTRC will thoroughly investigate and document all reportable incidents to determine the following: Circumstances and Environmental Impact, Preventability & Corrective Actions (control measures). The following information will be used as a guideline in the reporting process.

In Alberta, accidental **or** imminent releases of substances listed in the Transportation of Dangerous Goods (TDG) Regulations:

- 1. That occurred during the handling, transport, or from failure of standardized containers
- 2. That which exceeds the minimum reporting quantities in Table 1

**Must** be (verbally) reported immediately to regulatory agencies and other persons specified below by the person who has possession of the dangerous goods at the time of the accidental spill or release:

- a) Local police and Alberta Transportation (EDGE): 1-800-272-9600
- b) The reporting person's employer.
- c) The consignor of the dangerous goods.
- d) The owner, lessee, or charterer of the road vehicle.
- e) For Class 1 Explosives or a cylinder that has suffered a catastrophic failure, contact CANUTEC at 1 (613) 996-6666.

	Alberta Edge (Environmental and Dangerous Goods
	Emergencies)
EDGE	Operated by Alberta Transportation
	• 1-800-272-9600 (toll free)
	• 780-422-9600 (Edmonton Area)
	24-hour information Centre & TDG related incidents
	Canadian Transport Emergency Centre
CANUTEC	Operated by Transport Canada
	• 1-613-996-6666 (toll free)
	1-888-CANUTEC (new number)
	*666 (cellular phone)
	• 1-613-992-4624 (regulatory questions)



Table 1 Summary of TDG Regulations- Quantities for Immediate Reporting

Class and Division	Reportable Quantities
TDG Class 1 (explosives)	Any quantity that could pose a danger to <i>public</i> safety <sup>1</sup> or 50 kg
TDG Class 2 (compressed gas)	Any quantity that could pose a danger to public safety¹ or any sustained release of 10 minutes of
TDG Class 3 (flammable liquid)	= or > 200 litres
TDG Class 4 (flammable solid)	= or > 25 kg
TDG Class 5.1 (oxidizer)	= or > 50 kg or 50 litres
TDG Class 5.2 (organic peroxide)	= or > 1 kg or 1 litre
TDG Class 6.1 (poisonous substance)	= or > 5 kg or 5 litres
TDG Class 6.2 (infectious substance)	Any quantity that could pose a danger to <i>public</i> safety <sup>1</sup>
TDG Class 7 (radioactive materials)	Any quantity that could pose a danger to <i>public</i> safety <sup>1</sup> ; or an emission level greater than the level established in section 20 of the <i>Packaging and Transport of Nuclear Substances Regulations</i> .
TDG Class 8 (corrosive substance)	= or > 5 kg or 5 litres
TDG Class 9 (Miscellaneous products, substances, organisms)	= or > 25 kg or 25 litres

### **Definitions:**

Accidental Release Means: In relation to dangerous goods, an unplanned or accidental.

- (a) discharge, emission, explosion, outgassing or other escape of dangerous goods, or any component or compound evolving from dangerous goods; or.
- (b) emission of ionizing radiation that exceeds a level established under the "Nuclear Safety and Control Act".

**Imminent Accidental Release means:** For dangerous goods in transport in a large means of containment, that there has been an incident and:

- (a) there is likely a need to remove or transfer all or a portion of the dangerous goods to another large means of containment.
- (b) there is damage to the means of containment which, if not corrected, could result in an accidental release of the dangerous goods in a quantity or emission level that exceeds those set out in the table to subsection 8.1(1) of Part 8, Accidental Release, and Imminent Accidental Release Report Requirements, or
- (c) the large means of containment is lost in navigable waters.



### **Immediate Report Contents**

The immediate (verbal) report of the TDG incident must include:

- a) Description of the dangerous goods, shipping name and UN number,
- b) Quantity of the dangerous goods,
- c) In the means of containment before the incident and known or suspected to have been released.
- d) Condition of the means of containment from which the dangerous goods were released.
- e) For accidental releases from a cylinder due to catastrophic failure a description of the failure,
- f) Location of the incident,
- g) Number of injuries, including deaths, resulting from the incident, and
- h) Number of people evacuated from private residences, public areas, or public buildings

### **30-Day Follow-up Report Contents**

Whenever an immediate (verbal) report is required, a 30-day follow-up (written) report is also required. This report must be made within 30 days of the release to the Director General of Transport of Dangerous Goods and the employer of the person making the immediate report. The report must contain the information specified in Part 8 of the Transportation of Dangerous Goods Regulation.

### If the need to use a fire extinguisher arises:

### Remember the word PASS

- Pull the safety pin by breaking the seal
- Aim the nozzle or hose at the base of the fire
- Squeeze the handle
- **S**weep from side to side while moving carefully toward the fire. Keep the fire extinguisher aimed at the base of the flame and sweep back and forth until flames appear to go out.

# PULL THE PIN AT BASE OF FIRE STINGUISHER HOW TO USE A FIRE EXTINGUISHER SUBJECT: SUBJECT: SUBJECT: SUBJECT: THE LEVER FROM SIDE TO SIDE



Remember: Fire extinguishers are only effective for small fires, and have a limited amount of extinguishing agent. Only attempt to put out a small fire if you are comfortable to do so.

The main priority in a fire emergency is life safety.

### **Emergency equipment**

Road to Rail Construction vehicles will be equipped with:

- A fully stocked first aid kit
- An applicable provincial fire extinguisher
- Roadside triangles
- Towing sling of sufficient strength and good condition to safely tow the total weight of the vehicle and load.

If any of these items are used, damaged or lost, employees must notify their supervisor or the safety officer to arrange for a replacement.

All RTRC vehicles must maintain a full inventory of the items listed above.

### In the Case of an Accident the procedures are as follows:

- Move vehicle off to the side of the road if possible.
- Place warning reflectors where necessary to warn other drivers.
- Check if anyone is hurt and render first aid if needed.
- Report the incident immediately to your supervisor and the appropriate authorities.
- Make sure to take pictures and get witness statements if applicable.
- Let the investigator take control of the situation, and institute measures to prevent the accident from getting out of hand.
- Do not engage in any argument or dispute with the other party involved.
- If minor, exchange information with another driver.
- Make no admission of liability or offer any settlement of claim.
- Fill-out RTRC Incident Report Form found in the Cube Management System





# **POWERED MOBILE EQUIPMENT**



### INTRODUCTION

Road to Rail Construction Group has extensive experience in civil construction of all aspects – including but not limited to: Major highway construction and widening, subdivision construction, county road construction and maintenance and landfill construction. Road to Rail Construction also offers full beginning to end oilfield construction services Including but not limited to: lease and access clearing, brushing, mulching, construction, aggregate supply and delivery and matting.

**Definition:** Powered Mobile Equipment – a self-propelled machine or combination of machines, including a prime mover or a motor vehicle, designed to manipulate or move material or to provide a powered aerial device for workers.

RTRC has a diverse fleet of powered mobile equipment. This includes excavators, dozers, skid steers, wheel loaders, graders and more.

Operating equipment can be a hazardous job.

Hazards include, but are not limited to:

- crushed if your equipment overturns
- crushed if caught between the equipment and a wall or other object
- electrocuted if the equipment contacts an overhead powerline

### Competency

Prior to operating any heavy equipment, Road to Rail Construction employees will be trained on the safe operation on the equipment. Before operating heavy equipment unsupervised, a worker will be deemed **competent** by a supervisor or the safety officer. Before a competency evaluation is completed, workers will operate equipment under the direct supervision of an employee deemed competent on that piece of equipment.

The safe operating guidelines for each piece of equipment will be listed in the following pages.

The safe operation and responsibilities of operators is legislated under the **OHS Code Part 19 – Powered Mobile Equipment.** All employees of RTRC must understand and follow the legislated requirements for powered mobile equipment.



### OPERATOR RESPONSIBILITIES

### Legislative reference: OHS Code Part 19 – Powered Mobile Equipment

A worker must not operate powered mobile equipment unless the worker:

- is trained to safely operate the equipment
- has demonstrated competency in operating the equipment by a competent worker designated by RTRC
- is familiar with the equipment's operating instructions, and
- is authorized by RTRC to operate the equipment.

### The operator of powered mobile equipment **must**:

- report to their supervisor any conditions affecting the safe operation of the equipment
- report to their supervisor or the safety officer if they are not "fit for work."
- operate the equipment safely
- maintain full control of the equipment at all times
- use the seat belts and other safety equipment in the powered mobile equipment
- ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment, and
- keep the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.
- not consume tobacco or vape products while in the cab of any powered mobile equipment

### **Fit for Work Policy**

Road to Rail Construction will have criteria to provide reasonable assurance that those persons placed in the work environments be physically, psychologically and competently fit to safely perform their assigned duties without excessive risk or harm to themselves or others.

Any operator who feels that they are unfit to operate equipment due to physical, emotional, psychological or any other reason must immediately notify their supervisor or the safety officer.

Under no circumstances will an employee operate equipment if they are not fit for work.

All equipment operators must review and understand the full Fit for Work Policy located in this safety manual.



### PRE-TRIP INSPECTIONS

### Legislative reference: OHS Code Part 19 – Powered Mobile Equipment

Before operating any piece of equipment, operators **must** first complete a pre-trip inspection of that piece of equipment. This is to ensure the equipment is safe to operate and that there are no other workers in the immediate area prior to starting the equipment.

Remember: an operator must be deemed **competent** on that particular piece of equipment before operating it, unless under the direct supervision of a competent operator.

- All operators of powered mobile equipment must conduct a trip inspection at the start of every work shift.
- Ensure all applicable sections are filled out such as unit number, date, time, hour meter reading, and inspector's name.
- The operator will then do a complete and thorough walk around of the entire piece of equipment. The operator will consult the checklist items and visually/physically inspect each item.
- If the inspected item is free of defects, check the Good box.
- If defects are detected during the inspection, the operator is to indicate the defect by checking the Needs Attention box by the item on the inspection form. Include any comments in the Comments section.
- Operators will not use equipment with any defects unless a mechanic or supervisor indicates that the defect is not major.
- The mechanic making repairs to the machine must review the inspection reports and fix all
  deficiencies. Once the repair has been made, the mechanic must sign the form and the
  inspection report must be attached to the work order.



If an operator is ever unsure on any aspect of an inspection, they are to contact their supervisor or the safety officer for guidance.

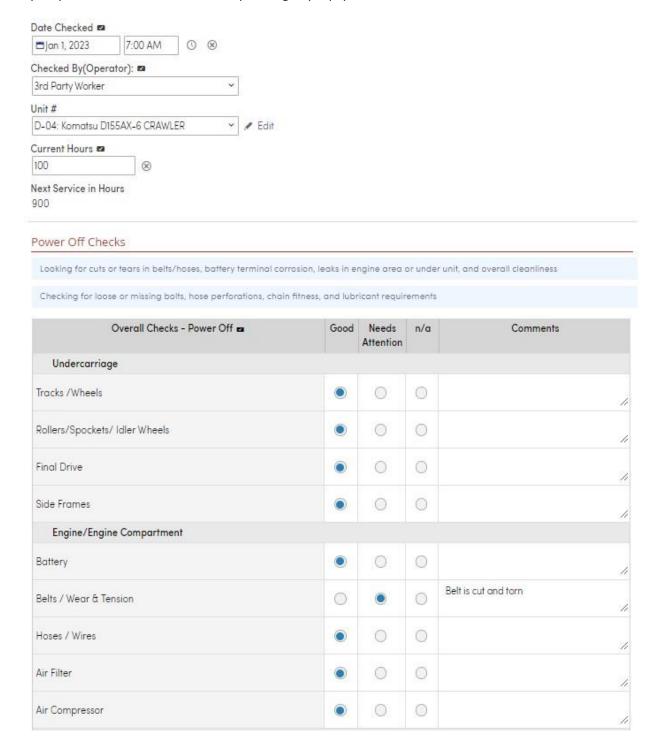


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# **EQUIPMENT INSPECTION (SAMPLE)**

Below is an example of a *partially* completed pre-trip inspection. Operators must **fully complete** a pre-trip inspection and submit it before operating any equipment.





# **COMPLETED COMPETENCY ASSESSMENT (SAMPLE)**

This is an example of a **fully completed** competency assessment and must be completed for each employee and the equipment they are required to operate. An assessor who has been deemed competent in evaluating competency will complete the evaluation and both the assessor and employee will sign off. Competency assessments will be kept on file at the Head Office.

Worker Name:	Worker Role	Loader	lexcava	Hor of
Supervisor Name:	A	ug 4,20	0.00	
₩orker is certified in a specific		0		
Worker conducted pre use insp		and ex	cava	tor
Description of Activity/Task/Responsi	hilities:	0	competent (Y/N)	Superviso
loading mats on to a			Y	
Picking mats	HC OIT OF HOCES		У	
laying mats			Ý	
Stacking mats in ya	FNG		У	
0			-	
Comments:  Operator is compete excauator in mating	nt to operate	loader a		ing
excava for in mating	operations.			



#### **EXCAVATORS**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 17 – Overhead Powerlines; Part 19 – Powered Mobile Equipment; Part 32 – Excavating and Tunneling



Example of an excavator

# Safe operating guidelines

- Operators must be trained and deemed competent in the operation of excavators and Ground Disturbance prior to operating an excavator
- Always read, understand and follow the operator's manual for the machine you are using.
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated.
- Seatbelts must be worn when operating the excavator
- Some attachments will hit the cab of the machine if allowed to. Ensure that you keep the bucket or work tool away from the cab while operating. Failure to do so can result in crushing and death inside the cab.
- While the machine is in operation, constantly survey the area around the machine in order to identify potential hazards. If your machine is equipped with a rear camera, use it as well
- When possible, operate the machine up and down slopes. Avoid operating across a slope
- When parking, ensure that the machine is on level ground, hydraulic implements are lowered to the ground and the hydraulic lockout is placed in the locked position
- Be aware of unstable side grades and "soft spots"
- Never climb a grade that is too narrow or steep



# **CRAWLER TRACTORS (DOZERS)**

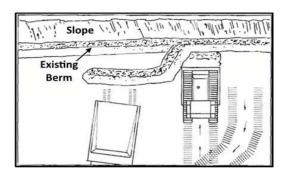
Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a crawler tractor (dozer)

# Safe operating guidelines

- Operators must be trained and deemed competent in the operation of dozers and Ground
   Disturbance prior to operating a dozer
- Seat belts shall be worn while operating the dozer
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated.
- When pushing material over the edge of steep slopes the operator must not push the material
  directly with the machine. Always leave one blade load at the edge to act as a berm. Let the
  second blade-full push the first one over the edge. This keeps your machine back away from
  danger. See picture below.



- When dozing over a bank or down a slope, the operator is responsible to ensure that the area below is clear of personnel or equipment.
- The operator shall prevent excess dirt from mounting between the tracks
- When working on slopes it is safer to work up and down the slope as opposed to side sloping.
- Operators must close the doors and windows when operating the machine to prevent excessive amounts of dust or silica from entering the cab.
- When the dozer is not in use the blade and ripper shall be lowered onto the ground.



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#### WHEEL LOADERS

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a wheel loader

### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of wheel loaders prior to operating a wheel loader
- Seat belts shall be worn while operating the wheel loader
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated.
- If it is necessary to work in the articulating area of the machine employees **must** lock the articulation locking bar prior to entering.
- When **transporting**, the articulation locking bar must be fully engaged.
- When traveling with the loader, the bucket shall be in the lowest height possible to prevent tipping.
- When the loader is left unattended, park on level ground. Lower the bucket with the cutting edge placed flat on the ground, set the parking brake, and place the loader in neutral.
- When switching attachments ensure that the coupling pins are fully engaged and that the attachment is properly attached before using it.
- Items can fall off the back of the bucket while it is in the air and hit the cab causing property damage, injuries or death. To prevent this from occurring, do not overload the bucket and when lifting the bucket over cab height, make sure the bucket stays level.
- The door of the loader shall remain closed while operating the machine.



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#### **MOTOR GRADERS**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a motor grader

#### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of graders prior to operating a grader
- Seat belts shall be worn while operating the grader
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated.
- **Never** use the mouldboard as a footstep when entering or exiting the cab. Always use 3-point contact and the provided grader steps when entering and exiting the machine.
- The grader cab floor shall be kept free of tools and debris
- When the grader is parked, the blade, dozer, and wing (if equipped) shall rest on the ground or be safely secured from dropping.
- Doors shall be closed while the grader is in motion
- Shoulder check and use a back up camera (if equipped) when reversing the grader
- Avoid turning the grader on a slope
- Maintain a slow and steady speed at all times
- Reduce your speed while working in congested areas or on rough terrain.
- Operators should be aware of their surroundings at all times. Maintain eye contact and communication with workers on the ground



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- When disengaging the saddle pin lock, the mouldboard must be fully lowered to the ground
- Operators should be aware when the mouldboard saddle is set to a different position than the
  centre hole, that the radius and operation of the mouldboard will change drastically. Extra
  caution is to be taken when operating the grader with the mouldboard set to a different saddle
  setting then centre
- Operators are to regularly clear the top of the mouldboard of material buildup

### PACKERS AND COMPACTORS

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Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a self-propelled packer

Packers and compactors are used to compress soil, sand and gravel to make firm bases for construction projects. They are relatively safe if used properly but can be deadly if operated or maintained in a poor manner.

#### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of packers prior to operating a packer
- Seat belts shall be worn while operating the packer
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated
- Use 3 point contact when entering or exiting the machine
- When transporting, the articulation locking bar must be engaged.
- Caution should be taken when reversing. Operators will shoulder check before reversing.
- Use reduced speeds and caution when turning the machine on slopes.



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- Due to the placement of the packer wheel drums, the machine may suddenly tip forward or backward when cresting a slope. The operator should prepare for this and use reduced speeds when cresting slopes.
- Operators should use caution when using the **front blade** (if equipped). Keep blade at an adequate level when moving, so as not to catch material or objects on the ground. When cresting or turning on slopes, be aware that terrain height changes will require the operator to adjust the blade height as well to avoid hitting the ground with the blade edge.



### **SCRAPERS**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a scraper

## Safe operating guidelines

- Operators must be trained and deemed competent in the operation of scrapers prior to operating a scraper
- Seat belts shall be worn while operating the scraper
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated
- Ensure tires are in good working condition
- Be aware of your surroundings at all times. Make ye contact with employees around equipment before moving
- Be aware of unstable ground and steep slopes
- Watch gauges and be observant of fluid leaks
- Use 3-point contact when entering and exiting the machine

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### **SKID STEERS**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a skid steer

#### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of skid steers prior to operating a skid steer
- Seat belts shall be worn while operating the skid steer
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated
- Always face the machine and use three points of contact when entering and exiting the skid steer
- Visibility in a skid steer cab is very limited. Operators must use caution when reversing and turn the machine, as objects and workers near the machine may not be visible.
- Operators are to shoulder check and use back up cameras (if equipped) while reversing. When possible, use a spotter while reversing.
- Keep loads as low to the ground as possible when travelling
- Be aware that the skid steer has a short track length and may suddenly tip forward or backward when cresting a slope. The operator should account for this and reduce speed when suddenly cresting slopes
- Only use attachments that are approved by the skid steer manufacturer



#### **BACKHOES**

Last Revision: February 2023 Last Review: February 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment; Part 32 – Excavating and Tunneling



Example of a backhoe

### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of backhoes prior to operating a backhoe
- Seat belts shall be worn while operating the backhoe
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated
- When transporting, the boom lock must be engaged
- Operate the backhoe only from the seat
- Be sure the load you are lifting is balanced, and move the boom slowly to avoid swaying the load
- When using the backhoe for excavating, always use the stabilizers (outriggers). Place the backhoe loader bucket on level ground to increase stability during excavating operations.
- Some attachments will hit the cab of the machine if allowed to. Ensure that you keep the bucket or work tool away from the cab while operating. Failure to do so can result in crushing and death inside the cab.
- When using the backhoe loader bucket, keep the load as low as possible to the ground. Travel at reduced speeds in rough or uneven terrain.
- Always shoulder check before reversing the machine



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#### **ROCK TRUCKS**

Last Revision: April 2023 Last Review: April 2023

Legislative reference: OHS Code Part 19 – Powered Mobile Equipment



Example of a rock truck

### Safe operating guidelines

- Operators must be trained and deemed competent in the operation of rock trucks prior to operating a rock truck
- Seat belts shall be worn while operating the rock truck
- A documented inspection of the machine must be conducted at the start of every day that it is to be used. Defects must be reported for repair and major defects must be repaired before the machine can be operated
- Rock trucks are very large and must be operated with care and attention. Operators should look out for other workers on the ground, as well as watch out for flashing beacons and light "whips" or flags. This may indicate vehicles or equipment on the ground that the rock truck operator may not be able to see from the cab.
- Prior to reversing, operators should ensure that their path of travel is clear of workers, vehicles and equipment.
- Do not articulate rock truck while operating on a slope.
- When raising the box in the air, ensure there are no overhead powerlines or obstructions that may make contact with the rock truck box.
- When servicing the rock truck, operators and mechanics will ensure the machine is completely "locked" out.
- When transporting the rock truck, the articulation locking pin must be engaged prior to transport.
- Maintain adequate communication with workers on the ground at all times.



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