

ENSURE ALL EMPLOYEES AND SUB-CONTRACTORS WORKING FOR AVALANCHE ACID REVIEW THIS NEWSLETTER.
IT IS A KEY PART OF OUR SAFETY PROGRAM



JULY 2019 VOL.7

MONTHLY HEALTH & SAFETY NEWSLETTER

SAFETY TOPICS

- PG.1 – General Manager(s) Responsibilities
- PG.2 – Supervisor & Maintenance Manager Responsibilities
- PG.3 – Sales, Administration & Visitor Responsibilities
- PG.4 – Employee & First Aid Personnel Responsibilities
- PG.5 – Refuse Work: Imminent Danger
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- PG.11 – Accident & Incident Reporting Acknowledgement



SAFETY SUGGESTIONS/CONCERNS

If there is a topic or item that you would like either reviewed in a monthly newsletter or discussed at the quarterly safety meetings; please fill out suggestions and concerns form and please drop a note in the Safety Basket and we will do our best to accommodate your safety requests.

GENERAL MANAGER(S) RESPONSIBILITIES

- Maintain an effective and active Health, Safety and Environmental program
- Ensure that employees and subcontractors are trained, competent and abide by all Company Policy, Procedures and Government Legislation
- Employee must be fully competent to perform their job task
- Provide resources to ensure personal safety and protective equipment is available and maintained for all employees
- Ensure that an organizational chart and a list of job titles/roles is established within the company
- Encourage employee involvement in safety by demonstrating commitment to safety and being open to all suggestions
- Ensure company policies and work procedures comply with all Government Legislation and contracting companies requirements
- Ensuring all incidents are thoroughly investigated and reported and remedial actions are undertaken to eliminate any reoccurrence. All reports are documented and filed. Participate in incident investigations when required.
- Actively participate in the monthly safety meetings
- Review employee observation documentation implement changes as required from findings. Upon completion and review observation will be given to company HSE to file in employee personal file
- Carrying out inspections which identifies safe work sites, proper use of safety equipment are being carried out, regulations are being followed, and a stop work order is issued if necessary
- Sustain good communications with all levels of staff
- Work with employees to assist in pre-job hazard assessments/safe work permits
- Conduct safety meetings while on location where possible
- Identifying and correcting hazardous conditions by notifying workers of the controls they can take: procedures, safety equipment and training or skill practice required
- Ensure that minimum qualification requirements are identified for each roles
- Documentation must be obtained from employees to demonstrate they meet the qualifications for their job role whether it be new or old
- Provide equipment that is maintained in a safe condition and is appropriate to the work performed

Proud Members Of



SUPERVISOR RESPONSIBILITIES

- Ensure that all equipment is safe to operate and that only competent personnel operate the equipment
- Give direct supervision to those that are unfamiliar with certain tasks
- Ensure personal protective equipment is available and used correctly
- Develop and communicate emergency response plan to all workers for each jobsite
- Be knowledgeable about OH&S regulations that are applicable to the work being supervised
- Ensure that workers are involved in the identification of hazards at each job site and that they are communicated and controlled
- Ensure that the worksite is kept free of hazards that could cause slips, trips and falls
- Ensure that all workers are aware of their health and safety responsibilities by on the job training and checking their understanding of safety responsibilities
- To inform workers of their right to refuse work under unsafe conditions
- Provide a safe working conditions for those under direct supervision
- Ensure any work that is refused or deemed unsafe has a full investigation carried out to correct any hazardous act or condition
- Ensure workers are not allowed to remain on site while impaired by intoxicating beverage or drugs
- Ensure workers who may be exposed to the risk of violence are made aware of the nature and extent of the risk
- Conduct safety/toolbox meetings
- Conduct jobsite hazard assessments
- Carry out regular inspections of the workplace to ensure a safe environment
- Report and participate in the investigations of incidents and near misses so as to determine the “root” cause and prevent its reoccurrence
- Promote safety awareness *by example* and demonstrate the values and standards established
- Work in cooperation with other project supervisory personnel
- Provide job specific training related to the workers roles and responsibilities to verify competency before employees are permitted to perform their tasks independently

MAINTENANCE MANGER RESPONSIBILITIES

- Ensure that all critical equipment is identified and addressed by the maintenance program
- Schedule, monitor, and direct repairs to equipment in house or by 3rd party
- Ensure and maintain records meet and/or exceed NSC 13 standards
- Identify hazards, unsafe conditions and behavior, ensure its addressed, reported and corrected
- Review documentation and communicate concerns or suggestions to improve both maintenance and safety requirements to company General manager and/or HSE person
- Track equipment repairs/documentation/maintenance as set forth by NSC
- Purchase and track parts, inventory and supplies
- Keep track of parts, inventory and report to General Manager
- approval on all equipment services and maintenance
- comply with standards set forth by governing bodies and recommended manufacturer standards
- Manage administration for maintenance and/or employee’s working within the maintenance department
- Assist HSE on implementing and reviewing procedures and practices pertaining to maintenance department
- Identify, report and implement corrective measures on hazards
- Perform shop/yard inspections monthly

SALES RESPONSIBILITIES

- Set a good example with regard to health and safety
- Actively promote and participate in company safety program development and maintenance
- Following and enforce safety policies, standards and safe work procedures set out by company, client comparison and regulatory requirements.
- Report violations to the company manager in a consistent and fair manner
- Identify hazards, unsafe conditions and behavior, ensure they're addressed and corrected immediately
- Ensure that worksites are kept clean and tidy as the job progresses, areas are not allowed to become unsafe
- Assist with planned and scheduled inspections as directed by company and manager
- Participate in all training provided by the company and customers
- Report all concerns regarding equipment and personal to management
- Assist in investigating spills, incidents and accidents; share and provide information on controls & corrections
- Share in safety meetings
- Perform a minimum of 2 employee observations per month, document and pass to company HSE to file observations in employee personal file. If concerns or suggestions are noted review is to be made with General Manager
- Work with employees to assist in pre-job hazard assessments/safe work permits

ADMINISTRATION RESPONSIBILITIES

- Become familiar and actively participate with the company safety program
- Follow safety standards and safe work procedures set out by the company and regulatory requirements
- Refuse to perform work when unsafe conditions exist (as defined by OH&S Regulations) and refuse to perform work not qualified for
- Report potential hazards, unsafe acts and conditions to immediate supervisor, manager and/or HSE person
- File and track documentation
- Ensure visitors are properly instructed on safety requirements and their responsibility
- Immediately report to supervisor all accidents, incidents, injuries and illness
- Know and understand company emergency response procedures, practices and contact numbers
- Ensure the office area is kept clean and tidy, areas should not be allowed to become unsafe

VISITOR RESPONSIBILITIES

- Visitors must sign in and out; advise appropriate Avalanche Acid Hauling Ltd. manager before entering work area and when leaving a work area
- Visitors must complete a mini orientation first with an Avalanche Acid Hauling Ltd. manager prior to completing any work location
- Visitors must wear appropriate PPE and follow all applicable rules and regulations. The designated Avalanche Acid Hauling Ltd. manager is responsible for the conduct of any visitor(s)
- Visitors must also sign out and advise the designated Avalanche Acid Hauling Ltd. manager when leaving site.
- Follow the instructions of the site supervisor or personal escort
- Report all incidents, accidents, first aid requirements
- Do not enter or walk in controlled access areas unescorted

EMPLOYEE RESPONSIBILITIES

Our employees are responsible for protecting themselves, fellow workers, the public and the Environment by:

- Becoming thoroughly familiar with and adhering to our company safety program (policies and procedures), and sign off the safety and driver's manual.
- Participating in the development and maintenance of our safety program.
- Ensure vehicle documentation and equipment certifications are valid and accessible upon request
- Reporting all incidents, accidents, hazards or injury or illness, near miss or hazard identification to immediate supervisor. The immediate supervisor then reports to dispatch, and company HSE coordinator. Document and provide all information pertaining to the incident/accident to their supervisors as soon as first contact to support the incident investigation
- Participating in company training, complying with company training requirements, using and maintaining all personal protective and safety equipment, and refusing to use damaged equipment
- Report to work mentally capable and physically fit to perform safe work
- Maintain current safety tickets and valid driver's license
- Documentation is to be handed in as return to home or central base as stated by company stated standard
- Stay in contact with the dispatcher when working with a cell phone
- Call dispatch upon the completion of each job
- Registered company vehicles and equipment are to be used for company business only
- Only operate equipment and carry out work for which you have been adequately trained in or licensed for
- Properly use and care for PPE provided to perform daily work
- Do not discard waste/garbage of any kind on any location, site or roads that you travel on
- Responsible to complete a pre and post trip inspection on your units and fill out all the required paperwork. If an identified deficiency (s) notify to appropriate manager. Hand in daily or upon arrival to set home base.
- Conduct pre-job hazard assessments on all jobs before the work begins. If a new hazard arises while on location document and initial. If there is a possibility for a major potential review with immediate supervisor and/or on immediate supervisor on site.
- Comply with all Provincial & Federal rules and regulations
- New employee's must be orientated, mentored and signed off prior to working alone
- As a company we do not require employee's to wear color coded hard hats; required is training, orientation in house and as per customer requirement with noted orientation card or sticker placed on their hard hat

FIRST AID PERSONNEL RESPONSIBILITIES

Supervisor will appoint adequate personnel to provide first aid services on all jobsites as required by the nature of the job and government legislation. The personnel appointed to this position will be trained and certified in first aid in accordance with the relevant OH&S regulations. First aid personnel will be available at all times and ready to administer first aid if needed.

- Administrate first aid as required
- Maintain a first aid log that ensures confidentiality of the injured worker
- Requisition all first aid supplies and equipment
- Maintain relations with physicians, W.C.B., ambulance services and hospitals
- Assist safety officer when necessary
- Never exceed training when administering first aid

REFUSE WORK – IMMINENT DANGER

You must refuse and report work that might put you or other workers into imminent danger. Here's how.

What's important to know

Imminent danger is a precise term under the Alberta OHS Act. It means either:

- A danger that's not normal for that job, or
- A danger under which a person engaged in that job would not normally carry out their work

Chances are it's a hazard the worker hasn't been trained or equipped for.

How it works

Workers on provincially regulated work sites must not carry out any work they reasonably think will put either themselves or other workers in imminent danger. Asking a worker to work in a situation of imminent danger is against the law.

Also:

- if you refuse unsafe work, it's your employer's duty to address the issue and eliminate the imminent danger
- you can't be dismissed or disciplined for refusing unsafe work

If you think an unsafe work condition exists but believe there's no imminent danger, you must still report it to your employer to determine the next steps.

How to address imminent danger

Worker obligations

If you're being asked to do work you think could lead to imminent danger for you or another worker, follow these steps:

1. Don't do the work.
2. Tell your employer as soon as possible what you're refusing to do, and why. Your employer should then investigate and take action to eliminate the imminent danger. This may include the employer finding a qualified worker to do the work.
3. Do other work your employer assigns to you in the meantime, providing:
 - you can reasonably do it, and
 - it's safe.
4. Review the report your employer gives you about their investigation into the imminent danger, and the actions they take to fix it.

Employer obligations

If you're an employer who's been notified your worker is refusing work they think is unsafe, you're required to look into and eliminate the danger. If an employee refuses unsafe work, follow these steps:

1. Investigate and take action to eliminate the imminent danger.
2. Ensure that no worker is assigned to the same equipment or work unless either:
 - the worker to be assigned is not exposed to the imminent danger, or
 - the imminent danger has been eliminated.
3. You may temporarily send the worker to another job, but at no loss of pay.
4. Document in writing the worker's notification, your investigation, and what actions you took.
5. Give the worker a copy of the written report.

EMPLOYEE RIGHTS

Each and every worker in Canada has three rights...

1. The Right to Know
2. The Right to Participate
3. The Right to Refuse Dangerous Work

YOU HAVE THE RIGHT TO...

The Right to Know

All employees have a right to know what hazards are present on the job, and how these hazards can affect them. You usually learn about the hazards during health and safety training sessions and through on-the-job instructions. Learning about chemical safety through WHMIS - the Workplace Hazardous Materials Information System - is also part of the "right to know" system.



The Right to Participate

All employees have a right to take part in health and safety activities. For example, you can be chosen to be a health and safety representative or a member of a committee. You also have a right to report unsafe practices and conditions without worrying that you will lose your job or be reprimanded (get in trouble).

The Right to Refuse Dangerous Work

All employees can refuse work that is dangerous to themselves or to co-workers. If you refuse work, there are specific procedures that must be followed.

Don't be afraid to exercise your Rights!

DEFENSIVE DRIVING – MAKE CALM CHOICES

AGGRESSIVE DRIVING BEHAVIOURS ARE INTENTIONAL, NOT DUE TO DRIVER ERROR, AND AFFECT ALL OF OUR SAFETY

Did you know?

3-4% of drivers with the highest risk driving behaviours account for 12% of fatalities and 8% of serious injuries

Before getting emotional while driving, remember that your actions can have serious consequences for yourself and others, including injury or death.

Dangerous Driving Behaviours

- Running red lights
- Tailgating
- Weaving in and out of traffic
- Failing to yield
- Making rude gestures
- Speeding
- Impaired driving
- Not wearing a seatbelt
- Intersection violations

What can you do to drive safer?

Minimize Stress

Plan ahead to avoid driving in traffic and leave plenty of time to get to your destination. If something happens on the road, accept that you will be late and pull over to let your family, friends, or work know of the change in plans.

Change Your Attitude

Instead of getting upset, practice courtesy, caution, and common sense.

Avoid Emotionally-Charged Conversations

Being distracted by passengers arguing can cause aggressive behaviours while driving.

Stay focused

Don't respond to an aggressive driver's rude or negative gestures. Call for help if you need to.





MONTHLY HEALTH & SAFETY NEWSLETTER

ACID TANK CIRCULATING PROCEDURE START TO FINISH – STRAIGHT TRAILERS WHEN LOADED AT BULK PLANTS WITH FOAM ACID

Tools/Equipment/Material Required : Acid truck, Hoses, Drip Trays			Reviewed by: Roger Mitchell / Jamie Wojcichowsky Date: April 3 2019	
#	Job Steps	Hazards Associated	Controls	Persons Resp.
1.	Arrive on location, check in with medic (if applicable) and sign on to permits or other applicable document and position Truck.	<ul style="list-style-type: none"> - Ground personnel - Barricaded areas - Congestion - Rolling vehicles - Static Electricity 	<ul style="list-style-type: none"> - Always speak with company rep. before entering to be aware of all hazards on the worksite (site orientation) - Use spotters and good communication when backing up and when site is congested - Complete a JHA - Ensure chock blocks are utilized - Always ground unit 	Operator / Driver
2.	Hook up empty load hose to circulation line. Ensure isolation valve is closed	<ul style="list-style-type: none"> - Acid spills and burns and inhalations - Slips, trips, falls - Pinch points - Over Exertion 	<ul style="list-style-type: none"> - Review SDS for PPE, emergency protocols Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - Ensure clear communication with ground personnel - Use drip trays and check for leaks - Ensure proper ergonomics and lifting techniques 	Operator / Driver
3.	Open circulation Valve and continue to slowly circulate to reduce the foam.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations - Slips, trips, falls 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver
4.	Close Vent line on top	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks - Always utilize a bucket under your vent line to catch any fluid 	Operator / Driver
5.	Open belly valve	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver



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ACID TANK CIRCULATING PROCEDURE START TO FINISH – STRAIGHT TRAILERS WHEN LOADED AT BULK PLANTS WITH FOAM ACID - CONTINUED

6.	Open load hose valve and front compartment.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver
7.	Turn on pump and begin to pump slowly through circulation line.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver
8..	If any leaks are seen STOP IMMEDIATELY, suck back, fix leak and start again.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver
9.	When done circulating front compartment, suck load hose back until empty.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks 	Operator / Driver
10.	Close load hose valve and belly valve.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks - Check for leaks 	Operator / Driver



MONTHLY HEALTH & SAFETY NEWSLETTER

ACID TANK CIRCULATING PROCEDURE START TO FINISH – STRAIGHT TRAILERS WHEN LOADED AT BULK PLANTS WITH FOAM ACID - CONTINUED

11.	Unhook empty load hose.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations - Slips, trips, falls - Pinch points - Over Exertion 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks - Use proper ergonomics when lifting 	Operator / Driver
12.	For rear compartment follow steps 1 thru 11. Isolation valve must remain closed at all times.	<ul style="list-style-type: none"> - Hazardous Chemicals (acid) - Leaks in hose and tank connections - Acid spills and burns and inhalations - Slips, trips, falls - Pinch points - Over Exertion 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - No ignition sources & monitor air - Properly grounded - Use Drip Tray and check for leaks - Use proper ergonomics when lifting 	Operator / Driver
13.	Remove wheel chocks and ground cables, complete thorough inspection to ensure cargo securement and all valves/hatches are shut and capped.	<ul style="list-style-type: none"> - Slip, trips and falls - Pinch points - Over exertion 	<ul style="list-style-type: none"> - Ensure to wear steel toe Rubber boots, hard hats, FR rated rain suit, gloves, hearing protection, full face mask with cartridges, ice cleats when required - Use proper ergonomics when lifting 	Operator / Driver
Safety Items Required		Risk Assessment		
X	Basic PPE - Hard Hat, Safety Glasses, Gloves, Steel Toed Boots, FR Coveralls, Ear Plugs	<u>MEDIUM HAZARD– POST RISK ASSESSMENT</u>		
	SCBA/SABA	X	Goggles / Face Shield	A condition or practice likely to cause: <ul style="list-style-type: none"> • An injury resulting in time off from work for any period of time • A moderate loss or damage of property, equipment, or vehicles • Substantial loss of company or client revenues greater than \$1,000.00 • A serious environmental release that requires regulatory reporting • Any media, or third party coverage Action to be Taken: The hazard should be considered serious and some form of action taken
X	Signs/Barriers	X	Chemical Apron / Rubber Gloves	
X	Full face/cartridges	X	Chemical boots	
X	Permits	X	First Aid Kit	
X	Ventilation	X	On-site shower facilities	
	Reflective Vest		Spotter	



ACCIDENT / INCIDENT REPORTING

As an Employee: I understand that it is my responsibility to report all accidents and injuries to my supervisor and/or management immediately, or as soon as practical following such incident.

I further understand that if I require medical attention, I **must** inform my supervisor immediately and follow their instructions. Under **no** circumstances am I to go to a medical facility or seek medical attention (even if it is after work hours) for a *work-related injury* without first contacting my supervisor and/or management. I also understand that at **no time** am I to go to a hospital on my own for a work-related injury without an assigned escort; only exception is with management's approval.

I also understand that it is my responsibility to ensure that a copy of the hospital/doctor's documentation is forwarded to the office within 24 hrs of such hospital or doctor's visit; and that I will be required to complete company and if necessary, WCB documentation.

As a Supervisor: I understand that it is my responsibility to report all accidents and injuries of any employees under my supervision to management immediately, or as soon as practical following such incident.

I further understand that if such employee requires medical attention, I must inform management immediately and follow their instructions. Under no circumstances will I allow any injured employee under my supervision to seek medical attention for a *work-related injury* without first contacting management. I also understand that either myself or my designate will escort such injured employee to required medical facility.

I understand that it is my responsibility to ensure that the employee receives the required medical attention; discuss with the attending physician exactly what type of restrictions have been placed on the employee (such as light duty, restricted work, how many days off, etc.) and relay such information to management.

I also understand that it is my responsibility to ensure that the company Accident / Incident Report form is completed, any hospital documentation attached and forwarded to the office within 24 hrs.

Print Name: _____

Signature: _____

Date: _____