

Health, Safety, & Environment Program

Source Test Ltd.

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Signed: _____

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1.0 Policy

Source Test Ltd. wants its workplace to be a healthy and safe environment. To achieve this, our company will establish and maintain an occupational health and safety program designed to prevent injuries and disease.

Source Test is responsible for providing workers with instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely, and to know and follow our company guidelines for safe work procedures.

In addition to policies set out by Source Test, all staff are required to follow site specific safe work procedures as detailed by our clients.

2.0 Responsibilities

Employer's responsibilities include:

- Establish the health and safety program
- Conduct an annual review in January of each year
- Training Supervisors
- Providing a safe and healthy work environment

Supervisor's responsibilities include:

- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Ensuring all workers have and use required safety equipment
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve health and safety program

3.0 Employee Relations

It is our belief that our strength and growth depends directly upon the contribution made by every employee of our company. We also recognize that a safe, productive and efficient operation begins with individual satisfaction and enjoyment.

Company policy is to always treat our employees honestly, decently and fairly and to respect their rights as employees and individuals. Each individual is expected to strive and achieve mutual respect in all working relationships. Management always strives to do everything within their power to maintain such policy.

3.1 Drug and Alcohol Policy

The objective of this Policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

1. The company shall implement a drug and alcohol abuse education program. Information and education concerning drugs or alcohol will be available upon request of an employee.
2. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates. The employer will assist the employee in enrolling and participating in proper treatment.
3. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on a work site is prohibited.
4. Being under the influence of alcohol or illegal drugs on a work site is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on a work site is prohibited.
5. Employees who violate this Policy are subject to appropriate disciplinary action including termination.
6. The Policy applies to all employees of the company regardless of rank or position and includes temporary and part-time employees.

4.0 Safety Plan

4.1 Hazard Assessment / Risk Assessment

Before you start any job, take a few minutes and assess the hazards. Some examples but not limited to:

Personal Protective equipment
Permits required
Fall Protection

General Hazards
Lock out
Tools in good condition

Electrical power
Confined space entry
Lifting devices

REFUSAL OF UNSAFE WORK W.C.B. REGULATION 3.12

A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

4.2 General Safety Rules

1. All floor openings (including hatches) must be guarded.
2. Compressed air must never be used to clean clothing or any portion of your body.
3. The use of intoxicating drugs or alcohol is prohibited.
4. Never walk / work under a suspended load. All areas of suspended loads must be marked ribboned off to prevent access.
5. Flammable liquids are to be handled in approved safety containers.
6. Keep your immediate work area clean and tidy.
7. Lift properly. Use your legs not your back.
8. All Workers Compensations Board rules shall be complied with.
9. Fall Protection must be used where an individual could fall at least 10 feet or where a fall from a lesser height may result in serious injury.

4.3 Personal Protection Equipment

At a minimum, all workers are required to have and wear the following personal protection equipment:

- Long pants (no shorts)
- Long sleeve shirts
- CSA approved steel toe/shank boots
- Safety glasses with side shields

Depending on tasks to be performed and/or site requirements the following equipment must be available:

- Hearing protection
- Hard Hat
- Respirator (with appropriate cartridge)
- Gloves (leather, heat resistant, plastic, or nitrile)
- High visibility vest
- Coveralls (regular, or flame retardant)
- Fall protection (harness, lanyard)
- Weather protection (rain gear, low temperature clothing)

4.4 Fall Protection / Restraint / Arrest

All staff are required to undergo an in-house training session prior to any work at heights. The following points are considered in our training program:

- Wearing of 5 point harness and lanyard where no guardrail is present at work location
- Use provided climbing harnesses and fall-arrest cable attachments for specific climbs
- Do not work within 3 meters of roof edges without safety harness
- Never climb alone (i.e.: without partner present at top or bottom of platform)
- Familiarize yourself with evacuation routes and rescue system on-site
- Carry communicators (cell phones or radios)

FALL PROTECTION

1. Working at heights of 3 meters [10 feet] or more, Fall Protection must be used.
2. When working from a ladder and you are more than 3 meters or 10 feet from grade you must follow fall protection procedures.
3. Workers must be prevented from getting into situations where they may fall.
4. If the possibility of a fall from greater than 10 ft., or if the fall could result in unusual risk of injury, it is necessary to conduct a safety meeting to define specific procedures for fall protection.
5. No worker is permitted to work in such an area until the safety meeting is complete and all workers involved are instructed in the fall protection plan.
6. See your immediate Supervisor regarding Fall Protection Equipment
7. There are several methods of preventing injury from falling.

FALL RESTRAINT

1. When working from elevated areas handrails will prevent falling.
2. When working from elevated areas safety harness with lanyard attached to an appropriate anchor will limit the distance the worker can move to prevent falling.
3. When no other means of preventing a fall can be use, Fall Arrest must be used.

FALL ARREST

1. Workers must wear a safety harness with a shock-absorbing lanyard attached to an appropriate anchor point. This will limit the fall to a safe distance.
2. The harness will help prevent internal injury.
3. Each worker shall inspect for defects their Fall Arresting Equipment [harness, lanyards, connecting hard wear, anchors or similar devices] before and after each use. Do not use defective equipment. See your supervisor for replacement.
4. Safety Belts shall not be used for Fall Arrest

4.5 Safety Courses

All staff are required, within a year's employment, to have officially trained courses in:

- H₂S Alive
- Petroleum Safety Training
- WHMIS with Petroleum Safety (in-house WHMIS is covered on orientation day)
- Alberta Forest Products Association
- Transportation of Dangerous Goods (in-house)

Annual reviews of all in-house training are conducted, as well as reviewing renewal times of other courses.

Effective January 24, 2008, all site specific safety courses will be logged in this safety manual.

4.6 Pre-Survey Safety Plan

Prior to the execution of field emission surveys it is the responsibility of the supervisor to ascertain the safety induction and site specific requirements of the facility/client.

The tasks to be completed prior to site arrival are:

- determine contact phone numbers and e-mail addresses of the client for Client Representative(s), and the Site Safety Coordinator
- determine the safety induction requirements for the facility for general safety inductions and site specific inductions
- determine length of time required to complete safety inductions and determine induction document validity duration once safety inductions are done
- ensure communication and schedule for inductions are clear and distributed to all employees going to site
- provide client contact with a list of Dangerous Goods to be brought on property, and request site specific DG forms for completion
- ensure MSDS are current and accompanying site supervisor
- determine if advance safety by internet or remote method can be accomplished

4.7 On-site Safety Details

- prior to arrival, contact client representative and advise if any schedule change
- follow check-in instructions (usually at main gate)
- meet with client representative or safety coordinator for safety inductions
- make written notes of important alarm types and evacuation requirements
- ensure all personnel are aware of waste and DG handling/disposal requirements
- ensure appropriate vehicle passes/signage are complied with (in advance if possible)
- ensure sign-in procedures are carried out as required
- observe work area and advise client contact of any unsafe area conditions. Unsafe work conditions must be remedied prior to execution of testing
- never leave any DG on client property without approval in writing
- at the end of each day, ensure proper sign-out procedures are done
- ensure neat and tidy work areas on-site
- advise client contact of daily work completion and site departure

4.8 Post-Survey Safety Details

- contact client representative next day to advise of any materials or site conditions that require remediation or action
- advise client representative of any materials and location of materials, especially DG, that have been left on client's property
- advise client if tasks were completed or return trip is required
- dispose of samples or waste materials in approved manners
- ensure sample chain-of-custody is properly completed

5.0 Other Safety Related Issues

5.1 Confined Space Entry

When working in a confined space Company and WCB OH&S Regulations must be complied with. Confined spaces pose a significant risk to the safety of workers. Confined spaces at any site are defined as:

1. Any pit or enclosure which is enclosed by four sides and is more than four feet deep.
2. Is large enough and so configured that an employee can bodily enter and perform assigned work.
3. Any enclosure which has limited or restricted means of entry or exit that may complicate the provisions of first aid, evacuation, rescue, or other emergency response.
4. Is not designated for continuous employee occupancy.

Confined spaces are identified with signs on the site. If you are required to work in a confined space area you must obtain a Confined Space Entry Permit from the plant supervisor. Specific precautions may be required before entering a confined space. A safety meeting with appropriate plant staff must occur before any work commences.

5.2 Ladders

1. Inspect the Ladder before use. No ladder may be used if the rungs or sidewalls are damaged so as to create a safety hazard.
2. All portable ladders must have non slip feet.
3. The base of an extension ladder must be no further from the wall than one-quarter the length of the ladder.
4. All ladders must be tied off at the top with a rope during use.
5. It is not permitted to work off the top two rungs of a ladder.
6. When working from a ladder you must maintain 3 points of contact with the ladder 2 feet and 1 hand or 2 hands and 1 foot.
7. If you cannot maintain 3 points of contact you must use Fall Restraint
8. Ladders used to access a work platform must extend 3ft. beyond the platform.
9. Stepladders placed on catwalks must be on a plywood base.
10. When working from a ladder and you are more than 3 meters or 10 feet from grade you must follow fall protection procedures.

5.3 Elevated Work Platforms (Man Lifts)

1. Must wear a safety harness and short lanyard , to prevent you from being thrown out of the basket.
2. Stabilise the vehicle before operating the boom.
3. Never use the boom for any purpose other than positioning personnel to carry out their work.
4. Workers must not be transported in aerial work platform when elevated.
5. Workers may remain on platforms while minor adjustments are made.
6. Only persons who have been authorised are permitted to operate man lift equipment.
7. The operator must follow the manufacture's operating instructions.
8. Controls and general operating condition must be tested daily before equipment is used.
9. Check the maximum capacity and outrigger requirements.
10. Watch for clearances before raising the boom or platform.
11. Watch for overhead power lines!

6.0 Safety Log Sheets

7.0 Safety Officer Resume