



LAREDO TRUCKING INC.

PO Box 1585 Cold Lake AB, T9M-1P4
(780) 594 2093 812-0594

LAREDO TRUCKING INC.

Health & Safety Manual

Pre amble

The information in this manual does not take precedence over any legislation, manufacturer's instructions or industry recommended practices. Always review applicable documents prior to beginning any work. Consult your supervisor for help interpreting legislation. Always conduct your prejob safety meeting and assess/control all hazards before commencing work.



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Laredo Trucking Inc.

CORPORATE SAFETY POLICY

Laredo Trucking is committed to ensuring that practical and effective measures are in place to protect the health and safety of our employees, clients, subcontractors, suppliers, the environment, and the public.

The management of Laredo Trucking endeavours to provide and maintain a safe work environment. It is a requirement that personnel plan and implement safety strategy into each of their operations. Laredo Trucking management, supervisors and employees shall be aware of, and comply with, all relevant law, regulations, policy and procedure.

All employees, including management, are responsible and accountable for the Company's overall safety initiatives, following all procedures, working safely, and providing information towards the improving of safety measures. Total commitment to the safety program by everyone, every day, is expected.

An injury and accident free workplace is our goal. Through continuous safety improvement efforts, we can accomplish this.

Respectfully,

President

Date



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Section 1 Management Commitment and Involvement

Purpose

The purpose of this section is to ensure the success of the program by having responsibilities defined and documented.

Statement

To maintain a safe work environment and involve everyone in the business from top management down is responsible for safety. Clearly defining responsibilities in writing will ensure the success of the program.

Employees must be aware of their responsibilities. These responsibilities will be discussed in the new hire orientation and will be reinforced through out the employee's career.

Signature _____

Date _____

Name & Title _____



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1.1 Responsibility

Management will:

- Provide and communicate policies and procedures to employees.
- Maintain a safe and healthy workplace for employees, clients, contractors and visitors.
- Maintain overall control of the Health and Safety Program.
- Review policies and procedures ensuring that all meet regulatory requirements.
- Ensure that all established safety policies are administered and enforced.
- Monitor personnel and hold them accountable for their performance.
- Ensure that proper equipment, tools and personal protective equipment are available to all employees.
- Take reasonable measures to identify, eliminate or control hazards.
- Investigate all incidents, provide corrective actions and ensure follow up is communicated through out the organization.
- Administer the Health and Safety program.
- Participate in safety meetings.



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Supervisors will:

- Provide safe working conditions for all workers under their supervision.
- Understand and know how to apply Insert Name Health and Safety Program, relevant laws and regulations.
- Schedule and conduct regular inspections including employees to identify and ensure proper corrective actions are implemented to eliminate or reduce accidents.
- Enforce safety policy, procedure and regulation on site.
- Advise employees on safe work procedures and make them aware of potential hazards and how to control them.
- Mentor employees, educating them on health and safety policy, procedure, law and regulation.
- Ensure safety meetings occur regularly and are documented.
- Report incidents/accidents to management within 24 hours of occurrence.



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Employees will:

- Read, understand and comply with Laredo Trucking Health and Safety program.
- Carry out their work in a manner that will not create a hazard to their own safety and the health and safety of others.
- Report hazards and accidents/incidents immediately to a supervisor or management.
- Participate in safety meetings.
- Understand all policy and regulatory expectations before starting a task.
- Not take on tasks that are above or beyond their skill level.

Contractors will:

- Follow all employee outlined responsibilities.

Visitors will:

- Not go anywhere on a Laredo Trucking work site unescorted.
- Wear proper personal protective equipment.
- Follow all Laredo Trucking policies and procedures as well as government regulations and laws.
- Follow instructions given by escort.



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Section 2 Communications

Purpose

The purpose of this section is to promote regular communications of Laredo Trucking commitment to safety. It is also to create an opportunity for employees to provide input on the safety program and any other initiatives.

Statement

Open communications are critical for identifying, assessing and controlling hazards. From new hires to top management, all will participate in ensuring the continual improvement of the health and safety program by maintaining open communications. This in turn will provide a measurable improvement in efficiency and reduction in incident frequency.

All involved with Laredo Trucking need to be aware of new initiatives, safe work procedures and goals. Regularly scheduled safety meetings will ensure that all hazards and remedial actions are brought to everyone's attention and documented for further reference. Review of the company's commitment to safety and dialogue on why safety is important also helps to maintain the safety culture.

Policy

Safety meetings will be scheduled and held regularly. The minutes of all meetings will be made and available to all employees.

Laredo Trucking management will tour worksites regularly to observe work practices and discuss any safety issues with employees.

Signature _____

Date _____

Name & Title _____



Safety Meetings

Safety meetings will be held monthly and are mandatory for all employees to attend. They are an open forum to discuss safety, review elements of the safety program and to introduce new items. Minutes of safety meetings will be taken and kept on file. Concerns will be prioritized, corrective actions assigned and reviewed to ensure completion when issues are raised.

Meeting Schedule		
When	Who	What
Annually Once per year Date TBA	<ul style="list-style-type: none">• Management• Employees	<ul style="list-style-type: none">• Discuss company safety statistics.• New safety initiatives• Company's commitment to safety• Why is safety important• Who safety affects
Monthly Date TBA (See safety board in shop)	<ul style="list-style-type: none">• Management• Employees	<ul style="list-style-type: none">• Discuss company safety statistics• Discuss hazards id's• Discuss any concerns• New initiatives• Review incidents• Company's commitment to safety• Why is safety important• Who safety affects
Pre-job ~Toolbox meeting~ Prior to work starting or when the scope of work changes	<ul style="list-style-type: none">• Supervisors• Employees• Contractors• Client representatives• Anyone involved in the project	<ul style="list-style-type: none">• Discuss scope of work• Discuss hazards and controls• Discuss precautions• Discuss any other relevant topics



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2.1 Information Management

Employees of Laredo Trucking will be informed of and/or have access to the following:

- Incident and accident reports.
- Follow up actions.
- Hazardous conditions and corrective actions.
- Safety program goals and expectations.
- Any current industry alerts, safety information, legislation.
- Last meetings minutes.
- Any new or revised policy, procedures, laws or regulations.

Through this process Laredo Trucking management will:

- Keep documentation on all communications and meetings.
- Provide feedback to employees on safety concerns.
- Provide detailed instructions to employees on safety policy and procedure.
- Provide an open forum for employees to discuss and have concerns addressed.

To ensure that all communications are available to everyone, Laredo Trucking management will:

- Post all communications on bulletin board.
- Review previous meeting minutes at scheduled safety meetings.
- Post hazard Ids on bulletin board.



2.2 Responsibility

Employees

- Ensure attendance at all meetings.
- If not possible then ensure that a copy of the meeting minutes is reviewed.
- Read and understand all communications, which are posted or delivered.
- Participate in all meetings, as they are an open forum.

Supervisors

- Ensure meetings are scheduled and a notice is put out to all employees in regards to the time and location of the meeting.
- Prepare an itinerary covering relevant topics.
- Appoint someone to take the minutes.
- Follow up on health and safety concerns.

Management

- Ensure relevant topics are presented at meetings including new legislation, rules, regulations and procedures.
- Ensure follow up on employee concerns.
- Participate in safety meetings.



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Section 3 Hazard Identification, Hazard Assessment and Control

Purpose

The purpose of this section is to provide the tools necessary to identify, assess and control hazards before they compromise safety.

Statement

Through general observation, inspections and assessments Laredo Trucking and affiliates will identify hazards before they become issues. By doing this mitigation can be made including complete elimination, administration, substitution, engineering, training and personal protective equipment usage to ensure the health and safety of workers.

Hazard Identification, Hazard Assessment and Risk Assessment forms will be used to identify hazards establish risk levels and controls. All tasks within employee job scopes will be inventoried, risk levels and controls identified. New or high risk jobs will be assessed and controls identified and implemented. If any questions exist regarding safety, a Risk Assessment will be done.

Policy

Hazard assessments will be conducted for all tasks for which Laredo Trucking undertakes.

All controls will be put into place before any work is completed.

All employees will participate in the hazard identification, assessment, risk assessment and control program.

Signature _____

Date _____



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3.1 Hazard Identification

The hazard identification system serves to alert management to any hazardous conditions or procedures. By immediately identifying hazards and controls Laredo Trucking Inc. can consistently provide a safe work environment.

Hazard Identification Forms detail the following:

- Describes hazard, location, and date.
- Describes any control measures taken or needed to be taken.
- All Hazard Identification reports will be submitted to Laredo Trucking Inc. management for review and follow up.
- All employees, contractors and affiliates of Laredo Trucking Inc. will participate in the Hazard Identification program.
- All hazards will be reported to management.



3.2 Hazard/Risk Assessment

By conducting a thorough examination of an operation, hazards and associated risk can be explored and proper controls can be put into place to eliminate or reduce risk to an acceptable level.

Every workplace consists of four elements. These elements must all be considered when conducting a Hazard Assessment.

- People – All people involved in or around the worksite.
- Environment - Housekeeping, temperature, lighting, dust, fumes, etc.
- Materials – Harmful agents, chemicals, electrical.
- Equipment/tools – In good condition, lockout/tag out, proper ppe.

Note: This is not a complete list of items, which falls under each element.

Conducting a Hazard Assessment

- Assemble the people that will be involved
- Discuss possible hazards with employees
- Tour location
- Rank tasks considering potential severity and exposure to potential incident.
- Document and implement corrective actions
- Review



3.3 Hazard Control

By identifying controls, hazards can be eliminated or reduced to a tolerable level. Tasks can then be safely completed.

All Laredo Trucking affiliates will:

- Comply with prescribed hazard controls.
- Participate in the Hazard Identification, Hazard Assessment and Hazard Control program while working for and or on a Laredo Trucking location.

A hazard can be defined as physical situation with a potential for injury, damage to property or damage to the environment. While a worksite may contain hundred of hazards, the risk of injury or loss can be managed by identifying the hazard, assessing the risk and implementing effective control measures, such as using equipment guarding, safe work procedures, wearing of personal protective equipment, etc.

Hazard Identification

If a hazard is discovered, a description of the hazard, where it is located, interim action taken or control measures required should be taken and the information relayed to management.



Types:

HEALTH HAZARDS	SAFETY HAZARDS
<p>Chemical: any form of chemical including compressed gasses</p> <p>Physical: noise, heat, cold, vibration, radiation</p> <p>Ergonomic: design, repetition, force, posture</p> <p>Biological: bacteria, viruses, fungi, parasites, insects</p>	<p>Machine: moving parts</p> <p>Energy: pneumatic or hydraulic pressure, steam, electricity</p> <p>Material handling: manual and mechanical handling</p> <p>Work Practices: Failure to have or follow safe work practices</p>

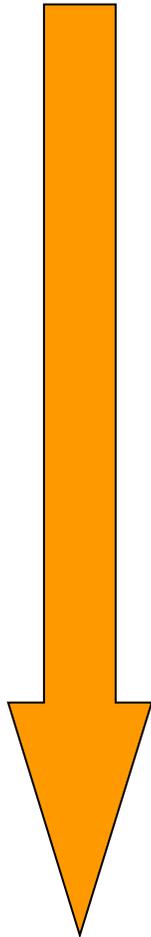
Sources:

SOURCES OF HAZARDS	SOURCES OF INJURY
<ul style="list-style-type: none">• Workplace activities• Tools and equipment• Workplace materials• Atmospheric Conditions• Human error	<ul style="list-style-type: none">• Slips, trips and falls• Contact with objects and equipment: Struck by, struck against, and caught in.• Exposure to harmful substances: Chemicals, dusts, fumes, mists.• Fires and explosions.• Exertion: overexertion, repetitive motion



Hierarchy of Control

MOST EFFECTIVE



LEAST EFFECTIVE

CONTROLS	EXAMPLES
1) Elimination	Design to eliminate hazards such as falls, noise, hazardous materials, confined space and manual material handling.
2) Substitution	Switch tools, positions, and equipment for to a safer alternative.
3) Engineering Controls	Machine guarding, scaffolding, ventilation systems.
4) Administrative Controls	Procedures, inspections, scheduling, training
5) Personal Protective Equipment (PPE)	Hearing protecting face shields, safety harness, breathing apparatus



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3.4 Responsibility

Employees

- To participate in the hazard identification, assessment and control program.
- To understand hazards that affect their jobs and the control measures in place.
- To ensure that tasks are not carried out without the proper controls in place.

Supervisors

- To participate in the hazard identification, assessment and control program.
- To train employees on the program and ensure competence.
- To ensure the proper controls are provided and being used.
- To keep documentation on all hazard identification, assessment and controls.

Management

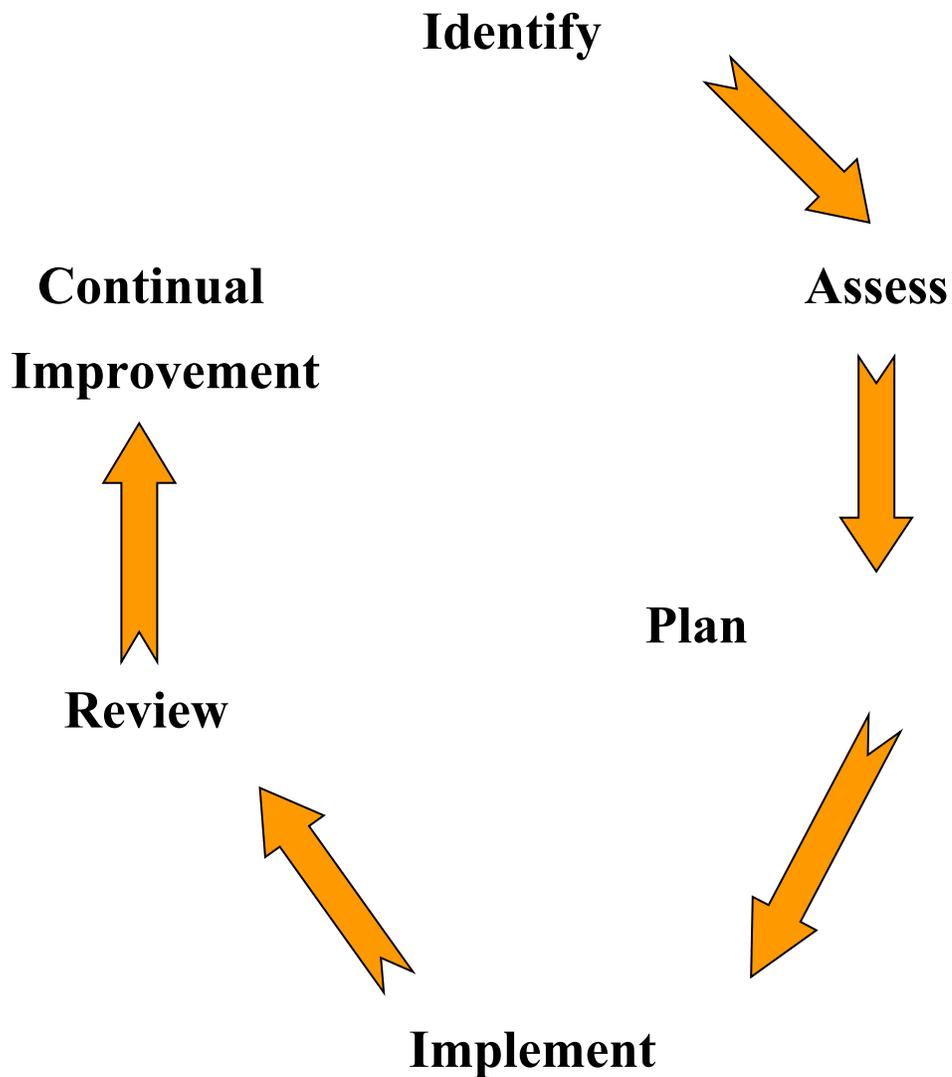
Same as supervisor.

References

Alberta Occupational Health and Safety Code Part 2, Hazard Assessment, Elimination and Control.



Hazard Management Flow





Risk Assessment

		1	LOW Class C	MED Class B	HIGH Class A
		2	MED Class B	HIGH Class A	HIGH Class A
Occurrence	3	HIGH Class A	HIGH Class A	HIGH Class A	
	1				
	2	3			
			Severity		

Occurrence:

- 1 – Rare, Seldom occurs
- 2 – Medium, Could occur at least 50% of the time
- 3 – High, Will occur over 50% of the time

Severity:

- 1 – Minimal, No lost time, No injury, costs under \$ 1000.00
- 2- Medium, First aid, No lost time, costs between \$ 1000.00 -\$ 5000.00
- 3 – High, Any lost time, costs greater than \$ 5000.00

OCURRENCE + SEVERITY = RISK



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HAZARD IDENTIFICATION

Name:	Date:
Location:	Time:

Hazard Description:

Immediate Action Taken:

Action Completed on (date):	Time:
By Whom:	

Suggested Controls/Remedial Actions:

Management Comments:



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Management Signature: _____

Section 4 Training

Purpose

The purpose of this section is to ensure specific training is provided throughout the organization.

Statement

Training is one of the best tools management has to ensure competency and quality employees. Through training, Laredo Trucking is able to provide services efficiently and safely by taking into account preservation of life, environment and physical resources while adhering to prescribed law and regulation.

Training will pay off immediately as well trained and competent employees work safer and more efficiently.

Policy

All employees of Laredo Trucking will maintain all mandatory industry-training tickets and submit copies of certificates to head office.

Laredo will orientate all new hires on the first day the new hire reports for work.

Signature _____

Date _____

Name & Title _____



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Training

Training will include but will not be limited to:

New Worker Safety Orientation

On the first day a worker shows up for work the following items will be reviewed:

- Specific job hazards
- Safety Responsibilities
- Expectations
- Violence, harassment and Discrimination Policy
- Workers Right to Refuse
- WHMIS
- Working Alone
- Personal Protective Equipment (PPE)
- Hazard, Incident, Near Miss Reporting
- Emergency Response
- Fire Prevention
- Drug and Alcohol Policy
- Company Policies
- Any specific requirements

A checklist and Acknowledgment form will be completed during orientation.



On the job training

All jobs require some level of training. On the job training will be conducted by a “competent worker” who is one that is adequately qualified, suitably trained, and has sufficient experience to safely perform the work with only a minimal degree of supervision.

On the Job Training Involves:

- The new worker reviewing a written job description, risk assessment
- The worker is teamed up with a competent worker who demonstrates the tasks to the worker.
- The worker then performs the tasks under the supervision of the competent person.
- Documentation will be completed showing the tasks completed, date who was the competent person and signed by both parties.
- The worker will be monitored to ensure competency.

Training can be provided in a formal classroom setting, on the job, via the Internet or any other form approved by Laredo trucking management.

Minimum training requirements are as follows:

- WHMIS
- First Aid
- H2S Alive

Other certifications will be dictated by task requirements.

All original tickets will accompany the employee on every job site.



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4.1 Competence

All employees will have documented training proving competence before tasks are undertaken unsupervised.

Competency checks will be completed sporadically throughout an employee's career. This will be accomplished through observation.



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4.2 Responsibility

Employees

- To take the time to understand Laredo Trucking Inc. safety program.
- Keep up to date on industry specific training.
- Ensure training documentation and competency forms are being signed off.

Supervisors

- Communicate all items of the Safety Program to the employee, answering all questions ensuring the employee understands.
- Ensure that employees have adequate training.
- Do not assign tasks to employees who are not qualified to undertake the task.
- Sign off on training and competency forms.

Management

- To keep the safety program up to date, communicating all or any changes to the employees.
- To ensure time is given to orientate new employee as soon as possible once the person is hired.
- To ensure that specialized training is available when need be.

References:

Alberta Occupational Health and Safety Regulation 2(1)



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New Employee Orientation Acknowledgement Form

I have been orientated to the policy and procedures of Laredo Trucking. The new employee orientation covered company policies, safety procedures and workplace rules as well my roles and responsibilities regarding safety.

I have read and understand all the above aforementioned policies and procedures and hereby affirm that I will comply with company policy as well as legislated requirements pertaining to my employment with Laredo Trucking Inc.

I, _____ fully understand my roles and responsibilities as outlined in my new employee orientation and accept these procedures as part of my employment with Laredo Trucking Inc..

New Employee

Print Name: _____

Signature: _____ **Date:** _____

Company Representative

Print Name: _____

Signature: _____ **Date:** _____



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Section 5 Emergency Preparedness

Purpose

The purpose of this section is to provide the tools necessary to reduce loss in the event of an emergency.

Statement

Having a good Emergency Plan in place can reduce the risk of loss during an unplanned event. Simply having the documentation, communication and training in place can significantly mitigate the damage caused by that event.

Policy

All of Laredo Trucking worksites will have a documented Emergency Response Plan.

All Emergency Response Plans will be clearly identified and accessible to all affiliates at the specific work site.

All people on Laredo Trucking worksites will familiarize themselves with the Emergency Response Plan.

Signature _____

Date _____

Name & Title _____



5.1 Basic steps for an Emergency Response Plan

- List all potential hazards.
- Identify possible consequences (fatalities, injuries, fires, etc)
- List controls and implement.
- Prepare a written description of the response.
- Ensure Emergency Response Equipment is in place, inspected, certified and ready for use.
- Ensure adequate training is provided to employees. Including drills.
- Post emergency numbers and site maps in strategic places (shop, lunch room, by phones, etc)
- Update plan as scope of work changes.
- Communicate plan through safety meetings.

Emergency Response Plans will be tested by mock drills at a minimum of annually or as soon as possible after any change in plan or environment. Results will be documented and reviewed to identify deficiencies.

Deficiencies will be corrected as soon as possible.



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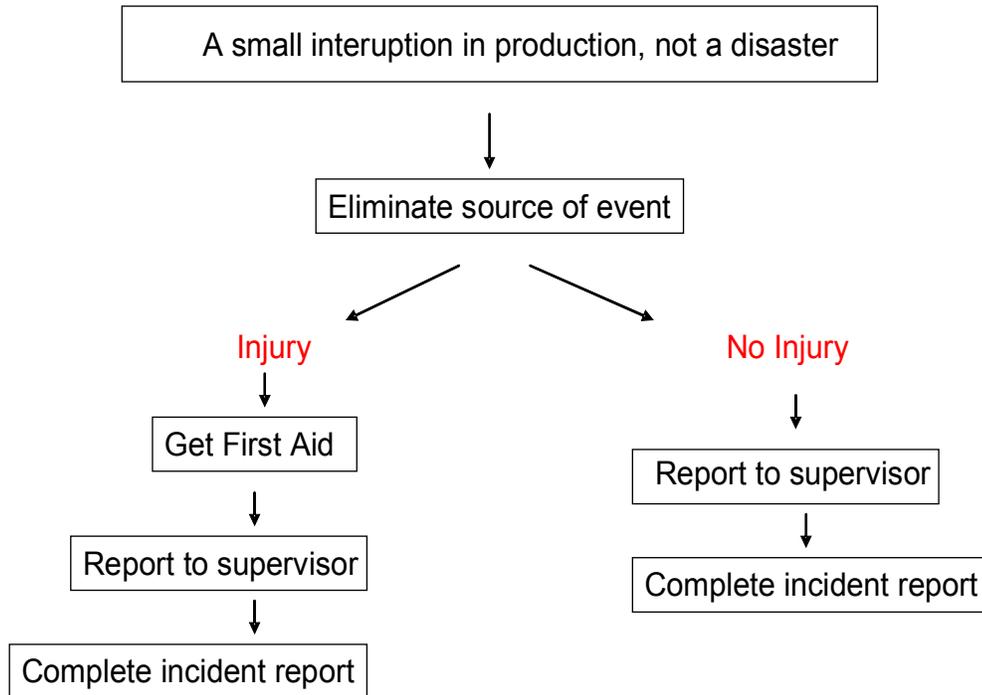
5.2 Event Classifications

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.

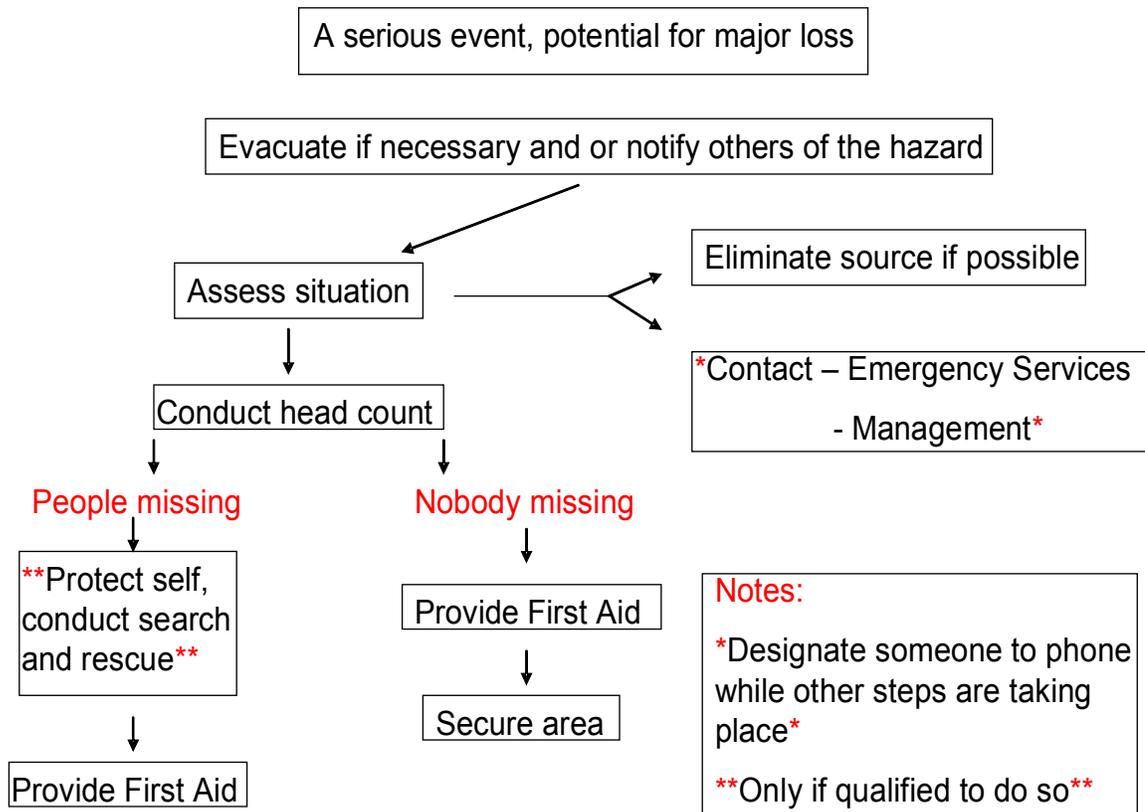


MINOR



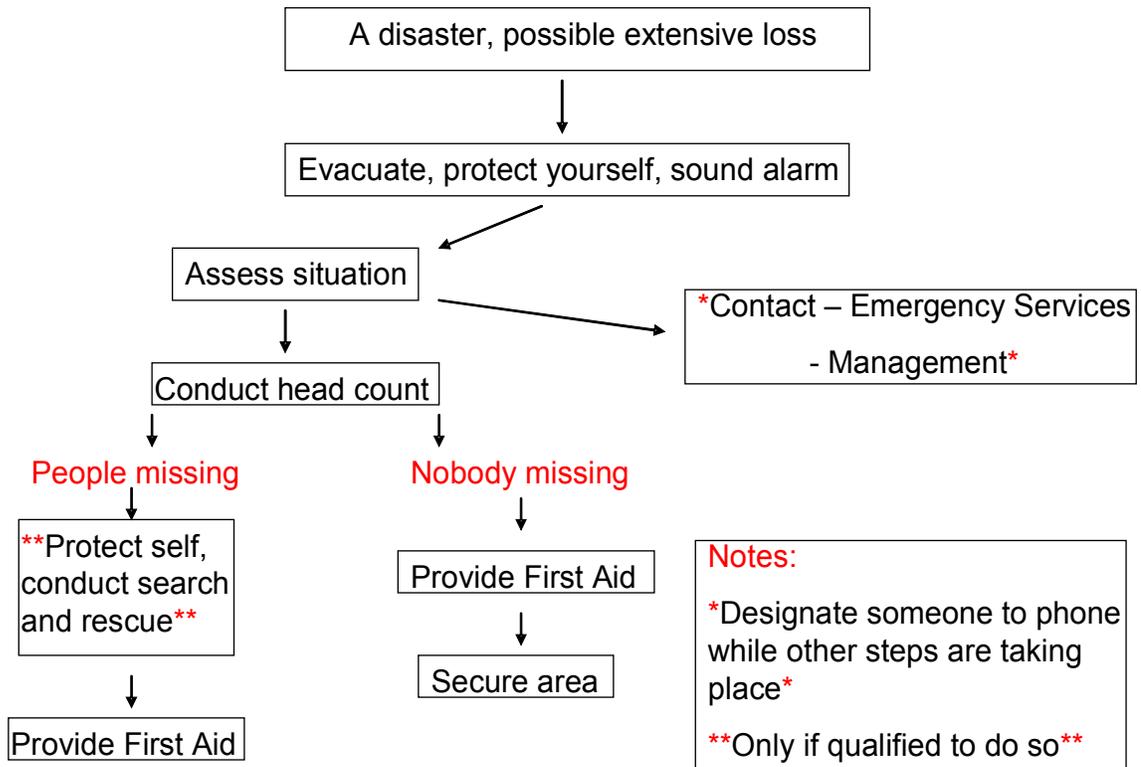


MODERATE





MAJOR





5.3 Natural Disasters

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

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.

Note: These are basic guidelines in event of storm monitor the weather network and follow directions from local authorities.



5.4 Responsibility

Employees

- Ensure self is familiar with emergency procedures and individual roles within the plan.

Supervisors

- Ensure the plan is implemented, communicated and practiced.
- Ensure employees have adequate training.
- Ensure all aspects of the plan are reviewed and practical.
- Ensure the plan is documented and is posted.
- Ensure all required resources are available.

Management

- Ensure all required resources are available.
- Ensure adequate training is available.
- All other duties as listed with supervisor.

References:

Alberta Occupational Health and Safety Code, Part 7, Emergency Preparedness and Response



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PHONE LIST

Police – 911
911

Fire – 911

Ambulance –

STARS – 1-888-888-4567

Workplace Health and Safety (OHS) – 1-866-415-8690

Hospitals –

Note: If the local hospital number for the area is not listed it is a requirement to look it up and document it before starting work.



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Map of Work Area



- X** – Exits
- F** – Fire Extinguisher
- M** – Medical Aid (first aid kit)
- ESD** – Emergency Shut Offs
- B** - Briefing area

Location:



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Section 6 Incident Management

Purpose

The purpose of this section is to manage incidents in a matter that allows the company to determine root cause and implement controls.

Statement

Through effective incident management Laredo Trucking can make continual improvements in the health and safety program. By identifying root causes, contributing factors, identifying trends and implementing corrective actions the frequency and re-occurrence of incidents can be reduced.

Policy

All incidents and accidents will be reported, documented and investigated. Once the root cause has been established it will be communicated to employees to ensure awareness. All documentation will be put on file for further reference. Controls will be put in place to avoid re-occurrence.

Signature _____

Date _____

Name & Title _____



6.1 Incident reporting

Incidents affect all of us either directly or indirectly. By utilizing this reporting procedure trends can be analyzed, controls and programs can be implemented to reduce loss.

- Employees will obtain first aid or medical aid if required and report all accidents/incidents to a supervisor immediately.
- All incidents/accidents will be documented on an incident report form.
- All incidents/accidents as prescribed by the Workers Compensation Board and/or other agencies will be reported to the over seeing agency.

6.2 Incident investigation

By investigating incidents root cause can be determined. By determining root cause corrective measures can be implemented thus reducing incident frequency.

- A Laredo Trucking supervisor will investigate all minor to moderate incidents.
- All serious incidents will be investigated by Laredo Trucking management.



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6.3 Incident Follow up

By following up on incident root cause, contributing factors and remedial actions control measures can be communicated to all employees and affiliates of Laredo Trucking by doing so, we can reduce or eliminate reoccurrence of the incident.

- Frequency rates and other statistics will be used to communicate rates.
- All incident follow-ups will be communicated to employees during safety meetings.
- All incident follow-ups will be documented.
- Statistics will be utilized to demonstrate rates and frequencies.
- All controls will be implemented before work commences.



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6.4 Responsibility

Employees

- To immediately report all incidents/accidents to a Laredo Trucking supervisor.
- To fill out incident forms for minor incidents.
- Secure the incident scene during major incidents.

Supervisors

- To complete all the required documentation and forward to management
- To investigate minor to moderate incidents to discover the root cause and implement corrective measures.
- To follow up by communicating reports to employees

Management

- To investigate serious incidents to discover root cause and implement corrective measures
- To analyze incident frequencies and identify problem areas, implementing corrective measures to reduce or eliminate the issue.
- To communicate all incident follow ups to employees.

References:

Alberta Occupational Health and Safety Act Sections 18(1), 19(1)



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Incident Report

Incident # _____

Company: _____ Project: _____

Date: _____ Time: _____

Location: _____ Supervisor: _____

Incident Classification :(Circle One)

Injury MVA Property Damage Environmental Near Miss

Person(s) Involved

Name	Company	Phone

Reported by: _____ Reported to: _____

Date Reported: _____ Time Reported: _____

Conditions at time of incident (weather, road conditions, visibility, housekeeping etc):

Description of incident (What job was being done? What materials, tools etc. were involved? What happened?)

Witnesses

Name	Company	Phone

Diagram of Scene



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Incident Follow-up

Name of Lead Investigator:	
Incident #:	Date:

Investigation Team:

PART 1 - EVENT

<input type="checkbox"/> Struck against	<input type="checkbox"/> Caught between	<input type="checkbox"/> Fall on same level
<input type="checkbox"/> Fell to lower level	<input type="checkbox"/> Overstrain/exertion	<input type="checkbox"/> Caught on
<input type="checkbox"/> Caught in	<input type="checkbox"/> Struck by	<input type="checkbox"/> Contact with

PART 2 - SUBSTANDARD PRACTICE

<input type="checkbox"/> Operating equip w/o authority	<input type="checkbox"/> Under Influence of alcohol/drugs	<input type="checkbox"/> Improper placement
<input type="checkbox"/> Operating at improper speed	<input type="checkbox"/> Improper password protection	<input type="checkbox"/> Improper lifting
<input type="checkbox"/> Safety devices inoperable	<input type="checkbox"/> Improper backup/virus protection	<input type="checkbox"/> Horseplay
<input type="checkbox"/> Failure to use PPE properly	<input type="checkbox"/> Failure to warn	<input type="checkbox"/> Lack of sleep
<input type="checkbox"/> Removing safety devices	<input type="checkbox"/> Failure to secure	<input type="checkbox"/> Poor control of contractor
<input type="checkbox"/> Improper position for task	<input type="checkbox"/> Improper loading	
<input type="checkbox"/> Servicing equip in operation	<input type="checkbox"/> Using defective equipment	



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PART 3 – BASIC CAUSES

Personal Factors		Job Factors	
<input type="checkbox"/> Lack of knowledge	<input type="checkbox"/> Lack of skills	<input type="checkbox"/> Inadequate leadership/supervision	<input type="checkbox"/> Inadequate tools, materials, equip.
<input type="checkbox"/> Inadequate capability	<input type="checkbox"/> Improper motivation	<input type="checkbox"/> Inadequate engineering	<input type="checkbox"/> Inadequate work standards
<input type="checkbox"/> Stress	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Inadequate purchasing	<input type="checkbox"/> Abuse or misuse
<input type="checkbox"/> Substance Abuse		<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> Wear and tear
		<input type="checkbox"/> Organizational rules	<input type="checkbox"/> Conflicting goals/objectives

PART 4 – LACK OF CONTROL

<input type="checkbox"/> Commitment & Leadership	<input type="checkbox"/> Organization & Resources	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Implementation & Monitoring
<input type="checkbox"/> Policies & Objectives	<input type="checkbox"/> Contractor & Supplier Mgmt	<input type="checkbox"/> Design & Planning	<input type="checkbox"/> Assessment & Continuous Improvement

PART 5 – GENERAL

Cost

	Lost Production	
+	Equipment Damage	
+	Other	
=	Total	



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Injury

(Circle One) First aid Medical aid Lost time Not Applicable

Comments:

Environment

Substance Spilled:	Amount Spilled:
Agency Notified:	

Location of Spill:

Clean up complete: (circle one) **YES** **NO**

Comments:



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#	1	2	3	4	5	6	7	8	9
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Section 7 Maintenance Program

Purpose

The purpose of this section is to ensure all equipment associated with and used by Laredo Trucking is maintained to maximize the safety of all personnel.

Statement

By adhering to a strict maintenance program Laredo Trucking can minimize the potential for loss due to break down of equipment. By doing this Laredo Trucking can provide a safe and quality service.

Policy

Laredo Trucking will maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel. All manufacturers' specifications will be strictly adhered to. This will include all regulations and standards. Only qualified technicians will perform servicing of tools, vehicles, and equipment following a documented maintenance schedule. All documentation of maintenance work will be recorded in the appropriate maintenance book.

Signature _____

Date _____

Name & Title _____

References:

Alberta Occupational Health and Regulation, Section 12(1)



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Section 8 Inspections

Purpose

The purpose of this section is to take a proactive approach to controlling loss by identifying and correcting unsafe conditions before incidents occur.

Statement

Through regular inspections Laredo Trucking can effectively monitor worksite conditions and work procedures. Inspections will ensure that standards and regulatory requirements are being maintained. Inspections will also enable Laredo Trucking to identify hazards before they become issues and reveal improvement opportunities.

Policy

All affiliated with Laredo Trucking from top management down will participate in the inspection program. The results of inspections will be analyzed and all deficiencies noted and corrected.

Signature _____

Date _____

Name & Title _____



8.1 Formal / Planned Inspections

- A detailed observation and evaluation of every item on an inspection checklist.
- Conducted by management and/or employees on regularly scheduled intervals.

Basic steps to conducting a planned inspection:

- Identify the inspector or inspection team
- Review previous inspections
- Use a formalized inspection sheet
- Proceed with inspection tour, Look over, under, around, behind etc.
- Take time to observe
- Take immediate action when unsafe acts or conditions exist
- Rank items noted on the inspection sheet
- Assign corrective actions with completion date
- Follow up
- Communicate results to employees



8.2 Informal / Ongoing Inspections

- An ongoing awareness of health and safety hazards and the controls necessary to mitigate them.
- Conducted by management and all employees.
- Conducted on an ongoing basis.
- Conducted through observation and the use of checklists.
- Could be pre-job observations, checklists, walk arounds.

8.3 Inspections include but are not limited to:

- Fire extinguisher Checklist
- Vehicle Checklist
- First aid kit inspections
- Equipment inspections
- Housekeeping inspections
- Shop/Worksite

8.4 Audits

An audit is a sampling where a statistically valid number of items are evaluated and applied to the whole. Audits will be conducted internally and externally following a scheduled frequency. Management, supervisors and/or contract auditors will conduct the audits.



8.5 Responsibility

Employees

- To participate in inspections on an ongoing basis.
- To fill out inspection checklists as required.

Supervisors

- To ensure inspections are being completed.
- To participate in inspections.
- To ensure corrective actions are being implemented when deficiencies are noted.

Management

- To schedule and organize audits and inspections.
- To participate in inspections.
- To conduct audits.
- To analyze documentation and implement corrective actions.

References:

CCOHS Effective Workplace Inspections

Alberta Occupational Health and Safety Code Part 2, Hazard Assessment, Elimination and Control



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Section 9 General Practices

Laredo Trucking has documented practices to serve as a general safety guideline to protect all employees from hazards and to ensure all requirements (regulatory, internal) are met.

All affiliated with Laredo Trucking will follow all relevant rules, procedures, policies, regulations and legislation. It is every ones responsibility to do so and in doing so we will maintain a safe and healthy work environment for all associated with the company.

Signature _____

Date _____

Name & Title _____



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9.1 Disciplinary Process

The disciplinary process enables Laredo Trucking management to enforce policy, procedure and law on its work sites. The policy ensures that all requirements can be achieved to guarantee a safe work environment.

All contravention of Regulation, Law, Policy and /or procedure will be dealt with using one or more of the disciplinary levels listed below. All disciplinary actions will be documented and kept on file. The level of discipline applied is up to Laredo Trucking management discretion.



Disciplinary Levels

- 1) **Verbal:** A discussion between Laredo Trucking management or supervisor with the employee in question focusing on the specific deficiency/behaviour/action. The correct action will be explained in detail and notes will be placed on file.
- 2) **Written:** A document consisting of the following points will be issued to the individual along with a discussion explaining the points:
 - Date, time, location of non compliance.
 - A review of non compliance.
 - A discussion on purpose and importance of policy, procedure and regulation in question.
 - Discussion of more severe disciplinary actions if behaviour continues.
 - Both management and individual in question will sign and date the document. The individual will receive a copy and a copy will be put on file.
- 3) **Suspension:** If act is serious enough an employee may be suspended for a period of time with out pay. A written document (#2) will be issued and signed by management and the individual in question.
- 4) **Termination of employment:** This action will only be considered if:
 - The non compliance is serious enough to warrant termination of employment, as determined by management.
 - It is a repeat action and previous warnings were not heeded.

References:

Alberta Occupational Health and Safety Act, Section 37(1) Disciplinary Action Complaint



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Alberta Occupational Health & Safety Act, Regulation and Code, Part 27 Violence

9.2 Compliance

Laredo Trucking is committed to conducting its business lawfully and ethically. It is the responsibility of all employees to follow company policies, directives, procedures, regulations and laws.

All affiliates from top management down will always remain in compliance with policy, procedure, law and regulation.

Three main aspects of compliance:

- Understanding your role and the requirements you need to follow
- Being proactive in reporting situations that may lead to non-compliance or hazardous situations.
- Sharing results of inspections, audits and experiences so everyone can learn.

If any non-compliance is noted the specific task involved in the non-compliance will cease. A Laredo Trucking supervisor will be notified and appropriate documentation will be completed. Once corrective actions are identified they will be implemented and work will resume.



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9.3 Alcohol and Drug

Laredo Trucking is dedicated to the health and safety of all its employees, subcontractors, the public, the environment, and clients. To ensure this, Laredo Trucking shall take every possible and reasonable effort to reduce the risks of its operations and ensure a healthy and safe workplace. As part of this commitment, Laredo Trucking recognizes that the inappropriate use of drugs and inappropriate use of alcohol can have an adverse effect on the health and safety of employees, subcontractors, the public, the environment, and clients.

The objective of Laredo Trucking alcohol and drug policy is to minimize the risk of impaired performance due to substance use. Employees, contract employees, suppliers, and subcontractors performing services will not be permitted to remain on the work site while their ability to work is affected by drugs, alcohol, or other substances. This matter is considered to be a safety and performance issue and shall be dealt with as such.

Signature _____

Date _____

Name & Title _____



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9.4 Right to Refuse Work

As legislation dictates an employee has the right to refuse work, if on reasonable grounds, he or she believes there exists an imminent danger to the health and safety of the worker.

Laredo Trucking expects all employees to exercise the right to refuse by following the steps listed below.

- Remove yourself from immediate danger.
- Protect others from the danger: Alert, Sign, Barricade, etc.
- Contact Laredo Trucking management or supervisor.
- Document the hazard.
- Along with a Laredo Trucking supervisor conduct a hazard assessment.
- Implement corrective actions.
- Follow up with management or supervisor.

References:

Alberta Occupational Health and Safety Act, Section 35(1), Existence of Imminent Danger.



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9.5 Work Place Hazardous Materials Information System (WHMIS)

Laredo Trucking is dedicated to protecting workers from hazardous materials in the workplace. All hazards regarding to controlled substances can be identified using the WHMIS system thus protecting employees.

- All controlled substance must be labelled in accordance to WHMIS regulations.
- A file with all Material Safety Data Sheets (MSDS) is readily available to all employees.
- All employees must be WHMIS trained.



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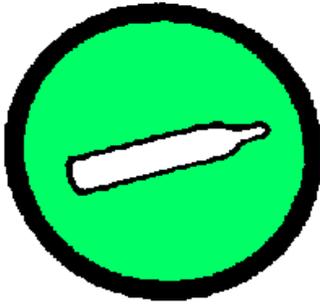
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WHMIS SYMBOLS



Biohazardous Infectious



Compressed Gas



Corrosive Material



Flammable and Combustible Material

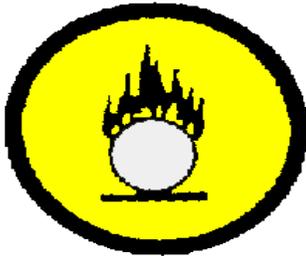


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Oxidizing Material



Poisonous and Infectious



Dangerously Reactive



Toxic



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9.6 Company Vehicle

Road hazards pose one of the single most significant risks to workers. As employees of Laredo Trucking it is important to recognize and control the hazards associated with vehicle operation.

Anybody that drives a vehicle is responsible for the safe operation of that vehicle. The following rules apply when on duty for Laredo Trucking:

- Company vehicles will be used for business only.
- Vehicle speeds will not exceed the posted speed limits on public or private roads. Speeds will be adjusted to compensate for road and weather conditions.
- Driving under the influence of drugs/alcohol is forbidden.
- Vehicle inspections must be completed before driving vehicle
- No passengers are allowed in Laredo Trucking vehicles without management's authorization.
- No alterations to vehicles are allowed.
- Driving while fatigued is not tolerated. If tired pull over and sleep or arrange for accommodation. Call management.
- Drive with headlights on at all times.
- Keep windshield clean at all times.
- The use of seat belts is required by law.



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- Do not leave vehicles unattended or running
- Lock all vehicles when unattended
- Do not idle for extended periods of time
- Turn off vehicles and cell phones when refuelling
- Ensure all cargo is securely fastened
- Ensure insurance cards are in the vehicle, always carry your drivers license.
- Ensure all safety documentation is in the vehicle (fitness reports, inspections)
- All employees will carry a kit consisting of first aid kit and fire extinguisher

In event of accident:

- Pull off the road to avoid obstructing traffic
- Place reflective triangles or flares on the road as necessary
- Render first aid as necessary
- Make no admission of liability to anyone
- Contact police/fire ambulance as required
- Report to Laredo Trucking management as soon as possible
- Fill out an accident/incident report form



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*NOTE: These items are in no particular order, as every incident will have different circumstances.

9.7 Fire Extinguishers

Properly maintained and placed fire extinguishers along with adequate training can greatly reduce loss in the event of a fire.

Laredo Trucking recognizes this therefore ensures consistent conformance regarding fire extinguishers and all safety equipment.

- Fire extinguishers must be placed in accordance with local fire regulations and National Fire Protection Association (NFPA) guidelines.
- Always ensure extinguishers are visible, easy to access and ready to use.
- Fire extinguishers will be inspected monthly.
- All fire extinguishers will be recertified yearly.
- Always ensure that the proper type of extinguisher is available for use.

Use the PASS method when utilizing an extinguisher: Pull, Aim, Squeeze, and Sweep:

P: Pull the pin

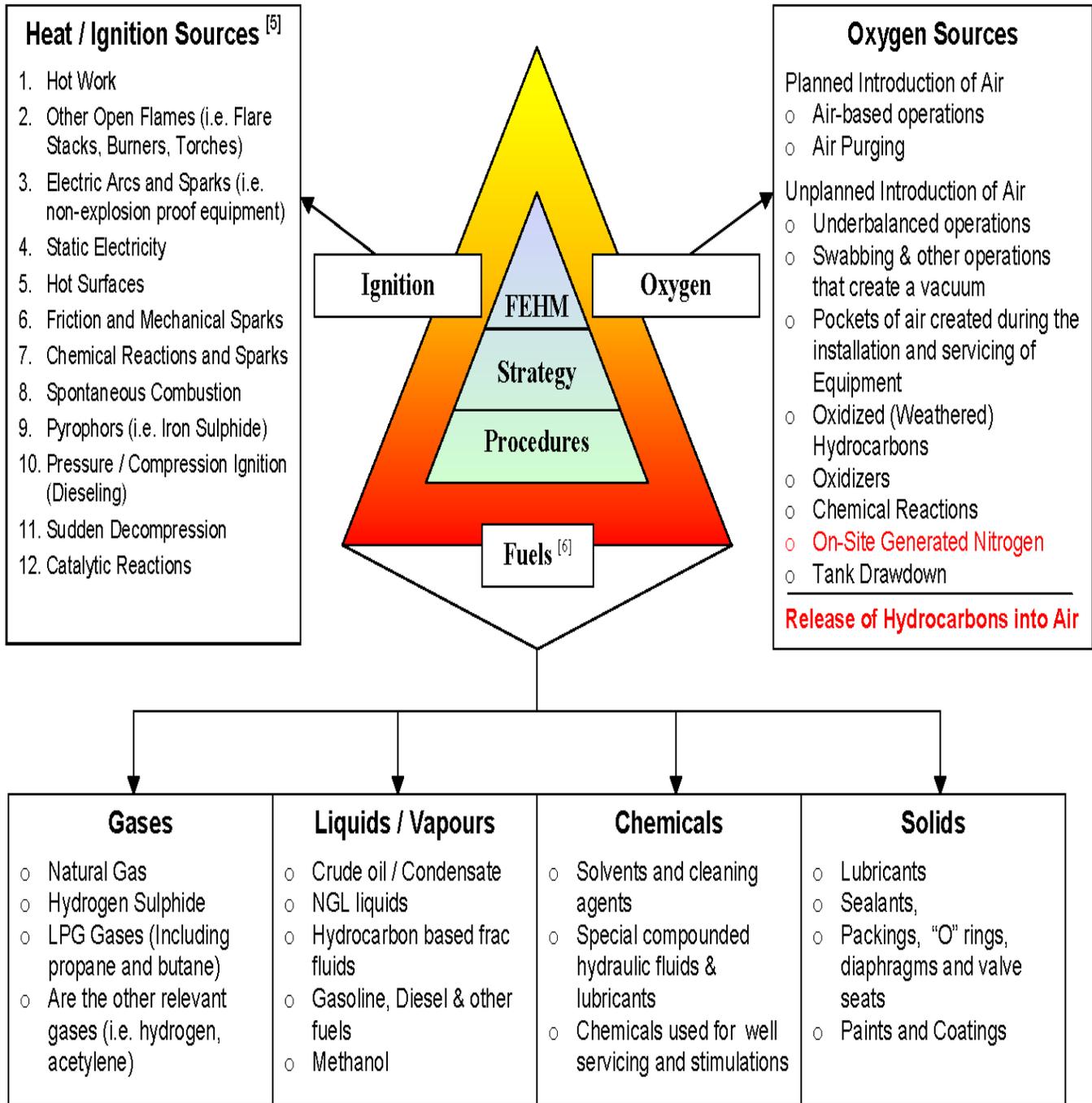
A: Aim the extinguisher at the base of the fire

S: Squeeze the trigger while holding the extinguisher upright

S: Sweep the extinguisher from side to side, covering the area of the fire with the extinguisher agent



Preventing Fires and Explosions: Understanding the Fire Triangle





Fire Identification and Suppression Chart

Class A	<p>These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.</p> <p>Recommended Extinguisher: Water from a hose, pump type water can, pressurized extinguisher</p> <p>Fighting the Fire: Soak the fire completely – even the smoking embers.</p>
Class B	<p>Flammable liquids, oil and grease.</p> <p>Recommended Extinguisher: ABC units, dry chemical, foam, carbon dioxide extinguishers</p> <p>Fighting the Fire: Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.</p>
Class C	<p>Electrical</p> <p>Recommended Extinguisher: Carbon dioxide and dry chemical (ABC units) extinguishers.</p> <p>Fighting the Fire: Use short bursts on the fire. It can become a Class A fire when the current is shut off if the materials around the electrical fire ignite.</p>

References:

NFPA 10 Standard for Portable Fire Extinguishers 1998 Edition

IRP Volume 18, Upstream Petroleum Fire and Explosion Management (ENFORM)



9.8 Personal Protective Equipment (PPE)

PPE can reduce the severity of an injury. Employees, contractors, clients and visitors of Laredo Trucking will wear the prescribed PPE for the location they are on and for the work that is being conducted. This policy helps to meet legislative requirements as well as industry standards.

- Laredo Trucking expects all employees to use the basic Personal Protective Equipment required to complete their job safely.
- No work will commence until all required Personal Protective Equipment is being utilized.
- Absolutely no one is permitted on Laredo Trucking worksites without using the prescribed Personal Protective Equipment.

Minimum PPE requirements are as follows when on a worksite outside of the office:

- Approved steel toed work boots
- Approved safety glasses
- Approved hard hat

Note: This is basic PPE, some jobs and locations will require additional protection (hearing protection, face shield, rubber apron, etc)

Signature _____

Date _____

Name & Title _____



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Personnel Protective Equipment (PPE) is the third and last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Ensuring that all jobs are well planned, that workers are properly trained and that all safe work practices are followed should minimize hazards. PPE then provides an additional degree of protection from injury.

Types of PPE

PPE falls into two categories. The first category (Basic) is the PPE that should be worn at all times by all personnel in the workplace. This includes hard hats, safety footwear and appropriate protective clothing. The second category (Specialized) covers PPE which is used only for specific jobs or for protection from specific hazards. This includes gloves, welder's goggles, respiratory protective equipment, fall arresting equipment and special clothing.

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols: The **tag color** tells the amount of resistance the toe will supply to different weights dropped from different heights. The **symbol** indicates the strength of the sole. For example, a **triangle** means a puncture resistance sole able to withstand 135 kg (300 lbs) of pressure without being punctured by a 5cm (2 in) nail.

References:

Alberta's Occupational Health and Safety Act and Regulations Part 18



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Limb and Body Protection

Personal protective equipment in this category would be items such as:

- Leg, arm, chin and belly guards
- Specialty hand pads and grips
- Leather aprons and leggings
- Full body suits
- Flame and chemical resistant clothing, and
- Various types of plastic boot covers, and overshoes

Equipment like this would be necessary for tasks like chain sawing, chemical handling, working in extreme heat. For more indication on the type of specialty PPE you require, conduct a hazard assessment and check OH&S Regulations and MSDS's.

Hand PPE (Gloves and Mitts)

PPE for the hands include: finger guards, thimbles and cots, hand-pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against the job hazards. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

DO:

- Inspect hand PPE for defects before using
- Wash all chemicals and fluids off gloves before removing them
- Ensure that gloves fit properly and their the type required for the job
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE)

DO NOT:

- Use gloves or hand protection that is worn out or defective

References

CSA Z259.4 Rubber Insulating Gloves and Mitts; CSA Z259.5 Rubber Insulating Sleeves



Eye and Face Protection

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids, and
- Ultraviolet, infrared and visible radiation (welding)

There are two types of PPE:

1. **"Basic eye protection"** includes;
 - Eye cup goggles
 - Mono-frame goggles and spectacles with or without side shields
2. **"Face protection"** includes:
 - Metal mesh fact shields for radiant heat or hot and humid conditions
 - Chemical and impact resistant (plastic) face shields
 - Welders' shields or helmets with specified cover
 - Filter plates and lenses

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, industrial safety eye protection.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should **NOT** be worn at the worksite. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection should be used when working with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from specialists, information on Material Safety Data Sheets (MSDS) for various chemicals, or your supplier will help you select such protection.

References:

Alberta's Occupational Health and Safety Act and Regulations Part 18
Standards for "Industrial Eye and Face Protectors" CAN1CSA-Z94.3-99 and Z94.3.1 Protective Eyewear: A User's



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Guide



DO:

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, or more often if needed
- Store safety glasses in a safe, clean, dry place when not in use; and
- Replace pitted, scratched, bent and poorly fitted PPE. (Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

DO NOT:

- Modify eye/face protection; or
- Use eye/face protection which does not have a proper certification.

Eye Protection for Welders

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

Hearing Protection

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Any sound over 80 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. It important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size is different. One style may not fit every person on your crew. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver. If noise levels can not be brought down to compliant levels a noise management program will be created.

References:

CSA Standard "Hearing Protection Devices" - Performance, Selection, Care and Use Z94.2



Head Protection

Safety headgear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction the recommended type of protective headwear is the Class B hard hat which has the required "dielectric strength". There are many designs but they all must meet the CSA Standard Z94.1 for Industrial Protective Headwear.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the head gear must be compatible and maintained according to manufacturer's instructions. If attachments are used with head gear, they must be designed specifically for use with the specified head gear being used.

Proper care is required for head gear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultra violet radiation (welding).

Respiratory Protective Equipment

All respiratory equipment will be maintained according to manufacturer's specifications and will be use by trained personnel only.

Safety Belts, Lanyards and Life Lines

Body harnesses are used to provide workers working at heights with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting device or rope grab. Better quality systems usually have some form of shock absorber in the system.



Instruction of Workers

Prior to allowing a worker to work in an area where the use of a fall protection system is required, an employer must ensure that the worker is trained in the safe use of the fall protection system and procures to be followed.

Harnesses and Safety Belts - An employer must ensure that:

- a) A worker wears a full body harness meeting the requirements of CSA Standard CAN/CSA Z259.10-M90 (RI998), Full Body Harnesses, when using a personal fall arrest system, and
- b) Safety belts are permitted only for use in travel restraint systems and must meet the requirements of CSA Standard Z259.1-95 (R1999), Safety Belts and Lanyards.

Lanyards and Safety Straps

An employer must ensure that a lanyard meets the requirements of CSA Standard CAN/CSA Z259.1-95 (R1999) *Safety Belts and Lanyards*.

The employer must ensure that when a tool or corrosive agent is used that could sever, abrade or burn a lanyard or safety strap, the lanyard or safety strap is made of wire rope or other material appropriate to the hazard.

Coveralls

Coveralls must be fitted as to not get caught in any moving equipment. Coveralls must also meet CSA fire retardant clothing standards.

Note: Loose, baggy clothing is prohibited. Hanging jewellery is prohibited. Long hair must be tied back. Any article which may get caught in moving equipment must be removed or tied back.

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Alberta Occupational Health and Safety Act, Regulation and Code Part 18

9.9 House keeping

Good housekeeping is a reflection on the company as well as the person. Keeping our work sites orderly is not only good for everyone's health and safety, but also reputation.

Laredo Trucking expects all work sites will be maintained in an orderly and safe fashion.

- All tools and equipment will be cleaned and put back in designated area.
- All floors will be maintained in a clean state.
- All hazards on floors, liquids, ice, objects will be cleaned, dried removed immediately or the area will be flagged off and signed until it can be cleaned.
- All washroom facilities will be kept clean and sanitary.
- Coffee/lunch facilities will be kept clean and sanitary.
- All waste will be disposed of as per local legislation.
- All exits must be clear of obstructions.

References:

OSH Workplace Housekeeping – Basic guide
www.ccohs.ca/oshanswers/hsprograms/house.html



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9.10 Smoking

Smoking has been proven to cause ill health and is legislated against in many locales. Due to Laredo Trucking commitment to health and safety as well as conforming to legislation the following policy is enforced.

- Smoking is only permitted at designated smoking areas.



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9.11 Working Alone

Due to the nature of the Laredo Trucking business working alone is sometimes required. Working alone poses its own unique hazards so for the health and safety of all employees' this policy has been developed.

Efforts will be made to ensure employees are not working alone but if it does occur the following measures will be taken:

- Workers will advise Laredo Trucking supervisor of intended departure and arrival times.
- Upon arrival employee will call manager and report in.
- Call in time frequency will be established before departure.
- If a scheduled check in is not made, efforts will be made to locate employee.
- All call in's will be documented.

References:

Alberta Occupational Health and Safety Code, Part 28 Working Alone



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9.12 Journey management

Employees will radio their supervisors when leaving the shop, arriving on site, departing site and arriving back at the shop.

Hours worked will be recorded on daily time tickets and kept on file. Hours of work will be tracked to ensure compliance with hours of work legislation.



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13 Fire Arms

Firearms are not always the best solution for protection against wildlife. Proactive means such as training and awareness courses may be more effective.

- No firearms are permitted in or on any work sites or Laredo Trucking vehicles. Unless granted approval by Laredo Trucking management.
- If a firearm is permitted proper training and documentation must be on file with Laredo Trucking management.



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9.14 Media

Messages can sometimes be misinterpreted during interviews. To protect employee's reputation and security, as well as the company's reputation and security, employees will not talk to media regarding events the company is involved with.

- All media requests for interviews, comments or opinions must be forwarded to Laredo Trucking management.
- Under no circumstances is anyone authorized to represent in the media Laredo Trucking except Laredo Trucking management.
- If questioned the answer "No comment" will suffice.



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9.15 Violence, Harassment and Discrimination

Laredo Trucking is committed to providing a work environment that is free of discrimination, violence and harassment.

- Any conduct, which threatens, intimidates or demeans an individual will not be tolerated.
- All incidents of violence, discrimination or harassment will be immediately reported to management, investigated and documented.
- Any Laredo Trucking employee found to be in contravention of this policy will be subject to disciplinary action.
- Any employee or affiliate of Laredo Trucking found to be in contravention of this policy may also be reported to the local police.

References:



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Alberta Occupational Health and Safety Code, Part 27 Violence

Canada Labour Code, Part 2, Chapter L-2, The Act, Duties of Employers, Section 125(s)

9.16 Environment

It is a priority for Laredo Trucking to leave no environmental footprint at work locations. All employees of Laredo Trucking are committed to the preservation of the health and safety of environment, employees and general public.

- All wastes will be disposed of in accordance with local standards.
- All spills will be cleaned up and documented in accordance to legislation.
- All spills will be reported to appropriate regulators as prescribed by legislation.

REDUCE – REUSE - RECYCLE



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9.17 Fatigue Management

It is a requirement that when a worker is fatigued that he or she stop work and report to a supervisor. The supervisor can then make the proper arrangements for the individual.

Arrangements may include:

- Days off
- Hotel
- Modified work

No employee will operate equipment while fatigued.



9.18 Hot Weather

Individuals working in hot environments are at an increased risk for development of heat-related illnesses. Work environment, relative effort involved, and clothing are all potential factors leading to heat stress conditions.

When the body's ability to cool itself is disrupted, body temperature, heart rate and perspiration increase. If the body's temperature does not return to near-normal or tolerable levels, serious illness can result.

The following are descriptions of the forms of heat-related illness that can occur during work in hot weather:

Heat Rash – also called prickly heat, appears as little red bumps on the skin, which are inflamed sweat glands. It usually appears on areas of the body that become and stay damp, as under sweat soaked shirts, pants, and gloves. Heat rash is not usually serious, although it can become infected. Treatment includes allowing the skin to dry and keeping affected areas as dry as possible.

Heat Cramps – are caused by heavy perspiration with a resultant loss of body fluid, causing an imbalance in the salts and minerals of the muscles, which in turn causes cramping. Heat cramps can be very painful but do not usually last very long and do not cause permanent disability. Treatment for heat cramps includes removing the individual from the hot environment and providing plenty of water to drink.

Heat Syncope – is a fainting or near-fainting condition that occurs among people who have been standing in one position for a period of time, usually in the sun, but it can occur in any warm environment. Standing still causes the blood to pool in the lower regions of the body, which leads to fainting after some time. In summer, this is not uncommon at outdoor events. Individuals with heat syncope should lie down in a shady spot and drink water. Flexing leg muscles and moving around periodically during the work shift along with regular intake of water all help prevent the condition.



Heat Exhaustion – is a condition that usually develops among individuals who have experienced loss of body fluids due to heavy perspiration. Symptoms of heat exhaustion include nausea, dizziness, headaches, tiredness, and possible fainting. An individual suffering from heat exhaustion is usually sweating profusely and may be confused or disoriented. Treatment includes removing the individual from the hot environment and providing cool water (7-10 °C) to drink.

Heat Stroke – is the most serious form of heat related illness. Individuals suffering from heat stroke may or may not be perspiring; they will have an elevated body temperature, at or above 40 °C (104 °F). Symptoms of heat stroke include a red, hot face and/or skin; lack of or reduced perspiration; erratic behaviour; confusion, or dizziness; and collapse or unconsciousness. This condition is an extremely dangerous medical emergency. The person should be moved to a cool area and aggressively cooled, using wet blankets and fanning. Victims should be transported by a medical team to the nearest hospital. Outcomes include possible coma and death.

Several factors can affect the potential for workers to develop heat-induced conditions. They include:

Acclimatization – Workers experience an acclimatization period during the first ten days to two weeks of work in a hot environment. During this time, their body gradually adjusts to operating in very warm conditions. After the body has acclimated, workers are less likely to experience heat-related problems. While individuals need 10 to 14 days to become heat-acclimated, they may lose this acclimation after only a few days away from the hot environment.

Physical Fitness – Workers who are in good physical condition are less likely to experience heat related illnesses. Obesity also contributes to a workers inability to handle heat stress.

Age – Older workers may have more difficulty operating in hotter environments, and may take longer to become acclimated.



Alcohol and Drug Usage – Alcohol consumption contributes to dehydration and makes workers much more likely to experience heat-related illness. Some prescription and over-the-counter drugs may also increase a workers susceptibility to heat stress.

Atmospheric Conditions – High humidity, direct sunlight, and radiant heat greatly increase heat stress conditions.

Workload – Workers performing strenuous work are more likely to suffer from heat-induced illness since they are generally losing more body fluids through perspiration. In addition, the heat produced by the body's metabolism adds to the overall heat load of the body.

The best treatment for heat stress is prevention. In most situations, a combination of several preventative measures can provide an effective program for averting heat-related illness. If possible, heat and humidity produced by the process should be engineered out using local and general ventilation. Some possible measures are:

- 1) adjusting work schedules,
- 2) alternating work with breaks, and
- 3) monitoring workers for heat stress symptoms. Maintaining flexible and adequate work/rest schedules is relatively easy and an effective method of reducing heat stress. Workers should be able to take breaks to cool down and should be encouraged to drink water frequently. Coffee or caffeine-containing soft drinks are not advised since their diuretic effects contribute to dehydration. Break and lunch areas should be cooler than the work area.



9.19 Cold weather

Understanding Wind-Chill:

Wind-chill is the loss of body heat by replacing the micro-layer of warm air surrounding your body with a layer of colder air. If the air was not moving (i.e. no wind) the layer of warm air would act as an insulator. When that insulation layer is blown away, the body then tries to heat up the new, colder layer which causes the body to lose heat. This constant loss of heat causes you to feel like the temperature outside is cooler than the thermometer indicates.

Facts:

Dampness plays a minor role in wind-chill. A few years ago, the military did a study using climate-controlled, cold chambers to compare the effects of damp cold and dry cold on people. Testing showed that the soldiers did not find damp cold more penetrating than dry cold and that the difference between dry cold and damp cold was negligible.

Let the sun shine in - There is a reason, however, why Ontario winters may feel colder than Prairie winters - the sun or rather the lack of it. It shines on more days in the Prairies than it does in southern Ontario. A walk in the sun may warm you up by as much as 10°C. This combined with the horizon to horizon blue skies of the Prairie winters make them seem less miserable than those in southern Ontario.

Dress for effect - Please remember that wind-chill is just one of the many factors that may affect how cold you feel in the winter. Others include your age and body type as well as the type of clothes you are wearing, the amount and type of exercise you are engaged in and whether or not your clothes are damp from snow, rain or even perspiration.



Wind Chill Calculation Chart

COMBINED SPEED OF WIND AND AIR	ACTUAL TEMPERATURE											
	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
K.P.H.	EQUIVALENT TEMPERATURE											
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-31	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-45	-51	-57	-64	-70
30	0	-7	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-70	-76
55	-2	-9	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-37	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-59	-66	-73	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81
Wind speeds greater than 70 KPH have little additional effect	LITTLE DANGER* Risk of frostbite in prolonged exposure if wind chill is below -25					INCREASING DANGER* Frostbite possible in 10 minutes at -35 if warm skin is suddenly exposed. Shorter time if skin is cool at the start.			GREAT DANGER* Frostbite possible in less than 2 minutes at -60 if warm skin is suddenly exposed. Shorter time if skin is cool at the start.			

Note: Wind chill is used to warn people of dangerous conditions due to low temperatures and winds so wind chill is not normally calculated for air temperatures above 5 °C or wind speeds below 5 km per hour.



Wind Chill Hazards

Check the wind chill before you go outdoors in the winter, and make sure you are well prepared for the weather. Even moderate wind chills can be dangerous if you are outside for long periods.

Wind Chill Hazards			
Wind Chill	Description	Health Concern	What to do
0 to -10	Low	Slight increase in discomfort	> Dress warmly, with the outside temperature in mind.
-10 to -25	Moderate	> Uncomfortable > Exposed skin feels cold > Risk of hypothermia if outside for long periods without adequate protection	> Dress in layers or warm clothing, with an outer layer that is wind-resistant. > Wear a hat, mittens and scarf. > Keep active.
-25 to -45	Cold	> Risk of skin freezing (frostbite) > Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness > Risk of hypothermia if outside for long periods without adequate protection	> Dress in layers of warm clothing, with an outer layer that is wind-resistant. > Cover all exposed skin, particularly your face and hands. Wear a hat, mittens and a scarf, neck tube or face mask. > Avoid exposing the skin directly to the wind. > Keep active.
WARNING LEVEL* -45 to -59	Extreme	> Exposed skin may freeze in minutes > Check face and extremities frequently for numbness or whiteness (frostbite) > Serious risk of hypothermia if outside for long periods	> Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant. > Cover all exposed skin, particularly your face and hands. Wear a hat, mittens and a scarf, neck tube or face mask. > Limit outdoor activities to short periods.



9.20 Overhead Power Line Safety Requirements

Whenever work will or may involve infringement of the “Safe Limit of Approach” to the power line by persons or equipment, the power company involved shall be notified for disconnection, isolation, or de-energizing of the line. Laredo Trucking personnel and contractor employees shall not attempt to raise a power line under any circumstances. All personnel and contractor employees shall comply with the following safe limits of the approach to power lines.

- 1) Conductors must be insulated or covered through-out their entire length to comply with these groups.
- 2) Conductors must be manufactured to rated and tested insulation levels.

SAFE LIMITS OF APPROACH	
Operating Voltage of Overhead Power Line Between Conductors	Safe Limit of Approach Distance for Persons or Equipment
0 – 750 V Insulated or Polyethylene Covered Conductors (1)	300 mm
0 – 750 V Insulated or Polyethylene Covered Conductors (1)	1.0 m
Above 760 V Bare, un-insulated	1.0 m
750 V – 40 kV	3.0 m
69 kV, 72 k	3.5 m
138 kV, 144 kV	4.5 m
230 kV, 260 kV	5.0 m
Over 250 kV, Less than 500 kV	6.0 m
500 kV	7.0 m

REMEMBER:

**NO JOB IS SO IMPORTANT THAT YOU CANNOT TAKE THE TIME
TO LOOK UP AND RECOGNIZE THE HAZARDS OF HIGH VOLTAGE
LINES.**



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Static Electricity:

Sparks resulting from the accumulation of static electricity can cause fires and explosions. Static can be generated from numerous sources, including the friction of oil passing through a pipeline, pouring liquids from one container to another, or steam passing through a hose can generate an extremely high static charge. In order to minimize the risks of static electricity comply with the Bonding and Grounding requirements listed below.

Bonding and Grounding

Many of the problems associated with static electricity can be removed, or at least reduced, by draining off the static charge as fast as it is produced. Bonding and grounding of equipment reduces the risk of static electricity sparking between conductive bodies, and between these bodies and earth.

Bonding is only effective when applied to conductive bodies and equalizes the potential of the bodies bonded. Grounding eliminates a difference in potential between an object(s) and the earth.

Fluid transfer stations at facilities are equipped with bonding equipment and grounding systems are to be checked by a qualified individual during inspections or as required.

To ensure proper operation, bonding and grounding systems are to be checked by a qualified individual during inspections or as required.

Bonding wire size shall be minimum 8-gauge. Grounding shall consist of two sources. The primary source for ground is the well head, as long as a proper connection is made. A 5/8 inch diameter ground stake can be used as the secondary ground source.

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Alberta Occupational Health and Safety Code Part 17



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9.21 Purchasing

By ensuring goods purchased meet or exceed standards, Laredo Trucking can consistently provide quality service.

Laredo Trucking will ensure that equipment and supplies purchased meet occupational health and safety legislative requirements as well as provincial and federal regulations. If legislation does not apply to the item purchased, it should meet one of the following standards:

- Canadian Standards Association
- Canadian Gas Association
- Underwriters' Laboratories of Canada
- National Institute for Occupational Safety and Health
- Mine Safety and Health Administration
- American Petroleum Institute

All items purchased will be backed by appropriate documentation, warranties, service contracts and are purchased from reliable suppliers.

References:

Alberta Occupational Health and Safety Act 2(3), 2(4)



9.22 First Aid

Training Standards

Laredo Trucking provides and maintains first aid supplies for each worksite as determined by potential worksite hazards, crew size, and regulatory requirements. Contractors shall provide and maintain first aid supplies and services for their employees in accordance with regulatory requirements.

- First aid supplies shall be available and accessible during all working hours, and shall be maintained in a clean, dry, serviceable condition.
- Contents of first aid kits shall be maintained as specified on the “inventory of kit” content list, which is included with each kit.
- First aid guides (booklets) shall be kept in all first aid kits. First aid incident reports shall be completed and deposited in the first aid incident report boxes.
- To protect against blood borne pathogens, first aid kits shall be stocked with latex gloves and one way valve.
- Worksite supervisors or designates shall conduct monthly inspections of first aid kits, eye wash facilities, and emergency showers. Identified deficiencies shall be corrected as soon as possible,
- 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,
 - Post, at conspicuous places at the worksite, signs 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; and



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- Ensure that an emergency communication system is in place for workers to summon first aid services.



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Emergency Transportation

- Before workers are sent to a worksite, the employer must ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility.
- In cases Laredo Trucking will provide a means of communication at the work site to summon an ambulance service or transportation described in subsection.

First Aid Training

Laredo Trucking will ensure that the first aiders at a worksite have successfully completed a first aid training course approved by a Director of Medical Services and hold a valid certificate in first aid.

Duty to Report Injury or Illness

If a worker has an acute illness or injury at the worksite, the worker must report the illness or injury to the employer as soon as practicable.

References:

Alberta Occupational Health and Safety Act, Code and Regulation Schedule 2



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9.23 Respiratory Protective Equipment

Respiratory Protective Equipment can be classified according to each type's limitations and intended use.

The four main types are:

Self-Contained Breathing Apparatus (SCBA):

SCBA's are air respirators that require the wearer to carry a supply of breathing air.

All models of SCBA's must:

- Have at least a 30-minute supply of breathable air;
- Provide full face protection;
- Be the Positive Pressure type, where the pressure inside the face piece is always greater than atmospheric pressure;
- Be a combination Positive Pressure / Pressure on demand type where the pressure inside the face piece is in relation to atmospheric pressure;
- Is positive during exhalation and negative during inhalation;
- This combination type must be capable of maintaining positive pressure when used in an atmosphere that is immediately dangerous to life or health (IDLH).



1) Supplied Air Breathing Apparatus (SABA):

SABA's are work masks connected by a supply hose to a cylinder of compressed air. This type of respirator has the advantage in that the air supply is not limited to the quantity that can be carried.

However, users are restricted in movement by the air supply hose and must return to a safe atmosphere by retracing their route of entry.

All models of SABA's must:

- Be equipped with 10 minute auxiliary supply of breathable air to allow the wearer to escape from a dangerous atmosphere if the primary air supply fails;
- Be equipped with full face piece;
- Be capable of maintaining a positive pressure inside the face piece at all times.

Vapour and Gas Removing Respirators:

Vapour and gas removing respirators are equipped with cartridges or canisters to remove vapours and gases from the air.

These respirators "**Do Not**" provide protection against oxygen deficient atmospheres, acutely toxic gases, or particle contaminants. **Use vapours and gas respirators only:**

- For protection against low concentrations of organic vapors and gases, pesticides, and paint vapours or mists;
- According to the application specified on the canister or cartridge.



2) Particulate Removing Respirators:

Particulate removing respirators are equipped with filters to remove particulate matter such as dust and fumes from the air. These respirators “**Do Not**” provide protection against oxygen deficient atmospheres or toxic gases, and should **never** be used in atmospheres that are immediately dangerous to life or health.

Fit Testing For Respirators

Respirators that need tight seals to perform effectively should be worn only when an effective face seal can be maintained. Workers who are required to wear respirators must be clean-shaven.

Every time a respirator is used, conduct a test to ensure that an effective face seal is maintained by one of the following methods:

Negative pressure fit test:

- After closing off inlet, inhale so that the face piece collapses slightly;
- If after 10 seconds the face piece remains slightly collapsed and no inward leakage is detected;
- The face piece fit is considered adequate.

Positive pressure fit test:

- After closing off the exhalation valve, exhale gently into face piece;
- If a slight positive pressure builds inside the face piece and no outward air leakage is detected,
- The face piece is considered adequate.

References:

Alberta Occupational Health and Safety Act, Regulation, and Code Part 18



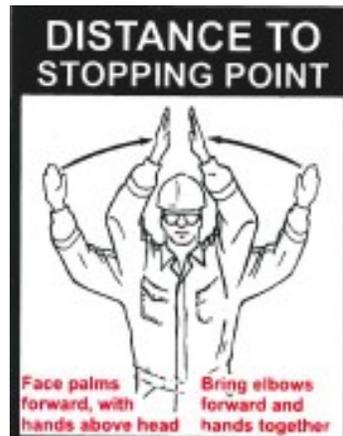
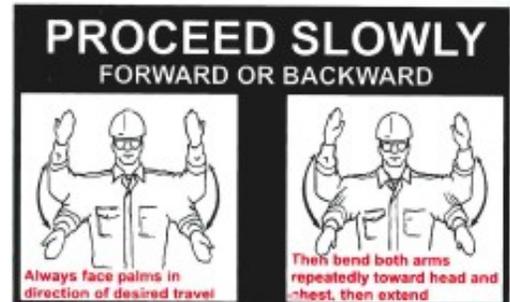
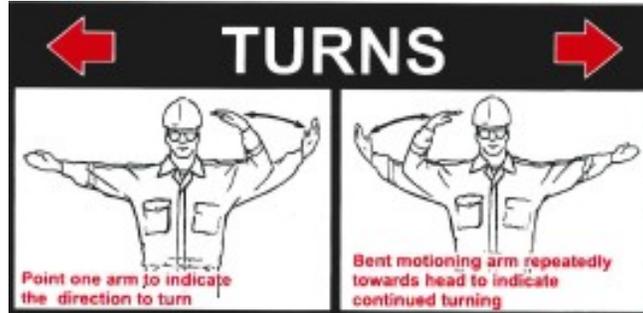
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9.24 Hand Signals





9.25 Fuelling of Equipment

- Stationary storage fuel tanks shall be vented and kept clear of buildings, and if not buried, should be grounded.
- Gasoline must be carried in a certified closed container that is adequately vented.
- Smoking is prohibited while fuelling is in progress. There shall be no open fires, welding, etc. in the fuelling zones.
- Motors on equipment shall be stopped before fuelling.
- In fuelling equipment, the metal fuel nozzle shall be kept in contact with the lip of the tank to eliminate any static accumulation.
- Care shall be taken to not overfill any equipment fuel tanks.
- Storage tanks will be grounded for fuel transfer.
- Drivers shall keep their equipment in good condition and follow all applicable rules under the *Transportation of Materials and Equipment and Transportation of Dangerous Goods* regulations.
- Cell phones will be shut off during fuelling



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9.26 Step Ladders

- No work is to be done from the top two steps of the stepladder, counting the top platform as a rung.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The stepladder is only to be used in the fully opened position with the spreader bars locked.
- Tops of step ladders are not to be used as support for scaffolds.
- Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
- Only CSA Standard ladders will be used.
- Always maintain 3 point contact when on ladders.

References:

Alberta Occupational Health and Safety Act, Regulation and Code Part 23, Scaffolds and Temporary Work Platforms.



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9.27 Hand Tools

The following are some general safety points that need to be considered when using hand tools.

- Always become familiar and follow the manufacturer's specifications.
- Keep tools in an orderly fashion, always put away after use.
- Inspect all tools and equipment before use.
- Do not use defective tools.
- Do not use dull cutting tools.
- Always use proper sized tool for the job.

References:

Alberta Occupational Health and Safety Code Part 12: General Safety Precautions, Part 25 Tools, Equipment and Machinery.



9.28 Office Safety

- Ensure you are conversant with emergency evacuation.
- Ensure that all electrical cords are in good condition and are not overloaded.
- Ensure that computer monitors are adjusted to the correct height and kept clean.
- Ensure fans/space heaters are used to manufacturer specifications.
- Ensure floors and aisles are kept clear and not cluttered.
- Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.
- Ensure proper type of fire extinguisher is available.
- When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
- Operated microwave according to manufacturer specifications.
- Ensure coffee makers are used according to Manufacturer specifications.
- Ensure photocopier is maintained according to manufacture specifications.
- Ensure chairs are in good repair.
- Ensure rugs are kept clean and good repair – free of tripping hazard.
- Ensure paper cutter blade is placed in closed lock position.
- Ensure all loose clothing is tied back when using the paper shredder.



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References:

Alberta Occupational Health and Safety Code, Part 8, Entrances, Walkways, Stairways and Ladders, Part 12



9.29 Handling and Lifting Materials

Handling materials is one of the major sources of workplace injuries. Most of these are caused by simple, sometimes repetitive actions. Injuries can be prevented by concentrating on the job at hand. Bruises, lacerations, puncture wounds, strains and sprains are the most common injuries.

- Before handling materials, be alert to the possibility of sharp edges, nails, splinters, sharp wire ends, strap ends or other projections that might cause cuts or punctures and wear appropriate gloves.
- Keep hands and fingers away from the “pinch points” when handling materials. Examples include: bench, floors, structures, boxes, machines or any other fixed object.
- Never carry an object by yourself if it obscures your vision. Get assistance from co-workers.
- Check the weight of heavy or larger objects before attempting a lift by tipping one edge or moving the item from side to side.
- Keep the object as close to the body as possible. (the larger and bulkier the package, the more strain it places on your back and other muscles)
- Be sure your route is clear and you can safely place the object down by reversing the above procedure.
- Only small, light packages are to be carried up or down stairs. For larger and heavy objects use a ramp or mechanical lift.
- Protruding nails should always be removed from scrap lumber whether it's to be used again or discarded.
- Do not allow materials that have sharp or rough edges to slide through your fingers.
- When lifting bagged materials check the package for tears that may cause it



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to fall apart when you lift or move it.



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REMEMBER: Proper Lifting or proper handling methods will help prevent injury. Where proper lifting equipment (mechanical) is available use it. If mechanical equipment is not available or not practical, then proper lifting methods must be utilized. Where possible, avoid lifting anything over 75 lbs, if an object is heavier than 75 lbs then two or more people and or a forklift will be required (regardless of the object being lifted).

When it is necessary for you to lift an object, use the following method:

- Face the object, place feet at shoulder width and close to the object to be lifted.
- Bend the knees and squat by the object in a comfortable position. (Don't stoop over it).
- Get a firm, balanced grip on the object.
- Keep the back and arms as straight as possible and **do not twist your body when lifting or carrying any object.**
- Lift the object by straightening the legs and keep your back straight as your stand up.



References:

Alberta Occupational Health and Safety Code Part 14, Lifting and Handling Loads



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9.30 Cleaning Products

- Ensure all WHMIS requirements are met.
- Check toxic hazards of all solvents before use. (M.S.D.S.)
- When breathing hazards exists, use the appropriated respiratory protection.
- Use non-flammable solvents for general cleaning.
- Store flammables and solvents in special storage areas.
- Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
- Do not use solvents in areas where food may be contaminated.



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9.31 Transportation of Materials and Equipment

- Each vehicle shall be inspected daily by the driver. Any defect shall be reported immediately to the driver's supervisor or the person in charge of equipment maintenance.
- Vehicles shall not be operated on or off highway in excess of maximum capacity allowed by the applicable governmental regulations or permits.
- All loads must be adequately secured to prevent movement while being transported.
- Loose equipment or material shall not be carried in the driver or passenger compartment of vehicles.
 - Controlled products, flammable products or hazardous materials shall not be carried in the driver or passenger compartments of vehicles.
 - All regulated materials such as; WHIMIS controlled products, Transportation of dangerous goods or Hazardous Waste, must be hauled in accordance with the appropriate legislated requirements.



9.32 Transportation of Workers

- Suitable provision shall be made for seating workers when they are being transported
- Workers are prohibited from boarding or leaving any moving vehicle, except in case of an emergency.
- Workers shall not ride on running boards, fenders or the outside of trucks or trailers.
- No stops shall be made on a trestle or bridge for unloading or picking up workers.
- Crew vehicles shall be pulled off to the side of the road when workers are boarding or disembarking.
- When workers are being transported by vehicle, loose equipment or material shall not be carried in the passenger compartment.
- Flammable material shall not be transported within the crew compartment of a vehicle used to transport workers.
- The number of passengers carried in the cab shall not exceed that allowed by applicable government regulations.



9.33 Portable Grinders

- Familiarize yourself with the grinder operation before commencing work.
- Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
- Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
- When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting bottles are used. Do not over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- Do not use grinders near flammable material.
- Never use the grinder for jobs which it is not designed, like cutting.
- Measure speed of governor controlled air driven grinders after 20 hours of use or every week, whichever comes first. Measure speed after any repairs.
- Measure speed of electrically driven grinders monthly and after repairs.

Before Grinding:

- **CHECK** that newly mounted or existing wheels do not vibrate or operate roughly at operating speed.
- **USE** racks or hooks to store portable grinders.
- **INSPECT** all wheels for cracks and defects before mounting.
- **ENSURE** mounting flange surfaces are clean and flat.



- USE mounting blotters supplied.
- RUN newly mounted wheels at operating speed for one minute before grinding.
- WEAR eye, ear and face protection.

DO NOT:

- DO NOT USE grinders near flammable materials.
- DO NOT CLAMP portable grinders in a vise for grinding hand-held work.
- DO NOT USE liquid coolant with portable grinders.
- DO NOT FORCE wheels onto a grinder or change mounting hole sizes.
- DO NOT OVER TIGHTEN the mounting nut.
- DO NOT USE grinders for jobs for which it is not designed (i.e., cutting)

Grinding

- 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, replace the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles or a face shield at all times when grinding.
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed



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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 manufacture'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 grinding wheel when first started.



9.34 Compressed Air

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
- Ensure that the air pressure had been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- Hoses must be checked on a regulator and relief device must be in the systems to ensure that correct desired pressures are maintained.
- A proper pressure regulator and relief device must be in the systems to ensure that correct desired pressures are maintained.
- The correct air supply hoses must be used for the tool/equipment being used.
- The equipment must be properly maintained according to the manufactures requirements.
- Follow manufacturer's general instructions and comply with legislated safety requirements.



9.35 Defective Tools

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are repaired
4. Flag and take out of service any defective tool

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Do not 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 (or plug) or cords of standard tools
- the on/off switch is not in good working order
- tool blade is cracked
- the wrong grinder wheel is being used



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9.36 Charging Batteries

- Ensure the charger is off before attaching or removing clamp connections.
- Attach clamps to the battery in proper polarity.
- Ensure proper ventilation is in place where batteries are charged.
- Inspect for defective cables, loose connections, corrosion, cracked cases or covers, loose hold-downs and deformed or loose terminal posts.
- Tighten cable clamp nuts with the proper size wrench.
- Utilize a cable puller to remove a cable clamp from the battery terminal.
- Remove corrosion on the terminal posts, hold-down tray and hold down parts.
- Use a tapered brush to clean battery terminals and the cable clamps.
- Clean dirt from the battery with baking soda solution.
- Utilize a battery carrier to lift a battery.



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9.37 Transportation of Dangerous Goods

In general, the regulations provide for:

- Safe packaging to minimize the chance of an accidental release,
- Hazards identified in the form of labels, placards, and documentation,
- Emergency measures including emergency response planning, reporting of Accidental Release, and taking reasonable measures to ensure public safety, and
- Appropriate training. Any employee handling classified goods will have appropriate TDG training.

Refer to the Transportation of Dangerous Goods (Clear Language) regulations for specific details.



TDG Classes

PRIMARY CLASSIFICATION		
Classification	Division	Packing Group
1 - Explosives	1 - Mass Explosion Hazard 2 - Mass Projection Hazard 3 - Mass Fire Hazard 4 - Minor Localized Hazard 5 - Insensitive Explosion Hazard 6 - Extremely Insensitive	II
2 - Compressed Gases	1 - Flammable 2 - Non-Flammable 3 - Poisonous	NO Packing Groups for Class 2
3 - Flammable Liquids	NO DIVISIONS	I, II, III
4 - Combustible Solids, etc	1 - Flammable Solids 2 - Spontaneously Combustible 3 - Water Reactive	I, II, III I, II, III I, II, III
5 - Oxidizers & Organic Peroxides	1 - Oxidizing Substances 2 - Organic Peroxides	I, II, III I, II, III
6 - Poisonous & Infectious Substances	1 - Poisonous Substances 2 - Infectious Substances	I, II, III Risk Groups II, III & IV
7 - Radioactive Materials	NO DIVISIONS	Categories ONLY I (minor), II (moderate), III (extreme)
8 - Corrosive Substances	NO DIVISIONS	I, II, III
9 - Miscellaneous Products, Substances or Organisms	NO DIVISIONS	I, II, III



TDG Placards



Class 1.1, 1.2, 1.3



Class 1.4



Class 1.5



Class 1.6



Class 2.1



Class 2.2



Class 2.3



**Oxygen
[2.2 (5.1)]**



Class 3



Class 4.1



Class 4.2



Class 4.3



Class 5.1



Class 5.2



Class 6.1



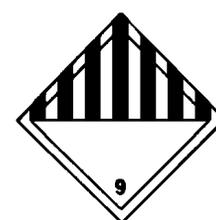
Class 6.2



Class 7



Class 8



Class 9

References:

Transportation of Dangerous Goods Act



Section 10 Safe Work Procedures

A safe work procedure is a step by step documented description of how to perform a task from start to finish. These procedures are intended to instruct workers on how to conduct complex, hazardous or infrequent tasks. Procedures will be developed for these tasks.

All safe work procedures are developed to comply with:

- Legislation.
- Laredo Trucking policies and guidelines.
- Specific client policies.

Procedures will be:

- Clear and concise.
- Reviewed periodically by management to ensure compliance, accuracy and currency.

Steps to drafting a procedure:

- Inventory all tasks involved in the job.
- Identify hazards involved with all of the tasks.
- Conduct hazard assessments and establish controls for the hazards.
- Incorporate the controls into a step by step guide on how to complete the



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task

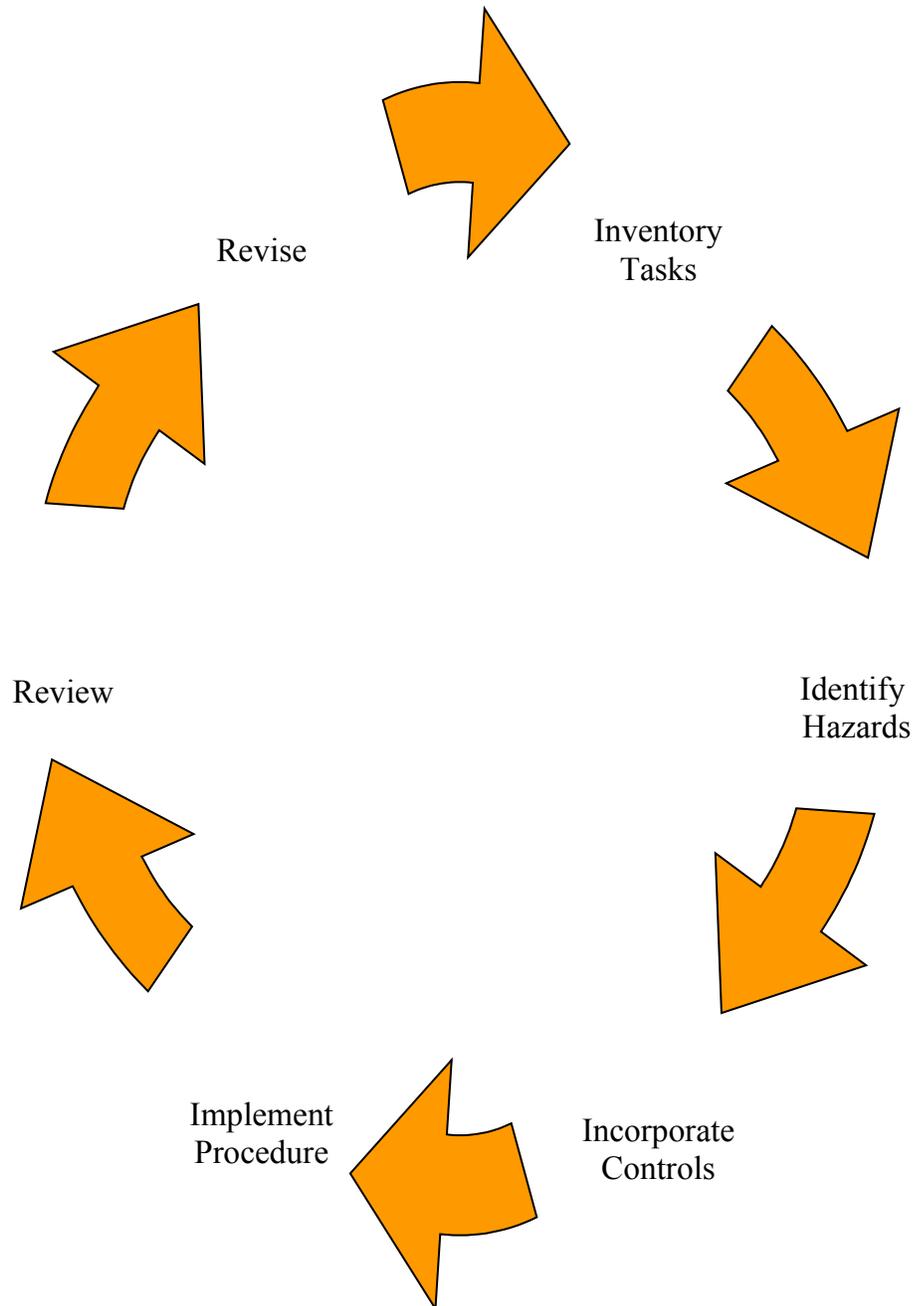


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Procedures/Risk Assessments



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The following contains a list of the most hazardous tasks undertaken by Laredo Trucking

1. Driving
2. Working alone
3. Loading equipment
4. Unloading equipment
5. Getting in/out of machine
6. Working near roads
7. Working near power lines
8. Working on uneven ground
9. Backing up



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Section 11 Safety Performance and Statistical Information

Laredo Trucking keeps all incident and accident records on file. Safety performance statistics are reviewed on a regular basis to determine trends and frequency rates. By reviewing these statistics problem areas can be identified and control measures may be implemented.

Statistical information is reviewed with employees during safety meetings.

- All incidents will be tracked using an incident tracking form.

Monthly and yearly totals will be recorded.



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Section 12 Program Administration

All employees of Laredo Trucking will have access to a copy of Laredo Trucking Health & Safety Manual. The manual is reviewed with them in the employee orientation an acknowledgement is signed and kept on file.

When updates or amendments are made copies will be circulated to all employees.

Legislative documentation will be made available to employees.

Section 1. Management Commitment and Involvement

1. The manager will sign and date the company policy and have it posted in an obvious place.
2. Individual responsibilities will be reviewed.
3. Someone within the organization will be appointed safety representative and will manage all documentation.

Section 2. Communications

1. A safety meeting schedule will be developed and communicated to employees.
2. Safety meeting forms will be made available to all employees.

Section 3. Hazard Identification, Risk Assessment and Control

1. Hazard Identification, Risk Assessment and Control forms will be made available to all employees.
2. An inventory of all jobs will be made and reviewed to ensure all controls are in place and to help establish procedures.



Section 4. Training

1. All employees will submit copies of all training certificates.
2. Training needs will be reviewed and appropriate actions taken.
3. All employees will receive a safety orientation and manual.
4. On the job training requirements will be reviewed, employees will be tested, checklists and sign off sheets made and used to ensure competency.

Section 5. Emergency Preparedness

1. Emergency phone lists will be completed and posted in obvious places.
2. Location maps will be completed and posted in obvious places.
3. Emergency resources (fire extinguishers, first aid kits etc.) will be evaluated and will adhere to legislative requirement.
4. Personnel training will be evaluated and will adhere to legislative requirements.
5. All Emergency Response requirements will be communicated to personnel.

Section 6. Incident Management

1. Incident report forms will be made available to employees.
2. Employees will be made aware of all requirements.



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Section 7. Inspections

1. Inspection forms will be made for specific items used for work (machinery, locations etc.).
2. All affiliated with Laredo Trucking will participate in the inspection program.
3. Formal inspections will be scheduled and completed. Follow ups will be communicated to employees.
4. Audits will be scheduled, completed and reviewed.

Section 8. Miscellaneous

1. The section will be reviewed. Sections will be added as dictated by the scope of work.

Section 9. Safety Performance and Statistical Information

1. A Laredo Trucking Safety Representative will complete all summary sheets to complete month end and year-end statistics.

Section 10. Safe work procedures.

1. Inventory all jobs and complete a job safety analysis form on each.

Section 11. Administration



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Section 13 Definitions

Accident

An undesired event-giving rise to death, illness, damage or any other loss.

Affiliate

Any person (employee, contractor or visitor) at any Laredo Trucking work location.

Audit

A systematic examination to determine correct arrangements and implementation.

Control

Something put in place to eliminate or reduce a hazard

Employee

A person who works directly for and who contributes to production of a company

Employer

A person or company who pays people to do work for a company

Hazard

A source with potential to cause harm or loss

Hazard Identification

A process of recognizing hazards



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Incident

An occurrence, which leads to an interruption in normal process. Often results in an accident.

Near miss

An undesired event, which under different circumstances could have resulted in loss

Personal Protective Equipment (PPE)

Items used to minimize hazard impact on the person

Policy

A guiding principle

Procedure

A document, which explains step by step how to do something

Rule

A prescribed direction for conduct

Safety

The condition of being free from hazards

COMPLETE