***Nisku Dispatch Ltd.***

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| **8400 – 39 St** | **Phone 780-955-7603** |
| **Leduc, Alberta** | **Fax 780-955-8088** |
| **T9E 0H4** | **e-mail: nisku@niskudispatch.com** |

**CORPORATE SAFETY POLICY**

Nisku Dispatch 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 Nisku Dispatch endeavors to provide and maintain a safe work environment. It is a requirement that personnel plan and implement safety strategy into each of their operations. Nisku Dispatch 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 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.

Revised January 03, 2020

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**DISCIPLINARY POLICY**

1. **Purpose**

The purpose of this policy is to define behavior which is considered unacceptable on **NISKU DISPATCH LTD.** jobsites and to define the corrective measures which will be taken in response to unacceptable behavior.

1. **Policy**

It is **NISKU DISPATCH LTD.** company policy to treat our fellow employees in a fair and even manner while maintaining the discipline necessary to assure the safety, quality, and productivity of our operations. The following is a list of violations which are unacceptable:

1. Class “A” Violations:
2. Class “A” violations are considered behavior of such a serious nature as to warrant immediate termination. Class “A” violations are as follows:
3. Fighting or disorderly conduct on Company or Customer premises.
4. Theft or willful destruction of Company property.
5. Violation of NISKU DISPATCH LTD. Drug and Alcohol Policy.
6. Willful endangerment of the life, safety, or health of oneself or one’s fellow employees.
7. Class “B” Violations:
8. Class “B” violations are recognized as unacceptable and require disciplinary action which may include termination. Class “B” violations are as follows:
9. Abuse or destruction of Company or Customer property.
10. Dishonesty.
11. Excessive absenteeism.
12. Failure to follow instructions.
13. Falsification of Employment Applications or NISKU DISPATCH LTD. time sheets.
14. Harassment based on an individual’s sex, race, color, national origin, religion, disability, or age in any form by an employee.
15. Inability to perform assigned tasks.
16. Insubordination.
17. Leaving the job without permission or job abandonment.
18. Solicitation or distribution of literature on Company or Customer property.
19. Tardiness or excessive absenteeism.
20. Theft.
21. Unsafe behavior.
22. Violation of safety rules.
23. Other violations for which NISKU DISPATCH LTD. feels that corrective action is warranted.
24. This list is to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment at-will relationship between the employee and NISKU DISPATCH LTD.
25. Violations will be reported to Senior Management for resolution. The infraction will be reviewed with the employee, and a written copy of the incident shall be prepared. The employee will be required to acknowledge the infraction by signing the written copy of the incident. The written copy of the incident and the resulting actions taken will be filed in the employee’s personnel file. Subsequent violations by the employee will be cause for suspension or termination, at the discretion of Senior Management.

**Disciplinary Action Report**

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Date of Hire:** |  |
| **Supervisor Name:** |  |
| **Date of Report:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose of this Report:** |  | **Recognition** |  | **Disciplinary Action** |

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| --- | --- |
| **Provide thorough description of employees actions:** |  |
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|  |  |
| --- | --- |
| **Describe specific action taken by supervisor:** |  |
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|  |  |
| --- | --- |
| **Employee Signature:** |  |
| **Date:** |  |
| **Supervisor Signature:** |  |
| **Date:** |  |

**DRUG AND ALCOHOL POLICY**

1. **Policy:**

NISKU DISPATCH LTD. is committed to maintaining a safe work environment for all employees and those in the public who may be affected, while ensuring that all employees are treated fairly and with respect. Everyone who works for and with our Company is expected to understand the risks of alcohol and drug use to workplace safety, and to be able to identify and respond to those risks in compliance with this policy. Employees are expected to comply directly with this policy and any supporting Company programs.

1. **Work Rules:**
	1. All employees will be informed regarding this policy at the time of employment. Additionally it will be discussed periodically at "tailgate" safety meetings.
	2. An employee who has a substance problem is encouraged to seek immediate assistance. The Administration office will provide the employee with the name and address of local agencies or facilities that are equipped to provide the rehabilitation assistance needed by the employee.
	3. The following actions are strictly prohibited;
		1. While on company property or at a company worksite, to use, consume, possess, distribute, sell or transfer:
			* 1. Alcohol (unless contained in sealed (unopened) packaging, and secured in vehicle for transfer to home or official company-sanctioned event) or
				2. Drugs other than those permitted by this policy as described below, or
				3. Drug paraphernalia;
		2. From reporting to work or performing work while the employee’s ability to safely perform his or her duties is adversely affected by use of drugs or alcohol.
		3. From refusing to;
			* 1. Comply with a request to confirm he or she is in compliance with this policy when a supervisor or manager has reasonable grounds to believe the employee may not be in compliance, or
				2. Comply with a request to submit to an alcohol or drug test:

When a supervisor or manager has reasonable grounds to believe the employee may not be in compliance with the policy and the employee cannot confirm compliance without a test;

Following an incident or near miss if a supervisor or manager present at the workplace has reasonable grounds to believe that the employee was involved in the incident or near miss and there is no objective evidence to believe that the use of alcohol or drugs did not contribute to the cause of the incident or near miss:

When applying for or transferring into a safety-sensitive position;

As periodically required by the Company throughout the time the employee is working in a safety-sensitive position; and

When the employee has previously tested positive and is returning to work after an assessment by a substance abuse expert.

* 1. This Work Rule permits the possession or use of prescription and non-prescription drugs under the following conditions:
1. Any prescription drug in the employee’s possession or used by the employee is prescribed to the employee, and
2. The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee’s physician or pharmacist or the manufacturer of the drug, and
3. The use of the prescription or non-prescription drug does not adversely affect the employee’s ability to safely perform his or her duties, and
4. The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

No information collected about an employee under this policy will be disclosed to any person, unless the employee has given consent or the supervisor or manager in possession of the information is legally required to disclose it.

1. **Testing Procedures**
	1. Laboratory Testing

NISKU DISPATCH LTD. will designate the laboratories to perform substance testing on blood or urine specimens in accordance with standards set forth by an established industry standard*.* ***For the purpose of this guidance document, the testing procedures and testing minimums are aligned with the Construction Owners Association (COAA) of Alberta Alcohol and Drug Guidelines and Work Rule.*** The substances and detection levels covered by this testing program are set forth below. Employees may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided. If the employee fails to provide an acceptable urine specimen the company may take the following steps:

1. Extend the stay of the employee at the designated collection site, if feasible, until an acceptable specimen can be collected.
2. Reschedule the test due to unusual circumstances, i.e. post‑operative situations.
3. Discipline the employee, up to and including termination, on the first offense for failing to cooperate or refusing to provide an acceptable specimen

All positive urine specimen test results for employees on active status will be confirmed by standard laboratory procedures. In case of testing by means other than urine (i.e. breath or other samples), reliable laboratory or instrument testing procedures will be followed.

3.2. Testing Substances

 As a minimum, the following substances and detection levels shall be tested for:

1. Alcohol level equal to or in excess of 0.040 grams per 210 liters of breath;
2. Equal to or in excess of the urine concentrations set out in the below table;

|  |  |  |
| --- | --- | --- |
| Drugs or Classes of Drugs | Screening concentration equal to or in excess of ng/ml | Confirmation concentration equal to or in excess of ng/ml |
| Marijuana metabolites | 50 | 15 |
| Cocaine metabolites | 150 | 100 |
| Opiates | 2000 | 2000 |
| 6-Acetylmorphone | 10 | 10 |
| Phencyclidine | 25 | 15 |
| Amphetamines/Methamphetamines | 500 | 250 |
| MDMA | 500 | 250 |

Reference: Construction Owners Association (COAA) of Alberta Alcohol and Drug Guidelines and Work Rule

Concentrations at or in excess of the above levels shall be conclusive proof of unacceptable levels of unauthorized, prohibited, illegal or controlled substances.

1. **Disciplinary Action for Policy Violation**
	1. Employees
2. No drug test will be conducted without written consent. However, any employee who refuses to provide such written consent and fully cooperate with this policy will be subject to disciplinary action up to and including discharge from employment.
3. Under certain circumstances, disciplinary action may include a mandatory referral to and enrollment in an approved rehabilitation program at the employee's expense. This action may also require an indefinite suspension of regular employment.
4. An employee's job is not in jeopardy by reason of his voluntary admission to having a substance problem and request for help and referral to an approved rehabilitation program, provided that such request is made prior to, and well in advance of, any consideration of being tested under the provisions of this policy. Employees participating in this rehabilitation program will be subject to follow‑up or "maintenance" testing.

4.2. Contractors, Subcontractors, Vendors, Their Employees' Agents or Representatives.

1. No drug test will be conducted without written consent. However, anyone who refuses to provide such written consent and does not fully cooperate with this policy will be subject to disciplinary action up to and including removal from the job or job site, as may be appropriate. Preliminary findings of a policy violation may require that the individual involved be suspended from the job pending the results of the company investigation.
2. If the final result of a "reasonable cause" or "post-accident" drug screen is positive, the individual will be permanently barred from the job.
3. **Client Requirements**

In the event that a client has an Alcohol and Drug Testing Guideline that is more stringent than those outlined above, the client’s guidelines will be followed for all work done with that client. Examples of more stringent guidelines include but are not limited to:

1. A greater number of substances (panels) to be tested for
2. A lower detection/cut off levels
3. Specified number or percent of employees to be tested on the site

**FIRE EXTINGUISHER PROGRAM**

**Purpose:**

The Fire extinguisher Prevention program is intended to provide compliance with all related regulation and standard safe work practice. The purpose of the policy is to prevent fires and to provide guidelines for action in the event that a fire does occur.

**Policy:**

NISKU DISPATCH LTD. employees shall be informed of the proper actions to take in the event of a fire. This includes, but is not limited to; notification and evacuation procedures. It is STRESSED that at no time does the task of fighting fire supersede an employee's primary duties of:

* Ensuring their own personal safety and the safety of others.
* Reporting the incident to the proper authority and ensuring personnel accountability for yourself and all subordinates at the jobsite, in accordance with company and client policy.

**Procedure:**

* NISKU DISPATCH LTD. employees are responsible for good housekeeping practices to enhance fire prevention methods. Supervisors will be held accountable for the housekeeping of their job sites.

**IN THE EVENT OF A FIRE:**

* Remain calm
* Only extinguish a fire when it is clearly within your abilities and the equipment available
* Know the location of the nearest alarm and how to activate the emergency system
* Know the evacuation routes and muster points.
* If the fire cannot be extinguished, leave the area immediately and report to your evacuation area
* Await further instructions from the designated responsible personnel

**Watch for Fire Re-Starting**



To understand fire better, a fourth factor is added, a molecular chain reaction. This is due to the fact that fire results from a series of reactions in which complicated molecules “crack” into easily oxidized fragments. Disruption of this chain, along with the removal of fuel, heat or oxygen, is recognized as a method of fire extinguishment through the use of dry chemical extinguishers.

Fuel

Heat

Oxygen

Oxygen

Fuel

Molecular Chain Reaction

Heat

* **Heat Energy** - Can be produced by building up molecules (composition) or breaking apart (decomposition) by heat or a solution when materials are dissolved in a liquid, or by combustion.
* **Heat Transfer** - A law of physics states that heat tends to flow up from a hot substance or place to a cold substance or place. This is through conduction (transfer of heat through a medium such as metals) or through convection (transfer of heat with a medium-usually circulatory).
* **Fuels** - Those substances that will burn when heat is applied. The most common fuels are not pure elements such as carbon, but compounds and mixtures such as paper and wood.
* **Oxygen** - Makes up a major portion of the oceans and earth’s crust and one-fifth of our atmosphere. Atmospheric oxygen is the major source of oxygen that supports combustion. Oxygen itself does not burn, however, without it, combustion is impossible. Normal burning is the combination of fuels with oxygen under the influence of heat.
* **Combustion** - A rapid oxidation or chemical combination accompanied by heat.
* **Oxidation** - The ability of materials to produce oxygen during a chemical reaction.
* **Spontaneous Combustion** - When oxidation is allowed to occur, enough oxygen is available, heat is produced, molecules become more energetic and combine with oxygen at an increasing rate, temperatures rise and visible heat (flames) are produced.

**CLASSES OF FIRES:**

* **Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish. Geometric symbol (green triangle)
* **Class B** fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish. Geometric symbol (red square)
* **Class C** fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive. Geometric symbol (blue circle)
* **Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only. Geometric symbol (Yellow Decagon)
* **Class K** fire extinguishers are for fires that involve cooking oils, trans-fats, or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens. Geometric symbol (black hexagon) – Uses Wet Chemical

****

**Wet Chemical**



**FIRST AID & MEDICAL SERVICES PROCEDURE**

1. **Policy**

To insure that prompt and effective medical assistance is provided to the employees of **NISKU DISPATCH LTD.**, in case of workplace injury or illness, the following first aid and medical services procedure is provided.

It is the responsibility of each manager / supervisor to assure that compliance to the First Aid & Medical Services Procedure is provided.

***This policy covers minimum performance standards applicable to all NISKU DISPATCH LTD.****,* ***employees and locations. Local regulations requiring more detailed or stringent rules or client standards regarding this subject will be added as an addendum to this procedure as applicable.***

**2.0 Purpose**

This First Aid & Medical Services Procedure is designed to establish specific common guidelines for ***NISKU DISPATCH LTD.****,* offices to follow in assuring that prompt medical attention is provided to employees suffering from either a work related or non-work related injury or illness.

Each ***NISKU DISPATCH LTD.****,* facility must ensure that readily available medical personnel and first aid supplies are available to all employees to provide advice and consultation within reason, regarding matters of employee occupational health and to respond in case of accident. This includes identifying and posting the location of a designated medical treatment facility and/or emergency care center in a conspicuous location at each fixed location. Should outside medical services be unable to respond in a reasonable amount of time, the ***NISKU DISPATCH LTD.****,* facility may use various strategies to provide access within this time frame, such as training internal personnel who will be capable of acting as voluntary first responders.

**3.0 Scope**

Applies to all ***NISKU DISPATCH LTD.****,* work sites, i.e., ***NISKU DISPATCH LTD.****,* offices, client job sites, etc., and includes visitors, vendors, and subcontractors.

1. **Definitions**

**Established Medical Treatment Facility** means the occupational medical treatment provider and/or emergency care center identified as being capable of, and established by a ***NISKU DISPATCH LTD.****,* location to initially treat employee injuries and illnesses.

**First Aid** means the following types of treatment:

* Using non-prescription medications at non-prescription strength
* Cleaning, flushing, or soaking wounds on the skin surface
* Using wound coverings, such as bandages, ‘Band Aids’, gauze pads, etc.,
* Using hot or cold therapy
* Using any totally non-rigid means of support, such as elastic bandages, wraps, etc.
* Using temporary immobilization devices while transporting an employee, such as splints, slings, neck collars, or back boards
* Using eye patches
* Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
* Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas OTHER than the eye
* Using finger guards
* Using massages
* Drinking fluids to relieve heat stress

**Illness** can be classified as a skin disease/disorder, respiratory condition, poisoning, or other illnesses resulting from an event in the work environment. Examples include, but are not limited to:

* Contact dermatitis
* Eczema
* Silicosis
* Asbestosis
* Toxic inhalation
* Poisonings by lead, mercury, or other metals
* Poisonings by carbon monoxide, hydrogen sulfide, or other gases
* Poisonings by organic solvents or by other chemicals
* Heatstroke, sunstroke, heat exhaustion, or other heat-related factors
* Freezing, frostbite, or other cold-related factors
* Effects of Non-ionizing radiation (welder’s flash or lasers)
* Blood borne Pathogenic diseases
* Microbial Exposure
* Ionizing Radiation

**Injury** means any wound or damage to the body resulting from an event in the work environment. Examples include:

* Cut/laceration
* Puncture
* Abrasion
* Contusion/bruise
* Fracture
* Chipped tooth
* Amputation
* Insect bite
* Electrocution
* Thermal, chemical, electrical or radiation burn
* And, sprain/strain injuries to muscles, joints and connective tissues when the result from a slip, trip, fall or other similar accident

**Medical Treatment** means the managing and caring for a patient for the purpose of combating disease or disorder. The following activities are NOT medical treatment:

* First aid
* Visits to a doctor solely for observation or counseling
* Diagnostic procedures, including the administering prescription medications that are used solely for diagnostic procedures

**Work-related** **Injury or Illness** means an injury or illness resulting from an event or exposure in the work environment causing or contributing to the condition or significantly aggravating a preexisting condition.

**Work Environment** means includes work sites where one or more employees are present as a condition of their employment.

**5.0 Requirements**

**5.1 Designated Medical Treatment Facility**

***NISKU DISPATCH LTD.****,* will ensure that readily available medical personnel are available to employees to provide advice and consultation within reason regarding matters of employee occupational health.

Each fixed facility must identify and post the location of a designated medical treatment facility and/or emergency care center including name, address, telephone number, and hours of operation. This information should be posted in a conspicuous location at each fixed facility. The designated medical treatment facility or emergency care center should maintain similar hours of operation as the facility and be able to respond to a workplace emergency within a reasonable amount of time.

**5.2 First Aid**

***ALL INJURIES, REGARDLESS OF HOW SMALL, MUST BE REPORTED TO THE EMPLOYEE’S IMMEDIATE SUPERVISOR AND TREATED AS SOON AS POSSIBLE AFTER AN ACCIDENT.***

If an employee becomes injured or ill anywhere due to a work-related or non-work related problem and needs immediate medical aid, it must be reported to his/her Superviso. Failure to report minor injuries or to receive supervised medical treatment may result in serious infections or complications to the employee’s health.

In the absence of a clinic or hospital near the workplace, regulations require that a person or persons be trained to render first aid and that first aid supplies be readily available.

Accordingly, ***NISKU DISPATCH LTD****,* will use various strategies to provide employees with access to First Aid. These may include training ***NISKU DISPATCH LTD.****,* personnel to self-administer First Aid; training ***NISKU DISPATCH LTD.****,* personnel who are willing to serve as “first aiders” and render First Aid/CPR to others on a voluntary basis; providing access to trained individuals from other companies who work alongside ***NISKU DISPATCH LTD.****,* at job sites (especially construction sites); providing access to client medical clinics; or calling ***NISKU DISPATCH LTD.****,* or local emergency phone numbers as indicated in the Health and Safety Plan.

Transportation of injured persons will be by ambulance unless a volunteer chooses to assist by driving the injured employee to a medical facility. If there is any question as to the best method of transportation an ambulance should be utilized.

When ***NISKU DISPATCH LTD’S.****,* strategy for providing access to First Aid/CPR involves the use of “first aiders”, a First Aiders Program should be established and administered at the local level. The site safety advisor is responsible for monitoring and maintaining this program, if implemented.

**5.3 Elements of the First Aider Program should include:**

1. Site Safety Advisor must be certified in Standard First Aid & CPR per a recognized certification source such as the Red Cross, local hospital, etc. The Red Cross first aid course and CPR course are approximately 16 hours in duration. CPR requires annual refreshers. First Aid requires refreshers every three (3) years.

2. Site Safety Advisor will seek employees who wish to volunteer to be trained and certified in standard First Aid & CPR per a recognized certification. These employees must maintain “current” First Aid and CPR certification, appropriately documented, in their personnel file.

3. Basic First Aid & CPR will be administered by First Aiders only to stabilize the employee until professional medical attention can be provided.

**5.4 Employee First Aid / CPR.**

Employee training in standard First Aid and cardiopulmonary resuscitation (CPR) is encouraged because of its value and benefit to individuals, their families and the community.

The company also supports any employee who, while on the job, chooses to act as a “Good Samaritan” to assist a fellow employee or another person with First Aid or CPR. It is ***NISKU DISPATCH LTD.***’s intent that first Aid supplies and basic personal protective equipment against blood borne pathogens be accessible to employees at every work site during all shifts.

If an employee makes the decision to provide first aid to someone, universal precautions shall be followed and it should be assumed that all blood and bodily fluids are contaminated with blood borne pathogens. In addition, they should wear protective medical gloves found in the First Aid Kit and use any other personal protective equipment (such as protective glasses with side shields or a full face shield) to help avoid exposure to blood in the eyes or on the face.

First Aid providers should follow the example of emergency medical personnel, doctors and nurses who wear personal protective equipment to prevent exposure to blood borne pathogens.

If blood or potentially contaminated material gets on the skin, it must be washed off immediately using water and a non-abrasive soap. If available, an antiseptic soap or rinse must be used. If blood ever gets in the eyes, lips, mouth or nose, the employee must go to a sink, water fountain, eye wash or body wash station and flush the area with running water as quickly as he/she can.

The supervisor must always be aware of the potential exposure to a blood borne pathogen after the employee has washed or flushed the exposed area. Decontamination of the exposed surfaces, tools and equipment should be conducted. This must be done immediately, and no later than the end of the shift or work period. **Remember that there is a vaccine for Hepatitis B.** This must be discussed with a physician as soon as possible after a potential exposure.

**5.5 First Aid Stations / First Aid Kits**

A First Aid Station or First Aid Kit is to be readily available to employees as described previously. For employees working off-premises, a first aid kit should be provided in each company vehicle, signed-out for use when traveling in personal vehicles and rental vehicles, or provided on the jobsite.

Whether within the facility or in a vehicle, each First Aid Kit must be stored in a properly labeled weather-proof container, stocked with the basic supplies.

**IMPORTANT:** If an employee declines First Aid and/or medical treatment for a reported on-the-job injury after the Supervisor recommends it, that employee should NOT be allowed to continue work. Supervisors should discuss each situation with the Project Manager before allowing that employee to return to duty.

The site safety advisor, or someone he/she may designate, is responsible for checking and maintaining the First Aid Cabinets. Supervisors on jobsites are responsible for assuring suitable supplies are provided in the first aid kits on-site or in their vehicles. This person will take a weekly inventory of supplies and make sure the station or kit remains adequately stocked.

**5.6 Emergency Eye / Body Wash Stations**

Where the eyes and/or body of any employee may be exposed to injurious chemical / corrosive materials, suitable eye and/or body drenching and/or flushing facilities shall be provided whether at an ***NISKU DISPATCH LTD.****,* facility or at a temporary worksite. Emergency eye and/or body wash stations can be either of temporary or permanent installation.

In areas where the extent of possible exposure to injurious chemical / corrosive materials is very low, a specially designated pressure controlled and identified water hose can be used when proper personal protective equipment also is used (e.g. full face shield). The hose system must be equipped with a proper face and body wash nozzle and provide copious amounts of low velocity potable water. An appropriate portable eye wash device containing not less than one gallon of potable water, would also be acceptable under these conditions.

At locations where hazardous chemical / corrosive materials are handled by employees (e.g. battery servicing facility), proper eyewash and body drenching equipment must be available. ANSI Z358.1 provides detailed information regarding the installation and operation of emergency eyewash and shower equipment, including the requirements for flow rate.

Inspection and maintenance of eye wash systems should be provided at least weekly by assuring sanitary conditions and /or following the manufacturers’ requirements for maintenance. Inspection and maintenance should be properly documented.

**HAZARD ASSESSMENT**

## **Job Hazard Analysis**

The purpose of a Job Hazard Analysis is to identify, control or eliminate potential or actual dangers in a job or task.

Factors to be considered in assigning a priority for analysis of jobs include:

* Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries
* Potential for severe injuries or illnesses: the consequences of an accident, hazardous condition, or exposure to harmful substances are potentially severe
* Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated
* Modified jobs: new hazards may be associated with changes in job procedures
* Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a Job Hazard Analysis provides means of reviewing hazards

NISKU DISPATCH LTD. management and supervision is responsible for ensuring all work is safely planned; the Job Hazard Analysis will assist in determining firstly, what are the steps in the job; secondly, what are the potential hazards in the job; and finally, what are the protective measures for the safety of our worker(s) assigned to do the non-routine work.

**Procedure for Completing a Job Hazard Analysis**

Breakdown the job into steps; job steps are defined as a segment of the operation necessary to advance the work. Ensure to keep the steps in the correct sequence. Once the basic steps have been recorded, potential hazards must be identified at each step. This is based on observation of the job, knowledge of accident and in jury causes, and personal experience. When identifying potential hazards, the following questions could assist;

* Can any body part get caught in or between objects?
* Avoid walking under cranes, pickers and all other moving overhead objects
* Do tools, machines or equipment present any hazards?
* Can the worker make harmful contact with objects?
* Can the worker slip, trip or fall?
* Can the worker suffer strain from lifting, pushing or pulling?
* Is the worker exposed to extreme heat or cold?
* Is excessive noise or vibration a problem?
* Is there a danger from falling objects?
* Is lighting a problem?
* Can weather conditions affect safety?
* Is harmful radiation a possibility?
* Can contact be made with hot, toxic or caustic substances?
* Are there dusts, fumes, mists or vapors in the air?

Once the hazards have been identified, it is crucial that they are controlled to protect the worker. There are many different ways to control workers’ exposures to hazards.

|  |  |
| --- | --- |
| Engineering Controls | * First try to **eliminate** the hazard completely. This could mean removing trip hazards on the floor or disposing of unwanted chemicals.
* If it is not practical to eliminate the hazard completely, try to **substitute** it with something safer, such as using smaller packages to reduce the weight of items that have to be manually handled or using a less toxic chemical.
* **Isolate** the hazard; for example, use sound proof barriers to reduce noise levels, use an enclosed spray booth for spray painting or use remote control systems to operate machinery.
* Use trolleys or hoists to move heavy loads or place guards around moving parts of machinery.
* Ventilation
 |
| Administrative Controls | * Use Safe Work Procedures
* Provide training and supervision for workers
* Ensure regular maintenance of machinery and equipment
* Limit exposure times by using job rotation
 |
| Personal Protective Equipment (PPE) | * PPE is commonly viewed as the “last line of defense” as a control to protect a worker from hazards.
* Ensure that the right type of PPE is selected for the job and the hazard.
* PPE must fit properly and needs to be comfortable under working conditions
* Workers must be trained in the need for PPE, its use, maintenance and limitations
* PPE must be stored in a clean environment and be fully operational.
 |
| Combination of the above | * Engineering
* Administrative
* PPE
 |

NISKU DISPATCH LTD. emphasizes that the recognition and control of hazards in the workplace are essential in any successful Health and Safety Program. This requires continuous participation by everyone, including all NISKU DISPATCH LTD. employees and subcontractors, every day. By recognizing, analyzing and controlling hazards, we reduce the possibility, frequency and severity of events.

A Pre-Job Hazard Checklist is also available to assist workers in identifying hazards which may be present on the worksite prior to commencing work. Hazards can also be communicated by using the Hazard Identification/Near Miss Report Form. Upon completion, these reports will be reviewed by management to ensure that they necessary corrective actions have been taken to eliminate or reduce the hazard(s).

**HOUSEKEEPING POLICY**

Hazards in onsite work are everywhere. When natural hazards onsite are compounded with clutter of debris and tools, the hazard level increases, making the likelihood of an incident increase. A worksite with poor housekeeping procedure creates an environment that is unsafe to yourself and your co-workers.

Maintaining good housekeeping onsite can reduce the likelihood of accidents and/or incidents from occurring. The positive effect of good housekeeping practice far outweighs the extra effort. Everyone onsite must do their part to ensure that the jobsite is clean, orderly, and free of potential hazards.

The most common injuries that occur on a jobsite, from poor housekeeping, are Slips, Trips, and Falls. Workers may slip, trip, or fall because of:

* Trash and/or debris
* Misplaced tools or equipment
* Tools and equipment that are not properly coned, barricaded, or caution taped
* As a result, workers could suffer cuts, sprains, broken bones, and severe head injuries.

**NISKU DISPATCH LTD.** employees shall take the following steps to maintain safe onsite work environment:

* Remove debris and trash to create a safe work environment.
* Clean as you work to prevent overload of debris, tools, and equipment.
* Place generated waste into containers, in a designated area.
* Keep pathways clear from obstruction.
* Keep worksite neat and orderly.
* Store tools and equipment out of the way.
* Place protective cones, barricades, and caution tape across areas where workers could slip, trip, or fall.
* Use sand or drying agent in wet or slippery areas.
* Only work in areas that have proper lighting.

If everyone does their part and works together to ensure that a worksite is clean and orderly, everyone can feel safer if at the workplace. Make good housekeeping practices a habit to protect yourself and others from potential injuries.

**INCIDENT & INVESTIGATION POLICY**

**Nisku Dispatch Ltd.** requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage.

Supervisors will report the accident promptly to management to ensure timely submission to the applicable worker’s compensation board.

All critical injuries or incidents shall be reported to appropriate authorities as required. This shall be conducted by senior management.

Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

The following steps shall be conducted once an Incident/Injury occurs:

* Employee reports incident to Supervisor
* First aid is administered as required
* Arrange for transportation for injured employee to medical treatment if required
* Eliminate the hazard if possible, and “freeze” the scene for investigation
* Investigate the cause of the incident and report findings in the Incident Investigation Report form. Ensure all areas of the form are completed.
* Send a copy of the form to the Health and Safety Department.
* Ensure all required parties have been informed of the incident (ie Client, Senior Management etc)
* Close out any corrective actions as determined in the Incident Investigation Report.

The Supervisor and the Site Health and Safety Coordinator (if applicable) must investigate all accidents and incidents that involve workers. This includes completing the Incident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

## Incident Investigation Report

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| **Investigation Checklist and Plan** |
| **Potential Witnesses (list on Incident/Near Miss Report or separate sheet):** | **Identified** |  | **Interviewed** |
| Employees involved in the incident |  |  |  |
| Employees close to the incident |  |  |  |
| Employees involved with events prior to the incident |  |  |  |
| Employees involved with events after the incident |  |  |  |
| Employees of other contractors |  |  |  |
| Client Employees |  |  |  |
| Other: |  |  |  |

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| **Documents:** | **Relevant** |  | **Obtained** |  | **Relevant** |  | **Obtained** |
| Job Hazard Analysis |  |  |  | Personnel File |  |  |  |
| Sign-in Sheet |  |  |  | Job Log |  |  |  |
| Sign-out Sheet |  |  |  | Supervisor Diary |  |  |  |
| Audits |  |  |  | Safety Log |  |  |  |
| Inspections |  |  |  | Contract(s) |  |  |  |
| Training Records |  |  |  | Incident/Near Miss Report |  |  |  |
| Work Order/Job Order |  |  |  | Medical Reports |  |  |  |
| Permit |  |  |  | Time Sheets |  |  |  |
| **Other Evidence:** |  |  |  |  |  |  |  |
| Tools |  |  |  | Photographs |  |  |  |
| Equipment |  |  |  | Drawings |  |  |  |
| PPE/Clothing |  |  |  | Blue Prints |  |  |  |

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| **Incident Investigation Details** |
| *EMPLOYEE NAME:* |  |
| *EMPLOYEE’s IMMEDIATE SUPERVISOR:* |  | *PROJECT SITE SUPERINTENDENT:* |  |
| *Date, time, & who the incident was reported to:* |  | *Date/TIME of incident:* |  |
| *Job Title / Date of Hire on this job:* |  | *DATE OF HIRE WITH THE COMPANY:* |  |
| *Employee’s Address (STREET ADDRESS, CITY, PROV, POSTAL CODE):* |  |
| *Employee’s Phone # W/AREA CODE:* |  | *EMPLOYEE’S DATE OF BIRTH (MO/DAY/YR):* |  |
| *Employee#:* |  | *incident work related:* |  |
| *# of hours worked by the employee on the day of the incident:* |  | *how long in present job:* |  |
| *FACILITY location and unit or project nam):* |  |
| *turnaround/shutdown, maintenance or project:* |  |

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| *WAS EMPLOYEE TRANSPORTED TO THE HOSPITAL OR SEEN BY A DOCTOR (IF YES, INCLUDE DOCTOR OR HOSPITAL NAME AND TELEPHONE #):* |  |
| *DID EMPLOYEE RETURN TO WORK:* |  | *DATE EMPLOYEE RETURNED TO WORK:* |  |
| *WAS EMPLOYEE DRUG AND ALCOHOL TESTED:* |  | *WAS A WORKERS COMPENSATION FORM GIVEN TO THE EMPLOYEE:* |  |
| *MALE OR FEMALE:* |  | *# OF DAYS & # OF HOURS WORKED PER WEEK:* |  |
| *STATE HIRED IN:* |  | *# OF DAYS & # OF HOURS WORKED PER WEEK:* |  |

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| *Incident Classification**(circle one - if not SURE, consult with your supervisor)* | Safety Observation | First Aid | Near Miss | Motor Vehicle Accident (complete information in MVA Box) |
|  | Recordable CaseMedical Treatment | Recordable CaseRestricted Work | Recordable CaseLost Time | Non-Occupational |

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| **EMPLOYER INFORMATION** |
| *EMPLOYER CONTACT:* |  |
| *EMPLOYER ADDRESS:* |  |
| *EMPLOYER FED ID#:* |  | *EMPLOYER NAICS:* |  |

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| **WITNESS INFORMATION** |
| *WITNESSES (NAME / ADDRESS / TELEPHONE #) – ATTACH WITNESS STATEMENTS IN THEIR OWN WORDS TO THIS REPORT (EXPAND THIS SECTION OR ATTACH ADDITIONAL PAGES IF NEEDED):* |  |

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| **Motor Vehicle Accident Report (MVA)***(tHIS SECTION TO BE COMPLETED ONLY WHEN INCIDENT INVOLVES MVA)* |
| *City, PROV, AND fACILITY (IF ACCIDENT occurred ON CLIENT’S PREMISES):* |  |
| *DATE OF ACCIDENT:* |  | *IF OCCURRED ON CLIENT’S PREMISES, WAS DRIVER ON APPROVED DRIVER’S LIST:* |  |
| VEHICLE #1 (Company Equipment) |
| *DRIVER’S NAME:* |  | *DATE OF BIRTH:* |  |
| *DRIVER’S ADDRESS:* |  |
| *DRIVER’S LIC. #:* |  | *VEHICLE YEAR:* |  |
| *MAKE & MODEL:* |  | *LICENSE PLATE#:* |  |
| *VIN #:* |  | *LICENSE PLATE#:* |  |
| *OWNER OF VEHICLE IF LEASED/RENTED:* |  |
| *INSURANCE COMPANY AND POLICY #:* |  |
| *INJURED PERSON(S):* |  |
| *DAMAGE TO VEHICLE:* |  |
| *Vehicle #2 (other Vehicle involved in Accident* |  | *PHONE#:* |  |
| *OWNER:* |  | *VEHICLE YEAR:* |  |
| *OWNER’S ADDRESS:* |  | *LICENSE PLATE#:* |  |
| *MAKE & MODEL:* |  | *POLICY #:* |  |
| *VIN#:* |  | *POLICY #:* |  |
| *INSURANCE COMPANY:*  |  | *POLICY #:* |  |
| *INJURED PERSON(S):* |  |
| *DAMAGE TO VEHICLE:* |  |
| *WITNESSES (NAME / ADDRESS / TELEPHONE:* |  |
| *POLICE REPORT - OFFICER’S NAME & BADGE #:* |  |

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| **BASIC CAUSE analysis and corrective actions** |

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| ***FACTUAL INFORMATION****(Describe in full detail the events and actions before, during, and after the incident. Include pertinent information related to the incident. Attach additional pages, pictures, client reports, and witness statements, drawings of the incident or other details. You can also add additional rows to electronic form if necessary.)* |
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| ***IMMEDIATE CAUSES****(List the acts [personal actions] and/or conditions [jobsite circumstances].)**Attach additional pages, or add rows to electronic form if necessary.* |
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| ***BASIC CAUSES (ROOT CAUSES)****(List the personal factors and/or job factors which allowed the immediate causes to occur.)**Attach additional pages, or add rows to electronic form if necessary.* |
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| ***CORRECTIVE ACTIONS TO PREVENT RECURRENCE****(List the corrective actions with who is responsible for mitigation and dates of expected completion)**Attach additional pages, or add rows to electronic form if necessary.* |
| Describe Corrective Action: | Who is Responsible for Correcting: | Date Corrected/Mitigated: |
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| NAME OF PERSON COMPLETING (PRINT) |  | SIGNATURE OF PERSON COMPLETING |  | DATE |

**PERSONAL PROTECTIVE EQUIPMENT – GENERAL**

Personal protective equipment (PPE) is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury. Hazard assessments of the workplace shall be made to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

PPE in our safety program generally falls into two categories.

1. **Basic** – The PPE that should be worn at all times by all personnel in the work place. This includes hard hats, safety glasses, safety footwear, and appropriate clothing.
2. **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.

Employees expected to wear Personal Protective Equipment (PPE) will be trained as follows:

* Exposures and how to identify them;
* Types of PPE to wear as protection from each exposure;
* When to wear them and their limitations;
* How to wear PPE properly; and
* How to care for, clean and properly store PPE.

Employees shall inspect all PPE prior to use. Any defects are to be reported to your supervisor. Defected PPE shall be replaced prior to starting any job.

## Head Protection

Safety headwear 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 a hard hat which has the required “dielectric strength”. There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

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 headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

Employees shall:

* Replace headgear that is pitted, holed, cracked or brittle;
* Replace headgear that has been subjected to a blow even though damage cannot be seen;
* Remove from service any headgear if its serviceability is in doubt;
* Replace headgear and components according to manufacturer's instruction;
* Consult regulations or your supplier for information on headgear.

Employees must never:

* Drill, remove peaks, alter the shell or suspension in any way;
* Use solvents or paints on the shell (makes the shell breakdown);
* Use any liner that contains metal or conductive material;
* Carry anything in the hard hat while wearing the hard hat.

**CSA Standard Reference:**

* CAN/CSA-Z94.1-05 (R2013) - Industrial Protective Headwear - Performance, Selection, Care, and Use

## Eye and Face Protection

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

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

There are two types of eye and face protection:

1. **Basic Eye Protection** includes:
	* Eye cup goggles,
	* Monoframe goggles and spectacles with side shields.
2. **Face Protection** includes:
* Metal mesh face 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, required 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 work site. 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 worn 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 special specialists, information on Material Safety Data Sheets (MSDS) for various chemicals, or your supplier will help you select such protection.

Employees shall;

* 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;
* Replace pitted, scratched, bent and poorly fitted PPE. (Damages to face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

Employees must never

* Modify eye/face protection;
* Use eye/face protection which does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.) Must meet CSA Z94.3-92: Industrial Eye and Face Protectors.

**CSA Standard Reference:**

* CAN/CSA- Z94.3.1-09 - Selection, use, and care of protective eyewear
* CAN/CSA- Z94.3-07 (R2014) - Eye and Face Protectors

## Hand Protection

There are many types of gloves and made of many different types of materials, each with a specific application. Gloves will be worn as precaution from the following exposures:

* Chemicals - check the Material Safety Data Sheets (MSDS) for listed PPE required for safe handling
* Cuts
* Hot work

No glove can protect against all hazards so select the appropriate glove for the job.

Where there is risk of injury from glove entanglement in moving parts of machinery, employees shall not wear gloves and use other methods to protect their hands from injury exposure.

Jewelry, such as rings has caused the loss of many fingers. Be aware that wrist watches, and other jewelry can be caught in moving machinery, or caught on a protruding hook or nail. Never wear metallic jewelry or other objects when working around electrically energized equipment.

## 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 resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5cm (2 inch) nail.

**Only the green triangle grade of footwear is to be used, which also gives ankle support.**

Your choice of protective footwear should always overprotect, not under protect.

Employees shall;

* Choose footwear according to the job hazard and approved standards;
* Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
* Choose a high-cut boot to provide ankle support (fewer injuries).

Employees must never;

* Wear defective safety footwear (i.e., exposed steel toe caps);
* Under protect your feet;
* Modify safety footwear.

**CSA Standard Reference:**

* CSA Standard Z195.1-02 - Guideline on Selection, Care, and Use of Protective Footwear
* CSA Standard Z195-09 - Protective footwear

## **Hearing Protection**

Hearing protection will be made available to all employees exposed to sources of noise 85 dB or greater, as measured by a sound level meter or identified by the contracting company. In general, anytime someone must elevate their voice to be heard, hearing protection will be worn.

A Hearing Conservation Program shall be developed for workers who are exposed to sources of noise over 85 dB on a consistent basis.

**CSA Standard Reference:**

* CSA Standard CAN/CSA-Z94.2-02 (R2011) - Hearing Protection Devices - Performance, Selection, Care, and Use.

**Noise Exposure assessment**

A person who assesses noise exposure at a work site must measure the noise in accordance with CSA Standard Z107.56‐13, Measurement of noise exposure.

**Measuring Sound**

If a person at a work site measures noise exposure, they should use a sound level meter or a noise dosimeter, or an integrating sound level meter meeting the requirements as specified by ANSI Standards or equipment approved by a Director of Occupational Hygiene.

## High Visibility Vest

**CSA Standard Reference:**

* CSA Standard Z96-09 - High-visibility safety apparel

**VEHICLE USE**

Any worker operating a vehicle during the course of their employment shall:

* Provide a copy of their license and insurance to the office.
* Operate the vehicle safely, abiding by all traffic rules and regulations set out by the Ministry of Transportation and the Highway Traffic Act.
* Wear their seat belts while the vehicle is moving.
* When the vehicle is a company vehicle, the vehicle must be checked daily and have the appropriate maintenance logs onboard.
* If the vehicle is a personal vehicle the proper maintenance and visual checks should be done to ensure the vehicle’s safety and roadworthiness.
* The vehicle’s operating manual must be with the vehicle at all times.

**DAILY VEHICLE CIRCLE CHECK** - The vehicle circle check should include:

* Fluid level checks,
* Engine review,
* Check all belts for wear, tension and cracks,
* Tire pressure and inflation as per manufacturer’s specification,
* Tire tread patterns are within safe and acceptable limits,
* Fuel levels are sufficient for the intended travel,
* All lights, signals, and horns are operating properly.

To reduce the risk of employee injury or property damage, it is a requirement that all company vehicles be operated in accordance with the manufacturer’s instructions and in accordance with the Occupational Health & Safety Act/Regulations and all provincially and federally regulated transportation laws. All company vehicles shall be inspected and/or maintained as per the manufacturer’s specifications and the documentation shall be forwarded to the office to be kept on file.

Management and supervisors are responsible for ensuring that the company vehicles are routinely inspected, serviced, and maintained with the proper documentation filed with the office. Only an approved, mechanic shall inspect, service and maintain the vehicles. The office shall maintain a copy of the operator’s driver’s license.

Employees shall be able to provide proof of a valid driver’s license when required. Employees shall perform a visual inspection of their company vehicle prior to the beginning of every shift and a circular check prior to every use. A personal log detailing the inspection shall be kept on file. Any vehicle condition that may pose a hazard to a driver shall be immediately reported to the supervisor for repairs and the vehicle shall be serviced prior to further use.

* Access to any project site shall be in accordance with the local transportation regulations. Obey all traffic control signalers and devices as required.
* Do not use or operate any owner, contractor or subcontractor vehicle and/or mobile equipment without the authorization of a supervisor.
* Park in designated areas. Parked vehicles shall not block roadways or service driveways, doorways, loading bays, dumpsters and/or fire hydrants or hoses or emergency access routes.
* Fuel tanks on vehicles shall not be filled while the engine is running. The driver shall remain with the vehicle and smoking is strictly prohibited during the refueling.
* Material that overhangs the sides or ends of a truck shall be secured & red-flagged.
* Trucks hauling waste materials shall be equipped with an adequate rear closure and/or covering to prevent material from dropping or blowing onto the roadway.
* Vehicles are prohibited from transporting more passengers than its designed allows for.
* When a vehicle is in motion, all materials being transported shall be secured as per the manufacturer’s instruction.
* Winch trucks shall not have a load suspended form the hook while traveling. The load shall be secured on the bed of the truck. The hook of a winch truck must be secured while traveling.
* Unless impossible, vehicles shall move in a forward direction at all times on a project.

**WORKING ALONE POLICY**

There may be situations where personnel sometimes work alone. Examples include;

* staying late to complete a job that must be done before the next day's work
* completing a task where there is only room for one worker
* servicing equipment in a remote area
* cleaning up scrap and debris when work is done for the day.

A person is “working alone”, when he or she is on their own at work; when they cannot be seen or heard by another person; and when emergency assistance is not readily available.

The greatest risk in working alone is that no one is available to help a worker who may be injured, trapped, or unconscious. Even if co-workers realize that someone is missing, it may be difficult to locate an injured worker.

**Planning**

* Inspect the jobsite for real and potential hazards and taking whatever steps are required to safeguard workers.
* If any personal protective equipment or clothing is required in addition to hard hat and safety boots, it should be provided, along with instruction in its proper use.
* All safety and work-related procedures should be reviewed with workers to ensure that each procedure is clearly understood. The procedures should also be spelled out in the company's health and safety policy.
* In some situations ­ like confined spaces, regulations under the *Occupational Health and Safety Act* prohibit entry or work without another person standing by outside the area.

**Communication**

* Communication is crucial in accounting for personnel working alone. A system must be established where, at regular intervals, someone checks on the worker or the worker reports to a designated person.
* Where hazard exposure is high, intervals should be kept short.
* Means of communicating between worker and outside contact must be predetermined and understood by both parties.
* If a site telephone is involved, it must be clearly identified, conveniently located, and working properly. The number of the individual to be contacted must be clearly posted near or on the phone.
* Cellular phones or two-way radios can also provide effective communication. Test the units on-site to ensure that reception is reliable.

**Responsibilities**

The supervisor shall ensure that any worker working alone is aware of real and potential hazards in the area. The worker should be trained in hazard recognition and in the procedures and equipment required to do the job safely. The supervisor must also ensure that:

* a method of checking in with the worker has been established
* check-in intervals are clearly understood
* the designated contact person is aware of the work schedule
* any communication equipment used is in good working order
* no obstructions or interference may block phone or radio communications.

**WORKPLACE VIOLENCE POLICY**

**Policy**

It is the policy of **NISKU DISPATCH LTD.** that employees shall have a safe environment in which to work. Such "safe work" environments include them being free from abuse, intimidation, harassment and/or violence.

The following weapons are specifically prohibited from possession or use on any **NISKU DISPATCH LTD.** work sites or while conducting business on the Company's behalf:

* Handguns, rifles, shotguns (of any caliber, size, dimension, or firing configuration whether professionally made or homemade);
* Instruments used to deliver an electrical shock;
* Knives with blades longer than three (3) inches, unless said knife is used as a tool by a crafts person whose job description specifically requires such an object be used to perform their duties for **NISKU DISPATCH LTD.**;
* Chemically or otherwise disabling sprays or similar substances unless specifically intended for self-defense.

The following acts are specifically prohibited on **NISKU DISPATCH LTD.** work sites while conducting business on the Company's behalf:

* Performing, or threatening to perform, verbal threats, vandalism, harassment, or intimidation;
* Performing, or threatening to perform, non-verbal gestures that are designed to threaten, harass, or intimidate;
* Performing, or threatening to perform, by using electronic or telephonic methods to convey a threat, harass, or intimidate; Each employee is expected to report any observed, or heard, incidents that are within the scope of this policy to their supervisor, to another supervisor, to Human Resources or to security. Even joking comments should be taken as serious statement until fully resolved.

NOTE: This policy extends, by association, to contractors, clients, vendors, visitors, and guests who enter a **NISKU DISPATCH LTD.** work site.

**Violations and Disciplinary Action**

Abusive, harassing behavior and acts of violence committed on NISKU DISPATCH LTD. work site locations, or while conducting company business, **WILL NOT BE TOLERATED**. Employees who engage in such conduct will be subject to disciplinary action, up to and including, immediate termination of employment.

Any non-employee (i.e., applicant, client, subcontractor, vendor, visitor or guest) participating in abusive, harassing behavior and acts of violence committed on NISKU DISPATCH LTD.work site locations, will be subject to having local law enforcement immediately notified and asked to respond to the scene of the event.

**HEALTH AND SAFETY COMMITTEE**

The committee is made up of 3 people

Randell Rose Managing Partner

Carol Vanderlee Administration

Robert Zaychkowsky Dispatcher