2011 Frontier Power Products Ltd. Safety Manual

Company Safety Manual

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#1
Company Health and Safety

Frontier Power Products Ltd.
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www.frontierpower.com

Company Safety Policy

The management of Frontier Power is committed to providing active leadership and complete support in order to develop and maintain:

- A program designed to prevent human pain and suffering from personal injury and to prevent economic losses from property damage.
- A program that prepares all personnel to care for victims of an accident or sudden illness until professional medical help is available.
- A program that ensures the security, protection and well-being of personnel and property at our office and job site, by preventing and controlling physical violence and misconduct, theft and sabotage.
- Complete endorsement, active participation, and enthusiastic cooperation of this vital program by everyone.

Signature: Jamie York.	**Date:** August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks)

*** The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.**

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Safe Workplace Policy

Frontier Power is committed to preventing all forms of bullying, harassment and violence. This policy applies to workers, supervisors, management, contractors, suppliers and clients.

Violations of respect in any of the forms previously stated ***"Will Not"*** be tolerated and violations will be dealt with as expeditiously as possible. Each reported case will be investigated and if substantiated will be dealt with under the Health and Safety Enforcement Policy with the further option of outside counseling or education if required. Investigations will be treated with as much confidentiality as can practically be afforded.

All individuals are encouraged to report and seek resolution of incidents.

There shall be no adverse job consequences to any individual for reporting violent issues unless investigation determines that there was a fabrication of the facts. There shall be no retaliation from co-workers directed at an individual for making a complaint. Retaliation shall be treated as a form of workplace violence / harassment.

Signature: Sarrie York.	**Date:** August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks)

**** The information in this policy does not take precedence over applicable government legislation with which all workers should be familiar.***

Substance Abuse Policy

Frontier Power Products Ltd.
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Frontier Power is committed to providing its workers with a safe workplace and an atmosphere that allows them to protect workers, inventory and other assets placed in their care. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Frontier Power has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on Frontier Power's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood altering substances in your body. While you may make your own lifestyle choices, Frontier Power cannot accept the risk in the workplace that substance use or abuse may create. The possession, sale or use of such substances is a violation of our rules and will be subject to disciplinary action, including possible dismissal.

Workers undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their manager.

Frontier Power recognizes that alcoholism/drug abuse is a form of illness that is treatable in nature. Frontier Power shall not discriminate against workers based on the nature of their illness. No worker shall have their job security threatened by seeking assistance for a substance abuse problem. The same consideration for referral and treatment that is afforded to other workers having non-drug/alcohol related illnesses shall extend to them.

Nothing in this policy is construed to prohibit Frontier Power from its responsibility to maintain a safe and secure work environment for its workers or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of there having arisen out of their use or abuse of alcohol or drugs or both.

Signature: Janie York.	**Date:** August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks)

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Substance Abuse Policy – Addendum

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– Impairment at Work

Any person who appears to be impaired by drug or alcohol use will be requested to leave the workplace. The company will arrange for safe transportation for the worker. Before returning to work the employee must first meet with his/her supervisor to discuss the situation and any required corrective behaviors or actions.

In all instances, the supervisor concerned must write a report on the incident. This report is to be read and signed by the employee. It will be kept in the employee's file. (The employee's signature does not necessarily mean that he/she agrees with the content – it only signifies that the employee has read the report.)

– Consumption of Alcohol on Company Premises or Property

Because of the serious potential liabilities that the company could face, we cannot allow the consumption of alcohol (or drugs of any kind) on the premises. There have been cases where a person has carried on consuming alcohol in another location after having a beer or two after work. The company has been implicated in the proceedings when the employee later has an accident.

It seems unfortunate that the actions of a few careless or irresponsible individuals has led to a total prohibition of alcohol consumption on company premises but we have no choice in this issue.

– Return to Work Following Treatment

If it is necessary for an employee to undergo treatment for drug or alcohol addiction a return to work is usually possible. Like other illness, if addiction is properly treated and if the individual carries through on the prescribed after treatment program, a safe return to work is expected. The expectation is that most employees will be able to return to their jobs.

There may be exceptions however. If the possibility of relapse is high and the safety of others could be jeopardized, a return to work would not be recommended. Similarly, if the treatment program is unsuccessful or protracted a return to work might not be possible.

If you have any questions or concerns please see your Supervisor or Manager.

Signature: Sarie York.	**Date:** August 8, 2011

Date Prepared: March 23, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks)

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Assignment of Responsibility and Accountability for Safety

First Aid Personnel

For all jobs, the Supervisor/Manager will request an adequate person(s) to provide such first aid services as may be required, given the nature of the job site and government regulations. The person(s) appointed to this position shall possess an appropriate certificate in first aid in accordance with the relevant Occupational Health and Safety Legislation, and must be available at all times to administer first aid.

- Administer first aid as required.
- Maintain a first aid log.
- Order all first aid supplies and equipment.
- Coordinate the transportation of injured employees to a physician's office or hospital, ambulance services and hospitals.
- Assist the COR personnel when necessary.
- Provide health education materials and/or instruction to all on-site employees as required.

Prepared: January1, 2009 (AS/PP)
Revised: July 18, 2011 (AS/KS)

Assignment of Responsibility and Accountability for Safety

Managers

- Establish a health and safety policy
- Provide a healthy and safe workplace
- Maintain a health and safety program
- Ensure proper training of workers
- Ensure that regular inspections are done
- Correct unsafe conditions
- Provide first aid
- Review all incident reports
- Report injuries to the Workers' Compensation Board
- Ensure compliance with legislation
- Observe, Set a good example and enforce safety rules
- Ensure that policies, practices and procedures are reviewed annually

Prepared: January1, 2009 (AS/PP)
Revised: July 18, 2011 (AS/KS)

Assignment of Responsibility and Accountability for Safety

Supervisors/Foremen

- Promote health and safety awareness
- Help recommend safe work procedures
- Instruct workers about health and safety
- Correct unsafe practices
- Detect troubled workers *seek assistance from H.R.*
- Correct unsafe conditions
- Enforce health and safety rules
- Investigate work sites for hazards
- Assist with investigating all incidents – Refer to Investigations.
- Ensure proper maintenance of equipment
- Comply with legislation
- Set a good example

Prepared: January1, 2009 (AS/PP)
Revised: July 18, 2011 (AS/KS)

Assignment of Responsibility and Accountability for Safety

Workers

- Follow safe work procedures
- Report unsafe conditions
- Correct unsafe conditions
- Report unsafe acts
- Report any injury
- Comply with rules and legislation
- Make suggestions for improvement
- Set a good example

All workers have the right to refuse unsafe work

Prepared: January 1, 2009 (AS/PP)
Revised: July 18, 2011 (AS/KS)

Safe Driving Policy

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Motor vehicle incidents continue to be a major contributing factor in occupational injuries and fatalities. As a result, road safety is an important component in our company's health and safety program.

In order to prevent vehicle incidents, Frontier Power Products seeks to establish a partnership where the employer and employee adopts a safe approach to the task of driving as they would any other job related activity.

To accomplish on-the-job driving safety, Frontier Power Products will not require any employee to drive under conditions, which are considered unsafe or likely to create an unsafe environment.

Any employee that drives a company owned or leased vehicle will be required to provide a valid driver's license and a current abstract prior to undertaking any driving related activities.

Cell phones – Using cellular telephones while driving is illegal. It is strongly recommended that all vehicle operators stop their vehicles in a safe location, off the road, before accepting incoming calls or making any outgoing calls.

All employee drivers are expected to follow and apply defensive driving principles, comply with all legislated requirements and set a good example.

Our company also encourages all employees to apply safe-driving techniques to all off-the-job activities as well.

Preventing vehicle incidents have a positive effect on our families, our community and business operations. Be a team player as well as a team member.

Signature: Jamie York.	**Date:** August 8, 2011

Prepared: January1, 2009 (AS/RP)
Revised: July 18, 2011 (AS/KS)

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Assignment of Driver Responsibilities

All personnel who operate a company owned vehicle is expected to:

- Posses a valid and current driver's license for the type of vehicle(s) to be operated in the area (province)
- Comply with all company driving policies, practices and procedures
- Maintain your vehicle in safe operating condition
- Refrain from displaying or reacting to road rage
- Drive defensively
- Use their signal lights when turning or changing lanes
- Immediately report any vehicle deficiencies
- Require passengers to use their seat belt(s)
- Drive according to weather and highway conditions
- Refrain from tailgating
- Pass other vehicles with care and caution
- Be physically and mentally fit to operate the vehicle
- Drive courteously
- Refrain from driving when overtired
- Maintain your focus on driving – be aware
- Take rest stops when driving long distances
- Check and validate that ancillary equipment is in/on the vehicle (i.e., First Aid Kit, Fire Extinguisher)
- Set a good example
- Maintain vehicle according to manufacturer's owner/operator manual

Date Reviewed: July, 18, 2011 (AS/KS)

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Sustainability Policy

Frontier Power Products is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Frontier Power professionals activities and the management of the organization. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Practices:

Eco-efficiency in Facilities, Products and services:

⇧ Strive to use processes and products that have a minimal impact on our natural surroundings.

Reduction and Disposal of wastes:

⇧ Reduce, and where possible eliminate, waste through source reduction, re-use and recycling. All waste will be handled and disposed of through safe and responsibility methods.

Risk Reduction:

⇧ Strive to minimize the environment, health and safety hazards to our staff and customers, and to the communities we serve, or in which we operate , through safe technologies, facilities and operating procedures, and by being prepared for emergencies.

Social Responsibility:

⇧ Build awareness and share information to enable effective implementation of our environmental and practices.

Signature: Jamie York. Date: August 8, 2011

Date Prepared: May,6,2011 (as/pp)
Date Reviewed: July, 18, 2011 (AS/KS)

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar**

Sustainability Practices

Frontier Power Products is committed to protect the environment and to promote the safety and health of its people at the workplace.

We will actively work to reduce the environmental impact of our business activities and to continually improve and innovate on practices aimed at this Recycling Program.

Shop

Cardboard
Batteries
Oil
Filter
Oily cloth
Spray can
Scrap Iron
Paint
Diezel fuel
Antifreeze
Pallets

Office

Paper
Ink and toner cartridges
Old computers

Recycle cardboard
Fluorescent light
Shrink wrap

We are dedicated to recycling
and re-using as a way to contribute to a more
sustainable world and committed to take
conscious actions in our daily operations.

Annual schedule for review

End of Calendar year the Frontier "Company Safety Manual" will be reviewed by the branch's COR person. This will be directed and reviewed by management.

Audits annually – July of each year

Year 1 (2009) External Audit
Year 2 (2010) External Audit
Year 3 (2011) Internal audit by COR personnel
Year 4 (2012) Internal audit by COR personnel

Every third year is external audit.
Every third year the COR personnel need to take refresher courses.

#2

Workplace Hazard Assessment and Control

Pre-Safety Committee Hazard Check-list *(Quick "Up" "Down" & "Around" Assessment)*

To be used just prior to Safety Meeting.

Date/Time:

Conducted By: Name _____ **Position** _____

#	Identified Hazards	Specific Location of Hazard
1	Check personnel – using proper PPE	
2	General Housekeeping (example floor spills, debris)	
3	Observe any unsafe acts	
4	Emergency Exits – no obstacles in front of exits	
5	Materials & Supplies properly stored	
6	Fork lift - proper use of equipment & machinery	
7	Yard condition	
8	Fire Extinguishers	

Step #1	Hazard Assessment Checklist	
Branch:	**Address:**	**Date**
Assessment Team:	**Name**	**Position**

***Severity**

1. Very hazardous, previous accident or high potential of accident
2. Hazardous with moderate risk
3. Low risk
4. OK
5. Not Applicable (N/A)

***Probability**

A. Probable – likely to occur immediately or soon
B. Reasonably probable – likely to occur eventually
C. Remote – could occur at some point
D. Extremely remote – unlikely to occur

ITEM #	IDENTIFIED HAZARDS (ACTIVITIES AND CONDITIONS)	*Severity/ Probability			SAFETY HAZARD AND LOCATION
		S/P	Y/S	O	*S/P (shop/parts) Y/S (yard/storage) O (office) ***Please check off all that apply*** ■ *checked off* ☐ *not checked*
1	Housekeeping				☐ S/P ☐ Y/S ☐ O
2	Material Storage				☐ S/P ☐ Y/S ☐ O
3	Waste Disposal				☐ S/P ☐ Y/S ☐ O
4	Lighting				☐ S/P ☐ Y/S ☐ O
5	Ventilation				☐ S/P ☐ Y/S ☐ O
6	Gas (Toxic or Non-Life-Supporting)				☐ S/P ☐ Y/S ☐ O
7	Flammables (Fire/Explosion)				☐ S/P ☐ Y/S ☐ O
8	Dangerous Pressure				☐ S/P ☐ Y/S ☐ O
9	Chemicals & Hazardous Materials (WHMIS)				☐ S/P ☐ Y/S ☐ O
10	High Risk Positioning				☐ S/P ☐ Y/S ☐ O
11	Electrical Hazards				☐ S/P ☐ Y/S ☐ O
12	Overhead Hazards				☐ S/P ☐ Y/S ☐ O
13	Ladders				☐ S/P ☐ Y/S ☐ O
14	Work at Heights				☐ S/P ☐ Y/S ☐ O
15	Major Lifts (hoisting)				☐ S/P ☐ Y/S ☐ O
16	Vehicles				☐ S/P ☐ Y/S ☐ O
17	Mobile Equipment				☐ S/P ☐ Y/S ☐ O
18	High Traffic				☐ S/P ☐ Y/S ☐ O
19	Power Tools				☐ S/P ☐ Y/S ☐ O
20	Communications/Working Alone				☐ S/P ☐ Y/S ☐ O
21	Fatigue				☐ S/P ☐ Y/S ☐ O

Note: For corrective action, transfer information by priority number (i.e., 1,2,3,4,5) to step #2 "Work Place Hazard Assessment Corrective Action" form

All forms must be turned in to Delta (head) office.

Hazard Assessment Tools Checklist

Item	Date	Maintenance Required	Date Done	Signed
Lathe				
Grinder				
Drill Press				
Welder				
Air Compressor				

Step #2	WORKPLACE HAZARD ASSESSMENT CORRECTIVE ACTION			
Branch Location:				
Assessment Location(s):			**Time/Date:**	
Department/Areas Covered:				
Assessment Team: **Name** _____ _____ _____			**Position** _____ _____ _____	
Note: All forms must be turned into Delta (head) office.			**FOLLOW-UP**	
ITEM #	**PRIORITY**	**RECOMMENDED ACTION**	**ACTION TAKEN DATE/TIME**	**BY WHOM**
COPIES TO: (FOR ACTION)			**(FOR INFORMATION):**	
Manager's Signature:			**Date:**	

Job Areas	Potential Hazard	PPE
FAB		
Welding & Grinding	Weld flashes Burns Particles in eyes	Steel-toed shoes Ear & Eye protection Gloves/ face shields or Welders helmet
TEST BAY		
Test running engines	Electrocution or shock Projectiles Hot liquids Loadbank/Dyno usage Rotating machinery	Steel- toed shoes Ear & eye protection properly fitted clothes No Jewelry
PAINT BOOTH		
Painting	Fire Noxious/Hazardous fumes	Steel-toed shoes FIT Tested Respirator All protective clothing
SHOP		
Lifting devices Tools	Improper use of cranes Not properly maintained	Steel-toed shoes Proper use of cranes Do not use tools that are dangerous
PARTS	Lifting manual & mechanical	Steel-toed shoes Ear & eye protection Gloves, back brace if required by individual
SHIPPING & RECEIVING		
Forklift operation Directing yard traffic	Injury due to improper use of forklift or improper lifting procedures	Steel-toed shoes Hi-Viz Vest

OFFICE

Office	Musculoskeletal Problems Stress and Fatigue Electrical Shock Slips, trips and falls	Maintain a relaxed, natural position. Take short breaks Change position, stand up or stretch. Electric cords should be routinelyexamined. Aisles should be clear of obstructions Use Handrails in the stairways

Most importantly - Follow the Safe Job Procedures for the job!!!

FABRICATION

POTENTIAL HAZARDS IN WELDING & GRINDING:

- **WELD FLASHES**
- **BURNS**
- **PARTICLES IN EYES**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES**
- **EAR & EYE PROTECTION**
- **GLOVES /FACE SHIELDS**
- **WELDERS HELMET**

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

OFFICE

POTENTIAL HAZARDS IN THE OFFICE:

- MUSCULOSKELETAL PROBLEMS
- STRESS & FATIGUE
- ELECTRICAL SHOCK
- SLIPS, TRIPS & FALLS

PROPER PROTECTION TO AVOID INJURIES:

- MAINTAIN A RELAXED, NATURAL POSITION
- TAKE SHORT BREAKS
- CHANGE POSITION, STAND UP OR STRETCH
- ELECTRIC CORDS SHOULD BE ROUTINELY EXAMINED
- AISLES SHOULD BE CLEAR OF OBSTRUCTIONS
- USE HANDRAILS IN THE STAIRWAYS

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

PAINT BOOTH

POTENTIAL HAZARDS IN PAINTING:

- **FIRE**
- **NOXIOUS/HAZARDOUS FUMES**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES**
- **FIT TESTED RESPIRATOR**
- **ALL PROTECTIVE CLOTHING**

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

PARTS

POTENTIAL HAZARDS:

LIFTING MANUALLY & MECHANICALLY

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES**
- **EAR & EYE PROTECTION**
- **GLOVES**
- **BACK BRACE** ***(If required by individual)***

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

SHIPPING & RECIEVING

POTENTIAL HAZARDS IN FORKLIFT OPERATION & DIRECTING YARD TRAFFIC:

- **INJURY DUE TO IMPROPER USE OF FORKLIFT**
- **IMPROPER LIFTING PROCEDURES**
- **UNAWARE OF TRAFFIC & PEOPLE**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES**
- **HI-VIS VEST – When applicable**
- **GLOVES**
- **EAR & EYE PROTECTION** ***(as needed)***

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

SHOP

POTENTIAL HAZARDS IN LIFTING DEVICES & TOOLS:

- **IMPROPER USE OF CRANES**
- **TOOLS NOT PROPERLY MAINTAINED**
- **SLIP, TRIPS AND FALLS**
- **NOISE**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES / EYE & EAR PROTECTION AS REQUIRED**

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

TEST BAY

POTENTIAL HAZARDS IN TEST RUNNING ENGINES:

- **ELECTROCUTION OR SHOCK**
- **PROJECTILES**
- **HOT LIQUIDS**
- **ROTATING MACHINERY**
- **NOISE**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **STEEL-TOED BOOTS / SHOES**
- **EAR & EYE PROTECTION**
- **PROPERLY FITTED CLOTHES**
- **NO JEWELRY**

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Welding/Cutting

POTENTIAL HAZARDS:

- **Hot surfaces**
- **Electrical shock**
- **Dust in eyes**
- **Breathing in fumes**
- **Fires or hot surfaces**
- **Explosions**

PROPER PERSONAL PROTECTIVE EQUIPMENT:

- **Helmet – Shade 10 or more**
- **Face shield**
- **Steel toed boots**
- **Cotton coveralls – Fire retardant**
- **Gloves - Leather gauntlet style**
- **No jewelry**

ALL SAFE JOB PROCEDURES MUST BE FOLLOWED

Date Reviewed: July 18, 2011

#3

Safe Work Procedures

Type of Work: The Use of Cleaning Solvents and Flammables

Purpose:

Cleaning solvents are used in day-to-day work to clean tools and equipment. Special care must be taken to protect the worker from hazards, which may be created from the use of these liquids. Wherever possible, solvents should be nonflammable and nontoxic.
The foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

Guidelines:

The following instructions or rules apply when solvents/flammables are used:

1.Use nonflammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check the toxic hazards of all solvents before use. Refer to Material Safety Data Sheets (MSDS).
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect hands.
8. Wear protective clothing to prevent contamination of clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats - return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage, and the field use of solvents/flammables.
12. Where solvents are controlled products, ensure that all employees using, or in the vicinity of use or storage, are trained and certified in the Workplace Hazardous Materials Information System (WHMIS). Ensure that all WHMIS requirements are met.

- ***For further information, see the appropriate current Occupational Health and Safety Legislation.***

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks))

Type of Work: Fire and Use of Fire Extinguishers

Purpose: Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. Therefore it is important to know which fire extinguisher to use and how to use it.

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

NOTE: Anytime a fire extinguisher is used, it must be reported!

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials. Recommended Extinguishers Water from a hose, pump-type water can, pressurized extinguisher, or soda acid extinguishers. Fighting the Fire Soak the fire completely - even the smoking embers.

Class B: Flammable liquids, oil and grease. Recommended Extinguishers ABC units, dry chemical, foam and carbon dioxide extinguishers. 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.

Class C: Electrical equipment. Recommended Extinguishers Carbon dioxide and dry chemical (ABC units) extinguishers. Fighting the Fire Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

The various types of extinguishers purchased, used, and tested must be in accordance with the recognized standards.

Any time the fire extinguisher is used, we will investigate the incident

For further information see the appropriate current Occupational Health and Safety Legislation

Manual Lifting SAFE WORK PRACTICE

TITLE	Manual Lifting And Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe-lifting procedures followed.
PROTECTIVE MECHANISMS	Safe work procedure Safe lifting procedures PPE
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions.

Prepared: 1/1/2009(AS/PP)
Date Reviewed: July 18, 2011 (as/ks)

Safe use of Ladders

Introduction

A third of all reported fall-from-height incidents involve ladders and stepladders. On average this accounts for 14 deaths and 1200 major injuries to workers each year. Many of these injuries are caused by inappropriate or incorrect use of the equipment. Things to consider before using a ladder are:

Are you using the right ladder?
Is it a safe place to use a ladder?
Is the ladder safe to be used?
Do you know how to use the ladder safely?

- only use a ladder in one position for a maximum of 30 minutes
- only use a ladder for 'light work' - they are not suitable for strenuous or heavy work. For instance, if a task involves carrying more than 10 kg (like a bucket of something) up the ladder an alternate method may want to be considered.
- only use a ladder where a handhold is available on the ladder. The top 3 rungs should not be used as steps.
- only use a ladder where you can maintain three points of contact (hands and feet) at the working position.
- do not overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder.
- do not overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.
- You should also avoid holding items when climbing by using a tool belt. Where you must carry something you need to have one free hand to grip the ladder.

When working on stepladders avoid work that causes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete). The steps should be facing the work activity. Where side-on loadings

cannot be avoided you should prevent the ladder from tipping over by tying off to a suitable point. Otherwise a more suitable type of access equipment should be used.

Where you cannot maintain a handhold (e.g. putting a box on a shelf) you should take into account:
- the height of the task;
- is a safe handhold still available on the ladder?
- is the load too heavy
- can you avoid side loading?
- can you avoids overreaching?
- will your feet be fully supported?
- can you tie the ladder?

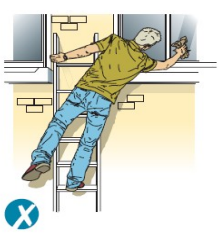

Figure 1a Incorrect - overreaching and not maintaining three points of contact

Figure 1b Correct - user maintaining three points of contact

Figure 2a Incorrect - steps side-on to work activity

Figure 2b Correct - steps facing work activity

Selecting safe ladders and stability devices

When selecting a new ladder, think about the worst type of surface conditions you will come across (e.g. smooth, icy concrete). Only use a ladder that will be stable enough to use unsecured in your worse-case scenario, otherwise you will need to take additional measures to secure it. Make sure the ladder is a suitable size for the work

Is it a safe place to use a ladder?

As a guide, only use a ladder or stepladder on firm ground or spread the load (e.g. use a board), on level ground - for ladders the maximum safe ground slopes on a suitable surface are - side slope 16 degrees – but the rungs still need to be levelled and - back slope 6 degrees.

Clean, solid surfaces like paving slabs, concrete floors etc need to be clean and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Some options for securing a ladder are:
- tie the ladder to a suitable point, making sure both stiles are tied.
- where this is not practical, use a ladder supplemented with an effective ladder stability device.
- if none of the above can be achieved, foot the ladder. Footing is the last resort and should be avoided, where reasonably practicable, by the use of other access equipment.

Ladders used for access to another level should be tied. Stepladders should not be used for access to another level unless they have been designed for it.

You should only use ladders where

They will not be struck by vehicles or protecting them with suitable barriers or cones

They will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform workers not to open windows until they are told to do so;

Pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.
They can be put up at the correct angle of 75 degrees.

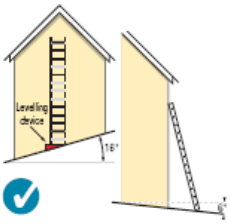

Figure 3 Ladder showing maximum angles at 16° on a slide slope and 6° on a back slope

To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule 1 unit out for every 4 units up.
Any locking devices must also be engaged.
On a ladder don't work within 6 m horizontally of any overhead power lines, unless the line owner has made them dead or protected with temporary insulation. If this is a regular activity, find out if the lines can be moved. Always use a non-conductive ladder or steps for any necessary live electrical work. Don't rest ladders against weak upper surfaces (eg glazing or plastic gutters). Alternatively, you can use spreader bars or stand-offs.

Is the ladder or stepladder safe to be used?

Make sure the ladder is in a safe condition before using it. Only use ladders that have no visible defects. They should have a pre-use check each time. Have a current detailed visual inspection. This should be done in accordance with the manufacturer's instructions. Ladders that are part of a scaffold system still have to be inspected every seven days.

What are pre-use checks and detailed visual inspections?

They are looking for obvious visual defects, they only differ in detail. Both can be done in-house (pre-use checks should be part of a user's training). Ladder stability devices and other accessories should be checked and inspected before use as well, in accordance with the manufacturer's instructions. Ladder feet must be part of the pre-use check. Ladder feet are essential for preventing the base of the ladder from slipping. Missing feet cause them to wobble. The feet should be in good repair (not loose, missing, splitting, excessively worn, secure etc), and clean. The feet should be in contact with the ground.

Ladder feet should also be checked when moving from soft/dirty ground to a smooth, solid surface (eg paving slabs), to ensure the foot material and not the dirt (eg soil or embedded stones) is making contact with the ground.

Do my ladder-users know how to use them safely?

Lack of knowledge is a common issue when setting up and using ladders. You should only use a ladder, stepladder or stability device if you are competent - you should be trained and instructed to use the equipment safely.

The ladder or stepladder needs to be long enough. For ladders, don't use the top three rungs. Ladders used for high access should extend at least 1 m above the landing point, and be tied; alternatively a safe and secure handhold should be available. For stepladders, don't use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder. Don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder. Ensure that the rungs (or steps) are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand. Make sure that the weather is suitable - do not use them in strong or gusting winds (follow the manufacturer's safe working practices). You should be wearing robust, sensible footwear (eg safety shoes/boots or trainers). Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants.

On a ladder or stepladder, don't move it while standing on the rungs/steps. Support them by the rungs or steps at the base. Don't slide down the stiles. Don't stand them on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms. Don't extend a ladder while standing on the rungs.

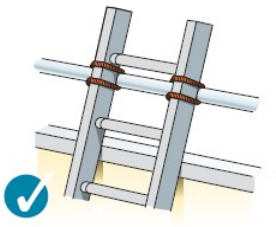

Figure 4 Ladder tied at top stiles (correct for working on, not for access)

Figure 5 Tying part way down

Figure 6 Tying near the base

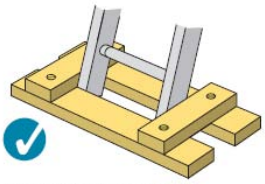

Figure 7 Securing at the base

Figure 8 Access ladders should be tied and extend at least 1 m above the landing point to provide a secure handhold

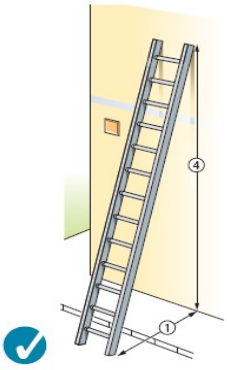

Figure 10 Ladder showing correct 1 in 4 angle (means of securing omitted for clarity)

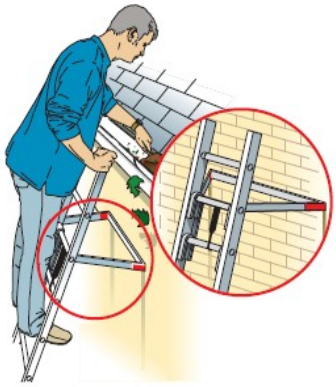

Figure 9 Stand-off device and working maximum height on a ladder

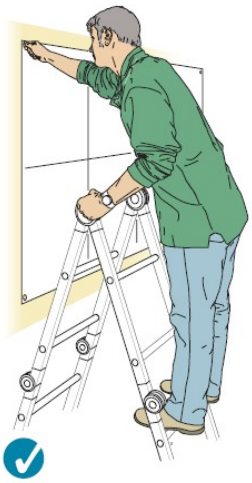

Figure 11 Correct - two clear rungs. Don't work any higher up this type of stepladder

Figure 12 Correct - three clear steps. Don't work any higher up this type of stepladder

Crane Safety

Safety is always the top priority in crane operation!

Qualifications

Crane operation, to be safe and efficient, requires skill, the exercise of extreme care and good judgement, alertness and concentration, and a rigid adherence to proven safety rules and practices as outlined in applicable and current ANSI and OSHA safety standards.
In general practice, no person should be permitted to operate a crane:

(a) Who cannot speak the appropriate language or read and understand the printed instructions;

(b) Who is not of legal age to operate this type of equipment;

(c) Whose hearing or eyesight is impaired (unless suitably corrected with good depth perception);

(d) Who may be suffering from heart or other ailments, which might interfere with the operator's safe performance;

(e) Unless the operator has carefully read and studied the operation manual supplied by the Crane Manufacturer;

(f) Unless the operator has been properly instructed;

(g) Unless the operator has demonstrated his instructions through practical operation;

(h) Unless the operator is familiar with hitching equipment and practices.

Operation

Before operating the crane, the crane operator should carefully read and study the operation manual supplied with the crane by the Crane Manufacturer and note any special instructions not given previously by the proper instructor or supervisor.

With the mainline switch open (power off) the crane operator should operate each master switch or push button in both directions so as to get the "feel" of each device and also determine that they do not bind or stick in any position. If any of them do, before doing anything else, the operator should report the condition to the proper supervisor.

Learning the Controls

Having observed the feel of the controllers, the crane operator is now ready to try the crane with power applied.

After checking to be sure no one is on or near the crane, close the crane disconnecting means and press the "ON" or "RESET" button so that the power is on.

Try the hoisting motion first. The hook should be in an intermediate position. Move the master or push button slowly in the "up" direction or press the "UP" button in the pendant in the same manner. The resultant movement should correspond with master switch or push button markings for all motions. Observe the speed increase in relation to the steps in the controller. Try to feel the steps in a pendant-type controller. Move the hook to a position *near* the upper hook position and slowly inch the hook into the upper limit stop position. The limit switch should cause the hoisting motion to stop at the upper limit of travel.

If any malfunction of either the hoist brake or the limit switch is suspected, this condition should be reported to the supervisor before proceeding. The hoist limit switch should never be used as an operating control for stopping the load. It is to be considered as an emergency limit switch only.

Repeat this procedure with the trolley controller. If the trolley is not equipped with a brake, note how it can be stopped by momentarily operating the control in the first point of the reverse direction. This is known as "plugging." Next try the bridge motion, first making sure that the first movement is in the direction the bridge is free to travel. Check the stopping of the bridge by means of the brake and by plugging.

GOOD operators should always remember and follow four simple rules:

Start all motions slowly, by moving the controller handle or push button step by step until the fastest safe speed is reached.

Stop slowly, by bringing the master switch or push button to the "off" position step by step so as to minimize "swinging" of the load and unnecessary wear of the brakes.

Learn to judge the drift of each motion of the crane after power is removed. Proper use of this drift will facilitate spotting of the load and minimize wear of crane components.

Handle the load in a safe manner with the area free of personnel and other obstructions.

Handling the Bridge Travel Motion

Before using the trolley or bridge of the crane, the operator should be sure the hook is high enough to clear any obstruction. Before the crane handles a load, the bridge should be brought in position so that it is directly over the load. Otherwise it will be impossible to "spot" the trolley and hoist hook over the load.

In addition to other operating controls, the bridge has a brake, usually operated by a foot pedal in the cab or an electric brake where push button floor control is used. The purpose of this brake is to permit stopping the bridge exactly where desired. After the operator has learned the distance that the bridge travels after power is removed, the operator should be able to judge distances so that the need to use the bridge brake will be greatly reduced. On floor-controlled cranes, the electric brake will set automatically when the push button is released.

Start the bridge slowly and bring it up to speed gradually. Approaching the place where it is desired to stop the bridge, reduce the bridge speed. If the operator finds that the crane is going to "overrun" the point where the bridge is to be stopped, apply the bridge brake. If extra fine control

or creeping speed is not provided, follow the practice of "inching," namely: Move the controller handle or button on and off the point that produces a minimum of motion. This practice should be followed only as necessary because it causes extra wear on the controller contacts and the electric brake. Skidding of wheels when stopping will result in flat spots on the wheels and rough bridge action.

Handling the Trolley Travel Motion

Before a load is handled, the hoist should be brought directly over the load that is to be handled. When the slack is taken out of the slings, if the hoist is not directly over the load, bring it directly over the load before hoisting is continued. Failure to center the hoist over the load may cause the load to swing upon lifting.

If the trolley is equipped with a brake, follow the instruction given for controlling the bridge.
If the trolley is not equipped with a brake, this motion may require more skillful handling than any other motion of the crane. As the operator becomes familiar with the crane, he can gauge the amount of "drift" and allow for it. This will eliminate the necessity of quickly reversing power to the trolley motor to bring the trolley to a stop.

Always start the trolley motion slowly and reduce the trolley speed gradually. For very slight trolley movements, follow the practice of "inching" as described in "Handling the Bridge Travel Motion."

Handling the Hoist Motion

After the hook has been brought over the load, lower it until the load can be attached to the hook. As the hook approaches this level, reduce the speed so that the lowering can be stopped smoothly and quickly.

If load slings are used to handle the load, the slings should be fully seated in the saddle of the hook. With the hook latch closed (if equipped with hook latch), the hook should be started upward slowly until all slack has been taken out of the slings. Then the load should be lifted slowly until it is clear and it has been determined that the load is properly balanced and the slings properly placed. The hoisting speed may then be increased and maintained until the load is clear of all obstructions or if a hitcher gives the signal to stop.

When Towering loads, the lowering speeds should be gradually decreased until the load is near the place where it is to be stopped. If a hitcher is used it is very important that the operator pay particular attention to the directions of the hitcher. When the operator is signaled to continue lowering, it should be done at the slowest possible speed. If extra fine control is not provided, final spotting should be accomplished by following the practice of "inching" described in "Handling the Bridge Travel Motion.'

When it is necessary that loads be raised or lowered extremely short distances, particularly when raising loads off the floor or out of machine tools or fixtures, the practice of "inching" may be followed if extra fine control is not provided. Note: A good operator should minimize the number of inching operations.

The operator should check the hoist brake by raising the load a short distance and stopping. Check the load for drift. If no drift, lower the load halfway to the floor and stop. Again check for drift. If load drift is noticed in either step, lower the load to the floor and report the situation immediately to the supervisor.

Hoisting/Rigging: Safe Work Practices

Proper use of lifting devices, chains, slings etc is important to all employee's safety. To be safe and efficient requires that you exercise extreme care and good judgment, alertness and concentration, and adherence to proven safety rules practices. Before hoisting or rigging a load please make sure to you are familiar with the following points.

What is the weight of the load?
The weight of the load must be known, calculated, estimated or measured.

Where is the center of gravity?

- The loading on the slings will depend on where the center of gravity is located. The center of gravity must be checked and tested prior to the lift.
- Proper load control means that the load lifts level and is stable.
- Placing the load hook over the center of gravity is an essential first step.
- Placing the slings around the center if gravity is the second step. Selecting a hitch that will attach to the load securely at the sling angle being used is next.
- The sling should attach (or convert) above the center of gravity to avoid flipping the load.

What is the sling angle to load you are using and is it appropriate?
The forces on the slings and connections at the load are affected by the horizontal sling angle. The smaller the angle between the sling and the load, the greater the force on the sling (i.e....**At 30 degrees the forces on the slings are doubled.**)

Will there be any side or angular loading
The working load limit of most equipment is based on in-line loading. If the sling pulls off at an angle, we need to find three more pieces of information:

- Does the manufacturer allow it?
- Is the working load limit affected?
- Are there any special requirements?

Are the slings padded against sharp corners?

Protect equipment from sharp edges. The strength of slings can be reduced dramatically with fraying or kinking. Pad all edges or surfaces to avoid cutting or abrasion.

Are the working load limits adequate?
The gear we use must have adequate working load limits. We must know the capacity of all our gear.

Is the load rigged to the center of gravity?

- Proper load control means that the load lifts level and is stable.
- Placing the load hook over the center of gravity is an essential first step.
- Placing the slings around the center if gravity is the second step.
- Selecting a hitch that will attach to the load securely at the sling angle being used is next. The sling should attach (or convert) above the center of gravity to avoid flipping the load.

Will personnel be clear of suspended loads?
Good load control requires the use of a tag line where needed. Make sure that the load or rigging does not foul or snag as it is moved.

- **Do not expose personnel to suspended loads.**
- **Do not walk/ work under suspended loads.**

Will the load lift level and be stable?
Do a careful visual inspection prior to the lift and during the initial lift. If you are not fully comfortable, lower the load and re-evaluate the lift.

Are there any special requirements considered while doing the lift?
It is important to also consider environmental and other special requirements that may affect the rigging. (I.e. **wind, rain, icy conditions**)

For further information see the appropriate current Occupational Health and Safety Legislation

Date Prepared: January 1,2009
Date Reviewed: July 18, 2011 (as/ks)

Forklift Operator Safety

Ways to effectively operate a lift truck more safely:

- Operators shall permit no riders on the lift truck.
- Keep legs and hands inside the confines or guards of the lift truck.
- Operator must never place any part of the body between the mast rails.
- Operators must look around before starting to move.
- A safe distance must be maintained from the edge of ramps or platforms, while on an elevated dock, whether the lift truck is loaded or unloaded. Forks should clear the floor by about 10 cm (4 inches).
- Avoid driving over loose objects or holes in the floor.
- Always look in the direction of travel, particularly when travelling in reverse. This includes the short movement that's required to turn the truck around in confined space.
- When turning corners—watch rear end swing.
- It is the responsibility of the operator to maintain a safe speed at all times. When travelling on uneven road surfaces, the operator must reduce speed.
- The operator will reduce speed on wet and slippery floors, in congested areas when descending ramps or inclines, crossing dock plates, carrying a load or travelling on uneven surfaces.
- All starts and turns should be easy and gradual, particularly when the truck is loaded.
- Slow down and sound the horn at cross aisles, doorways or when approaching other trucks.
- Pedestrians will always be given the right of way.
- Operators will stop and sound the horn at blind corners, railway crossings, elevators or whenever vision is obscured.
- If the load being carried obstructs forward view, the operator will travel in reverse.
- The operator shall be required to look in the direction of travel and keep a clear view of the intended path of travel.
- All traffic regulations and speed limits shall be observed.
- No matter the travel conditions, the truck will be operated with complete control at all times.
- Operation on ramps or inclines requires special attention. Brakes should be tested and speed reduced before descending.
- All operators will always travel straight up and down ramps. While on the ramp the operator should never turn the vehicle.
- The operator will always transport the load on the upside of a ramp or a grade.

Prepared: January 1, 2009
Date Reviewed: July 18, 2011 (as/ks)

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Motor Vehicle Operation SAFE WORK PRACTICE

TITL	
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines
APPLICATION	This practice applies to all Frontier Power employees/contract staff operating a motor vehicle to conduct business matters on behalf of Frontier Power Products
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulations Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	*Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements *Compliance *Enforcement
WORKER RESPONSIBILITY	1.Ensure you have a valid and current Provincial operator's license 2.When operating your own, Frontier Power Products owned, or a rental motor vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances 3.Assure compliance with Working Alone Safe Legislation 4.Lock doors 5.Drive defensively 6.Back in when practical 7.Ensure vehicle has an Emergency Road Kit 8.The operation of any motor vehicle for company business is prohibited when the driver is fatigued, has consumed alcoholic beverages or drugs causing impairment or when the road authority does not recommend travel 9.Drivers and passengers must wear seat belts at all times 10.Be familiar with the vehicle and its capabilities 11. Do not offer rides to hitchhikers or strangers 12. Avoid using a cell phone, pagers or computer while driving

Date Reviewed: July 18, 2011 (as/ks)

Office Safety Awareness

When we think of workplace safety, we usually see a worker dressed in coveralls wearing a hardhat, safety glasses and other assorted safety equipment. All types of heavy equipment and machines or related obvious hazards usually surround that worker. But what about the not so obvious hazards that may occur in other areas.

We seem to think that accidents that happen on the shop floor will magically disappear at the office door. However, we know that is not true. It is not unusual to hear of office workers tripping over an extension cord, pulling a telephone down on their big toe or straining a muscle trying to move or lift a heavy piece of office equipment.

The office environment does have its share of potential problems, but following good office safety practices can eliminate many of these problems.

Purpose

The purpose of this program is to provide guidance to office managers and office staff on the elements of safe office work. The office is like any other work environment in that it may present potential health and safety hazards. Most of these, however, can be minimized or eliminated by designing jobs and workplaces properly, and by taking into account differences among tasks and individuals. Inadequate environmental conditions, such as noise, temperature and humidity, may cause temporary discomforts. Environmental pollutants such as chemical vapors released from new carpeting and furniture may also induce discomforts.

Responsibilities

Management

- Provide training for all office staff in:
- Office Ergonomics – see attached
- Electrical Safety
- Emergency Procedures – Posted
- Ensure office equipment is in a safe working order
- Provide proper storage for office supplies

Office Staff

- Report all safety problems/concerns immediately
- Unless qualified do not attempt to repair any office equipment or systems
- Maintain a neat and sanitary office environment
- The following are areas of concern that should be discussed in office staff training:

    - Computer Work Stations
    - Noise Hazards
    - Electrical Safety
    - Housekeeping
    - Office Lighting
    - Waste Disposal
    - Chemical Safety (WHMIS)
    - Filing Cabinets
    - Stairways
    - Storage
    - Lunchrooms
    - Miscellaneous
    - Emergency Action Plans

Computer Work Stations

Complaints concerning musculoskeletal problems are frequently heard from computer operators. The most common complaints are related to the neck, shoulders and back. Others concern the arms and hands and occasionally the legs.

Certain common characteristics of video display terminals (VDT) jobs have been identified and associated with increased risk of musculoskeletal problems. They include:

- Design of the workstation
- Nature of the task
- Repetitiveness of the job
- Degree of postural constraint
- Work pace
- Work/rest schedules
- Personal attributes of individual workers

The key to comfort is in maintaining the body in a relaxed, natural position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight

line with forearms and elbows close to the body. The head should be in line with the body and slightly forward.

Display Screens

When work is conducted at a computer, the top of the display screen should be at, or just slightly below, eye level. This allows the eyes to view the screen at a comfortable level, without having to tilt the head or move the back muscles.

Control glare at the source whenever possible, place VDTs so they are parallel to direct sources of light such as windows and overhead lights, and use window treatments if necessary. When glare sources cannot be removed, seek appropriate screen treatments such as glare filters. Keep the screen clean.

Your Chair

The chair is usually the most important piece of furniture that affects user comfort in the office. The chair should be adjusted for comfort, making sure the back is supported and that the seat pan is at a height so that the thighs are horizontal and feet are flat on the floor. An ergonomically sound chair requires four degrees of freedom – seat pan tilt, backrest angle, seat height, and backrest height. Operators can then vary the chair adjustments according to the task. In general, chairs with the most easily adjustable dimension's permit the most flexibility to support people's preferred sitting positions.

Armrests on chairs are recommended for most office work except where they interfere with the task. Resting arms on armrests is a very effective way to reduce arm discomforts. Armrests should be sufficiently short and low to allow worker to get close enough to their work surfaces, especially for tasks that require fixed arm postures above the work surface.

Working Height

The work surface height should fit the task. The principle is to place the surface height where the work may be performed in such a manner as to keep arms low and close to the body in relation to the task. If the working height is too high, the shoulders or the upper arms have to be lifted to compensate, which may lead to painful symptoms and cramps at the level of the neck and shoulders. If, on the other hand, the working height is too low, the back must be excessively bowed, which may cause backache. Generally, work should be done at about elbow height, whether sitting or standing. Adjustable work stations should be provided so that individuals may change the stations the meet their needs. A VDT workstation without an adjustable keyboard height and without an adjustable height and distance of the screen is not suitable for continuous work.

Work/Rest Schedules

One solution for stress and fatigue is to design the computer operator's work so that the tasks requiring concentrated work at the terminal are alternated with non-computer based

tasks throughout the workday. Also, a short break (5-10 minutes) should be taken at least once each hour when involved in continuous work at the computer.

Other Solutions

Additional measures that will aid in reducing discomfort while working with VDTs include:

Change position, stand up or stretch whenever you start to feel tired
Use a soft touch on the keyboard and keep your shoulders, hands and fingers relaxed
Use a document holder, positioned at about the same plane and distance as the display screen
Rest your eyes by occasionally looking off into the distance

Noise Hazards

Noise can be defined very simply as unwanted sound. Whether a sound is classified as noise or not depends mostly on personal preferences. For noise levels in offices, the most common effects are interference with speech communication, annoyance and distraction from mental activities. Noise in the office can interfere with communications. For example, it may be difficult to talk on the telephone when other people are talking nearby. Speech is likely to interfere with communications especially if the speakers have similar voices.

The annoying effect of noise can decrease performance or increase errors in some task situations. If the task requires a great deal of mental concentration, noise can be detrimental to performance. Also, there is some indication that unexpected or unpredictable noise can have more of an effect than continuous or periodic noise. The annoyance caused by noise also depends on the individual. Noise can also be distracting. A sudden noise can interrupt activity temporarily, such as when someone drops a heavy object.

Reducing Noise

Many unexpected noises cannot be controlled, as when someone accidentally drops something. For many of the annoying sounds in the office environment, the following measures are useful for reducing the level of the noise or its effects:

Select the quietest equipment if possible. When there is a choice between two or more products, sound levels should be included as a consideration for purchase and use
Provide proper maintenance of equipment., such as lubrication and tightening of loose parts that can cause noise
Locate loud equipment in areas where its effects are less detrimental. For example, place impact printers away from areas where people must use the phone

Use barriers, walls or dividers to isolate noise sources. Use of buffers or acoustically treated materials can absorb noise that otherwise travel further. Rubber pads to insulate vibrating equipment can also help to reduce noise
Enclose equipment, such as printers, with acoustical covers or housings
Schedule noisy tasks at times when it will have less of an effect on the other tasks in the office

Electrical Safety

Electric cords should be examined on a routine basis for fraying and exposed wiring. Particular attention should be paid to connections behind furniture, since files and bookcases may be pushed tightly against electrical outlets, severely bending the cord at the plug. Electrical appliances must be designed and used in accordance with safety requirements.

Use of Extension Cords:

- Extension cords shall only be used in situations where fixed wiring is not feasible
- Extension cords shall be kept in good repair, free from defects in their insulation. They will not be kinked, knotted, frayed or cut
- Extension cords shall be placed so they do not present a tripping or slipping hazard
- Extension cords shall not be placed through doorways having doors that can be closed and thereby damage the cord
- All extension cords shall be of the grounding type (three conductors)

Housekeeping

Good housekeeping is an important element of incident prevention in offices
Poor housekeeping may lead to fires, injuries to personnel, or unhealthy working conditions. Mishaps caused by dropping heavy cartons and other related office equipment and supplies could also be a source of serious injury to personnel

Passageways in offices should be free and clear of obstructions. Proper layout, spacing and arrangement of equipment, furniture and machinery are essential.

All aisles within the office should be clearly defined and kept clear of obstructions. Material stored within storerooms must be neatly stacked and readily reached by adequate aisles. Care should be taken to stack materials so they will not topple over. Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads or Halon nozzles. Materials shall not be stored so they project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation.

Office Lighting

Different tasks require different levels of lighting. Areas in which intricate work is performed require greater illumination than warehouses. Lighting needs vary from time to time and person to person as well. One approach is; to use an adjustable task lighting that can provide needed illumination, without increasing general lighting.

Task lamps are very effective in supplementing the general office light levels for those who require or prefer additional light. Some task lamps permit several light levels. Since task lamps, are controlled by the individual, they can accommodate personal preferences.

Waste Disposal

Office personnel should carefully handle and properly dispose of hazardous materials, such as broken glass. A waste receptacle containing broken glass or other hazardous material should be labeled to warn cleaning personnel of the potential hazard.

Chemicals

Each office employee must be made aware of all hazardous materials they may contact in their work area. The Hazard Communication Program includes:

- Written program
- Material safety Data Sheets for each hazardous substance used
- Specific safe handling, use and disposal
- Employee training

Filing Cabinets

Many incidents occur in offices from poor use of filing cabinets. Most of us have had a drawer come out of the cabinet or a filing cabinets tip over from having too many drawers open at the same time.

Filing cabinet drawers as well as desk and cabinet drawers should be closed when not in use.

Filing cabinets should be placed far enough away from doors or passageways so they do not interfere with exit routes

The heaviest loads should be placed in the lower drawers and only one file drawer should be open at a time.

When shutting a drawer, grasp the handle to avoid finger injuries.

Stairways

Stairways are areas where incidents can occur. Falls on stairs occur when the person is talking, laughing and turning to friends while going down stairs. Be alert while using stairways.

When using the stairs use the handrails, take one step at a time, keep to the right and do not hurry.

Do not store or throw anything on steps or stairways. Even a piece of paper, a paper clip, a cellophane wrapper or a match can create a slipping hazard.

Do not carry stacks of materials on stairs**.**

Storage

Proper storage of materials in storage rooms and around work areas is one way of reducing incidents in the office

When reaching for high objects use a suitable ladder or platform. Do not stand on a chair, carton or other substitute.

Heavy objects should be stored near floor level.

When storing objects in desk drawers remember you will be reaching into these drawers and you do not want to cut, jab or stick yourself with something you have left lying around.

All sharp objects such as knives, scrapers and razor blades should be in a sheath or a box. Items such as pins and paper clips should be stored in a box.

Scissors should be stored point down.

Lunchrooms

Our lunchrooms have numerous items such as microwaves, kettles, coffeepots and dispensing machines, if not used correctly, can cause serious injury. Follow the manufacturer's directions when using these machines

Miscellaneous

Turn on lights before entering a dark room or corridor. Report locations that are inadequately lighted

Do not lift beyond your strength. When heavy items are to be moved, arrange for necessary help or proper trucks or other material-handling equipment. If an object is to be handled may cause cuts or splinters wear gloves

Do not remain at your desk or workplace if overhead work is being performed Horseplay can cause injury and is not tolerated

If work assignments require you to enter plant areas, be certain that you wear eye protection and other personal protective equipment as required

Date Reviewed: July 18, 2011 (as/ks)

Safe Work Practice

for

Battery Fill

Personal Protective Equipment Mandatory when filling battery with Acid is:

- Full Face shield/mask
- Gloves - rubber
- Apron - rubber

Proper procedures are:

- Work area should be a **level surface** in a **well ventilated area away from flammables**
- Care must be taken in the transfer of the acid.

Date Prepared:1/12/09(KS/AS)
Date Revised: 6/7/ 2010 (KS/AS)

Safe Work Practices
Development/ Annual Review

Safe Work Practices	Development				Review				Review			
	Date			By Whom	Date			By Whom	Date			By Whom
	M	D	Y		M	D	Y		M	D	Y	
Solvents and Flammable	11	15	08	AS/PP	7	18	11	AS/KS				
Crane Safety	11	15	08	AS/PP	7	18	11	AS/KS				
Defective Tool	11	15	08	AS/PP	7	18	11	AS/KS				
Fire Safety	11	15	08	AS/PP	7	18	11	AS/KS				
Forklift	11	15	08	AS/PP	7	18	11	AS/KS				
Office	11	15	08	AS/PP	7	18	11	AS/KS				
Ladders	11	15	08	AS/PP	7	18	11	AS/KS				
Driving	11	15	08	AS/PP	7	18	11	AS/KS				
Manual Lifting	11	15	08	AS/PP	7	18	11	AS/KS				
Hoisting /Rigging					7	18	11	AS/KS				
Man Basket					7	18	11	AS/KS				

Aerial Work Platforms SAFE WORK PRACTICE

TITLE	Aerial Work Platforms (Man basket)
GENERAL	Protecting workers from injuries associated with use of aerial work platforms.
APPLICATION	As per job description
PROTECTIVE MECHANISMS	Personal Protective Equipment (PPE) As per manufacturer instructions Fall protection
SELECTION AND USE	Job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirement.
WORKER RESPONSIBILITY	Read and follow manufacturer operator's instructions. Perform job site inspection and walk around inspection of the equipment. Ensure ground is firm and level. Be aware of power line proximity. Ensure correct aerial platform is utilized. Do not overload the machine at any time. No platform is to be made higher by the use of a scaffold, boxes, or ladders. Wear the applicable safety harness attached to the machine when operating any aerial platform. Get on and off the platform when it is in the lowered position.

Prepared: June 21,1010(KS/AS)
Date Reviewed: July 18, 2011 (as/ks)

#4

Safe Job Procedure

Hazard Defective Tools

Purpose:

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DO NOT USE IT**. Be aware of problems such as:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn-out jaws.
- Tools which are not complete, such as files without handles.
- Broken or inoperative guards.
- Insufficient or improper grounding due to damage on double-insulated tools.
- No ground wire on the plugs or cords of standard tools.
- An on/off switch not in good working order.
- A cracked tool blade.
- The wrong grinder wheel is being used.
- The guard on a power saw has been wedged back.

Guidelines:

- To ensure the safe use of tools:
- never use a defective tool.
- double check all tools prior to use.
- ensure that defective tools are repaired.
- use “Tag Out” system to remove/replace

For further information, see the appropriate current Occupational Health and Safety Legislation

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011 (as/ks)

JOB HAZARD ANALYSIS (J.H.A.) **Step #1**

Job:

Tools/Equipment Required		**Material Required**	**Personal Protective Equipment**
Steps	**Sequence of Steps**	**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
Developed By: **1.** _____ **2.** _____ **3.** _____			
Reviewed By: _____ **(name)**		_____ **(position)**	**Revised By:**_____
Approved By: _____ **(name)**		_____ **(position)**	**Date:**_____

Job: Test Bay

Tools/Equipment Required Load bank, Dyno, Electrical measuring equipment (meters)	**Material Required** Hot Liquid	**Personal Protective Equipment** Ear protection – plugs of mufflers, safety glasses, steel toed boots

Steps		**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
		Electrical shock - Electrocution	Proper understanding and procedures for start up equipment.
		Flying projectiles	Eye protection and where to stand when testing – safe procedures.
		HOT liquids – fuel or wateer	Proper understanding and procedures where to stand when testing.
		Dynomometer	Proper training on use of Dyno See Procedures.
		Load Bank	Proper training on use of Load Bank – See Procedures.
			No rings, no bracelets, no necklaces, no loose clothing!!
		All Meters should be CAT3 Certified.	

Developed By:
1. Rick Byzitter
2. Annette Sonderby
3. Ho Chung, Kent Shaw, Ariel Nuque

Reviewed By: **Annette Sonderby** **Ken Shaw**	**HR Manager** **Service Manager**	**Date Reviewed: July 18, 2011 (as/ks)**
Approved By: _____ **(name)**	_____ **(position)**	

Safe Testing Procedures - Genset on Electric Load Bank

1. Check the voltage and kilowatt rating of generator you are going to test. The nameplate on the generator may not be the correct final rating of the unit.

2. Calculate or refer to output tables to determine the current that will be produced at the full rated load.

3. Put the load bank in position so that the airflow will be unobstructed. Make sure the hot discharge air will not set fire to combustible materials. Look for automatic sprinklers and ensure that the hot airflow will not activate the system.

4. Place warning sign at hot air discharge to warning people that may be in the area.

5. Connect load bank to generator; make sure you are using adequately sized cables for the rated current and voltage. Identify the generator is a grounded or ungrounded system. For a grounded system, connect a bonding conductor between the generator grounding terminal to the load bank grounding terminal.

6. Run the cable neatly, stretching out the length. If the cables are too long, do not leave them coiled. (This does not allow the cable to cool). If the cables pass through doorways, vehicular pathways, walkways, etc ensure that you make arrangements for temporary protection of the cables. Beware of standing water. Raise the cables and especially any connector out of water.

7. Plug in the control and/or fan power plug to a receptacle with a grounding conductor. If extension cords are used, stretch out the whole length, do not leave in coils.

8. Run the genset, switching the load control as required. Remember to isolate – do not ground – the generator's neutral when testing.

Date Reviewed: July 18, 2011 (AS/KS)

Safe job Procedures for Dynamometer

Step 1 - Mounting

1. Select the proper Go-Power drive adapter plate for the engine to be tested. (Consult the factory for a list of flywheel adapters designed for use with the DT-1000 dynamometer, request Form 143).

2. Bolt the adapter plate on, with the flywheel between the plate and crankshaft.

3. Measure the distance from the flywheel housing face to the drive adapter plate. If this distance exceeds 1.3", add Go-Power spacer(s) as required to bring within limit. This is to ensure sufficient spline engagement of dynamometer shaft, when installed.

4. Bolt the universal joint assembly (part no. 45051) onto the flywheel adapter plate. Torque bolts to 65 lbs.-ft.

5. The dynamometer flywheel housing flange adapter (part no. 45049) fits SAE flywheel housing ½ through 6. For 0 or 00 housings Go-Power part no. 45139 should be used. The dynamometer is mounted to the flywheel housing using the bolt circle appropriate to the engine being tested. Use the four doweled spacers (part no. 45118) to ensure proper alignment. The dowel pins are designed to pilot on the ID of the SAE flywheel housing. Again, make sure that all surfaces are clean and that bolts are torqued properly (50-lb-ft).

6. Connect the water hoses to the dynamometer following the water flow vs. speed and torque recommendation on the horsepower and porting information charts.

CAUTION

Over tightening the fitting in the casting can damage the dynamometer. Use 2 wrenches to tighten the fittings.

Step 2

INSTRUMENTATION CONNECTIONS: Instrument connections are dependent on the instrument console used. Instrument connections and calibration should be made in accordance with the manual supplied with the particular instrument.

Step 3

LUBRICATION SYSTEM: The DT-1000 engine dynamometer requires two different types of lubrication. The trunnion support uses Barium Base NLGI No.2 grease. The stators require Lubriplate No. 630-2, or equivalent, multipurpose grease

Step 4

DIRECTION OF ROTATION AND PORTING: Some engines such as certain marine engines rotate in a left-hand (counterclockwise) direction (engine viewed from flywheel housing side), while others rotate in a right-hand (clockwise) direction. Unless specified with order, all DT-1000 dynamometers are factory set for counterclockwise rotation.

Step 5

Depending on the particular application of the dynamometer, there are three porting configurations possible for each direction of rotation. These are; one outlet with 15/32-in restrictor, one outlet without restrictor, and two outlets without restrictors. Figures2-2 and 2-3 present the typical water flow rates and torque capacities for each of the porting configurations. Operating the dynamometer with inadequate porting at elevated speeds may cause damage to seals and absorption unit.

Step 6

Testing Procedures

PRESTARTING CHECK. ***These steps are advised to ensure that all installation and set-up procedures have been properly performed.***

1. Check all electrical connections. All switches OFF.

2. Turn on water supply to dynamometer and cooling system.

3. Check all engine and dynamometer connections for leaks. Tighten if required.

4. Check that water outlet lines drain away from test bed and are below dynamometer.

5. Allow water supply to dynamometer to remain on. A small amount of water flowing through the dynamometer will prolong seal life.

WARNING

Catastrophic failure of the engine or dynamometer during test is unlikely, but in the interest of safety, it is recommended that all test participants and observers maintain a safe distance during engine tests.

6. Start engine, check instrumentation immediately to ensure that engine oil pressure rises to proper level.

7. To apply load to engine after warm-up, simply turn the control knob allowing water to flow through the dynamometer. The amount of water flowing through the dynamometer will determine the load level.

8. Break-in and test runs per recommendations of the engine manufacturer can now be made. Allow water supply to dynamometer to remain on. A small amount of water flowing through the dynamometer will prolong seal life.

Frontier POWER PRODUCTS
www.frontierpower.com

Safe Procedures for "Hi Pot Testing"

Hi Pot Testing should **ONLY** be conducted by a "Certified Electrician"
or by someone who has been trained by a "Certified Electrician"

Date Prepared: June 5, 2009
Date Reviewed: July 18, 2011 (AS/KS)

Safe Procedures for Connecting "Compressed Natural Gas"

Verify the correct gas pressure, as the tank is High Pressure.

Must be used in a well-ventilated area with no flame, fire or external or uncontrolled sources of ignition. Natural gas is lighter than air (rises).

Have leak detector ready (soapy water in a spray bottle will do) , slowly open tank valve approximately half way and spray the gas line and connections with the leak detector. Any bubbles will identify any leaks. Shut the gas valve off, repair the leak and retest.

No Smoking!

Date Prepared:01/15/09
Date Revised: July 18, 2011 (AS/KS)

Job Areas	Potential Hazard	PPE
FAB		
Welding & Grinding	Weld flashes Burns Particles in eyes	Steel-toed shoes Ear & Eye protection Gloves/ face shields or Welders helmet
TEST BAY		
Test running engines	Electrocution or shock Projectiles Hot liquids Loadbank/Dyno usage Rotating machinery	Steel- toed shoes Ear & eye protection properly fitted clothes No Jewelry
PAINT BOOTH		
Painting	Fire Noxious/Hazardous fumes	Steel-toed shoes FIT Tested Respirator All protective clothing
SHOP		
Lifting devices Tools	Improper use of cranes Not properly maintained	Steel-toed shoes Proper use of cranes Do not use tools that are dangerous
PARTS	Lifting manual & mechanical	Steel-toed shoes Ear & eye protection Gloves, back brace if required by individual
SHIPPING & RECEIVING		
Forklift operation Directing yard traffic	Injury due to improper use of forklift or improper lifting procedures	Steel-toed shoes Hi-Viz Vest

Safe Procedures for Connecting "Propane"

1. Verify the correct gas pressure, as the tank is High Pressure.

2. Must be used in a well-ventilated area with no flame, fire or external or uncontrolled sources of ignition. Charging batteries are a source of ignition. Since propane gas is heavier than air, charging batteries must be elevated off of the floor.

3. Have leak detector ready (soapy water in a spray bottle will do) , slowly open tank valve approximately half way and spray the gas line and connections with the leak detector. Any bubbles will identify any leaks. Shut the gas valve off, repair the leak and retest.

No Smoking!

Date Prepared:01/15/09
Date Revised: July 18, 2011 (AS/KS)

JOB HAZARD ANALYSIS (J.H.A.)			Step #1
Job: Welding			
Tools/Equipment Required Welder, tank regulator, cylinder		**Material Required** Soap, cones, chains, cables	**Personal Protective Equipment** Helmet – Shade 8 or more, Welder face shield, steel toes boots, long sleeve cotton coveralls – fire retardant, and leather gloves – gauntlet style, **no jewellery**
Steps	**Sequence of Steps**	**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
1	Put new bottle in cradle		Make sure all personal protective equipment is on.
2	Chain new bottle in cradle.		Make sure all personal protective equipment is on.
3	Check PSI on new tank regulator		Make sure all personal protective equipment is on.
4	Blow out dust	Dust in eyes	Make sure face shield (welders mask) is on to block dust from getting in eyes.
5	Screw in regulator		Make sure all personal protective equipment is on.
6	Turn on cylinder		Make sure all personal protective equipment is on. Keep arms length distance, look away, listen, and don't stand in front of regulator.
7	Soap up and check for leaks		Make sure all personal protective equipment is on. Visually inspect the cylinders for cracks or leaks, and they are properly secured away from heat or welding surface.
8	Check power cables – not cut	Frayed cables	Make sure all personal protective equipment is on. Insure all connections are in good shape.
9	When working in other areas - protect cables from traffic	Electrical Shocks	Make sure all personal protective equipment is on. Clearly mark area with cones so that people are aware of the potential hazards.
10	Turn on welder	Welding fumes and hot surfaces, fires, explosions	Make sure all personal protective equipment is on. Keep your head out of the fumes and do not breathe fumes. Verbally tell all by-standers not to watch the flames and not to expose themselves to the hot metal. Insure no flammable materials are present. Avoid water on ground. Avoid touching electrical parts with wet hands.
11	Choose perimeters		Make sure all personal protective equipment is on.
12	Shut down Equipment		Make sure all personal protective equipment is on. Follow proper procedures for shutdown of equipment and tools.
Developed By: **1. Rey DeGuzman** **2. Annette Sonderby**			
Reviewed By: **AS** **KS**		**HR Manager** **Service Manager**	**Revised By: Annette Sonderby**
Approved By: _____ **(name)**		**_____** **(position)**	**Date: July 18, 2011**

Oxyacetylene Safety Procedures

All Non-welders must go through these procedures with a licensed welder before using welding equipment.

Practical Competency 1: Assemble, ignite and shut down a portable oxyacetylene outfit

To complete this Practical Competency you will be required to perform the following procedures:

- Procedure A: Assemble and shut down an oxyacetylene outfit
- Procedure B: Ignite and adjust a one-piece and a two-piece cutting torch and heating tip

It is extremely important that you learn the correct steps in assembling, igniting and shutting down an oxyacetylene outfit. Failure to learn the safe procedures could result in a fire or explosion. You will be under an instructor's supervision until you have successfully mastered these procedures.

Equipment

- Striker
- Cylinder wrenched
- One-piece cutting torch
- Two-piece cutting torch
- Cutting tips
- Heating tip (rosebud)

Procedure A: Assemble and shut down an oxyacetylene outfit

1. Arrange with your instructor for a demonstration of this procedure and for the equipment you will need. Your instructor will observe as you practice this procedure.

2. Follow all safety precautions and wear all personal protective clothing. Wear a leather jacket, cap, welding gloves and leather work boots.

3. Secure the cylinders upright in a cart using safety chain or other acceptable methods.

4. Remove the cylinder caps.

5. Crack the acetylene and oxygen valves. Remember to stand to side of the valve outlets.

6. Attach the regulators to the cylinder valves.

7. Connect the RFCVs to the regulators.

8. Connect the hose to the RFCVs on the regulators.

9. Turn the pressure adjusting screws out (counterclockwise) to close the regulators.

10. Open the acetylene cylinder valve ¼ to ½ turn.

11. Open the oxygen cylinder valve slowly: then open it completely.

12. Purge the hose and the regulators.

13. Attach the RFCVs to the torch handle.

14. Attach the hose to the torch RFCVs and make sure the torch valves are closed.

15. Attach the cutting tip to the torch.

16. Set the working pressure. Consult the manufacturer's chart for the correct working pressures for the tip that you are using.

17. Test the system for leaks.

Now shutdown and disassemble the outfit

1. Bleed the system. First close the acetylene and oxygen cylinder valves. Then open the torch valves, and close the regulators.

2. Disconnect the torch and remove the torch tip.

3. Remove the RFCVs from the torch handle.

4. Disconnect the hose from the regulators and remove the RFCVs from the regulators. Store the hose in an appropriate area.

5. Disconnect the regulators from the cylinder valves.

6. Cover the cylinder valves with protective caps. Be sure to only hand tighten the caps

7. When your instructor indicates that you have successfully mastered this procedure, continue with Procedure B.

Date Prepared:12/23/2008(AS/RD)
Date Revised: July 18, 2011 (AS/KS)

JOB HAZARD ANALYSIS (J.H.A.)			Step #1
Job: Paint Booth			
Tools/Equipment Required Paint Gun and booth		**Material Required** **Paint thinner, lacquer thinner, solvent**	**ersonal Protective Equipment** Steel toed shoes, paint coveralls, respirator, eye protection
Steps	**Training**	**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
1	WHMIS	Fumes	Safe use of respirator and proper replacement of filters.
2		Explosions or fire	Proper use of fire extinguishers and location.
3		Fire Suppression system - possibility of being set off – check on procedures.	
4		Booth – start up and shut down, turn on, filtration system working (not plugged)	Check list for starting up and closing down spray booth.
			Location of MSDS
Developed By: **Rick Byzitter** **Annette Sonderby** **Ariel Nuque**			
Reviewed By: **AS** **KS**		**HR Manager** **Service Manager**	**Revised By: Annette Sonderby** **Date: July 18, 2011 (AS/KS)**
Approved By: _____ **(nam**		_____ **(position)**	

Safe Operation of Paint Booth

Before starting to paint, be aware that there are several hazards that may exist in this area. Always wear ear and eye protection as well as respirators

Cleaning the booth before spraying:

- Vacuuming
- Dry sweeping

Equipment Check and Operation

The following checks are to be conducted before each use of the paint booth:

- Ensure that the air inlet filters are clean and free from obstructions
- Ensure that all source of ignition and miscellaneous items are removed from the booth
- Turn on the exhaust fan. Where more than one fan is present all fans must be operating
- Turn on the inlet air fan (if present)

The exhaust fan must run for a minimum of 2 minutes before spraying can commence. This is known as the pre-spray purge cycle. During this time check:

- The air flow sensor, to ensure that the minimum airflow (0.5 ms-1) is obtained.
- Ensure that the filter wall is complete and operational
- Place a “DO NOT ENTER” sign up
- The booth must remain on for a post-spray cycle of at least 5 minutes. However, where possible the booth exhaust should run as long as practical, or until the items are touch dry.
- Place a “DO NOT ENTER” sign up until items are dry

**A better finish is obtained if the objects are allowed to dry within the spray booth. Where space is restricted, objects may be moved within the spray booth room. Objects may only leave the spray room once the paint is touch dry, set, or cured.*

Restore Equipment

- Return equipment, personal protective equipment, paint cans and solvent to their appropriate locations.
- Notify management of any problems or malfunctions so that they may be repaired /replaced.

Worker Responsibility – Respirator Effectiveness

- Use fit tested respirator
- interference with communication
- resistance to breathing
- fatigue
- interference with vision
- interference with job performance
- confidence in the device's effectiveness
- proper respirator for specific jobs
- changing filters in respirator
- changing filters in paint booth as per manufacturer's recommendations
- proper maintenance of equipment
- be clean shaven

Wearing a respirator may give a worker a false sense of protection. For example using a respirator can put a worker at greater risk if:

- the respirator is inadequately fitted or sealed to the face
- respirators and other personal protective equipment are improperly donned

Date Prepared: January 1, 2009 (AS/AN)
Date Reviewed: July 18, 2011 (AS/KS)

JOB HAZARD ANALYSIS (J.H.A.)			Step #1
Job: Mechanic/Assembler			
Tools/Equipment Required Lifting devices, cranes, forklift, tools-grinder, lathe etc., compressed gases – air tools.		**Material Required** Chemicals such as paint, glue, sealants, etc.	**Personal Protective Equipment** Steel toed shoes, coveralls, safety glasses
outside or internal	**Training**	**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
Outside	WHMIS/MSDS	Diesel fuel, spray bombs	Educate in safe procedures
Outside	Forklift Certificate	Forklift Lifting devices including cranes, chains, hooks, straps	Reminder of safe procedures
Developed By:			
Reviewed By: **AS** **KS**		**HR Manager** **Service Manager**	**Revised By: Annette Sonderby**
Approved By: _____ **(name)**		_____ **(position)**	**Date: July 18, 2011**

Safe Job Procedure: Crane Safety

Safety is always the top priority in crane operation!

Good operators should always remember and follow four simple rules:

1. Start all motions slowly, by moving the controller handle or push button step by step until the fastest safe speed is reached.

2. Stop slowly, by bringing the master switch or push button to the "off" position step by step so as to minimize "swinging" of the load and unnecessary wear of the brakes.

3. Learn to judge the drift of each motion of the crane after power is removed. Proper use of this drift will facilitate spotting of the load and minimize wear of crane components.

4. Handle the load in a safe manner with the area free of personnel and other obstructions.

Handle the Bridge Travel Motion

Before using the trolley or bridge of the crane, the operator should be sure the hook is high enough to clear any obstruction. Before a load is handled by the crane, the bridge should be brought in position so that it is directly over the load. Otherwise, it will be impossible to "spot" the trolley and hoist hook over the load.

Start the bridge slowly and bring it up to speed gradually. Approaching the place where it is desired to stop the bridge, reduce the bridge speed. If the operator finds the crane is going to "overrun" the point where the bridge is to be stopped, apply the bridge brake. If extra fine control or creeping speed is not provided, follow the practice of "inching", namely: Move the controller handle or button on and off the point that produces a minimum of motion. This practice should be followed only as necessary because it causes extra wear on the controller contacts and the electric brake. Skidding of wheels when stopping will result in flat spots on the wheels and rough bridge action.

Date Reviewed: July 18, 2011

JOB HAZARD ANALYSIS (J.H.A.)			Step #1
Job: Shipping/Receiving			
Tools/Equipment Required Forklift, pallet jacket, hand tools, cranes, and lifting devices.		**Material Required** N/A	**Personal Protective Equipment** Steel toed boots, Hi Viz Vests, Gloves and back brace if needed.
Steps	**Training**	**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
	Forklift ticket	Pallet Jacket	Procedures for proper use.
	WHMIS	Lifting devices and cranes	Procedures for proper use.
		Ladders	Procedures for proper use.
		On and off trucks. Loading and unloading	Watch step! Heads up!
		Forklift	Be aware of area and people. Watch speed – make sure forklift is in agood working condition – brakes mirrors etc.
		Assisting truck into and out of the yard	Hi Viz Vest, traffic, eye contact with the driver.
Developed By: **1.** _____ **2.** _____ **3.** _____			
Reviewed By: **AS** **KS**		**HR Manager** **Service Manager**	**Revised By: Annette Sonderby** **Date: July 18, 2011**
Approved By: _____ **(name)**		_____ **(position)**	

JOB HAZARD ANALYSIS (J.H.A.)			Step #1
Job: Office			
Tools/Equipment Required Computer		**Material Required**	**Personal Protective Equipment**
Steps	**Sequence Of Steps**	**Potential Accidents Or Hazards**	**Recommended Safe Job Procedures**
		Musculoskeletal Problems	Maintain a relaxed, natural position. Change position, stand up or stretch. Use adjustable chair and wrist/foot rests if necessary. Take frequent breaks from the computer. Practice stretching exercises and relaxing techniques. Ask for help if load is heavy. Do not try to lift or otherwise move material beyond ability; reduce weight of object by packing smaller parcels.
		Stress & Fatigue	Take short breaks
		Electrical Shock	Electric cords should be routinely examined. Locate cords away from heat sources and protect from Abraision, crushing or kinking. Disconnect cords only by pulling on the plug. Pull plug before working on any electrical machine. Do not touch appliances or machines while grounded or touching plumbing pipes or faucets.
		Slips, Trips & Falls	Use handrails in the stairways. Aisles should be clear of obstructions.
		Paper Cuts	Proper paper handling.
Developed By: **1. AS** **2. JT** **3. _____**			
Reviewed By: **AS** **KS**		**HR Manager** **Service Manager**	**Revised By: Annette Sonderby**
Approved By: **_____** **(name)**		**_____** **(position)**	**Date: July 18, 2011**

Safe Job Procedures

Development/ Annual Review

Safe Job Procedures	Development				Review				Review			
	Date			By Whom	Date			By Whom	Date			By Whom
	M	D	Y		M	D	Y		M	D	Y	
Test Bay	01	15	09	AS/LY/HC	7	18	11	KS/AS				
Paint Booth	01	16	09	AN/AS	7	18	11	KS/AS				
Oxyacetylene	12	23	08	AS/RD	7	18	11	KS/AS				
Load Bank	01	13	11	RB/HC	7	18	11	KS/AS				
Dyno	01	13	11	RB/HC	7	18	11	KS/AS				
Welding	07	18	11	AS/SP/EZ	7	18	11	KS/AS				
Compressed Natural Gas	01	15	09	AS/KS	7	18	11	KS/AS				
Cranes	12	01	08	AS/PP	7	18	11	KS/AS				
Hi Pot Testing	01	15	09	RB/HC	7	18	11	KS/AS				
Propane	01	15	09	RB/HC	7	18	11	KS/AS				
Battery	01	15	09	RB/HC	7	18	11	KS/AS				
JHA Electrical Shop	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Med Assembly	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Paint Booth	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Parts	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Ship/Rec	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Test Bay	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Welding	01	15	09	AS/KS/PP	7	18	11	KS/AS				
JHA Office	12	01	08	AS/PP	7	18	11	KS/AS				

Hazard Assessment Form for Field Service

Before beginning work take a few minutes to look at your surroundings to determine if it is safe for you to proceed.

Look for exit(s). Is there an escape path in the event of fire or other hazardous situation? Is the path clear? Fire extinguisher nearby?

Are there any overhead wires, sprinklers or other factors to consider?

Do others know where you are and what you are doing? (If you need help would anyone know where you are?)

If you proceed with your work could that create any threats to others? (e.g. live electrical circuit hazards or unexpected power disruptions)

Is the equipment properly installed?

Adequately ventilated?

Properly grounded?

No loose components or unguarded rotating components?

Are the coolant connections tight?

Fuel connections tight?

Gaseous sets must be well ventilated and all fittings made by a licensed gas fitter.

Electrical connections tight and properly phased?

No one can assess the site for safety better than you can. Make certain that all aspects of the work can be safely completed. Please be careful and thorough. If you do not feel that the site has been safely prepared, do not start work. Advise the site supervisor of the problems(s), fill in the specific information on the back of this form and call in to your supervisor at Frontier Power Products Ltd.

Date_____ Job Site_____

Please briefly explain the issues that prevent the work from being safely completed. Your supervisor will contact the customer to discuss safety concerns.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Date Reviewed: July 18, 2011 (KS/AS)

TAG OUT

FAILURE

Date of Failure:		Name:
Tool:		
Problem:		

INSPECTION

Date of Inspection:
Supervisor:
Problem:
Action:

CORRECTION

Date:
ACTION: ☐ Repaired/ Back in Service or ☐ Destroyed _____ Supervisor

Safe Job Procedures - Welder

All Non-welders must go through these procedures with a licensed welder before using welding equipment.

Failure to learn the safe procedures could result in a fire or explosion. You will be under an instructor's supervision until you have successfully mastered these procedures.

Equipment/Tools

- Tank regulator
- Cylinder
- One-piece cutting torch
- Welder
- Chain
- Cones
- Cables

Personal Protective Equipment

Helmet – Shade 8 or more, Welder face shield, steel toes boots, long sleeve cotton coveralls – fire retardant, and leather gloves – gauntlet style, and **no jewellery.**




Arrange with your instructor for a demonstration of this procedure and for the equipment you will need. Your instructor will observe as you practice this procedure.

1. Put new bottle in cradle and chain new bottle
2. Check PSI on new tank regulator
3. Blow out dust.
    - Make sure welder mask is on to block dust from getting in eyes.
4. Screw in regulator.
5. Turn on cylinder.
    - Keep arms length distance, look away, listen, and don't stand in front of regulator.
6. Soap up and check for leaks.
    - Visually inspect the cylinders for cracks or leaks, and they are properly secured away from heat or welding surfaces.
7. Check power cables – not cut.
    - Insure all connections are in good shape.
8. When working in other areas - protect cables from traffic.
    - Clearly mark area with cones so that people are aware of the potential hazards.
9. Turn on welder.
    - Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding.
    - Keep your head out of the fumes and do not breathe fumes.
    - Verbally tell all by-standers not to watch the flames or expose themselves to the hot metal.
    - Insure no flammable materials are present.

- Avoid Water on the ground and touching electrical parts with wet hands.

10. Choose perimeters

11. Shut down Equipment.

- Follow proper procedures for shutdown of equipment and tools.

Safe Job Procedures
for
Battery Fill

1. Ensure battery is stable on work area on non-conductive material

2. Must use proper PPE

3. Remove caps and clean top - when cleaning by brushing debris away from the body.

4. Carefully pour acid into each cell - DO NOT fill battery cells above level indicator.

5. Re-secure cover

6. **Caution Acid is Caustic!** Neutralize spilled sulfuric acid with baking soda solution, rinse spill area with clean water.

7. Rinse off gloves before removing. Rinse off apron. Wash yourself with soap and water immediately after servicing a battery.

8. Charge battery appropriately

Date prepared: July 16,2010 (KS/AS)

Date Reviewed: July 18, 2011 (KS/AS)

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Tag Out Procedures

Part of the COR program deals with defective tools or equipment. As you probably know "defective tools/equipment" must be tagged out to avoid injury or damage to goods.

These pages must be kept in this book for safety references.

The way this should work is the employee who notices a defective item must bring the item to his supervisor or requests a "tag" from the supervisor if it cannot be moved. Then the item is tagged. The booklet should be kept at the tagged item storage area. ALL information under **Failure** must be filled out by the person reporting the defect. Then the supervisor will need to inspect the item & fill out all information under **Inspection** section and make arrangements for repair or destroy. Once the item is repaired or destroyed it should be noted on in the **Correction** area and of course the tag removed and then item is placed back in service or destroyed.

Tag Out Sheet must be filled out for each defective tool or equipment.

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#5

Company Rules

Company Rules

Company Vehicle

Company vehicles are to be kept clean and in a safe operating condition. There shall be no alcohol or drug consumption while using company vehicles. While using the vehicles you must conform to all laws and road courtesy conventions. Employees will be responsible for any and all traffic or parking violations they commit.

NO Smoking in vehicles – Since the company vehicle is an extension of the work place, there will be no smoking in a company vehicle.

Cell phones – Using cellular telephones while driving is illegal. This means that all vehicle operators stop their vehicles in a safe location, off the road, before accepting incoming calls or making any outgoing calls.

Driving Rules

Frontier employees who drive a company owned or leased vehicle must:

- Possess a valid Driver's License for the province of residence & vehicle(s) operated.
- Not drive while under the influence of alcohol or illicit drugs. Prescription drug users must follow the recommendations regarding operation of motor vehicles
- Provide Frontier with authorization for a driver's abstract.
- Obey all applicable laws.
- Comply with all company driving policies, practices and procedures.
- Refrain from displaying or engaging in road rage.
- Have the vehicle maintained according to the manufacturer's recommendation
- Keep Vehicle Maintenance Log up to date.
- Immediately report any vehicle deficiencies

- Not drive an unsafe vehicle
- Report any and all accidents
- Not drive if for any reason the vehicle or any other conditions are unsafe.

Driving Abstracts will be required for all personnel who will be driving a company vehicle.

Violence or outbursts of anger

There is zero tolerance for violence and/or outbursts of anger in the workplace and this applies to Frontier. All situations where this type of behavior is displayed the employee will be sent home immediately without pay for that day and the following day.

Lunch Room and Coffee Area

The lunchroom including equipment and facilities are provided for the comfort and convenience of employees. We ask each individual to treat these areas with care and respect by practicing and promoting tidiness and cleanliness.

Smoking Policy

Frontier endeavors to provide a healthy environment, therefore **smoking is not permitted** in company buildings (within 5 meters) and vehicles. Employees, who smoke outside of our buildings must keep the area clean and free of cigarette butts, litter or dirty ashtrays. Janitorial staff will not clean smoking areas.

Telephone Calls

Telephones should be primarily used for conducting company business. Personal calls, both incoming and outgoing, should be limited. Cellular phones provided by Frontier are restricted to business related calls. Employees will be expected to pay for any personal calls deemed unreasonable.

Issued Items

All items issued by Frontier Power Products to an employee remain the property for Frontier and at time of separation/termination all items must be returned to Frontier.

TECHNOLOGY USE

Frontier provides various technology resources to authorized employees to assist them in performing their job duties for Frontier. Each employee has a responsibility to use Frontier's technology resources in a manner that increases productivity, enhances Frontier's public image, and is respectful of other employees. Failure to follow Frontier's policies regarding use of these resources may lead to disciplinary measures, up to and including termination of employment. Serious violations may result in civil or criminal prosecution.

Technology Resources Definition

Technology Resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including drawing and wiring diagrams; software that grants access to external services such as the Internet; electronic mail; telephones; cellular phones; pagers; and voicemail systems.

Authorization

Authorization to Frontier's technology resources is within the sole discretion of Frontier's management. Generally, employees are given free access to Frontier's technology resources. However if this privilege is abused it will be taken away.

Use

Frontier's technology resources are to be used by employees only for the purpose of conducting Frontier business. Employees may, however, use Frontier's technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with Frontier's business, and does not violate any Frontier policy.

1. To send and receive necessary and occasional personal communications;
2. To prepare and store incidental personal data (such as personal calendars, address lists, and similar incidental data) in a reasonable manner;
3. To use the telephone system for brief and necessary personal calls, and;
4. To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Frontier assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on

Frontier's technology resources. Frontier accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Frontier property.

Improper Use

Prohibition Against Harassing, Discriminatory and Defamatory Use:
Frontier is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality (verbally or electronically) degenerate into improper use. Under no circumstances may employees communicate, transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes and cartoons).

Prohibition Against Violating Copyright Laws:

Employees must not use Frontier's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other prohibited Uses:

Employees may not use Frontier's technology resources for any illegal purpose; to violate any Frontier policy; in a manner contrary to the best interest of Frontier; in any way that discloses confidential or proprietary information of Frontier or third parties; or for personal or pecuniary gain.

Frontier Access to Technology Resources
All messages sent and received, including personal messages, and all data and information stored on Frontier's electronic mail system, voicemail system, or computer systems are Frontier property regardless of the content. As such, Frontier reserves the right to access all of its technology resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion.

Privacy

On occasion, Frontier may need to access its technology resources including computer files, electronic mail messages and voicemail messages. Although Frontier does not wish to examine personal information of its employees, they should understand that they <u>have no right to privacy</u> with respect to any messages

or information created or maintained on Frontier's technology resources, including personal information or messages. Frontier may, at its sole discretion, inspect all files or messages on its technology resources at any time for any reason. Frontier may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Some of Frontier's resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Frontier. Thus, even though employees may maintain passwords for accessing resources, employees must not expect that any information maintained on technology resources is private. Employees are expected to maintain their passwords as confidential

Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on Frontier's technology resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by Frontier. Frontier may, however in its sole discretion, and at any time alter the amount and type of information that it retains.

Although voice mail is password protected an authorized administrator can reset the password and listen to voice mail messages.

Electronic mail is backed up and archived. Although electronic mail is password protected, an administrator can reset the password and read electronic mail.

Many documents stored on Frontier computers have a history that shows which users have accessed the document.

Documents saved on personal computers are backed up on the computer servers and an administrator can access these documents.

Deleted Information

Deleting or erasing information, documents, or messages maintained on Frontier's technology resources is, in most cases, ineffective. All employees should understand that any information kept on Frontier's technology resources might be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because Frontier periodically backs up all

files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

The Internet and Online Services

Frontier provides authorized employees access to online services such as the Internet. Frontier expects that employees will use these services in a responsible manner and for business related purposes only. Under no circumstances are employees permitted to use Frontier's technology resources to access, download, or contribute to the following:

- Gross, indecent, or sexually oriented materials;
- Job search sites;
- Gambling sites;
- Games;
- Illegal drug oriented sites;
- File sharing services for downloading items such as music, videos, or software.
- Politically oriented sites or sites devoted to influencing the course of legislation or public policy.

Additionally, employees must not sign "guest books" at web sites or post messages to Internet news groups or discussion groups at web sites. These actions will generate junk electronic mail and may expose Frontier to liability or unwanted attention because of comments that employees may make. Frontier strongly encourages employees who wish to access the Internet for non-work related activities to get their own personal Internet access accounts.

Confidentiality

Some of the information to which Frontier has access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

Software use

All software in use on Frontier's technology resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may loan any software on Frontier's computers by any means of transmission, unless

authorized by Frontier's administrators. Do not load any software on Frontier computers unless authorized by the IT department as it may conflict with existing software.

Confidential Information

Frontier is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Frontier and third parties. Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting confidential information on Frontier's technology resources. Confidential information should not be accessed through these resources in the presence of unauthorized individuals. Similarly, confidential information should not be left visible or unattended.

Software for Home Use

Frontier endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Employees must obtain permission before transferring or copying any software from a Frontier computer to another computer. Employees will return all company data, software, hardware and accessories at the end of their employment with Frontier.

Security

Frontier has installed a variety of programs and devices to ensure the safety and security of its computer systems. Any employee found tampering or disabling any of Frontier's security devices would be subject to discipline up to and including termination. If you are working on the premises Mon.-Fri after 10 PM you must phone the monitoring company.

No shop employee should be allowed to work alone due to concern for their safety.

Audits

Frontier may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on Frontier's technology resources may be conducted without warning at any time.

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www.frontierpower.com

Audits
Frontier may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on Frontier's technology resources may be conducted without warning at any time.

Failure to follow Frontier's policies may lead to disciplinary measures, up to and including termination of employment. Serious violations may result in civil or criminal prosecution.

Infraction #1 -verbal warning
#2 – written warning
#3 – sent home and the following day off without pay
#4 – will be terminated

Prepared: January 1,2009
Revised: January 1, 2010
Reviewed: July 18, 2011 AS/KS

Signature: Jarrie York	**Date:** August 8, 2011

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Policies & Procedures for Working Alone

No shop employee should be allowed to work alone due to concerns for their safety.

Prepared: 1/1/2009
Reviewed: July 18, 2011 AS/KS

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Employee Warning Report

Employee's Name: _____

Date of Warning: _____

Project: _____

Warning Issued by (print): _____

Type of Violation: □ Health and Safety □ Other

Company Statement (Supervisor's Report):

_____
_____
_____
_____

Signature: _____

Employee Statement (check the appropriate statement)

□ I agree with the company's statement

□ I disagree with the company's statement for the following reasons. (State below)

_____
_____
_____

I have entered my statement of the above matter.

Employee Signature: _____ Date: _____

□ I would like to receive a copy of this statement for my records.

PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE HOME OFFICE, AND THE ISSUE MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE.

 # 6

Personal Protective Equipment

Personal Protective Equipment Policy

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The purpose of this policy is to minimize injuries to workers by the use of Personal Protective Equipment (PPE)

- It is the policy of the company to have all workers use the proper Personal Protective Equipment (PPE) when and where required
- The company will provide annual boot allowances to the Parts Department and Shop, as well as eye and ear protection, rubber gloves, particle mask and appropriate painting PPE
- All PPE used shall be in good condition and maintained according to manufacturer's instructions
- All company-supplied PPE will conform to government OH&S requirements and relevant standards

Signature Jamie York. Date August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Reviewed: July 18, 2011 AS/KS

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Person Responsible for Selecting and Providing Respiratory Protective Equipment

Name _____ **Telephone** _____ **Position** _____
Employee _____ **Last Date Fit Tested** _____

Conditions for Use of RPE:

Health Surveillance: ***Workers must be medically fit to wear a respirator***
Fit Testing: ***RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person***

Task	Airborne Hazard	Type of Respirator	Respirator Make/Model	Type of Cartridge	Cartridge Make/Model	RPE Use Mandatory? Y/N

Maintenance / Cleaning / Storage of Respiratory Protective Equipment:

Maintenance: Cartridges / filters must be replaced as per the manufacturer's instructions or earlier if smell, taste or irritation from contamination is detected or if there is resistance to breathing. ***(see the manufacturer's instructions)***

Cleaning: RPE should be cleaned after each use. Wipers may be used, but should not be the only method of cleaning RPE ***(see the manufacturer's instructions)***
Storage: RPE must be stored in a manner that will prevent its contamination ***(eg. Sealed big Ziploc)***

****Fit Testing must be done every 2 years or when physical conditions change***
****Examine respirator daily before use – *Use respirator as per Manufacturer's recommendations***

Reviewed: July 18, 2011 AS/KS

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Preventative Maintenance

Preventative Maintenance Program Policy

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All tools, vehicles, and equipment shall be properly maintained so as to reduce the risk of injuries to workers or damage to property.

Supervision shall ensure that all preventative maintenance is carried out by qualified personnel, according to established schedules and that records are maintained.

All workers shall regularly check all tools, vehicles, and equipment that they are working with, and shall take out of service any tools, vehicles, or equipment that pose a hazard due to a need for repair.

Signature: Jamie York. Date: August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Reviewed: July 18, 2011 AS/KS

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Paint Booth Log

Branch: _____

Identification #
Description:
Every 3 months – a visual inspection should be conducted: to ensure that the air flow through the booth is adequate and evenly distributed the air quality of the compressed breathing air is not contaminated **Every 12 months** – a visual and close inspection should be conducted. These periodic inspections include: look for loose bolts, hoses, etc… damage to filter mounts, lights, air hoses **Every 3 years** – a detailed inspection involving: de-energizing electrical equipment a close look (with tools) and opening access panels, equipment boxes, etc, encompassing all equipment, systems, installation, manufacturer's guidelines include earth bondage straps, and fan blades, cleaning of motors to prevent over heating

Date	Maintenance Requirement	Action Assigned to	Completion Date	Receipt or Work Order #

Reviewed by_____ Date _____
Management

Owners Manuals to be sent to head office

Reviewed: July 18, 2011 AS/KS

Paint Booth & Respirator Filter Replacements

Branch _____

Date _____

Employee Name (printed) _____

Employee Signature _____

Please Check off Filter Type Replaced

☐ Intake Filter
☐ Exhaust Filter
☐ Respirator (Full Face)_____
☐ Respirator (½ Face)_____
(please enter identification number for personal mask)

Comments

_____
_____
_____

Supervisor Signature _____

Reviewed: July 18, 2011 AS/KS

Preventative Maintenance Schedule

Type of Equipment	Type of Inspection	Schedule
Tools/ **Hand & Pneumatic Air**	Critical items, controls, overall functioning Complete inspection Repair Preventative Maintenance	Daily Every month, prior to safety meeting When failure occurs (tag out when nessecary) Manufacturers Recommendation
Shop Eq. & Electrical Tools Compressor Welder Load bank Drill Lathe	Deformation, cracks, corrosion, etc Complete Inspection Repair Preventative Maintenance	Daily or before each use Every month, prior to safety meeting When failure occurs (tag out when nessecary) Manufacturers Recommendation
Cranes Cranes Slings	Complete inspection and Certification. Critical items, controls, overall functioning Complete inspection Repair Preventative Maintenance	Before first time Daily Annually When failure occurs (tag out when nessecary) Manufacturers Recommendation
Vehicles Shop trucks	Repair Preventative Maintenance Operators Checklist (Pre & Post trip) Monthly Vehicle Inspection	When failure occurs Manufacturers' Recommendation Prior to all overnight trips 1st working day of each month
Forklift	Visual inspection Complete inspection Preventative Maintenance	Daily before use 1st working day of each month Every 6 months (based on manufacturers recommendation)

Preventative Maintenance Schedule

Tools/Equipment

Branch –

ITEMS	Date	Maintenance Required	***Date Done***	***Signed***
Lathe		***Maintenance for these items are in the safety minutes binder***		
Grinder				
Drill Press				
Welder				
Air Compressor				
AMC Gas Detection System		***Maintenance for these items are in the safety binder***		
Fire Extinguishers				
Fire Suppression System				
Cranes		***Maintenance for these items are in the Cranes & Chains Binder***		
Chains				
Respirator		***Maintenance for this item is in the safety binder***		
Four Gas Analyzer		***Maintenance for this item is in the safety binder***		

-Legend-

N/A ***(Not Applicable)***	**Monthly**	**Annually**	**Semi Annually**	**Personalized Fit Testing**	**120 days**

Reviewed: July 18, 2011 AS/KS

Vehicle Log

Branch: _____

Identification (VIN#)			Lic #	
Description:			Driver	
Date	Maintenance Requirement	Action Assigned to	Completion Date	Receipt or Work Order #

Reviewed by_____ Date _____
Management

This information is kept in head office (Delta).

Reviewed: July 18, 2011 AS/KS

8

Training & Communications

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Health and Safety Training Policy

Purpose

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

Policy

The company will provide, and workers will participate in, all safety and related training that is necessary to minimize human and physical hazards.

This training will include, but not be limited to:

- Health and Safety orientations for newly-hired personnel
- Job-specific training
- Health and Safety training for supervisors and management
- Task training
- Specialized safety and related training
- Refresher and update training
- Safety Committee and Toolbox meetings must be conducted once a month.

Remember: "Learning continues for a Lifetime"

*The Information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Signature Jamie York. Date August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Reviewed: July 18, 2011 AS/KS

Safety Committee Members

Calgary Meets: 2nd Friday of each month @ 10:15 AM

Kent Shaw
Darren VanBetuw
Mike Thompson
*****Petey Whyte**
Mike Bezaire

Toolbox: 2nd Wednesday of each month @ 8:00 AM

Delta Meets: First Thursday of each month @ 9:30 AM

Annette Sonderby
*****Melanie Kihn
Gary Doornbosch
Miguel Botelho
Randy Shore

Toolbox: First Tuesday @ 9:45 AM

Edmonton Meets: 3rd Tuesday of each month @ 9:15 AM

***** Elaine Schell
Tyrone Beauchamp
Brad Oliver
Al Moes
Allan West

Toolbox: 3rd Tuesday @ 10:15 AM

Winnipeg Meets: 2nd Tuesday of each month @ 9:00 AM

*****Marcelle Price
Joe Leskovjan
Keith Verhaeghe
Ryan McCauley

*****Person taking notes for meeting*

Delta - Safety Meeting

Date: January 21,2010

Attendance

Annette_____ _____ _____ _____
Gary_____ _____ _____ _____
Jim_____ _____ _____ _____
Melanie_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____

Time In – 9:45am_____ Time Out – 10:00am_____

Topics of Discussion

1 – Last meeting notes_____
2 – Test Bay_____
3 – Eye wash station_____
4 – Safety Equipment_____
5 – Batteries_____
6 – Walk Around_____
7- Engines_____

1 – Went over the notes from last meeting.

_____

_____

2 – Lighting in test bay is still to be done. Ho is waiting for some more stuff to come in.

_____

_____

3 – Supplies were ordered for the eye wash station for the test bay. Gary and Jim will be setting that up.

_____

_____

4 – Jim can purchase safety equipment like respirators, fire extinguishers, oxygen tanks and harnesses. Mentioned Andrew should check with Jim before he orders any safety equipment.

_____

_____

5 – Jim is going to bring in a box to store the used batteries so Andrew can have them picked up. Gary was going to find out from Andrew if there is a minimum of batteries to be picked up.

_____

_____

6 – The safety walk around will be done the last day of the month. Gary will be doing it each time and the others will rotate.

_____

_____

7- We need to make sure that when we are running up engines that we have them properly vented so that the fumes do not come back into the shop. Annette talked to Rick and will have a discussion at the next toolbox.

_____

_____

Action:

- E-mail Office personnel with any relevant information
- Make sure that when needed a 'Corrective Action' sheet is completed and assigned to a specific person for follow-up results at the next toolbox meeting.
- A copy of the completed Corrective Action sheet is to be attached to the meeting notes and posted with it in the Lunchroom.

Reviewed by Manager: _____
Signature: _____
Date: _____

Reviewed: July 18, 2011 AS/KS

Power Point Safety Presentation

All employees must attend Power Point as part of their safety orientation.

New Worker Health and Safety Orientation – Power Point

Worker:	Hire Date:
	Trade:

Introduction

- ♣ Company History
- ♣ Company Health and Safety Policy

Responsibility for Health and Safety

- ♣ Worker
- ♣ Supervisor
- ♣ Manager

Emergency Procedures

- ♣ Fire
- ♣ Emergency #
- ♣ Emergency procedures
- ♣ Security
- ♣ Incident/Near miss reporting

General Rules

- ♣ Alcohol
- ♣ Horseplay, Fighting
- ♣ Vehicle Operation
- ♣ Other_____
- ♣ New Worker Orientation

Personal Protective Equipment

- ♣ Hard Hats
- ♣ Safety Glasses
- ♣ Fall Protection if applicable
- ♣ Respirators – FIT tested
- ♣ Hearing Protection
- ♣ Steel-toed shoes – shop & parts
- ♣ Hi-Viz Vests
- ♣ Back Brace/support if needed

Please forward this signed copy to Delta Office after the Safety Power Point Presentation has been viewed by new employee.

Safe Work Practices

- ♣ General Housekeeping
- ♣ Ladders
- ♣ Defective tools
- ♣ Flamables
- ♣ Use of Fire Extinguisher
- ♣ Electrical Equipment
- ♣ Manual lifting
- ♣ Working Alone – Never
- ♣ Vehicle operation
- ♣ Crane safety
- ♣ Forklift
- ♣ Slings
- ♣ Other:

Safe Job Procedures

- ♣ Test Bay
- ♣ Paint Booth
- ♣ Welding/Fab
- ♣ Shop/Assembly/Mechanical/Elec.
- ♣ Field Service Work
- ♣ Office
- ♣ Job related sign-off sheets
- ♣ Power Point Presentation
- ♣ Other:

Meetings

- ♣ Health and Safety Committee – 1x month
- ♣ Tool Box Meeting – 1 x month

Worker Signature:

Trainer/Supervisor:

New Worker Health and Safety Orientation – Power Point

- **Hazard identification and control is important to maintain a safe working environment.**

- **Working safely is a condition of employment.**

- **All injuries, regardless of how minor, must be reported immediately to your First Aid Attendant.**

- **It is important to maintain good housekeeping in your work area.**

- **If you observe an unsafe condition on site, you should report it immediately to your supervisor.**

- **Personal protective equipment (hearing protection, steel toed shoes, eye protection) should be worn whenever the potential for protection injury exists.**

- **The Workplace Hazardous Material Information System (WHMIS) designates certain products as controlled products and requires them to be labeled. This label is a warning for you the worker. The label tells you the name of the product, hazard symbol, risks when you use it, personal protective equipment to wear, and first aid treatment if necessary.**

- **Material Safety Data Sheets (MSDS) are also required for WHMIS controlled products. These sheets are readily available for your additional information. They are stored with the company Health and Safety Policy Manual, OH&S legislation book etc. in or near the Safety Bulletin Board.**

Employee Training Record		Branch	
Name:		Occupation:	
Date of Hire:			
Course #	Name of Course	Date Completed	Expiry Date
	New Employee Orientation		
	WHIMIS		
	First Aid		
	H2S		
	Fork Lift		
	TDG		

Reviewed: July 18, 2011 AS/KS

New Worker Orientation Checklist

Employee name:_____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Supervisor Name:_____

Telephone # _____

Rights and responsibilities	Initial	Initial	Comments
(a) General duties of employers, workers and supervisors			

(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			Sequence of reporting: immediately to supervisor if not available – then General Manager
(d) Worker responsibility to report spills, accidents and broken items			Sequence of reporting: immediately to supervisor if not available – then General Manager

Known hazards and how to deal with them	Initial	Initial	Comments
			location & operation
All overhead cranes			
Crane capacity ratings			
Crane controls			
Parts washers			
Compressed air/air tools			
Welding machines			
Other power hand tools grinders, drills, etc.			
Hydraulic roller			
Bandsaw			
Glass bead machine			
Grinder			
Drill press			
Oxy/acetelyne			
Spray Paint facilities			

Reporting of violence in the workplace and	Initial	Initial	Comments
procedures for dealing with violent situations			

Personal protective equipment (PPE) –what to use, when to use it, and where to find it

Steel toed boots **			
Ear protection - Disposable ear plugs **			
Eye protection - Safety glasses **			
Work gloves **			

Respirator **			
**Frontier Power Products supplies or contributes to purchase			

First Aid

(a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			
(c) How to report an illness, injury, or other accident (including near misses)			report to supervisor or first-aid attendant

Emergency Procedures

a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situations			

Hazardous materials and WHMIS

What hazardous materials are in the workplace			See attached list of hazardous materials
Purpose and significance of hazard information on product labels			
Location, purpose and significance of material safety data sheets (MSDSs)			
How to handle, use, store and dispose of hazardous materials safely			
Procedures for an emergency involving hazardous materials, including clean up of spills			
Oil storage			
Forklift ticket (need copy)			
Electrical Safety			

Where applicable, basic contents of the occupational health and safety program			
Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			See Annette

shared/forms/worksafeyoung Please fill out and forward to Delta Office.

Reviewed: July 18, 2011 AS/KS

 # 9

Inspections

Inspection Policy

Frontier Power Products Ltd.
7983 Progress Way
Delta, BC Canada V4G 1A3
Tel: 604-946-5531
Main fax: 604-946-8524
Parts fax: 604-946-7723
www.frontierpower.com

Purpose

The purpose of this policy is to control losses of material resources and prevent injury by identifying and correcting unsafe acts and conditions.

Policy

This company will maintain a comprehensive program of health and safety inspections at all facilities and job sites.

Schedules

This company will maintain the following schedules:

- Office – Monthly
- Shop – Monthly
- Yard/Storage Area – Monthly
  See hazard checklist and Hazard Assessment Report

- Off premise work sites ***(see field service hazard assessment card)***

Note:

Responsibilities

The Manager is responsible for setting an example and for the overall operation of the program.

Safety Committee members are responsible for formal inspections of all areas prior to monthly safety meetings and involving workers in such inspections.

Workers are responsible for participating in and contributing to the Inspection Program.

Signature Jamie York. Date August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Reviewed: July 18, 2011 AS/KS

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Step #2 **WORKPLACE HAZARD ASSESSMENT CORRECTIVE ACTION**

Branch Location:

Assessment Location(s): **Time/Date:**

Department/Areas Covered:

Assessment Team: **Name** **Position**

_____ _____

_____ _____

_____ _____

Note: All forms must be turned into Delta (head) office.

FOLLOW-UP

ITEM #	PRIORITY	RECOMMENDED ACTION	ACTION TAKEN DATE/TIME	BY WHOM

COPIES TO: (FOR ACTION) **(FOR INFORMATION):**

Manager's Signature: **Date:**

Hazard Checklist - Planned Inspections

The basic procedure for conducting a planned inspection is:

1. Identify contributions by workers
2. Locate and review reports of previous inspections
3. Obtain an inspection report form
4. Proceed with the inspection tour
5. During the tour, get off the "beaten path" and look over, under, around, behind, inside, etc…
6. Take the time to observe the activities of all personnel
7. Take immediate corrective action where there is imminent danger
8. Record all hazards (unsafe acts and conditions)
9. Rank the hazards on completion of the tour
10. Identify corrective action required for each hazard
11. The Safety Committee is to report their findings (hazards) at the following safety meeting where they will assign a person to be responsible for each corrective action as well as assign a date/time for completion. The Safety Committee will also follow up to ensure that corrective action is completed.

Reviewed: July 18, 2011 AS/KS

Pre-Safety Committee Hazard Check-list *(Quick "Up" "Down" & "Around" Assessment)*

To be used just prior to Safety Meeting.

Date/Time:

Conducted By: **Name** _____ **Position** _____

#	Identified Hazards	Specific Location of Hazard
1	Check personnel – using proper PPE	
2	General Housekeeping (example floor spills, debris)	
3	Observe any unsafe acts	
4	Emergency Exits – no obstacles in front of exits	
5	Materials & Supplies properly stored	
6	Fork lift - proper use of equipment & machinery	
7	Yard condition	
8	Fire Extinguishers	

Step #1 Hazard Assessment Checklist

Branch:	Address:	Date
Assessment Team:	**Name**	**Position**

***Severity**

Very hazardous, previous accident or high potential of accident
Hazardous with moderate risk
Low risk
OK
Not Applicable (N/A)

***Probability**

Probable – likely to occur immediately or soon
Reasonably probable – likely to occur eventually
Remote – could occur at some point
Extremely remote – unlikely to occur

ITEM #	IDENTIFIED HAZARDS (ACTIVITIES AND CONDITIONS)	*Severity/ Probability			SAFETY HAZARD AND LOCATION
		S/P	Y/S	O	*S/P (shop/parts) Y/S (yard/storage) O (office) **Please check off all that apply** ■ checked off ☐ not checked
1	Housekeeping				☐ S/P ☐ Y/S ☐ O
2	Material Storage				☐ S/P ☐ Y/S ☐ O
3	Waste Disposal				☐ S/P ☐ Y/S ☐ O
4	Lighting				☐ S/P ☐ Y/S ☐ O
5	Ventilation				☐ S/P ☐ Y/S ☐ O
6	Gas (Toxic or Non-Life-Supporting)				☐ S/P ☐ Y/S ☐ O
7	Flammables (Fire/Explosion)				☐ S/P ☐ Y/S ☐ O
8	Dangerous Pressure				☐ S/P ☐ Y/S ☐ O
9	Chemicals & Hazardous Materials (WHMIS)				☐ S/P ☐ Y/S ☐ O
10	High Risk Positioning				☐ S/P ☐ Y/S ☐ O
11	Electrical Hazards				☐ S/P ☐ Y/S ☐ O
12	Overhead Hazards				☐ S/P ☐ Y/S ☐ O
13	Ladders				☐ S/P ☐ Y/S ☐ O
14	Work at Heights				☐ S/P ☐ Y/S ☐ O
15	Major Lifts (hoisting)				☐ S/P ☐ Y/S ☐ O
16	Vehicles				☐ S/P ☐ Y/S ☐ O
17	Mobile Equipment				☐ S/P ☐ Y/S ☐ O
18	High Traffic				☐ S/P ☐ Y/S ☐ O
19	Power Tools				☐ S/P ☐ Y/S ☐ O
20	Communications/Working Alone				☐ S/P ☐ Y/S ☐ O
21	Fatigue				☐ S/P ☐ Y/S ☐ O

Frontier POWER PRODUCTS
www.frontierpower.com

How to Do Monthly Fire Extinguisher Inspections

It is important to maintain your building's fire extinguishers. They need to be serviced yearly by a company qualified to do so. In addition to this, you also need to do monthly fire extinguisher inspections. This is required by OSHA but is also a good practice. This way, you have a reasonable assurance that your fire extinguishers are in working order in case of a fire.

Instructions

Things You'll Need:

1. A few minutes one time per month
2. A pen
3. A damp cloth, possibly

Step 1

Now, to do the monthly inspections, you should bring a pen and rag with you. As you approach the fire extinguisher, your first check will be to see if it is readily available, not blocked by any objects or difficult to get to in any way. It should be mounted and there should be a sign above it that shows there is a fire extinguisher in that location. If anything is blocking access to the fire extinguisher, now is the time to resolve it.

Step 2

The second check is to check all angles and portions for dents, rust, oil, etc. If there is oil or any substance on it, wipe it off with your damp rag. If there is rust or severe abuse,replace it as soon as possible.

Step 3

Check to make sure the instructions on it are legible and the label is facing outward. If the label is missing, see about getting a new label or perhaps a whole new fire extinguisher.

Step 4

Check the pin or safety seal to ensure it is still intact. If it is not intact, you will have to contact your Safety Contact, so that they may call the servicing company to verify that the extinguisher is still operable.

Step 5

You're almost done with your monthly fire extinguisher inspection! Now, check the gauge to see if it is still in the 'green' zone. If it isn't notify your branch Safety Contact.

Step 6

Your check is all done. Sign your initials and date on the side of the tag that has spaces for monthly inspections. This shows others it is up to date and also proves to OSHA that your monthly inspections have been completed.

This is done monthly by the safety committee prior to the safety meeting on the Hazard Quick Up & Down Checklist.

REVISED September 14, 2009 pp/as
Reviewed: July 18, 2011 AS/KS

Forklift Operators' Monthly Checklist

Check one: ___Gas/LPG/Diesel Truck ___ Electric Sit-down ___Electric Stand-up___Electric Pallet

Truck Serial Number: _____ Operator:_____ Supervisor's OK:_____

Hour meter reading: _____ Date _____

Forklift Operators Monthly Checklist shall be filled out once a month. DO NOT OPERATE A FAULTY TRUCK. Your safety is at risk. After checking, mark each item accordingly. Explain below as necessary.

OK	NG	Check	OK	NG	Check
		Tires/Wheels			Steering: moves smoothly
		Head/Tail/Working Lights			Clutch and gear shift
		Dash control panel: all lights and gauges operational.			Horn working and loud enough to be heard in working environment
		Seat belt /Operator Restraints			Lift Mechanism: Operates smoothly (check by raising forks to maximum height then lowering comp.
		Cylinder and hoses: not leaking after above checks			Tilt Mechanism: Moves smoothly, holds (check by tilting mast all the way forward and backward)
		No unusual sounds			Forks
		Any Leaks			Floor brakes: pedal holds, unit stops smoothly
		Harm/ Warning Lights			Parking brakes: holds against slight acceleration
		Back up Alarm			Deadman seat brake: holds when operator rises from seat

Comments:

_____

_____

_____

_____

Note: A walk around check must be done prior to each use. And this monthly checklist must be done on or before the first day of the month and turned into the office.

Date Prepared: 12/23/08 (AS/GD)
Date Revised: 07/19/11
Date reviewed: 7/22/11

Pre-Trip & Post-Trip (Overnight) Inspection Checklist

Pre	Post		Pre	Post	
☐	☐	Vehicle Jack	☐	☐	Wheel Wrench
☐	☐	Engine Oil Level	☐	☐	Brake Lights
☐	☐	Cooling System Hoses	☐	☐	Brake Fluid Level
☐	☐	Brake Lines	☐	☐	Tail Lights
☐	☐	Brake Operation	☐	☐	Reverse Lights
☐	☐	Windshield Wiper Blades	☐	☐	Power Steering Fluid Level
☐	☐	Windshield Washer Fluid Level	☐	☐	Tire Wear
☐	☐	Head Lights Low Beams	☐	☐	Tire Inflation
☐	☐	Head Lights High Beams	☐	☐	Spare Tire (Condition)
☐	☐	Power Steering Hoses	☐	☐	Horn
☐	☐	Exhaust System	☐	☐	Heater and AC functioning
☐	☐	Parking Brake Operation	☐	☐	Glass
☐	☐	Fan Belts	☐	☐	Radiator Fluid Level/Antifreeze
☐	☐	Mirrors: Side, Rear-View	☐	☐	Gas/Diesel Fluid Level
☐	☐	Transmission Fluid Level	☐	☐	Roadside Reflective Devices
☐	☐	First Aid Kit	☐	☐	Instrumentation
☐	☐	Battery Terminals (Secure)	☐	☐	TDG Labels, where applicable
☐	☐	Turn Signals	☐	☐	Clean Vehicle - Outside
☐	☐	Emergency Flashers	☐	☐	Clean Vehicle - Inside
☐	☐	Load Securement		☐ ☐	Other_____

Also check the following for winter driving

☐	☐	Candles	☐	☐	Tire Chains	☐ ☐	Flashlight/Batteries
☐	☐	Blanket	☐	☐	Shovel		
☐	☐	Sandbags	☐	☐	Extra Boots/Clothing		
☐	☐	Weather Report(s)	☐	☐	Highway Conditions		

Note: For off-road vehicles, Flares should also be part of checklist

Comments_____

_____

_____

Name of Driver (Print)_____ **Mileage**_____

Signature of Driver: _____ **Dated**_____

***Legend: Place a checkmark √ for applicable items only. There are 2 boxes to check off for each item. ☐ ☐ The first one is for pre-trip and the second is for post trip.**

Date Prepared: January 2009 (as/pp)
Date Revised: May 2009 (as/pp)
Date Reviewed: July 18, 2011(as/ks)

Regular Monthly Vehicle Inspection Checklist

Date: _____ **Branch** _____

Vehicle License Plate: _____ **Mileage** _____

- ☐ Vehicle Jack
- ☐ Engine Oil Level
- ☐ Cooling System Hoses
- ☐ Brake Lines
- ☐ Brake Operation
- ☐ Windshield Wiper Blades
- ☐ Windshield Washer Fluid Level
- ☐ Head Lights Low Beams
- ☐ Head Lights High Beams
- ☐ Power Steering Hoses
- ☐ Exhaust System
- ☐ Parking Brake Operation
- ☐ Fan Belts
- ☐ Mirrors: Side, Rear-View
- ☐ Transmission Fluid Level
- ☐ First Aid Kit
- ☐ Battery Terminals (Secure)
- ☐ Turn Signals
- ☐ Emergency Flashers
- ☐ Load Securement
- ☐ Wheel Wrench
- ☐ Brake Lights
- ☐ Brake Fluid Level
- ☐ Tail Lights
- ☐ Reverse Lights
- ☐ Power Steering Fluid Level
- ☐ Tire Wear
- ☐ Tire Inflation
- ☐ Spare Tire (Condition)
- ☐ Horn
- ☐ Heater and AC functioning
- ☐ Glass
- ☐ Radiator Fluid Level/Antifreeze
- ☐ Gas/Diesel Fluid Level
- ☐ Roadside Reflective Devices
- ☐ Instrumentation
- ☐ TDG Labels, where applicable
- ☐ Clean Vehicle - Outside
- ☐ Clean Vehicle - Inside
- ☐ ☐ Other_____

Comments:_____

_____

_____

Inspection Conducted by (Print) : _____ **Signature:** _____

Signature of Supervisor:_____

To be turned into the office on the first working day of the month.

Legend: Place a checkmark √ for applicable items only.

Date Prepared: January 2009 (as/pp)
Date Revised: April 2009 (as/pp)
Date Reviewed: July 18, 2011(as/ks)

10
Investigation & Reporting

Investigations Policy

Frontier Power Products Ltd.
7983 Progress Way
Delta, BC Canada V4G 1A3
Tel: 604-946-5531
Main fax: 604-946-8524
Parts fax: 604-946-7723
www.frontierpower.com

Purpose

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Policy

At Frontier Power Products, the following types of incidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property damage or interrupt operations with potential loss.
3. Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.

All incidents that fall under Section 18(1) – 18(6) of the OH&S Act must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Act.

Responsibilities

1. All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. Assigned Safety Committee Members shall conduct initial investigations and submit their report(s) to the COR Safety Representative, which shall determine the need for, and if necessary shall direct, detailed investigations. The COR Safety Representative shall also determine causes, recommend corrective action, and report to the manager.
3. The manager shall review all investigation reports, determine the corrective action to be taken, and ensure that such action is implemented.

Signature Sarie York. Date August 8, 2011

Date Prepared: January, 2009 (as/pp)
Date Reviewed: July 18, 2011(as/ks)

The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Incident Investigation Report

Branch: _____ **Date/Time**: _____

1. **Incident Type**:	☐ Injury/Illness	☐ Property Damage	☐ Major Potential	☐ Fire
	☐ Spill	☐ Other	☐ Vehicle Collision	☐ Near Miss
2. Incident Date (M/D/Y): ____/____/____			3. Time (24 Hour Clock):	
4. Area:			5. Specific Location:	
Injury / Illness				
6. ☐ First Aid	☐ Medical Aid	☐ Modified Work	☐ Lost Time	☐ Fatal
7. Name of Worker			8. Age:	Gender:
9a. Occupation:			9b. Experience:	
10. Nature of Injury:				
11. Object / Equipment / Substances Inflicting Injury / Damage:				
Property Damage				
12. Description of Property:				
13. Description of Damage:				
14. Estimated Loss / Damage Cost:				
Other Actual / Potential Loss				
15. Type:				
16. Description:				
17. Estimated Cost:				
18. Evaluation of Risk Potential if Not Corrected (circle selection):				
Severity:	**1**. Imminent Danger	**2**. Serious	**3**. Minor	**4**. Acceptable **5**. N/A
Probability:	**A**. Probable	**B.** Reasonably Probable	**C**. Remote	**D**. Extremely Remote

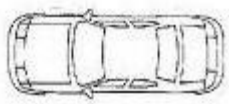
19. Description of Incident:
20**. Diagram of Scene**:
21. Witness(es):
22. Immediate Cause(s):
Description:
23. Underlying Cause(s):
Description:
24. Corrective Action(s) (Immediate, Interim, Final):
Recommendations Completed by Whom: Date / Time Submitted to Safety Committee: Date:
25. Date Report Completed: (Y/M/D) ____/ ____/ ____
Signatures
Supervisor:
Worker:
Manager:

Date Reviewed: July 18, 2011(as/ks)

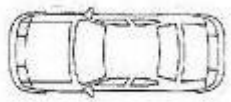
Vehicle Incident Report

Instructions: In case of an incident involving a company-owned vehicle, the driver of the vehicle must:

Report the incident promptly to a local law enforcement agency and obtain a copy of the officer's report
Contact your supervisor and/or fleet manager as soon as practical to report the incident
Within 24 hours of the incident, submit this completed & signed form to your supervisor

Branch	Branch Name			
	Supervisor's Name			Phone Number ( )
	Street Address		City	Postal Code
Location of the Incident	Street/Highway			Incident Date (mm/dd/yy)
	City	Country	Province	Incident Time AM/PM
Company Vehicle Information	Company Vehicle			Reason for Vehicle use
	Year	Make/Model	Body Type	Mileage
	Color	Vehicle Identification Number		License Plate Number
	Describe Parts Damaged			Circle areas of vehicle damage 
Information on Driver of Company Vehicle	Driver Name (Print)	□ Driver injured □ Wearing seat belt	Home Phone ( )	Work Phone ( )
	Email	Date of Birth	Driver's License Number	
	Work Address	City	Province	Postal Code
	Home Address	City	Province	Postal Code
Where there passengers in the vehicle? □ Yes □ No If Yes, List Names:_____ _____ _____			Injuries □ Yes □ No □ Yes □ No	Wearing Seat Belt □Yes □ No □Yes □ No

	Were any of the vehicle passengers sent to a medical facility? □ Yes □ No Name of Passengers Name of Medical Facility □ Yes □ No

Information on Vehicle Occupants	_____ _____ _____ _____		_____ _____ _____ _____	
Other Party(s) Involved (add additional sheets if more than one other party involved)	(Please indicate what type of property was damaged) □ automobile □ fence □ building □ guard rail □ other _____	Describe Parts Damaged	If automobile, circle areas of vehicle damage 	
	Property Owner (if different from driver)		Home Phone ( )	Work Phone ( )
	Home Address	City	Province	Postal Code
	Year	Make/Model	Body Type	License Plate Number
	Vehicle Identification Number	Insurance Company	Phone ( )	
	Agent Name	Address		
	Driver Name (Print)	□ Driver injured □ Wearing seat belt	Home Phone ( )	Work Phone ( )
	Home Address	City	Province	Postal Code
	Driver's License Number		Driver's Date of Birth	
	Were there, passengers in this vehicle? □ Yes □ No If Yes, List Names:_____ _____ _____ _____		Injuries □ Yes □ No □ Yes □ No	Wearing Seat Belt □Yes □ No □Yes □ No

Was the accident investigated by a law enforcement agency? □ Yes □ No	Were photographs taken at the scene? □ Yes □ No	By Whom?
Name of the Investigating Officer	Law Enforcement Agency Name	Case Number
Were citations issued □Yes □ No	To whom?	
Road Conditions □ Wet □ Dry □ Icy □ Other _____	Additional Comments:	Did the other vehicle have lights on? (if other vehicle involved) □ Yes □ No □ Bright □ Dim
At what speed were you (Company vehicle) traveling?		Posted Speed Limit

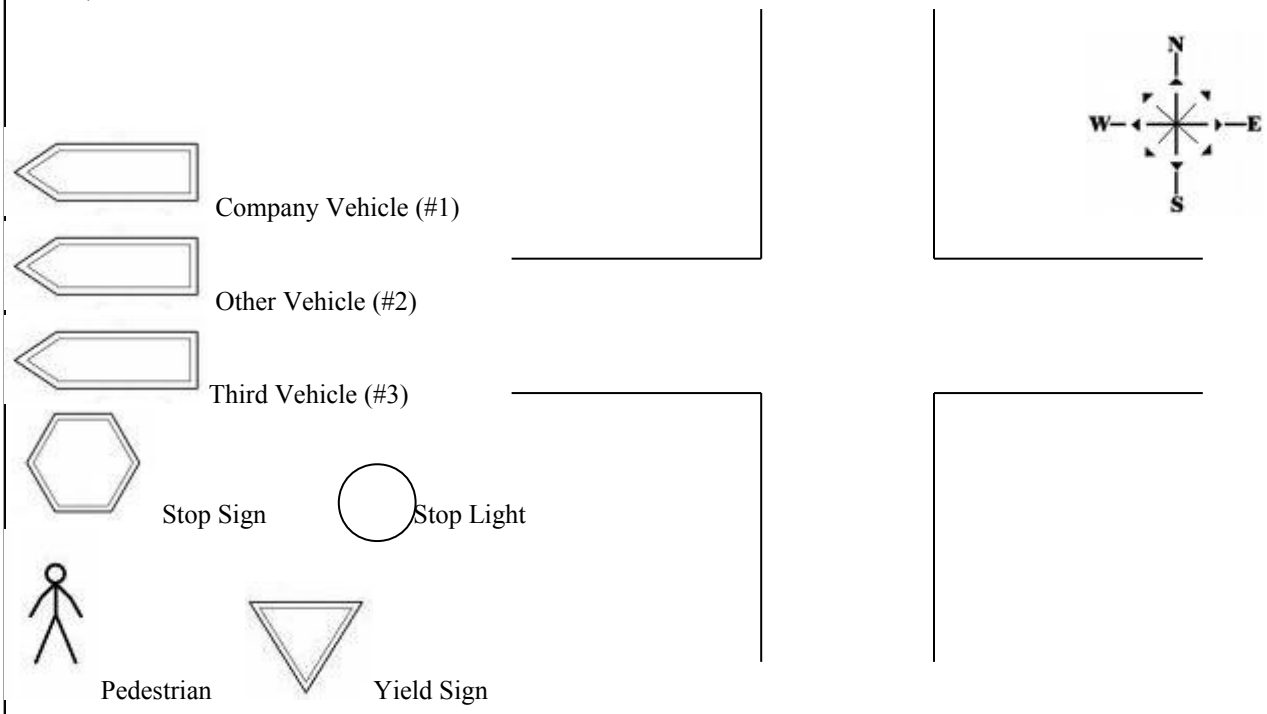
What traffic controls were in effect?	For whom?	Who had the right of way
What signals were given by you?	What signals were given by the other driver?	

What did you do to avoid the incident?	What did the other driver do to avoid the incident?

Witness Information	Name of Witness		
	Home Address		Phone Number ( )
	City	Province	Postal Code

Driver Description of the Incident □ Attached sheets include additional description, witness and passenger information

Please complete this diagram. Indicate names of streets, direction, position of vehicles and point of contact. Use a solid line to show path before the incident and a dotted line to show path after the accident. ***(make sure to mark the vehicles with the proper number)***



As the driver of the company owned vehicle described in this report, I acknowledge that all information provided is true and accurate to the best of my knowledge.	**Scope of Employment Statement** As supervisor of this position, I affirm that the individual named driver was operating the vehicle within his or her authoriazed scope of employment at the time of the incident. □ Yes □ No
Name of Driver (print)	Name of Supervisor (print)
Signature of Driver **(REQUIRED)** Date (mm/dd/yy)	Signature of Supervisor **(REQUIRED)** Date (mm/dd/yy)

These were put

into each vehicle.

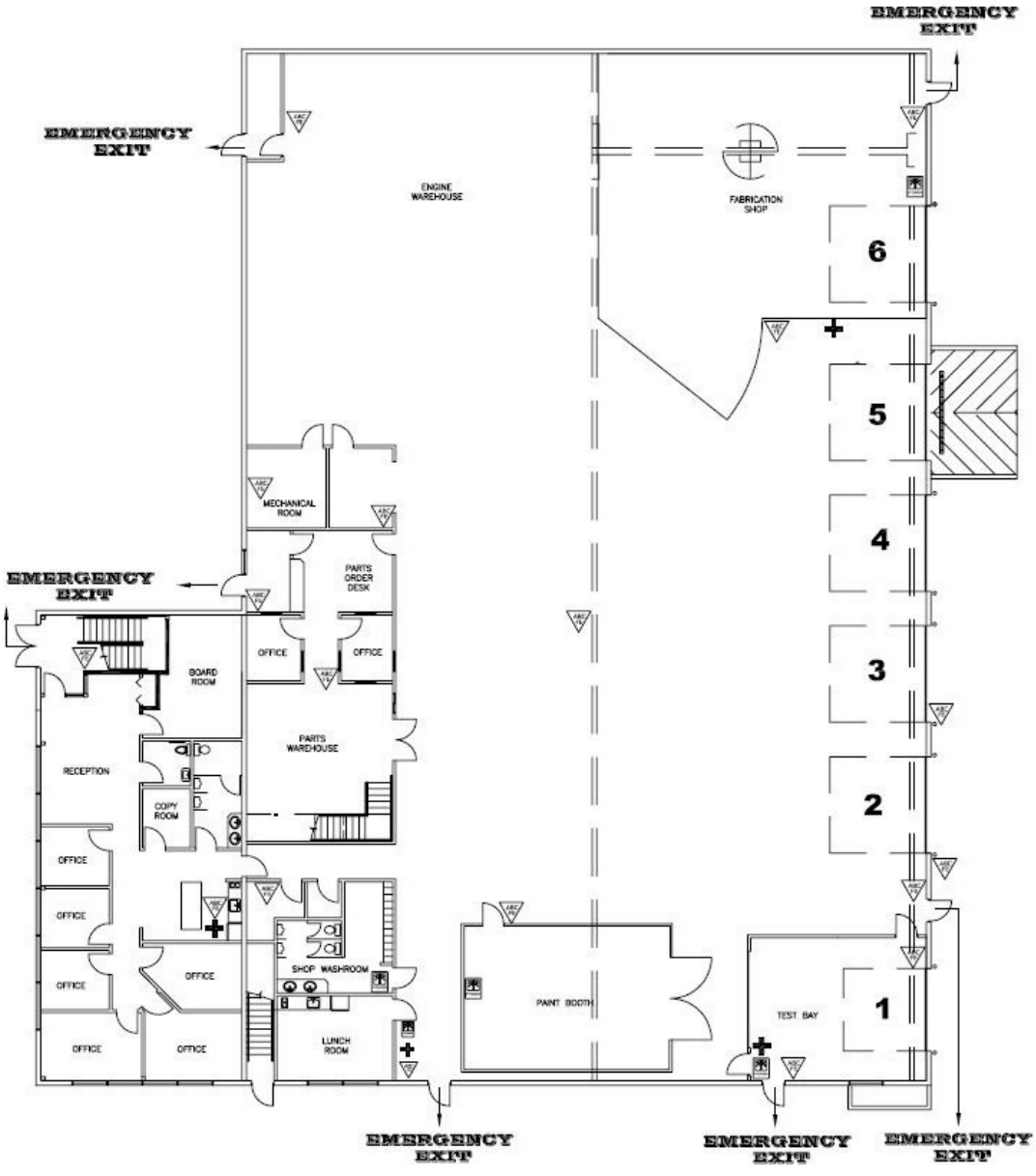
Date Reviewed: July 18, 2011(as/ks)

 # 11

Emergency Preparedness

CALGARY FLOOR MAP

EVACUATION PLAN IN THE CASE OF EMERGENCY



SYMBOLS:

ABC FE — FIRE EXTINGUISHER

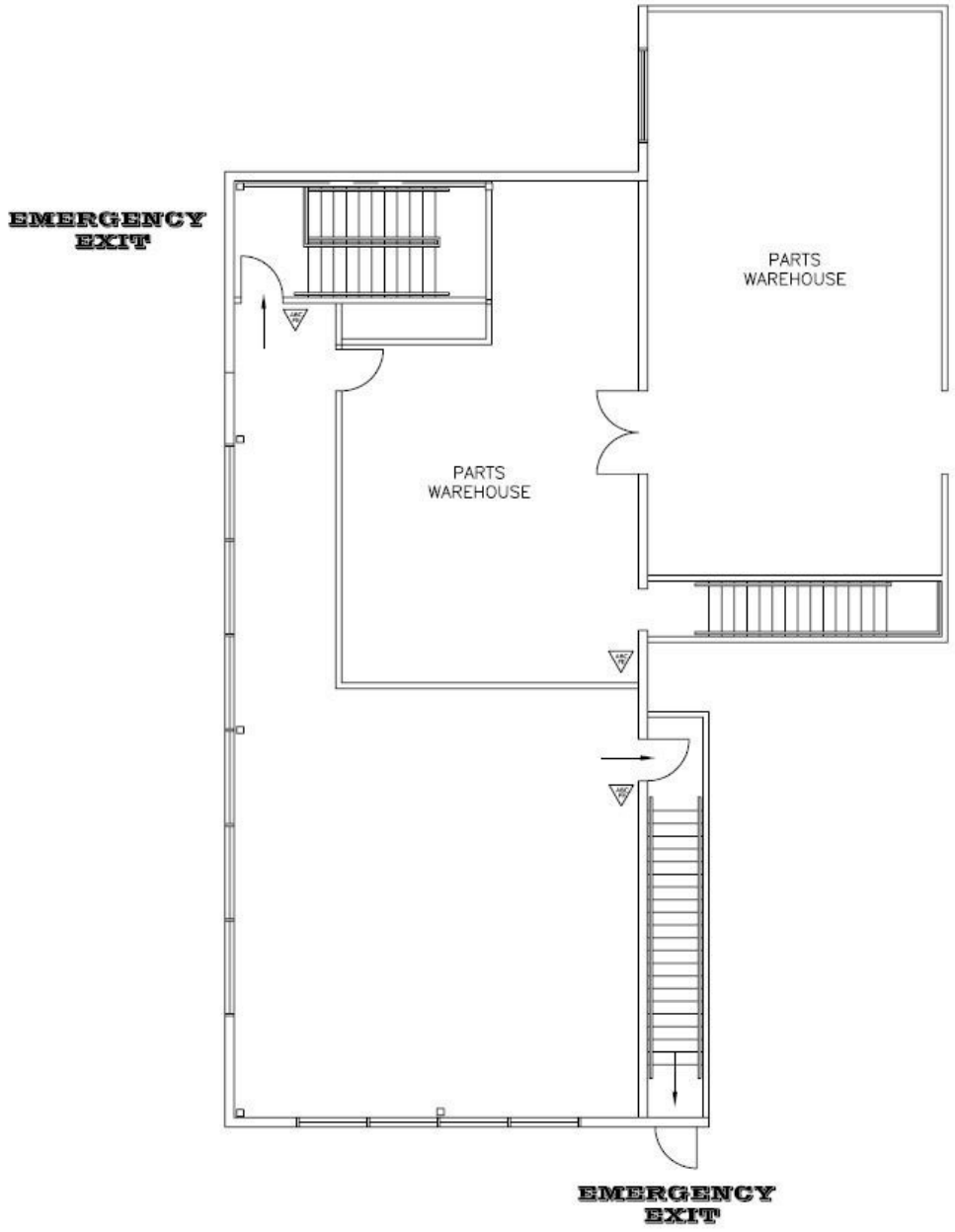
EYEWASH — AQUA TECHNOLOGIES EYE WASH STATION

FIRST AID KIT

Frontier POWER PRODUCTS

10547 - 42nd Street S.E.
Calgary, AB, T2N-1L1

EVACUATION PLAN IN THE CASE OF EMERGENCY



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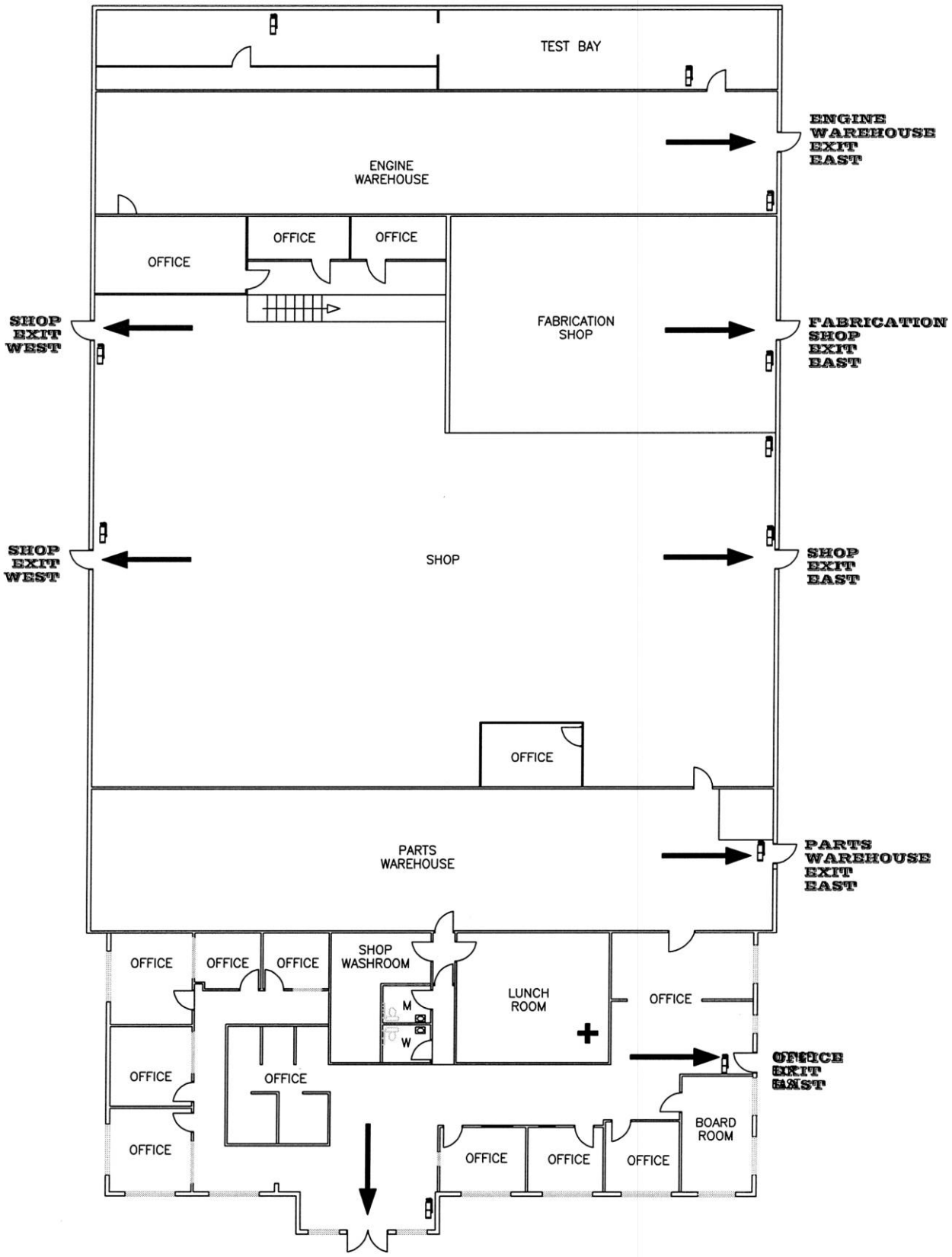
FIRST AID KIT

FronTier POWER PRODUCTS

10547 - 42nd Street S.E.
Calgary, AB, T2N-1L1

DELTA FLOOR MAP

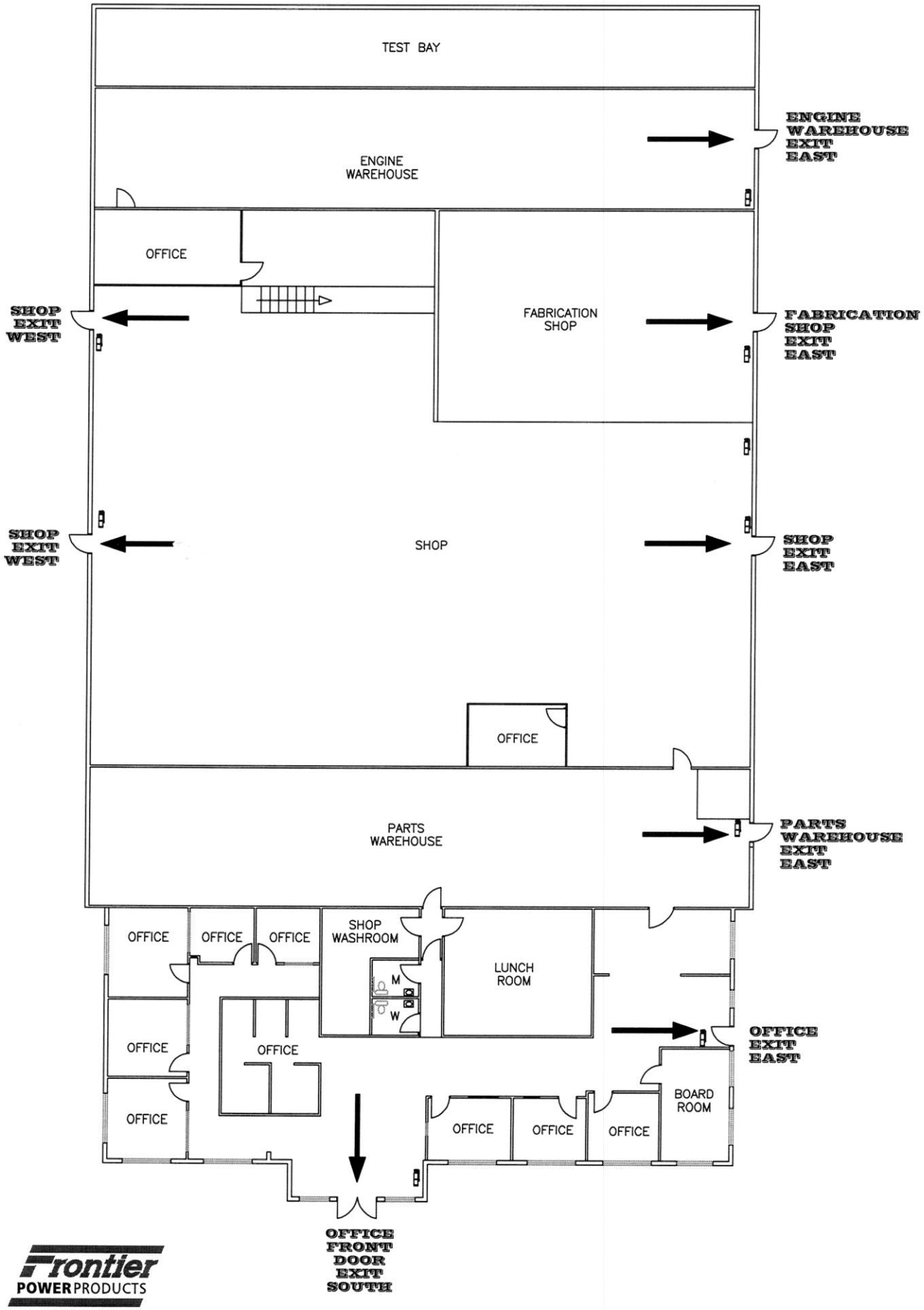
EVACUATION PLAN IN AN EMERGENCY



Frontier POWER PRODUCTS
7983 PROGRESS WAY
DELTA, B.C. V4G 1A3

AS OF JAN. 2011

EVACUATION PLAN IN AN EMERGENCY



Frontier POWER PRODUCTS

7983 PROGRESS WAY
DELTA, B.C. V4G 1A3

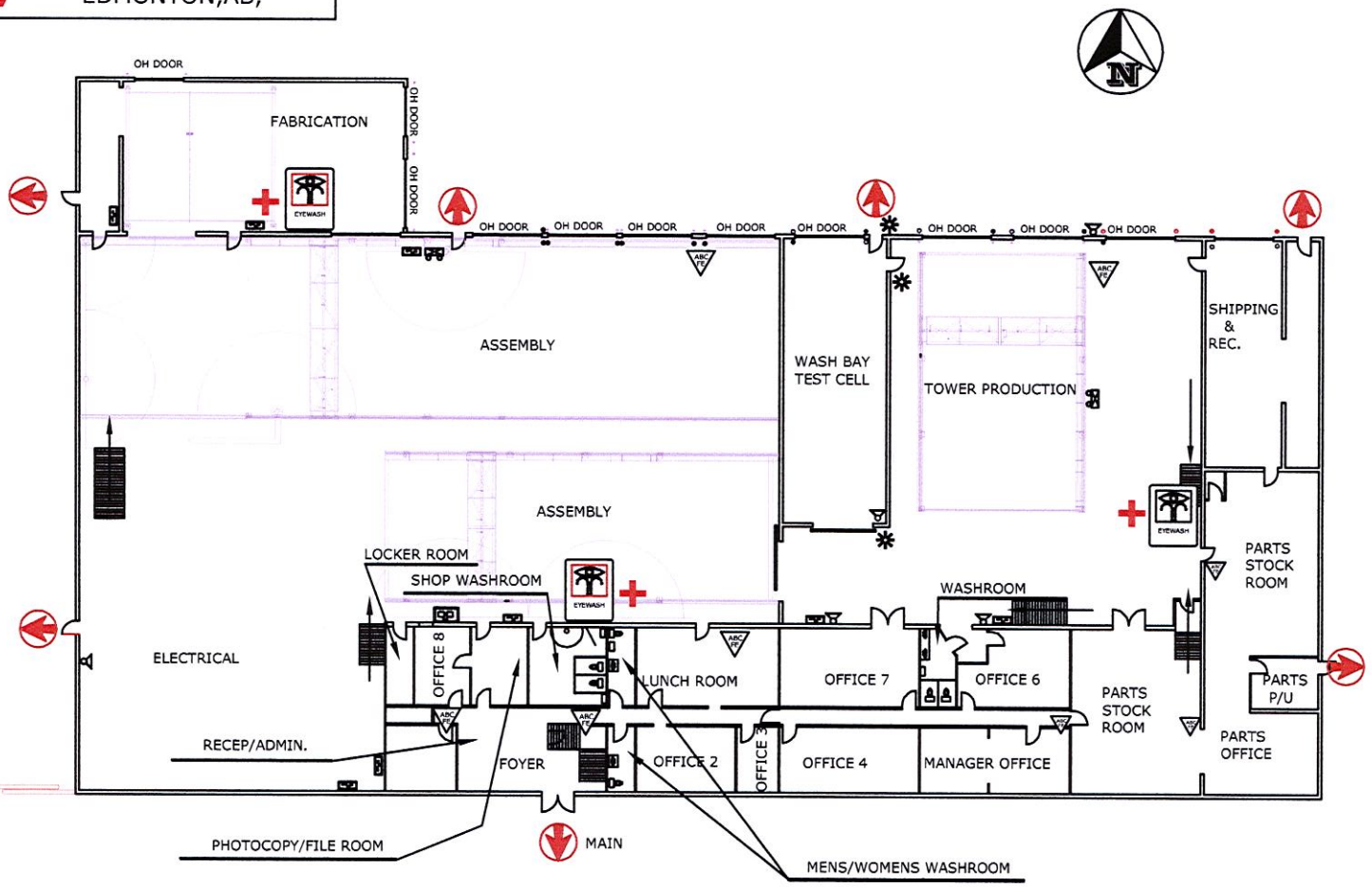
EDMONTON FLOOR MAP

EVACUATION PLAN IN THE CASE OF EMERGENCY

Frontier POWER PRODUCTS

9204 37th AVE.
EDMONTON,AB,

MAIN FLOOR



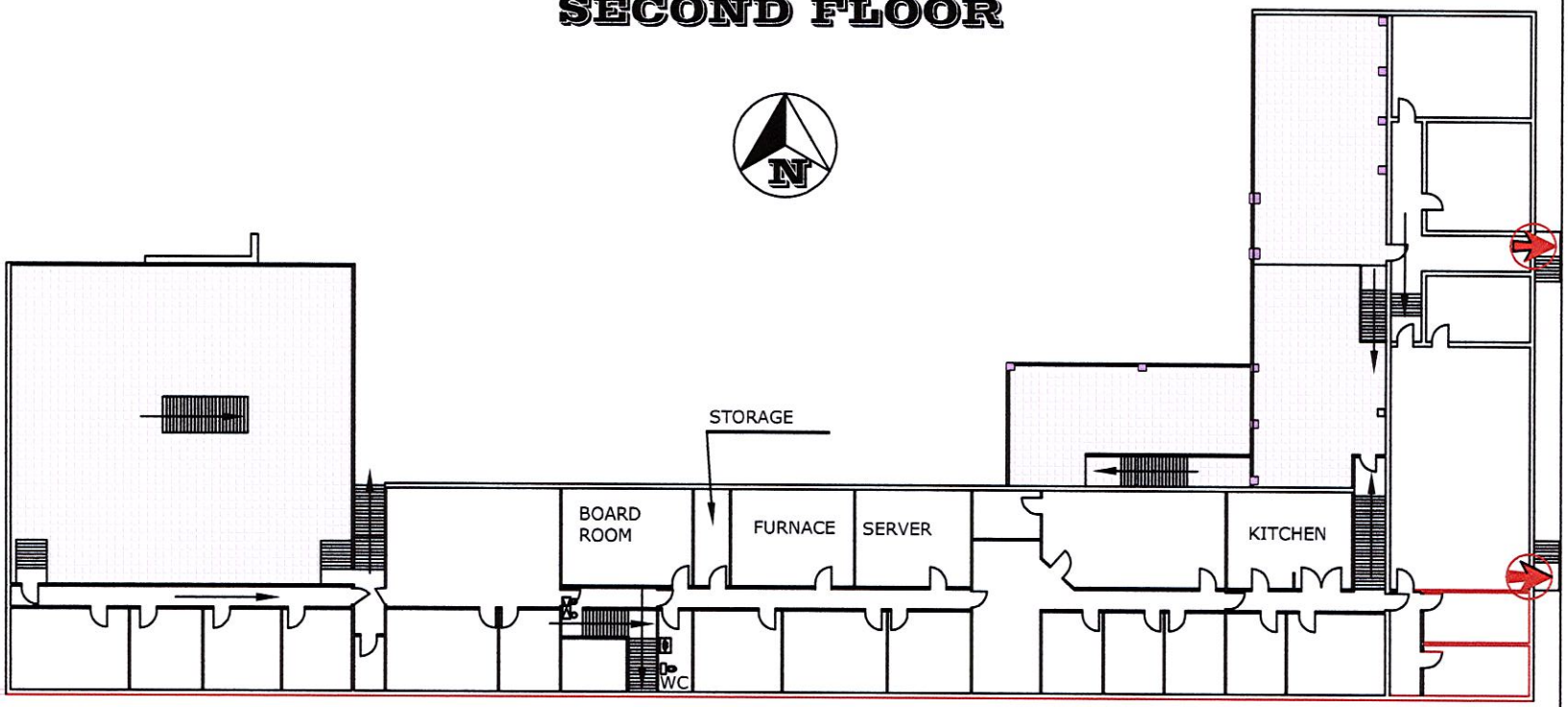
DEVICE LEGEND:				
ALARM HORN	TEST IN PROGRESS	MUSTER POINT	FIRST AID KIT	AQUA TECHNOLOGIES EYE WASH STATION
VISITOR STATION	EMERGENCY LIGHT	EMERGENCY EXIT	FIRE EXTINGUISHER	ELECTRICAL PANELS

EVACUATION PLAN IN THE CASE OF EMERGENCY

Frontier POWER PRODUCTS

9204 37th AVE.
EDMONTON,AB,

SECOND FLOOR



DEVICE LEGEND:				
ALARM HORN	TEST IN PROGRESS	MUSTER POINT	FIRST AID KIT	AQUA TECHNOLOGIES EYE WASH STATION
	EMERGENCY LIGHT	EMERGENCY EXIT	FIRE EXTINGUISHER	ELECTRICAL PANELS

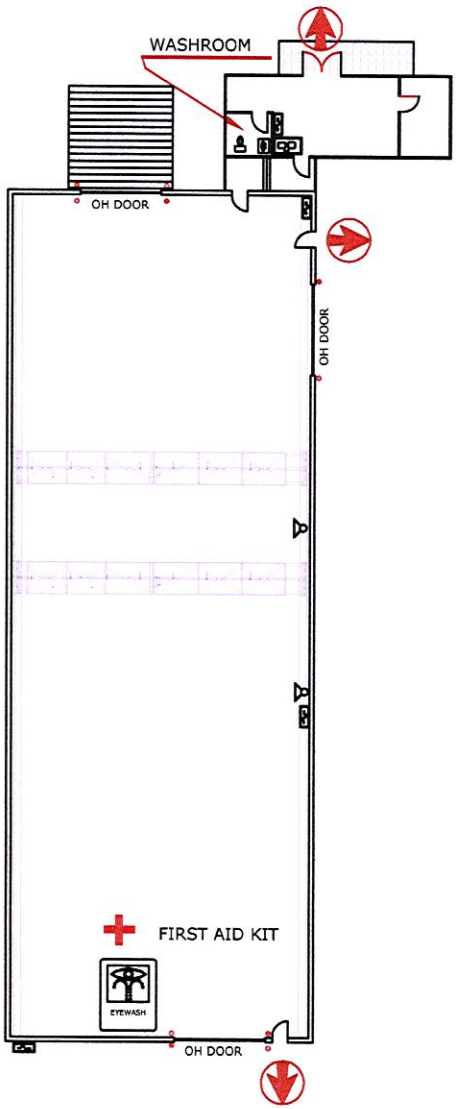
EVACUATION PLAN IN THE CASE OF EMERGENCY

Frontier POWER PRODUCTS

9204 37th AVE.
EDMONTON,AB,

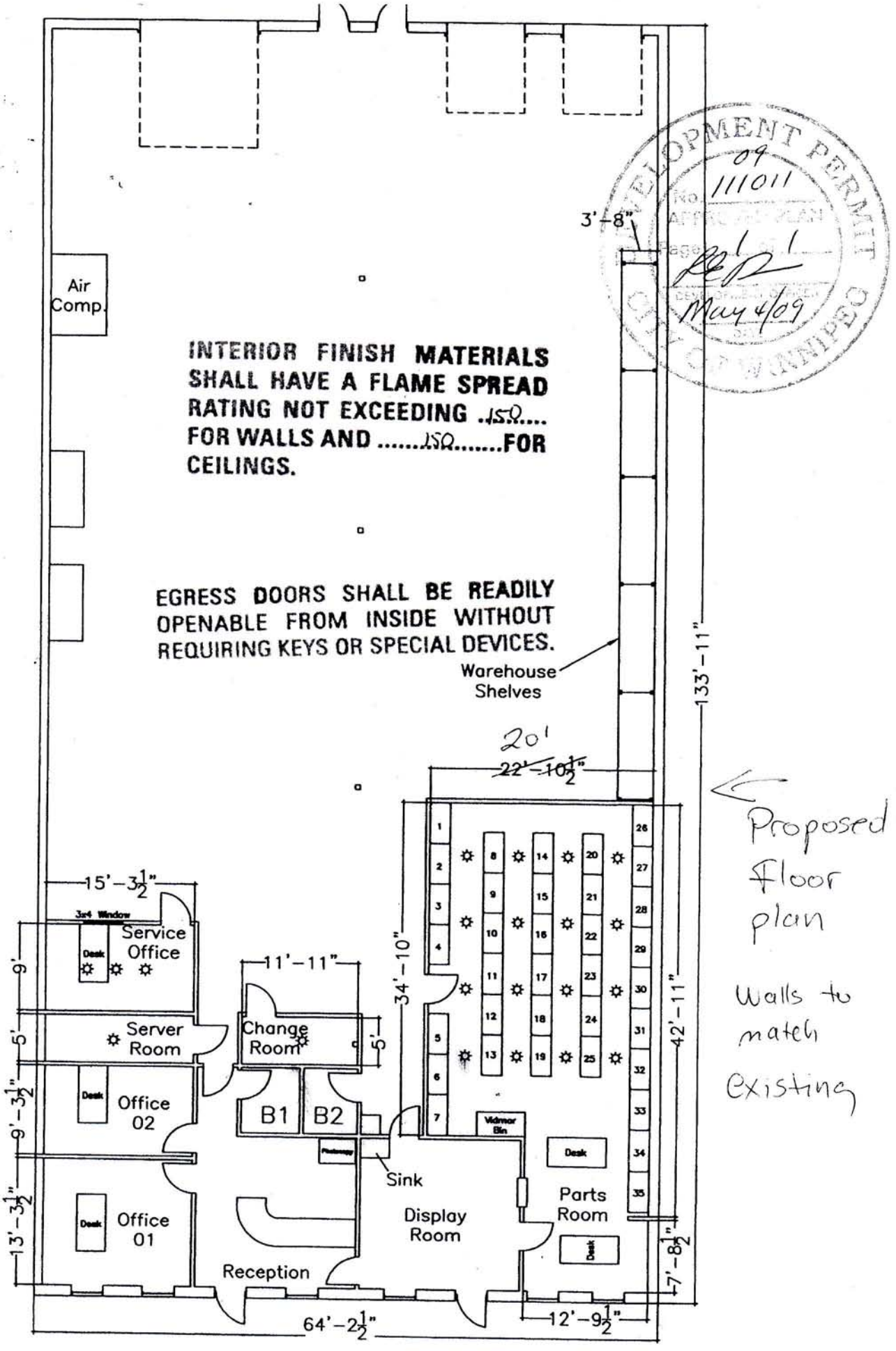
SERVICE BUILDING

DEVICE LEGEND:
ALARM HORN
TEST IN PROGRESS
EMERGENCY LIGHT
MUSTER POINT
EMERGENCY EXIT
FIRE EXTINGUISHER
AQUA TECHNOLOGIES EYE WASH STATION
ELECTRICAL PANELS
FIRST AID KIT
VISITOR STATION



N

WINNIPEG FLOOR MAP


DEVELOPMENT PERMIT
09
No. 111011
APPROVED PLAN
May 4/09
CITY OF WINNIPEG
3'-8"
Air Comp.
INTERIOR FINISH MATERIALS SHALL HAVE A FLAME SPREAD RATING NOT EXCEEDING .150.... FOR WALLS AND .....150.....FOR CEILINGS.
EGRESS DOORS SHALL BE READILY OPENABLE FROM INSIDE WITHOUT REQUIRING KEYS OR SPECIAL DEVICES.
Warehouse Shelves
133'-11"
20'
22'-10½"
Proposed floor plan
Walls to match Existing
15'-3½"
3x4 Window
Service Office
Desk
9'
11'-11"
34'-10"
42'-11"
Server Room
Change Room
5'
5'
Office 02
9'-3½"
B1
B2
Sink
Parts Room
Display Room
Office 01
13'-3½"
Reception
7'-8½"
64'-2½"
12'-9½"

Action in Case of an Emergency

If you are unable to safely handle the emergency using available equipment:

Dial 9 for an outside line then CALL 9-1-1

PRESS "ALL PAGE" on the telephone to notify all others in the building. State the nature of the emergency and let others know that you have called 9-1-1.

Warn others in the vicinity that an emergency has taken place.

Inform the supervisor of your area.

The **SUPERVISOR** will take appropriate action such as issuing evacuation instructions.

Date Reviewed: July 18, 2011(as/ks)

ared/safetyfolder/FPPsafetymanual/ele11EmergencyPreparedness/ActionGeneral

Action in Case of an Emergency (Calgary)

If you are unable to safely handle the emergency using available equipment:

Dial 9 for an outside line then CALL 9-1-1

PRESS "5-9" on the telephone to notify all others in the building. State the nature of the emergency and let others know that you have called 9-1-1.

Warn others in the vicinity that an emergency has taken place.

Inform the supervisor of your area.

The **SUPERVISOR** will take appropriate action such as issuing evacuation instructions.

ared/safetyfolder/FPPsafetymanual/ele11EmergencyPreparedness/ActionGeneral

Policy for Fire Prevention

Frontier Power Products Ltd.
7983 Progress Way
Delta, BC Canada V4G 1A3
Tel: 604-946-5531
Main fax: 604-946-8524
Parts fax: 604-946-7723
www.frontierpower.com

It is the policy of Frontier Power Product to ensure the health and safety of its personnel and to ensure that all damage is held under control through an effective fire protection and prevention program.

It is understandable that control of fire is a great concern, due to injury, damage, loss of monies, and work.

It is the policy of Frontier Power Products, therefore, to ensure that all personnel are trained for prevention techniques to handle and respond to all fires in the correct manner. It is the belief of this company that the best way to fight a fire is to ensure that a fire does not have a place to start.

"Clean Up/Put Away"

Signature: Sarrie York Date: August 8, 2011

Date Prepared: January 1, 2009 (as/pp)
Date Reviewed: July 18, 2011(as/ks)

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Action in Case of a Fire

A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is a fire in your work area:

Immediately notify the fire department. Call from a safe location to provide details of the situation.

If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.

Evacuate the building as soon as the alarm sounds and proceed to designated Muster Point.

On your way out, warn others nearby.

Move away from the fire and smoke. Close doors and windows if time permits.

Touch closed doors. Do not open them if they are hot.

Use stairs only; do not use elevators.

Move well away from the building and go to your designated Muster Point.

Do not re-enter the building or work area until you have been instructed to do so by the Emergency Responders.

Action in Case of an Explosion

Explosions include those caused by leaking gas, faulty heating equipment, flammable vapours.

Fall to the floor/ground and take immediate shelter under tables, desks or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.

After the effects of an explosion have subsided, check exists or stairways prior to evacuationg the building (as in "Emergency Evacuation Procedures") or site, if notified to do so by the supervisor, Fire Emergency Officer or designate.

Operate the nearest manual fire alarm station and telephone the Fire Department. Phone 9-1-1.

Do not return to the building or site until the "all clear" signal is given by the supervisor, Emergency Responders or designate.

Action in Case of Leaking Gases, Liquids

Stop—Turn off all equipment

Call 9-1-1 (for Emergency and Rescue)

PAGE "**ALL CALL"** or call Operator to evacuate the building

Know the location of all extinguishers and how to use them.

Protect yourself first, then others. Try to contain the blaze with a fire extinguisher or shut off leaking gases or fluids.

Evacuate the site if the fire cannot be put out, or gases/liquids cannot be contained.

Know where each of the exits are, and be sure they are not locked or blocked off.

Do a personnel count (roll call).

If you must rescue victims:

Keep upwind in the event of hazardous goods, spills, leaks or fire.

Administer First Aid to maintain life.

Keep unnecessary people away.

Note: Keep out of low areas.
Do not feel compelled to control the hazard.
Use your powers of observation and hearing to detect:

- Hazards
- Warning placards
- Downed wires
- Hissing sounds of gases
- Leaking fluids
- Flames, smoke, steam, etc.

Action in Case of a Spill

When encountering a spill of any nature, it is the responsibility of the **WORKER** to:

Use Spill Kit to contain the spill;

Warn others in the vicinity that a spill has taken place;

Designate a fellow worker to guard the area; and

Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

Re-assign employees to other areas or evacuate if necessary using the following guidelines:

Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
Evacuation procedures shall be as stated in "Emergency Evacuation Procedures."
Move crosswind or upwind—never downwind—to avoid toxic gases and vapours.
Render first aid if necessary.

2. Cordon off the immediate area.

3. Attempt to identify the spilled substance (placards, labels).

4. Phone authorities listed in the emergency response plan for clean up and disposal procedures (if the spill is considered a reportable emergency).

5. Keep all workers informed of procedures taken.

6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone Numbers

Department of the Environment Phone #: 1-800-663-3456
Still Report Centre – 24 Hr. Toll Free Phone #: 1-800-663-3456
City Report Centre – 24 Hr. Toll Free Phone #: 1-800-663-3456

PLEASE POST

Action in Case of a Earthquake

In case of an Earthquake:

Inside the Building:

Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.

If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.

Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.

Stay under cover until the shaking stops, then leave the building.

Outside the building:

Move away from trees, signs, buildings, electrical poles and wires.

Protect your head with your arms from falling bricks, glass, plaster, and other debris.

Move away from fire and smoke.

Proceed to the Emergency Assembly Area if safe, or proceed to a pre-designated alternate assembly area. Check with your "Roll-Taker" to let them know that you are all right.

Stay alert for further instructions.

Date:_____

Location:_____
_____
_____
_____

Emergency Response Plan

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies: **FIRE** **EXPLOSION** **SPILL** **ELECTROCUCIAN**
Location of Emergency Equipment	Emergency equipment **Fire Extinguisher**: At Doors marked "EXIT"
Workers Trained in the Use of Emergency Equipment	Training @ TB discussion
Location and Use of Emergency Facilities	The nearest emergency services are located: **Fire Station:** Phone: **Police:** Phone: **Ambulance/Hospital**:

First Aid	First Aid Suppliers are located at: **First Aid Kit Type:** Basic **Location:** **Other:** **First Aiders are:** **Name:** **Dept:** **Name:** **Dept:** **Transportation for ill or injured workers is by**: ambulance. **Call:** 911
Material Safety Data Sheets (MSDS) MSDS cont'd	Material Safety Data Sheets are located: - -
Procedures for Rescue and Evacuation	In case of Emergency/Evacuation: -Refer to the Evacuation Policies/Procedures

Completed on:_____

Signed:_____

Date: January 12, 2009

Location: Frontier Power – Calgary
10547 – 42 Street SE,
Calgary, AB
T5M 5B9

Emergency Response Plan

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies: **FIRE** **EXPLOSION** **SPILL**
Location of Emergency Equipment	Emergency equipment **Fire Extinguisher**: At Doors marked "EXIT"
Workers Trained in the Use of Emergency Equipment	
Location and Use of Emergency Facilities	The nearest emergency services are located: **Fire Station: No. 9 – 2525 78th Ave. SE** Phone: 9-911 **Police: District 6 – 8325 Bonaventure Dr. SE** **Main Office (403) 567-6600** Phone: (403) 943-3000 **Ambulance/Hospital**: Rockyview General Hospital 7007 14th Street SW

First Aid	First Aid Suppliers are located at: **First Aid Kit Type:** Basic **Location: Outside Lunch Room in shop** **Other: Office kitchen above microwave** **First Aiders are:** **Name: Darren, Kent, Ryan and Mike B.** **Dept: Office** **Name:** Kent Shaw **Dept:** Shop **Transportation for ill or injured workers is by**: ambulance. **Call:** 9 -911
Material Safety Data Sheets (MSDS) MSDS cont'd	Material Safety Data Sheets are located: -in corridor between shop and office -
Procedures for Rescue and Evacuation	In case of Emergency/Evacuation: -Refer to the Evacuation Policies/Procedures

Completed on: January 12, 2009_____

Signed:_____

Date:_____

Location: Frontier Power – Delta
7983 Progress Way
Delta, BC
V4G 1A3

Emergency Response Plan

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies: **FIRE** **EXPLOSION** **SPILL**
Location of Emergency Equipment	Emergency equipment **Fire Extinguisher**: At Doors marked "EXIT"
Workers Trained in the Use of Emergency Equipment	
Location and Use of Emergency Facilities	The nearest emergency services are located: **Fire Station:** 4645 Harvest Drive, Delta, B.C. V4K 4J5 Phone: 604-946-7755 **Police:** 4455 Clarence Taylor Crescent Delta, BC V4K 3E1 Phone: 604.946.4411 **Ambulance/Hospital**: Delta Hospital, 5800 Mountain View Blvd - 604-946-1121

First Aid	First Aid Suppliers are located at: **First Aid Kit Type:** Basic **Location:** Shipping Dept **Other: Kitchen** **First Aiders are:** **Name:** Gary Doornbosch **Dept:** Shipping **Name: Tony Pereria** **Dept: Shipping** **Transportation for ill or injured workers is by**: ambulance. **Call:** 911
Material Safety Data Sheets (MSDS) MSDS cont'd	Material Safety Data Sheets are located: -At Mel's Desk -At Gary's Desk
Procedures for Rescue and Evacuation	In case of Emergency/Evacuation: -Refer to the Evacuation Policies/Procedures

Completed on:_____

Signed:_____

Location: Frontier Power Edmonton
9204-37th Ave,
Edmonton, AB
T6E 5L4

Emergency Response Plan

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies: **FIRE** **EXPLOSION** **SPILL**
Location of Emergency Equipment	Emergency equipment **Fire Extinguisher**: At Doors marked "EXIT"
Workers Trained in the Use of Emergency Equipment	
Location and Use of Emergency Facilities	The nearest emergency services are located: **Fire Station: 911** Phone: 780- **Police: 9710 – 51 Ave, Edmonton, AB** Phone: 780- 426-8311 **Ambulance/Hospital**: Grey Nuns Hospital 1100 Youville Dr. W NW, Edmt, AB 780-735-7000

First Aid	First Aid Suppliers are located at: **First Aid Kit Type:** Basic **Location:** Lunch Room **Other:** Welding Shop/Service Shop **First Aiders are:** **Name: Ken Pearson** Dept: Shop **Name: Chris Ward** **Dept: Shop** **Name:Kyle Roeske** **Dept: Shop** **Name: Jarrett Taranko** **Dept: Shop** **Transportation for ill or injured workers is by**: ambulance. **Call:** 911
Material Safety Data Sheets (MSDS)	Material Safety Data Sheets are located: -Reception Area -
Procedures for Rescue and Evacuation	In case of Emergency/Evacuation: -Refer to the Evacuation Policies/Procedures

Completed on:_____

Signed:_____

Date: _June 25, 2010_____

Location: Frontier Power – Winnipeg
72 Durand Road
Winnipeg, MB R2J 3T2

Emergency Response Plan

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies: **FIRE** **EXPLOSION** **SPILL**
Location of Emergency Equipment	Emergency equipment **Fire Extinguisher**: - At Doors marked "EXIT" - Outside shop washroom - Middle of south wall in shop - On fork lift in shop
Workers Trained in the Use of Emergency Equipment	
Location and Use of Emergency Facilities	The nearest emergency services are located: **Fire Station: Winnipeg Fire Paramedic Sevice** **730 Pandora Ave. W. Winnipeg,** Phone: 911 **Police: East Dist. Service Centre – 1750 Dugald Rd.** Phone: 911 **Ambulance/Hospital**: Concordia Hospital, 1095 Concodria Ave, Winnipeg 204- 667-1560

First Aid	First Aid Suppliers are located at: **First Aid Kit Type:** Basic **Location:** Shipping Dept Mens washroom **First Aiders are:** **Name: Keith Verhaeghe** **Dept: Parts** **Transportation for ill or injured workers is by**: ambulance. **Call:** 911
Material Safety Data Sheets (MSDS) MSDS cont'd	Material Safety Data Sheets are located: - Main office - Lunch room
Procedures for Rescue and Evacuation	In case of Emergency/Evacuation: -Refer to the Evacuation Policies/Procedures

Completed on:_____June 25, 2010_____

Signed:_____M. Price, Office Manager_____

 # 12

Records & Stats

MONTHLY INJURY SUMMARY

						First Aid			Medical Aid				Lost Time		
Branch	Name	On Site Injury	Date of Injury	No. of Hrs Sick Pay	WCB Pay No. of Hrs	Date of Internal Tx	Injury Type	Status	External Tx	Date of External Tx	Dr. Report	Comments (Modified Duties/Hrs)	Date	Date (RTW)	Hrs Missed

Minutes of Health and Safety Meetings
Minutes of Tool Box Meetings

Located:

- Calgary – Safety Minutes binder
- Delta – Safety Minutes binder
- Edmonton – Safety Minutes binder

---

*Minutes from safety meetings, minutes from toolbox meetings

NOTE: Records are also located in the computer – shared>safety minutes>safety meeting (branch)>safety minutes or tool box minutes

Date: January 17, 2009

Health & Safety Orientation PowerPoint

Located:

Orientation will be conducted by:

*Calgary – Petey Whyte
*Delta – Annette Sonderby
*Edmonton – Elaine Kostyniuk
*Winnipeg – Marcelle Price

Originals are kept at the Head Office in their personnel file

Date: January 17, 2009
Date Reviewed: July 18, 2011

Employee Training Record

Located:

All Health and Safety Records are kept in an Employee Record Training Binder at the Head Office

---

Date: January 17, 2009
Date Reviewed: July 18, 2011

All Safety Hazards are done prior to the Safety Meeting and found in the Safety Minutes Binder

Date Reviewed: July 18, 2011

Incident Investigation Reports

Located:

---

*Calgary – Kent Shaw / **Safety Binder**
*Delta – Annette Sonderby / **Safety Binder**
*Edmonton – Tony Biro / **Safety Binder**
*Winnipeg – Marcelle Price / **Safety Binder**

Incident Investigation Reports are kept in the Safety Binder
Originals are kept at the Head Office

Prepared: June 1, 2009
Date Reviewed: July 18, 2011

Inspection Reports

Located:

Inspection Reports - minutes

*Calgary – Petey Whyte / **Safety Binder**
*Delta – Jasmine Thomas / **Safety Binder**
*Edmonton – Elaine Schell / **Safety Binder**
* Winnipeg – Marcelle Price / **Safety Binder**

Overnight Checklist & Field Service Reports

*Calgary – Kent Shaw
*Delta – Annette Sonderby
*Edmonton –
* Winnipeg – Marcelle Price

**** Reports are kept in the Safety Binder***
****Originals are kept at the Head Office***

May 12, 2009
Date Reviewed: July 18, 2011

Maintenance Records

Located:

---

*Calgary – Kent Shaw / **Safety Binder**
*Delta – Annette Sonderby / **Safety Binder**
*Edmonton – Tony Biro / **Safety Binder**
*Winnipeg – Marcelle Price / **Safety Binder**

All Maintenance Records are kept in the Safety Binder
with the exception of the following;

Tools – Safety Minutes Binder
Paint Booth – Paint Booth Binder
Chains & Cranes – Chains & Cranes Binder
Vehicle reports – main office Delta

Prepared: April 15, 2009
Date Reviewed: July 18, 2011

Medical Treatment Reports

Located:

First Aid Attendant reports are kept by:

*Calgary – Darren V.
*Delta – Annette Sonderby
*Edmonton – Ken Pearson
*Winnipeg – Keith Verhaeghe

All original WCB paperwork must be submitted to Head Office

Prepared: April 15, 2009
Date Reviewed: July 18, 2011

 # 13

Legislation

Legislation

Occupational Health and Safety Act, Regulation and Safety Code and OH & S Handi Guide

will be kept with MSDS, Safety Binder etc. in

First Aid Information areas

Or

All legislation can be found in the computer in "shared">"safety legislation"