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ALBERTA

HEALTH, SAFETY, AND ENVIRONMENTAL (HSE) MANUAL

Version 2.0

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2 REVISION HISTORY

Date of Issue (YY-MM-DD)	Revision #	Revision Details	Annual Update? (Y/N)	Signature of Person Responsible
Jan 10, 2022	02	Yearly review and update	Y	SLP
Feb 10, 2023	02	Yearly review and update	Y	SLP
May 25, 2023	02	Formatting update	N	SLP
Feb 9, 2024,	02	Yearly review, COP added for reference	Y	SLP

3 HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Priestly Demolition Inc. management team is committed to site operations that meet or exceed all Federal, Provincial and Municipal regulatory requirements. The identification and control of existing or potential hazards that may impact people, property or the environment are the highest priority in our daily systems. We are dedicated to providing protection and maintenance of the health and safety (physical, psychological, and social well-being) of all affected parties.

Management and Supervisors will ensure all worksite participants, employees, and subcontractors, are:

- Trained and competent in safety processes (orientations, external courses, policies, procedures, investigations, emergency response plans, hazard assessment. P.P.E) and
- Using tools and equipment that are operated and maintained according to manufacturer, corporate, client and regulatory standards.

Worksite participants will be involved in regularly scheduled audits, inspections, and action planning to monitor our system. All project personnel will adhere to the most stringent Health, Safety and Environmental standards

Priestly Demolition Inc. is committed to a manner of project management that prevents adverse environmental impacts. It is our responsibility to meet all regulatory requirements of Municipal, Provincial and Federal agencies that provide standards to safeguard the environment. Environmental protection measures will be identified and controlled in all phases of hazard assessments and inspections, procedures, safe work practices, emergency planning and reporting protocol for all activities executed by Priestly Demolition Inc. employees and subcontractors. Project preplanning and site operations will:

- incorporate compliance with all governing bodies,
- incorporate conservation of resources,
- minimize pollution and maximize recycling options,
- prevent releases of contaminants.

These policies will be implemented, revised annually, and maintained as an integral part of our Safety and Environmental Management System. They will be communicated to all by means of orientation and posting onsite. A framework for establishing corporate goals to measure our success will be completed and assist our team in representing best industry practices as we strive for continual improvement. Everyone will commit to participate in all aspects of the health, safety and environmental program and assist in continual improvement as conditions of employment and involvement on our projects.

Enrique Bayata
General Manager

Feb 9, 2024
Date

4 RESPONSIBILITIES AND ACCOUNTABILITY

4.1 SENIOR MANAGER RESPONSIBILITIES

- Annually review and revise the corporate Safety and Environmental Policy and contents of the Priestly Demolition Inc. Safety and Environmental Management System Manual.
  Ensures that clear directions have been provided to project representatives as to their health and safety responsibilities and their accountability for meeting these responsibilities.
- Provides information, training, and assistance to all supervisory staff in order to protect the health and safety of Priestly Demolition Inc. employees, the public, and the environment.
- Takes a proactive approach to occupational health and safety and environmental protection, leading by example.
- Provides all supervisory staff with proper, well-maintained tools, equipment, and any other special protective devices that may be required as well as the necessary training.
- Promotes ongoing awareness of the program and supports education for safety and environmental training courses.

4.2 PROJECT MANAGERS RESPONSIBILITIES

- Understands, acknowledges, and complies with applicable current Municipal, Provincial and Federal regulations for human safety and environmental protection.
  Provides the necessary resources and direction to supervisory staff outlining their health and safety duties and the method of evaluating the effectiveness of these activities.
- Completes the Pre- job Hazard Assessment process with the designated Supervisor.
- Notifies the Safety Manager of all incidents immediately. Reviews and signs all incident reports relating to the worksite and assists in providing solutions to prevent reoccurrence.
- Ensures designated subcontractors prequalify and acknowledge the standards of Priestly Demolition Inc. Safety and Environmental Management System and all applicable regulations.

4.3 SUPERINTENDENT/SITE SUPERVISOR RESPONSIBILITIES

- Understands, acknowledges, and complies with applicable current Municipal, Provincial & Federal regulations for human safety and environmental protection.
- Ensures all employees and subcontractors work in a safe manner, and that all protective devices and procedures required by Priestly Demolition Inc. and applicable legislation are used to protect themselves, others, and the environment.
- Arranges for medical treatment as required (i.e., injury and illness including transportation to a doctor or hospital as necessary).
- Reports all incident and near misses to Project Manager & Safety Manager immediately.
- Investigates and documents all incidents completely; and advises on the means to prevent reoccurrence.
- Conducts Daily Hazard Controls Meetings with their crews and records minutes on the prescribed form.
- Maintains housekeeping standards and assigns cleaning and organizing.

- Orientates new employees to their worksite. Advises and documents all employees of any potential/actual work-related dangers and how they can isolate, prevent, and/or remove them.
- Assigns a Priestly Demolition Inc. designate to orientate and escort visitors for the duration of their time on-site.
- Assesses worker competency as defined (AB OH&S Regulations)
-
- "Competent in relation to a worker, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."
- "Direct Supervision means under the supervision of a competent worker who is (i) personally and visually supervising the other worker and (ii) able to communicate readily and clearly with the other worker."

Employers shall be able to justify the basis on which they deem any worker to be **competent** using the following criteria:

- adequate qualifications—defined as some type of qualification, earned through a certified education program, training course, etc., or a combination of education and practical experience;
- suitable training—defined as training that is appropriate to the tasks, equipment, etc., that will be performed or used, and which also includes minimum safety training as per OHS legislation;
- Sufficient experience—defined as the experience required to perform work safely without supervision or with only minimal supervision.

4.4 WORKER RESPONSIBILITIES

- Complete Priestly Demolition Inc. orientation process.
- Reports any incidents - near misses, injuries, spills, or release of controlled products immediately to their supervisor.
- Takes reasonable precautions to protect the safety of themselves, others, and the environment.
- Notifies their supervisor of any unsafe conditions or acts that may be of danger to them, others, or the environment.
- Assists and participates in all aspects of Priestly Demolition Inc. safety program documentation and practical applications.
- Wears all safety equipment, and personal protection devices as required by Priestly Demolition Inc. safety program and all applicable legislation.
- Familiarizes themselves with the use of safety resources (i.e., current Priestly Demolition Inc. Safety and Environmental Management System, OH&S for the province).
- Attend and actively participate in the Daily Hazard Controls Meetings at the start of each shift (review and acknowledgement required before work start) Weekly

Refuse to work under conditions that may be unsafe until a supervisor has been advised and necessary corrections have been made.

No worker shall carry out any work, operate or use tools if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health and safety of themselves or anyone else. The law protects workers holding employers accountable to address concerns.

Report all existing or potential unsafe acts or conditions immediately to your supervisor.

Related work must stop and may not resume until the concern has been addressed. Workers will not be reprimanded for refusing to perform unsafe work. Management shall not tolerate any form of retribution or intimidation directed at any individual for exercising their right to refuse unsafe work provided that the individual follows required reporting procedures. All work refusal occurrences will be documented.

4.5 CONTRACTORS RESPONSIBILITIES

4.5.1 PRIME CONTRACTOR

- (AB OH&S ACT) – "Every worksite must have a prime contractor if there are 2 or more employers involved in the work at the worksite at the same time the prime contractor. The prime contractor for a worksite is:

(a) The contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or

(b) If no agreement has been made or if no agreement is in force, the owner of the worksite.

- Understands all requirements identified as "Prime Contractor" responsibilities in accordance with Provincial regulations.
- Appoints a competent individual to coordinate health and safety activities at the work-site.
- Ensures that all subcontractors are aware of and comply with the necessary health and safety requirements and responsibilities, meeting at minimum the standards outlined in Priestly Demolition Inc. Safety and Environmental Management System and all applicable regulatory requirements.

4.6 SUBCONTRACTORS RESPONSIBILITIES

4.6.1 SUBCONTRACTOR MANAGEMENT PROCESS

- Perform all work with applicable, current Municipal, Provincial and Federal regulations for human safety and environmental protection.
- Where documented safety policies, safe work procedures, or safe work practices exceed those identified; the highest standard of safety will take precedence.
- Coordinate Priestly Demolition Inc. orientation prior to starting work. This process, including signed acknowledgement from each worker is mandatory to identify hazards and controls associated with all work on projects.
- Provide Priestly Demolition Inc. with notice of incident within 20 minutes or sooner if practical, and to provide an incident report within 24 hours.

- Priestly Demolition Inc. will confirm subcontractors have a valid WCB coverage.
- Provide a WCB clearance letter for each province with WCB coverage.
- Provide a current worker's compensation premium statement for each province with WCB coverage.
- Written Health, Safety, and Environmental programs and training documentation applicable to the type of work performed will be obtained and reviewed.
- If your company does not have a written safety management system (SMS), then you must operate under Priestly Demolition Inc. SMS. It is your responsibility to make yourself familiar with the program and ensure you are operating within our policies, procedures, practices, and rules.
- Priestly Demolition Inc. shall inform all its subcontractors of the Priestly Demolition Inc. zero tolerance policy for drugs and alcohol and individuals may be tested by clients as per specific client policy. If you are involved in a major incident/accident or if you are accused of consuming drug or alcohol or being intoxicated, you may be instructed by Priestly Demolition Inc. Safety Officer to go for an immediate drug test to the nearest drug testing facility. You may not return to work until you have provided Priestly Demolition, with a test 100% clean of drugs or alcohol.
- All subcontractors will be involved in writing near misses when they occur. All near misses which occur on a Priestly Demolition Inc. jobsite will be written on a near miss reporting form and submitted to a Priestly Demolition Inc. supervisor.
- All incidents which occur on a Priestly Demolition Inc. site will be immediately reported to Priestly Demolition Inc. and will be reviewed and investigated by a company representative no matter how big or small the incident may be.
- A post job performance review will be conducted for subcontractors to evaluate the efficiency of their operations onsite such as participation in safety meetings, housekeeping, and quality of work.

5 MANAGEMENT INVOLVEMENT AND COMMITMENT

Priestly Demolition Inc. believes that health and safety is everyone's business and is regarded as part of the job of everyone working for the company. Risks inherent in all activities must be diligently assessed and managed to prevent injuries and illness. At Priestly Demolition, safety is a condition of employment, is mandatory in all our operations, and is vital to our company's success.

We are committed to preserving the health and safety of all our staff, colleagues, the public, and the environment at our work sites in accordance with all minimal applicable regulations and standards.

Employees at every level, including management, are responsible and accountable for the company's overall welfare, health, and safety towards ensuring all employees, contractors, and sub-contractors maintain a safe and injury-free workplace.

Management firmly supports cooperation with the Health, Safety, and Environmental Policy by all employees, and will provide the proper equipment, training, and procedures. Employees are responsible to attend and participate in all training sessions provided, follow all company policies, procedures, and legal requirements, promptly report any accident, incident, or near miss to the employer, promptly report any hazards or risks that may potentially cause danger to themselves or others, work safely, and make recommendations to improve safety measures.

The health, safety, and environmental information in this manual does not take precedence over any legislation or regulations, which relate to the employee's work practices. Employees should be familiar with the requirements of applicable legislation made available by the company.

Priestly Demolition Inc. philosophy is that no job is so urgent that it cannot be done safely. A safe, injury and accident-free workplace is our goal; through continuous safety and loss prevention, we can accomplish this.

5.1 MANAGEMENT COMMUNICATION

Priestly Demolition Inc. will ensure effective and timely communication of HSE related information within the company. The communication media may include, but is not limited to, bulletins, announcements, inter-office memos, telephone conversations, and email.

The following are some more commonly accepted methods for sharing or disseminating HSE information:

- Management meets with employees, contractors, sub-contractors, vendors, and clients and physically demonstrates, by way of action and subject matter, their corporate commitment to safety;
- Managers and supervisors undertake periodic worksite tours to observe work practices, conduct conformance and compliance inspections, and talk to workers about safety activities, initiatives, and concerns;
- General, pre-job, and tailgate safety meetings are utilized as one of the primary methods of disseminating and receiving safety related information. They serve to orientate

workers, identify workplace hazards, review existing policy, operating procedures, and guidelines, discuss, and determine control measures, and acknowledge safety performance issues. These meetings will be convened and scheduled to meet the specific needs of Priestly Demolition Inc. employees / workers;

- Safety bulletins and notifications will be issued as required to employees, contractors, and sub-contractors, identifying changes in regulations and other relevant information.

Enrique Bayata
General Manager

Feb 9, 2024
Date

6 BASIC RIGHTS OF WORKERS

Priestly Demolition Inc. will protect the health and safety of all parties at their worksites. All personnel including, but not limited to; the company, employees, contractors and subtractors have safety rights and obligations. To protect the workers from illnesses, injury and diseases, workers are afforded three fundamental rights.

- The right to know
- The right to refuse
- The right to participate

6.1 RIGHT TO KNOW

Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace: Priestly Demolition Inc. management and supervisors must ensure workers are aware of the hazards presented by people, equipment, materials, the environment, and processes. Workers have the right to be trained on, and to receive information about dangerous and hazardous substances that they are exposed to or are likely to be exposed.

- Priestly Demolition Inc. management and supervisors must inform workers about potential hazards
- Priestly Demolition Inc. and all worksite parties must ensure information on health and safety hazards is available onsite

6.2 RIGHT TO REFUSE DANGEROUS WORK

Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- Workers must continue to be paid while a work refusal is being investigated
- Priestly Demolition Inc. will ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right
- Priestly Demolition Inc. will investigate the matter in cooperation with the health and safety representative, if applicable
- Priestly Demolition Inc. will not take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation
- Other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk
- When you exercise your right to refuse unsafe work you must follow the proper procedure.

6.3 RIGHT TO PARTICIPATE

- The right to participate ensures workers have an opportunity to participate in decisions that affect their health and safety at work. This participation is supported by Priestly Demolition Inc. management, supervisors and health and safety (HS representative).
- You have a right to participate in keeping your workplace healthy and safe, which may include selecting or being a health and safety representative
- You also have a right to report unsafe conditions and practices.
- Workers have the right to ask questions about issues concerning their health and safety or that of a coworker.
- Workers have the right to be a part of the process of identifying, assessing, and controlling workplace health and safety hazards.
- Participation can also be achieved by reporting unsafe conditions to the supervisor or employer.

Enrique Bayata
General Manager

Feb 9, 2024
Date

7 REFUSE UNSAFE WORK

Priestly Demolition Inc. expects all employees / contractors to understand and exercise their right and responsibility to refuse to do unsafe work. This is a legal requirement under Section 35 of the Alberta Occupational Health and Safety Act which state:

"No worker shall carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health and safety of that worker"

Our management is responsible for ensuring the health and safety of workers. However, every individual must take reasonable steps to protect their own health and safety and the health and safety of others present; this includes refusing to do unsafe work.

7.1.1 RIGHT TO REFUSE UNSAFE WORK IN ALBERTA

The law in Alberta states that you shall refuse all unsafe work if you believe there is an imminent danger (that is not normal for the occupation or activity) to yourself or others caused by a tool, appliance, equipment, or work procedure at the worksite, according to Section 35 of the Occupational Health and Safety Act. In order to refuse unsafe work, the following shall be utilized as a guideline:

- Notify your employer at the worksite that you are refusing work because you don't think it is safe and state your reason for refusal.
- The supervisor must investigate and take action to eliminate the danger. There must be a written record of your notification, the investigation and action taken. A copy of the report must be provided to you.
- If, in your opinion, a danger still exists, you can file a complaint with a government occupational health and safety officer.
- The officer shall investigate the complaint, and document actions taken in a written report. A copy of the report must be provided to you.
- If you are not satisfied with the officer's report and recommendations, you must legally return to work but may appeal the report within 30 days.

7.1.2 WORKER OBLIGATIONS

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

1. Don't do the work.
2. Tell your employer, supervisor, or another designated person as soon as possible what you're refusing to do, and why.
3. Your employer must investigate and take action to eliminate the danger.
    - This may include the employer finding a qualified worker to do the work or implementing controls.
4. Unless the danger is fixed immediately, the employer must prepare and provide you with a report once their investigation is complete that explains the actions, they took to address the danger.
5. Connect with the OHS Contact Centre if your employer won't stop work you think is dangerous.

6. Do other work that your employer assigns you in the meantime, providing:
    - you can reasonably do it
    - it's safe
7. Review the written report your employer gives you about their investigation into the danger, and the actions they take to fix it.
8. Connect with the OHS Contact Centre if you think your employer hasn't corrected the situation.

OHS Contact Centre:
Phone: 780-415-8690 (Edmonton)
Toll free: 1-866-415-8690
TTY: 780-427-9999 (Edmonton)
TTY: 1-800-232-7215

If a worker believes his assigned work responsibilities pose imminent danger or may cause imminent danger, that worker has the right to refuse to do the work in order to protect himself /herself and other workers at the worksite. This also applies to the operation of tools, appliances, and equipment.

Workers must not be reprimanded for refusing to perform unsafe work. Management shall not tolerate any form of retribution or intimidation directed at any individual for exercising their right to refuse unsafe work, provided that the individual follows required procedures.

Employees cannot be disciplined or dismissed for complying with the legislation, according to Section 36 of the Act.

7.1.3 EMPLOYER OBLIGATIONS

If you’re an employer who has been notified that your worker is refusing work, they think is unsafe, you’re required by law to look into and eliminate the danger. If a worker refuses unsafe work, follow these steps:

1. Investigate and take action to eliminate the danger.
2. Ensure that no other worker is assigned to the same work, or equipment, unless:
    - the danger has been eliminated
    - the worker to be assigned is not exposed to the danger
    - the worker assigned is informed of the refusal, the reasons for the refusal and their right to refuse work that presents a danger
3. You may temporarily assign the worker to another job, but at no loss of pay.
4. Document in writing:
    - the worker's notification
    - your investigation findings
    - what actions you took to remedy the situation
5. Involve the joint work site health and safety committee or health and safety representative, if there is one at the work site, in the investigation.
6. Give the committee or health and safety representative, if there is one, as well as the worker a copy of the written report.

7.1.4 DEFINITIONS

Imminent danger or unusually dangerous is:

- A danger that is not normal for that occupation;
- A danger under which a person engaged in that occupation would not normally carry out his / her work;
- Work normally carried out by the worker, but in the particular circumstances, the danger associated with the work is greater than usual and presents a danger to the health and safety of the worker or others;
- The work is in contravention of legislation and constitutes an imminent danger; or
- The worker is not adequately trained, equipped, experienced, or conditioned to perform the work.

What this means is that refusing to perform unsafe work is not only a right it is a legal requirement in Alberta. As long as you believe that any duties or tasks that your employer is requiring you to perform puts your health and/or safety is at risk you can refuse to perform those duties.

7.1.5 UNSAFE WORK

Examples of unsafe work or imminent danger could include being:

- Assigned a task which is not listed in your job description and for which you have not been trained;
- Asked to operate a motor vehicle after you have reported to your supervisor that you are taking prescription medication which can cause drowsiness;
- Directed to work at heights with no fall protection;
- Directed to work in a confined space without a safety standby;
- Directed to work in an H_2S environment with no respiratory protection;
- Asked to perform a duty with a chemical for which there is no SDS available;
- Directed to perform work in an explosive atmosphere; or
- Being instructed to enter a trench or excavation for which improper trenching and excavation procedures have been used.

8 HAZARD ASSESSMENTS AND CONTROL POLICY

An action plan must be developed and implemented to eliminate or reduce workplace hazards to regulatory standards. All work will be completed in accordance with current applicable Municipal, Provincial and Federal regulations. Control of workplace hazards may be performed in several ways depending on the type and risk factor severity of the specific hazard. Control measures may require a combination of engineering and administrative controls, or the use of personal protective equipment. Priestly Demolition Inc. Project Managers and Supervisors are responsible for taking all reasonable and practicable steps to first eliminate hazards.

The purpose of this program is to:

- Recognize and assess the level of risk hazards may impose.
- Eliminate or control hazards through corrective actions.
- Monitor the controls or corrective actions taken to ensure hazards do not resurface.
- Ensure acknowledgement of hazard assessment and controls by each worker that has exposure.

It is a provincial regulated requirement that workers affected by the hazards identified in a hazard assessment must be informed of methods used to control or eliminate hazards and sign acknowledgement. Hazard communication begins with the workers orientation and continues through formal training and a day to day, task specific and site-specific basis. Workers will be informed of the hazards they will face, and the procedures needed to effectively mitigate or control those hazards. Priestly Demolition Inc. utilizes the following tools to perform effective hazard assessment and controls:

- Pre- job Hazard Assessment
- Hazard Controls Meeting
- JSA – Job Safety Analysis
- SWP – Safe Work Practices and Safe Work Procedures
- Training (both internal and external programs) Compliance Monitoring

To ensure control measures remain effective. Compliance monitoring may include the following:

- Evaluation of workplace control measures on a regular basis,
- Atmospheric evaluations to determine the presence and concentration of toxic substances,
- Area noise monitoring and/or personal noise dosimeters, and
- Inspection of personal protective equipment.

Enrique Bayata
General Manager

Feb 9, 2024
Date

9 HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

A hazard at the workplace is any condition that has the potential to cause injury, illness, or loss. A hazard assessment conducted in the workplace is one of the most effective ways to ensure a safe work environment. It is a careful look at what could harm workers, damage property, or cause process downtime or environmental damage at a workplace.

The benefits of conducting a written hazard assessment include:

- Reducing the number and severity of incidents;
- Identifying the need for worker training;
- Identifying inadequate or missing procedures;
- Identifying the need for equipment maintenance;
- Reducing production losses and property damage; and
- Increasing worker involvement in health and safety issues.

In broad terms, hazard assessment involves the recognition and control of hazards. This is accomplished by determining what hazards are present in the workplace (**Identification**); assessing the level of risk for the hazards identified (**Risk Rating**); implementing strategies to eliminate or reduce the risk involved (**Controls**); and following up (**Corrective Action**) to ensure that the control strategies chosen are effectively implemented and that recommended changes are being completed in a timely manner.

All potential hazards must be systematically prioritized, and those of imminent danger to workers must be rectified prior to work commencing.

Hazard re-assessments are required:

- At intervals that prevent the development of unsafe and unhealthy working conditions;
- When a work process or operation changes;
- When a new work process or product (e.g., chemical) is introduced;
- When new regulations are implemented that affect a specific written procedure;
- Before work commences at a new work site;
- When Inspection or incident reports indicate a need;
- When first aid records indicate a trend; and
- When valid employee suggestions are received.

These hazard re-assessments must be completed on all formal hazard assessments, daily field level hazard assessments (FLHA), Job safety analysis/Job hazard analysis (JSA/JHA) and additions and changes made to the safe job procedures.

9.1 HAZARD IDENTIFICATION

To better understand the hazards that employees are exposed to on a regular basis, the following definitions will help clarify the interrelationship between hazards and their potential risk factor.

Hazard: A source of danger; potential for loss or injury; a condition or practice with the potential for accidental loss.

Risk: The chance for a loss occurring; a measure of the probability and potential severity of harm or loss.

The first challenge is to identify the hazards associated with each job and workplace. All personnel must understand how to identify potential hazards associated with their workplace. Hazards can exist in many forms. They can be visible or hidden, and they may also be a condition or an action. Recognition and control of hazards ensures that corrective actions may be completed in a timely manner prior to an incident occurring.

9.2 HAZARD REPORTING

When a potential hazard is discovered, the obvious requirement is to immediately correct the situation, so long as it is within your ability, and safe to do so. If it is not possible to immediately eliminate or correct a hazardous situation, then the situation must be reported up the chain of authority as soon as possible. All reported hazards will be immediately assessed and controlled, if possible. It may be necessary to stop work until such time as the hazard is eliminated or controlled. A specific individual with the necessary resources and authority will be assigned to correct the hazard and a target date will be given for completion. Elimination or control of all reported hazards shall be documented.

A hazard report must include the following:

- Date reported;
- Location;
- Description of the hazard;
- The risk it presents;
- Control measures needed;
- Interim actions taken, if any; and
- The name of who reported the hazard

Hazard Reporting can take many forms within the company. The methods used to assess, identify, eliminate and controls hazards will be a combination of:

9.3 EQUIPMENT INSPECTION

Before any equipment can be operated on site, including that owned or operated by sub-contractors, it must be verified in writing that equipment is free of defects. Document these on the equipment inspection checklist.

- All Rental equipment shall be inspected as it arrives, prior to being put into service;
- Valid competency records along with certificates for equipment and tools shall be readily available and reviewed prior to commencement of operations
- Major or critical equipment must be inspected daily, to ensure that it is safe to use. Vehicles may not be modified without the endorsement of the manufacturer;

- All tools and equipment must also be inspected daily, prior to use, for defects, damage, or excessive wear; and
- Any equipment, tools or machinery that are not fit for use shall be taken out of service and tagged; listing specific deficiencies.

All equipment inspection documents shall be filed in the filing system. Random inspections may be performed. All records shall remain on retention for a minimum of 5years

9.4 PREVENTATIVE MAINTENANCE

Priestly Demolition Inc. requires preventative maintenance of all tools and equipment, such that it will maximize the safety of all personnel. A preventative maintenance program shall be maintained and will include:

- Adherence to applicable regulations, standards, and manufacturer specifications;
- Maintenance performed by qualified and competent personnel;
- Schedules and documentation of all maintenance work; and
- All Equipment shall be locked out prior to performing any maintenance.
- All records shall remain on retention for a minimum of 5years

9.5 PRE-JOB HAZARD ASSESSMENTS – DAILY TOOLBOX

The Pre-Job Hazard Assessment is a broad overview of the work to be performed through out the day, it identifies the scope of work and the hazards associated with the work. This is conducted prior to work commencing each day, in conjunction with the Daily Toolbox Meeting.

9.6 JOB HAZARD ASSESSMENT/JOB SAFETY ANALYSIS

The Job Hazard Analysis is a discipline or mini project hazard assessment JHAs should be completed prior to the work starting in the field to identify existing and potential hazards. All affected personnel shall be involved in reviewing the JHA and when possible, take part in preparing it. Each JHA is to have the date recorded on it, and signatures of all personnel involved in review.

9.7 SAFE JOB PROCEDURES/SAFE OPERATING PROCEDURE

A Safe Job Procedure is a detailed written description of how to safely complete a common company task. The Safe Job Procedures are derived from Task Hazard Assessments. Safe Job Procedures outline step by step how a task shall be completed.

9.8 FIELD LEVEL HAZARD ASSESSMENT (FLHA)

The Field Level Hazard Assessment shall be conducted prior to work starting each shift. Each worker shall be trained in its use. Each worker shall document and sign their FLHA on the company's FLHA Form

A FLHA should be completed:

- At the beginning of each work assignment.
- When work is completed at a temporary/mobile work site
- When workers are conducting activities at a work site not owned by their employer
- When new workers are assigned to the job.
- A new activity has been temporarily introduced at the work site
- When job conditions change.
- In the field at the task, before the job or tasks begins
- Be completed and reviewed by the worker.
- Repeated if changes are introduced.

The purpose is to effectively break down the job in sequential order and recommend hazard controls for each task, specific to the work being performed and the work location.

9.9 FORMAL HAZARD ASSESSMENTS

The formal hazard assessment is implemented to reduce hazards in the workplace. It involves a method to define specific jobs and tasks associated with it. The hazards will be identified with associated tasks and will allow for more accurate safe work practices and procedures to be developed in continuing the hazard identification, elimination, and control process of Priestly Demolition.

- The first step in the formal hazard assessment is to define the procedures/steps involved in the specific job description. The definition of the procedure is a step-by-step description of how to complete the job;
- The next step in the formal hazard assessment process is to determine the hazards associated with each step/description of the procedure. The hazards will be documented in a column above the step it is associated with;
- The ranking of the Likelihood, Exposure and Severity is then ranked for each task and applicable hazard. The Likelihood, Exposure and Consequence is multiplied to produce a priority rank. The higher the number, the more hazardous the job is;
- The final action in the formal hazard assessment is the recommended action and control to remedy the hazard and reduce the priority rank. The recommended action or procedure must be specific and thorough; and
- The controls are then assessed, and the priority rank is reduced.

Once the form is completed, a supervisor and manager will review and approve. The approved formal hazard assessment will be reviewed with the employee, signed, and available in the work area where the job is performed and will be utilized as an accident prevention tool. The formal hazard assessment will also be reviewed when changes are made to operations and in response to inspections and investigation results.

All formal hazard assessments must be reviewed

- On a regular basis to keep the results up-to date (minimum every 3 years as legislated)
- When changes are made to the operation or work-related process

- When a new work process, material, equipment, or product is introduced or modified
- When site-specific hazard assessments identify a new hazard
- When an inspection identifies a new hazard
- When an investigation identifies a new hazard
- As per a pre-determined frequency

9.10 HAZARD CATEGORIES

All hazards identified must be eliminated or controlled prior to work commencing. Hazards in the workplace can be divided into four categories. They are:

9.10.1 CHEMICAL HAZARDS

Examples of chemical hazards are mists, vapors, gases, dusts, and liquids that could come into contract with the human body that could cause harm. All chemicals used will be properly affixed with a WHMIS label and the product specific SDS sheet must be reviewed prior to use of the chemical. Personal protective equipment must be worn when working with chemicals.

9.10.2 PHYSICAL HAZARDS

Examples of physical hazards are excessive noise extremes, radiation exposure, temperature extremes, vibration, humidity extremes, equipment contact, electrical hazards and housekeeping hazards. Proper PPE must be worn when a physical hazard cannot be eliminated.

9.10.3 BIOLOGICAL HAZARDS

Examples of biological hazards are mold, fungus, bacteria, parasites viruses and bodily waste. Personal protective equipment (such as safety gloves and glasses) and first aid measures (such as latex rubber gloves) must be worn when biological hazards are present.

9.10.4 ERGONOMIC HAZARDS

Examples of ergonomic hazards are poor posture, improper lifting techniques, fatigue, monotony, and excess stress. Ergonomic hazards can lead to musculoskeletal injuries and can have lasting adverse effects on a worker.

9.11 HAZARD CONTROLS

9.11.1 ENGINEERING CONTROLS

Engineering controls should be first, if possible, and provide the highest degree of control because they eliminate or control the hazard at its source. The use of engineering controls includes:

Elimination: Completely removing a hazardous jog, tool, process, machine, or substance.

Substitution: Substituting or replacing one substance or process with another that would not pose a potential hazard.

Redesign: Hazards can often be "engineered out" through redesign of the work site, work processes and jobs.

Isolation: Hazards can often be isolated through containment or enclosure.

Automation: Some processes can be automated or mechanized.

Barriers: Some hazards can be blocked or barricaded. The further the barrier keeps the hazard away from workers, the more effective it is.

Absorption: Engineering controls that would absorb the hazard, such as baffles that block or absorb noise.

Dilution: Some hazards can be diluted or dissipated.

9.11.2 ADMINISTRATIVE CONTROLS

If engineering controls are not feasible or practical, then administrative controls are the next approach to controlling the hazard. The use of administrative controls includes, but are not limited to:

- Planning and communication;
- Safe Work Procedures and Guidelines;
- Work/rest schedules limiting exposure to the hazard;
- Ergonomics;
- Limiting hours of work;
- Scheduling hazardous work during times when exposure to workers is minimized;
- Monitors and alarm systems;
- Training; (ex. Orientations, defensive driving)
- Safety meetings; or
- Posters and bulletins.

9.11.3 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment must always be used as a last resort in controlling hazards. PPE is less effective as a control as it does not eliminate the hazard. The PPE must be properly maintained and worn by workers. All PPE utilized shall be in conformance with the legal requirements for use. Some examples of PPE are:

- Hard hat
- Steel toe boots
- Safety glasses
- Safety gloves
- Respirators
- Fire resistant clothing
- Noise protection – ear plugs and earmuffs

9.11.4 CORRECTIVE ACTION AND FOLLOW-UP

Once the hazard has been identified, rated, and has had controls put into place, it is critical that the company follows up to ensure:

- That all affected workers are informed of changes that are made to control hazards. This can be performed through safety meetings, employee newsletters, memos, or brief monthly reports to summarize the changes;
- Workers are following the hazard controls determined to be required. This is often performed through workplace observations and reminders raised during safety meetings; and
- The necessary hazard controls, such as writing of a new procedure or installation of a new machine guard, were performed, and completed. This is best accomplished with either a work order system or with the use of a corrective action register. In this way, hazard controls are not forgotten by personnel and stay on record until corrected or determined by management that they are no longer required. Management is required to follow-up on outstanding work orders and corrective action to ensure action items are performed in a timely manner.

9.12 JOB SAFETY ANALYSIS (JSA)

The job safety analysis is an effective communication tool employed to reduce hazards in the workplace. It involves a programmed method of defining job tasks, hazards associated with the tasks, and creating safe work procedures to eliminate or minimize the hazards identified. Workers must be involved in the process of developing the JSA's to ensure understanding of the procedures and steps involved. Workers help to give an on-hand perspective of the usual tasks performed and involvement will also aid in the acceptance and buy in from workers. When a process, tool or equipment is modified or changed in the JSA process, the JSA must be reviewed and updated to reflect the changes.

The benefits of a job safety analysis are:

- Workers understand and follow the same work plan
- Reduces injuries
- Encourages reporting of unsafe conditions
- Creates reference and training tools
- Informs employees of specific job hazards and preventative measures to implement

The following steps should be taken when developing the JSA. Keep in mind that each job involves several different tasks, so each identified job may have several JSA worksheets associated with it.

Define the job/task:

1. Segment of work
2. Specific work assignment
3. Steps taken to complete the specific job objective

Break the Job into Steps:

Workers should complete the JSA together and break the job down into various steps. The steps should be worded as a specific task with action words to describe appropriately. "Turn on the switch" is ideal and brief. Try not to be too detailed in the description of the steps. Be sure to list the proper tools and equipment required for the task. Ensure that steps to safely inspect and use the tools or equipment are incorporated in the JSA.

Hazards Associated with Steps Listed:

Once the job steps have been listed and agreed upon, ask questions such as, "What hazards may exist in this step?" "What possible accidents or incidents could occur in this step?" Any identified potential hazards should be listed in the column designated for "Potential Hazards". The hazard should correspond with the step it is associated with.

Recommended Action or Procedure:

The next step in the JSA development is providing actions to eliminate or minimize the hazards identified. Be specific with the recommended action. A statement such as "be careful" is too generic, instead state" Lift with your legs and not with your back" to ensure the correct actions are taken. The action or procedure that is recommended should also correspond with the steps and hazards associated with it.

The JSA forms will be reviewed and approved by management. Yearly updates will be implemented for the JSA to include any changes to work procedures and equipment used. The forms will be kept close by to the work site for further reference during daily activities.

9.13 RISK RANKING / RISK MATRIX

Several types of hazards will be found on work sites. These hazards have to be prioritized depending on severity and probability, to ensure corrective action takes place with the most dangerous hazards first.

Severity

- **1- Slight** – Negligible superficial injury (First Aid – No Treatment) or damage, including near miss (less than $500)
- **2- Minor** – Risk consequence requires site management level of review and evaluation of controls and risk reduction measures. Potential for minor injury (First Aid) and minor property damage (less than $5,000)
- **3- Moderate** – Risk consequence requires Operational management level of self-assurance, review and evaluation of controls and risk reduction measures. Potential for moderate injury (Medical Aid) and moderate property damage (less than $10,000)
- **4- Major** – Risk consequence requires divisional level of governance, review and evaluation of controls and risk reduction measures. Potential for major injury (Lost Time Injury), major property damage (less than $100,000)

- **5- Severe** – Risk consequence requires highest level of governance, review and evaluation of controls and further risk reduction measures Potential for fatal injuries to one or more person, property damage greater than $100,000 but less than $250,000.
- **6**- **Catastrophic** – Multiple fatalities (4+), multiple permanent harm health effects, wide area impact, and permanent damage or regional impact with long term effect on ecosystem greater than $250,000.

9.14 PROBABILITY OR FREQUENCY

- **A- Remote** – Very remote possibility of occurrence
- **B- Highly Unlikely** – Remote possibility of occurrence
- **C- Unlikely** – Minor possibility of occurrence
- **D- Possible** – Has occurred several times. Possibility of occurrence
- **E- Likely** – Has occurred frequently. Likely to occur in the near future
- **F- Almost Certain** – Has occurred frequently. Likely to occur immediately.

9.15 RATING VALUES / RESIDUAL RISK LEVEL

- **Low- Green** – Risk is acceptable with controls
- **Medium- Yellow** – Substantial risk, controls / correction needed
- **High- Orange** – Immediate correction required
- **Severe- Red** – Very high risk; consider changing or eliminating operation

9.15.1 ALL JSA'S MUST BE REVIEWED

- When changes are made to the operation or work-related process
- When site-specific hazard assessments identify a new hazard
- On a regular basis to keep the results up-to date (minimum every 3 years as legislated)
- When a new work process, material, equipment, or product is introduced or modified
- When site-specific hazard assessments identify a new hazard
- When an inspection identifies a new hazard
- When an investigation identifies a new hazard
- As per a pre-determined frequency

Risk Ranking						
Frequency	**A = Remote**	**B = Highly Unlikely**	**C = Unlikely**	**D = Possible**	**E = Likely**	**F = Almost Certain**
Severity	**1 = Slight**	**2 = Minor**	**3 = Moderate**	**4 = Major**	**5 = Extreme**	**6 = Catastrophic**
Residual Risk Level	**Low**		**Med**	**High**		**Severe**

	Frequency						
		A	B	C	D	E	F
Severity	1 = Slight	1	2	3	4	5	6
	2 = Minor	7	8	9	10	11	12
	3 = Moderate	13	14	15	16	17	18
	4 = Major	19	20	21	22	23	24
	5 = Extreme	25	26	27	28	29	30
	6 = Catastrophic	31	32	33	34	35	36

10 COMPANY RULES

NOT PERMITTED ON PRIESTLY DEMOLITION INC. PROJECTS OR PROPERTY:

Fighting, horseplay, practical jokes, or otherwise interfering with other workers.

- Theft, vandalism, or any misuse or abuse of company property.
- Weapons.
- The use, possession, offering or selling of alcohol or drugs including marijuana, drug paraphernalia, or non-prescribed drugs for which a prescription is legally required in Canada is strictly prohibited.
- Cell phone usage unless in designated area free from all hazards or causing hazard, or in the event of an emergency.

Every worksite participant **MUST**:

- Report all unsafe acts and conditions including near miss incidents to the Supervisor promptly.
- Report all incidents resulting in damage or injury to the Supervisor immediately.
- Obtain first aid treatment promptly following an injury and report it to the Supervisor.
- Use only those tools and equipment that are in good repair, with all guards and safety devices in place.
- Keep the work area clean, neat, and orderly.
- Smoke only in permitted, designated areas, in compliance with all regulatory laws and only at the Supervisor's discretion.
- Attend and participate in all safety meetings and processes as required to ensure continuous improvement to Priestly Demolition Safety and Environmental Management System.
- Operate only machinery or equipment that they are authorized and trained to do so, with all safeguards and documentation in place.
- Comply with the drug & alcohol screening program requirements.
- Wear maintain & inspect all PPE as per manufacturers' specs.

11 ALCOHOL & DRUG PREVENTION PROGRAM

Priestly Demolition Inc. commitment to health, safety and environmental protection strives to minimize risks. Judgement in the workplace could be affected by the use of alcohol, legal or illegal drugs. Any Priestly Demolition Inc. employee that may suffer from alcohol and drug dependencies requires the company's support and assistance in freeing themselves from those dependencies. Employees should consult with their physician to ensure that medications and/or combinations of medications will not impair their performance and should advise their immediate supervisor if they are taking medications which could impair their work performance.

11.1 RULES

Priestly Demolition Inc. implements the following rules regarding the use of altering substances by its employees and subcontractors while performing their work duties.

- The use, possession, offering or selling of illicit drugs, illicit drug paraphernalia, or non-prescribed drugs for which a prescription is legally required in Canada is strictly prohibited.
- The presence of illicit drugs in the body, non-prescribed for which a prescription is legally required in Canada, or their metabolites is strictly prohibited.
- The use, possession, distribution, offering or sale of alcoholic beverages is strictly prohibited.
- Having a blood alcohol concentration of 0.04% or higher is strictly prohibited.
- Intentional misuse of prescribed medications, over-the-counter medications or other substances is strictly prohibited.
- Being unfit for work due to the use or after-effects of alcohol, illicit drugs, non- prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications is strictly prohibited.
- Being unfit for work due to the effects of the legitimate use of prescription or over the counter medications is strictly prohibited.

11.2 REASONABLE CAUSE - DEFINITION

Visual observation of drug use at work; or the discovery of alcohol or illicit drugs at the worksite in a location reasonably associated with an identifiable individual. There is an observation of signs of impairment such as:

- slurred speech, unsteadiness, smell of alcohol, unexplained drowsiness, and erratic behavior;
- unexplained failure to follow critical safety procedures or rules; or
- an arrest, conviction, or identification of an individual as the focus of a police investigation related to alcohol and drug use at the worksite.

Employees whose performance indicates evidence of alcohol or drug impairment (slurred speech, liquor on the breath, unsteadiness) will be removed from the worksite. Management will interview the employee to determine if the rules have been violated.

11.3 MAJOR INCIDENT - DEFINITION

Any injury to PDI personnel or third parties as a result of PDI activities that requires hospitalization for more than the day of the injury, or results in vehicle or property damage exceeding $5,000.00, or incident specific at the Supervisors discretion.

Where there is reasonable cause based on performance, in the occurrence of a

major incident or fatality, or specific projects (pre-access), it may be required to submit to an alcohol/ drug test. The medical provider will administer the test in accordance with standard laboratory procedures. Under these circumstances, refusing to submit to testing will be considered grounds for disciplinary action. Individuals who test positive under these circumstances will also be subject to disciplinary action and removed from projects immediately, pending negative test results. The Medical Review Officer and Priestly Demolition Inc. designate will hold the test results in confidence. All worksite participants should be aware that Priestly's client policies might be more stringent and will take precedence over this policy.

11.4 SUBCONTRACTORS

Subcontractors will follow all aspects of Priestly Demolition Inc. Safety and Environmental Management System Drug and Alcohol screening program.

11.5 TESTING PROTOCOLS

Samples will be collected, stored, analyzed, and reported in accordance with the "Guidelines for the Accreditation of Substance Abuse Laboratory" prepared by the Laboratory Accreditation Program for Substance Abuse (LAPSA) (Standards of Council of Canada, 94/05/02) or updated editions of this document.

11.6 EMPLOYEE ASSISTANCE

Employees who have alcohol and drug dependencies are encouraged to speak to their supervisor in confidence. PDI will help the employee in finding a treatment program with the assistance of its medical consultant.

11.7 VIOLATION OF THE RULES

Violation of corporate or client rules and policies, applicable federal, provincial laws or regulations is grounds for disciplinary action, which will include being removed from the worksite during impairment. It may also include permanent removal from the client's worksite or dismissal.

Enrique Bayata
General Manager

Feb 9, 2024
Date

12 WORKPLACE HARRASSMENT AND VIOLENCE POLICY

12.1 INTRODUCTION

At Priestly Demolition Inc. we believe in the prevention of violence and harassment; and promote a violence and harassment free workplace in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any member of our workforce is unacceptable conduct and will not be tolerated. This policy applies to all activities that occur while on company premises or while engaging in company business, activities, or social events.

Acts of violence and/or harassment can take the form of physical contact. Acts of violence and/or harassment may occur as a single event or as a series of incidents. Abuse in any form erodes the mutual trust and confidence that is essential to Priestly Demolition Inc. operational effectiveness. Acts of violence and/or harassment destroy individual dignity, lower morale, induce fear, and break down work unit cohesiveness.

Violence and/or harassment can come from anyone in the workplace and be directed at anyone. It can be subtle or overt and may be either deliberate or unintended. The test is whether a reasonable person knows, or ought to know, that the behavior would be considered unwelcome or inappropriate by the recipient.

12.2 PURPOSE

The purpose of the policy is to ensure that:

- Individuals are aware and understand that acts of workplace violence and/or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to act(s) of workplace violence and/or harassment are encouraged to access any assistance required in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving workplace violence and/or harassment.

12.3 COMMITMENT

Priestly Demolition Inc. is committed to:

- Communicating this policy at new hire orientations;
- Providing ongoing education to ensure awareness of this Policy and provide any updates to it;
- Training all workers and managers to understand and prevent violence and harassment in the workplace;
- Developing procedures and evaluating the program to ensure that requirements for reporting, investigation, and documentation of workplace violence and/or harassment are being met for all incidents;
- Investigating reported incidents of workplace violence and/or harassment in an objective and timely manner;

- Taking necessary action to respond to those incidents; and
- Providing support for Complainants.

12.4 DEFINITIONS

The definitions referenced below are intended for the purposes of this policy as they apply to all Priestly Demolition Inc. workers and management.

12.4.1 WORKPLACE VIOLENCE

The threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury during any company-related activity or on any work site.

12.4.2 HARASSMENT

Any instance where someone is subjected to unwelcome verbal or physical conduct. Harassment can include, but is not limited to:

- Verbal abuse or threats;
- Unwelcome remarks, jokes or innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.;
- Displaying pornographic, racist, or other offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Unwelcome invitations or requests, whether indirect or explicit, or intimidation leering or other gestures;
- Condescension or paternalism which undermines self-respect;
- Unnecessary physical contact such as touching, patting, or pinching, or punching; and
- Physical assault.

12.4.3 SEXUAL HARASSMENT

Any unwelcome sexual conduct, including but not limited to the harassment examples above if they are of a sexual nature.

Any unwanted sexual advances, requests for sexual favors other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment;
- Submission to or rejection of such conduct by an individual affects that individual's employment. Sexual harassment can include such things as pinching, patting, rubbing, or leering, dirty jokes, pictures, or pornographic materials.

The behavior need not be intentional in order to be considered sexual harassment. It is offensive and, in many cases, intimidates others.

12.5 PROHIBITED CONDUCT

No one affiliated with Priestly Demolition Inc. shall subject any other person to violence or harassment nor shall they allow or create conditions that support workplace violence or harassment.

Any Priestly Demolition Inc. worker or member of management that subjects a co-worker, client, or business associate to workplace violence or harassment may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

Workplace violence and/or harassment can include, but is not limited to:

- Threatening behavior such as shaking fists, destroying property, or throwing objects;
- Verbal or written threats that express an intent to inflict harm;
- Physical assault or aggression;
- Any other act that would arouse fear in a reasonable person in the circumstances.

12.6 MANAGEMENT RESPONSIBILITIES

All members of Management are responsible to:

- Act respectfully towards other individuals while at work and participating in any work-related activity;
- Develop workplace arrangements that minimize the risk of workplace violence and harassment;
- Promote a non-violent workplace;
- Help communicate and ensure that this policy is explained to all workers that you supervise or manage;
- Identify training needs for workers;
- Ensure that workers understand who to contact regarding concerns about the policy or when reporting an incident;
- Ensure their own immediate physical safety in the event of a workplace violence or harassment incident then report the incident to Human Resources and, if applicable, report criminal behavior to the appropriate law enforcement agency;
- Ensure the security and safety of all parties involved in a workplace violence and/or harassment investigation and;
- Investigate any incident of workplace violence in accordance with the Priestly Demolition Inc. Incident Investigation and Reporting Procedure
- Ensure the policy is reviewed and updated at the request of the health and safety rep when an incident occurs related to violence and or harassments and at a minimum every 3 years.

12.7 WORKER RESPONSIBILITIES

Workers are responsible to:

- Act respectfully towards other individuals while at work and when participating in any work-related activity;
- Ensure their own immediate physical safety in the event of workplace violence and/or harassment incident and then to report the incident to management and the police if the situation warrants;
- Co-operate with any efforts to investigate and resolve matters arising under this policy; and
- Read and acknowledge the Workplace Violence and Harassment Policy.

12.8 COMPLAINT PROCEDURE

The person subjected to workplace violence or harassment (Complainant) should let their objections to the behavior be known to the alleged offender (the Respondent), either directly or with the assistance of a third party. The Complainant may ask for support from an HR Manager/Advisor or Management to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.

Any incident of workplace violence must be reported as per the Priestly Demolition Inc. Incident Investigation and Reporting Procedure however the decision to file a Violence or Harassment Report is up to the discretion of the Complainant. Any formal reports completed should be submitted to the Human Resources Manager or Management.

In cases where the Complainant chooses not to file a formal report with Human Resources, they should carefully record details of the incident including the date and time of the incident, the nature of the violence or harassment, and names of people who may have witnessed the incident to be kept for their records as their own property.

12.9 CONFIDENTIALITY

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence or harassment should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to a Human Resources Manager/Advisor or a Manager.

12.10 NON-RETALIATION

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence and/or harassment.

12.11 INVESTIGATION

Upon receipt of a formal complaint of workplace violence or harassment the Human Resources Manager, or Management will determine whether an investigation will be pursued, and will:

- Advise the Respondent in writing of the investigation and nature and specifics of the complaint;
- Advise the Complainant of the investigation; and
- Assign the investigation to an internal or external person to investigate.

The investigator will:

- Advise all parties to the investigation that they may have representation;
- Conduct the investigation in accordance with the principles of natural justice; and
- Explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint

The investigator may make a finding of:

- Sufficient evidence to support a finding of violation of this policy;
- Insufficient evidence to support a finding of violation of this policy; or
- No violation of this policy.

The investigator must prepare a written report of the investigation's finding and forward that report to the Management within thirty (30) working days from the Respondent being advised of the complaint.

The Management should make a decision whether to dismiss or act upon the report from the investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.

12.12 CORRECTIVE ACTION AND DISCIPLINE

If the Management representative decides to act on the investigator's report the following conditions should be considered when determining corrective action:

- The impact of the incident on the Complainant;
- The nature of the incident;
- The degree of aggressiveness and physical contact;
- The period of time and frequency of the incident(s);
- The vulnerability of the Complainant.

The following corrective actions may be considered depending on the particular incident and the factors in the previous paragraph:

- Apology;
- Training;
- Referral to an employee assistance program (E.A.P.);
- Reassignment or relocation;
- Report to a professional body;

- Suspension;
- Termination; and/or
- Legal action.

12.13 RECORD KEEPING

The documents corresponding to the investigation will be kept on file in a secured location, separate from the Complainant and Respondent's personal files, for two years from the date of the incident to be readily available for inspection by anyone directly affected by the incident, or an Occupational Health and Safety Officer.

The investigation report shall be kept in a secured location for longer than two years when it is reasonable to do so in the circumstances. Examples of reasonable circumstances include:

- Waiting for the expiration of a limitation period;
- Waiting for management to evaluate the workplace violence and harassment policy;
- To monitor a person of ongoing concern.

12.14 FALSE ACCUSATIONS

A person who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy.

If an investigation results in a finding that the Complainant falsely accused the Respondent of workplace violence or harassment knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy. Investigation results and any sanctions will be recorded in Priestly Demolition Inc. personnel records relating to the Complainant.

12.15 COMPLAINT RESOLUTION ALTERNATIVES

An individual affected by workplace violence or harassment has the right to pursue their concern through alternative forums such as mediation, or other forms of dispute resolution.

Nothing in this policy prevents an individual from pursuing other remedies to an incident of workplace violence or harassment such as a criminal or civil action or a complaint to the Alberta Human Rights and Citizenship Commission.

12.16 ASSISTANCE

Any Priestly Demolition Inc. worker or supervisor with questions, concerns or a complaint regarding workplace violence or harassment may contact Human Resources or Management. All information will be kept confidential, except in the case of an imminent physical threat in the workplace.

A Priestly Demolition Inc. worker, supervisor or manager may also contact Government of Alberta Employment and Immigration at www.worksafe.alberta.ca or toll free 1-866-415-8690.

12.17 EVALUATION

This policy will be reviewed on an annual basis, after a related incident or after a Joint Health and Safety Rep recommendation to ensure that it conforms with any changes to the Alberta Human Rights Act and Part 27 of the Occupational Health and Safety Code.

Enrique Bayata
General Manager

Feb 9, 2024
Date

13 MODIFIED WORK POLICY

The purpose of this program is to reduce the number of lost time injuries by making modified work duties available to employees that sustained injury on the worksite. Senior management commits to having injured workers return to work in a reduced role but will still be a contributing part of the team and will provide suitable work that will not further hinder recovery.

Supervisors are responsible for:

- promptly notifying the Safety Manager when an any worker is injured
- monitoring if the injury is being addressed with a medical facilitator.
- Completing WCB forms if the injured worker has been seen by a physician. Workers are required to:
    - inform the physician that light duties are available.
    - inform the physician of non-work-related tasks that may influence recovery.
    - participate in the company's modified duties, upon approval.

Enrique Bayata
General Manager

Feb 9, 2024
Date

14 FATIGUE MANAGEMENT

Priestly Demolition Inc. is committed to maintaining a high level of quality work and performance from our employees. In the event the workday runs long Supervisors and workers will recognize fatigue and incorporate prevention measures.

It is important that employees get adequate rest between shifts. Some danger signs for consideration to monitor fatigue:

- Night shift hazard– change to regular sleep and eating patterns.
- Eyes close or out of focus.
- Having difficulty keeping head up.
- Excessive yawning.
- Wandering or disconnected thinking.
- Impact to short term memory.

Symptoms of fatigue can lead to the following hazards:

- Incoherent communications
- Taking more risks to try an avoid additional effort
- Driving – impairment to responsiveness.

An employee's work hours must fall within a 12-hour period in a workday, unless foreseeable emergency occurs, or a permit authorizing extended hours of work is issued with written approval and hazard controls reviewed. Where the shift is in excess of 5 consecutive hours the employee is entitled to at least a 30-minute break, except where it is unreasonable or impossible. The break can be paid or unpaid at the employer's discretion.

Weekly Rest Days

An employer must give an employee one day of rest each week, 2 consecutive days of rest in each period of two consecutive weeks, 3 consecutive days of rest in each period of 3 consecutive weeks. Employees cannot be required to work more than 24 consecutive days unless this period is followed by at least 4 consecutive days of rest.

Compressed Work Week

A compressed work week is a scheduling of hours that has employees working longer hours each day and is balanced by having employees working fewer days each week. Employees may not be scheduled to work longer than 12 hours per day; hours worked in excess of the scheduled daily hours, and or in excess of 44 hours per week are overtime hours.

Fatigue management planning will be incorporated into the hazard assessment on a per project basis.

15 VIOLATION OF RULES AND DISCIPLINARY ACTIONS

This policy provides the guidelines for just and equitable disciplinary actions. Disciplinary actions may be required where the worker has been involved in an infraction of company, contractor, subcontractor or customer rules, safe work practices, procedures, or government legislation.

These guidelines are designed to give management a consistent means of evaluating an infraction and deciding upon the severity of discipline required, and any other consequential actions to be implemented as a result of an infraction.

Disciplinary action will be communicated to the employee, contractors, subcontractors, and visitors in order to inform them of the seriousness of the infraction and the severity of the disciplinary actions that has been implemented.

The three levels of disciplinary action are:

- Written;
- Suspension and
- Termination of employment.

15.1 WRITTEN

This will include an outline of the infraction and the standard that was violated. Discussion with the worker will include:

- Review of the standard, procedure, rule, and its purpose.
- Date, time, place of the infraction.
- Actions required to prevent a recurrence.

The worker will be warned that further infractions will result in more severe disciplinary actions. The discussion will be documented and signed by the worker and management.

15.2 SUSPENSION

If Management deems the infraction to be serious (i.e.: repetitive, attitude induced, or severe enough to impact on the health or safety of other workers) the worker will be suspended from his duties for a time period PDI deems fair and just. Management will discuss the infraction with the worker and a written reprimand will be completed.

Upon return to work, the employee will provide a written explanation detailing their commitment to making the necessary changes in their behavior in order to comply with company requirements.

15.3 TERMINATION OF EMPLOYMENT

The termination of employment will be implemented if the first or previous sequential infractions are deemed serious enough by management to warrant such actions. This includes

repeated identified infractions or misconduct by the worker or a single offense serious enough to warrant immediate termination.

Supervisors will complete the Priestly Demolition Inc. "Violation Report Form" and notify the Safety Manager for review and comment.

Enrique Bayata
General Manager

Feb 9, 2024
Date

16 INCIDENT INVESTIGATION & REPORTING POLICY

It is Priestly Demolition Inc. policy to have all incidents resulting or with potential for injury or property damage or that could have resulted in serious injury or property damage investigated. The purpose in such investigations is to determine the root causes of the incident so that appropriate action can be taken to prevent reoccurrence, revise procedures accordingly and share these findings via safety alerts and safety meetings.

Workers are required to report all incidents/accidents that occur, which include all occupational illnesses, unsafe work refusals and near misses. Near miss reporting heightens awareness of potential hazards and helps to prevent an incident/accident from happening.

In the event of an incident or accident, Priestly Demolition Inc. will ensure an incident/accident investigation is conducted to determine the cause and implement corrective actions to prevent reoccurrence. All incidents/accidents that occur on Priestly Demolition Inc. premises will be investigated. The investigation will be completed by a trained, competent investigator and will be documented and completed within a reasonable time frame of the incident/accident occurring.

Incident sites should not be disturbed unless the safety of workers is at risk. Belief that all incidents can be prevented will drive the level of investigation to determine causes that could otherwise be missed. Incident reports will be reviewed by a supervisor and other management as appropriate to the severity or potential severity of the incident. Action items from incidents will be documented and tracked for completion and follow-up. Procedures may be reviewed after an incident to ensure that changes required by the investigation findings are implemented and that they meet or exceed jurisdictional requirements.

The intent of an incident investigation is not to fix blame on those involved in incidents, rather, identification of immediate basic causes, control functions and education opportunities resulting from the incident should be the primary objective.

Management is responsible to ensure an investigation is conducted for events and circumstances leading up to and surrounding each incident/accident that occurs in the workplace.

The types of incidents/accidents to be reported include but are not limited to:

- An accident or incident that results in death.
- Occupational Illnesses
- Near Miss incidents
- All unsafe work refusals
- An occurrence that results in immediate medical attention and hospitalization.
- An occurrence that involves an event on site that causes serious injury or has the potential to. These occurrences could include an explosion, fire etc.
- A release of any toxic substance.
- Any property damage accident or incident.
- Any structural failure.

An incident/accident investigation report will be utilized in the investigation process. This report documents the details of the events leading up to and occurring during the incident. Management will review all investigation reports and report necessary results to legislative authorities as required (OHS, WCB). All records shall remain on retention for a minimum period of 5 years

Enrique Bayata
General Manager

Feb 9, 2024
Date

17 INCIDENT INVESTIGATIONS AND REPORTING -STANDARD OPERATING PROCEDURES

17.1 DEFINITIONS - INCIDENTS INCLUDE:

Lost time incident: An incident causing a disabling injury such that the employee is not able to work the next working day. This incident must be reported to the WCB.

Medical treatment: An injury requiring, a treatment from a medical professional above and beyond the treatment of a first aid nature, but which would allow the employee to work the next working day.

- **First aid injury:** An injury which can be adequately treated on site by a trained first aid attendant and allows the employee to return to work.
- **Lost workdays:** The number of regularly scheduled workdays missed by employees because of lost time incidents.
- **Incident of occupational illness:** Any illness resulting from exposure at a worksite to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker impaired.
- **Near miss:** An incident which does not result in an injury to the employee or damage to equipment and property, but which came close enough to warrant investigation and the passing of precautions and recommendations to other workers.
- **Vehicle incidents.**
- **Damage to equipment, property, and material.**
- **Security – loss (theft, vandalism).**
- **Spills – product that may impact environmental conditions.**

17.2 NEAR MISS REPORTING

A Near Miss Incident is any unplanned event that could have resulted in injury or illness, damage or loss to property, plant materials or the environment, or a loss of business opportunity the near miss form is designed for all employees, contractors, sub-contractors, and visitors to use. All near miss incidents must be reported as soon as possible. It is vital that the job site management and the management be receiving these reports on a regular basis. This is to identify patterns / common problems that may be taking place on either one crew, or on all crews and initiate corrective actions to prevent reoccurrences.

Identification of patterns / common problems is the first crucial step to preventing further potential of serious injury / incidents from happening.

To prevent serious incidents, through changes to policies, procedures, training, PPE, and safety awareness, we first need to identify where those changes should take place (i.e., Safe driving procedures, better PPE, firing an unsafe contractor…). Near miss reporting, helps Priestly Demolition Inc. identify potential hazards which can then be controlled.

17.3 INCIDENT REPORTING

All accidents and incidents including near misses, refusal to works and occupational illnesses, shall be immediately reported to the respective supervisor. The incident reporting form is designed for all employees, contractors, sub-contractors, and visitors and shall be completed as soon as possible and returned to the respective supervisor for every incident.

It is required that the job site management and the Priestly Demolition Inc. management receives these reports within 24hours of the incident.

It is REQUIRED under both federal and provincial (OHS and WCB) to report any incidents that take place on the job site / during work hours. Failing to do so is punishable under the Act and regulations, should the courts decide this was necessary, during an investigation.

Priestly Demolition Inc. supervisor must be immediately notified in the event of any serious incident, including, but not limited to:

- Evacuation of any area,
- Environmental incident,
- Loss of production
- Occupational diseases and injuries
- Ambulance / hospital care,
- Third party incident,
- Property damage vehicle accident / damages,
- The Investigation Report form (one page) must be completed and attached with every Incident Report form that is submitted,
- These MUSTS always be submitted as a pair (otherwise the incident report will be considered incomplete),
- Witness Statement form is to collect eyewitness information as required (including multiple witnesses for attaching to a single incident report), and
- Vehicle/Equipment Damage form is to collect specific information regarding incident involving vehicles.

17.4 INVESTIGATION

Investigation reporting is not only a mandatory requirement of the Priestly Demolition Inc. incident reporting, but it is also a requirement under both federal and provincial regulations. When performing an incident investigation, identification of direct causes, indirect causes and the root cause is vital. This process will help identify potential hazards, which can then be controlled via corrective actions. The goal of an incident investigation is to prevent further occurrence of similar incidents.

Determining cause(s) is more than identifying external reasons, equipment failure or blaming the individuals involved in the incident. It is important also to "look hard" at the job site management and Priestly Demolition Inc. management for indirect reasons/causes.

Management will review all investigation reports to determine the root cause of the incident/accident to implement controls/new procedures to prevent reoccurrence of similar incidents. All findings/implemented changes that result from the investigation review will be communicated to employees in a mandatory safety meeting. All records shall remain on file for a minimum of 5years or as prescribed.

All contractors and sub-contractors must be involved in the investigation process if they are directly involved in an incident. Contractors and Sub-contractors may be required to be involved in the witness interview process, documentation gathering, conclusion determination and any other requirement determined by the investigation team.

17.5 INCIDENT/ACCIDENT REPORTING AND INVESTIGATION PROCESS

The purpose of the investigation process is to gather information to draw a conclusion on the reasoning(s) for the incident/accident.

The scene of the incident must be maintained to ensure the integrity of the investigation. The movement of anything at the scene must be approved by the official conducting the investigation.

The process includes these six steps:

1. Visit the scene, asses, gather, and document results including date, time, and location of the incident:

    - Secure the scene and minimize the hazards and risk of injury to others on site.
    - Approach the scene with caution. Analyze the situation and take suitable action to maintain the integrity of the accident scene.
    - Ensure first aid has taken place (or is taking place) for any injured workers before investigation begins.
    - Record an accurate description of the scene.
    - Draw diagram of scene (if able).
    - Take photos of the scene for future reference if appropriate to do so.
    - Identify and interview witnesses to attain as much information about the incident as possible.
    - Record interview information accurately.

2. Conduct Interviews of Witnesses individually as soon as possible:

    - Try to make the witness as calm and comfortable as possible.
    - Explain the main reason and purpose of the investigation - to come to a conclusion on the reason the accident happened, not to place blame on anyone.
    - Ask witness to explain their version of the incident.
    - Listen closely and do not interrupt witness.

- Do not take notes while the witness is recalling the events of the accident as it distracts the witness.
- Do not use a tape recorder without permission from the witness.
- Allow the witness to view notes taken and review with them for accuracy.
- Ask further questions if required.
- Do not ask leading questions to imply an answer.
- Ensure that a witness statement is collected in writing from the witness. If the witness is unable to write a statement, assist, but ensure that the witness signs and a clause indicating that this is an accurate statement is present. In this case both the witness and the person writing the statement are expected to sign the statement
- Thank witness for their assistance in the investigation process.

3. Determining Root Cause – The purpose of all this fact-finding is to determine all the contributing factors to why the incident occurred. Statements such as "worker was careless" or "employee did not follow safety procedures" do not get at the root cause of the incident. To avoid these incomplete and misleading conclusions in your investigative process, continue to ask "Why?" as in "Why did the employee not follow safety procedures?" Contributing factors may involve equipment, environment, people, and management. Questions that help reveal these may include:

    - Was a hazardous condition a contributing factor? (Defects in equipment/tools/materials, condition recognized, equipment inspections, correct equipment used or available, substitute equipment used, design or quality of equipment)
    - Was the location of equipment/materials/worker(s) a contributing factor? (Employee supposed to be there, sufficient workspace, environmental conditions)
    - Was the job procedure a contributing factor? (Written or known procedures, ability to perform the job, difficult tasks within the job, anything encouraging deviation from job procedures such as incentives or speed of completion)
    - Was lack of personal protective equipment or emergency equipment a contributing factor? (PPE specified for job/task, adequacy of PPE, whether PPE used at all or correctly, emergency equipment specified, available, properly used, function as intended)
    - Was a management system defect a contributing factor? (Failure of supervisor to detect or report hazardous condition or deviation from job procedure, supervisor accountability understood, supervisor or worker adequately trained, failure to initiate corrective action)

4. Evaluate Investigation Results and Evidence and Record Conclusions

    - Have an objective out-look; do not start with a fixed conclusion.
    - Set out the events in chronological order.
    - Consider all contributing factors including weather, placement of people and equipment etc.

- Consider what evidence is direct, circumstantial or hearsay.
- Do not draw immediate conclusions.
- Do not have the mindset that:
    - Carelessness is the cause of all accidents
    - Contradictory evidence indicates falsehood
    - There is only one cause of the accident
    - Feelings and the human element do not play a factor in the investigation process
    - All information gathered is to be shared with everyone.

5. Write a Summary Conclusion Report with Recommendations

    - Include a brief outline of the events leading up and contributing to the accident.
    - Describe events in chronological order.
    - Be very specific with dates, times, place / location, people involved, conditions, acts etc.
    - Attach drawn diagrams, photos and other specific information that pertains to the accident.

6. Follow-Up and Action Plan

    - Initiate recommendations for corrective action(s) needed.
    - Communicate the results of the investigation with employees for elevated awareness.
    - Post the action plan with responsibilities listed and delegated.
    - Conduct post investigation review to ensure action items are being completed.

The largest contributors of incidents are often:

1. Unsafe behavior / attitudes of individuals.
2. The lack of enforcement by the job site management.
3. Workplace conditions

It is the responsibility of the job site management to review all incident reports and complete the investigation report.

17.6 PRODUCT SPILL OR RELEASE REPORTING

17.6.1 PROCEDURE

If possible, to do so safely, contain the release, complete the release clean up and dispose of material in a designated hazardous material bin.

Report immediately to the Supervisor.

Spill or Release Incident Response

In the event of any manageable spillage of products:

- Ensure worker protection.
- Stop the leak or seepage if you can safely do so with site spill containment supplies. If not, call 911 local Fire, Hazmat division.
- Designate inspection of erosion and sediment control devices to ensure blockage from any drainage system or waterway.
- Utilize spill containments (ex. absorbents, booms, berm)
- Disposal - after recovery and containment of product, dispose of material in designated and identified container for prompt disposal to approved facility for hazardous waste disposal.
- Report - These incidents will be reported immediately to Priestly Demolition, Safety Manager, Project Manager, and client representative.
- Incident reporting documentation will be completed with root cause analysis and measures to prevent reoccurrence as soon as possible and submitted for review by Priestly Demolition, management, and the client.

Note: Equipment and supplies must be readily available to control the release and workers must be trained in their use.

Site Supervisor must complete the Priestly Demolition "Product Spill or Release Form" and comply with all the reporting specifications outlined.

Supervisors will comply with their mandatory legal requirements of reporting spills and releases as soon as possible and will report to the required Government authorities.

Governing Bodies

Within Alberta TDG related releases can be reported to Alberta EDGE (Environmental and Dangerous Goods Emergencies) via:

- 1-800-272-9600
- Reference https://www.transportation.alberta.ca/735.htm

Or

Alberta Environment and Parks via:

- 1800-22-6514

- Reference http://aep.alberta.ca/waste/hazardous-waste/industry/hazardous-waste-spills.aspx

Within British Columbia TDG related spills are to be reported to BC government via:

- 1-800-663-3456
- Reference https://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/report-a-spill#initial

The below table shall define as a minimum reportable release volume of TDG materials. If Priestly Demolition Inc. releases these quantities or greater the Supervisors or Driver in control of the product will report the release according to DRL reporting process.

Class	Packing Group or Category	Quantity
1	II	Any quantity
2	Not applicable	Any quantity
3, 4, 5, 6.1 or 8	I or II	Any quantity
3, 4, 5, 6.1 or 8	III	30 L or 30 kg
6.2	A or B	Any quantity
7	Not applicable	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substance Regulations, 2015"
9	II or III, or without packing group	30 L of 30 kg

18 INSPECTIONS POLICY

The objectives of workplace inspections are listed below:

- To identify and document potential and actual hazards associated with our work including hazards of Safety, Health, Environment, Quality and Security
- To recommend and initiate corrective action.
- To monitor the effectiveness of corrective action of existing controls.

It is Priestly Demolition Inc.'s policy to maintain workplace inspections by implementing an inspections program with the goal of controlling hazards in the workplace.

- All worksites, offices, tools, equipment, and work methods are to be included in the inspection program.
- Priestly Demolition Inc. Supervisors are responsible for conducting formal documented inspections.
- Priestly Demolition Inc. Project Managers will complete site inspections on sites over 6 months. Minimum Quarterly.
- Priestly Demolition Inc. Senior Managers will complete 1 site inspection a year.
- Projects will be formally inspected and documented at a minimum once a month for projects extending over a month. Worker involvement in this process is strongly encouraged.
- All projects under a month will require a minimum of 1 for the extent of the project.
- Priestly Demolition Inc. Offices will be inspected annually, or as often as relevant changes occur.
- Priestly Demolition Inc. mobile equipment will be inspected before use each shift they are put into service.
- Priestly Demolition Inc. specialized PPE will be inspected before each use. (ex-fall protection equipment)
- Priestly Demolition Inc. vehicles will be inspected monthly
- Every employee shall inspect their work area daily, correct hazards where possible and report any hazard not corrected to their Supervisor immediately.

18.1 INSPECTION RECORDS

Recording Inspections

Inspections performed by or with PDI staff members should be recorded and kept with site files until returned to home office. It is expected that identified areas of improvement found during formal inspections are documented and given reasonable timelines for completing identified actions. A copy of each recorded inspection is required to be submitted to the project and safety managers within one week of the inspection being performed. This will ensure accountability for completing corrective actions and allow for support from management if needed to complete actions.

Inspection Records Retention

Inspection records will be retained with onsite documentation and available for review upon request. Records will be held as evidence of due diligence with project files for one year after the life of the project.

Feb 9, 2024

Enrique Bayata
General Manager

Date

19 MAINTENANCE PROGRAM POLICY

Priestly Demolition Inc. will adhere to all regulatory standards regarding powered mobile equipment, including but not limited to those outlined in:

- AB OHS Code Part 19
- AB OHS Managing the Control of Hazardous Energy
- Manufacturer's specification

All equipment (powered mobile equipment and tools) will be used in accordance with the manufacturer's specifications. Inspections are mandatory prior to use. Equipment Operators must complete the standardized checklist form before use of the equipment each shift the equipment is used. These forms are to remain in the equipment for a minimum of 2 months, older records will be stored at the Calgary main office for review. Where deficiencies are noted, it is the responsibility of the Operator or worker to notify the Supervisor of required repairs and isolate or lock out the tools or equipment from service. The Supervisor must coordinate all repairs in a timely manner by qualified personnel. Both maintenance and repairs will be logged in the equipment file.

Enrique Bayata
General Manager

Feb 9, 2024
Date

19.1 MAINTENANCE SCHEDULE

INVENTORY LIST	TYPE OF INSPECTION	SCHEDULE
EXCAVATORS EX1, EX2, EX25, EX11, EX24	*Every Three Months *Daily by Operator Complete Inspection Lubricant Changes Repairs	*Every 500Hrs *When Needed *Every Three Months *Every 500Hrs *When needed
LOADER LD09		
DOZERS D505 D606		
PACKER SD07, PF08		
SKIDSTEER SK04		
TRAILER GN16, UT12	Repairs Commercial Inspection	*When Needed *Beginning of each season (annual) *Before use *Annual inspection
SMALL EQUIPMENT- **Various-** Quickie Saw Generators Chainsaws	Repairs Complete Inspection Repair Filter Blades	*When required *Beginning of Season *When required *Monthly *Daily by operator
CREW TRUCK TR17	Commercial Inspection Oil change every 5000KM	*Repair when required b y qualified personnel
VEC LOADER **HEPA Vac**	Road worthiness Pre-use DOP Test (HEPA)	Pre-trip Pre-use Pre- Job

20 SAFETY AND ENVIRONMENTAL TRAINING POLICY

The purpose of this policy is to ensure that all employees receive adequate safety training, orientation, new hire mentorship and instruction to perform their assigned tasks in a safe and efficient manner. It is the employers' responsibility to deem competency of workers related to site tasks, equipment, and tool operation.

20.1 RESPONSIBILITIES

It shall be the responsibility of Priestly Demolition Inc. management to ensure that respective supervisors or designated workers are aware of the requirements to provide worker orientations that meet regulatory and company requirements. The management of Priestly Demolition Inc. are responsible to ensure that adequate finances, materials, and resources are available to support the training program for employees as required.

It shall be the responsibility of every worker to participate in safety awareness training and site-specific worker safety orientations, prior to commencement of operations as Priestly Demolition Inc. dictates for the work being performed. Employees have the responsibility to:

- Participate in and co-operate with the company's training programs to ensure its objectives are met.
- Attend training courses being provided externally by the company and ensure application and practice of any new instruction or guidelines provided.

20.2 NEW WORKER'S HSE ORIENTATION

New employees, transferees, contractors, sub-contractors, and visitors will be given an HSE orientation by their respective supervisor or designate, prior to work commencing.

Topics covered will include adherence to the HSE Program, rules, legal requirements, and may include:

- Review of the Priestly Demolition Inc. HSE Manual, highlighting specific areas as per the operations involved;
- Review of the Priestly Demolition Inc. HSE Policies, Codes of Practice, Standard Operating Procedures, and Safe Work Practices;
- Specific job hazards;
- HSE responsibilities;
- Job responsibilities and contractor / sub-contractor responsibilities;
- Job expectations and employee conduct on and off the work site;
- Company enforcement, harassment, and violence policy;
- Workers' right and responsibility to refuse unsafe work under conditions of imminent danger; right to know and right to participate.
- Applicable Workplace Hazardous Materials Information System information;
- Working alone program;
- Modified work (light duty) program;
- Responsibility and care of personal protective equipment (PPE) and clothing;
- Hazard assessment, elimination, and control requirements;

- Requirement to report all hazards and incidents, including near misses;
- Personal protective equipment requirements;
- Emergency response procedures, including alarms;
- Fire prevention and fire extinguishers;
- Location of all emergency response equipment;
- Muster area locations; and
- Any significant site or work specific requirements.

In addition to the above, a work site walk-through, with further commentary by the supervisor or designee, may be required depending upon the complexity of the work site or tasks. Additional orientation may be scheduled at the employer's discretion. A checklist has been provided to avoid missing any topics during the orientation. This checklist should be signed off by the worker and kept on file permanently.

Competency defined

"Competent in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

"Direct Supervision means under the supervision of a competent worker who is (i) personally and visually supervising the other worker and (ii) able to communicate readily and clearly with the other worker."

Priestly Demolition Inc. implements the following, at minimum as the safety training system:

Workers

- Signed acknowledgement of review of Priestly Demolition Inc. new hire orientation program.
- Site specific orientation (safety project binder review/ hazard assessment acknowledgement, site safety plan, emergency response procedures).
- Specialized training where required by the hazard assessment process. (Ex. Confined Space
- Entry/ Rescue, Fall Protection, Ground Disturbance, Traffic Control).
- Daily Hazard Controls Meeting, Weekly Toolbox Meetings and General Safety Meetings are utilized as opportunities to educate and train on relevant materials.
- Procedures, Safe Work Practice, Task Procedures and JSA's (Job Safety Analysis) are used as training tools for hazard identification and control implementation.
- WHMIS is a regulated requirement of all employees and subcontractors. WHMIS will be issued by Priestly Demolition Inc. to employees exposed to Hazardous Materials.
- All projects will adhere to the Provincial regulations regarding the number of current first aid trained personnel and training levels required.

Equipment Operators – in addition to the "Worker" requirements

- Review of Safe Operation Manufacturers Specification Guide.
- Operator Competency Forms completed by Supervisor.

Supervisor/Project Manager– in addition to the "Worker" requirements

- Ground Disturbance.
- Review and acknowledgement of Priestly Demolition Inc. current Safety and Environmental Management System Manual. (SEMS).
- Knowledge of applicable Provincial OH&S and Environmental Regulatory Standards.
- Current training certificates are required to be kept with the employee and produced upon request.

The following training courses are examples of courses that will be instructed by an approved, certified external facility:

- Ground Disturbance II
- Confined Space Entry and Rescue
- Fall Protection
- Environmental Protection Awareness Training
- First Aid

Enrique Bayata
General Manager

Feb 9, 2024
Date

21 COMMUNICATION POLICY

An effective communication system enables Priestly Demolition to confirm that employees, contractors, sub-contractors, and visitors are provided with the necessary and important safety information required to perform their jobs safely and effectively.

Communication is a key component to providing a safe working environment. Priestly will implement the following techniques to ensure safety communication is provided throughout the company.

Safety communications between the office and the field will take various forms:

- Phone calls
- Personal visits and inspection
- Safety memos
- Safety information guides
- Safety alerts
- Safety meetings
- Safety hazard and ID information notices
- Newsletters and magazine articles
- Emails

21.1 OFFICE SAFETY MEETINGS

Corporate safety meetings will take place yearly. The purpose of the safety meeting is to provide a forum for workers to receive safety updates and information from Priestly and to allow open communication regarding safety issues in the workplace, including the work site and office spaces. Safety meetings can be used as additional training tools and will encourage worker participation and communication.

Safety meetings will be documented and kept on file. All workers in attendance must sign the safety meeting form to indicate their presence and understanding of the topic(s) covered.

21.2 PRE-JOB / TAILGATE SAFETY MEETINGS

Pre-job safety meetings will take place weekly prior to work commencing on a work site. These meetings will review the job tasks required for the day / project and will incorporate the hazard assessment to identify potential hazards and steps taken to control or eliminate the hazards. All pre-job safety meetings will be documented.

Priestly reserves the right to conduct safety meetings at other intervals as per discretion and as circumstances require.

21.3 DOCUMENTATION

All safety meetings will be documented. Pre-job safety meetings may be recorded on the pre-job safety meeting form. All other safety meetings should be recorded.

For general safety meetings, the recorder shall:

- List the date and location of meetings;
- Fill in all the correct information;
- List all the persons in attendance;
- Ensure items on the concerns list are carried forward at each meeting until resolved;
- The status of each concern is updated at the next meeting;
- Number each new concern in sequence and assign to a person for remedial action;
- Document the main meeting topic. Give a point form description of discussions and practical exercises when appropriate;
- Document discussion of accidents / incidents reported since the last meeting; and
- Document any safety suggestions or recommendations from participants of the meeting.

Deficiencies identified will be included on a Corrective Action Form, along with responsibilities for implementation and timelines for change. These action logs will be reviewed during safety meetings and the annual management review. A copy of the most current minutes shall be posted visibly on a safety board in the office, and another kept on file. Proper documentation of activities will verify that all safety concerns, regardless of their origin, are addressed and provide a historical record of Priestly' due diligence in safety communication. Documentation shall include the reasoning for affirmative or negative decisions.

21.4 CORRECTIVE ACTION

Often, safety meetings will generate ideas for immediate action or inclusion in the work order or corrective action system. In order to ensure timely and coordinated completion of these action items, Priestly will appoint a key person to oversee these follow-up activities. In addition, management will review the corrective action process quarterly.

21.5 JOB SAFETY ANALYSIS (JSA)

The job safety analysis is an effective communication tool employed to reduce hazards in the workplace. It involves a programmed method of defining job tasks and hazards associated with those tasks and creating safe work procedures to eliminate or minimize the hazards identified. Workers must be involved in the process of developing the JSAs to ensure understanding of the procedures and steps involved. Workers help to give an on-hand perspective of the usual tasks performed and involvement will aid in the acceptance and buy-in from workers. The JSA should be communicated prior to commencement of any operations. All personnel involved in the task shall sign the JSA.

21.6 PROGRAM EVALUATION AND AUDITS

The Health and Safety Program will be evaluated on an annual basis for deficiencies and gaps. A good program is continuously being modified and improved over the course of time.

Management and employees at all levels have an influence on the safety program. It is through everyone's cooperation, communication, and understanding that the program is effective. By performing safety program audits, continuous monitoring, evaluation, and follow-up activities, the program will continue to be effective in reducing or eliminating incidents, accidents, and injuries in the workplace and the associated costs. Audits will be documented, and recommendations reviewed, implemented, and kept on file.

Feb 9, 2024

Enrique Bayata
General Manager

Date

22 WORKING ALONE POLICY

For all scheduled activities, it is the policy of Priestly Demolition, to have a minimum of two people working in remote locations or where immediate help is not available.

In the event that Priestly Demolition personnel must work alone, the management will ensure the safety of such individuals through supplying proper means of communication and ensuring an emergency response system is in place. Priestly Demolition personnel are to follow all working alone practices and procedures and communicate with management on hazards and risks involved.

Priestly Demolition management, employees, and contractors will follow provincial legislation with regards to working alone, set out in the Alberta Occupational Health and Safety Regulations under Part 28.

When a worker is required to work alone, Priestly Demolition management shall establish a schedule where the employee or contractor must radio or telephone into the main office at set intervals. A designated contact person will be assigned and means of communication will be provided and continuously monitored.

Workers will be trained on the Working Alone Policy and procedures in the orientation. They must have a thorough understanding of the duties to be performed while working alone. The importance of checking in will be enforced to the worker.

Enrique Bayata
General Manager

Feb 9, 2024
Date

23 CONTRACTOR AND SUB-CONTRACTOR MANAGEMENT PLAN/POLICY (OTHER PARTIES AT WORK SITE)

The purpose of this document is to define Priestly Demolition Inc. requirements for monitoring, evaluating, and selecting contractors and sub-contractors to perform services for the company. Contractors and sub-contractors of the company must administer an HSE program consistent with the Priestly Demolition Inc. program, providing employees with a safe and healthy workplace and protecting the environment.

This contractor and sub-contractor policy has the following purposes:

- Ensure the protection of other workers not under the employer's direction, visitors and other persons in the vicinity of work that is being carried out.
- To review and approve qualified and safe contractors and sub-contractors.
- To establish an understanding of minimum requirements expected and required by contractors and sub-contractors.
- To formalize training and communication and to provide adequate instruction and coordination prior to, and during, the job.
- To establish the required competence of the workplace health and safety and prescribed occupations.
- Maintenance of registered tools and equipment.
- Management of risk and hazards which include, but are not limited to, excessive noise, hazardous substances, excavation work, work at heights, and confined spaces.

All contractors and sub-contractors will be provided a company orientation that addresses health, safety, security, and environmental concerns, prior to commencement of operations. By providing consistent management of contract workers, Priestly Demolition Inc. will further enhance the services provided to the primary contractor and clients. All contractors hired by Priestly Demolition Inc. must provide proof of Workers Compensation coverage, insurance, and all needed site-specific safety certificates, before being allowed on site or commencing operations.

Priestly Demolition Inc. will conduct a pre-qualification check of the contractors' safety program to assess for compliance with legislation and to compare against the company's safety management system prior to commencement of operations.

All contractors are obligated to comply with the requirements of the company's HSE Manual as this manual will take precedent during all work for the company. If a contractor does not have an HSE manual, they will adopt Priestly Demolition Inc. HSE program for the duration of the assigned work task, only with prior consent from the company. The contractor will be responsible for reviewing the HSE Manual and adhering to policies and procedures. All contractors will be required to document and sign acceptance of these policies and procedures prior to commencing work. Forms will be kept with company records.

Feb 9, 2024

Enrique Bayata
General Manager

Date

23.1 CONTRACTOR AND SUB-CONTRACTOR MANAGEMENT PLAN

23.1.1 PUBLIC VISITORS AND CONTRACTED EMPLOYERS

The performance of contractors and sub-contractors is an important factor with respect to the protection of health and safety of all personnel including visitors, as well as the protection of the environment in which Priestly Demolition Inc. conducts its business.

The Contractor and Sub-Contractor Management Plan / Procedure shall take into account the protection of other workers not under the Priestly Demolition Inc. direction, visitors, and other persons in the vicinity of work that is being carried out.

Benefits of a comprehensive Contractor and Sub-Contractor Management Plan include:

- Improved quality and productivity resulting from personnel who are properly trained for their job tasks;
- Fewer incidents resulting in more controllable project costs; and
- The potential for damage to the company's infrastructure and reputation, the environment, and the contractor's tools and equipment are minimized, resulting in a reduction of direct and indirect costs.

In an effort to meet contractual responsibilities, the company has implemented a Contractor and Sub-Contractor Management Plan / Procedure that will ensure that every contractor working for Priestly Demolition Inc. meets certain criteria, and in so doing, is capable of conducting their work-related tasks in a safe and competent manner.

The conditions and requirements of the Contractor and Sub-Contractor Management Plan / Procedure apply to all company personnel who, through their position or responsibilities, employ contractors and / or sub-contractors. Safety is an attitude that must be instilled in workers through the behaviors of all levels of management and field supervisors. It is anticipated that a cooperative effort between the company and its contractors will promote safe work attitudes and behaviors. This will subsequently result in a safe and healthy workplace.

The company will only hire competent contractors and sub-contractors. These contractors will be properly trained, sufficiently experienced, appropriately equipped, and effectively supervised. They will also be expected to comply with the requirements of our HSE program, all applicable government regulations, and recognized industry standards.

23.1.2 IMPROVING CONTRACTOR SAFETY

Priestly Demolition Inc. will improve contractor environmental, health, and safety performance through the following initiatives:

- Monitor health and safety performance for other employers and/or self-employed persons during the period of the contracted services.
- Ensure that all identified deficiencies are corrected for other employers and/or self-employed persons during the period of the contracted services.

- Making a deliberate management decision to establish and maintain an effective program using performance criteria;
- Including HSE specific requirements in contracts;
- Including site or task specific HSE requirements in contractor bid packages;
- Requesting HSE information from each prospective contractor and evaluating it;
- Identifying specific training requirements for individual types of contractors;
- Using HSE performance information to evaluate contractors.

23.1.3 COMMUNICATION

Ongoing HSE discussions between the company and contractors are necessary if the Contractor and Sub-Contractor Management Program is to be effective. Special HSE conditions may arise that may not have been discussed or identified during the pre-bid and pre-job discussions. These conditions may need to be addressed as the work progresses.

Open communication must be maintained between the company and its contractors, as well as the contractor's work force, at all times. No limitations should be placed on the identification, discussions surrounding, and remedial actions to be taken against any HSE issues, as far as is reasonably practicable.

23.1.4 CONTRACTOR SELECTION

The selection of a qualified contractor is a major step towards obtaining acceptable HSE performance. The company will evaluate a contractor's HSE program by using the information provided by the contractor.

The following points may be used in evaluating contractor performance:

- The contractor's commitment to HSE as demonstrated by an ongoing HSE program that is supported by senior management;
- The completeness of the contractor's HSE programs and their appropriateness for the type of work being undertaken and the company's HSE standards;
- The contractor's response to a request for information, which may include, but is not limited to:
  - Accident / incident frequency and severity rates;
  - HSE staffing plan and applicable HSE responsibilities;
  - A description of the orientation program to be provided by the contractor to all employees on site;
  - Reviewing important / significant policy and procedure that the contractor has implemented (i.e., enforcement and disciplinary action, substance abuse, harassment, violence, firearms, etc.);
  - Provision of WCB coverage (current and for the applicable industry); and
  - Appropriate general liability insurance coverage.

23.1.5 CONTRACTOR EVALUATION REQUIREMENTS

The company hires contractors for a variety of work activities that involve varying degrees of risk. As a result, the company must assess the contractors to make sure that the risks associated with these activities are managed effectively.

- Contractors hired for jobs that are potentially hazardous must be evaluated before hiring to make sure that they are capable of effectively managing the safety, health, and environmental considerations of the job.
- Sub-contractors must be included under the provisions of the HSE program of another contractor who has been evaluated.
- Contract labor will be included under the company HSE program.
- The Prime Contractor is responsible for making sure that all workers at each site are working under an acceptable safety program.

23.1.6 PRE-PROJECT DISCUSSION

The company representative who hires the contractor must conduct a pre-project discussion with the contractor before the project starts or before the contractor moves into the field. This will serve to ensure that all HSE expectations and responsibilities are made known before any work starts.

The discussion points may include, but are not limited to, the following:

- Priestly Demolition Inc. and contractor responsibilities;
- Priestly Demolition Inc. HSE Policy;
- Job and safety supervision;
- Management of Change (MOC);
- Training requirements;
- Required safety and personal protective equipment;
- Emergency response initiatives;
- Safe work practices and procedures;
- Location of first aid facilities and supplies;
- Communication requirements;
- Incident / accident reporting and investigation requirements;
- Contractor and Sub-contractor participation;
- Hazard assessment, elimination, and control; and
- Site orientation (including HSE Management System Requirements) and applicable health / safety rules which is applicable to all personnel including employees, contractors, sub-contractors, and visitors.

Priestly Demolition Inc. shall communicate with the contractors and sub-contractors at all times to ensure proper communication in an attempt to reduce accidents and incidents in the workplace.

23.1.7 APPROVAL CRITERIA

All contractors shall be requested to provide information relating to Worker's Compensation coverage, general liability insurance, and their own HSE program. If they do not have their own HSE program, they will follow all Priestly Demolition Inc. HSE policies and programs. All contractors will be approved on the following basis:

- Submission of documentary evidence supporting acceptable liability insurance, valid WCB and the existence of a suitable HSE program.
- After documentation submission, a document verification process conducted by, or on behalf of, Priestly Demolition. This will serve to validate the initial information provided.

All contractors will be made aware that they may be required to submit to an audit process resulting from:

- All accidents and incidents including near misses, medical, or lost time injuries;
- Environmental incidents including spills, contraventions, and non-compliance;
- Poor performance evaluation; and
- Any other requests as deemed necessary by the company.

23.1.8 APPROVAL PROCESS

1. Insurance Requirements

All Contractors shall be required to provide current Certificates of Insurance identifying that they have insurance in place covering:

- Comprehensive General Liability insurance - $2,000,000, and
- Automobile Liability coverage - $2,000,000.

2. Workers' Compensation Board (WCB) Requirements

WCB coverage is a requirement for all Contractors who are to be present on any Company work site. A clearance letter is to be issued to the Company confirming coverage and that personal coverage is in effect for the owner, principal, or manager.

23.1.9 CONTRACTOR AND SUB-CONTRACTOR NON-COMPLIANCE

All non-conformances identified shall be documented, tracked, and closed out on in a timely manner. A copy of the non-conformances found shall be provided to Priestly Demolition Inc. representative upon request.

Failure to comply with the requirements of this Contractor and Sub-Contractor Management Plan / Procedure and Priestly Demolition Inc. HSE Management System / Manual requirements will be referred to Priestly Demolition Inc. management team for disciplinary action and / or termination of the contract following an investigation.

24 JOINT WORK SITE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE POLICY

In accordance with applicable Acts, Codes, and Regulations, a Joint Work Site OSH Committee must be established by Priestly Demolition Inc. which regularly employs more than 20 workers, either full time or part time.

The requirements for the Joint Work Site OSH Committees are enshrined within workplace health and safety Acts so as to provide the workforce their legislated right to participate in the health and safety planning and implementation actions in the workplace. Where there are multiple employers working in common or overlapping areas, an OSH Committee must be established to provide a forum where management and labor representatives from each employer can have input into the collective health and safety matters common to all parties.

The Joint Work Site Occupational Health and Safety (OHS) Committee members will maintain, practice, and promote safe work practices and conditions. They will assist in creating a safe workplace by recommending actions to improve the effectiveness of the Health and Safety Program. There must be a response to every recommendation by the OHS Committee.

Priestly Demolition Inc. shall ensure that an OHS Committee will be established and maintained at the main facility. Every member of the committee should become familiar with Section 31 of the Occupational Health and Safety Act and Part 13 of the Occupational Health and Safety Code. The committee does not have direct responsibility for management, conduct, or work performed; that is management's responsibility. The committee's role is to advise management on safe work practices and procedures and provide leadership in health and safety in the workplace.

The responsibilities of a joint work site health and safety committee are to:

- Identify unhealthy or unsafe situations at the work site;
- Review inspection reports, accident reports, and reports of unsafe acts.
- Monitor compliance with Workplace Hazardous Material Information System (WHMIS) for employee training, product labeling, and Safety Data Sheet file maintenance.
- Review observations made regarding workplace hazards which are to be assessed and prioritized. Corrective actions must be documented, reviewed, and maintained on file.
- Develop and promote programs for education and information concerning health and safety.
- Make recommendations to the employer, prime contractor, or owner with regards to the health and safety of workers.
- Participate in investigating serious injuries and incidents at the work site, maintain records in connection with concerns and complaints received, and attend to other matters relating to the duties of the committee.
- Receive and address concerns and complaints about the health and safety of workers.

- Develop and promote measures to protect the health and safety of persons at the worksite and check the effectiveness of the measures.

Details of what is required of the Joint Work Site OHS Committee is detailed in the Joint Work Site OHS Committee Procedure.

Enrique Bayata
General Manager

Feb 9, 2024
Date

24.1 JOINT WORK SITE OCCUPATIONAL HEALTH AND SAFETY (OHS) COMMITTEE PROCEDURE / TERMS OF REFERENCE (TOR)

24.1.1 PURPOSE OF THE JOINT WORK SITE OHS COMMITTEE

Priestly Demolition Inc. purpose is to promote awareness of safety issues and bring together management and worker representatives in a consultative and cooperative manner to identify and resolve health and safety matters in support of project health and safety objectives. We ensure the Internal Responsibility System functions effectively and ensure our organization meets occupational health and safety legislation requirements.

24.1.2 COMPOSITION OF THE JOINT WORK SITE OHS COMMITTEE

The Joint Work Site OHS Committee shall consist of 50-50%, equal representation from workers and management.

The Joint Work Site OHS Committee must have at least 4 members, with at least half representing the workers:

- worker representatives are selected by the workers for a term of not less than one year, unless prescribed by a union agreement
- employer representatives are assigned by the employer

Each committee must have 2 co-chairpersons:

- worker co-chair is chosen by worker members
- employer co-chair is chosen by employer members

The names and contact information of the OHS Representative and / or Joint Work Site OHS Committee members shall be posted at each represented Priestly Demolition Inc. worksites.

24.1.3 AGENDA

An agenda will typically be prepared by the management and worker co-chairs, or designates, and distributed to committee members prior to the meeting. All the management and worker representatives should be consulted in advance of the meeting and asked to submit items for the agenda. The co-chairs may use their discretion to determine whether non-agenda items will be discussed at the meeting. The meeting agenda will generally include the following, but may be altered to deal with special circumstances:

- Review of the last meeting minutes;
- Review of Safety Inspection Reports;
- Review of first aid and accident statistics;
- Review accident investigations;
- New business; and
- Report status of any outstanding committee recommendations.

- The co-chairs will prepare and distribute an agenda to members prior to the meeting.
- As soon as possible after the meeting, the Committee will prepare a meeting report and make it available to the employer, all Joint Work Site OHS Committee members, workers and the Workers' Safety and Compensation Commission.
- The committee will promptly post a copy of the report of each meeting in a place readily accessible to employees.

24.1.4 MEETINGS

Joint Work Site OHS Committee must adhere to the requirements outlined in the OHS Act to be considered a valid meeting.

- HSC members must meet within 10 days after being established, and then once every quarter.
- Health and safety meetings and functions are to be carried out during normal work hours. Employers can't deduct wages for time spent in HSC meetings.
- Meeting minutes must be recorded and available for inspection by an HSC member or OHS officer.
- Meetings must meet quorum in order for the committee to make decisions.

24.1.5 DUTIES AND FUNCTIONS OF THE JOINT WORK SITE OHS COMMITTEE

The duties and functions of the Joint Work Site OHS Committee include:

- Act as an advisory body. Although the employer is ultimately responsible for the overall health and safety program, the committee is responsible for identifying and recommending solutions to health and safety issues. The committee does not directly enact changes in the workplace, but rather the committee evaluates health and safety matters and provides recommendations to management. Recommendations are subject to the committee voting processes and must be approved by a majority before being forwarded to management for actioning. Making recommendations to improve the HSE Management System.
- Identify hazards and obtain information about the hazards. In general terms, the hazards to be identified will relate to more than one employer / group of workers. Hazards associated with a specific employer / group of workers which do not represent a hazard to other employers / workers should be discussed between the specific employer and workers.
- Hazards which may be / are present to more than one employer / group of workers, which have not already had proper controls established, would be brought to the committee for evaluation. When necessary, request information from the employer about:
- Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
- Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- Recommend corrective actions. The committee should evaluate health and safety matters and provide recommendations to correct the hazard.
- Assist in resolving work refusals. By Regulation, an employer must follow certain actions in the event a worker refuses to perform work which he / she believes cannot be

performed safely. The worker must first report the reasons for the work refusal to his / her supervisor or employer and the supervisor or employer must investigate the matter and either correct the situation or determine the issue is not valid.

If the worker continues to refuse to work, the employer must investigate in the presence of an OSH committee worker representative. The worker representative has a responsibility to ensure the rights of the workers are protected and the worker representative has the obligation to work with the employer to develop a solution. If the matter cannot be resolved, it must be referred to the regulatory body with jurisdiction for workplace health and safety.

- Participate in accident investigations and inspections. OSH Committee members have the right to participate in workplace accident investigations and inspections. The purpose of this right is to ensure the OSH Committee has involvement in the circumstances, conditions, or causes relating to the accident and / or inspections and can provide input into the recommendations and corrective actions.
- Accident investigations. Fulfillment of this right can be accomplished by having direct involvement of OSH Committee management and worker representatives in the collection of the facts, statements and documents relating to the accident, or, by providing the facts, statements, and documents to the OSH Committee members for evaluation, discussion, and development of corrective action recommendations. In both cases the OSH Committee is represented in the accident investigation and are participating in the process of determining causation and developing corrective actions.
- Inspections. Fulfillment of this right is typically achieved by having the OSH Committee members directly involved in the inspections. Committee inspection teams consisting of management and worker representatives are assigned a specific area of the project and conduct the inspection in advance of the upcoming committee meeting. If the committee members are not familiar with the area / activities being performed, it's recommended that they be accompanied by a person who is knowledgeable in the area / activities.

The committee is not required to review in detail, all workplace and / or OSH inspections, but rather is mandated to address any deficient items which have not been corrected in a timely manner and / or otherwise remain unresolved. The goal of the OSH Committee inspection process is to identify unsafe conditions or behaviors which require further evaluation to determine the proper corrective actions.

- Make recommendations and promote health and safety in the workplace. The committee is a functioning body which evaluates workplace conditions and makes recommendations for improvement. In performance of this objective, the committee members should;
- Promote safe work practices;
- Assist in creating a safe and healthy workplace;
- Recommend actions which will improve the effectiveness of the occupational health and safety program; and
- Promote compliance with project and regulatory health and safety requirements.
- Developing and promote health and safety education and training.
- Developing and promoting health and safety measures and checking the effectiveness of same.

24.1.6 CO-CHAIRS

- The committee will elect co-chairs from its membership.
- The worker representatives shall select the worker co-chair.
- The employer representatives shall select the employer co-chair.
- The co-chairs shall:
  - Lead the meetings and keep them on track (follow the agenda).
  - Ensure the maintenance of an unbiased viewpoint
  - Arrange the agendas
  - Review previous meeting reports and material prior to the meetings
  - Arrange for the meeting place
  - Notify members of meetings
  - Prepare meeting agendas.
  - Prepare meeting reports
  - Forward a copy of meeting reports to the employer for distribution
  - Prepare recommendation(s) and forward to the employer for a response
  - Prepare all correspondence

24.1.7 TERMS OF OFFICE

- Committee members will sit on the committee for at least one year and may continue to hold office until their successors are selected or appointed.

Note: Committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections.

- If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- When any member is unable to attend, they will arrange to have an alternate member to attend meetings in their place.

24.1.8 COMMITTEE RULES

The following rules of conduct will help to facilitate the common objective:

- On time attendance for meetings;
- Come prepared to participate in discussions;
- Omit personal agendas in favor of the collective safety goal;
- Permit open and constructive dialogues on matters of health and safety; and
- Permit all members the opportunity to voice their opinions, concerns, and recommendations.

24.1.9 COMMITTEE RECOMMENDATIONS

The committee can make recommendations to address and improve health and safety related issues. Recommendations that require policy changes, allocation of funds, or matters that may

influence contractors not represented at the committee will be referred to Priestly Demolition Inc. management for consideration.

Recommendations to the employer should meet the following guidelines:

- Be directly related to health and safety;
- Be reasonably capable of being implemented; and
- Be accurate and succinct.

24.1.10 VOTING AND QUORUMS

The committee will vote to approve or dismiss recommendations before the recommendations are forwarded to project management. Voting may be silent, verbal, or by show of hands. The co-chair will decide which method of voting is appropriate for the particular recommendation.

A quorum of 70% of the committee members is required to initiate a motion for voting. Motions will be carried by the majority of votes.

24.1.11 COMMUNICATION

Workers may pose questions directly to the committee by completing an OSH Committee Recommendation Form. Any items that are to be referred to the committee must be described and submitted using this form. The co-chair will table these reports at the next meeting for discussion.

The committee recommendation will be recorded on the form and returned to the originator. For decisions outside of the authority of the committee, the recommendation will be forwarded to project management for consideration. Project management will respond and return the form to the committee for follow-up.

24.1.12 RECORDS

The Joint Work Site OHS Committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least five years from the date of the OHS Committee meeting to which they relate. We will retain first aid records for at least five years; education and training related records for at least five years after the training session.

24.1.13 RECOMMENDATIONS TO THE EMPLOYER GUIDELINES

Recommendations to the Employer shall meet these guidelines:

- Directly related to health and safety.
- Doable (reasonably capable of being done).
- Comprehensive and complete; that is, the employer will not need more information to make a decision.
- Recommend short-term (interim) corrective actions and long-term corrective actions when applicable.

- Copies of Committee recommendations will be forwarded to management.

24.1.14 MEMBERSHIP SUCCESSION STRATEGY

If an appointed Joint Work Site OHS Committee Member is unable to attend the meeting, a designee shall attend the committee meeting. The designee shall be trained in all committee functions, roles and responsibilities and shall adhere to the company's policies and procedures at all times so far as is reasonably practicable. Failure to comply will result in disciplinary action.

24.1.15 ASSISTANCE IN RESOLVING DISAGREEMENTS WITHIN COMMITTEE

If the Joint Work Site OHS Committee is unable to reach consensus (agreement) on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to the Workers' Safety and Compensation Commission (WSCC), which may investigate and attempt to resolve the matter.

24.1.16 AMENDMENTS

These terms of reference may be amended by vote of the committee members.

24.1.17 REVIEW

These terms of reference shall be reviewed committee members every three (3) years.

25 EMERGENCY PREPAREDNESS POLICY

Priestly Demolition Inc. will develop an emergency plan for responding to a situation that may require evacuation or rescue for each project. The plan will be developed at the time the job is being set up, with involvement of affected workers and updated as required to remain current. (Required DRL Form 7.5F Emergency Response Plan). Contents of site emergency response plan (ERP) must include:

- the identification of potential emergencies;
- procedures for dealing with the identified emergencies;
- the identification of location of and operational procedures for emergency equipment;
- the emergency response training requirements;
- the location and use of emergency facilities;
- the fire protection requirements;
- the alarm and emergency communications requirements
- the first aid services
- procedures for rescue and evacuation;
- the designated rescue and evacuation workers.
  - In the event of an emergency site personnel will first protect themselves, others, and the environment from risk.
  - Only those trained, competent, and designated will attempt emergency response. All other personnel will go to the emergency meeting area promptly and remain there until accounted for.
  - Contact numbers for key emergency governing agencies, emergency response services, utility owners, client representatives and Priestly Demolition Inc. team will be posted at the worksite in addition to a map to the nearest hospital. Subcontractors will provide PDI with a list of after-hours contact numbers.
  - Key Priestly Demolition Inc. project personnel accept additional responsibilities in emergency planning and will test these procedures for efficiency.
  - Where accessible, utilize 911. Remote locations will require contact with local authorities establishing satellite phone communication, GPS coordinates and additional site-specific considerations

Feb 9, 2024

Enrique Bayata
General Manager

Date

25.1 PPRIORITIES IN AN EMERGENCY

Priorities in the event of an emergency are as follows:

- Protect yourself from risk.
- Ensure medical aid is provided. Remove the victim from immediate danger, if necessary.
- Secure the area to prevent further injuries and/or property damage. Attempt to fight a fire or control a hazardous spill only if qualified. Initiate measures to control traffic flow through the area, as necessary.
- Notify appropriate personnel immediately.
- Preserve evidence until the investigation is complete.
- Ensure that the necessary report forms have been completed.

In all emergency situations protection of self and those present is priority. Rescue attempts of any kind should only be attempted if safe to do so with all hazards controlled.

25.1.1 SITE SPECIFIC EMERGENCY RESPONSE PLANS

Project Managers and Supervisors are responsible in the pre- job hazard assessment process to identify if the worksite is in a 911 accessible area. Where the worksite is not accessible to local emergency services, arrangements will be coordinated for air rescue services in advance. Emergency plans are required to be communicated and acknowledged by all worksite participants in the documented site orientation process.

For each work site, follow these steps when creating Emergency Response Plans:

- List all potential hazards (see above);
- Identify the possible consequences of each hazard (e.g., serious injury, equipment damage, loss of production, environmental damage);
- Determine the appropriate response (e.g., evacuation, rescue, firefighting, spill containment);
- Prepare an inventory of resources needed for emergency response (medical supplies, rescue equipment, generating equipment, personnel);
- Prepare a written description of all the steps to be taken in the event of each type of emergency at the site;
- Define responsibilities of all on-site personnel;
- Determine and post emergency telephone numbers near telephones at the work site and in all Company vehicles;
- Train all employees in emergency procedures/response (in particular, ensure sufficient number of workers with the required first aid training, as per legislation);
- Carry out periodic drills, and test emergency equipment regularly; and
- Monitor the effectiveness of actual responses, by reviewing the event and how all workers responded for any needed corrective action items.

- Update Emergency Response Plans ("ERP") annually or as required.

25.1.2 REGULATORY REQUIREMENTS

In accordance with Alberta OH&S Code, Part 7, Emergency Preparedness and Response, the following applies in relation to the development and maintenance of an ERP:

An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation. The employer must consult with affected workers in establishing the emergency response plan, ensure that the emergency response plan is current, and provide training and emergency simulation exercises appropriate to the work site at intervals required to ensure workers are competent to carry out their duties.

25.1.3 FIRST AID AND EMERGENCY EQUIPMENT

Priestly Demolition Inc. will provide the required level of first aid kits with trained first aiders on all job sites, according to OH&S Schedule 2, Table 5, Table 6, and Table 7 (where applicable). Workers must always be familiar with the location of first aid equipment. The location of all first aid/emergency equipment must be reviewed in the pre-job meeting prior to work commencing. On remote sites, the emergency equipment must be in the site trailer or company vehicle. All company vehicles will be equipped with emergency equipment. A specific worker must be assigned the responsibility of bringing the first aid kit to the muster point in the event of an emergency. All trained first aiders will be identified in the workplace and will be responsible for monitoring and maintaining the first aid kits and emergency equipment.

25.1.4 SCHEDULE 2 FIRST AID

First aid requirements for low hazard work

"Low hazard work" means work at:

a) administrative sites where the work performed is clerical or administrative in nature;

b) dispersal sites which includes where a worker is based, where a worker is required to report for instruction, and from which a worker is transported to a work site where the work is performed.

25.1.5 TABLE 1 - FIRST AID REQUIREMENTS FOR LOW HAZARD WORK

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 – 9	1 Basic First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Basic First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit

10 – 49	1 Basic First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit	1 Basic First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit
50 – 99	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit	2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit
100 – 199	1 Basic First Aider 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit Designated area for first aid services	1 Basic First Aider 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services
200 or more	1 Basic First Aider 2 Intermediate First Aiders Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit Designated area for first aid services	1 Basic First Aider 2 Intermediate First Aiders Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Intermediate First Aiders Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services

***Note: Number of first aiders indicated is for a shift at all times.**

25.1.6 FIRST AID REQUIREMENTS FOR MEDIUM HAZARD WORK

"Medium hazard work" means any work that is neither low hazard work nor high hazard work.

Table 2 - First aid requirements for medium hazard work

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 – 9	1 Basic First Aide CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets
10 – 19	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Ki 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets
20 – 49	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit -	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit 3 blankets
50 – 99	2 Basic First Aiders	2 Basic First Aiders	3 Intermediate First Aiders

	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets	CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets
100 – 199	2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit Designated area for first aid services	2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services
200 or more	2 Basic First Aiders 2 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers	2 Basic First Aiders 2 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers	4 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers

25.1.7 FIRST AID REQUIREMENTS FOR HIGH HAZARD WORK

"High hazard work" means involving:

a) construction or demolition, including:
   i. industrial and commercial process facilities,
   ii. pipelines and related gas or oil transmission facilities,
   iii. commercial, residential, and industrial buildings,
   iv. roads, highways, bridges, and related installations,
   v. sewage gathering systems,
   vi. utility installations, and
   vii. water distribution systems;
b) operation and maintenance of
   i. food packing or processing plants,
   ii. beverage processing plants,
   iii. foundries,
   iv. industrial heavy equipment repair and service facilities,
   v. sawmills and lumber processing facilities,
   vi. machine shops,
   vii. metal fabrication shops,
   viii. gas, oil, and chemical process plants, and
   ix. industrial process facilities not elsewhere specified;
c) woodlands operations;
d) gas and oil well drilling and servicing operations;
e) mining and quarrying operations;
f) seismic operations;

g) detonation of explosives

TABLE 3 - FIRST AID REQUIREMENTS FOR HIGH HAZARD WORK

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 – 4	1 Basic First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets
5 – 9	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets
10 – 19	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets, stretcher, splints	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 blankets, stretcher, splints
20 – 49	2 Basic First Aiders 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 blankets	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 blankets, stretcher, splints	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 blankets, stretcher, splints
50 – 99	2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 blankets	2 Basic First Aiders 3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 blankets, stretcher, splints	4 Intermediate First Aiders 1 Advanced First Aider CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 blankets, stretcher, splint
100 – 199	2 Basic First Aiders 2 Intermediate First Aiders 1 Advanced First Aider First Aid Room for workers	4 Intermediate First Aiders 1 Advanced First Aider First Aid Room for workers	4 Intermediate First Aiders 1 Advanced First Aider First Aid Room for workers
200 or more	2 Basic First Aiders 2 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers	4 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers	4 Intermediate First Aiders 1 Advanced First Aider 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus 1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers

First aid room requirements

If an employer is required to provide a first aid room by Part 11, the employer must ensure that it is:

a) located near the work area or areas it is to serve,
b) easily accessible to workers at all times,
c) able to accommodate a stretcher,
d) close to bathroom facilities,
e) of adequate size,
f) kept clean and sanitary,
g) provided with adequate lighting, ventilation, and heating,
h) designated as non-smoking,
i) under the supervision of an advanced first aider or an advanced care paramedic,
j) clearly identified as a first aid facility and appropriately marked with how and where to access the first aider,
k) used only to administer first aid or health related services, and
l) equipped with:
   i. a communication system,
   ii. a permanently installed sink with hot and cold potable running water,
   iii. a cot or bed with a moisture protected mattress and 2 pillows,
   iv. 6 towels and 3 blankets,
   v. eye wash equipment,
   vi. a shower, or is close to a shower facility if it is a work site described in section 24, and
   vii. a CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit.

A first aid room must contain the following:

a) the supplies of a CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit;
b) space blanket;
c) hot and cold packs;
d) spine board and straps;
e) adjustable cervical collar or set of different sized cervical collars;
f) stretcher;
g) splint set;
h) waterproof waste bag;
i) sphygmomanometer (blood pressure cuff);
j) stethoscope;
k) disposable drinking cups;
l) portable oxygen therapy unit consisting of a cylinder(s) containing compressed oxygen, a pressure regulator, pressure gauge, a flow meter and oxygen delivery equipment;
m) flashlight;
n) bandage scissors.

25.1.8 PRACTICE EMERGENCY DRILLS

Practice emergency drills must be conducted at least annually for each facility and site. The intent of a drill is to heighten the awareness of procedures, ensure employees are aware of their responsibilities, and increase proficiency in emergency responses. Drills must be timed and documented. Follow up must include a review of the drill with all the individuals involved where the event is evaluation and corrective actions/areas for improvement identified and included in the documentation.

25.1.9 MUSTER STATION/MEETING POINT

A muster station is an area determined to be a safe zone for workers to congregate in the event of an emergency. The muster point will be far enough away from the worksite to prevent injury from a fire, explosion, or other emergency. On a site, a sign will be posted to identify the muster point. Workers will be made aware of the location of the muster point and must head directly there when an alarm sounds indicating an emergency. Once all workers are present at the muster station, the designated fire warden will perform a roll call. The fire warden must be clearly identified with a reflective vest or other form of identification and is responsible to bring the first aid kid and list of worker names to the muster point in the event of an emergency.

25.1.10 TRENCHING/ EXCAVATION RESCUE ATTEMPTS

Where a worker becomes trapped in soil, attempts may be made to free the injured worker of immediate hazard by means of shovel. The local fire department will be contacted immediately as they can provide specialized equipment for safe rescue. Call emergency medical services immediately to attend to the worker.

25.1.11 UTILITY STRIKES - DAMAGED GAS LINE

- Contact utility owner (ex. ATCO Gas immediately at 1-800-511-3447) and call 911 if you hit a natural gas line, even if there is no odor or hissing sound. You should also:
- clear all people from the vicinity of the leak and cordon off the site
- do not attempt to repair the leak or bend over the line to stop the escaping gas
- shut off all equipment and vehicles.
- remove other sources of ignition.
- do not use a cell phone in the vicinity of the hit.
- extinguish all cigarettes and open flames
- Additionally, provincial legislation requires that Alberta Environment be notified by the party responsible for the release of natural gas. Call toll-free 1-800-222-6514.

25.1.12 POWER LINE STRIKE

- If your vehicle comes in contact with power lines, follow these steps to keep safe:
- If possible, move the vehicle/machinery away to break contact with the power line.
- If the vehicle/machinery cannot be moved, • stay inside until emergency crews can safely approach. If anyone approaches the vehicle/machinery, open the window, and call out. Tell them to keep away (at least 10 meters) and to call 911for help.

- If there is a fire and you must leave the vehicle/• machinery, jump out with your feet together. Never touch the ground and the vehicle/machinery at the same time. Move away slowly by shuffling and keeping both feet close together, and by hopping away slowly. Do this until you are 10 meters away from the vehicle/machinery.

25.1.13 CONFINED SPACE ENTRY

Where a worker is nonresponsive or trapped in a confined space, call the fire department immediately. Rescue attempts are only permitted by trained personnel with rescue equipment and P.P.E.

Follow the site rescue plan on the permit/ checklist. No person will enter unless the air is monitored, confirmation all hazards are eliminated or controlled, and they are sufficiently trained and skilled to perform rescue.

25.1.14 VIOLENCE / SECURITY THREAT

Purpose

The purpose of this Emergency Response Plan (ERP) – Violence / Security Threat Procedure is to provide a safe guideline for all Priestly Demolition Inc. employees, contractors, sub-contractors, and visitors to assist operations personnel in identifying and managing the risks associated with violence / security threats in the workplace.

Scope

This ERP – Violence / Security Threat Procedure covers all aspects of Priestly Demolition Inc. operations associated with performing business activities or processes and applies to employees at all levels of the organization, whether full time or part time, as well as suppliers (contractors and subcontractors) visitors and on the job trainees.

Responsibilities

Managers, Supervisors and HSE Representative

The Managers, Supervisors and the HSE Representative have direct responsibility to ensure that the outlines of this ERP– Violence / Security Threat Procedure are implemented and followed.

Workers

All employees, contractors, subcontractors, and visitors are equally responsible for complying with the requirements of this ERP – Violence / Security Threat Procedure.

Security Threats

Security-related threats include intent to cause harm and may include acts of harassment, violence, trespassing, theft, break-ins, vandalism, and terrorism. Priestly Demolition Inc. Health and Safety Manual has both a Workplace Harassment Policy and a Violence in the Workplace Policy that outlines clear controls and actions to respond to various types of security incidents.

Procedure for Security Threats

Consider the following for any security threat received:

1. Has a recent threat evaluation been performed and is there a known security threat that needs to be addressed?
2. Was the incident caused by the deliberate actions of a third party?
3. Is the incident located in an area frequented by the public or in an urban setting?
4. Is the incident likely to attract activists seeking access to the site (placing themselves in danger) or seeking to interfere with crews working to address the incident?
5. Does the incident require public evacuation from the surrounding area?

A "YES" answer to any of the foregoing should require the immediate involvement of Priestly Demolition Inc. security personnel. In addition to providing perimeter control and assisting with evacuation, security would liaise with local law enforcement.

25.1.15 TRESPASSING / VANDALISM / THEFT / BREAK-INS / LOCALIZED CONFRONTATIONS

For all instances of trespassing, vandalism, theft, break-ins, localized incidents of altercations or threats of violence (i.e., landowner or service provider, public consultations, road rage, hunter confrontation, etc.), Priestly Demolition Inc. employees will:

- Back away / prevent escalation / protect yourself.
- Report to immediate Supervisor.
- Document time, place and situation and any other pertinent details (i.e., vehicle. make and model, license plate numbers, etc.).

25.1.16 NATURAL DISASTERS

Tornado Emergency Response Procedure

Emergency safe shelter areas will be established prior to a tornado. The safe shelter must have these guidelines:

- Interior space/room with no wall on the exterior of the building if possible;
- Areas supported by secure, rigid structural frame; and
- Area where workers can lay down for protection.

When the National Weather Service or Environment Canada issues a tornado warning notice, the following procedures must be followed by management and workers:

1. Ensure that all first aid equipment, portable battery-operated radio and equipment are in the assigned safe shelter room.
2. Assign a worker to turn the gas and power off ASAP. (If applicable and possible)
3. Complete a head count to ensure that all workers are accounted for at the safe shelter.
4. After the tornado, coordinate first aid assistance to required personnel.

5. The trained first aid worker is to provide care and first aid as required to the injured workers until medical aid arrives on scene.

25.1.17 Lightning/Blackout Emergency Response Procedure

When conditions are ideal for thunderstorms, the potential for dangerous lightning is imminent. If thunder and lightning are close together in sound and sight, then the storm is close by. Make sure all windows and doors are closed. Management and workers of Priestly Demolition Inc. must follow these procedures when lightning is nearby:

1. Keep away from windows and doors.
2. Unplug all appliances if able to do so.
3. Do not touch any electrical devices such as computers and telephones.
4. Calmly and quickly make your way to the designated muster point for an electrical storm. (If possible)
5. Bring emergency first aid kit.
6. Perform head count at muster point.
7. Call emergency services if required.
8. No worker may leave muster point to conduct a search for unaccounted workers. Notify emergency services of missing worker and their last known location.
9. If a worker is seriously injured and requires medical attention, a pre-designated first aider/worker will drive the injured person to the nearest hospital or medical center.

If work is taking place outside and an electrical storm is nearby, get inside a vehicle or building if possible. If unable to seek shelter, stay away from trees, poles, overhead wires, water, and any other objects that conduct electricity.

25.1.18 SERIOUS FIRST AID INJURY AND/OR FATALITY EMERGENCY RESPONSE PROCEDURE

When a serious accident/incident or fatality occurs on site, the following procedures must be followed by workers and managers:

1. Stop all work immediately, once safe to do so.
2. Have all parties not involved in the scene evacuate and make room for first aid responders and emergency services.
3. Assess the scene for potential hazards to the first aid responders and emergency services. (e.g., active energy sources, falling objects, live power lines)
4. First aid responders shall assess the injury and call 911 for additional emergency assistance. Give the nature of the injury and the location of the accident.
5. Ensure victim is breathing and control any bleeding.
6. Begin first aid on the victim if possible.
7. DO NOT MOVE the person unless a further hazard exits.
8. Continue first aid until medial aid arrives on the scene.
9. If a fatality has occurred, secure and do not disturb the scene.

10. Write down the events that led up to the accident/injury and/or fatality and record first aid efforts performed.
11. Management will conduct a post accident/incident investigation to determine the cause of the accident. An action plan will be developed and implemented to prevent re-occurrences.

25.1.19 EXTREME WEATHER CONDITIONS EMERGENCY RESPONSE PROCEDURE

Winter Storm Conditions

Workers should come prepared and dressed accordingly for the weather conditions for the day. In the event of extreme cold working conditions, the following procedures will be followed:

- In addition to the workers' existing winter apparel, appropriate PPE must be worn, including gloves and head protection from the cold;
- A hazard assessment must be completed with all workers on site to highlight, correct and eliminate the additional hazards associated with the cold weather conditions; and
- Frequent breaks must be taken indoors to warm up the body.

Hot Weather Conditions

As with winter weather conditions, appropriate clothing should be worn for summer weather conditions too. Skin should be covered as much as possible, and sunscreen should be worn to protect from harmful UV rays. The use of a hat is recommended if work conditions permit. Hydrating fluids should be kept close by, and activity should be limited to prevent heat exhaustion or heat stroke. Heat exhaustion occurs when working conditions have the potential to harm a person through dehydration and stress. Heat stroke is a medical condition that requires medical attention. Heat stroke symptoms include hot, dry skin (sweating decreases or ceases altogether) and high body temperature. If the victim's body temperature is not controlled, heat stroke may lead to delirium and convulsions, followed by coma and possibly death. In the case of severe heat stroke, obtain medical attention immediately.

To treat heat stroke:

- Send for medical help immediately;
- Move victim to a cool place;
- Remove clothing;
- Wrap victim in a wet, cold sheet, or immerse the victim in cool water;
- Place the victim in the face up position;
- Direct a current of air towards the victim, either by hand, or by using a fan;
- Continue the treatment until the body temperature is lowered to 38 °C (101 °F). If the victim is wrapped in a sheet, keep the sheet wet by pouring water over it frequently;
- Cover the victim with a dry sheet if the body temperature begins to rise; and
- Repeat the above steps until victim can be moved to a medical facility.

WARNING: A heat stroke victim may die if body temperature is not quickly lowered.

25.1.20 DRIVING

Following a vehicular incident:

1. Stay calm.
2. Shut off engine.
3. Move away from traffic and other dangers.
4. Call Police and emergency medical assistance, if necessary.
5. Make notes of incident scene, photograph, sketch.
6. Contact the Supervisor and insurance company.

25.1.21 FIRE/EXPLOSION EMERGENCY RESPONSE PROCEDURES

If alarm sounds indicating a fire:

1. Try and remain calm and call 911 for emergency services assistance. Give the location of Priestly Demolition Inc. and location of the fire (if known).
2. Move calmly and quickly towards the nearest exit and meet at designated muster point.
3. Check area around you while moving towards the exit to ensure there are no injured or remaining person(s) behind.
4. Do not attempt to extinguish any fire unless you are trained in the operation of a fire extinguisher, the fire is small enough to contain and you are comfortable in extinguishing the fire. If the fire grows to be uncontrollable, leave it for the Fire Department.
5. Assigned worker to bring first aid kit to muster point.
6. Once at muster point, report to the manager and remain at muster point for a head count.
7. Do not re-enter the building for any reason until all clear signal has been given by the authorities.
8. If known that a worker is still in the building or on site, notify the emergency crews and provide the last known work area that the worker was reported in.
9. Provide assistance to emergency responders if asked to do so, otherwise stay out of the way, and remain calm.
10. If a worker is seriously injured and requires medical attention, a pre-designated first aider/worker will drive the injured person to the nearest hospital or medical center.

25.1.22 SPILL RESPONSE PLANNING

General:

This contingency plan is written to ensure Priestly Demolition Inc. employees and subcontractors operate within the Municipal, Provincial and Federal regulatory standards as minimum requirements. It is Priestly Demolition Inc.'s prime responsibility to minimize potential damage resulting from an accidental release of any hazardous material.

Aim:

The aim of this contingency plan is to establish procedures to be implemented in the event of an accidental release of hazardous material.

Objectives:

The objectives of this contingency plan are listed as follows:

- To provide an effective and quick emergency response to hazardous material releases.
- To prevent contamination of the environment.
- To coordinate the activities of all those concerned.
- To ensure proper reporting.
- To ensure public safety.
- To prevent potential litigation (due diligence).
- To ensure all worksite participants are informed of spill response procedures.

Guidelines:

In the event of an unauthorized spill, the Priestly Demolition Inc. Project Manager is responsible for immediately notifying local authorities for the initial containment of any spills. The Project Manager is also responsible for coordinating proper cleanup of spills that:

- Are less than the amounts described in the regional spill reporting guidelines.
- Have not entered a storm sewer, sanitary sewer, manhole, floor drain or waterway.
- Are determined by local authorities.

A "Product Spill Release Report Form" is completed regardless of the size of any unauthorized release. The Project Manager is authorized to summon outside assistance as required to minimize the spread or cleanup of a spill. Follow up action by specialist agencies may be required; however, the initial response is the responsibility of Priestly Demolition.

- Project Manager/Site Supervisors are responsible for directing the acquisition and employment of resources for contaminant disposal and restoration.
- A report is prepared by the driver on all aspects of the release and is attached to the incident report form.
- Only the Project Manager or General Manager will provide any pertinent information to the media concerning the spill.

Upon the discovery of any product release, the following corrective actions will be taken:

- Ensure the safety of all personnel.
- Fire prevention/firefighting.

- Minimize the volume being spilt.
- Contain the spill to the smallest possible area.
- Notification of Priestly Demolition Inc. Managers and client Representative.
- Clean up and disposal of released product with approved spill containment supplies.
- Contact the Provincial Emergency Program.
- Supply the driver's name, address, and telephone number.
- Follow the reporting procedure identified in DRL SEMS section 4.3
- Provide information on actions already taken.

Spill Control and Cleanup Procedures

A **Minor Spill** is less than 200 liters or 1 drum. If a minor spill occurs, proceed with the following actions:

- Identify the product to ensure safety of personnel.
- Isolate the source.
- Dress in proper level of personal protective equipment (PPE).
- Prevent spread of spill by using shovels to create a barrier.
- Use absorbent material to soak up free- standing product.
- Place used absorbent material in a barrel or over pack drum.
- Place excavated contaminated soil in a barrel or over pack drum. Contaminated soil may be temporarily stored on a poly liner to await disposal.
- Notify authorities as required.
- Complete and submit Spill Report.
- Dispose of contaminated soil, booms, absorbent materials, and P.P.E. at a licensed facility.

A **Major Spill** is greater than 200 liters or 1 drum. If a major spill occurs, proceed with the following actions:

- Alert other personnel in the area.
- Identify product.
- Dress with proper level of PPE.
- Isolate leak.
- Intercept product flows and contain spread of product. The main effort of containment will be to prevent the product from entering waterways, sewers, and manholes.
- Notify Provincial Emergency Program – 911
- Notify Priestly Demolition Inc. Managers and client representative.
- After isolation and containment of the spill is achieved, remove free standing product using authorized vacuum trucks or pump into approved barrels/holding tanks.

- Excavate and stockpile contaminated soil.
- Complete "Product Spill Release Report Form".
- Dispose of contaminated soil, booms, absorbent, PPE at licensed facility.

Restoration of Spill Site

The Project Manager will ensure that the spill location is brought back to pre-spill conditions. The area will be free of all Priestly Demolition Inc. generated hazardous waste material.

Human Safety

Designates will remain on-site to ensure public safety while if public safety hazards exist.

Emergency Equipment

An emergency spill kit will be on every site/truck when controlled substances are being loaded or transported. Contents of the kit include the following:

- Certified and regularly inspected ABC 20 lb. fire extinguishers
- 205-liter drum
- over pack drum
- drum magnet
- manhole cover (rolled not folded)
- 30 ft. of absorbent boom30 ft. of water-resistant boom
- container of Plug & Dyke
- bags of absorbent cat litter
- bags of water-resistant absorbent
- non sparking shovels
- 10 kg. of corrosive neutralizing agents (caustic & acidic)
- eye goggles, chemical resistant gloves
- Tyvek suits
- two half-face respirators with proper filters (installed prior to movement of product) **Site Supervisors' (Project Manager, Superintendents, and Field Supervisors) Responsibilities**
- Familiarize themselves with the jobsite and job activities where potential spills could occur (DRL 7.5F – Emergency Response Plan Form).
- Ensures all jobsites and waste transport vehicles are equipped with an inspected spill response kit.
- Ensures all products are transferred into drums in a safe manner.
- Labels, identifies, and manifests all drums/containers properly.
- Seals all drums/containers properly.
- Stores and secures all drums/containers properly.
- In the event of a spill, the Site Supervisor provides for the initial response, containment, and recovery of spilled product.
- Contacts local authorities, police, and fire department.

- Informs governing bodies as per local spill release guidelines.
- Obtains all resources/assistance required to stop, contain, clean up, and dispose of spilt product/contaminated soil.
- Notifies Priestly Demolition Inc. Managers and client representative as soon as possible.
- Provides assistance and follow up reporting to the authorities as requested.

- **NOTIFICATION AND ALERTING PROCEDURES:**

All reporting procedures will adhere to the criteria outlined in Municipal, Provincial and Federal regulations.

26 COP-01-CONFINED SPACE ENTRY

The purpose of this Code of Practice is to establish the minimum requirements and expectations for confined space entry and to ensure all reasonable precautions will be taken to protect workers who are, or might be, required to work in confined spaces. Wherever practicable, alternative means for performing a task inside a confined space should be identified to that exposure to working in a confined space is minimized or eliminated. In Canada, this COP will comply with OH&S Act, Regulation and Code Part 5-Confined Spaces.

Confined space entry is defined as any work that occurs in a restricted space which may become hazardous to a worker entering it because:

- An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity and toxicity.
- A condition or changing set of circumstances within the space that presents a potential for injury or illness.
- The potential or inherent characteristics of an activity which can produce adverse or harmful consequences within space.

26.1 EXAMPLES OF CONFINED SPACE INCLUDE BUT ARE NOT LIMITED TO:

- Tanks
- Vessels
- Towers
- Heaters
- Silos
- Bins
- Tank cars
- Ventilation or exhaust ducts
- Sewers
- Underground utility tunnels or pipes
- Mud pits
- Trenches (excavations)
- Boilers

26.2 A WRITTEN CONFINED SPACE ENTRY MUST INCLUDE:

1. Tests or measurements necessary to monitor any oxygen deficiency or enrichment or the presence and hazardous concentration of flammables or explosives.
2. The identification of any other hazards that may be present in the hazardous confined space and may put the health or safety of workers at risk.
3. The means, if any, of isolating the hazardous confined space.
4. The means, if any, of ventilating the hazardous confined space.
5. The procedures to enter work in and exit from the hazardous confined space safely.
6. The availability, location, and proper use of personal protective equipment.

7. The rescue procedures to be followed, including the number and duties of personnel and the availability, location, and proper use of equipment.
8. The means to maintain effective communications with a worker who has entered a confined space.
9. The availability, location, and proper use of any other equipment that a worker may need to work safely in the hazardous confined space.

If a worker may be required or permitted to enter a confined space or a restricted space to work, the company will appoint a competent person to assess the hazards and:

1. Identify the types of confined spaces at the worksite and assess the hazards the worker is likely to be exposed to while in the confined space or restricted space.
2. Alternative means to perform the work in a confined space that will not require the worker to enter the confined space.
3. Alterations to the physical characteristics of the confined space that may be necessary to ensure safe entrance to and exit from the confined space.
4. Specify the type and frequency of inspections and tests necessary to determine the likelihood of worker exposure to any of the identified hazards.
5. Perform the inspections and tests specified.
6. Specify the safety and personal protective equipment required to perform the work.
7. Identify the personal protective equipment and emergency equipment to be used by a worker who undertakes rescue operations in the event of an accident of another emergency.

Where reasonably practicable, Priestly Demolition Inc. will use an alternative means to perform work that will not require a worker to enter a hazardous confined space. The company will take all reasonably practicable steps to prevent any unauthorized entry into the confined space.

26.3 TRAINING

Employees who are required to perform tasks in confined spaces will be competently trained in and will implement a hazardous confined space entry plan. (This includes workers who are required or permitted to enter, workers who are tending to a worker in the space and workers who may be required to implement rescue procedures.)

Training for confined space entry will include (as a minimum) the following requirements:

- Knowledge of relevant regulatory requirements
- Confined space entry type identification
- All hazards associated with working in confined spaces
- Preparing a space for entry
- Medical conditions that can be aggravated by entry into confined spaces
- Assessment and selection of appropriate PPE for entering confined spaces
- Respiratory protection methods and equipment and pre-use inspection
- Respiratory protection equipment manufacturer’s instructions for use
- Maintenance, storage and inspection of respiratory equipment and rescue equipment

- Donning and properly adjusting PPE and rescue equipment
- Hazards and limitations of respiratory protection equipment
- Mechanics and application or rescue system
- Emergency response procedures and rescue planning

Training must be documented, and the Company will retain records of training on file.

26.4 SITE SPECIFIC TRAINING

Site specific training may be a part of the pre-job safety meeting. The elements of site-specific training include:

- Overview of the confined space inventory
- Recognition and identification of potential hazards associated with the confined spaces that will be entered
- Evaluation and control procedures/hazard assessments for the identified or potential hazards
- All equipment that will be used in the confined space
- All PPE that the worker will be using while in the confined space
- All procedures for entering the confined space
- Procedures to follow in the event of a situation developing that could present additional risk to the worker or an emergency.
- The specific work to be done while in the confined space.

Workers who are designated as rescue personnel for confined space emergencies must be competently trained in:

- First aid
- The use of appropriate emergency response equipment
- Procedures appropriate to the confined space

26.4.1 SAFE WORK AND CONFINED SPACE ENTRY PERMITS

Priestly Demolition Inc. will ensure that no worker is allowed to enter a confined space without a valid entry permit.

A confined space entry permit means the written or printed document that controls entry into a confined space. This permit system includes:

1. The name of each worker who enters the confined space for any reason and the location of the confined space.
2. The time during which an entry permit is valid for.
3. Takes into account the work being done in the confined space.
4. The requirements for entering, being in, or leaving a confined space.
5. The personal protective equipment required by workers.

6. Procedures to be used to minimize the risk and any special precautions that need to be taken by the worker.

26.4.2 HAZARD ASSESSMENT AND PROCEDURES

For each confined space, a competent person must prepare a written hazard assessment and/or procedure to determine the existing and potential hazards associated with the work. The goal of the hazard assessment is to ensure that all confined space hazards are eliminated or minimized, and that work is performed in a safe manner. The written hazard assessment will be reviewed prior to any confined space entry.

26.4.3 PRE-JOB MEETING

Prior to entering a confined space, a pre-job meeting with all workers on site will be completed and will include the following:

- Review of the confined space entry plan
- Discuss the existing and potential hazards involved during each phase of the work to be performed in the confined space.
- Identifying, purging, ventilation, electrical and heating requirements
- Atmospheric monitoring method to be used and the duration of the monitoring
- Potential toxic effects of known contaminants (consult SDS for further information)
- Review the exposure limits for toxic gas
- Type of PPE to be used and fit test respiratory equipment
- Check equipment and tools required for the job
- Review training requirements for each worker
- Check all rescue equipment and communications equipment
- Establish a method to be used to remove workers from the confined space in an emergency. Review ERP
- Verify means of communication and appropriate hand signals

26.4.4 SAFETY CHECKS

Managers or supervisors shall oversee all confined space entry work and will ensure that the following safety checks are completed:

1. Any worker entering a vessel must be competent in confined space entry. The competent worker must wear a positive pressure breathing apparatus and mask and use this apparatus for the duration of entry. A lifeline must be attached to the workers safety harness.

2. The standby person (safety watch) must wear a positive pressure breathing apparatus, be in constant communication with the person in the vessel and be prepared for a rescue if required. Another back-up attendant must also be available for rescue.

3. All work inside the vessel must be limited to short durations (not to exceed 20 minutes).
4. Ensure the contractor monitors lower explosive level (LEL), H_2S, and Oxygen (O2) levels constantly with electronic gas detection until the job is done. These readings must be recorded at regular intervals.
5. When the work is completed in the vessel, complete a post check of the vessel to ensure no tools or personnel are left inside, and then close all man ways and hatches.

The Managers or supervisor, as applicable, shall immediately stop work if the worker fails to follow proper procedures. In the event that this occurs the worker and crew shall be warned that any further violation will result in a stoppage or work and removal from site.

Prior to completion of the hot work/entry permit, the following tests will be done using an approved electronic detector that is calibrated for the following atmospheric gases:

1. Oxygen
2. Lower explosive level
3. Hydrogen sulphide
4. Carbon monoxide

Where a concentration of a toxic, flammable, or explosive substance is present or an oxygen enrichment or deficiency exists in a hazardous confined space, the company will ensure that the hazardous confined space is:

1. Purged and ventilated before a worker is allowed to enter the space so that:
    a) Any hazard associated with a toxic, flammable, or explosive substance is reduced to the extent that is possible or eliminated
    b) An oxygen content of not less than 19.5% and not more than 23% is ensured
    c) Continually ventilated at all times during which the worker occupies the hazardous confined space to maintain a safe atmosphere

2. Where ventilation is used to reduce or eliminate a hazard the company will ensure that competent person tests the atmosphere to determine that the confined space is safe for entry by a worker:
    a) Before a worker enters a confined space
    b) Where all workers have vacated the confined space, before any worker re-enters the confined space
    c) On the request or a worker who is required or permitted to enter the confined space
    d) Continuously where any condition in the confined space may change and out the worker's health or safety at risk

Where a hazardous confined space cannot be purged and ventilated to provide safe atmosphere, or a safe atmosphere cannot be maintained, the company will ensure that no work is carried on in the confined space except in accordance with the regulations. Flammability tests

must be performed to determine if there are flammable substances present in the confined space.

26.4.5 SAFETY WATCH

Prior to confined space entry, a safety watch person must be identified and must understand their responsibilities. The safety watch provides a means of summoning help in the event of an emergency inside the space. Workers inside the space must be able to contact the safety watch either through voice, visual or hand signal contact. If a confined space entry is determined to be a high hazard situation, the safety watch must:

- Be stationed at the entrance
- Be able to be summoned at all times
- Check on the well-being of the workers continuously
- Be equipped and capable of immediately effecting rescue using equipment (if required)
- Trained on rescue procedures, but also must not enter a confined space unless there is at least one additional rescue worker located outside to render assistance.
- Must prevent the entanglement of lifelines and other equipment.

General duties of the safety watch:

- Communicate any changes in working conditions to the workers in the confined space
- Know the potential hazards including signs, symptoms, consequences, and physiological effects of exposure to the hazard
- Be familiar with the SDS for the product(s) that may be encountered in the confined space
- Monitor any life support systems that may be used during the confined space entry and/or rescue
- Ensure the confined space entrance is secured so that unauthorized entry or access to the work area does not occur
- Know the ERP and rescue procedures
- Ensure the rescue equipment is nearby and readily available
- Identify and establish communication procedures
- Monitor the atmosphere of the confined space regularly to determine if the atmosphere has changed
- Inventory tools and ensure nothing is forgotten in the space before it is sealed
- Must evacuate all workers from the confined space as quickly as possible, when a worker recognizes a sign or symptom of overexposure, an unacceptable condition arises, or an evacuation alarm is activated
- In the event of a confined space rescue, the safety watch does not enter the confined space, but immediately summons a rescue response team.

26.4.6 FLAMMABLE SUBSTANCES

The flammability of a substance depends on its flash point and explosive limits. Flammable liquids ignite when enough vapors are emitted to form an ignitable mixture, above a certain temperature, known as the flash point of the liquid.

A flammable atmosphere is an atmosphere, which contains more than 10% of the Lower Explosive Limit (LEL) of an atmosphere.

Explosive limits are the concentrations through which mixtures of the flammable gas in air will burn. There is a LEL and an Upper Explosive Limit (UEL). Gasoline, for example has a LEL of 1.5% and a UEL of 7%. Outside these limits, the mixture of gas and air is either too lean or too rich to ignite. Proper purging and flushing methods can prevent confined space fires and explosives.

The company will ensure that a confined space is inerted if it is not reasonably practicable to eliminate an explosive or flammable atmosphere within the confined space through another means. If a confined space is inerted, an employer must ensure that:

a) Every worker entering the confined space is equipped with supplied air respiratory protection equipment.
b) All ignition sources are controlled.
c) The atmosphere within the confined space stays inerted while workers are inside.

26.4.7 RESPIRATORY EQUIPMENT

Priestly Demolition Inc. will ensure that a worker is provided with and required to use a respiratory protective device if the airborne concentration for any substance meets or exceeds the permissible contamination limits, oxygen deficiency or enrichment is detected, or the airborne concentration of any other substance may be harmful to the worker. All personal protective equipment and rescue equipment required for use in a confined space will be inspected by a competent person before workers enter a confined space.

A safe means of entry and exit will be available to all workers required to work in confined space and rescue personnel attending to the workers. Such measures may include, but are not limited to secured steps, temporary platforms and handrails may be suitable in some circumstances. Ensuring the area is free from traffic hazards are slipping and tripping hazards.

27 COP-02-LEAD AWARENESS

Within the industry, the possible sources of lead exposure may include, but are not limited to, the following:

- Process streams and associated equipment;
- Waste streams and associated equipment;
- Tanks, vessels, accumulators, etc.;
- Lead smelters;
- Lead/acid battery maintenance and disposal;
- Radiator and muffler repairs;
- Motive fuels;
- Manufactured material inhibitors;
- Various paints, compounds, and additives;
- Various glass and ceramics;
- Industrial dusts; and
- Soil.

27.1 SPECIFIC REQUIREMENTS

The Company shall assess the use, handling, and storage of lead with respect to the exposure or likelihood of exposure of any worker to lead. Where the assessment identifies that a worker is likely to inhale, ingest, or absorb lead to such an extent that the health of the worker may be adversely affected, the employer shall develop a Lead Control Program.

The Lead Control Program shall incorporate those measures and procedures required to:

- Maintain employee exposures to lead to under 50 micrograms per cubic meter of air, and
- Maintain employee blood lead levels to less than 2.0 micromoles per liter of blood.

When a change is made in any process involving the use of lead, the workplace assessment shall be reviewed to determine if changes to the Lead Control Program are warranted.

27.2 GENERAL REQUIREMENTS

1. Worker Exposure to Harmful Substances.

The Company will ensure that a worker's exposure to any substance listed in the respective provincial chemical substances listing is kept as low as reasonably practicable and does not exceed its occupational exposure limit.

If no occupational exposure limit is established for a harmful substance present at a work site, the Company will ensure that all reasonably practicable steps are taken to keep each worker's exposure to that harmful substance as low as reasonably practicable.

If a worker is exposed to a substance listed in the respective provincial chemical substance listing at a concentration that exceeds its eight-hour occupational exposure limit but is less than its 15-minute occupational exposure limit, the Company will ensure that:

- Each 15-minute period of exposure is followed by a period of at least 60 minutes during which the airborne concentration of the substance is at or below its eight-hour occupational exposure limit;
- The worker cannot be subjected to more than four of the 15-minute periods of exposure in a continuous 24-hour period; and
- The eight-hour occupational exposure limit cannot be exceeded.

A worker may not be exposed to a substance listed in the respective provincial chemical substance listing at a concentration exceeding its ceiling limit at any time.

If no 15-minute occupational exposure limit or ceiling occupational exposure limit is listed for a substance in the respective provincial chemical substance listing, the Company will:

- Comply with the eight-hour occupational exposure limit, and
- Ensure that a worker's exposure to that substance does not exceed:
- Three times the eight-hour occupational exposure limit for more than a total of 30 minutes during a continuous 24-hour period, and five times the eight-hour occupational exposure limit, or
- The concentration that is immediately dangerous to life and health, whichever is lower.

27.2.1 EXPOSURE DURING SHIFTS LONGER THAN EIGHT HOURS

If a worker is exposed to a substance listed in the respective provincial chemical substance listing during a single work shift that is longer than 8 hours, the Company will ensure that equivalent protection from adverse health effects is achieved by adjusting the 8-hour exposure limit using the following formulas:

1. Adjusted exposure limit = 8-hour occupational exposure limit x daily reduction factor where daily reduction factor = (8 x (24 hours)), and h 16 (h = hours worked per day);
2. Subsection 1 does not apply to a substance for which the number "3" appears in the "Substance Interaction" column of the respective provincial chemical substance listing; and
3. The Company may adjust the eight-hour exposure limit by another method that uses recognized scientific principles that is approved by a Director of Occupational Hygiene.

27.2.2 REVIEW OF EXPOSURE LIMITS

A person may apply to a Director of Occupational Hygiene to request a review of the occupational exposure limit of a substance.

An application must be in writing and must include reasons for the review, proposed changes, and information to support the request.

On receipt of a request for a review of an occupational exposure limit, a Director of Occupational Hygiene may review the occupational exposure limit.

27.2.3 AIRBORNE CONCENTRATION MEASUREMENTS

If a person measures the airborne concentration of a harmful substance for the purposes of complying with the occupational exposure limits as required by this Code, the person must make the measurement:

- In accordance with the NIOSH Manual of Analytical Methods, 4 Edition (August 1994), published by the United States Department of Health and Human Services, as amended up to and including the 2 supplement (January 15, 1998), or
- Using methods or procedures that are approved by the Director of Occupational Hygiene.

The Company will record the results of the measurements and keep them for three years from the date on which the measurements were taken.

27.2.4 POTENTIAL WORKER EXPOSURE

1. If a worker may be exposed to a harmful substance at a work site, the Company will identify the health hazards associated with the exposure and assess the worker's exposure.
2. The Company will ensure that a worker who may be exposed to a harmful substance at a work site:
    a) Is informed of the health hazards associated with exposure to that substance;
    b) Is informed of measurements made of airborne concentrations of the harmful substances at the work site; and
    c) Is trained in procedures developed by the employer to minimize the worker's exposure to harmful substances and understands the procedures.
3. A worker who is provided with training under subsection 2 must use the procedures appropriately and apply the training.

27.2.5 WORKER OVEREXPOSURE

If a worker may be exposed to an airborne concentration that is more than the occupational exposure limit of a substance, the Company will conduct measurements of the concentrations of that substance at the work site.

If a worker is exposed to more than the occupational exposure limit of a substance, the Company will immediately:

- Identify the cause of the overexposure;
- Protect the worker from any further exposure;

- Control the situation so that no other workers are exposed to the substance at airborne concentrations that are more than the occupational exposure limit;
- Explain to the worker the nature and extent of the overexposure; and
- Notify the HSE Manager.

27.3 CODES OF PRACTICE

Priestly Demolition Inc. has developed this code of practice based on the Alberta Occupational Health and Safety Code governing the storage, handling, use, and disposal of a substance listed in Schedule 1, Table 1, which is present at a work site:

- As pure substance in an amount exceeding ten kilograms, or
- In a mixture in which the amount of the substance is more than ten kilograms and at a concentration of 0.1 percent by weight or more.

The code of practice (or related code of practice if applicable) must include measures to be used to prevent the uncontrolled release of the substance and the procedures to be followed if there is an uncontrolled release.

27.3.1 STORAGE OF HARMFUL SUBSTANCES

The Company will ensure that a harmful substance used or stored at a work site:

- Is clearly identified, or its container is clearly identified, and
- Is used and stored in such a way that the use or storage is not a hazard to workers.

27.3.2 GENERAL PROVISIONS FOR LEAD

The Company will:

- Minimize the release of lead into the air as far as reasonably practicable, and
- Keep the work site clear of unnecessary accumulations of lead and waste materials containing lead.

27.3.3 RESTRICTED AREA

1. The Company will ensure that only a person authorized by the employer or by law enters a restricted area.
2. The Company will post signs that clearly indicate that:
   - Lead is present in the area;
   - Only authorized persons may enter the area; and
   - Eating, drinking, and smoking are prohibited in the area.
3. Signs posted under subsection 2 must:
   - Be in a conspicuous location at the entrances to and on the periphery of each restricted area, as appropriate, and
   - Remain posted until the area is no longer a restricted area.

4. The Company will:
   - Provide workers in a restricted area with protective clothing that protects other clothing worn by the worker from contamination by lead;
   - Ensure that workers' street clothing is not contaminated by lead; and
   - Ensure that a worker does not leave a restricted area until the worker has been decontaminated.
5. Subsection 4 does not apply in an emergency if the health or safety of a worker requires the worker to leave a restricted area without being decontaminated.

27.3.4 WORKPLACE ASSESSMENT

1. Requirements for Air Sampling

a) Where reasonably practical, employee exposures shall be assessed using personal sampling.
b) Where air sampling is required, it shall be conducted according to the current NIOSH methods or methods that are equivalent or better.
c) Written copies of the results of air sampling shall be provided to:
   I. The Joint Occupational Health and Safety Committee or Health and Safety Representative (where present), and
   II. (Individual results) to those employees from whom personal samples were collected.
d) Results of air sampling shall be posted for a minimum of 30 days in a conspicuous place in the workplace in such a manner so as not to identify specific individuals.
e) Records of air sampling results shall be maintained by the employer for at least five years.

2. Requirements for Health Monitoring

Individual health records shall be created and maintained.

Health records created pursuant to this code of practice are to be considered confidential documents and are to be kept in a secure manner.

Health records created pursuant to this code of practice or extracts, or excerpts thereof may not be released except in a form calculated to prevent the information from being identified with a person or case or with the permission of the employee.

The employer shall keep health records created pursuant to this code of practice in a secure place for a period of 30 years from the time of the last entry.

27.3.5 REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

Where reasonably practicable, employee exposures shall be maintained below 50 micrograms per cubic meter of air without requiring the use of personal protective equipment.

Where respiratory protection is used, it shall be a type which is approved by NIOSH as suitable for protection under the expected conditions of use.

Where respiratory protective equipment is used, the employer shall design and implement a program for the use of respirators in accordance with CSA Standard Z94.1, Selection, Care and Use of Respirators.

27.3.6 REQUIREMENTS FOR PERSONAL HYGIENE AND WORKER DECONTAMINATION

Eating, drinking, and smoking shall not be permitted in an area where lead containing materials are used, handled, or stored.

Where required as part of a Lead Control Program:

- Street clothes shall be removed and stored in a clean lead-free area at the workplace;
- If clothing used in a restricted area containing lead is reused and not discarded, the employer must have the clothing laundered in the appropriate manner and at the appropriate intervals to ensure that:
- The clothing is decontaminated, and
- There is no cross-contamination of other clothing by lead;
- The employer must ensure that clothing contaminated with lead that is to be laundered before being reused is stored and transported in sealed containers;
- Containers used for storage and transportation must be clearly labeled:
- To identify the contents;
- To indicate that the contents are a hazard; and
- To warn workers that dust from the contents should not be inhaled.
- The employer shall install or make available showers with hot and cold running water, located between the work area and the clean lead-free area; and
- Towels, soap, and hair cleanser will be made available as needed.

27.3.7 MEDICAL MONITORING FOR LEAD

The Company will ensure that blood testing for lead levels is available to a worker if the worker at a work site could reasonably be expected to have an elevated body burden of lead. The Company will ensure that a worker exposed to lead is informed of the availability of the blood lead test, and the Company will pay for the cost of a blood level test.

An exposed worker may refuse to undergo a blood level test by giving the employer a written statement refusing it. The Company will not coerce, threaten, or force a worker into refusing part or all the tests.

27.3.8 MEDICAL MONITORING FOR LEAD (OH&S CODE)

Where the worker has a blood level that indicates lead poisoning, an occupational health and safety officer, under the direction of a Director of Medical Services, may require the employer to remove the worker from further lead exposure.

28 COP-03-H2S

The following Code of Practice applies to all work areas that use hydrogen sulphide gas (H2S) or where H2S materials are present. H2S is a colorless, poisonous, and flammable gas with an odor of rotten eggs. Smell can be detected at concentrations below 100ppm. Above that level, it will deaden the sense of smell so there is little to no warning properties. The Company will enforce the importance of being aware of the Hydrogen sulphide gas is flammable in concentrations in air above 4% and can be harmful to health at concentrations as low as 10 parts per million (ppm) in the air. The Alberta Occupational Exposure Limit is 10 ppm for up to 8 hours. The Immediately Dangerous to Life and Health concentration of 100 ppm has been established by the National Institute for Occupational Safety and Health.

potential of H2S exposure on site where employees, contractors, sub-contractors, and visitors are engaged in work activity.

28.1 PROPERTIES OF H2S:

- H2S is colorless and may be lighter or heavier than air. If H2S is mixed with light hydrocarbons (i.e., Methane), the mixture can be lighter than air. If H2S is mixed with heavier hydrocarbons (i.e., Propane), the mixture will be heavier than air.
- H2S is soluble in produced water, oil, condensate, methanol, emulsion, and sludge (all hydrocarbon liquids). Hydrocarbon solutions will discharge H2S gas if agitated/stirred or heated. • H2S is highly flammable with an explosive range of 4.3% to 46% by volume in air.
- H2S may be stored under pressure, which will create a hazard/

28.2 HEALTH EFFECTS OF H2S

Health Affects from Short-Term Exposure to H2S

10ppm or less	No known short-term effect from 8 hr. exposure. Odor may be present.
20-50 ppm	Eye, nose, throat, and lung irritation
50-100 ppm	Marked eye, nose, throat, and lung irritation.
100-150 ppm	Severe eye, nose, throat, and lung irritation. Loss of smell. Exposure duration of 8 hours or more may be fatal
200-300 ppm	Headaches, drowsiness. Prolonged exposures of several hours may cause the lungs to fill with fluids.
300-500 ppm	May cause unconsciousness and death in 1 to 4 hours.
500-700 ppm	Knockdown within 1-hour exposure (may be fatal)
Greater than 700ppm	Immediate knockdown (may be fatal)

Allowable Exposure Limits (Canada only)

Exposure Limit	Alberta	B.C.	Sask.	Canada	Descriptions
8 hours	10 ppm	-	10 ppm	1 ppm	Time weighted average (TWA) for 8 hours
15 minutes	-	-	15 ppm	5 ppm	TWA average for up to 15 minutes, with 60-minute breaks
Ceiling	15 ppm	10 ppm	-	-	Never exceed without respiratory protection

- WORKERS MUST NOT BE EXPOSED TO A CONCENTRATION OF H2S EXCEEDING 10 PPM OVER AN 8 HOUR TIME FRAME.

o 8-Hour-Time-Weighted-Average: The average H2S concentration that a person can be exposed to for 8 hours without risking health effects.

- WORKERS MUST NOT BE EXPOSED TO A CONCENTRATION OF H2S THAT EXCEEDS 15 PPM AT ANY TIME.

28.2.1 TRAINING

Workers must possess a valid H2S training certificate to enter any worksite where H2S may be present. Priestly Demolition Inc. will provide the H2S training to employees. The training will include:

- Identification of health hazards associated with exposure to H2S.
- Protective equipment to be worn
- Procedures to minimize exposure time

H2S training certificates will be taken by office administration and kept on file. Re-Certification will occur every three years at a minimum, however, will be reviewed frequently with workers as needed.

28.2.2 GAS HAZARD TRAINING

Workers must be trained in H2S as well as gas hazard awareness training. The gas hazard awareness training will cover the following topics:

- Locations of all alarm systems
- Gas monitoring equipment (portable and fixed detection)

- Gas alarms
- Gas characteristics- oxygen deficiency, oxygen or nitrogen enrichment, carbon monoxide and hydrogen sulphide.
- Any plant or department specific gases of concern
- Signs and symptoms of overexposure to gases
- Personnel rescue procedures
- Use and care of SCBA
- Evacuation procedures
- Primary and secondary staging areas

All gas hazard awareness training (H2S as well) MUST be documented and will be kept on file.

28.2.3 CONTROLLING THE HAZARD

- Ensure an adequate hazard assessment is completed.
- Ensure wherever possible, engineering controls are in place to eliminate the hazards.
- Ensure administrative controls, such as procedures and practices are current and up to date.
- Rely on personal protective equipment, such as SCBA only as a last resort, such as emergencies, or where engineering controls are not feasible.
- Ensure employees are trained to recognize and control the hazard.
- Ensure systems are isolated and deemed safe.
- Ensure no explosive atmospheres can exist.
- Remove stored pressure by depressurizing or draining.
- Ensure communication methods are in place that identify person(s), location, and allow for response if required.
- H2S training is required. A worker must be deemed competent to perform the requirements of this practice.
- Critical tasks associated with H2S handling must be prepared and in place.

28.2.4 GAS DETECTION MONITORING

- Personal monitors will be worn in all areas where H2S or any other harmful gases are or may be encountered.
- The alarm on the monitor must be set at 10 ppm.
- The wearer of the monitor is responsible for ensuring the monitor is maintained and bump tested according to manufacturer's instructions. (Daily or otherwise stated to ensure alarms are working correctly)
- The monitor must be checked and calibrated by a certified, competent, qualified person on a regular basis as specified by the manufacturer.
- The monitor will have a current calibration sticker affixed to it.

28.2.5 EFFECTIVE COMMUNICATION

A contact person is imperative if working alone in a situation where H2S could be present. Ensure there is a method of communication and check in/out practice will be utilized for all working alone activity.

28.2.6 REQUIRED PERSONAL PROTECTIVE EQUIPMENT

1. Fire retardant outerwear
2. Hard Hat
3. Safety Glasses
4. Steel Toed Boots
5. Gloves

Respiratory protection is required when entering areas where:

- H2S concentration is suspected to be at or above 10ppm
- There is any indication of equipment failure or product leak
- Entering a confined space containing sour liquids Respiratory protection shall be:
- A full-face positive pressure self-contained breathing apparatus (SCBA) OR
- A full-face positive pressure supplied air breathing apparatus (SABA) equipped with a 5-minute escape air bottle (2216 psi)
- Backup personnel are required when entering an IDLH atmosphere of greater than 100 ppm H2S. Backup personnel should be fully trained in rescue.

28.2.7 EMERGENCY RESCUE

Workers will be aware of the owners' contingency plan which will include evacuation routes and alarms. ERP drills will be conducted, and rescue procedures will be practiced. Workers should be familiar and aware of the established ERP and must follow the H2S Alive Emergency Response Steps:

Step One: Evacuate

Whenever an accidental H2S release occurs, the first initial response must be to get out of the area immediately. Get to a safe area upwind of the H2S release to the designated muster point (depending on wind direction).

Step Two: Sound the Alarm

Alert others to evacuate. Stop all work. Call for backup either with personnel on site, or by 2-way telephone. Notify others for assistance.

Step Three: Assess the Situation

Evaluate the situation. Do a head count. Consider the conditions-gas release, fire, missing personnel? Do you have personnel available to assist? Can you safely eliminate any ignition sources in the H2S release area circumference or downwind of the H2S release? If required, contact external outside resource support-they have the training, protective equipment, and

other specialized equipment to assist in extinguishing a fire or rescuing a H2S victim within a H2S release area. Is an ambulance required? Ensure they have accurate directions to the location.

Step Four: Protect Rescue Personnel

Ensure that you and anyone participating in any H2S release containment or H2S rescue are protected with SCBA equipment. Do not complicate the situation by becoming a casualty!

Step Five: Rescue Victim

While it is important to rescue a victim/worker from further H2S exposure as soon as possible, do not take unnecessary risks. Every man down rescue station into a H2S release environment must be evaluated according to the event circumstances and acted upon/adjusted accordingly. Get the victim to fresh air (up wind if possible) with two arms drag or two rescuer drag/carry methods.

Step Six: Begin First Aid as Required

Apply rescue breathing. Determine unresponsiveness, open airway (Head tilt/chin lift, look, listen, feel for breathing-10 second max), give two slow breaths (two seconds per breath). If victim starts breathing, place in recovery position. If not, check pulse (10 second max), then one breath every five seconds. If there is no pulse, conduct CPR.

Step Seven: Get Medical Aid

All H2S victims require medical attention. Even if they revive quickly, there is still a possibility that the lungs may collect fluid some hours after exposure. Arrange a transport of the victim to medical aid and provide the necessary information to emergency medical services.

29 COP-04-ASBESTOS

This COP intends to establish a practice for identifying and management of Asbestos containing products on Priestly Demolition Inc. worksites.

Application

This practice applies to all areas which have or may have Asbestos hazards.

29.1 GLOSSARY OF TERMS

Abatement: Procedures to encapsulate, enclose, or remove Asbestos-containing material.

Aggressive Sampling: Air sampling that takes place while air is physically circulated to produce a "worst case" situation. This type of sampling takes place after final clean-up.

Air-line Respirator: A supplied air respirator through which breathable air is delivered to the worker via an airline. Air is supplied from a compressor or compressed air cylinder.

Airlock: A device allowing movement of persons from one room to another while permitting minimal air movement between these rooms. Curtained doorways are typically constructed by placing two overlapping sheets of plastic over an existing or temporarily framed doorway, securing each sheet along the top of the doorway, securing the vertical edge of one sheet along one vertical side of the doorway and securing the vertical edge of the other sheet along the opposite side of the doorway. The door flaps must be constructed to allow make-up air to flow into the containment area. Two curtained doorways spaced a distance apart form an airlock.

Air Monitoring: The process of measuring airborne fiber levels in a specified area over a period. This involves drawing a known volume of air through a filtered cassette with an effective pore size, counting the fibers that collect on the filter and expressing the result as fibers per cubic centimeter (f/cc).

Air Purifying Respirator: A respirator that filters air inhaled by the respirator wearer. Air is exhaled through a valve in the bottom of the respirator.

Asbestos: A generic name given to several naturally occurring hydrated mineral silicates. These silicates are incombustible in air, are separable into fibers and have a unique crystalline structure.

Asbestos-Containing Materials: Any material analyzed and found to contain one percent or more Asbestos.

Asbestos Waste: Discarded materials from which there is a reasonable chance that Asbestos might be released and become airborne and includes disposable protective clothing that has been used in a restricted area.

Atmosphere Immediately Dangerous to Life and Health: An atmosphere that poses an immediate threat to life, immediate or irreversible adverse effects on health, or acute eye exposure that would prevent escape.

Clean Room: The uncontaminated area of the decontamination facility in which workers change into their disposable clothing and back into their street clothes. It is adjacent to the shower room and opens to the outside of the decontamination facility.

Contaminated Item: Any object that has been exposed to airborne Asbestos fibers without being sealed off, isolated, or cleaned.

Decontamination Facility: An area constructed to prevent the spread of Asbestos fibers beyond the work area. It is a series of rooms consisting of a dirty room, shower room, equipment transfer area, and clean room. Decontamination facilities may be constructed for personnel leaving the work area or wastes that must be removed from the work area.

Dirty Room: A room adjacent to the containment area where workers dispose of waste or remove personal equipment before entering the shower room.

DOP Testing: Testing of equipment fitted with HEPA filters such as vacuum cleaners and negative pressure units after filter installation has been completed. An aerosol of Dioctyl Phthalate (DOP) is introduced on the upstream side of the HEPA unit and if aerosol particles are detected on the downstream side, the unit is shut down and inspected and/or repaired. The particles generated are 0.3 micrometers in diameter or larger. The test is used to determine whether there are imperfections in the filter or in the seal between the filter and the cabinet frame. Where signs of leakage more than 0.03 percent are detected with a photometer, the filter must be repaired or changed, and equipment retested.

Encapsulation: The process of coating Asbestos-containing materials to control the release of Asbestos fibers into the ambient air. A sealant is applied that hardens the material (penetrant sealant) and/or provides a protective cover (bridging sealant).

Enclosure: Procedures taken, or a structure built to completely seal Asbestos-containing materials behind airtight, impermeable, permanent barriers.

Equipment and Waste Transfer Section: Allows for the removal of Asbestos waste material and contaminated equipment. This section can include a dirty room, a holding room and a transfer room and can be a part of the decontamination facility.

Exposed Worker: A worker who may reasonably be expected to work in a restricted area during at least thirty (30) workdays in a twelve (12) month period.

Filter Cassette: An apparatus used to collect air samples for airborne fiber counting, consisting of a 25-millimeter diameter filter and a 0.45 to 1.2 micrometer cellulose ester membrane that traps the fibers.

Friable Material: Material that can be crumbled by hand. The more friable the material, the greater the potential hazard due to fiber release.

Glove Bag: A clear polyethylene plastic bag with attached long-sleeve gloves. It is designed to allow removal of insulation on pipes and pipe fittings.

HEPA Filter: A High Efficiency Particulate Air Filter. HEPA filters are used in both respirators and air handling equipment. The filters have a minimum particulate removal efficiency of 99.97

percent for thermally generated mono-dispersed DOP aerosol particles with a diameter of 0.3 micrometers and a maximum pressure drop of 2.5 centimeters water gauge when clean and operating at their rated airflow capacity.

Negative Air Pressure System: Reduced air pressure within the work area compared to the ambient air pressure produced through the use of negative air units. Reduced pressure in the work area prevents leakage of contaminated air out of the work area. Airborne fibers will tend to be trapped by the HEPA filter equipped filtration system instead.

NIOSH: The National Institute for Occupational Safety and Health. It is the United States-based approval agency for respiratory protective equipment and methods of analyzing air samples.

PF: Protection factor as provided by a respirator.

Powered Air Purifying Respirator (PAPR): A full-face mask into which filtered air is pumped at approximately 100 - 150 liters per minute (4-6 cubic feet per minute). The PAPR consists of a full-face mask, a battery pack, an air pump, high efficiency filter and hoses.

Qualitative Fit Test: A method of testing a respirator's face piece-to-face seal by injecting an agent such as isoamyl acetate, saccharin or Bitrex™ inside a test chamber (enclosure head), or irritant smoke around the face piece and subjectively determining whether the wearer detects the agent.

Quantitative Fit Test: A method of testing a respirator face piece-to-face seal using instrumentation that quantifies the actual protection factor provided by the respirator.

Removal: Procedures necessary to strip Asbestos-containing materials from designated areas and to then dispose of these materials at an acceptable site.

Respirator: Personal protective equipment that protects a worker against the inhalation of airborne contaminants providing it is the correct type of respirator and is worn properly.

Restricted Area: An area of a worksite where there is a reasonable chance of the concentration of airborne Asbestos being at least 50% of the 8-hour occupational exposure limit.

SCBA - Self Contained Breathing Apparatus: Respirator that provides breathing air from a compressed air cylinder, usually carried on the wearer's back.

Shower Room: Part of a decontamination facility, this room is situated between the clean room and the dirty room and contains a walk-through shower.

Tear Down: The procedure involving final dismantling of the work area and decontamination facility.

29.2 POTENTIAL HAZARDS

- Asbestos must be inhaled to cause disease. Intact and undisturbed Asbestos presents no direct health hazard, but does present a potential hazard should fibers be released and inhaled;
- The health risk is considered minimal for materials containing Asbestos which are in good condition, in inaccessible locations, and the risk of damage to the product or containment is low; and
- Risk of exposure by deterioration due to uncontrolled natural causes, or where damage or disturbance cannot be controlled.

29.2.1 EQUIPMENT AND TRAINING REQUIREMENTS

- Only certified and trained personnel are allowed to work with products containing Asbestos. These people are qualified to develop procedures for the management, handling, removal, and shipping of Asbestos products, and
- Any site that may have Asbestos containing materials is required to have a procedure for managing the risks associated with containment, removal, storage, and disposal of Asbestos containing materials.

29.2.2 HAZARD IDENTIFICATION

If Asbestos is suspected:

- Proper respiratory protection should be utilized while sampling;
- Small samples should be put into sealed bottles;
- WHMIS labelled; and
- Sent to a lab for analysis.
- Positive confirmation of the presence of Asbestos requires Priestly Demolition Inc. supervisors to contact a company specializing in management and handling of Asbestos to develop a procedure for the area of concern.

29.3 ASBESTOS AND ASBESTOS-CONTAINING MATERIALS

Asbestos is the common name given to a group of naturally occurring mineral silicates that can be separated into flexible fibers. There are two main classifications of Asbestos, which are based on the rock types which form the Asbestos. These classifications are sub-divided as follows:

- Serpentine Asbestos:
- Chrysotile.
- Amphibole Asbestos:
- Amosite;
- Crocidolite;
- Fibrous Tremolite;

- Fibrous Anthophyllite; and
- Fibrous Actinolite.

The serpentine family consists of only chrysotile or "white" Asbestos. It is hydrated magnesium silicate having long wavy fibers that are white or off-white. Within the amphibole family, only amosite and crocidolite have had significant commercial use. Amosite is often called "brown" Asbestos and has much straighter and shorter fibers than chrysotile. Crocidolite is referred to as "blue" Asbestos and has long straight fibers, much like amosite.

29.4 USES OF ASBESTOS

The main properties that make Asbestos useful are its incombustibility, strength, and flexibility when separated into fibers. It is also effective as a reinforcing or binding agent when combined with cement or plastic.

In the energy industry, ACMs may be found in, but not limited to:

- Insulation on piping and return lines containing steam, hot water, process gases, and fluids;
- Insulation on boilers, incinerators, and process vessels;
- Pipe and duct casings, floors, ceilings, walls;
- Crawl spaces, wall cavities, above ceiling spaces, T-bar ceiling tile;
- Acoustic and stippled finishes; and
- Fireproofing spray on beams, decks, joists, columns, and other structural members.

Insulating products with ACMs are generally categorized as:

- **Friable Material**: Material which can be crumbled by hand. The more friable the material, the greater the potential hazard of Asbestos fiber being released into the air, and
- **Non-Friable Material**: Material which is not easily crumbled by hand. Non-friable products which may contain Asbestos pose little danger of releasing airborne fibers unless cut, broken, sawn, ground, sanded, or in deteriorating condition.

29.5 ASSESSING HEALTH AND EXPOSURE RISK

Asbestos must be inhaled to cause disease. Intact and undisturbed Asbestos present no direct health hazard but does present a potential hazard should fibers be released and inhaled.

The health risk is considered minimal for materials containing Asbestos which are in good condition in an inaccessible location and the risk of damage is low. Where the risk of exposure by deterioration due to uncontrolled natural causes, or where damage or disturbance cannot be controlled, management is very difficult. Alberta Workplace Health and Safety considers air monitoring alone to be insufficient in determining the potential health and exposure risk. Asbestos fibers cannot usually be detected above background levels unless the material is disturbed in some way, so additional criteria is needed to determine the risk of exposure and the need for removal.

29.5.1 EXPOSURE ASSESSMENT

Assessment and determination of health risk should be conducted by competent personnel, trained in the evaluation of potential Asbestos exposure risk. Investigators use the following eight (8) major factors to evaluate the condition of an installation:

1. Condition of Material

The condition of the Asbestos-containing materials may indicate how easily fibers can cause contamination by being released into the area. An assessment of the condition considers the quality of the installation, adhesion of the material to the underlying substrate, deterioration, vandalism, and/or damage.

2. Water Damage

Water can dislodge, delaminate, and disturb friable Asbestos-containing materials that are otherwise in good condition. Water can carry fibers as slurry to other areas where evaporation leaves a collection of fibers that can be released into the air.

3. Exposed Surface Area

The exposed surface area of friable material affects potential fiber fallout levels and the possibility for contact and damage. Visible friable material is considered to be exposed. Maintenance personnel frequently access the space above suspended ceilings to service or maintain electrical or communications equipment or adjust the ventilation system. In most cases, this space is considered an exposed surface. Areas with louvers, grids, or other open ceiling systems should be considered exposed.

4. Accessibility

Accessibility is one of the most important indicators of exposure potential. If the Asbestos-containing material can be reached, it is accessible and subject to accidental or intentional contact and damage. Friable material is considered accessible if it is close to heating, ventilation, lighting, and plumbing systems requiring maintenance or repair.

5. Activity and Movement

This factor combines the effects of general causes that may result in contact with, or damage to, friable material. These causes include air movement, maintenance activities, vibration (from machinery or other sources), and activity of building workers. This factor is also an indication of the potential for future exposure.

6. Air Plenum or Direct Air Stream

According to the Alberta Building Code, and the Alberta Occupational Health and Safety Act, Regulation and Code, Asbestos materials are not permitted to be located in supply or return air plenums. Action is required by building owners if Asbestos-containing materials are found in these areas.

7. Friability

The material in question must be touched to evaluate its friability. The easier it is to crumble, the more friable the material and the greater the potential for Asbestos fiber release and contamination. Sprayed Asbestos material is generally more friable than most trowelled materials or mechanically installed insulation.

8. Asbestos Content

To calculate total Asbestos content, the percentage content for each type of Asbestos present in a given sample should be summed. While all Asbestos-containing materials present an exposure potential, those with a high percentage of Asbestos content can release more fibers. If any amount of crocidolite Asbestos is found, it must be removed on an "immediate" basis, as its use is prohibited by the Alberta Building Code.

29.5.2 TABLE 1 - ASSESSING EXPOSURE RISK

FACTOR	DESCRIPTION	RATING OF RISK EXPOSURE
Accessibility of Material	Accessible in high activity areas. Accessible in low activity areas or beyond the reach of area occupants. Enclosed.	High (H) Medium (M) Low (L)
Condition of Material	Severely damaged. Mild to moderate damage. Good condition.	High (H) Medium (M) Low (L)
Friability of Material	Easily breaks apart. Mild to moderate friability. Non-friable.	High (H) Medium (M) Low (L)

29.5.3 TABLE 2 DETERMINING THE LEVEL OF CONTROL REQUIRED BASED ON THE RISK EXPOSURE ASSESSMENT OF TABLE 1

	Asbestos Not Present in Return Air Plenum		**Asbestos Present in Return Air Plenum**
	Less than 20% Asbestos Content in Material	**Greater than 20% Asbestos Content in Material**	
Immediate Control Required	2 Hs or 3 Ms	1 H or 2 Ms	Control required unless 3 Ls and less than 20% Asbestos content in material.
Control Required	1 H or 2 Ms	1 M	
No Control Required	1 M or 3 Ls	3 Ls	

29.6 ASBESTOS ABATEMENT METHODS

There are four (4) basic approaches to controlling exposure:

1. Removal

Asbestos-containing materials are completely removed and properly disposed of.

During removal, all Asbestos-containing materials are taken off the underlying surface and collected and placed in containers for burial at an approved waste disposal site. This process is the most expensive control method in the short-term and may require interruption of building activities. Removal is a necessary pre-requisite for demolition of a building containing Asbestos-containing materials or when planned renovations will disturb the Asbestos.

2. Encapsulation

Asbestos-containing materials are coated with a bonding agent called a sealant. Sealants penetrate material (penetrants) and/or cover the surface of the material with a protective coating (bridging sealants). Encapsulation should be limited to areas where the Asbestos-containing material will not be subject to further damage by contact. Encapsulation should also be limited to material that is capable of supporting the additional weight of the sealant. In addition, the fire rating of the material must be considered before applying a sealant.

3. Enclosure

Asbestos-containing materials are separated from the building environment by barriers.

Enclosure requires a physical barrier be placed between Asbestos-containing materials and the building environment. A drywall covering is normally an acceptable enclosure. A suspended ceiling is too easily entered and does not provide a reliable barrier. If a suspended ceiling must be saved, the tiles should be labelled to indicate that Asbestos is present behind the tiles and will be disturbed if a tile is removed.

4. Management Plan

The area is inspected periodically for changes in exposure potential and maintenance staff are correctly notified and trained to deal with the Asbestos-containing materials. A management plan can be used to deal with Asbestos-containing materials that do not pose a risk or for materials remaining after remedial actions have reduced the potential for exposure. Removal, encapsulation, and enclosure are corrective methods and can be used separately or in combination. Removal eliminates the source of exposure and therefore offers a permanent solution. Enclosure and encapsulation are containment methods that do not remove the potential source of Asbestos exposure. If Asbestos-containing materials remain in place (even if enclosure or encapsulation have been implemented), a management plan will be required for the building.

29.7 ASBESTOS ABATEMENT PROCEDURES

Abatement procedures can generally be divided into three (3) categories: low risk, moderate risk, and high risk, depending upon the potential for generating airborne Asbestos fibers.

All procedures follow the same four (4) principles:

- Isolate the work area;
- Protect workers;
- Minimize the release of Asbestos fibers; and
- Ensure adequate clean-up and decontamination.

The information provided below should be used as a guide, since actual risk levels may vary, and depending on work conditions, the project risk level can change.

29.7.1 LOW RISK ABATEMENT ACTIVITIES

Operations classified as "low risk" have a minimal risk of releasing Asbestos fibers into the air. The precautions to adequately protect workers are relatively simple to follow. Low risk activities include, but are not limited to:

- Installing or removing non-friable products (that are in good condition) manufactured from Asbestos-containing materials without cutting, breaking, sanding, or vibrating the materials;
- Work done in proximity to friable Asbestos that does not require contacting the Asbestos;
- Using non-powered hand tools designed to cut, drill, or abrade a non-friable manufactured product containing Asbestos, as long as water is used to control fiber release and waste products are controlled; and
- The transportation or handling of Asbestos-containing materials in sealed containers.

29.7.2 MODERATE RISK ABATEMENT ACTIVITIES

Activities where there is a moderate risk of exposure to airborne Asbestos fibers include, but are not limited to:

- Using non-powered hand tools to cut, shape, drill, or remove a non-friable manufactured product containing Asbestos if water is not used to control fiber release;
- Using a mechanical or electrically powered tool, fitted with a HEPA filter dust collector to cut, shape, or grind non-friable manufactured products containing Asbestos;
- Removing all or part of a false ceiling to gain access to a work area and where friable Asbestos-containing materials are, or are likely to be lying on the surface of the false ceiling;
- Removing, encapsulating, enclosing, or disturbing minor areas (less than 0.09 m^2 or 1 ft^2) of friable Asbestos-containing material during the repair, alteration, maintenance, demolition, or dismantling of a building, structure, machine, tool, or equipment, or parts of it;
- Performing glove bag operations;
- Dry buffing and stripping of vinyl Asbestos tile;
- Renovation or hand demolition involving drywall joint compound, block mortar, stucco, or brick mortar products containing Asbestos;
- Removal of 9.3 m^2 (100 ft^2) or less of contiguous ceiling tile containing Asbestos or sheet vinyl flooring having an Asbestos backing; and
- Dry removal of non-friable Asbestos material where the material may be cut, broken, or otherwise damaged during removal.

29.7.3 HIGH RISK ABATEMENT ACTIVITIES

Activities where there is a high risk of exposure to airborne Asbestos fibers include, but are not limited to:

- Removing, encapsulating, or enclosing areas 0.09 m^2 (1 ft^2) in size or greater of friable Asbestos-containing materials during the repair, alteration, maintenance, demolition, or dismantling of a building, structure, machine, tool, equipment, or part of it;
- Cleaning, maintaining, or removing air-handling equipment in buildings where sprayed fireproof Asbestos-containing material has been applied to airways or ventilation ducts;
- Repairing, altering, or dismantling a boiler, furnace, kiln, or similar device, or part thereof, where Asbestos-containing materials have been used or applied;
- Demolishing, dismantling, altering, or repairing any building or structure, or part of it, in which insulating material containing Asbestos was used or in which Asbestos products were manufactured;
- Removal of more than 9.3 m^2 (100 ft^2) of continuous ceiling tile containing Asbestos or sheet vinyl flooring having an Asbestos backing;
- Dry removal of friable Asbestos-containing material; and
- Abatement activities involving any type of project where there is a reasonable chance of the concentration of airborne Asbestos being at least 50% of the 8-hour OEL (e.g., a "restricted area").

29.7.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective Clothing

Protective clothing for Asbestos abatement works usually consists of disposable, impermeable coveralls, foot coverings, gloves, and head coverings. Protective clothing reduces contamination of the worker's body and hair and makes decontamination when leaving the work area much easier.

Protective clothing with an attached hood and foot coverings provides the most complete protection. Alternatively, lace less rubber boots can be worn if they are properly decontaminated prior to removal from the worksite.

As stated in the Occupational Health & Safety Act, Regulation and Code, Part 4: Chemical Hazards, Biological Hazards and Harmful Substances, Section 30: Protective clothing used in restricted areas containing Asbestos or Lead:

1. "If clothing used in a restricted area containing Asbestos or lead is reused and not discarded, the employer must have the clothing laundered in the appropriate manner and at appropriate intervals to ensure
   a) the clothing is decontaminated, and
   b) there is no cross-contamination of other clothing by Asbestos or lead.
2. The employer must ensure that clothing contaminated with Asbestos or lead that is to be laundered before being reused is sorted and transported in sealed containers.
3. Containers used in subsection (2) must be clearly labelled
   a) to identify the contents
   b) to indicate that the contents are a hazard, and
   c) to warn workers that dust from the contents should not be inhaled."

29.8 ABATEMENT ACTIVITY PPE REQUIREMENTS

Every person working at an Asbestos abatement project must wear appropriate personal protective equipment. Following are the required PPE for each level of project.

29.8.1 LOW RISK ABATEMENT ACTIVITIES

Workers who may be exposed to Asbestos fibers should wear:

- A NIOSH-approved half mask air purifying respirator equipped with a P100 (oil proof), R100 (resistant to oil), or N100 (not resistant to oil) particulate filter;
- Disposable coveralls over work clothing to prevent contamination of the worker's clothing; an
- Personal protective equipment appropriates to the other hazards present at the worksite.

29.8.2 MODERATE RISK ABATEMENT ACTIVITIES

Workers exposed to Asbestos fibers should wear protective clothing that:

- Is made of material such as Tyvek™ that resists penetration by Asbestos fibers;
- Covers the body and fits snugly at the neck, wrists, and ankles;
- Covers the head and feet (lace less rubber boots are recommended); and
- Is immediately repaired or replaced if torn. Wearing disposable coveralls is recommended. Street clothes should not be worn under disposable coveralls if work is conducted inside containment.
- A NIOSH-approved respirator equipped with a P100 (oil proof), R100 (resistant to oil) or N100 (not resistant to oil) particulate filter must be worn. Disposable, single use respirators must not be used. The respirator selected must have a sufficient protection factor to provide adequate protection for the fiber level encountered during the project, and
- Personal protective equipment such as safety boots, hard hats, etc. appropriate to the other hazards present at the worksite must be used. If other airborne contaminants are also present, respiratory protective equipment appropriate to those hazards is necessary

29.8.3 HIGH RISK ABATEMENT ACTIVITIES

Workers exposed to Asbestos fibers should wear protective clothing that:

- Is made of material such as Tyvek™ that resists penetration by Asbestos fibers;
- Covers the body and fits snugly at the neck, wrists, and ankles;
- Covers the head and feet (lace less rubber boots are recommended); and
- Is immediately repaired or replaced if torn. Wearing disposable coveralls is recommended. Street clothes must not be worn under disposable coveralls.
- If contaminated clothes are to be laundered, it must first be vacuum cleaned, wetted down, placed in plastic bags, sealed, and labelled prior to being sent to laundry facilities. Machines and facilities equipped with proper HEPA filters must be used to clean Asbestos-contaminated clothing. On-site facilities are preferred. Workers who launder the clothes must be informed of the hazards of Asbestos and the precautions required when handling contaminated clothing. Contaminated clothing or towels must not be taken home by workers for laundering;
- During high-risk abatement activities, acceptable respiratory protection is a powered air purifying respirator (PAPR) or better, equipped with a P100 (oil proof), R100 (resistant to oil), or N100 (not resistant to oil) particulate filter. Positive pressure supplied air respirators may be required if wet removal is impossible. In some cases, dual cartridge half and full-face respirators with high efficiency filters are acceptable. The appropriate level of respiratory protection can only be determined by conducting air monitoring tests and calculating the protection factor needed. However, where a level of protection lower than PAPR is chosen for a high-risk operation, the suitability of such equipment must be assessed for the duration of the project. If fiber concentrations increase, workers will need to switch to respiratory protective equipment with a higher protection factor;

- **Disposable single-use respirators must not be used.**
- Half mask air purifying respirators equipped with a P100 (oil proof), R100 (resistant to oil) or N100 (not resistant to oil) particulate filter can be used for the set-up and dismantling phases of the removal project;
- Protective clothing and respiratory protective equipment must be provided for authorized visitors; and
- Workers must use body protection and safety equipment appropriate to other hazards present at the worksite.

29.8.4 DISPOSAL OF ASBESTOS WASTE

Alberta Environment has published "Guidelines for the Disposal of Asbestos Waste". In the guidelines, Asbestos waste is defined as "a waste containing more than 1% Asbestos by weight". An overview of the Transportation of Dangerous Goods Regulation's requirements for the shipment of Asbestos waste is also included. Although Asbestos waste does not require a manifest, a shipping document must accompany the waste to the landfill. This document must include the following information:

- A document identification number that is legible and indelibly printed;
- The date;
- The name and address of the shipper;
- The shipper's signature;
- The name and address of the receiver (landfill); and
- The name of the initial carrier (transporter of the waste).

A description of the dangerous goods in the following order:

1. The proper shipping name of the product (Asbestos: white for Chrysotile, brown for Amosite, blue for Crocidolite);
2. The dangerous goods class (9.1);
3. The product identification number (PIN) [UN 2590 for Chrysotile, UN 2212 for all others];
4. The packing group (III);
5. The number of packages, where applicable, and the total weight or volume of each type of dangerous good;
6. Any special handling instructions;
7. A 24-hour emergency telephone number where information concerning damaged or defective packages may be obtained; and
8. An indication of the types and number of placards required.

Regulations applicable to how the waste is transported require that:

- Bags are marked with a shipping name and PIN number;
- The shipment vehicle is placarded;

- The vehicle operator has a valid Certificate of Training issued by the operator's employer (a Transportation of Dangerous Goods training course is usually taken);
- Asbestos is transported as directly as possible to the disposal site;
- Asbestos is not transported with any other cargo in the same vehicle;
- Asbestos is not mixed with other types of waste; and
- Asbestos is not transported in a compaction type of waste haulage vehicle.

The external surfaces of every container and of every vehicle or vessel used for the transport of Asbestos waste must be free of Asbestos waste. Asbestos waste must be properly secured and transported within an enclosed vehicle or covered by a tarpaulin or net if transported in a vehicle which is not enclosed.

Friable Asbestos waste should only be transported in vehicles equipped with emergency spill clean-up equipment that includes a shovel, a broom, wetting agent, protective clothing, a supply of 6-millimeter-thick Polyethylene bags, bag closures, and approved respiratory protection.

Any friable waste that leaks from a container during transport must be collected and double bagged in 6-millimeter-thick polyethylene bags immediately upon discovery. If possible, punctured, and broken containers should also be double bagged in 6-millimeter-thick Polyethylene bags.

No person should allow friable Asbestos waste to leave the location at which it is generated unless:

- The Asbestos is in a rigid, impermeable, sealed container of sufficient strength to accommodate the weight of the waste;
- The waste is double bagged in 6-millimeter-thick polyethylene bags; or
- The waste is packaged in accordance with a method approved by the Director of Standards and Approvals from Alberta Environment.

Every container referred to in the previous text must be free from punctures, tears, or leaks, and must be clearly labelled to indicate the nature of the contents and the presence of a carcinogenic hazard, with a warning that the dust should not be inhaled. The final disposal site of Asbestos waste must be a sanitary landfill approved by the local Board of Health or an industrial landfill approved and designated as Class I or II by Alberta Environment.

Where containers of Asbestos waste are being unloaded, the unloading must be performed so that no loose friable Asbestos waste or punctured, broken, or leaking containers are landfilled. Any friable Asbestos waste in a container that is punctured, broken, or leaking must be double bagged in 6-millimeter-thick Polyethylene bags immediately upon discovery.

Asbestos waste may be deposited only at locations in a landfill site that have been adapted for the purpose of receiving Asbestos waste or are otherwise suitable for that purpose. Before the waste is transported, the landfill site must be contacted for approval to dispose of the waste, to

confirm dates and times when it will be received and to determine if there are any special requirements regarding waste delivery and packaging.

Asbestos waste may be deposited at a landfill site only while supervised by the site operator. Where Asbestos is deposited, at least 25 centimeters of cover material other than garbage must be placed immediately over the waste to prevent direct contact with compaction equipment or other equipment operating at the site. The final cover should be at least 125 centimeters thick and may include garbage.

The surfaces of vehicles and reusable containers that have been in contact with friable Asbestos waste must be thoroughly cleaned prior to leaving the disposal site. Only the minimum amount of water necessary to wet the Asbestos fibers should be used during cleaning. Any waste produced during vehicle or container cleaning should also be covered immediately.

Every person directly or indirectly involved in the transportation, handling or management of Asbestos waste must take all precautions necessary to prevent Asbestos fibers from becoming airborne.

29.9 LEGISLATION

Employer's General Duties

Employers with ACMs in the workplace must take the appropriate steps to:

- Minimize the release of Asbestos into the air;
- Keep worker exposure as low as reasonably practicable, but never exceeding the occupational exposure limit (OEL);
- Keep the worksite clear of unnecessary accumulation of Asbestos waste and materials containing Asbestos;
- Ensure decontamination of workers and material does not result in release of airborne fibers;
- Label all Asbestos waste as "Carcinogenic - Do Not Inhale Dust";
- Ensure containers used to dispose of Asbestos are sealed and impervious to Asbestos;
- Provide a means to prevent worker's street clothing from being contaminated;
- Ensure only authorized persons enter a restricted area;
- Post signs around the restricted area warning of the hazards and keep the area posted until the area is no longer restricted;
- Provide workers with, and ensure they wear, protective clothing and respirators; and
- Ensure workers decontaminate themselves before leaving the restricted area.

29.9.1 WORKER HEALTH ASSESSMENT

Each worker must undergo a health assessment within thirty (30) days of becoming an exposed worker, and every two (2) years thereafter. The employer of the worker, at the time they become an exposed worker, is responsible for ensuring the medical assessment is completed. The assessment must be conducted by a qualified physician and shall consist of:

- A chest x-ray, including radiologist's report;

- A spirogram, conducted by a pulmonary function technician; and
- Documentation of the worker's work history.

Costs of medical testing and the time taken for testing must be borne by the employer. The worker may refuse the test by submitting a written refusal to the employer. Test records must be kept confidential, unless the worker has given written permission for access by another, or the records are in a form that does not identify the worker.

29.10 CODE OF PRACTICE REQUIREMENT

Asbestos is a designated substance according to the Occupational Health & Safety Act, Regulation and Code. If there are more than 10 kilograms of pure Asbestos, or Asbestos-containing material which has more than 0.1% Asbestos by weight and the amount exceeds 10 kilograms, the employer must establish a code of practice governing the storage, handling, use, and disposal of the Asbestos.

If there is a possibility the fibers may be released in an uncontrolled manner, the employer must also establish a code of practice governing procedures to be followed to prevent uncontrolled release and procedures to be followed in the event of a release. A material containing less than 1% Asbestos is not considered to be an ACM by Alberta WH&S and does not require a Code of Practice.

29.10.1 NOTIFICATION FOR ASBESTOS ABATEMENT PROJECTS

Notification must be given to the regional office, Alberta WH&S, Workplace Health & Safety, at least 72 hours before commencement of an Asbestos abatement project. This notification must include the location of the worksite, the start and completion dates, and a description of the work being performed. An Asbestos project notification form (ASB001) must also be completed and submitted to WH&S.

Notification is required for all high, moderate, and low risk projects. Projects requiring notification normally involve operations that will have impact on the Asbestos-containing material (ACM), with the potential for release of fibers. Projects that do not require notification of project start-up include:

- Inspection of ACMs as part of a management plan or Asbestos assessment project;
- Sampling of ACM or potential ACMs as part of an Asbestos assessment project (sampling must be done by trained personnel and in a manner, that minimizes disturbance and damage to the ACMs);
- Removal and replacement of small, manufactured Asbestos products such as gaskets or valve packing;
- Short-term work in areas which contain non-friable ACMs, but do not involve disturbing the ACMs; and
- Transportation of ACMs in a sealed container (unless it is part of an Asbestos abatement project).

In the above cases, employers must take precautions to ensure that Asbestos fibers are not released. These projects must only be carried out by competent workers, in accordance with the requirements of the Occupational Health & Safety Act, Regulation and Code. Work procedures must be developed and followed to prevent potential Asbestos exposure.

For ongoing routine plant maintenance work involving low risk activities, projects may be granted "extended project notification status" as long as the workers are adequately trained and follow safe work procedures. Extended notifications may be granted for up to a year, depending on the company's ability to plan in advance.

Alberta WH&S will be flexible regarding the 72-hour notification requirement where it can be demonstrated there is a need to carry out the work immediately. An example of this type of situation would be the immediate removal of Asbestos cladding on a ruptured pipe. Immediate action would be justified to prevent damage to the building. However, delays in construction schedules based on the discovery of Asbestos would not be considered reason to reduce the notification period.

29.10.2 MAXIMUM ALLOWABLE ASBESTOS LEVELS

Occupational exposure limits (OELs) for Asbestos are:

- Fibers per cubic centimeter of air for all Asbestos types (eight-hour exposure).

29.10.3 RESPIRATORY PROTECTIVE EQUIPMENT

Respiratory protective equipment must be provided and worn by the worker where a risk exists, or where a worker will be working in a restricted area. In selecting the appropriate equipment, the following issues shall be considered:

- The nature of the contaminant(s);
- The concentration of the contaminants;
- The amount of time the worker is exposed;
- Oxygen concentrations; and
- The need for emergency escape from the work area.

Air purifying respirators may be used, if the air in the work area is not immediately dangerous to life and health and if the Oxygen content is not less than 19.5%.

If the above conditions are not met, a supplied air system with an auxiliary source of respirable air (sufficient to allow escape from the work area) or a positive pressure SCBA (fitted with an alarm warning) must be worn.

Where air purifying respirators are used, the airborne contaminant level may not exceed the protection factor assigned to the respirator, multiplied by the Occupational Exposure Limit for the type of Asbestos concerned.

All respirators and their constituent components must be approved by NIOSH.

The air used for supplied-air respiratory protection systems must comply with the CSA compressed breathing air standard. No contaminant may be present in a concentration exceeding 10 per cent of the current applicable occupational exposure limit. Additionally:

- A proper respirator fit must be obtained by each worker;
- Workers must be clean shaven where the respirator meets the skin of the face; and
- Respirators shall be stored, cleaned, inspected, serviced, and used in accordance with the manufacturer's specifications.

The Occupational Health & Safety Act, Regulation and Code also requires a Code of Practice for respiratory protection be established.

The employer should develop, train, and implement all personnel that will be involved with safe work procedures for Asbestos covering all relevant health, safety, and procedural requirements.

29.10.4 PERSONAL PROTECTIVE EQUIPMENT

On Asbestos abatement jobs, protective equipment and clothing shall be worn by workers, to prevent worker contamination and to protect against other hazards at the workplace. Where protective equipment is provided to workers, the employer must ensure that workers use it and that it is in proper working condition. Workers must, in turn, use the equipment appropriately.

Where there is a potential danger of injury to a worker's head, protective headwear must be provided and worn. This equipment must meet the appropriate CSA or ANSI Standard. If it is not practical for the worker to wear protective headwear, other means must be in place to protect the worker's head.

Where there is a danger of injury or irritation to a worker's eyes, properly fitting eye protection must be provided. This equipment must be appropriate for the hazard and must be CSA approved.

Foot protection or limb and body protection may also be required where there is a danger of injury to the foot, hands, legs, or trunk of the body.

Where there is a danger of falling, appropriate fall protection (safety harnesses, shock arrestors, lanyards, and lifelines) must also be worn.

29.10.5 ALBERTA BUILDING CODE

Alberta Municipal Affairs sets standards to provide for a safe environment for building occupants. Part of their mandate includes regulations for the use of building materials containing Asbestos. The Alberta Building Code outlines which forms of Asbestos may still be used in buildings.

Prohibited uses of Asbestos

- The use of Crocidolite (blue) Asbestos is prohibited in new and existing buildings (if this material is present, immediate action must be taken to ensure that it is managed appropriately);

- The use of Asbestos-containing materials in a supply or return air plenum;
- The installation of a product that has the potential for releasing Asbestos fibers in a building (Asbestos cement pipe and Asbestos cement board are exceptions as long as they are not installed in a supply or return air plenum); and
- The installation of Asbestos by spray application.

In existing buildings where there is a potential for the release of Asbestos fibers, the Director of Building Safety may declare an unsafe condition. In this case, the material must be removed, enclosed, or encapsulated.

If a building is being altered or renovated, any materials that have the potential for releasing Asbestos fibers in that area must be removed, enclosed, or encapsulated. In buildings or parts of buildings that are being demolished, materials having the potential for releasing Asbestos fibers must be removed first. The need for a building permit should be discussed with Alberta Municipal Affairs. A building permit is generally required prior to any work being done, including demolition.

If Asbestos will remain in the building, the owner shall implement a quality management program, to manage the Asbestos in place.

29.11 DEMOLITION

Where a building is scheduled for demolition:

- A fire safety plan must be developed for the site;
- A schedule for the Asbestos removal must be provided;
- The name of the person who will provide final sign-off for the project shall be specified; and
- Prevention of the spread of Asbestos contamination to other buildings must be considered.

29.11.1 CONTAINMENT AND LABELLING OF ASBESTOS WASTE AND PRODUCTS

Asbestos must be stored, transported, and disposed of in sealed containers. Containment prevents Asbestos fibers from becoming airborne and presenting a hazard to workers. Containers of Asbestos waste, as well as containers of Asbestos products, must be labelled to indicate the presence of Asbestos and its hazardous nature. Containers must bear a warning that the dust should not be inhaled. Typical labelling reads as: **"Carcinogenic - Do Not Inhale"**

29.11.2 CONCLUSION

No Priestly Demolition Inc. employee or contractor will be allowed to work with Asbestos products unless properly trained and certified.

30 COP-05-RESPIRATORY PROTECTIVE EQUIPMENT

This practice sets the requirements for the proper selection, use and maintenance of respiratory equipment for Priestly demolition.

Respiratory protective equipment protects the wearer from the adverse health effects associated with the inhalation of:

- Toxic gases
- Harmful vapors
- Hazardous dusts
- Biological organisms
- Oxygen deficient atmospheres
- Carcinogens, teratogens, and mutagens

30.1 PRACTICE - REQUIREMENTS FOR USE

The proper respiratory equipment must be worn where:

- There is a potential for exposure to a hazardous atmosphere
- Where engineering controls do not exist, have not yet been fully implemented, or are not reasonable or practical for the length of time or frequency of exposure

30.1.1 RESPIRATORY EQUIPMENT MUST BE WORN WHEN:

- A hazardous atmosphere exists - a hazardous atmosphere is one that is or has the potential to be oxygen-deficient, flammable, or explosive, or that contains a toxic or disease-producing contaminant. The atmosphere may or may not be immediately dangerous to life or health.
- An atmosphere that is immediately dangerous to life or health - an atmosphere immediately dangerous to life or health is one where the concentration of oxygen, flammable gases or toxic air contaminants would cause a person without respiratory protection to be fatally injured, have their health severely and/or permanently affected or restrict their ability to self-rescue.
- An oxygen deficient atmosphere exists - an oxygen-deficient atmosphere is one where oxygen in the ambient air is less than 19.5% by volume.

30.1.2 RESPONSIBILITIES

Supervisors

Supervisors are responsible for ensuring:

- Employees are aware of the physiological and psychological limitations of the respiratory protective equipment (see Attachment 1: Limitations of Respiratory Protective Equipment). A referral to a doctor may be necessary

- Employees are provided with and make use of appropriately selected and fitted respirators
- Employees are fit-tested at least once every three years, or more often where required by legislation, and that records are kept of this testing
- Facilities are available for the proper storage and general maintenance of these devices
- The testing, use, maintenance, and inspection of respiratory equipment is documented and carried out by a qualified worker or authorized dealer
- The servicing is carried out by an authorized person trained by the manufacturer or the dealer

30.1.3 EMPLOYEES

Employees are responsible for:

- Using the appropriate respiratory device when required
- Following procedures outlined in this standard including the proper use, care, and maintenance of any respiratory protective equipment
- Immediately reporting any respirator defects or malfunctions to their supervisor
- Participating in training, certification and educational programs as provided
- Approaching their supervisor with any questions, concerns, or uncertainties regarding the use of respiratory equipment
- Informing the Supervisor of any changes in health status that may affect the use of respiratory protective equipment

30.1.4TYPES OF RESPIRATORS

The following types of respirators may be used on Priestly Demolition Inc. sites:

Air-line Respirator

With this respiratory protective device, air from a remote supply is provided by a small-diameter hose. In an emergency, the line may be detached, and an egress bottle used to enable the wearer to escape a hazardous atmosphere.

Air-purifying Respirator

Air-purifying devices are designed to protect the wearer from inhalation of hazardous atmospheres. Cartridge-type respirators are specific to the hazardous containment. They are limited by the atmospheric concentration and must not be used under conditions immediately dangerous to life or health;

Self-contained Breathing Apparatus (SCBA)

SCBA are respiratory protective devices that require the wearer to carry a supply of air in a cylinder. The air is regulated to the face piece and fitted with an alarm to warn when the air supply is low;

Supplied-air Respirator

Supplied air respirators attach to air-supply hoses and are used in atmospheres where the wearer may remove the device without danger of inhalation injuries. Examples are welder respirators and sandblasting hoods.

30.1.5 SELECTION OF RESPIRATORY PROTECTIVE EQUIPMENT

Proper respiratory protection must be selected to ensure full protection from inhalation hazards. In selecting this equipment, the following must be considered:

- The identity, physical form, and potential concentration of the airborne contaminants
- The oxygen concentration of the environment and the stability of the oxygen concentration
- The levels of airborne contaminants
- The toxic properties and specific characteristics of the airborne contaminants
- The period of time for which the respirator is to be worn
- The type of work to be performed, whether routine, non-routine, emergency, or rescue
- The degree of protection afforded by each specific respiratory protective device
- Positive-pressure, air-supplied (airline and SCBA) respiratory protective devices with a rated capacity of at least 30 minutes of breathing air must be worn when an employee is required to enter an environment:
    - That is or has the potential to become oxygen deficient
    - Where the concentration of an airborne contaminant is believed to be immediately dangerous to life and health
    - Where the concentration of airborne contaminants exceeds the level of protection afforded by other respiratory protective equipment
    - To perform tests where contaminants may be suspected or where previous experience has shown that contaminants may be present

30.1.6 EQUIPMENT STANDARDS

All respiratory protective equipment must meet or exceed NIOSH approvals. The air used in these systems must comply with CSA Standard Z180-1M85.

Self-contained breathing apparatus must be of a type that:

- Maintains positive pressure in the face piece
- Has a rated capacity of at least 30 minutes
- Provides full face protection
- Is fitted with a low-air warning alarm
- Air-line respirators must be of a type that:
- Maintains positive pressure in the face piece
- Provides full face protection
- Is fitted with a 5 to 12-minute egress bottle

- Has an air hose not exceeding 90 m (300 ft.) in length with a minimum of 6 mm (0.25 in.) inside diameter
- Can be connected to hose connections, including lock fittings that have been installed throughout the worksite

Has breathing air-line hoses that are:

- Hydrocarbon and chemical resistant
- Non-kinking
- Used only for breathing

Parts must not be interchanged from one manufacturer's product to another is and all equipment must be maintained to manufacturer's specifications.

- **SEAL OR FIT TESTING**

Employees required to wear any respiratory protective equipment must be clean-shaven in the areas where the face is in contact with the face piece of the respirator to maintain an effective face seal.

Before each use, employees must check the facial seal of the respiratory equipment by following the Negative Pressure Field Test procedure outlined below:

1. Close off the inlet either by:
- Covering it with the palm
- Replacing the seals over the cartridges
- Shutting off the air supply (in the case of SCBA equipment);
2. Inhale gently as the face piece collapses slightly
3. Hold the breath for at least 5 seconds

If the face piece remains slightly collapsed and no inward leakage is detected, the respirator fit can be considered adequate.

Under no circumstances must a person wear a respirator for which a satisfactory facial seal cannot be maintained.

30.1.7 CLEANING, SANITIZING, AND INSPECTION

Each respirator must be cleaned, sanitized, and inspected after each use to ensure it is in proper working condition. This is particularly important if the respirators are not individually assigned.

Follow the procedures below for cleaning all types of respirators:

1. Removing filters, cartridges, canisters, hoses, or any components the manufacturer indicates requires periodic cleaning. Discard and replace or repair any defective parts;
2. Wash components in warm water with a mild detergent or a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to remove the dirt

3. Rinse components thoroughly in clean, warm water (50°C [92°F] maximum). Running water is best. Drain
4. Disinfect face piece assembly by:

- Following the manufacturer's recommended disinfecting procedures;
- Rinse The importance of thorough rinsing cannot be overemphasized. Detergents or sanitizers that dry on the face pieces may result in skin irritation. In addition, some sanitizers may cause deterioration of rubber or corrosion of metal parts if not completely removed
- Components should be hand-dried with a clean lint-free cloth or air-dried

5. Re-assemble face pieces (replace filters, cartridges, and canisters where necessary)
6. Test the respirator to ensure all components work properly
7. Record the inspection in the quality control records.
8. Respirators stored for emergency use must be inspected by a qualified employee once per month, and after each use.
9. Replace air-purifying respirator cartridges according to manufacturer's recommendations or:
10. As soon as any contaminant is detected through the cartridges

30.1.8 STORAGE

Store respiratory protective equipment to protect it from dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Store it in a correct position to prevent the mask from becoming misshapen (refer to manufacturer's specifications and recommendations).

Clearly mark the containers for respirators located in work areas and ensure they are always accessible.

Keep quality-control records of all respiratory protective equipment.

30.1.9 CARE OF BREATHING AIR CYLINDERS

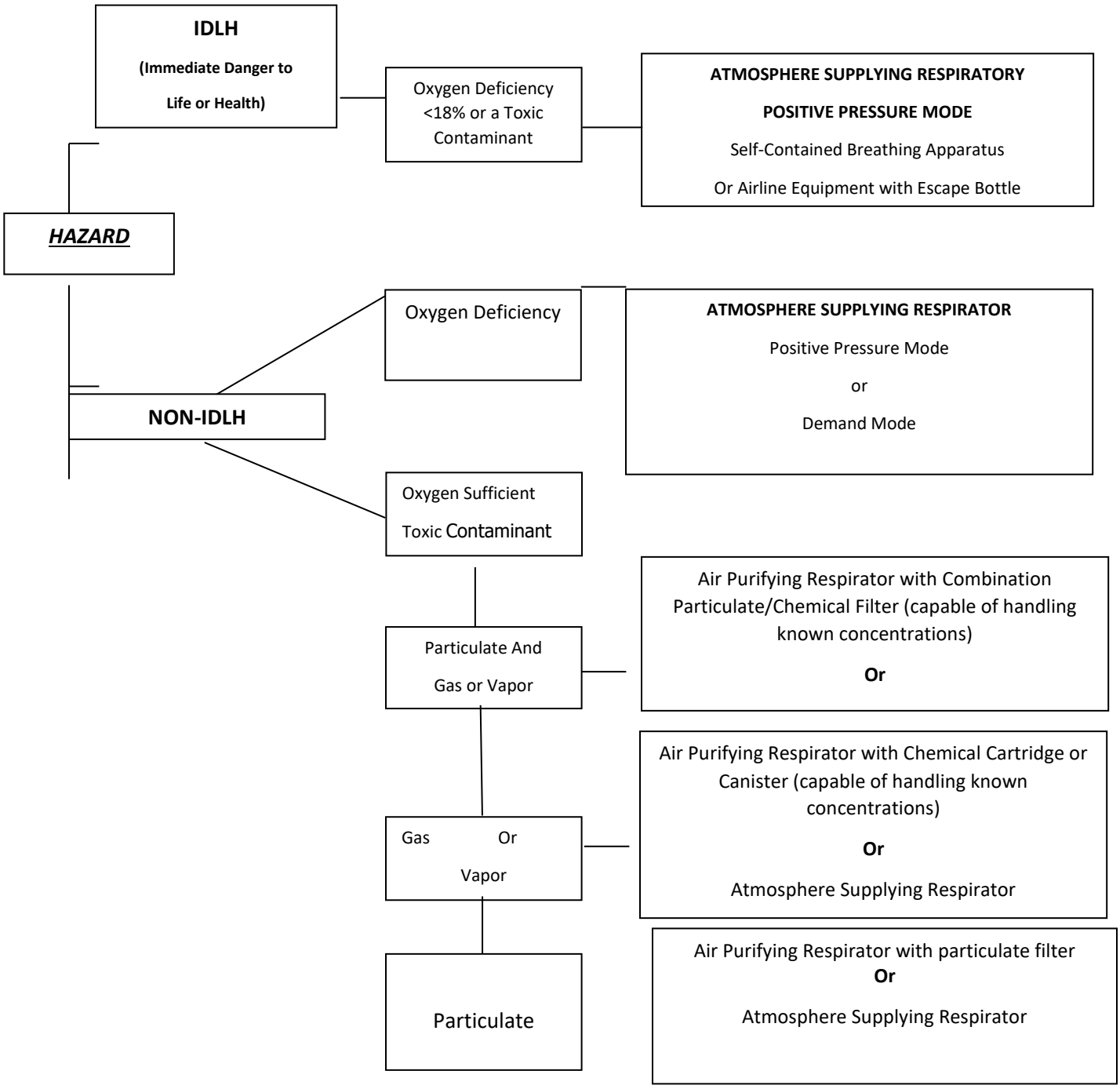
Fill compressed air cylinders according to manufacturer's instructions and according to CSA Standard Z1801-1M85, "Compressed Breathing Systems and Air".

Do hydrostatic testing of compressed breathing air cylinders on the following schedules or at shorter intervals if specified by the manufacturer or by legislation:

- Hoop-wrapped and fully wrapped composite cylinders every three years;
- Steel and unsupported seamless aluminum cylinders every five years.
- Never charge cylinders to a pressure higher than that designated on the cylinder.
- Do not use SCBA cylinders that have had any damage to the coating or lining because moisture can penetrate beneath the damaged layer and create potential corrosion sites
- Charge cylinders only with pure compressed breathing air, every year or more often as required by legislation. Oxygen or other mixed gases should never be put in cylinders intended only for breathing air.

- Tightly close cylinder valves when cylinders are empty to prevent water or atmospheric moisture, which promote corrosion, from entering the cylinder. Preferably, the valve should be closed while there is still positive air pressure in the cylinder.
- When cylinders are being transported, the following precautions are essential
- Do not drop or roughly handle cylinder
- Do not drag cylinders as this can cause substantial wear on the cylinder base or sidewall, which significantly increases the possibility of rupture
- Firmly secure cylinders to eliminate the possibility of damage to the valve mechanism. Release of pressure from a sheared-off valve is very dangerous.
- Clearly mark cylinders as "BREATHING AIR".
- Comply with applicable TDG regulations.
- Charging of breathing air cylinders will be done by qualified personnel.

30.2 RESPIRATORY PROTECTION SELECTION CHART



30.2.1 USER LIMITATIONS TO SCBA

There are both physiological and psychological limitations for SCBA users, which must be considered by physicians or group leaders when assessing worker suitability for wearing respiratory protection. These limitations are:

- Asthma
- Emphysema
- Epilepsy or other seizure disorders
- Collapsed lung
- Other lung problems
- Severe shortness of breath upon exertion
- Dizziness
- Diabetes
- Uncontrolled high blood pressure
- Irregular heart rate requiring medication
- Heart attack
- Congestive heart failure
- Angina
- Chest pain
- Facial shape irregularities
- Claustrophobia
- Decreased or absent sense of smell
- Joint problems
- Heat exhaustion/heat stroke
- Back problems
- Hearing impairment that interferes with communication
- Medication side effects
- Previous problems with respirator use
- Vision problems
- Other medical concerns that could cause problems with respirator use

30.2.2 GUIDELINES FOR FIT TESTING

Irritant Smoke Test

The irritant-smoke test can be used to fit test both air-purifying respirators and atmosphere supplying respirators. The irritant smoke is produced by air flowing through a commercially available smoke-tube normally used to check the performance of ventilation systems.

To prepare for the test:

- If testing an air-purifying respirator, fit it with a high-efficiency particulate filter;
- Ensure adequate ventilation to prevent contaminating the room where the test is carried out.

To conduct the test:

- Have the person don the respirator, ensuring as good a fit as possible;
- Tell the respirator wearer to keep his or her eyes closed during the test, even if the respirator offers eye protection. If the respirator wearer detects smoke during the test, permit him or her to re-adjust the seal of the respirator;
- The person operating the smoke-tube directs smoke over the respirator, keeping the smoke-tube about 60 cm (2 ft.) from the respirator and watches the reactions of the respirator wearer;
- If the respirator wearer does not detect smoke, the test operator moves the smoke-tube closer to the respirator and observes the reactions of the respirator wearer;
- When the smoke-tube has been moved to within 15 cm (6 in.) of the respirator, and the respirator wearer still has not detected smoke, the test operator directs the smoke at potential sources of leakage in the respirator seal;
- If the respirator wearer still does not detect smoke, while smoke is directed at the respirator, he, or she then:
    - Breathes deeply
    - Turns the head from side to side;
    - Nods the head up and down;
    - Talks.

If the respirator wearer is unable to detect smoke after the above tests, the respirator fits satisfactorily.

30.2.3 ODOROUS VAPOR TEST

The odorous-vapor test can be used for both air-purifying respirators and atmosphere-supplying respirators. Isoamyl acetate is a common test agent; however, there are some drawbacks to its use:

- The odor threshold varies widely among persons, although most persons can detect a concentration as low as 0.1 ppm;
- Olfactory fatigue may cause a person to fail to detect the odor of a low concentration of isoamyl acetate vapor in air after being exposed to a high concentration.
- Before this test is performed with isoamyl acetate, test the persons for their ability to smell isoamyl acetate vapor in air.

To prepare for the test, when an air-purifying respirator is to be tested, equip it with a cartridge or canister that removes the test vapor from the air. For example, if isoamyl acetate is used as the test agent (a common test agent) equip the air-purifying respirator with an organic vapor cartridge or canister. Conduct the test, using one of the methods below. Test Using Saturated Fabric:

1. Have the person don the respirator, ensuring a good a fit as possible. If the respirator wearer detects the odorant during the test, permit him or her to re-adjust the seal of the respirator.

2. Saturate a piece of fabric or sponge, or fill a stencil brush, with liquid isoamyl acetate.
3. Move the fabric, sponge, or stencil brush around the respirator while it is being worn.
4. Pass the fabric, sponge, or stencil brush close to the potential sources of leakage in the seal of the respirator while the wearer:
    - Breathes deeply;
    - Turns the head from side to side;
    - Nods the head up and down;
    - Talks.

If the respirator wearer is unable to detect the odor of isoamyl acetate vapor, the respirator fits satisfactorily. Test Using Hood, Chamber or Room

1. Fill a hood, chamber, or room with a known concentration of isoamyl acetate vapor. The concentration commonly used in 100 ppm by volume. **CAUTION:** The Alberta 15-minute occupational exposure level for isoamyl acetate is 125 ppm by volume (665 mg3). The 8-hour occupational exposure level is 100 ppm (533 mg3).

2. The respirator wearer enters the enclosure containing the test atmosphere and:

    - Breathes normally;
    - Breathes deeply;
    - Turns the head from side to side;
    - Nods the head up and down;
    - Talks.

If the respirator wearer is unable to detect isoamyl acetate vapor, the respirator fits satisfactorily.

31 COP-06-FALL PROTECTION

Priestly Demolition Inc. will ensure the safety of their employees and contractors when work is performed at elevation and there is risk to workers. A Fall Protection Plan will be followed for all work that meets the established criteria or at the direction of the supervisor.

The company will attempt to limit worker exposure to fall hazards by control and safety equipment measures. Barriers, guard rails, cover opening plates, and staging equipment are examples of equipment that may be implemented to restrict access to a potential fall hazard. Man basket, scissor lift, hoist, and / or safety harness and lifeline are examples of equipment available to move a worker to an elevated location and allow them to secure themselves once in position.

Where Priestly Demolition Inc. is unable to protect the worker from the fall hazard by the use of barriers, guard rails, etc., and the worker requires a personal fall arrest system, a full body harness must be worn along with all other approved equipment including lanyards, safety lines, shock absorbers, and anchor points.

31.1 APPLICATION

Any company worksite where the task being performed places a worker at risk from a falling hazard.

This Code of Practice applies to any work where a fall of three (3) meters (10 feet) or more may occur, where there is an unusual possibility of injury if a worker falls less than three (3) meters, or any work taking place over water where immediate self-rescue may be impaired by the depth, temperature, or movement of the water. The practice may also apply to the protection of workers from contact or exposure to hazards of equipment, conveyers, open tanks, winches, etc.

Note: An employer must ensure a worker at a permanent work area is protected from falling by a guardrail if the worker may fall a vertical distance of more than 1.2 meters (4 feet) and less than 3 meters.

Despite the above requirement, if the use of a guardrail is not reasonably practicable, an employer must ensure a worker uses a travel restraint system. If the use of a travel restraint system is not reasonably practicable, an employer must ensure a worker uses an equally effective means that protects the worker from falling.

31.2 SPECIAL CONSIDERATIONS (FALL PROTECTION PLAN)

An employer must develop procedures in a fall protection plan for a worksite if a worker at that worksite may fall 3 meters or more and workers are not protected by guardrails.

The fall protection plan must specify the following:

- The fall hazards at the worksite;
- The fall protection system to be used at the worksite;

- The procedure used to assemble, maintain, inspect, use, and disassemble the fall protection system;
- The rescue procedures to be used if a worker falls or is suspended by a personal fall arrest system or safety net and needs to be rescued.

The employer must ensure the Fall Protection Plan is available at the worksite before the work with a risk of falling begins.

***Point of clarification regarding the above special consideration statement:**

Scenario – A worker is working on a flat top building, the roof of which is greater than 3 meters in height from the ground. Scaffolding (installed as per regulatory requirements) has been erected along the length of the building whereby the working surface of the scaffold is more than 1.2 meters from the roof surface. Under the conditions of this scenario, fall protection would not be required. However, if the employer or the worker feels an unusual possibility of injury remains, then a hazard assessment should be performed to determine the need for fall protection.

31.3 ANCHOR POINTS

If a worker uses a personal fall arrest system or travel restraint system, the worker must ensure that it is safely secured to an anchor point or plate that meets the requirements of OH&S Code, Part 9, Fall Protection Sections 151, 152, 153, and 154.

31.3.1 CSA AND ANSI STANDARDS

An employer must ensure that all fall protection equipment meets the following standards:

Equipment	Standard
Full Body Harness	CSA Standard CAN/CSA Z259.10-M90 (R1998)
Safety Belt	CSA Standard CAN/CSA-Z259.1-95 (R1999)
Shock Absorber	CSA Standard CAN/CSA-259.1-95 (R1999)
Connecting Components	CSA Standard CAN/CSA-Z259.11-M92 (R1998)
Fall Arresting Devices	CSA Standard Z259.2.1-98
Self-Retracting Devices	CSA Standard Z259.2.2-98
Decent Control Devices	CSA Standard Z259.2.3-99
Vertical Lifeline	CSA Standard CAN/CSA-Z259.2.1-98

31.3.2 DEFINITIONS

Competent Worker: An employee who exhibits the knowledge, skills, and ability to ensure their own safety when working independently or unsupervised.

Control Zone: Means an area between the unguarded edge (of roof / top) of a building or structure and a line which is set back a safe distance from the edge.

Fall Arrest Device: Means a part of a worker's personal protective equipment that stops the worker's fall and does not allow the worker to fall farther.

Fall Height: Means the height of a fall (i.e., the roof deck surface at the eave to the surface directly below the point at which the fall could occur).

Fall Protection System:

- A personal fall arrest system;
- A travel restraint system;
- A safety net;
- A control zone;
- Another system approved by a Director of Inspections.

Fall Restrict System: Means a component of a fall restrict system that, when combined with other subcomponents and elements, allows the climber of a wood pole to remain at his or her position with both hands free, and that performs a limited fall arrest function when the climber loses contact between his or her spurs and the pole.

IMPORTANT HARNESS RULE - "FULLY ON or FULLY OFF"

31.4 REGULATIONS / STANDARD OPERATING PROCEDURES

All equipment, including rigging equipment, will be CSA approved or have the approval of a Registered Professional Engineer. All procedures which require fall protection will be done in accordance with applicable regulations.

31.4.1 RESPONSIBILITIES

Supervisor

- Ensure only competent employees are allowed to work independently where they are exposed to a fall hazard.
- Complete, monitor, and enforce the conditions of the Fall Protection Plan where and when applicable.

Employees

- Where practical, work in a manner that does not require a fall arrest or fall protection system to be required.
- Use personal fall protection systems as required by this plan.

- Workers will wear all associated fall arrest and fall protection equipment in accordance with manufacturer's specifications.

31.4.2 RESCUE PERSONNEL EXEMPTION

Rescue personnel involved in training or in providing emergency rescue services may use equipment and practices other than those specified in this Code of Practice.

31.4.3 EQUIPMENT (GENERAL REQUIREMENTS)

- The purchase of all fall protection equipment will be coordinated through the local supervisor to ensure it is compatible with existing equipment;
- Only equipment, tools, material, and attachments which are CSA approved and which meet respective federal, provincial, or territorial regulations shall be made available;
- Where approved rigging equipment is used, a safe working load factor of five (5) will be assumed for the ultimate load factor, unless otherwise directed or controlled by a professional engineer. Documentation supporting the deviation must be in place and available for review;
- Where equipment is used in a fall arrest mode, a personal shock absorber **must** be connected between the dorsal "D" ring and the lanyard, or an energy-absorbing lanyard used;
- Employees will use only the equipment, tools, attachments, and systems in which they have been trained on through a recognized institution or approved agency.

31.4.4 TRAINING

- Only workers who are considered as competent in the use and inspection of required equipment and procedures are allowed to work independently where they are exposed to fall hazards;
- Workers who have not demonstrated competence will only work under the direct supervision of a competent worker or supervisor.

31.4.5 INSPECTION AND MAINTENANCE

- Inspection of personal fall protection systems, whether permanent or temporary, with horizontal or vertical lifelines, will be conducted daily by the user or a competent person or as required in the manufacturer's specifications;
- Any fall protection equipment that is found to be defective in any way must be tagged and removed from service;
- Any fall protection equipment considered to be below standard, **must** be inspected by a person identified as competent to inspect before being returned to service;

- Any fall protection equipment that has been subject to a fall of any height **must** be inspected and recertified by the original equipment manufacturer (OEM), its agent, or a professional engineer before being returned to service;
- Maintenance, other than simple cleaning, will be performed by a person identified as competent to maintain the equipment or by the OEM or their agent.

31.4.6 RESCUE

Where a worker falls and is restrained or suspended by the personal fall protection equipment or safety nets:

- It is the responsibility of Priestly Demolition Inc. personnel or their designate to rescue a suspended worker, and if necessary, to deliver the person to the hospital or central first aid facility;
- Where possible, all rescue work will be initiated from the ground up (or water);
- Where possible, the injured worker will be lowered to the ground;
- A secondary belay on rescuer will be used, where it does not impede the process of the rescue;
- All involved rescue workers must ensure their own protection and the protection of other rescue workers participating in the rescue;
- The worker must be examined by a doctor prior to returning to work.

31.4.7 UN-INJURED WORKER (CONSCIOUS AND NO APPARENT INJURY)

- Immediately notify control room center and request assistance;
- Lower worker to the ground, landing, or rescue boat using approved equipment and training;
- Take the worker to a doctor for examination. The injured party must not drive themselves.

31.4.8 INJURED WORKER

- Immediately notify control room or supervisor and request assistance;
- The control room or supervisor will request assistance of the designated rescue team, fire department, or highway rescue group, or other assistance will be immediately requested, as per the information in the written Fall Protection Plan or the local Emergency Response / Contact Plan;
- An ambulance will be immediately requested;
- Where there is trained rescue capability on site, they should proceed with rescue;
- Effective first aid, in particular head, neck, and spine control, must be applied while lowering and recovering the injured employee.

31.4.9 ADMINISTRATIVE NOTIFICATION

- The senior Priestly Demolition Inc. supervisor on call will immediately be notified of any situation where rescue procedures are initiated. This notification is to be completed at the first available opportunity;
- The worksite and the person responsible for company health and safety will be notified of any incident where the fall protection system was employed;
- Depending on the circumstances, a report must be filed with federal, provincial, or territorial authorities by the senior supervisor on site.

31.4.10 REPORTING

- A full report, in accordance with incident reporting and investigation requirements, will be completed for any incident where a worker's personal fall protection system was employed;
- The initial report must be submitted within twelve (12) hours of the incident to the person responsible for HSE.

32 COP-07-GROUND DISTURBANCE

This Code of Practice is designed for establishing and maintaining a safe work environment. It is based on a combination of both industry recommended practices and regulatory requirements and employs the knowledge and experience of Priestly Demolition Inc. personnel. When pooled with safe work practices and safe job procedures, the COP will provide a safe work environment. It will not, however, eliminate all job hazards.

Priestly Demolition Inc. utilizes the following documents and forms to provide a safe work area when carrying out any ground disturbance activities:

- Hazard Assessment form;
- Ground Disturbance Task Analysis;
- Ground Disturbance Safe Work Permit;
- Backfill Inspection Form;
- Client Operations issued Safe Work Permit;
- Excavation and Trenching SWP.

32.1 DEFINITION

For the purpose of this COP, a ground disturbance is defined as:

- Any disturbance of the earth's surface greater than 30 cm;
- Removal of any earth directly over a known buried facility;
- Hydrovac trucks, hand tools, or any equipment used to create a ground disturbance that meets the definition will also be considered a ground disturbance.

Items that fall outside the definition of a ground disturbance are:

- Regular road or pad surface grading to a depth of less than 30 cm;
- Back blading of sulfur block or sulfur pads;
- Excavation of above grade sulfur blocks;
- Cultivation to a depth of less than 45 cm.

*__These conditions shall not permanently reduce the cover over any buried facility and caution must always be exercised when undertaking these activities.__

32.2 HAZARD ASSESSMENT

Prior to commencement of ground disturbance activities, a risk assessment shall be completed which includes:

- Excavation stability;
- Personnel safety;
- Presence of hazardous substances (i.e., gases / fumes / vapours, chemicals, asbestos in materials, hazardous or radioactive waste, etc.);

- Presence of utilities (i.e., gas, electrical cables / overhead lines, water, compressed air, etc.);
- Property damage;
- Environmental impact including toxic or hazardous product release;
- Interaction of people and machines;
- Areas of flora, fauna, or cultural significance that exist or potentially exist.

Where the risk assessment identifies any areas of flora, fauna, or areas of cultural significance, a visual inspection and assessment of the area shall be conducted, and a management plan developed in conjunction with the relevant competent personnel.

Additional hazards during trenching and excavation processes include, but are not limited to:

- Cave-in hazard;
- Improper stabilization or design;
- Over burden falling on worker;
- Fall hazards;
- Inadequate access and egress;
- Potential for trench or excavation to become a confined space;
- Undercutting / overcutting excavation.

32.3 ENVIRONMENTAL IMPACT

Failure to follow procedures, malfunctioning equipment, or failure to follow the guidelines set out in this COP could result in a line strike with environmental consequences including, but not limited to:

- The release of toxic substances into air, soil, surface water, and / or ground water;
- Short or long-term impairment of land or aquatic environments;
- Requirement for soil and / or groundwater remediation programs;
- Compensation for damages to the landowner or Government;
- Corporate charges, fines and / or imprisonment under the provision of provincial or federal environmental legislation and statutes;
- Negative perception impact on Priestly Demolition Inc. 's overall environmental conduct from the public, ENGOs, and regulatory authorities.

32.4 REQUIREMENTS

32.4.1 ROLES AND RESPONSIBILITIES

Priestly Demolition Inc's Corporate Health, Safety, and Environmental Department has the responsibility and authority to develop and monitor Priestly Demolition Inc. 's Ground Disturbance Program.

It is the responsibility of all operational groups under Priestly Demolition Inc. to work towards the corporate objective of "zero-line strike".

All personnel have the responsibility to ensure that ground disturbance activities are undertaken in a manner that meets or exceeds the requirements of this COP and associated documentation.

32.4.2 MANAGERS

- Ensure the ground disturbance requirements contained within this COP and associated documentation are applied;
- Ensure that where the requirements of this COP are not complied with, the necessary corrective actions are undertaken;
- Ensure a process is in place to share documentation that clearly states Priestly Demolition Inc. 's expectations for undertaking ground disturbance activities with internal and external individuals, clients, and contractors;
- Participate in any necessary reviews, surveys, and sign-off processes;
- Ensure the ground disturbance packages are compiled and content audited prior to the packages being sent out to the field;
- Ensure that pre-job meetings and hazard assessments and abatement forms are conducted and filled out with all groups involved, prior to completing the ground disturbance permit;
- Ensure that the individuals supervising the ground disturbance activities have been trained and hold current certification for the activity being done;
- Ensure any contractors working on behalf of Priestly Demolition Inc. have the required knowledge, experience, and current certifications as required in their roles, responsibilities, and expectations;
- Ensure that Corporate HSE is notified prior to initiating any ground disturbance activities;
- Ensure that Corporate HSE is given copies of completed ground disturbance packages upon completion of ground disturbance activities;
- Ensure, where necessary, that buried facility crossing plans are reviewed and approved;
- Ensure, where necessary, that Emergency Response Plans are in place;
- Review the Ground Disturbance COP and procedures annually or as deemed necessary.

32.4.3 FIELD SITE SUPERVISORS

All Field Site Supervisors overseeing ground disturbance activities will be required to complete the training and course requirements associated with the task. These individuals have the responsibility, authority, and accountability to ensure ground disturbance activities are completed in accordance with this COP and associated documents.

These supervisors:

- Shall have the required knowledge, experience, competency, and current documentation as identified in their roles, responsibilities, and expectations;

- Must review ground disturbance COP and associated documents (permit) once received from Corporate HSE Officer or Senior Manager;
- Must return to the originator if the package is incomplete;
- Must initiate the Provincial One-Call system;
- Must manage the Provincial One-Call information at the field level;
- Must initiate the Line Locating process;
- Must manage the Line Locating requirements;
- Must conduct a Hazard Assessment and draft a Task Analysis;
- Must complete Ground Disturbance Safe Work Permit;
- Must review Hazard Assessment, Task Analysis, and Safe Work Permit at toolbox meeting and any safety meetings with clients or other contractors;
- Must supervise all ground disturbance activities conducted within 5 m of known, located, and marked buried facilities that have no right of way;
- Must supervise all ground disturbance activities conducted within an existing right of way;
- Must initiate any hydrovacing processes;
- Must ensure senior management and / or Corporate HSE Officer receive the following field generated documentation:
    - Line location drawings;
    - Provincial One-Call information;
    - Ground Disturbance Permits;
    - Toolbox meetings; and
    - Hazard Assessments and Task Analysis.

32.4.4 GROUND DISTURBANCE PACKAGE

A ground disturbance package must be generated prior to the initiating of any ground disturbance activities. The ground disturbance package must be audited by a Corporate HSE Officer prior to being issued to field personnel for execution. The following are examples of company documentation that are to be completed and issued prior to, during, or after the ground disturbance activity:

- Ground Disturbance Safe Work Permit;
- Hazard Assessment and Abatement Form;
- Task Analysis Form;
- Pipeline Backfill Inspection Form (as needed);
- Crossing Plans;
- Tailgate Meeting.

32.4.5 PRE-JOB MEETING

A pre-job meeting must be conducted prior to ground disturbance activities being initiated. The meeting must be documented and signed off by all individuals involved. The signed off document must be submitted to a Priestly Demolition Inc. Corporate HSE Officer or a Senior Manager for future reference.

32.4.6 UNDERTAKING A GROUND DISTURBANCE

Priestly Demolition Inc. must, prior to undertaking any ground disturbance activity, use all information provided in the ground disturbance package, visual observations of the area, and discussions with local operations personnel and property owners, to ascertain whether or not any underground facilities exist within the excavation area and 30 m surrounding the outside perimeter of the proposed excavation area.

NOTIFICATION

- Where Priestly Demolition Inc. has identified the existence of buried facilities within the areas described above, the owners of any buried facilities must be notified.
- Notification must be completed prior to commencing ground disturbance activities, as per the Provincial One-Call system. The owner must also be notified at least 24 hours prior to backfilling. The owner must inspect the buried facility to ensure its condition is satisfactory. (Pipeline Backfill Inspection Form).
- Where the buried facility owner does not subscribe to this service, notification must still be made.

GROUND DISTURBANCE PERMIT

A ground disturbance permit must be completed prior to commencing any activities that meet the definition of ground disturbance, as indicated in this COP.

SOIL CONTAMINATION

Unexpected soil or groundwater contamination may be encountered during ground disturbance activities. Reporting of spills or contamination is provincially regulated and individuals who encounter unexpected contamination are required to immediately contact a Priestly Demolition Inc. Corporate HSE Officer and / or Senior Management.

REPORTING CONTACT OR EXISTING DAMAGE WITH OR ON A BURIED FACILITY

Buried facilities consist of many different materials. Some have protective coatings applied to them, some do not. Some materials require no protective coating at all. When contact is made, or existing damage is discovered within any buried facility, Priestly Demolition Inc. must report to the owner of the facility:

- All contacts that cause damage to the coating system or damage the integrity of their coating system, as immediately as is practical following the incident;
- Any existing coating damage or existing imperfections to the outer most surface of the buried facility that has been discovered during the excavation.

The AER must be notified within 2 hours of any contact (regardless of severity), or imperfection / damages found to the outer most surface of the buried facility with an AER licensed facility.

All line contacts or existing imperfections / damage to the outer most surface of the buried facility must be reported directly to the Priestly Demolition Inc. Corporate HSE department using the appropriate incident notification process.

LINE LOCATING

Line locating services must be undertaken in a manner that meets or exceeds the requirements outlined in this COP.

32.5 GROUND DISTURBANCE TRAINING

Workers and Supervisors

All persons involved in ground disturbance activities for or on behalf of Priestly Demolition, must have successfully completed industry recognized training for supervising ground disturbance activities and must be current within the past 3 years.