

## **POLICIES**

**ISSUED BY: JDL UNDERGROUND LTD.  
EFFECTIVE DATE: JANUARY 1/15**

**SECTION: 5  
DATE OF REVISION:**

## **POLICIES**

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### **DRUG AND ALCOHOL POLICY**

This policy will be administered in a fair and equitable manner. The priority is to provide a safe and healthy working environment.

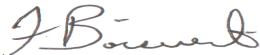
JDL UNDERGROUND LTD. prohibits the following while on company business:

- Being unfit for work due to the use of alcohol or drugs
- The use, possession, distribution, offering or sale of illicit drugs, illegal drugs or drug paraphernalia

JDL UNDERGROUND LTD. may require post accident/incident testing for accidents or incidents of a serious nature or near misses with a high severity potential.

JDL UNDERGROUND LTD. may require drug and alcohol testing as a job requirement.

Violation of this policy will be considered a breach of condition of employment and is cause for disciplinary action.



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President

JANUARY 1, 2013  
Date

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### **SAFETY, LOSS and CONTROL APPLICATION GUIDELINES for ALCOHOL & DRUGS**

#### **1. Purpose**

These application guidelines have been established to support JDL Underground LTD.'s Safety, Loss and Control Philosophy.

#### **2. Background**

JLD Underground Ltd. is committed to providing its employees and other workers involved in its operations with a safe work place. This requires an equal commitment on the part of JDL Underground LTD.'s employees to accept responsibility for their own safety and the safety of others.

The commitment of JDL Underground LTD.'s employees to safety can be measured only by their conduct and performance on the job. Given the nature of JDL Underground LTD.'s operations, employees must also have regard to conduct or behaviour off the job that may adversely affect their ability to safely perform their duties at "work" (as defined under Interpretation). This specifically extends to the consumption or use of alcohol and "drugs" (as defined under Interpretation), as addressed by these Application Guidelines.

#### **3. Standards**

No employee or sub-contractor as per section 2 shall distribute, possess, consume or use alcohol or drugs on any lands or premises occupied by Boisvert Underground Services Ltd. or in any "JDL Underground Ltd. Vehicle" (as defined under Interpretation) or other equipment.

No employee shall report to work or be at work with an alcohol level, which exceeds forty (40) milligrams of alcohol in one hundred (100) milliliters of blood, urine or saliva.

No employee shall report to work or be at work with detectable levels of any drug in their body.

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### 4. **Breach of Standards**

A breach of any of the above standards by any employee will be considered a breach of JDL Underground LTD.'s Safety, Loss and Control Philosophy and a fundamental breach of that employee's contract of employment and will result in termination of employment.

### 5. **Compliance Through Education**

JDL Underground Ltd. recognizes the importance of making employees aware through education of the actual and potential risks, both on and off the job, related to the consumption or use of alcohol or drugs. JDL Underground Ltd. intends to use employee education and awareness as the principal method of ensuring commitment to and compliance with these application guidelines and reducing work place health and safety concerns associated with non-compliance.

JDL Underground Ltd. will also train its managers and supervisors on how to monitor and identify behaviour and performance problems that may be linked to the use of alcohol or drugs.

### 6. **Compliance Through Alcohol & Drug Testing**

To further ensure a safe work environment and compliance with these application guidelines, JDL Underground Ltd. may also conduct specific (as opposed to random) alcohol and drug testing in the following circumstances:

#### a) **Reasonable Grounds**

When an employee's manager or supervisor believes, on reasonable grounds, that the employee will be in breach of the standards set by these application guidelines concerning detectable levels of alcohol or drugs the manager or supervisor, may require the employee to submit to an alcohol and drug test (as defined under interpretation).

#### b) **Accident or Other Incident**

When an employee is involved in an accident, a near miss or other potentially dangerous incident the manager of that employee, or the

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employee's supervisor after consultation with the manager, shall require the employee to submit to an alcohol and drug test immediately following the accident or incident or as soon as is practicable under the circumstances, unless the supervisor or manager reasonably believes that consumption or use of alcohol or drugs was not a factor in the occurrence of such accident or incident.

### **c) Employment Testing**

If needed an employee who is hired by JDL Underground Ltd. will be required to submit to and pass an alcohol and drug test as a condition of continued employment. This requirement applies to all regular, term part-time and casual positions (including positions held by paid students). However, this requirement will not apply to students involved in work experience or other secondary education programs, since those individuals are not considered employees.

All persons in possession of a Commercial Drivers License for the use of operating a JDL Underground Ltd. registered commercial vehicle must comply with all Department of Transport (DOT) regulations on mandatory "Drug and Alcohol Testing".

For greater clarity and by way of example only, "reasonable grounds", as referred to in paragraph 6(a) above, includes:

- Specifically, a situation where the smell of alcohol is detected on an employee's breath at work and;
- Generally, a situation where an employee is acting in a suspicious or unusual manner or where an employee has been unable to correct a chronic performance or behaviour problem at work, which gives rise to a reasonable suspicion on the part of the employee's manager or supervisor that the employee may have consumed or used alcohol or drugs at work or may be under the influence of alcohol or drugs, and which suspicion cannot be dispelled by the employee, when confronted, to the satisfaction of the manager or supervisor.

## **7. Testing Procedure**

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Depending on the circumstances, an employee who is required to submit to an Alcohol and Drug Test under paragraph 6(a) or 6(b) above will be directed by JDL Underground Ltd. to report to the health facilities of a qualified contractor retained by JDL Underground Ltd. to conduct Alcohol and Drug Tests.

The employee will be requested to provide a sample for a screening test administered by a designated Medical Facility for JDL Underground Ltd.

The Medical Facility will forward results from the screening test to the manager or supervisor of the employee who was tested.

In the event a negative result is obtained from the screening test, the designated Medical Facility will conduct or arrange for a medical assessment of the employee to determine if there are health related reasons for the situation or incident in respect of which the test was conducted.

If the employee is found to be medically fit, then the employee will be cleared to return to work by the Occupational Health Nurse. In the event the employee is not totally fit, the employee's manager or supervisor and the Occupational Health Nurse for the employee's area to determine, having regard to the requirements of the job, whether the employee should return to work with restrictions or be sent home on a medical absence.

In the event a positive result is obtained from the screening test, the employee will be required to provide a further sample for a more definitive split sample Alcohol and Drug Test to be analyzed by an independent and qualified contractor retained by JDL Underground Ltd. for that purpose. The Occupational Health Department will consult with employee's manager or supervisor will then send the employee home on absence with pay pending the outcome of the definitive test.

An employee's refusal to submit to, or provide samples for an Alcohol and Drug Test under these Application Guidelines, will be considered a breach of JDL Underground LTD.'s Safety, Loss and Control Policy, and a fundamental breach of that employee's contract of employment which will result in termination of employment for cause following a termination hearing.

The results of an employee's Alcohol and Drug Test will be the property of JDL Underground Ltd. and will be placed in a sealed envelope and kept in

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JDL Underground LTD.'s personnel file in respect of that employee. Accessed thereafter only by the employee's manager or Human Resources representative, or a member of the Occupational Health Department of EFAP, on a need to know basis.

### **8. Results from Definitive Testing**

#### **Testing Procedure**

Depending on the circumstances, an employee who is required to submit to an Alcohol and Drug Test under paragraph 6(a) or 6(b) will be directed by JDL Underground Ltd. to report to the health facilities of a qualified contractor retained by JDL Underground Ltd. to conduct Alcohol and Drug Tests.

The employee will be requested to provide a sample for a screening test administered by a designated Medical Facility for JDL Underground Ltd.

The Medical Facility will forward results from the screening test to the manager or supervisor of the employee who was tested.

In the event a negative result is obtained from the screening test, the designated Medical Facility will conduct or arrange for a medical assessment of the employee to determine if there are health related reasons for the situation or incident in respect of which the test was conducted.

If the employee is found to be medically fit, then the employee will be cleared to return to work by the Occupational Health Nurse. In the event the employee is not totally fit, the employee's manager or supervisor and the Occupational Health Nurse for the employee's area to determine, having regard to the requirements of the job, whether the employee should return to work with restrictions or be sent home on a medical absence.

In the event a positive result is obtained from the screening test, the employee will be required to provide a further sample for a more definitive split sample Alcohol and Drug Test to be analyzed by an independent and qualified contractor retained by JDL Underground Ltd. for that purpose. The Occupational Health Department will consult with employee's manager or supervisor will then send the employee home on absence with pay pending the outcome of the definitive test.

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An employee's refusal to submit to, or provide samples for an Alcohol and Drug Test under these Application Guidelines, will be considered a breach of JDL Underground LTD.'s Safety, Loss and Control Policy, and a fundamental breach of that employee's contract of employment which will result in termination of employment for cause following a termination hearing.

The results of an employee's Alcohol and Drug Test will be the property of JDL Underground Ltd. and will be placed in a sealed envelope and kept in JDL Underground LTD.'s personnel file in respect of that employee. Accessed thereafter only by the employee's manager or Human Resources representative, or a member of the Occupational Health Department of EFAP, on a need to know basis.

### **8. Results from Definitive Testing**

The results from a definitive positive Alcohol and Drug Test of a sample obtained in respect of a situation or incident, under paragraph 6(a) or 6(b) above, will be sent directly to the manager or duty manager of the employee who was tested.

Upon receipt of those results and before any action is taken, the manager or duty manager will consult with JDL Underground LTD.'s President and designate a Medical Review Officer to ensure that the results are clearly understood. MRO's to be listed on page 16 of this section.

In the event the results from a definitive Alcohol and Drug Test, as verified by a designate (Medical Review Officer), confirm that the employee did not breach the standards set by these Application Guidelines, the Employee will be sent to the Occupational Health Department (or a qualified contractor retained by JDL Underground Ltd.) for a medical assessment to determine if there are health related reasons for the situation or incident in respect of which the test was conducted, unless such assessment was performed following the screening test.

If the employee is found to be medically fit, then the Occupational Health Department will clear the employee to return to work. In the event the employee is not totally fit, the Occupational Health Department will consult with the employee's manager or supervisor and the Health and Wellness Advisor for the employee's area to determine, having regard to the



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requirements of the job, whether the employee should return to work with restrictions or be sent home on a medical absence.

In the event the test results, as verified a designate (Medical Review Officer), confirm that the employee did breach the standards set by these Application Guidelines, the manager of that employee must immediately conduct a termination hearing, as contemplated above (see Termination for Cause, Policy and Application Guidelines).

If JDL Underground LTD.'s President is of the opinion that the employee would be a good candidate for a Rehabilitation Program and if the employee:

- (i) has demonstrated an otherwise good performance record, including attendance;
- (ii) has demonstrated at the termination hearing a genuine desire to address and correct the issues that were the cause of termination, including successful completion of a Rehabilitation Program; and
- (iii) has not previously breached the standards set out in these Application Guidelines;

then the employee's Manager may provide the employee with a conditional offer of re-employment at the conclusion of the termination hearing, if warranted by the above circumstances.

Under the terms of the conditional offer of re-employment JDL Underground Ltd. will agree to rehire the individual after a specified period of not less than 6 months following the termination hearing, provided:

- (i) that the individual successfully completes a Rehabilitation Program before the end of the specified period and consistently maintains the objectives or requirements set by that program to the date of rehire;
- (ii) that the individual submits to an Alcohol and Drug Test prior to rehire to verify successful completion of the Rehabilitation Program;

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- (iii) that the individual submit to and pass an employee health assessment conducted by the JDL Underground Ltd. Occupational Health Department immediately prior to rehire;
- (iv) that JDL Underground Ltd. will have the right to conduct random Alcohol and Drug Testing of the individual for a period of two years after rehire;
- (v) that if the individual breaches the standards set out in these Application Guidelines after rehire, then the individual's employment will be automatically and summarily terminated for cause; and
- (vi) that at the time of rehire, the individual agrees in writing to the conditions set out in the two preceding subparagraphs (iv) and (v).

In the event the circumstances do not warrant a conditional offer of re-employment or in the event a conditional offer of re-employment is given but the individual fails to successfully complete a Rehabilitation Program or to maintain the objectives or requirements of that program prior to rehire, the individual will be prohibited from working on any lands or premises occupied by JDL Underground Ltd. for at least one year from the date of termination of employment. Access after that time will be conditional upon that individual providing proof of successful completion of a Rehabilitation Program acceptable to JDL Underground Ltd.

### 9. **New Employees**

Results from the Alcohol and Drug Test of a new employee under paragraph 6© above, will be sent directly to the Human Resources Representative responsible for recruiting and hiring the employee who was tested.

Upon receipt of those results and before any action is taken, the Human Resources Representative will consult with JDL Underground LTD.'s designate (Medical Review Officer) to ensure that the results are clearly understood.

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Failure of a new employee to Pass the Alcohol and Drug Test under paragraph 6(c above, as verified by JDL Underground LTD.'s designate (Medical Review Officer), will be considered a breach of JDL Underground LTD.'s Safety, Loss and Control Policy and a fundamental breach of the employee's contract and conditions of employment resulting in termination of that employment for cause, without a termination hearing. In the event of such termination, the new employee will not be entitled to re-apply for employment at JDL Underground Ltd. for a period of at least twelve months from the date of termination. If the individual is rehired and fails the Alcohol and Drug Test under paragraph 6 c) a second time, then that individual:

- (a) will not be considered for re-employment again by JDL Underground Ltd.
- (b) will not be permitted to work on any lands or premises occupied by JDL Underground Ltd. for at least one year from the date of termination of re-employment, and access after that time may be conditional upon the individual providing proof of successful completion of a Rehabilitation Program acceptable to JDL Underground Ltd.

### 10. **Referral to EFAP**

Employees may voluntarily seek help from EFAP for any alcohol or drug problem, on their own or with the assistance of their manager, supervisor, Human Resources Representative, Health and Wellness Advisor, a team member, friend or anyone else.

Any employee who is receiving assistance from EFAP for an alcohol or drug problem must cooperate with EFAP and must comply with the terms and conditions of the employee's Rehabilitation Program.

An employee who is under the care of EFAP for an alcohol or drug problem will not be allowed to return to work following an associated medical leave, or be allowed to continue to work without medical care, unless and until:

- (a) the employee is cleared to return to work, or is allowed to continue to work, by the Chief Medical Officer or the Chief Medical Officer's designate after consultation with the EFAP

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counselor responsible for the employee and the Health and Wellness Advisor for the employee's area;

- (b) the EFAP counselor, following that consultation and taking into account the requirements of the employee's job, is of the opinion that the employee is mentally, physically and emotionally able to work and does not pose a safety risk for either the employee or any other workers; and
- (c) the employee is under a Rehabilitation Program while at work, the EFAP counselor has arranged for unscheduled Alcohol and Drug Testing of the employee.

An employee who is at work and under the care of EFAP must still comply with the standards set by these Application Guidelines.

If an employee fails to cooperate with EFAP or to comply with the terms and conditions of the employee's Rehabilitation Program, or if a positive result is obtained from any Alcohol and Drug Test conducted by or for EFAP while the employee was at work, then EFAP will promptly advise the Chief Medical Officer or designate in writing and include sufficient particulars of such failure of the results to allow the Chief Medical Officer or designate to so advise the employee's manager and Human Resources Representative. The Human Resources Representative will then attempt to obtain consent from the employee authorizing EFAP and JDL Underground LTD.'s Occupational Health Department to disclose all relevant information from their files, to allow the manager to conduct an informed termination hearing.

In the event such consent is obtained, the employee may be considered for rehire if warranted by the same considerations referred to on Pages 5 and 6 of these Application Guidelines.

In the event such consent is not obtained, the manager shall still proceed with a termination hearing. However, the individual will not under any circumstances be considered for rehire and will be prohibited from working on any lands or premises occupied by JDL Underground Ltd. for at least one year from the date of termination of employment. Access after that time will be conditional upon that individual providing proof of successful completion of a Rehabilitation Program acceptable to JDL Underground Ltd.

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### **11. Use of Prescription and Non-Prescription Drugs**

An employee who is using a prescription or non-prescription drug should only take that drug as directed, and should be aware of any potentially unsafe side effects. If the employee is unsure about the side effects of a prescription or non-prescription drug, then the employee should consult with a physician or pharmacist, or a Nurse in the Occupational Health Department. If there are potentially unsafe side effects then the employee must obtain clearance from a Nurse in the Occupational Health Department or the Health and Wellness Advisor for the employee's area before reporting to work. If that clearance is subject to work limitations, then the employee must advise the employee's Health and Wellness Advisor and manager of supervisor of those limitations.

### **12. Authority to Search and Seize**

Where there is reasonable and probably grounds that an employee has breaches these Application Guidelines, JDL Underground Ltd. may search that employee and the employee's personal property and effects while on JDL Underground LTD.'s premises and seize any alcohol or drugs found during such search.

### **13. Contractors & Consultants**

JDL Underground LTD.'s contractors and consultants will be provided with a copy of these Application Guidelines and will be required to take all reasonable steps to ensure that their employees, as well as the employees of subcontractors retained by the contractors and consultants, comply with the guidelines while at work on any JDL Underground Ltd. site. Where appropriate, contractors and consultants will be asked to implement their own alcohol and drug policies consistent with these Application Guidelines.

### **14. Interpretation**

For purposes of these Application Guidelines:

- (a) "Alcohol and Drug Test" means:
  - (i) a test to determine the presence of alcohol or drugs in the body through laboratory analysis of a blood or urine sample;

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- (ii) a screening test or other preliminary means of detecting the presence of alcohol or drugs in the body without laboratory analysis; or
  - (iii) both tests referred to in subparagraphs (i) and (ii).
- (b) “Drug” or “Drugs” means any harmful substance (including solvents) or any drug, other than a prescription drug that is used by the employee for whom it is prescribed and as directed by the employee for whom it is prescribed and as directed by the prescription and any non-prescription medication used as directed by the manufacturer. (See Use of Prescription and Non-Prescription Drugs under paragraph 11 above).
- (c) “OHN” means a nurse from JDL Underground Ltd. ‘s designated medical facility or qualified contractor retained by JDL Underground Ltd. to conduct screening tests and obtain samples for Alcohol and Drug Tests for these Application Guidelines.
- (d) “Rehabilitation Program” means a program that is tailored to address each individual’s particular situation, ranging from education and counseling to and including residential treatment.
- (e) “JDL Underground Ltd. Vehicle” means any on road or off road vehicle owned, leased, operated or otherwise used for the business operations of JDL Underground Ltd.
- (f) “Work” includes training and any coffee, lunch, supper or other breaks from work while on any lands or premises occupied by JDL Underground Ltd. or in any JDL Underground Ltd. vehicle.
- (g) “Chief Medical Officer” (Medical Review Officer) is a licensed physician responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information.

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### **MINIMUM STANDARDS FOR CONTRACTOR COMPLIANCE TO JDL UNDERGROUND LTD. SAFETY, LOSS AND CONTROL APPLICATION GUIDELINES FOR ALCOHOL & DRUGS**

#### **1. Contractors & Consultants**

All contractors of JDL Underground Ltd. will be provided with a copy of the JDL Underground Ltd. Guidelines and will be required to take all reasonable steps to ensure that their employees comply with the standards established by those guidelines while at work on any JDL Underground Ltd. site. Contractors will be required to implement their own alcohol and drug policies consistent with the following "Minimum Standards".

#### **2. Minimum Standards on JDL Underground Ltd. Site**

No Employee shall distribute, possess, consume or use alcohol or drugs (as defined under definitions) on any "JDL Underground Ltd. Site" (as defined under definitions) or in any "Vehicle" (as defined under definitions) or other equipment.

No employee shall report to work or be at work with an alcohol level that exceeds forty (40) milligrams of alcohol in one hundred (100) milliliters of blood, urine or saliva.

No employee shall report to work or be at work with detectable levels of any drug in their body.

#### **3. Compliance through Alcohol & Drug Testing**

To further ensure a safe work environment and compliance with the minimum standards, contractors will require that specific (as opposed to random) alcohol and drug testing be performed in the following circumstances:

##### **(a) Reasonable Grounds**



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When an employee's supervisor or manager believes, on reasonable grounds, that the employee may be in breach of the standards concerning detectable levels of alcohol or drugs, the contractor shall require the employee to submit to an alcohol and drug test (as defined under Interpretation).

For greater clarity and by way of example only, "reasonable grounds", as referred to in paragraph 3(a) above, includes:

- specifically, a situation where the smell of alcohol is detected on an employee's breath at work; and
- generally, a situation where an employee is acting in a suspicious or unusual manner or where an employee has been unable to correct a chronic performance or behaviour problem at work, which gives rise to a reasonable suspicion on the part of the employee's supervisor or manager that the employee may have consumed or used alcohol or drugs at work or may be under the influence of alcohol or drugs, and which suspicion cannot be dispelled by the employee, when confronted, to the satisfaction of the supervisor or manager.

### (b) **Accident or Other Incident**

When an employee is involved in an accident, a near miss or other potentially dangerous incident on a JDL Underground Ltd. site the manager of that employee, or the employee's supervisor after consultation with the manager, shall require the employee to submit to an alcohol and drug test immediately following the accident or incident or as soon as is practicable under the circumstances, unless the manager or supervisor reasonable believes that consumption or use of alcohol or drugs was not a factor in the occurrence of such accident or incident.

### 4. **Refusal of Testing**

Any employee who refuses to submit to, or provide samples for, an alcohol and drug test will be precluded from working on any JDL Underground Ltd. site.

### 5. **JDL Underground Ltd. Site Access**

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An employee who has been precluded from working on any JDL Underground Ltd. Site as a consequence of breaching these standards, will not be permitted access for a minimum period of 6 months. Access after that time will only be considered by JDL Underground Ltd. if all of the following conditions are met:

- I. That the employee is sponsored by a contractor;
- II. That the employee successfully completes a recognized rehabilitation program before the end of the specified period and consistently maintains the objective or requirements set by that program to the date of reinstatement; and
- III. That the employee submits to and passes an alcohol and drug test immediately prior to being permitted to work on a JDL Underground Ltd. Site and agrees to submit to occasional alcohol and drug testing for a period of up to 2 years after access is allowed.

If any employee breaches these standards a second time, then the employee will not be permitted to work on any JDL Underground Ltd. Site for an indefinite period.

### **6. Use of Prescription and Non-Prescription Drugs**

Any employee who is using a prescription or non-prescription drug must only take that drug as directed, and should be aware of any potentially unsafe side effects. If the employee is unsure about the side effects of a prescription or non-prescription drug, then the employee should consult with a physician, nurse or pharmacist. If there are potentially unsafe side effects the employee must notify their supervisor before reporting to work.

### **7. Authority to Search & Seize**

Where there is reasonable and probably grounds that an employee has breached these standards, JDL Underground Ltd. may search that employee and the employee's personal property and effects while on any JDL Underground Ltd. Site and may seize any alcohol or drugs found during such search.

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### **8. Educational and Employee Assistance and Programs**

JDL Underground Ltd. believes that employee education and awareness should be the principal method ensuring commitment to and compliance with alcohol and drug standards and reducing work force health and safety concerns associated with non-compliance. Therefore, JDL Underground Ltd. would expect that contractors will provide employee education and access to an Employee Assistance Program (“EAP”) as an integral component of their program.

Employees, at all levels of the organization, should receive basic education on the contractor’s alcohol and drug policy, as well as awareness training on the risks of substance use and its potential impact upon their safety, as well as the safety of others.

Managers and Supervisors also require specific training on how to recognize and effectively address performance problems which may be related to alcohol and drug use.

Employees should also be encouraged to address their alcohol and drug related issues and should be provided with information about the contractor’s EAP program and/or other support systems, which may be available within the community.

### **9. Definitions**

For purposes of these standards:

- (a) “Alcohol and Drug Test” means:
- 1) a test to determine the presence of alcohol or drugs in the body through laboratory analysis of a blood or urine sample; or
  - 2) a screening test or other preliminary means of detecting the presence of alcohol or drugs in the body without laboratory analysis.

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- (b) “Contractor” means any contractor or consultant retained by JDL Underground Ltd. and any subcontractor retained by a contractor or consultant of JDL Underground Ltd. to perform work or services on a JDL Underground Ltd. site.
- (c) “Drug” or “Drugs” means any harmful substance (including solvents) or any drug, other than a prescription drug that is used by the employee for whom it is prescribed and as directed by the prescription and any non-prescription medication used as directed by the manufacturer.
- (d) “Employee” means a contractor employee.
- (e) “Rehabilitation Program” means a program that is tailored to address each individual’s particular situation, ranging from education and counseling to and including residential treatment.
- (f) “JDL Underground Ltd. site” means any lands or premises occupied by JDL Underground Ltd.
- (g) “Vehicle” means any on road or off road vehicle used by the contractor for JDL Underground Ltd.
- (h) “Work” includes training and any coffee, lunch, supper or other breaks from work while on a JDL Underground Ltd. site.

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### **PERSONAL PROTECTIVE EQUIPMENT POLICY**

All employees will wear hard hats, steel-toed boots, long pants, and short or long-sleeved shirts. All other required personal protective equipment not mentioned above will be supplied by the company (e.g.) eye and face protection, hearing protection, reflective vests and fire retardant coveralls. All personal protective equipment used will be in good condition and maintained according to manufacturer's instructions. All company supplied personal protective equipment will conform to O.H.&S. requirements.

This policy is in compliance with the Human Resources and Employment, Workplace Health and Safety legislation. The safety information in this policy does not take precedence over the applicable government regulations, with which all employees must be familiar.

Note:

Subcontractors are responsible for providing their own safety equipment and P.P.E.



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President

JANUARY 1, 2013

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**ISSUED BY: JDL UNDERGROUND LTD.**  
**EFFECTIVE DATE: JANUARY 1/15**

SECTION: 5  
DATE OF REVISION:

### Info Sheet for Head Protection

#### General Information

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

In construction, the recommended type of protective headwear is the Class B hard hat, which has the required "dielectric strength". There are many designs but they all must meet the CSA requirements for Class B industrial head protection.

Most head protection is made up of two parts:

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

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet. In Alberta they can only be used when the only hazard is where a worker might strike his/her head against a stationary object.

#### Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

#### Do:

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

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### **Don't**

- Drill, remove peaks, alter the shell or suspension in any way
- use solvents or paints on the shells (makes shells "break down")
- Put chin straps over the brims of Class B headgear
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat

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### **Info Sheet for Hearing Protection**

#### **General Information**

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The "rule of thumb" for hearing protection is: use hearing protection when you can't carry on a conversation at a normal volume of voice when you are 3 feet apart.

Remember, this is only a rule of thumb. Any sound over 80dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or O. H. & S. office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size are different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise,  
or if workers have ringing, pain, headaches or discomfort in the ears your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

For further information, look at the CSA Standard "Hearing Protectors" Z94.2 M1984.



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### Info Sheet for Eye and Face Protection

#### General Information

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

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

This PPE has two types. The first type, "basic eye protection", includes:

- Eyecup goggles, and
- Monoframe goggles and spectacles with or without side shields.

The second type, "face protection" include:

- Metal mesh face shields for radiant heat or hot and humid conditions,
- Chemical and impact resistant (plastic) face shields,
- Welders shields or helmets with specified cover and
- Filter plates and lens.

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

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should **NOT** be worn at the work-site. Contact lens may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the O. H. & S. office, Material Safety Data Sheet (MSDS) or your supplier will help in your selection.

#### Do:

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed

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- Store safety glasses in a safe clean, dry place when not in use
- Replace pitted scratched, bent and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver).

### **Don't:**

- Modify eye/face protection
- Use eye/face protection, which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

### **Eye Protection For Welders**

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

\* For further information see the appropriate current Occupational Health and Safety Regulations.

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### **Info Sheet for Limb and Body Protection**

#### **General Information**

Due to nature of the construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as "job exposures" (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials).

PPE in the category would be items such as:

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

For more information on the type of specialty PPE you require, check your local O.H.& S. office. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

#### Hand PPE (Gloves and Mitts)

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

#### Types

PPE for the hands come in many forms, each designed to protect against certain hazards, Gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. If gloves are to be used select the proper type for the job to be done. Inspect and maintain hand PPE

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regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier, Material Safety Data Sheet (MSDS)

### **Do:**

- Inspect hand PPE for defects before use
- Wash all chemicals and fluids off gloves before removing them
- Ensure that gloves fit properly
- Use the proper hand PPE for the job
- Follow manufacturer's instructions on the care and use of the hand PPE you are using
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE).

### **Don't**

- Wear gloves when working with moving machinery (gloves can get tangles or caught)
- Wear hand PPE with metal parts near electrical equipment
- Use gloves or hand protection that is worn out or defective.

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### Info Sheet for Foot Protection

#### General Information

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

Safety footwear is divided into three grades which are indicated by colored tags and symbols.

The **tag color** tells the amount of resistance the toe will supply to different weights dropped from different heights.

The **symbol** indicates the strength of the sole. For example, a triangle means puncture resistant sole able to withstand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2 Inch) nail.

In construction, it is recommended that only the **green triangle** grade of footwear, which also gives ankle support be used.

Your choice of protective footwear should always over protect not under protect.

#### Do:

- Choose footwear according to job hazard and CSA Standards
- Lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current)
- Choose a high cut boot to provide ankle support (less injuries).

#### Don't:

- Wear defective safety footwear (i.e.. exposed steel toe caps)
- Under protect your feet or modify safety footwear.

\*For further Information see the appropriate current Occupational Health and safety Regulations.

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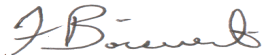
### MAINTENANCE POLICY

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

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

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

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



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President

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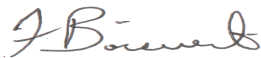
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### VEHICLE USE

As a condition of employment, no employee will operate a vehicle on a company work site without first complying with:

1. Supplying a valid drivers license of appropriate class for the vehicle to be operated
2. Completing the vehicle/equipment log book as a minimum daily requirement
3. Proper housekeeping (clear of garbage, debris, loose material and equipment)
4. Driving according to all highway and site regulations.
5. The safety information in this policy does not take precedence over the applicable government regulations, with which all employees must be familiar.

Failure to comply with the above rules and appropriate regulations will result in disciplinary action.



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### INSPECTIONS POLICY

JDL Underground Ltd. will maintain a comprehensive program of safety inspections at all facilities and job-sites to control losses of human and material resources by identifying and correcting unsafe acts and conditions. The manager will be responsible for the overall operation of the program. Superintendents are responsible for directing formal inspections on job-sites that they control and for involving workers in such inspections. Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working. Workers are responsible for participating in and contributing to the inspection program.

Inspections will be done on a monthly frequency ideally just before the monthly safety meeting. Home Office and other areas will be done Bi-monthly.

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



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### **ACCIDENT/INCIDENT INVESTIGATION POLICY**

All injuries, near misses, hazards and incidents must be reported to your supervisor immediately.

Any employee or subcontractor involved in an incident will assist in the investigation if called upon to do so.

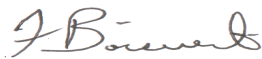
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Failure to report incidents is cause for disciplinary action

The following types of incidents shall be fully investigated:

1. Incidents that result in injuries requiring medical aid;
2. Accidents that cause property damage or interrupt operation with potential loss exceeding \$1000.00;
3. Incidents that have the potential to result in (1) or (2) above;
4. All incidents that, by regulation, must be reported to the appropriate regulatory agencies.

All incidents as noted above will be investigated so that causes can be determined and corrective actions can be implemented to prevent recurrence. Forms are available from Head Office.



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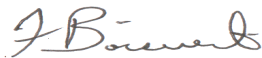
### PUBLIC CONVENIENCE AND PROTECTION POLICY

JDL Underground Ltd. shall give due consideration to the interest and property of landowners and tenants wherever involved, and shall carry out and perform its work in a manner which shall cause the minimum of inconvenience, injury and damage. JDL Underground Ltd. shall familiarize itself and comply with any special restrictions and conditions contained in any easement, board order, crossing agreement, or other permit acquired for right-of-way purposes.

JDL Underground Ltd. will restore, within the time frame agreed to by the affected 3<sup>rd</sup> party and as is reasonably feasible, all damaged property to as near its original condition as possible, including without limitation, buildings, fences, hedges, roads, railroads, bridges, culverts, drainage ditches, irrigation ditches, levees, and other property damaged, occupied or crossed during said construction.

JDL Underground Ltd. shall exercise due care in closing gates, and fences, repaired fences, guarding open ditches, and taking such other measures as necessary to safeguard vehicles and equipment, personnel, livestock, and wildlife from loss or injury.

Public travel shall not be needlessly inconvenienced, nor shall it be wholly obstructed at any point without the consent of authorities having jurisdiction. JDL Underground Ltd. shall furnish and maintain, where necessary flares, barricades, flag persons, road plates, protective safety fencing and signs and take all reasonable steps to ensure that the public is fully protected.



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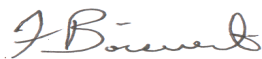
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### **WORKING ALONE POLICY**

JDL Underground Ltd. is committed to protecting and safeguarding employee's health and safety throughout all phases of its operations. Employee protection and safety measures are considered to be both corporate and personal responsibilities for JDL UNDERGROUND LTD. and all of its employees. Any employee required to work alone for any reason will be required to complete the checklist for working alone and reviewing it with a supervisor before commencement of the work

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



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### CHECKLIST FOR "WORKING ALONE"

This checklist must be filled out before the employee is to start his task.

- | <b>Training</b> |  | <b>Yes</b>               |                          |
|-----------------|--|--------------------------|--------------------------|
| <b>No</b>       | <b>N/A</b>   |                          |                          |
| •               | Is the employee trained and competent to work alone safely?            | <input type="checkbox"/> | <input type="checkbox"/> |
|                 | <input type="checkbox"/>   |                          |                          |
| •               | Is the employee informed of the hazards associated with working alone? | <input type="checkbox"/> | <input type="checkbox"/> |
|                 | <input type="checkbox"/>   |                          |                          |

#### **Hazard Assessment**

- Has a hazard assessment been completed for the task at hand?
- 
- Is all the necessary information documented on the hazard assessment?
- 
- Is the hazard assessment signed by the employer and employee?
- 
- Do the employer and the employee, each have a copy of the hazard assessment?
- 

#### **Travel Plan**

- Is there a meeting place in the travel plan?
- Are there any planned rest periods?
- 
- Is the employee signed out when he is ready to leave?
- 
- Is there a planned route to be taken?

#### **Communication**

- Is there an effective means of communication in place?
- 
- Are you using a –
  - telephone
  - 
  - cell phone
  -

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- radio contact
- 
- Is there an individual contact number for the employee to contact in case of the need for immediate assistance?
- Name: \_\_\_\_\_ PH#: \_\_\_\_\_

**Reporting**

- Are you to report at designated locations according to the travel plan?
- 
- What is the next designated time or location for the next “call-in”?

Time: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Is there a scheduled check-in point with other employee’s?
- Is there a procedure for tracking “overdue” employees who have failed to report?
- 

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Equipment**

- Is the employee equipped with First-Aid supplies?
- Is the employee equipped with a Fire Extinguisher?
- 
- Is the employee equipped with a spill-kit?
- 
- Does the employee need to take extra fuel containers?
- 
- Is the employee equipped with proper attire for inclement weather conditions?

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- Is the employee equipped with the proper personal protective equipment?

**Maintenance Checklist**

- Has the vehicle been inspected and in good working condition?
- Has the employee conducted a pre-trip inspection?
- Is the vehicle fuelled up?
- Is the vehicle equipped with the necessary preventive maintenance items?  
E.g. windshield washer fluid, oil, antifreeze

**Other:**

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Employee Signature: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_



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### WORKPLACE VIOLENCE AND HARASSMENT POLICY

Harassment Policy

Statement of Commitment

Every worker is entitled to employment free of harassment. JDL Underground is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Definition of Harassment

Harassment based on Prohibited grounds

This includes any inappropriate conduct, comment, display, action or gesture by a person that is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and constitutes a threat to the health or safety of the worker.

This type of harassment is prohibited in The Saskatchewan Employment Act and The Saskatchewan Human Rights Code.

It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or welcome.

Sexual harassment may include:

- a direct or implied threat of reprisal for refusing to comply with a sexually orientated request;
- unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation;
- displaying pornographic or sexually explicit pictures or materials;
- unwelcome physical contact;
- unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or
- refusing to work with or have contact with workers because of their sex, gender or sexual orientation.

Personal harassment

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects a worker's psychological or physical well being; and
- the perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- verbal or written abuse or threats;
- insulting, derogatory or degrading comments, jokes or gestures;
- personal ridicule or malicious gossip;
- unjustifiable interference with another's work or work sabotage;
- refusing to work or co-operate with others; or
- interference with or vandalizing personal property.

What is not Harassment

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This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences. Managerial actions must be carried out in a manner that is reasonable and not abusive.

The policy also does not extend to harassment that arises out of circumstances unrelated to the workers employment. For example, harassment is not covered if it occurs during a social gathering of co-workers that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the request of the employer is covered.

Other situations that do not constitute harassment include:

physical contact necessary for the performance of the work using accepted industry standards;

conduct which all parties agree is inoffensive or welcome; or

conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.

Harassment can exist even where there are no intentions to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

### Employer's Commitment

JDL Underground and its managers and supervisors will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

This commitment includes:

A copy of the harassment policy is provided to all workers on The JDL Underground website

A copy of the harassment policy will be posted on the company bulletin board

### Complaint procedure

An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to Fred Boisvert -Owner and Manager of JDL Underground, or to Jackie Farrell- Safety officer for JDL Underground. An investigation into the complaint will then be performed.

employment. Sexual harassment can include such things as pinching, patting, rubbing, comments or suggestions and requests or demands of a sexual nature

The management of JDL Underground LTD. recognizes the potential for workplace violence and other aggressive behaviour directed at our employees. JDL UNDERGROUND LTD. will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps appropriate to protect our employees from the potential risks associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the risks associated with workplace violence.

It is important that employees are aware of and understand that acts of violence are considered a serious offence for which necessary action will be imposed. Those subject to acts of violence are encouraged to access any assistance he or she may require in

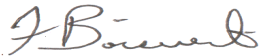
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order to pursue a complaint. Every reported incident of workplace violence will be investigated.

**No employee will be penalised, reprimanded or in any way criticised when acting in good faith while following the procedures set forth for addressing situations involving workplace violence.**



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President

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## CONFINED SPACES POLICY

### **Purpose & Scope**

This policy provides procedures for the safe entry and work practices in confined spaces. The policy applies to all employees who enter confined spaces while employed with JDL Underground Ltd., including all sub-contractors.

### **Training**

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All employees who may enter, attend, or supervise employees entering confined spaces must be trained. New hires that will participate in confined space entry should be trained prior to entering a confined space.

### **Hazards of Confined Spaces**

Confined spaces can be hazardous for several reasons:

- a. Hazardous atmospheres - the nature of many confined spaces can cause them to have poor atmospheres such as a lack of oxygen, flammable gases, toxic gases, etc.
- b. Engulfment / Entrapment - the space has the potential for a material in the space to collapse and trap or bury the employee inside of the confined space
- c. Restricted Entry - spaces are not made for continuous occupancy by humans and may have limited entry and exit places.
- d. Occupational Hazards - occupational hazards are amplified in confined spaces. Noises are louder because they cannot escape into the atmosphere. Heat builds up quickly and can lead to heat exhaustion.

Proper precautions must be taken to address these and other potential hazards of confined spaces. There are two types of confined spaces based on these hazards.

### **Confined Spaces**

A confined space is a space large enough and so configured that an employee can enter and perform assigned work; and has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and is not designed for continuous employee occupancy.

There are two types of confined spaces:

1. Non-Permit Required Confined Space - is a space that meets the definition of a confined space but does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
2. Permit Required Confined Space - this is a confined space that meets the definition of a confined space but has one or more of the following characteristics:
  - a. Contains or has a potential to contain a hazardous atmosphere;

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- b. Contains a material that has the potential for engulfing an entrant;
- c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- d. Contains any other recognized serious safety or health hazard.

### **Entry Procedures for Confined Spaces**

1. Prior to entering any confined space:
  - a. Any employee who is an entrant, attendant, or supervisor must have attended confined space training.
2. Entering non-permit required spaces:
  - a. Unless the confined space is clearly marked as a non-permit required confined space, it will be treated as a permit required confined space until designated otherwise by the Company Environmental Health & safety Officer.
  - b. Prior to entry the employees who will enter the non-permit required confined space must receive approval to do so from the environmental health & safety officer and also from their supervisor.
  - c. Prior to entry any equipment operating in the confined space should be shut down and locked out / tagged out according to university policy.
  - d. Prior to entry a trained attendant (stand-by person) should be in place and ready to assist entrants if needed.
  - e. A trained supervisor should approve the confined space for entry after ensuring that all hazards are under control and the space is safe for entry.
  - f. Employees may enter the confined space and perform required work. The attendant must be able to see and communicate with the employees the entire time they are in the confined space. The attendant has the authority to order the workers out of the space if he loses sight of them, loses communication, or feels that the employees are in danger.
  - g. Once work is completed close entry way to the confined space. Remove locks and tags and reenergize equipment.
3. Entering permit required confined spaces:
  - a. Prior to entry a confined space entry permit must be completed. The permit is attached to this policy and includes checks for
    - 1) Prior to opening the confined space all associated processes should be shut down and locked out and tagged out.
    - 2) Hazardous Atmosphere - air will be tested to ensure that the atmosphere is within OSHA limits for human occupancy. A calibrated confined space test

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meter will be used to test the atmosphere prior to entry. To be safe to enter the following must be met:

**Oxygen** - level must be between 19.5% through 23.5%

**LFL**-flammable gases, vapors, or mists must be below 10% of LFL

**Toxic Gases** - no presence of toxic gases is allowed.

If any of these conditions exist do not enter the confined space. Mechanical ventilation may be used to correct hazardous atmospheres.

- 3) Entrapment / Engulfment - if the hazard for entrapment or engulfment exists proper blocking procedures must be used to isolate the hazard.
- 4) Rescue equipment should be present and on site ready to be employed.
- 5) Emergency communication equipment should be at the site and be at a minimum a two-way radio.
- 6) A trained attendant (standby person) must be stationed at the site and trained in the duties of the attendant. Name must be filled in on the permit.
- 7) All entrants must be trained in the duties of the entrant. Entrants' names must be filled in on the permit.
- 8) Supervisor must review, sign, and approve of the entry prior to employees entering the space.
- 9) The completed and signed confined space permit must be posted at the entrance of the confined space.

NOTE: Employees who enter the confined space have a right to review and observe all checks on the confined space prior to entering the space.

b. Entering the confined space:

- 1) Once the confined space permit is fully executed the authorized entrants may enter the confined space
- 2) The attendant should retest the air periodically while the employees are in the confined space to ensure that atmospheric conditions are acceptable. If air tests are not acceptable attendant will order entrants out of the confined space.
- 3) The authorized entrants must stay in touch with the attendant by sight and verbal communication throughout the work. If any condition inhibits this communication, then the attendant will order the entrants to exit the confined space.
- 4) Once employees exit the space, the permit should be canceled. Even if the employees are taking a break or lunch a new permit will be completed for each re-entry. The air will be tested each time before re-entry and the permit completely filled out.

c. Once Work in the Confined Space is Completed:

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- 1) Ensure that all workers and all equipment is out of the confined space. Remove any ventilation devices. Close the access cover to the confined space.
- 2) Remove locks and tags from devices locked out. Reenergize this equipment.
- 3) Return all canceled permits to the environmental health & safety officer.

Confined spaces are dangerous work environments and should always be treated with extreme caution. This policy attempts to provide safe procedures for entry and work in confined spaces, however, there are some confined spaces that are more dangerous and may not be appropriate for any entry. Before entering these spaces, the Company Environmental Health & Safety Officer must approve that entry by employees will be allowed.

Also note that any employee who feels unsafe or uncomfortable about entering a confined space cannot be forced to enter the space and perform the work. Some employees are claustrophobic and have a fear of confined spaces or the employee may fear the spaces for other reasons. Do not force or command anyone to enter a confined space.

### Applicable Regulations

This policy is based on regulations of the Occupational Health and Safety Regulations, 1996. Specific regulations on confined spaces are found in Section 266 Part XVIII or the regulations.

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President

JANUARY 1, 2013

Date