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Company Safety and Health Statement - 1



(By Peter Walker 1st Rev 11/13/09, 2nd Rev. 04/09/10 3rd Rev. 05/18/10, approved by Jeff Nicolajsen)

*At Sperling Ind. Ltd. (hereinafter referred to as SIL) the health, safety & well – being of all persons involved in our projects including employees, customers, sub – contractors & their employees are considered the most important part of conducting business. SIL requires that all hazardous conditions be neutralized before commencing any task. The main goal of the safety program is to eliminate all workplace incidents, to **preserve the environment** & to review & incorporate new & more efficient safety procedures that allow us to operate at peak productivity while in no way sacrificing the health & safety of any person or **causing avoidable damage to the environment** for sake of expediency. At SIL incident prevention is a shared responsibility & is to be promoted by all involved in our projects. It is understood that every project, from the smallest to the largest, will be undertaken with safety as the top priority with an attitude of **no tolerance to incidents or environmental damage.***

All persons involved in our projects are required to adhere to the policies outlined in this manual and non – compliance will be dealt with in a swift & stern manner, as the disciplinary policy dictates. The following outlined responsibilities apply to all individuals participating in our program & we invite all to join us in a commitment to make all projects free of incident.



Jeff Nicolajsen

July 6, 2010

Date

Company Safety and Health Statement (cont'd)

RESPONSIBILITIES:

Management

- Assumes the responsibility of the safety & health program including the **preservation of the environment** and its implementation through an appointed safety coordinator.
- Appoints a qualified person as safety coordinator.
- Maintains safe conditions, company vehicles, tools, PPE & equipment for all personnel.
- Ensures that the workplace is equipped with sufficient lighting to allow workers to perform their work safely & an emergency lighting system that allows workers perform any necessary shut down procedures, evacuate the workplace safely & restore the regular lighting system. All parts of the workplace will have a minimum of 5 decalux of illumination.
- Ensure that workers do not eat or drink in a part of the workplace that is or may be contaminated by a hazardous substance.
- Authorizes expenditures deemed necessary by the Safety & Health Committee, & other related expenses on an ongoing monitored basis.
- Meets regularly with the safety coordinator to monitor the performance of the safety program & render disciplinary actions when required.
- **Regards safety & the preservation of the environment as a priority when considering new projects.**
- Maintains calm and damage control in an emergency situation.

Safety Coordinator

- Coordinates all program requirements **including matters related to the environment**, tool box talks, job site, shop & office inspections, safety and health committee meetings and all on site and classroom training.
- Administers and coordinates the new hire orientation program, which includes the WHMIS education program & **other training related to safety & environmental protection.**
- Executes all incident investigations & correspondence with Workplace, Safety & Health officials.
- Coordinates incident investigations for field jobs.
- Participates in the Safety & Health Committee & regularly attends committee meetings.
- Keeps all personnel from upper management to the newest hire informed of all safety trends, good or bad by posting or distributing meeting minutes, investigations & inspection reports.
- Compiles results for reporting to management on a regular basis to discuss all safety related matters **& matters related to the preservation of the environment.**

Company Safety and Health Statement – RESPONSIBILITIES (cont'd)

Project Management

- Takes responsibility for enforcing the company rules/policies.
- Ensures that one person is elected or appointed to be the Safety Representative at all jobsites where there is more than one worker.
- Orientates all visitors to jobsites/facilities & informs them of all hazards.
- Ensures that regular shop/job-site, equipment & PPE inspections are conducted & that all findings are documented, reviewed & signed.
- **Ensures all personnel are aware of their responsibilities safety & to the protection of the environment.**
- **Ensures there is a “spill kit” available at each jobsite adequate to contain or clean up (as required) any materials that may pose a threat to the environment that are brought onto a jobsite by SIL.**
- **Ensures that the contact information for the authority having jurisdiction is on site & readily available to report SIL spills of any materials that may have a negative impact on the environment. (See SW Procedure Spills/Environment 44 c)**
- **Ensures that when SIL is responsible for a spill such as fuel, gas, oils, chemicals or any other material which may have a negative impact on the environment that the spill is reported to the authority having jurisdiction when required or is cleaned up as required.**
- **Ensures that all materials & wastes that arise as a result of an SIL spill clean up are handled & disposed of in accordance with the MSDSs & the authority having jurisdiction.**
- Reports regularly to the safety coordinator & management to facilitate the distribution of critical safety information to all company personnel.
- Ensures that all incidents & near misses are reported and documented. **(Including any SIL or SIL sub-contractor spill that causes or may cause environmental damage.)**
- Ensures that all hazards & reasonably foreseeable hazards are related to all personnel & sub-contractors within his or her supervision area & that the all parties sign & date the HA or inspection documenting receipt of the information.
- Takes prompt action to correct unsafe conditions & promptly provides adequate resources to deal with questions & concerns from personnel regarding these conditions.
- Ensures proper care & maintenance is taken with equipment and P.P.E.
- Ensures that all sub-contractors are aware of their safety, health **& environmental responsibilities & obligations.**

Company Safety and Health Statement – RESPONSIBILITIES (cont'd)

Personnel

- Participates in the safety program through education and discussion at toolbox talks & committee meetings.
- Follows all safe work practices and procedures.
- Reports all unsafe or hazardous conditions, near misses & **any spills or conditions that may have or lead to a negative impact on the environment** to their immediate supervisors.
- Completes daily or task specific pre-job safety inspections.
- Ensures proper care & maintenance is taken with equipment and P.P.E.

Sub – Contractors:

- Will conduct their operations for SIL with an attitude of no tolerance to incidents **or environmental damage.**
- Will educate their employees on the laws that govern safe work where it is being performed.
- Will provide any & all training to their personnel to perform tasks & operate tools & equipment that is deemed necessary by the authority having jurisdiction & submit documentation of that training if requested by SIL.
- Are required to report all incidents & near misses to SIL supervisors and assist in any investigations.
- **Report any spills or conditions that may lead to or have a negative impact on the environment to SIL by the fastest means of communication available.**
- **Will have on site a “spill kit” appropriate & adequate to contain or clean up (as necessary) any & all materials brought onto site by the sub-contractor that may have a negative impact on the environment if spilled.**
- **Obtains a copy of SIL Safe Work Procedure #44 c “Spills/Environment” & follows this procedure.**
- Participate in all safety meetings when notified to do so by SIL.
- Submit all pre-job safety inspections & keep SIL advised of any changes to these hazardous conditions.
- Advise SIL of all Sub-Contractor personnel taking part in our projects & their classifications.
- Provide copies of all MSDS, inspections, Safety Committee & Tool Box meetings, required permits & any WS&H orders to SIL upon request.

Safety Coordinator Policy – 2



(Peter Walker 11/13/09, 1st rev. 05/11/10, approved by Jeff Nicolajsen)

SIL's commitment to safety & health begins with the appointment of a fully qualified safety coordinator. This person is the company's Safety and Health representative and reports directly to ownership. The ownership of Sperling Industries Ltd. has appointed Peter Walker as Safety Coordinator. An obligation of this position is to aid ownership with any investigations conducted by Workplace, Safety and Health officials. Confidentiality of all findings through any investigations is held strict to protect all personnel's rights and privacy.

A handwritten signature in blue ink that reads "J Nicolajsen".

Jeff Nicolajsen

July 6, 2010

Date

Safety Coordinator Policy – (cont'd)

RESPONSIBILITIES:

1. Help develop & incorporate new safe work practices & procedures & source & provide training as the need arises & as it is required to protect all personnel.
2. Coordinate field new hire orientations, execute shop new hire orientations & ensure all personnel are informed of their rights & responsibilities.
3. Be responsible for the complete monitoring of the SIL safety program documentation & submit findings annually in a performance audit.
4. Maintain an active relationship with WS&H officials & ensure that SIL policies conform to The Manitoba Workplace Safety & Health act.
5. Ensure that members of the Safety & Health Committee are aware of their responsibilities & that all issues that are tabled are dealt with in a pre-determined time frame.
6. Be actively involved in a safety education program derived from either government or non-government organizations.
7. Oversee the entire SIL manual, recommend updates & incorporate updates as required.
8. Ensure that all personnel are informed of their rights & responsibilities regarding SIL policies & solicit personnel for ideas to improve on all safety matters including the creation & revision of safe work practices & procedures.
9. Ensure that all personnel are equipped with the correct information & objectives to execute a proper procedure in the case of an emergency.
10. Report all incidents, near misses & investigations to Management or Ownership.
11. Oversee the development of emergency procedures for every situation.
12. Ensure all safety related documents are kept on file for a minimum of five years.

Company Rules Policy – 3



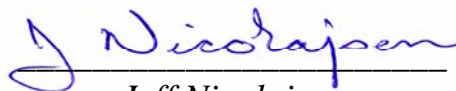
(Revised by Peter Walker & Jeff Nicolajsen Nov. 13, 2009)

The purpose of the SIL Company Rules Policy is to prevent incidents & the subsequent misappropriation of SIL funds due to careless or insubordinate behaviors. All rules outlined in this policy are to be adhered to by all personnel (including SIL sub-contractors, their employees & their agents). Failure to adhere to the rules will be dealt with as the disciplinary policy dictates for SIL personnel & all violations will be recorded to personnel files for the purpose of identifying trends. (Failure to adhere to the rules may result in contract cancellation for sub-contractors.) These rules are explained & handed out to each new hire during orientation. Copies of the rules are provided to all SIL sub-contractors. Additional copies of the rules are available upon request at any time. The following rules must be adhered to by all personnel but do not over ride any specific rules in any individual policy:

- 1. No task shall be performed until all hazards have been identified & neutralized/controlled & all task specific training completed.*
- 2. General personal, protective equipment (=PPE) is to be utilized by the employee on all specified company property and jobsites. Appropriate protective clothing such as coverall/overalls, shirts, long trousers and CSA Construction Grade Green Triangle safety foot ware are to be provided by the employee and worn at all times while on company property or job sites. The following PPE are supplied by SIL & must be utilized as indicated beside each item: personal hearing protection such as ear plugs or ear muffs (to be worn in designated shop areas & as required on field jobs), safety glasses (mandatory in shops & as required on field jobs) and Hard Hats (mandatory on field jobs & optional in the shops).*
- 3. Specialized PPE such as (respirators, fall restraint harnesses, etc.) will be supplied by SIL & worn by personnel when required by MB WS&H Act/Reg. or as directed by SIL.*

Company Rules Policy (cont'd)

4. *All specialized PPE must be visually inspected by the wearer before each use & the results of the inspection must be documented.*
5. *Horseplay or fighting is not permitted on any SIL property or jobsites.*
6. *All incidents including; personal injury, occupational illness, fire or explosions, equipment or property damage, near misses, harassment, assault or criminal activity must be reported to the Safety Coordinator or SIL supervisors/management by the fastest means of communication available.*
7. *Any equipment inspected & deemed in need of repair or replacement must be tagged out & reported to the foreman or supervisor immediately. Tag out documentation required.*
8. *Malicious behavior causing injuries to persons or damage to material & equipment will not be tolerated and can be reported to law enforcement officials.*
9. *All personnel are to represent SIL to the best of their ability at all times & any misrepresentation will not be tolerated.*
10. *Anyone found to be under the influence of any controlled or uncontrolled substance during specified work hours will immediately be barred from utilizing any company property & may be subject to disciplinary action including immediate termination.*
11. *All personnel must also read, understand & adhere to the "Responsibilities of Personnel Policy" found in section #13 of the SIL Safety Manual.*



Jeff Nicolajsen

July 6, 2010

Date

(Revised by Peter Walker & Jeff Nicolajsen Nov. 13, 2009)

Company Rules Policy (cont'd)

RESPONSIBILITIES:

-Management

- Is required to set a good example by following all rules & to encourage others to do the same.

-Safety Coordinator

- Ensure that all personnel are trained & informed of all rules through new hire orientations, tool-box talks & any other means required.
- Report all infractions & investigations to Senior Management.

-Project Supervisors/Supervisors/Foremen

- Ensure that all personnel under their direction follow all rules, safe practices & procedures.
- Offer leadership through example & help train personnel in safe work practices & procedures.
- Issue Disciplinary Action Notices & submit copies of these notices to the Safety Coordinator.

-Personnel

- Adhere to all rules outlined in this policy.
- Report any infractions of the rules to their supervisor or the Safety Coordinator.
- Understand their rights & responsibilities through orientations & enquiries made to supervisors, the Safety Coordinator & management.
- Encourage others to adhere to all policies outlined.

-Sub – contractors

- Required to adhere to all SIL rules & policies.
- All project contracts are subject to sub – contractors, their employees & their agents adhering to all SIL policies & rules.

Personal Protective Equipment Policy – 4



(By Peter Walker 11/13/09, 1st rev. 05/18/10, 2nd rev 05/26/10, approved & Jeff Nicolajsen)

Where elimination, substitution, engineering & administrative controls are not reasonably practicable the Personal Protective Equipment (=PPE) Policy is the last resort to prevent worker exposure to hazards found in the workplace. The purpose of the PPE Policy is to eliminate risks where possible or reduce risks & maintain a safe work environment for all personnel through the proper utilization of PPE.

It is SIL policy to ensure all personnel retain and utilize C.S.A. approved protective equipment. SIL will supply the required PPE except for steel toe boots & appropriate protective clothing such as coveralls/overalls, shirts and long trousers which will be provided by the individual worker. General PPE such as safety glasses, hearing protection, gloves and hard hats for shop workers will be provided by SIL.

All personnel will utilize any & all PPE, when & where they are directed to do so by SIL, its supervisors & foremen.

SIL reserves the right to sample new and different PPE that it feels will conform or exceed CSA standards. These decisions are considered only after consulting with SIL Safety Committee representatives.

All personnel are required to adhere to this policy.

Handwritten signature of Jeff Nicolajsen in blue ink.

Jeff Nicolajsen

July 6, 2010

Date

Personal Protective Equipment Policy (cont'd)

RESPONSIBILITIES:

-Management

- Make available to personnel all specialized PPE, which will be required while performing specific tasks. Also to ensure all sub-contractors adhere to this policy.
- Will provide clean & secure facilities, readily available to all workers for the storage of PPE.
- Ensure that all defective/contaminated PPE is repaired or replaced immediately.
- Will conduct a “Sound Level Survey” & post the results in a conspicuous place (Safety Bulletin Boards).
- Will inform all workers of the hazards associated with exposure to noise levels 80 dBA Lex or greater.
- Will, where reasonably practicable, implement control measures to reduce sound levels to 85 dBA Lex in all facilities.

-Safety Coordinator

- Upon request from management, supervisors or personnel provide PPE training & information pertaining to how & when it must be used & its proper inspection, maintenance & storage Training may be through new hire orientations, tool-box talks & any other means necessary.

-Project Supervisors

- Ensure that all personnel engaged in a task are utilizing all PPE mandated by the MB WS&H ACT & Reg. or any other authority having jurisdiction in the area that SIL work is being performed or by SIL personnel or SIL subcontractors..
- Ensure that any PPE being used, that requires inspection, has been inspected & the inspection has been documented.
- That any PPE found to be in an unsatisfactory condition is tagged out for repair or discarded.
- Ensure proper maintenance practices for PPE are observed.

-Personnel

- Are responsible to visually inspect before use and utilize the all PPE required for specific tasks & as directed by their supervisor.
- Ensure proper maintenance practices for PPE are observed.

Personal Protective Equipment Policy (cont'd)

The two loosely defined categories that PPE fall into are, “General” & “Specialized”. General PPE would include items such as gloves, hearing protection & eye protection which are provided by SIL. Other items of “General” PPE are CSA “Green Tag” footwear and suitable clothing which are provided by the employee. Specialized PPE such as fall protection, specialized clothing, respirators etc. are provided by SIL.

SIL is committed to eliminating incidents caused by improper use of PPE and is diligent in training all personnel to properly inspect and utilize PPE.

Specific PPE Rules

As per the MB WS&H Reg:

6.5 (1) A worker who is provided with PPE must

- (a) wear or use it in accordance with the manufacturer’s specifications;
- (b) take reasonable steps to prevent damage to it: and
- (c) inform the employer if it becomes defective or fails to provide the protection that it was intended to provide.

Hardhats:

- Must be worn when required by SIL or the SIL general contractors or specific regional rules
- Are optional in SIL shops
- Hardhats must conform to CSA Z94. 1- M1977.

Eye protection:

- Must be worn at all times by anyone in SIL shops and as required on job sites.
- When using bench or disc grinders (a full face shield or goggles are also recommended in conjunction with safety glasses).
- Eye protection must conform to CSA Z94.3-M1982; side shields must also be used.

Hearing protection:

- Hearing protection, such as ear plugs or ear muffs, must be worn in the shop’s designated areas at all times and as required on field jobs. All personnel must be tested to evaluate their hearing abilities annually.

Personal Protective Equipment Policy, Specific PPE Rules (cont'd)

Finger, Hand and Wrist Protection:

- Gloves must be worn to protect against such corrosive products such as solvents or compounds containing lime or when an MSDS sheet calls for protection against skin contact.

Foot Protection:

- CSA Green Tag Steel toe safety shoes that comply with CSA Z195-M92 are mandatory on all jobsites and specified company property.

Fall Protection:

- The selection of the particular type of fall protection to be incorporated in a safe work procedure depends on the task. There are two basic types of precautions; fall arrest and travel restraint. Examples are safety rails, harnesses with restricted lines and front and back braces on scaffolds.
- Fall protection must be utilized at a potential fall height of 3 meters or to be adhered to as regional or general contractor rules state.

Respirators:

- All personnel working in a dangerous atmosphere (noxious, fumes, dust) shall wear respiratory equipment that conforms to CSA Standard Z94.4 02. All Supplied air respirators must meet the air purity requirements stipulated in CSA Standard Z180.1.00.

Jewelry:

- Jewelry should not be worn if there is a danger of entanglement or electrical contact.

Program Inspection Policy – 5a



(Revised by Peter Walker & Jeff Nicolajsen Nov. 13, 2009)

The purpose of this policy and of conducting Inspections is to identify any hazards, to delegate resources & personnel to implement controls & to monitor the neutralization of the hazards.

All inspections are to be documented on the forms provided & are to be conducted by Experienced Workers or Worker Safety Reps (& or the Safety Coordinator in consultation with Experienced Workers or Worker Safety Reps) & the area supervisor. All shop Inspections are to be reviewed & signed by Sr. management & the Safety Coordinator. All job site Inspections are to be reviewed & signed by the SIL Field Supervisor or Project Supervisor. All Inspections or copies thereof are to be readily available for all affected workers to review. All shop Inspections are to be posted on the Safety Bulletin board. Any Inspection deficiencies that are not rectified prior to next Tool Box Meeting are to be tabled at that Tool Box meeting.

There are three types of inspections; Informal Inspections, Job Site Inspections & Formal Inspections. The program inspections are required to provide a mechanism for identifying hazards, enable control measures to be checked, enable work practices to be observed, provide information on compliance with rules, procedures and safe systems of work, permit the monitoring of risk management performance & provide information on compliance with legal requirements.



Jeff Nicolajsen

July 6, 2010

Date

Program Inspection Policy (cont'd)

Other Documented inspections:

- Hazard Assessments (see SIL Safety Manual, Section 5, “Hazard Assessment Policy”)
- PPE Inspections (see SIL Safety Manual, Section 4, “PPE Policy” & Safe Work Procedure #18 & #33)
- Equipment inspections (see SIL Safety Manual, Section 10, “Tools & Equipment Maintenance Policy”)
- First Aid Kits
- Eye wash Stations
- Fire Extinguishers
- Emergency Lighting
- Fork lifts
- Aerial Lifts
- Overhead Cranes
- Smoke Eaters

Inspection Frequency:

Formal Inspections Frequency:

Main Shop: twice per month

Office: once per month

Machine Shop: once per month

Yard: once per month

North Shop: once per month

Field Jobs: once per month (if job duration exceeds one month)

Informal or Job Site Inspection:

Frequency depends on the location & duration of the job.

Office: once per month

Main Shop: every two weeks

Machine Shop: every two weeks

North Shop: every two weeks

Yard: not required

Field jobs: prior to the start of any field job & once per week thereafter if the job exceeds one week in duration. (Note: A Hazard Assessment prior to the start of the job may be used in place of the first Job Site Inspection.)

Program Inspection Policy (cont'd)

RESPONSIBILITIES:

-Management

- Review & sign completed inspection reports as required.
- Allocate resources as required to rectify any inspection deficiencies related to safety.

-Safety Coordinator

- Assist Worker, Worker Rep or supervisors in writing Inspections upon request.
- Review all completed inspections to understand trends, develop solutions & ensure deficiencies are resolved within a pre-determined time frame.
- Sign & post all inspections as required.
- Pay close attention to industry trends for modifications of the inspection processes.

-Project Supervisors/Field Supervisors/Supervisors

- Ensure inspections are completed as per SIL policy
- Review & sign all inspections within your area of supervision.
- Immediately notify all personnel that may be affected by any safety deficiencies uncovered during an inspection.
- Take prompt action to rectify any deficiencies regarding safety issues.
- Post or make readily available copies of all inspections to personnel under your supervision.
- Submit original inspection documentation to Safety Coordinator ASAP & communicate any concerns.

-Personnel

- Participate in and contribute to the inspection process by completing inspections on request of the supervisor or Safety Coordinator.
- Read inspection reports to identify hazardous conditions in your work area. Seek explanations from supervisor or Safety Coordinator if you do not understand the hazardous conditions on an inspection.
- Always look for & report any deficiencies to a direct supervisor.

-Sub – contractors

- Are required to conduct their own Formal, Informal, PPE & Tool & Equipment Inspections & HA and submit them to SIL upon request.

Hazard Assessment Policy – 5b

(Created by Peter Walker & authorized by Jeff Nicolajsen Nov. 16, 2009.)

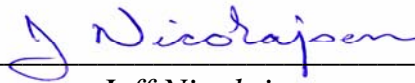


The purpose of this policy is to identify any hazards prior to the start of any task, to make any personnel working on the task aware of the hazards & to find the appropriate controls to neutralize the hazard(s) before the work begins.

Hazard Assessments (= HA) are to be conducted as the task changes or the conditions affecting the task change. An example of a change in the task would be the introduction of a new piece of equipment or having to perform the task at some height above the ground etc. An example of changing conditions would be the onset of adverse weather considerations i.e. rain, snow, wind, a newly excavated trench in the work area etc.

Controls are to be prioritized as follows: elimination, substitution, engineering, administrative & as a last resort PPE. All HA are to be documented on the forms provided & are to be conducted by Experienced Workers or Worker Safety Reps (& or the Safety Coordinator in consultation with Experienced Workers or Worker Safety Reps) & the area supervisor. All personnel working on the task are to read, understand & sign the HA before commencing any work on the task. All HA are to be signed by the supervisor or SIL Field Supervisor or Project Supervisor in charge of the area where the task is to be performed. All HA or copies thereof are to be readily available for all affected workers to review. A copy of all shop HA are to be posted on the HA Bulletin board. If it is not reasonably practical to post a copy of a Field Job HA then it must be placed in a readily available, easily accessible location such as the Field Supervisors Safety Binder & all affected workers are to be informed of the location.

Work shall not begin until there is a control strategy in place for all hazards & all involved workers have read, understood & signed the HA.



Jeff Nicolajsen

July 6, 2010

Date

Hazard Assessment Policy (cont'd)

RESPONSIBILITIES:

-Management

- Encourage adherence to HA Policy.
- Allocate resources as required to rectify any HA deficiencies.

-Safety Coordinator

- Assist Worker, Worker Rep or supervisors in writing HA upon request.
- Encourage by education at Tool Box & Safety Committee meetings the use of HA as a means to reduce incidents.
- Pay close attention to industry trends for modifications or the betterment of the inspection processes.

-Project Supervisors/Field Supervisors/Supervisors

- Ensure that a HA is completed before any task is started.
- Review & sign all HA within your area of supervision.
- Take prompt action to rectify any hazards prior to starting a task.
- Ensure that all personnel working on a task understand the hazards associated with the task & have signed the HA.
- Ensure that a copy of all HA is readily available to personnel under your direct supervision.
- Submit the original HA to Safety Coordinator ASAP.
- **Shop Supervisors/Foremen** ensure that a copy of all HA have been posted on the HA Bulletin Board.

-Personnel

- Participate in and contribute to the creation of HA by voicing any concerns & mentioning any hazards you feel should be on the HA.
- Ensure you understand the hazards associated with a task before you start work on the task. If you are not sure ask your Supervisor, Worker Rep or Safety Coordinator to explain.
- Read, understand & sign the HA before starting any task.

-Sub – contractors

- Are required to conduct HAs & submit them upon request to SIL.

Safe Work Practice Policy – 6a



(Revised by: Peter Walker 11/20/09) approved by Jeff Nicolajsen)

The purpose of this policy is to eliminate injury & loss of human resources through the development & implementation of Safe Work Practices (= SW Practices).

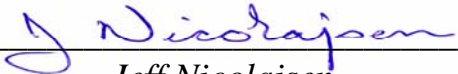
SIL will maintain & review the SIL list of SW Practices for use in performing all tasks on a regular basis.

USE OF TOOLS AND EQUIPMENT

- All tools & equipment shall be maintained, used or operated only by trained personnel.*
- Damaged or defective tools & equipment must be removed from service & **tagged out** with the appropriate type of information that will assist in either repairing or replacing it. All tags used must be reported to a direct supervisor or maintenance personnel.*
- Wrenches shall not be altered by the addition of handle extensions or hit with another tool to improve the force.*
- Screwdrivers must not be used as chisels.*
- Portable electric tools must never be lifted or lowered by means of the power cord.*
- Electrical cords must be kept out of the way of traffic such as lifts & vehicles & any areas where there is a reasonably foreseeable probability that cord damage would occur.*

This policy allows for constant monitoring of SW Practices & encourages personnel to bring forward any ideas or suggestions to improve any SW Practice.

All personnel are responsible to follow all SW Practices & understand that deviation from them will result in being dealt with as the disciplinary policy dictates.



Jeff Nicolajsen

July 6, 2010

Date

SIL Safe Work Practice Policy (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that supervisors enforce the training requirements & that all personnel under their supervision adhere to all SW Practices.

-Safety Coordinator

- Develop new SW Practices, as they are required, in consultation with experienced workers, Worker Safety Reps, supervisors & the Safety Committee.
- On an ongoing basis discuss new & existing SW Practices at Tool Box & Safety Committee meetings.

-Safety & Health Committee

- Review and develop new SW Practices as required & offer ideas & suggestions to improve existing SW Practices.

-Project Management and Supervision

- Ensure all SW Practices are being followed & issue Violation Notices to persons who do not follow SW Practices.
- Ensure that all employees receive training specific to the tasks they are asked to perform.

-Employees

- Follow all SW Practices as outlined in this policy.
- Report any situations, tasks, equipment or tools requiring modified or new SW Practices to their supervisor or the Safety Coordinator.
- Offer ideas & suggestions to improve existing SW Practices.

-Sub – contractors

- Ensure there are SW Practices for all tasks, equipment or tools to be used while exercising their contractual obligations to SIL & all Sub-Contractor employees or agents are trained in & adhere to those SW Practices.
- Submit a list of SW Practices specific to the tasks to be performed for SIL upon SIL request.

Sperling Ind. Ltd.

SAFE WORK PRACTICES

SIL has developed a set of safe work practices to reduce the risk to all personnel and to control the hazards that may be encountered executing the following practices:

1. ELECTRIC WELDING
2. GAS WELDING
3. FORKLIFT TRUCKS
4. COMPRESSED GAS CYLINDER
5. CRYOGENIC FLUIDS
6. METAL SAWING (hot & cold)
7. DRILL PRESS
8. SHAPERS
9. PLANERS
10. MILLING MACHINES
11. LATHES
12. SURFACE GRINDING
13. HEAT – TREATING
14. USE of PROPANE
15. CLEANING SOLVENTS
16. FIRE EXTINGUISHERS
17. TABLE SAW
18. MITRE SAW
19. POWER CORDS
20. POWERED HAND TOOLS
21. EXPLOSIVE ACTUATED FASTENING TOOLS
22. PNEUMATIC TOOLS
23. CHAIN SAWS
24. HAND TOOLS
25. SCAFFOLD SET – UP
26. ELEVATED PLATFORM
27. LADDERS (extension)
28. STEP LADDERS
29. FIXED ACCESS LADDERS
30. GRINDERS
31. CRANE SIGNALING
32. BASIC RIGGING
33. CHAIN HOISTS
34. PLATE CLAMPS
35. FULL BODY HARNESS
36. WELDING/HOT CUTTING GALV'D MAT'L
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38. MAG DRILL
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49. SANDBLASTING & SANDBLAST OBSERVER
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Safe Work Procedures Policy – 6b

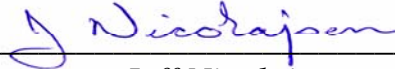


(Revised by Peter Walker Nov. 20, 2009, approved by Jeff Nicolajsen)

The purpose of this policy is to eliminate injury & the loss of human resources through the development and implementation of Safe Work Procedures (= SW Procedures) as referenced in the MB WS&H Reg., 2.1 to 2.2(c) & other sections of the WS&H Act & Reg.

SIL will maintain and review the SIL list of SW Procedures for use in performing all tasks.

- The focus of a SW Procedure is to eliminate, if possible, or control or reduce, any hazards associated with any given task, by providing a written step-by-step description of how to perform the task from start to finish. In conjunction with the associated SW Practice & hands-on training from a supervisor or experienced worker, a SW Procedure will reduce the risk associated with any given task & increase the safety of those involved with & in close proximity to the task.*
- The creation of a SW Procedure is a collaborative effort of Experienced Workers, Worker Safety Reps, Safety Committee members, supervisors, management & the Safety Coordinator. All SW Procedures are reviewed at Toolbox &/or Safety Committee meetings & all personnel are invited & encouraged to offer their comments & suggestions on how to improve a SW Procedure & to request the creation of new SW Procedures whenever the need arises.*



Jeff Nicolajsen

July 6, 2010

Date

SIL Safe Work Procedure Policy (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that supervisors enforce the training requirements & that all personnel under their supervision adhere to all SW Practices.

-Safety Coordinator

- Develop new SW Procedures, as they are required, in consultation with experienced workers, Worker Safety Reps, supervisors & the Safety Committee.
- On an ongoing basis discuss new & existing SW Procedures at Tool Box & Safety Committee meetings.

-Safety & Health Committee

- Review and develop new SW Procedures as required & offer ideas & suggestions to improve existing SW Procedures.

-Project Management and Supervision

- Ensure all SW Procedures are being followed & issue Violation Notices to all persons who do not follow SW Procedures.
- Ensure that all personnel receive training specific to the tasks they are asked to perform.

-Employees

- Follow all SW Procedures as outlined in this policy.
- Report any situations, tasks, equipment or tools requiring modified or new SW Procedures to their supervisor or the Safety Coordinator.
- Offer ideas & suggestions to improve existing SW Procedures.

-Sub – contractors

- Ensure there are SW Procedures for all tasks, equipment or tools to be used while exercising their contractual obligations to SIL & all Sub-Contractor employees or agents are trained in & adhere to those SW Procedures.
- Submit a list of SW Procedures specific to the tasks to be performed for SIL upon SIL request.

Sperling Ind. Ltd.

Safe Work Procedures

All SW Procedures are SIL policy & all personnel are required to follow them. Any suggestions to improve a SW Procedure is welcomed, taken seriously & will be reviewed by Workers, Worker Safety Representatives, Safety Committee members, supervisors, management & the Safety Coordinator.

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Sperling Ind. Ltd.

Safe Work Procedure – Crane (Mobile) #1

(Written by: Peter Walker 03/03/10, Revised 06/08/10, reviewed by Bruce Underwood, approved by Jeff Nicolajsen)

Hazards – Crush & Impact Injuries, Pinch, head bumps

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Gloves for rigging & Hard Hats.

Required Training – per WS&H Reg. 23.3(1)(a-c), all operators must be “Red Seal” or “Red Seal” apprentice candidates operating under a “Red Seal” operator. SIL SW Procedure #1 & #42a.

Reference Materials – SIL SW Practice 31 to 34 & MB WS&H Reg. 23.

DO NOT OPERATE ANY CRANE UNTIL YOU HAVE BEEN AUTHORIZED TO DO SO BY YOUR SUPERVISOR

1. Ensure that the “Crane Log Book” is completed daily.
2. Ensure **that each crane is equipped with the manufacturer’s operator manual.**
3. **Ensure the crane is in safe operating condition, that all maintenance & inspections of crane & rigging are performed as per the manufacturer’s specifications & that any deficiencies are corrected before operating crane.**
4. Ensure all limit switches are functioning properly.
5. **Ensure that there is a permanently mounted plate(s)/label(s) showing the crane load rating, manufacturer’s name, model number, serial number & year of manufacture.**
6. Ensure that anyone operating a crane or giving signals to a crane operator knows the proper crane signals (see SIL Practice #31)
7. Crane controls should be operated slowly & gradually to avoid jerky movements of the load. Employ adequate taglines to control load movement.
8. Remove all slack from the rigging before the load is lifted.
9. Lift loads straight up, avoid side pulls.
10. Ensure there is a minimum of three full wraps on the drum when block or hoist line is fully lowered.
11. Ensure all lifts are within the rated capacity of all components including the crane, hoisting ropes, rigging, slings, chains, lifting lugs, shackles etc.
12. Ensure that any slings, chains, shackles are properly seated in the saddle of the hook before lifting.
13. Remove any unused rigging from crane hook prior to starting a lift.
14. Ensure all personnel not directly involved in the lift are clear of the area prior to hoisting.
15. On any capacity or near capacity lift raise load an inch or two above the ground & test the brakes. If the brakes cannot hold the load the crane should not be used.

(Cont'd) SIL Safe Work Procedure – Crane (Mobile) #1

16. Ensure a Pre-lift Plan is completed on any complicated or capacity or near capacity lift.
 - Ensure the plan includes all components of the lift including: rigging, raising the load, traveling with the load & setting the load back down
 - Ensure all rigging: slings, chokers, chains, shackles pad eyes etc are rated for the load you are lifting
 - Ensure there are an adequate number of designated signal persons.
 - Ensure there are adequate tag lines to control the load
 - Ensure all those assisting you know the plan
17. Ensure that loads are not lifted or suspended over personnel.
18. Whenever a load is suspended there must be an operator at the controls.
19. When shutting the crane down
 - Spot the crane in an approved designated location.
 - Raise the hook to a position where it is not a hazard to pedestrians or vehicles.
 - Place all controls in the off position.
 - Turn main switch off & remove key.
 - Make a visual check before leaving the crane.

Before Traveling on Public Roads/Highways

- Ensure boom is fully retracted & all sections secure(& pinned for travel if required by the manufacturer)
- Ensure boom is lowered completely into boom cradle (& secured if specified by the manufacturer)
- Ensure hook is secured for travel as per manufacturer's specifications
- Ensure all rigging (slings, shackles, spreaders etc.) is stowed & secure for travel
- Ensure outriggers are retracted & secure for travel
- Ensure all outrigger pads are stowed on crane & are secure for travel.
- Ensure any loads placed on the deck are secured (strapped/chained) for travel
- Ensure your planned route of travel will accommodate the crane. (Consider height, width, weight & road restrictions)
- Consider any changes that may have occurred while you have been on the jobsite such as any temporary overhead power lines or other overhead obstructions, excavations etc.
- Ensure Driver's Daily Log & Vehicle Inspection Procedure (National Safety Code Standard 13) is complete if you are traveling in excess of 160 KM (100 miles)

Sperling Ind. Ltd.

Safe Work Procedure – Powered Mobile Equipment #1a

(Written by: Peter Walker 03/03/10, 1st rev 05/10/10, reviewed by Bruce Underwood, approved by Jeff Nicolajsen)

The purpose of this SW Procedure is to provide training for the personnel operating & working near powered mobile equipment.

Hazards – Potentially Fatal Crush & Impact Injuries

- Structural failure or overturning caused by overloading or operating on steep incline.
- Improper operating (driving over obstructions etc.)
- Collisions with objects or pedestrians
- Poor maintenance
- Contact with overhead electrical lines

Hazard Controls

- Do not operate on steep inclines. Do not overload.
- Required training (operate per manufactures specifications).
- Stay alert. Drive defensively. Yield right of way.
- Regular inspections & maintenance.
- Pre job inspections & HA. Know locations of all electrical lines before starting job.

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Hard Hat (as required) all other site or task specific PPE.

Required Training –CSAM Fundamentals Course (Online or Classroom) & SIL Practical Evaluation, SIL SW Procedure #1a & #42a, SIL SW Practice # 3

Reference Materials – MB WS&H Reg., 22.

Required Tools/Equipment – Daily Pre-Shift Inspection Log Book (must be current)

Powered Mobile Equipment: A self-propelled machine or combination of machines, including a prime mover or a vehicle, used to manipulate or move material, move workers or provide a powered aerial device for workers. (2 examples are Forklifts & Aerial lifts)

1. **DO NOT OPERATE ANY TYPE OF POWERED MOBILE EQUIPMENT UNTIL YOU HAVE SUCCESSFULLY COMPLETED ALL REQUIRED TRAINING & HAVE BEEN ISSUED AN SIL OPERATOR'S CERTIFICATE.**
2. Ensure that a Daily Pre-Shift Inspection has been completed & documented in the Inspection Log Book by a SIL Certified operator before you operate the equipment.
3. All Daily Pre-Shift Inspections are to be turned into the Safety Coordinator at the beginning of each month. (These records will be kept on file in the Safety Coordinators office for a minimum of 5 years.)

SIL Safe Work Procedure – Powered Mobile Equipment #1a (cont'd)

4. Any damage, defect or unsafe condition that is hazardous or may create a risk to the safety & health of a worker that is noted during the Daily Pre-shift Inspection must be corrected prior to operating the equipment. If the damage, defect or unsafe condition cannot be repaired the equipment must be Tagged Out until the equipment no longer creates a risk to the safety & health of any worker. Notify you supervisor or the maintenance department.
5. Operator to ensure there is a copy of the Operators Manual & a Daily Pre-Shift Inspection Log Book with the equipment. If there is no Operator's Manual or "Inspection Log Book", the operator will note the Make, Model & Serial number & advise the Safety Coordinator that an Operator's Manual or "Inspection Log Book" is required.
6. Ensure that all of the manufacturers specifications are followed including load limits, maximum inclines etc.
7. When using outriggers make sure they are on firm ground or use blocking as required.
8. Before starting or moving equipment conduct a visual inspection of the equipment & surrounding area to ensure:
 - a. conditions are safe & that no one (including the operator) will be endangered
 - b. you have a clear, safe route of travel (be aware of the safety of pedestrians & vehicular traffic)
 - c. you have safe clearance from electrical equipment, lines & power sources etc. for the equipment you are operating & the load you are carrying (consider booms, masts or any items protruding from the equipment etc)
 - d. any platform extensions & out riggers are retracted & secured for travel
 - e. the boom, lift mechanism, bucket, forks, box, etc. are positioned as per the manufacturers instructions for travel
 - f. the load is secured & within the manufacturer's specifications
9. Ensure that no one stands under your load or platform.
10. Ensure no personnel are transported on top of a load, forks or on or in any other part of the equipment not designed for the transport of personnel. If the cab has one seat is designed for the operator only (no passengers).
11. Ensure all required maintenance & service including tire & tire/wheel assemblies are conducted in accordance with the tire & equipment manufacturer's specifications.

Sperling Ind. Ltd.

Chop Saws Safe Work Procedure #2

Written by: Peter Walker, Reviewed by: Tom Houlahan, Ron Rushton Brian Olson & Marc Bilodeau

Approved by: Jeff Nicolajsen

(Created: June/08, Rev[1] Mar. 18/09 Rev[2] 06/02/09) Rev[3] 06/30/09

Hazards – Cuts/Abrasions, Burns, Electrical Shock, Noise, Particles in eyes, dust, MSI

Required PPE – Safety Glasses, Hearing protection, Leather Gloves & CSA Green Triangle Foot Wear, Full Face shield (respiratory protection is strongly recommended)

Required Training – Chop Saw Authorization

Reference Materials – SIL Safe Work Practice #6 (Safety Infogram M03)

Only trained personnel are permitted to operate the Chop Saw.

1. **Put on all of the required PPE** (a dust mask is strongly recommended.)
2. Clean up saw bed & all slip, trip & fall hazards around the saw.
3. Ensure all flammable materials have been removed from the area.
4. Ensure that the guard is in place, secured & adjusted to protect you.
5. Ensure wheel is secured to saw & there are no cracks, warps or excessive wear on wheel. **LOCK OUT BREAKER** before making wheel adjustments.
6. When changing wheels **LOCK OUT BREAKER** & ensure the new wheel is rated for the RPM of the saw. (See operator's manual or supervisor.)
7. Ensure all wheel change or adjustment tools have been removed from saw before starting saw.
8. Stand to one side of wheel not in line with wheel.
9. Check ON/OFF switch & ensure that the saw stops when switched OFF.
10. Ensure saw runs smoothly without excessive vibration.
11. **LOCK-OUT & TAG-OUT** if switch doesn't work or excessive vibration is noted.
12. Plan the job & ensure that everyone assisting you knows the plan.
13. Use proper lifting techniques when lifting material manually. (**Use legs not back to lift.**)
14. **CLAMP WORK SECURELY BEFORE STARTING YOUR CUT.**
15. Bring wheel into contact with mat'l slowly using gentle pressure.
16. Ensure switch is in OFF position & wheel has come to a complete STOP before measuring mat'l on saw bed.
17. When task is complete clean up saw bed & area around saw & deposit cut-offs in the proper container & dispose of scrap in the proper container.

If an emergency occurs while performing this task, shut down the saw by placing the switch in the OFF position & report the emergency to your supervisor.

If there is an equipment malfunction, shut down the saw by placing the switch in the OFF position, LOCK-OUT breaker & follow Tag-Out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

Sperling Ind. Ltd.

Drill Press Safe Work Procedure #3

(By Peter Walker 2007, 1st rev 10/23/09, 2nd rev 04/26/10 reviewed by Bill Allen,. Approved by WSR)

Hazards – Cuts, severe injury, potentially lethal injuries

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear.

Required Training: ALL personnel must be trained to operate a drill press by supervisor or supervisor designate & supervisor must sign & document that training has taken place

Reference Materials – SIL SW Practice #7 & SW Procedure #3

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE DRILL PRESSES. IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THIS DRILL PRESS, DO NOT GUESS, ASK YOUR SUPERVISOR.

- 1. Wear Green Triangle Footwear, Hearing Protection & Safety Glasses.**
 - 2. Confine long hair to prevent it from getting caught in revolving parts.**
 - 3. Avoid loose clothing, neck scarves or ties. Roll up loose sleeves past elbows to prevent them from being caught in revolving parts.**
 - 4. Remove rings, watches, bracelets or loose fitting gloves while drilling.**
 - 5. Ensure that the stop/start button is within easy reach.**
 - 6. Remove slip, trip & fall hazards, ensure floor around drill press is free of oil, grease & debris.**
 - 7. Keep the working surface clean of scraps, tools & materials.**
 - 8. Ensure drills are clean & sharp.**
 - 9. Ensure chuck key is removed from chuck before starting drill.**
 - 10. Ensure drill/chuck has stopped rotating before aligning or realigning work.**
 - 11. Ensure work piece is secure before you start to drill. Clamps, drill vices & stops are the most effective means to prevent a work piece from spinning.**
 - 12. Use lubricant when drilling metal.**
 - 13. Reduce drilling pressure as drill breaks through the work piece. This prevents drill from pulling into the work & breaking.**
 - 14. Use brush or rake to remove cuttings.**
 - 15. Remove burrs from a drilled hole.**
 - 16. Clean up drill press & surrounding area when drilling task is complete, return sharp drills to index & dull drills to tool crib for sharpening.**
-
- 1. DO NOT PLACE hands under stock being drilled.**
 - 2. DO NOT STOP rotation of chuck & spindle by hand.**
 - 3. DO NOT REMOVE a broken drill with a center punch & hammer.**
 - 4. DO NOT LEAVE drill press running unattended.**

Sperling Ind. Ltd.

Radial Arm Drill (Machine Shop) Safe Work Procedure #3a

(By P. Walker 08/10/10, reviewed by J. Mudry. approved by WSR)

Hazards – Cuts, severe injury, potentially lethal injuries

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear.

Required Training: ALL personnel must be trained to operate the Machine Shop Radial Arm Drill by supervisor or supervisor designate & supervisor must sign & document that training has taken place

Reference Materials – SIL SW Practice #7 & SW Procedures #3 & 3a.

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE DRILL PRESSES. IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THIS DRILL PRESS, DO NOT GUESS, ASK YOUR SUPERVISOR.

1. Wear Green Triangle Footwear, Hearing Protection & Safety Glasses.
 2. Confine long hair to prevent it from getting caught in revolving parts.
 3. Avoid loose clothing, neck scarves or ties. Roll up loose sleeves past elbows to prevent them from being caught in revolving parts.
 4. Remove rings, watches, bracelets or loose fitting gloves while drilling.
 5. Ensure that the stop/start button is within easy reach.
 6. Remove slip, trip & fall hazards, ensure floor around drill press is free of oil, grease & debris.
 7. Keep the working surface clean of scraps, tools & materials.
 8. Ensure drills are clean & sharp.
 9. Ensure chuck key is removed from chuck before starting drill.
 10. Ensure drill/chuck has stopped rotating before aligning or realigning work.
 - 11. Ensure work piece is secure before you start to drill. Clamps, drill vices & stops are the most effective means to prevent a work piece from spinning.**
 12. Ensure feed speed is appropriate for the material.
 13. Use lubricant when drilling metal.
 14. Reduce drilling pressure as drill breaks through the work piece. This prevents drill from pulling into the work & breaking.
 15. Use brush or rake to remove cuttings.
 16. Remove burrs from a drilled hole.
 17. Clean up drill press & surrounding area when drilling task is complete, return sharp drills to index & dull drills to tool crib for sharpening.
-
1. DO NOT PLACE hands under stock being drilled.
 2. DO NOT STOP rotation of chuck & spindle by hand.
 3. DO NOT REMOVE a broken drill with a center punch & hammer.
 4. DO NOT LEAVE drill press running unattended.

Sperling Ind. Ltd.

Hydraulic Brake Main Shop Safe Work Procedure #4

(Written by Peter Walker, Rev1) 10/14/08, Rev2) 01/12/10, Approved by Jeff Nicolajsen)

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE HYDRAULIC BRAKES. IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THE BRAKE PRESS, DO NOT GUESS, ASK YOUR SUPERVISOR.

- 1. REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.**
- 2. CLEAN UP all scrap & trip hazards around the brake.**
- 3. REMOVE ALL SHARP EDGES BEFORE BRAKING.**
- 4. PLAN THE JOB & make sure all those assisting you know the plan.**
- 5. KEEP YOUR FOOT OFF THE PEDAL UNTIL YOU ARE READY TO BRING THE TOP DIE DOWN.**
- 6. Before you move the top die ANNOUNCE ALL CLEAR to all those assisting you & DO NOT MOVE THE DIE UNTIL YOU HAVE AN ALL CLEAR ANSWER from all those assisting you.**
- 7. DO NOT SLAM THE DIE INTO THE MATERIAL YOU ARE BRAKING.** Slowly lower the top die down to the material before braking. **REMEMBER TO GIVE AN ALL CLEAR & GET AN ALL CLEAR BEFORE MOVING THE DIE.**
- 8. KEEP HANDS & FINGERS AWAY FROM THE AREA BETWEEN THE DIES.**
- 9. BEWARE OF SHARP EDGES ON SHEARED PLATES & SHEETS.**
- 10. DO NOT GRASP THE MATERIAL THAT YOU ARE BRAKING.** With outstretched arms & head back support the material from underside as it may come up quickly once the top die makes contact with the material.
- 11. SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Mild Steel (see below for Stainless Steel)

To avoid damage to the brake dies & possible injury:

1. Place the top die to the low stop position
2. Check the distance between the top & bottom die
3. Make sure the material thickness you are forming is less than the shortest distance between the top & bottom dies before forming (To make this measurement easier, sample thicknesses of material will be hung up on the brake.)

Using samples:

1. Find the sample that is the same thickness as the material you are forming
2. With the top die in the low stop position insert the sample
3. If the sample does not fit move the low stop up increasing the space between the upper & lower dies & reinsert the sample
4. Repeat this process until the sample fits between the dies with the top die in the low stop position

Die Opening Mild Steel (The space at the top of the “V”)

The minimum opening on the bottom die should be 8 times the thickness of the material you are forming. For example: if you are forming ¼ inch thick material the minimum bottom die opening should be 2 inches or greater.

Stainless Steel

Consult your supervisor when working with Stainless Steel.

A rule of thumb for cold forming stainless is to multiply the factors for mild steel by 1.5.

For example: if you are forming ¼ inch thick SS the minimum bottom die opening should be $(1/4 \times 8 \times 1.5) = 3$ inches.

Sperling Ind. Ltd.

Pan Brake (North Shop) #4a

(By Peter Walker, 06/21/10, reviewed W. Krushel, approved by Jeff Nicolajsen)

This SW Procedure is a training tool for the operation of the North Shop Pan Brake. All personnel must be trained before operating the North Shop shear or any other SIL tools or equipment.

Hazards – Crush injuries, Cuts, amputations

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear.

Required Training: ALL personnel must be trained to operate the North Shop Pan Brake by supervisor or supervisor designate & supervisor must document that training has taken place

Reference Materials – SIL SW Procedure #4a

1. DON PPE: Safety Glasses, Green triangle foot ware, hearing protection.
2. CLEAN UP all scrap & trip hazards around & on brake.
3. REMOVE ALL SHARP EDGES ON MAT'L BEFORE BRAKING.
4. PLAN THE JOB & make sure all those assisting you know the plan.
5. **MAXIMUM THICKNESS ON PAN BRAKE IS 10 gauge.**
6. ENSURE ALL POWER TO BRAKE IS OFF WHEN REMOVING OR ADJUSTING POSITION OF UPPER JAW DIES.
7. KEEP YOUR HANDS AWAY FROM UPPER JAW ACTIVATION LEVER UNTIL YOU ARE READY TO BRING THE TOP DIE DOWN.
8. GIVE AN ALL CLEAR WARNING & GET AN ALL CLEAR ANSWER BEFORE MOVING THE TOP JAW.
9. Ensure shop air supply is on.
10. Adjust bend angle gauge to the angle you want your bend to be.
11. KEEP HANDS & OTHER BODY PARTS CLEAR OF MOVING upper JAW.
12. Raise upper jaw & position mat'l.
13. Lower the upper jaw onto mat'l so mat'l is secured between upper jaw & brake bed.
14. STAY OUTSIDE of yellow hash marked area on floor.
15. KEEP HANDS & FINGERS CLEAR OF LOWER BENDING JAW ACTIVATION BUTTON UNTIL YOU ARE READY TO RAISE LOWER BENDING JAW.
16. GIVE AN ALL CLEAR WARNING & GET AN ALL CLEAR ANSWER BEFORE MOVING THE (lower) bending jaw.
17. ENSURE KEEP HANDS & FINGERS & ALL BODY PARTS FROM THE SPACE BETWEEN THE BENDING JAW & MAT'L.
18. KEEP ALL BODY PARTS CLEAR OF THE PATH OF THE BENDING JAW DURING ITS UPSTROKE & DOWN STROKE.

SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.

Sperling Ind. Ltd.
Hydraulic Brake (North Shop) Safe Work Procedure #4 b

(By Peter Walker, 06/18/10, reviewed W. Krushel, approved by Jeff Nicolajsen)

This SW Procedure is a training aid. All personnel who operate the North Shop hydraulic brake must be trained.

Hazards – Crush injuries, Cuts, amputations

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear.

Required Training: ALL personnel must be trained to operate the North Shop hydraulic brake by supervisor or supervisor designate & supervisor must document that training has taken place

Reference Materials – SIL SW Procedure #4b

1. **Don required PPE.**
2. **CLEAN UP all scrap & trip hazards around the brake.**
3. **REMOVE ALL SHARP EDGES ON MAT'L BEFORE BRAKING.**
4. **PLAN THE JOB & make sure all those assisting you know the plan.**
5. **ENSURE E-STOP IS IN OFF POSITION WHEN SETTING THE BACKSTOPS.**
6. **ENSURE E-STOP IS IN OFF POSITION WHEN CHANGING DIES.**
7. **KEEP YOUR FOOT OFF THE PEDAL UNTIL YOU ARE READY TO BRING THE TOP DIE DOWN.**
8. Before you move the top die **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT MOVE THE DIE UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
9. **DO NOT SLAM THE DIE INTO THE MATERIAL YOU ARE BRAKING.** Slowly lower the top die down to the material before braking. **REMEMBER TO GIVE AN ALL CLEAR & GET AN ALL CLEAR BEFORE MOVING THE DIE.**
10. **KEEP HANDS & FINGERS AWAY FROM THE AREA BETWEEN THE DIES.**
11. **BEWARE OF SHARP EDGES ON SHEARED PLATES & SHEETS.**
12. **DO NOT GRASP THE MATERIAL THAT YOU ARE BRAKING.** With outstretched arms & head back support the material from underside as it may come up quickly once the top die makes contact with the material.
13. **SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

SEE NEXT PAGE

(cont'd) SIL Hydraulic Brake (North Shop) Safe Work Procedure #4 b

Mild Steel (see below for Stainless Steel)

To avoid damage to the brake dies & possible injury:

4. Place the top die to the low stop position
5. Check the distance between the top & bottom die
6. Make sure the material thickness you are forming is less than the shortest distance between the top & bottom dies before forming (To make this measurement easier, use a sample thickness of the material you are braking.)

Using samples:

5. Find the sample that is the same thickness as the material you are forming
6. With the top die in the low stop position insert the sample
7. If the sample does not fit move the low stop up increasing the space between the upper & lower dies & reinsert the sample
8. Repeat this process until the sample fits between the dies with the top die in the low stop position

Die Opening Mild Steel (The space at the top of the “V”)

The minimum opening on the bottom die should be 8 times the thickness of the material you are forming.

For example: if you are forming ¼ inch thick material the minimum bottom die opening should be 2 inches or greater.

Stainless Steel

Consult your supervisor when working with Stainless Steel.

A rule of thumb for cold forming stainless is to multiply the factors for mild steel by 1.5.

For example: if you are forming ¼ inch thick SS the minimum bottom die opening should be $(1/4 \times 8 \times 1.5) = 3$ inches.

Sperling Ind. Ltd.

Hydraulic Presses Safe Work Procedure #5

(Written by Peter Walker, John Barrett, Marc Bilodeau & Ron Rushton)

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE HYDRAULIC PRESSES. IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THE PRESS, DO NOT GUESS, ASK YOUR SUPERVISOR.

1. **REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.**
2. **CLEAN UP all scrap & trip hazards around the press.**
3. **PLAN THE JOB** & make sure all those assisting you know the plan.
4. Make sure all guards are in place.
5. Inspect jigs before use & report any cracks or wear to your supervisor.
6. Test run cylinder before use.
7. **Make sure your work is correctly positioned & secured for the intended task. Use a restraint whenever possible. Be aware that improperly positioned & unsecured work can be ejected from the press at high speed. If you are not sure how to position & secure your work, see your supervisor.**
8. **All personnel must be clear of press area before operation begins & shall not return to the area until the press ram is fully retracted.**
9. Before you activate the press **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT ACTIVATE THE PRESS UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
10. **Use proper lifting techniques when lifting material manually.**
11. **ENSURE ALL SAFETY GATES ARE CLOSED BEFORE OPERATING**
12. **SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Sperling Ind. Ltd.
Iron Worker Safe Work Procedure #6
(Written by Peter Walker revised 10/29/09 reviewed by Marc Bilodeau)

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE IRONWORKERS.
IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THIS MACHINE, DO NOT GUESS, ASK YOUR SUPERVISOR.

1. Required PPE: Safety Glasses, Green Triangle Footwear & hearing protection.
2. Clean up & eliminate any slip, trip or fall hazards around Iron Worker & ensure machine bed is clean & free of debris.
3. From storage rack select correct punch & die set that corresponds to the specified hole diameter & the material type & thickness being punched (SEE CHART) for your job. Ensure punch & dies are not chipped or damaged & are free of dirt & debris.
4. **LOCK OUT** Make sure flywheel has come to rest & machine is **LOCKED OUT** before attempting to change punch & die sets.
5. Remove punch & die set in Iron Worker & return to storage rack & place in proper box in rack.
6. Place bottom die from punch & die set in Iron Worker. The diameter of the bottom die must be larger than the diameter of the punch & correspond to the material type & thickness being punched. The smaller hole in the die must face up. Do not put bottom die in upside down.
7. Place selected punch in punch holder assembly & tighten nut with special wrench. Note this must be very tight – use special wrench at Iron Worker. After 25 holes are punched, check that the punch retainer nut is still tight.
8. Tighten set screw(s) that hold bottom die.
9. With Iron Work power **LOCKED OUT** pull hand lever down to insure bottom die & punch are centered. Reposition bottom die as required. (See your supervisor or maintenance if you require assistance for this.)
10. Adjust stripper with the spacer that corresponds to the material thickness to be punched.
11. Remove lock out & test Iron Worker on a piece of scrap using the same material & thickness as the work to be punched. Keep hands & fingers clear of moving parts.

Sperling Ind. Ltd.

Mechanical Brake Safe Work Procedure #7

(Written by Peter Walker, rev1) 09/09/09, rev2) 01/12/10, reviewed by Marc Bilodeau & Ron Rushton Authorized by J. Nicolajsen)

1. **REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.**
2. **Do all Hazard Assessments, inspections & test to ensure machine is functioning properly.**
3. **Read all posting on Brake.**
4. **CLEAN UP all scrap & trip hazards around the brake.**
5. **REMOVE ALL SHARP EDGES BEFORE BRAKING**
6. **PLAN THE JOB & make sure all those assisting you know the plan.**
7. **Use proper lift techniques when lifting material manually.**
8. **KEEP YOUR FOOT OFF THE PEDAL UNTIL YOU ARE READY TO BRING THE TOP DIE DOWN.**
9. Before you move the top die **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT MOVE THE DIE UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
10. **DO NOT SLAM THE DIE INTO THE MATERIAL YOU ARE BRAKING.** Slowly lower the top die down to the material before braking. **REMEMBER TO GIVE AN ALL CLEAR & GET AN ALL CLEAR BEFORE MOVING THE DIE.**
11. **KEEP HANDS & FINGERS AWAY FROM THE AREA BETWEEN THE DIES.**
12. **BEWARE OF SHARP EDGES ON SHEARED PLATES & SHEETS.**
13. **DO NOT GRASP THE MATERIAL THAT YOU ARE BRAKING.** With outstretched arms & head back support the material from underside as it may come up quickly once the top die makes contact with the material.
14. **SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Sperling Ind. Ltd.
Overhead Crane Safe Work Procedure #8
Revised by: Peter Walker 03/01/09, Reviewed by Marc Bilodeau & Ron Rushton.
Approved by Jeff Nicolajsen

Hazards – Crush & Impact Injuries, Pinch, head bumps

Required PPE – Safety Glasses, Hearing protection, & CSA Green Triangle Foot Wear & Gloves (hard hats are advised)

Required Training – Overhead Crane Authorization

Reference Materials – SIL SW Practice 31 to 34 & MB WS&H Reg. 23.26 to 23.29

**DO NOT OPERATE THE OVERHEAD CRANES UNTIL YOU HAVE BEEN
AUTHORIZED TO DO SO BY YOUR SUPERVISOR**

- 1. Anyone operating the overhead crane or giving signals to the overhead crane operator MUST know the proper crane signals (see SIL Practice #31)**
- 2. PLAN THE TASK**
 - Ensure the plan includes all components of the lift including: rigging, raising the load, traveling with the load & setting the load back down
 - Ensure all rigging: slings, chokers, chains, shackles pad eyes etc are rated for the load you are lifting
 - If a signal person is required, designate ONE person as the signal person.
 - Ensure all those assisting you know the plan
 - Ensure you have planned a safe path of travel for yourself, co-workers & the load
 - Ensure all personnel are at a safe distance from your path of travel.
- 3. Ensure you use a special cradle frame when hoisting a pressure vessel. This applies to both pressurized & un-pressurized vessels. Standard rigging (chokers or slings) may damage the vessel. See your supervisor before hoisting any pressure vessel.**
- 4. Use metal slings or chains on loads with sharp edges.**
- 5. LOOK UP** before & frequently, during any overhead crane task to check for obstructions. Keep a minimum distance of 5 feet between cranes to avoid collisions.
- 6. Focus solely on the lift. Distractions of any kind lead to accidents.**
- 7. USE LOW SPEED WHEN TRAVELLING with a load.**
- 8. Ensure you can control the load at all times. Enlist as many co-workers as necessary to maintain control of the load at all times.**
- 9. USE A TAG-LINE IF THE LOAD MUST BE RAISED OUT OF REACH.**
- 10. USE TWO SLINGS ON ALL BUNDLED LIFTS & ANY LIFT 10 ft. OR LONGER.**
- 11. TEST LIFT THE LIFT** to make sure it is balanced by lifting it an inch or so & checking to make sure it is balanced. **NEVER LIFT A LOAD THAT IS NOT BALANCED.**
- 12. SEE YOUR SUPERVISOR BEFORE ATTEMPTING ANY HEAVY, LARGE OR COMPLICATED LIFT.** Complicated lifts include turning a piece over, using two cranes or trolleys to lift a piece, etc.

Sperling Ind. Ltd.

Plasma Cutting Safe Work Procedure #9

Written by: Peter Walker, Jan. 5/10, reviewed by: Ron Rushton & Marc Bilodeau, approved by: Jeff Nicolajsen

Hazards – electrical shock, body burns, fire, fumes, radiation burns

Required PPE – tinted safety glasses, (goggles or face shield recommended with safety glasses), welding type gloves, respirator or SCBA required if area is poorly ventilated, hearing protection, & CSA Green Triangle Foot Wear

Required Training – Authorization to use plasma cutter

Reference Materials – SIL SW Practice #46

1. All persons using plasma cutting equipment must have documented training in plasma cutting, know this SW Procedure & follow this SW Procedure.
2. Ensure a “HOT WORK PERMIT” is completed if required.
3. Ensure there is a fully charged & functional fire extinguisher near by.
4. Ensure electrical connections are secure & not arcing. (**Tag-out & replace faulty equipment before commencing task.**)
5. Ensure air hose is secure & does not leak. (**Tag-out & replace as required.**)
6. Ensure the ground is securely attached to work piece as close as practical to the area being cut.
7. **DO NOT CUT ON CLOSED CONTAINERS SUCH AS TANKS OR DRUMS.**
8. **AVOID CUTTING IN RAIN OR WET CONDITIONS.**
9. **Ensure you read & understand Safe Work Procedure 32 & Safe Work Practice before you cut any container that may have held flammable or toxic materials.**
10. Ensure area is well ventilated before commencing task. (**Use exhaust or respirator system if ventilation is inadequate.**)
11. Situate yourself so that your face is not directly above the plume of smoke & fumes.
12. Clean all accessible surfaces of the work piece of any debris, oils & coatings to reduce potentially toxic fumes & gasses before cutting.
13. Identify any coatings that cannot be removed & read follow MSDS precautions for those coatings.

Sperling Ind. Ltd. Plasma Cutting Safe Work Procedure #9 (cont'd)

14. Wear PPE: Tinted eye protection (tinted goggles or welding shield are recommended), sturdy leather or fire resistant gauntlet style welding gloves, non-synthetic fiber, long sleeve shirts & long pants without cuffs (fire retardant or welders leathers are recommended).
15. Ensure other workers in area are informed that you will be cutting & protect those workers with screens or barriers as required.
16. Ensure adequate barricades/barriers or a dedicated watch person is in place if you are cutting above other workers to protect the workers below from the sparks associated with the cutting process.
17. Ensure that any flammable materials that may be sprayed with sparks are protected from catching on fire. Fire blankets or other adequate means of protection must be used whenever possible.
18. **POST A DEDICATED FIRE WATCH AS REQUIRED.** (A dedicated fire watch is required if nearby flammable materials cannot be protected with a fire blanket or other adequate means of protection. Other conditions/work sites will also dictate when a dedicated fire watch is required.)
19. **If you are cutting close to walls, floors or other hollow structures, ensure that no fires have started within those structures before you leave the work area.**
20. Ensure LEL testing is performed & all other “Confined Space Entry” SW Procedures are completed before cutting in a Confined space. (See SIL SW Practice #37 & SW Procedure #20.)
21. Inspect all surfaces of the material to be cut to ensure there are no hidden wires, hoses, lines or other items that may be damaged or create a hazard if cut. Know what is behind & underneath your cut.
22. Select the correct tip for the material thickness & ensure tips are clean.
23. Hold cutting tip 1/16 to 1/8 inch above the material to be cut avoid contacting the material with the tip.
24. Ensure compressed air is set between 70 & 75 PSI.
25. Inspect the work area thoroughly when cutting is complete to ensure there is no potential for a fire to start. Be aware of small cracks (spaces) in floors & walls & the areas below & behind them where sparks could land & start a fire.

Sperling Ind. Ltd.

Plate Rollers Safe Work Procedure #10

(Written by: Peter Walker, rev. 09/09/09, reviewed by M. Bilodeau & Ron Rushton, approved by J. Nicolajsen)

1. **REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.** (Gloves are not recommended, if they get caught in the rolls they may drag you into the rollers.)
2. Confine long hair, avoid loose clothing, aprons, scarves or ties. Roll up loose sleeves.
3. **Do a Hazard Assessment inspection & test to ensure machine is functioning properly.**
4. **CLEAN UP all scrap & trip hazards around the roller.**
5. **Clean up sharp edges & any catch points on work piece before putting it in the roller.**
6. **Do not exceed posted roller capacities. IF IN DOUBT SEE YOUR SUPERVISOR.**
7. **PLAN THE JOB &** make sure all those assisting you know the plan.
8. **Advise all nearby workers to stand clear while rolling & removing your work piece.**
9. **KEEP YOUR FOOT/HAND OFF THE CONTROL UNTIL YOU ARE READY TO ROLL.**
10. Before you activate the roller **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT ACTIVATE THE ROLLER UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
11. **KEEP HANDS, FINGERS & all body parts AWAY FROM THE TURNING ROLLERS.**
12. **Use the crane to remove any heavy or top heavy rolled pieces from the roller. Remember that the rolled piece that comes out of the roller maybe far more difficult to handle than the flat piece that went in the roller.**
13. **SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF CAPACITY, PROCEDURE OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Sperling Ind. Ltd.

Safe Work Procedure Shears #11

Written by Peter Walker Feb/07 rev1) 05/15/09 rev2) 01/12/10 reviewed by Marc Bilodeau, authorized by J. Nicolajsen

1. **REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.**
2. **CLEAN UP all scrap & slip, trip & fall hazards around the shear.**
3. **PLAN THE JOB** & make sure all those assisting you know the plan.
4. Make sure all guards are in place & do not place your hands or any other body part beyond the guards.
5. Follow all posting on machine
6. **KEEP YOUR FOOT OFF THE PEDAL UNTIL YOU ARE READY TO shear.**
7. Before you depress the shear pedal **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT DEPRESS THE PEDAL UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
8. **Use proper lifting techniques when lifting material manually & beware of sharp edges.**
9. Do not exceed the thickness capabilities of the shear.
10. Before shearing check behind shear for persons, equipment or items that may be injured or damaged by sheared material sliding off catch table at back of shear up. Elevate catch table as necessary.
11. When retrieving sheared mat'l from catch table behind shear beware of head bump hazard & **SHARP EDGES ON SHEARED MATERIAL.**
12. Your job is not finished until your drops are in the proper shelves & your scrap is in the proper bin & **SHARP EDGES HAVE BEEN REMOVED.**
13. **SEE YOUR SUPERVISOR IF YOU HAVE ANY QUESTIONS, YOU ARE UNSURE OF ANYTHING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

If you have any comments or suggestions to improve this procedure please see Peter Walker.

Sperling Ind. Ltd.

Safe Work Procedure Shears (North Shop) #11a

(By P. Walker Feb/07, 1st rev 05/15/09, 2nd rev 06/21/10, reviewed by W. Krushel, authorized by J. Nicolajsen)

This SW Procedure is a training tool for the operation of the North Shop Shear. All personnel must be trained before operating the North Shop shear or any other SIL tools or equipment.

Hazards – Crush injuries, Cuts, amputations

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear.

Required Training: ALL personnel must be trained to operate a North Shop Shear by supervisor or supervisor designate & supervisor must sign & document that training has taken place

Reference Materials – SIL SW Procedure #37a

1. **DON PPE:** Safety Glasses, Hearing Protection & Green Triangle footwear
2. **CLEAN UP** all scrap & slip, trip & fall hazards around the shear & on shear bed before you start the job.
3. **PLAN THE JOB** & make sure all those assisting you know the plan.
4. Make sure all **GUARDS ARE IN PLACE** & do not place your hands or any other body part beyond the guards.
5. Follow all postings on machine. **STAY WITHIN SHEAR THICKNESS CAPACITY.**
6. **SET BLADE GAP** before shearing.
7. **KEEP FOOT OFF PEDAL UNTIL YOU ARE READY TO SHEAR.**
8. Before you depress the shear pedal **ANNOUNCE ALL CLEAR** to those assisting you & **DO NOT DEPRESS THE PEDAL UNTIL YOU HAVE AN ALL CLEAR ANSWER** from those assisting you.
9. **BEWARE OF SHARP EDGES ON SHEARED PLATES & SHEETS.**
10. **USE PROPER LIFTING TECHNIQUES** when lifting material manually.
11. Before shearing check behind shear for persons, equipment or items that may be injured or damaged by sheared material sliding off catch table at back of shear.
12. When retrieving sheared mat'l from behind shear beware of head bump hazard.
13. Your job is not finished until your drops/cut offs are in the proper shelves & your scrap is in the proper bin.
14. **SEE YOUR SUPERVISOR IF YOU HAVE ANY QUESTIONS, YOU ARE UNSURE OF ANYTHING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

If you have any suggestions to improve this procedure please see Peter Walker.

Sperling Ind. Ltd.

Table Saw Safe Work Procedure #12

Written by: Peter Walker, Reviewed by: Brian Olsen, Mark Bilodeau & Ron Rushton

Approved by: Jeff Nicolajsen

(Revised by: Peter Walker June 26/09)

Hazards – Cuts/Amputations, Electrical Shock, Noise, Particles in eyes, Dust

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear (dust mask as required, wear gloves to handle material prior to cutting, remove gloves to perform cuts)

Required Training – Table Saw Authorization

Reference Materials – SIL Safe Work Practice #17, Operator's Manual

Only trained personnel are permitted to operate Table Saws.

1. **Put on required PPE. Use gloves to bring materials to saw only. Remove gloves prior to cutting.** (A dust mask is recommended if material produces dust)
2. **Contain long hair, wear snug fitting clothing & remove all jewelry. Keep hair clothing & gloves away from moving parts.**
3. Before plugging the table saw in:
 - Select the correct blade for task & install per Operator's Manual.
 - Ensure the selected blade has all teeth & is not bent or damaged.
 - Ensure that all guards/anti-kickbacks are in place, secured & adjusted to protect you. Ensure throat plate is secure & that its opening is just slightly larger than the thickness of the blade you have selected.
 - Ensure the spreader is aligned with the blade.
 - Set blade height ¼" OR LESS above the material you are cutting.
 - Ensure table is smooth & clean.
 - Ensure fence is parallel to the blade.
 - Ensure you have a push stick.
 - Ensure blade turns freely & all guards & anti-kickback devices function.
 - Ensure all adjustment wrenches & tools are removed from the saw.
 - Inspect electrical cord & plug (& the extension cord if one is used) & ensure there is no damage.
 - Locate E-STOP (if saw has one) & the on/off switch
4. Stand to one side of blade (DO NOT STAND IN LINE WITH THE BLADE) plug saw in & start saw. If saw is equipped with an E-STOP test its function & test the function of the ON/OFF switch. If these items do not shut the saw off TAG-OUT & do not use saw.
5. Ensure the blade spins without vibration & all moving parts function. If there is excessive vibration or any malfunctions, turn saw off, unplug saw & make adjustments per Operator's Manual. Ensure adjustment tools are removed, stand to one side of blade & retest saw. TAG-OUT if adjustments do not correct these malfunctions.

cont'd Table Saw Safe Work Procedure

6. Inspect mat'l to be cut & remove any nails, fasteners, embedded stones or knots.
7. Always use the fence or miter gauge to make cuts. (DO NOT MAKE FREE HAND CUTS)
8. Always use push stick on small &/or narrow pieces in close proximity to blade.
9. Ensure the blade has stopped moving before you reach behind or over the blade.
10. Ensure the blade has stopped moving before you leave the saw or make any adjustments to the fence, blade height or blade angle.
11. Ensure you unplug the saw before changing the blade or making any adjustments to the blade retaining nut or throat plate.
12. Ensure you are able to maintain a firm stance keep your balance at all times during the cut & that can comfortably reach & maintain firm control of the mat'l to the end of the cut. Enlist help when required.
13. Ensure there is adequate space, clearance & support when cutting large sheets or cross cutting long mat'ls. Table extensions or rollers may be required. Consider using a radial arm, miter or handheld circular saws for those tasks.
14. Ensure the mat'l is completely past the blade before you release it.

If an emergency occurs while performing this task, depress E-STOP if equipped or OFF switch if there is no E-STOP & unplug saw.

If there is an equipment malfunction, depress E-STOP if equipped or OFF switch if there is no E-STOP, unplug saw & follow Tag-Out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

Sperling Ind. Ltd.

Angle Grinder Safe Work Procedure -#13

Written by: Peter Walker, Reviewed by: Ron Rushton & Marc Bilodeau

Approved by: Jeff Nicolajsen

(Created: June/08, Rev1, Mar. 18/09 Rev2, 06/02/09, Rev3, 01/19/09)

Hazards – Cuts/Abrasions, Burns, Electrical Shock, Noise, Particles in eyes, MSI

Required PPE – Safety Glasses, Hearing protection, Leather Gauntlet Gloves & CSA Green Triangle Foot Wear (Full Face shield & respiratory protection are recommended)

Required Training – Body Posture, Angle Grinder Authorization

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work Practice #30

Only trained personnel are permitted to operate angle grinders.

1. **Put on the required PPE** (Full Face shield & respiratory protection are recommended.)
2. Ensure that electrical cord & plug is undamaged.
3. Ensure that grinder guard is in place, secured & adjusted to protect you.
4. Ensure all grinding wheels, cut off discs & attachments are in good condition prior to use. Ensure there are no cracks, warps or excessive wear.
5. Unplug Grinder before changing discs or attachments.
6. Check function of dead man switch. Ensure grinder shuts off when trigger is released.
7. Ensure grinder runs smoothly without excessive vibration.
8. Ensure all flammable materials have been removed from grinding area.
9. Advise anyone near-by that you will be grinding & creating sparks.
10. Whenever possible arrange work piece in a place that is comfortable to work on.
11. Hold grinder firmly, depress trigger & allow grinder to reach operating speed.
12. Gently & slowly bring attachment (disc/cut off wheel, wire brush, etc.) into contact with work piece.
13. Cut-off discs are easily broken & will shatter creating dangerous projectiles if too much force is applied. Ensure you use a light touch & you have adequate room to keep your cut straight. Ensure adjacent items do not impede a straight cut.
14. Ensure that any sparks are directed away from other personnel.
15. Ensure that used/worn out grinding wheels are disposed of in garbage can or waste receptacle.
16. Ensure you use the right disc for the job. Use coarse discs for removing large amounts of material.
17. When grinding task is complete return the grinder to the tool crib.

If an emergency occurs while performing this task, release the trigger & unplug grinder.

If there is an equipment malfunction release trigger, unplug grinder & follow Tag-Out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

Sperling Ind. Ltd.

Band Saws Safe Work Procedure #14

(Written by: Peter Walker June/07 reviewed by Bill Allen)

ONLY TRAINED PERSONNEL ARE AUTHORIZED TO OPERATE THE BAND SAWS. IF YOU ARE IN DOUBT ABOUT THE CAPACITY OR CAPABILITIES OF THIS BAND SAW, DO NOT GUESS, ASK YOUR SUPERVISOR.

DOs

1. Wear required PPE: Safety Glasses, Green Triangle Footwear & hearing protection.
2. Clean up all scrap & trip hazards around the saw & from saw table.
3. Plan the job & make sure anyone assisting you knows the plan.
4. LOCATE the start/stop & ensure it is within easy reach & functioning.
5. ENSURE that all guards are in place.
6. Mark/Flag long mat'l at both ends to reduce the risk of persons making accidental contact with it.
7. ENSURE that blade is completely stopped before removing stock.
8. USE cutting or lubricating fluid when cutting metal.
9. Keep blades clean & sharp. CHECK blades regularly for wear or damage.
10. Select correct blade & saw speed for mat'l & follow the manufacturer's instructions.
11. SECURE all work in a vise & use stops for repeated cuts of the same length.
12. SUPPORT long stock with a floor stand.
13. KEEP working surface clean of scraps tools & materials.
14. KEEP floor around saw free of oil, grease & debris.

DO NOTs

1. DO NOT mount, measure or remove work unless the saw is stopped.
2. DO NOT APPLY extra force to the saw blade.
- 3. DO NOT LEAVE saw running unattended.**

Any suggestions you have to improve this procedure are welcomed.

Sperling Ind. Ltd.

Working Alone or in Isolation – Safe Work Procedure #15

(By Peter Walker Oct. 29, 2009, 1st rev. 06/11/10 Approved by: Jeff Nicolajsen)

This Safe Work Procedure is a training tool created to increase awareness of the risks of working alone & to increase the safety of personnel working alone or in isolation. See MB WS&H Reg. Part 9. All workers assigned to work alone must be trained in this SW Procedure.

Hazards – possibly fatal injury.

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, all other PPE specific to the job or jobsites.

Required Training: Working Alone or in Isolation – Safe Work Procedure #15 & all other SW Procedures & training specific to the location & job/task to be performed.

Reference Materials: WS&H Reg. 9

For the purposes of this SWP Working Alone & Working in Isolation are the same. Any worker who is working out of sight of other workers and/or unable to communicate with other workers by means of vocal communication shall be defined as working alone. There are two categories of working alone:

- i. Working alone where no travel is required (i.e. in an isolated part of the shop or yard).
- ii. Working alone when travel is required (i.e. a field job).

Working alone where no travel is required:

1. The supervisor/foreman must ensure that any worker assigned to Work Alone has been trained & has read & understood Working Alone or in Isolation – Safe Work Procedure #15.
2. The supervisor or foreman shall fill out a Lone Worker Form. This form shall include the workers name, the location of the work & the intervals that the worker is to report back to the supervisor/foreman. (Typical intervals may be at each coffee break & lunch break & before quitting time.) Contact intervals should not exceed two hours.
3. The lone worker must report to his or her foreman at the intervals specified by his or her supervisor or foreman & specified on the Lone Worker Form. (Failure to report to your supervisor or foreman is a violation of SIL Safety Policy & subject to disciplinary action.)
4. If the lone worker does not report to his or her supervisor or foreman at the specified times the supervisor will initiate contact with the lone worker to establish that the lone worker is safe.
5. If the lone worker remains after the supervisor's shift change the supervisor will pass the Lone Worker Form onto the night shift foreman so that contact with the lone worker is maintained. A worker cannot continue to work alone if there is no SIL contact person available.
6. The Lone Worker Form is a two part form. The original will stay with the Supervisor/foreman until the lone worker returns to the shop & the copy will go with to the lone worker. When the lone worker returns to the shop the supervisor/foreman give the original to the Safety Coordinator.
7. As per SIL standard operating procedure with any task, the lone worker will do a Hazard Assessment prior to the start of the task to be performed. If the worker feels the risks preclude working alone the worker will immediately contact his supervisor.

SIL Safe Work Procedure #15 – Working Alone or in Isolation, Working alone when travel is required (cont'd)

Working alone when travel is required:

This would apply to a worker assigned to do a field job where only one person is required to do the work & travel is involved. An example of this kind of job may be one worker & a welding rig sent out to repair agricultural equipment on a farm or a small job at a business or facility. You are considered to be working alone if you are the only SIL person at the jobsite. For example if you are going to a farm to do a repair & the farmer says he will be there to assist you, you are still considered to be working alone because you are the only SIL worker on site. (**This procedure does not apply to long distance truck drivers.**)

1. Before departing the shop, the lone worker shall check out a cell phone from Erin or Jaime & ensure that they know how to operate the phone, that the phone is functioning (it must be tested before leaving the shop) & that they know the number of the phone they are using.
2. The supervisor or foreman shall fill out a Lone Worker Form. This form shall include the workers name, the location of the jobsite (directions to the site if required), the name & contact information of the customer, the intervals that the worker is to report back to the supervisor/foreman. Typical intervals would be on arrival at site (This will establish that the cell phone works from the jobsite.), at each coffee break & lunch break, when the job is complete &/or departure from the site. (The worker will give the supervisor/foreman an estimated time of arrival back to the shop.) Contact intervals should not exceed two hours.
3. The lone worker must report to his or her foreman at the intervals specified by his or her supervisor/foreman & noted on the Lone Worker Form. If the cell phone fails to work the lone worker will establish contact with his or her supervisor by any means possible. This would include using the customer's phone, a pay phone or any means necessary to establish contact. (Failure to report to your supervisor or foreman is a violation of SIL Safety Policy & subject to disciplinary action.)
4. If the lone worker does not report to his or her supervisor at the specified intervals, the supervisor will initiate contact with the lone worker by calling the lone worker's cell phone. If contact is not established, the supervisor will contact the customer. If contact is not established thru' the customer the supervisor will, at his discretion, exercise any means possible to contact the lone worker including dispatching personnel from the shop, calling emergency services etc.
5. If the lone worker remains after the supervisor's shift change the supervisor will pass the Lone Worker Form onto the night shift foreman so that contact with the lone worker is maintained. A worker cannot continue to work alone if there is no SIL contact person available.
6. The Lone Worker Form is a two part form. The original will stay with the Supervisor/foreman until the lone worker returns to the shop & the copy will go with to the lone worker. When the lone worker returns to the shop the supervisor/foreman give the original to the Safety Coordinator.
7. As per SIL standard operating procedure with any task, the lone worker will do a Hazard Assessment prior to the start of the task to be performed. If the worker feels the risks preclude working alone the worker will immediately contact his supervisor.

Sperling Ind. Ltd.
LONE WORKER FORM

(Written by Peter Walker Oct. 29, 2009, reviewed by Marc Bilodeau, John Fehr, & Ron Rushton. Approved by Jeff Nicolajsen)

Name of lone worker: _____
print name

Cell Phone number: _____ (if travel involved)

Cell phone checked & working at shop: _____ (Lone workers to initial)

Customer Name & phone:

Additional Customer Contact # _____

Address/location of Jobsite:

Directions to Jobsite:

Contact Intervals

The time when contact is to be made will be entered & the supervisor will initial that those contacts were made.

1 st Arrival at site _____	2 nd _____	3 rd _____
4 th _____	5 th _____	6 th _____
7 th _____	8 th _____	9 th _____
10 th _____	11 th _____	12 th _____

ETA Back to shop: _____

Supervisors Actions

This is a description of the actions that the supervisor made if the lone worker did not maintain the contact intervals or if the form was passed on to another supervisor.

Lone Worker x _____

Supervisor/foreman: x _____ / _____ / _____
Month day year

Sperling Ind. Ltd.
Tag-Out – Safe Work Procedure #16a
For Defective Tools & Equipment

(Written by Peter Walker 12/15/08, rev 1 01/0610, rev 2, 03/03/10)

TAG OUT

Tag-Outs & Defective Equipment forms can be found by the North Shop office door & by the Main Shop office door & in the Machine Shop on the cabinet near the door to the front office.

1. All defective tools & equipment must be Tagged-Out.
2. Anyone operating a tool or equipment & notices that it is defective is responsible to report it to their supervisor/foreman & to fill out a “Tag-Out” tag or “Defective Equipment” form & attach it to the defective tool or equipment.
3. Fill in all areas of the Tag-Out or Defective Equipment form legibly so it can be read by the maintenance dept. or service person.
4. Ensure the tag out is securely attached to the defective tool or equipment.
5. Take the defective tool or equipment to the tool crib.
6. If the tool or equipment is too large to take to the tool crib, tag the tool or equipment, if there are keys, tag & remove them & give them to your supervisor. The supervisor will inform the maintenance dept.
7. Anyone found operating Tagged-Out defective tools or equipment other than maintenance personnel in the process of repairing the defective tools or equipment will be subject to a Disciplinary Action.
8. If you have any doubts about the tag out procedure discuss them with you supervisor or foreman.

Sperling Ind. Ltd.
Lock Out – Safe Work Procedure #16b

(By Peter Walker 12/15/08, revs. 01/06/10, 03/03/10, 05/18/10)

Hazards – Severe injury or death

Required PPE –Safety Glasses, & CSA Green Triangle Foot Wear, *Lock Out Equipment, *Hearing protection, *Hard Hat (*as per site requirements)

Required Training – Read & understand this SW Procedure #16b, see MB WS&H Reg. Part 16

LOCK OUT

Lock Out locks, hasps & lock out tags can be found on the west side of the Main Shop office door. For specialty lock out devices (for breakers, pipes etc) see Bill in the tool crib or ask your supervisor. All mobile rigs & trailers are to be equipped with lock out devices.

A lock out lock must be used on any machine, equipment, conveying device, piping system, electrical component, circuit, or other system during repairs, maintenance & adjustments to prevent the accidental or inadvertent activation of that system that would cause injury or harm to the person(s) repairing that system.

An example would be a person working on the wiring to a light fixture or other electrically powered piece. Before any work is started the person(s) doing the repair must shut off the breaker servicing the item being repaired & to lock it out so that no other person(s) could activate power to the item being repaired causing injury to the person(s) working on the item being repaired. If there is more than one person doing the repair then all persons involved in the repair should each have locks with different keys & put their own lock on the breaker.

Similarly person(s) working on a conveyor would be required to lock out the breaker or power to the conveyor. (One lock for each person involved in the repair.) This situation has further complications as there may be stored energy in the system after the power has been shut off. For example a bucket elevator may have several buckets that remain full of product & the weight of the product may cause the conveyor to move even though there is no power to the motor. In this case the stored energy in the system is the force of gravity on the buckets filled with product that may cause the conveyor to move until it reaches a point of balance. (continued on page 2)

SIL Lock Out – Safe Work Procedure #16b (cont'd)

If a repair person is in the way when this happens it could result in severe injury or death. For various reasons the stored energy may not be released as soon as the power is shut off. Therefore it is not safe to assume that because the conveyor did not move as soon as the power was shut down it will not move at some point during the repair. The buckets must be emptied or some positive lock out system must be put into place to control any stored energy in a system before work begins.

The above conveyor example is just one system that may require more than one lock out. Ensure the pre-job Hazard Assessment covers all portions of the system you are working on & identifies all potential sources of energy that could activate the system & create a hazard to the workers.

1. Complete a Hazard Assessment prior to starting the job.
 - a. Consider all sources of power to the item(s) to be worked on including stored energy in the system from gravity, pressure (air, hydraulic etc.).
 - b. Is there a secondary source of power to the item(s)?
 - c. Could the wind activate the item(s) being worked on etc?
 - d. Are there other item(s) or systems that feed into the item(s) to be worked on that could present a hazard to workers?
2. Talk to the customer or any other persons familiar with the item(s) to be worked on, the customer or his staff may be able to provide valuable information related to step 1. above.
3. Let the customer know what item(s) will be locked out & find out if the customer will have any of his personnel working on the item(s). The customer must supply his personnel with their own lock outs.
4. Ensure that all sources of power have been locked out before work begins.
5. Ensure all persons working on the system have their own lock(s) & tags & that each lock is keyed differently.
6. Ensure each person placing a lock has affixed a completed tag on the lock that identifies the person who has placed the lock.
7. Ensure that you have entered all information into the Lock Out logbook.
8. Any person who places a lock is to keep one key for that lock & give the duplicate key to your supervisor for storage in a secure location.

SIL Lock Out – Safe Work Procedure #16b (cont'd)

- 9. DO NOT USE A DUPLICATE KEY TO REMOVE A LOCK OUT UNTIL YOU HAVE OBTAINED PERMISSION FROM THE PERSON WHO PLACED THE LOCK OR YOU ARE ABSOLUTELY 100% CERTAIN THAT THE PERSON WHO PLACED THE LOCK WILL NOT BE IN ANY DANGER IF THE LOCK IS REMOVED.**
- 10. Supervisors will ensure that the lock out procedure is understood by all workers before work begins.**
11. Before work begins & all lock outs have been placed & secured stand clear on any moving parts & **DOUBLE CHECK** that all power & all stored energy sources to the item(s) to be repaired are off & locked out. The means of double checking will vary from job to job & may include use of a voltage meter or pushing the start button, flipping the on switch, emptying a conveyor, securing a brake system, locking a valve etc.
 - a. Before work begins ensure all start buttons, on off switches, valves etc are in the off or closed position before work begins.
 - b. When the job is completed remove lock outs & return all lockout equipment & tags to the proper location.
 - c. Before testing or re-starting any item(s) that have been locked out ensure all personnel are in a safe location.
12. Make sure you understand this lock out procedure. If you have any questions ask your supervisor or foreman.
13. If a system cannot be locked out prior to repair consult the manufacturer for a safe procedure to repair the system without a lock out. A copy of the manufacturer's procedure must be kept on site & a copy sent to the Safety Coordinator.

SIL Lock Out – Safe Work Procedure #16b (cont'd)

LOCK OUT LOGBOOK

LOCK PLACED BY: _____
Print clearly

LOCK NUMBER: _____

DUPLICATE KEY GIVEN TO: _____
Print clearly

JOB # _____ **DATE:** _____ / _____ / _____
Month day year

DO NOT USE A DUPLICATE KEY TO REMOVE A LOCK OUT UNTIL YOU HAVE OBTAINED PERMISSION FROM THE PERSON WHO PLACED THE LOCK OR YOU ARE ABSOLUTELY 100% CERTAIN THAT THE PERSON WHO PLACED THE LOCK WILL NOT BE IN ANY DANGER IF THE LOCK IS REMOVED.

DUPLICATE KEY USED BY: _____
Print clearly

Sperling Ind. Ltd.

Safe Work Procedure - Fall Protection #17

(By Peter Walker April 8, 2009, rev 01/06/10, 01/14/10, 05/25/10 reviewed: Jason Dunn, approved: Jeff Nicolajsen)

The purpose of this Safe Work Procedure is to provide training on fall protection & thereby increase the safety of any worker exposed to the risk of falling.

Hazards – Potentially fatal injuries

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Hard hat if req'd, fall protection equipment & all other PPE specific to the job or jobsite

Required Training: Principles of Fall Protection (CSAM online course or equivalent)

Safe Work Procedure #17, 17 a, 17 b

Reference Materials: WS&H Reg. Part 14

1. The supervisor will establish a rescue plan appropriate to the work, working conditions & jobsite to rescue any worker who falls or any worker whose fall is arrested.
2. The rescue plan must be communicated to all personnel under the supervisor's supervision prior to commencing any work that requires fall protection.
3. Fall protection must be used where there is a risk of a worker falling:
 - a vertical distance 3 meters (9 ft. 10in.) or more
 - a vertical distance of less than 3 m where there is an increased risk of injury due to the surface or item on which the worker may land
 - into operating machinery or moving parts of the machinery
 - into water or another liquid
 - into or onto a hazardous substance or object
 - through an opening on a work surface
 - a vertical distance of more than 1.2 m (3 ft. 11 in.) from an area used as a path for a wheelbarrow or similar equipment
4. Fall protection systems may include guardrail systems or when guardrails are not reasonably practicable other fall protection systems such as travel restraint systems, fall arrest systems or safety nets are to be used.
5. All users of Fall Arrest equipment must read & understand the manufacturer's instructions for the equipment being used.
6. All holes/openings in floors or work surfaces must be securely covered or have handrails around them or be adequately barricaded to prevent a worker from inadvertently falling into the hole/opening.
7. All personnel who may be exposed to the risk of falling as described herein must be trained in Fall Protection & be able to show proof of training.
8. It is the supervisor's responsibility to ensure that all personnel under their supervision who may be exposed to the risk of falling as described herein are trained in Fall Protection & know how to use, inspect & maintain the equipment they are issued. (Information on Fall Protection training can be provided by the Safety Coordinator.)
9. All personnel using a Full Body Harness must comply with the SIL Safe Work Procedure "Inspection & Maintenance Procedure for Full Body Harness".
10. After a Fall Arrest system has arrested the fall of a worker, the supervisor must immediately remove all components of that equipment from service until it has been inspected & certified as safe by the manufacturer or a professional engineer.

Sperling Ind. Ltd. Safe Work Procedure #17 a

Donning Body Harness

(By Peter Walker 12/23/09, Revs 05/18/10, 05/28/10 Rev'd: Jason Dunn, approved by: Jeff Nicolajsen)

The purpose of this Safe Work Procedure is to provide training & thereby increase the safety of any worker required to wear, inspect & maintain a full body harness.

Hazards – Failure to correctly inspect, maintain, don & use fall protection equipment & systems as per the manufactures instructions can lead to injury or death.

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Hard hat if req'd), fall protection equipment & all other PPE specific to the job or jobsite

Required Training: Principles of Fall Protection (CSAM online course or equivalent) Safe Work Procedure #17, 17 a, 17 b & SW Practice #35

Reference Materials: WS&H Reg. Part 14

Due to the personal preference of workers, SIL stocks full body harnesses manufactured by Miller, MSA & DBI Sala Exofit. Specific instructions from these manufacturers can be found in SIL SW Practice #35.

If you do not understand any of the referenced information or have any questions about fall protection, ask your supervisor.

1. The supervisor/foreman will ensure that all personnel required to use a full body harness has been trained to inspect, maintain & don the equipment & document this training on the appropriate form. Training to don a full body harness can be documented on a Tool Box Meeting form, inspections are to be documented on a Fall Restraint Harness Inspection Form.
2. Ensure you know the manufacturer of the full body harness you have selected.
3. Read the manufactures donning instructions for the full body harness you have selected. Instructions for Miller, MSA & DBI Sala Exofit full body harnesses can be found in SIL SW Procedure #35. & are found on the pages to follow.
4. Ensure you inspect your equipment before you use it as per SW Procedure #17 b. The inspection procedure applies to all equipment including any new equipment coming right out of a sealed container.
5. Ensure you understand the donning instructions for the full body harness you have selected. If you are unsure of anything or have any questions regarding inspections, maintenance or donning a full body harness, see your supervisor.

Sperling Ind. Ltd.
Inspection & Maintenance of Full Body Harness Safe Work
Procedure #17 b

(By Peter Walker 05/06/09, rev 05/28/10 rev'd Jason Dunn Approved by: Jeff Nicolajsen)

The purpose of this Safe Work Procedure is to provide training & thereby increase the safety of any worker required to wear, inspect & maintain a full body harness.

Hazards – Failure to correctly inspect, maintain, don & use fall protection equipment & systems as per the manufactures instructions can lead to injury or death.

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Hard hat if req'd), fall protection equipment & all other PPE specific to the job or jobsite

Required Training: Principles of Fall Protection (CSAM online course or equivalent) Safe Work Procedure #17, 17 a, 17 b & SW Practice #35

Reference Materials: WS&H Reg. Part 14

Due to the personal preference of workers, SIL stocks full body harnesses manufactured by Miller, MSA & DBI Sala Exofit. Specific instructions from these manufacturers can be found in SIL SW Practice #35.

If you do not understand any of the referenced information or have any questions about fall protection, ask your supervisor.

Each person required to wear Fall Protection must:

- be able to provide proof that they have received Fall Protection Training.
- understand the SIL Fall Protection & Inspection/Maintenance Procedures
- Read & understand the manufacturer's manual for the specific item(s) of Fall Protection equipment they are using. **IF THE SIL POLICY & THE MANUFACTURER'S MANUAL DIFFER, YOU MUST FOLLOW THE MANUFACTURER'S MANUAL.**
- **inspect & document each inspection of their equipment prior to each use**
- **inspect & document inspection of their equipment monthly regardless of use**
- have their supervisor sign off on their inspection

(cont'd) SIL Inspection & Maintenance of Full Body Harness – Safe Work Procedure #17 b

Inspections to be conducted as per this procedure.

WEBBING

Inspection procedure

Grasp webbing with hands 6” – 8” apart
Bend webbing in inverted “U”
Do above for entire length of webbing
Inspect both sides of webbing

What to look for

Broken Fibers	Cuts
Frayed Edges	Burns
Pulled Stitches	Chemical damage

D-RINGS/BACK PADS

Inspection procedure

D-Ring should pivot freely
Inspect D-Ring back pads for damage

What to look for

Distortion	Cracks
Rough or sharp edges	Breaks

ATTCHMENT OF BUCKLES

Inspection procedure

Pay close attention to attachment
Points of buckles & D-Ring(s)

What to look for

Unusual wear Frayed/cut fibers
Distorted buckles or D-Rings

TONGUE/GROMMETS

Inspection procedure

Pay close attention to heavy
Wear areas

What to look for

Loose, distorted or broken grommets
Webbing should not have additional
punched holes

TONGUE BUCKLE

Inspection procedure

Buckle tongues should overlap buckle
tongue.
frames.
Tongues should move freely in their socket.
Roller should turn freely on frame.

What to look for

Distortion in shape or motion of

Distortion or harp edges on roller.

FRICITION & MATING BUCKLES

Inspection procedure

Pay close attention to corners & attachment
Points of center bar.

What to look for

Buckle distortion
Are outer & center bars straight

VISUAL INDICATIONS OF DAMAGE TO NYLON & POLYESTER WEBBING, LANYARDS & ROPES

HEAT – Material becomes brittle & has a shriveled, brownish appearance. Fibers break when flexed. Webbing should not be exposed to temperatures above 180 deg. F

CHEMICAL – Change in colour usually appearing as a brownish smear or smudge. Transverse cracks appear when bent over a mandrel. Loss of elasticity.

MOLTON METAL OR FLAME – Webbing strands fuse together. Hard shiny spots appear & webbing has a hard brittle feel.

PAINTS & SOLVENTS –Paint that penetrates & dries restricts movement of fibers. Drying agents & solvents used in some paints & during the painting process cause chemical damage.

STORAGE & CLEANING of NYLON & POLYESTER WEBBING, LANYARDS & ROPES

Proper care, maintenance & cleaning of the equipment will prolong its life & aid in maintaining its safety function.

STORAGE – Storage areas should be clean, dry & free from exposure to fumes, corrosive elements & out of direct sunlight. Hang by D-Ring from a hook in a well ventilated room if possible.

CLEANING – Wipe off surface dirt with a clean cloth or sponge dampened with water. Use mild soap or detergent & gently scrub to work up a lather. Rinse soap or detergent residue off with clean water. Hang by D-Ring to dry in well ventilated area away from excessive heat & away from direct sunlight.

DEFECTIVE EQUIPMENT MUST NOT BE USED! IT MUST BE TAGGED OUT & RETURN TO THE MANUFACTURER FOR REPAIR

Sperling Ind. Ltd.
SW Procedure – 17b
Fall Restraint Harness Inspection

Inspected by: _____ X _____
Print name Sign

Serial #: _____

Date of Inspection: _____ / _____ / _____
Month day year

This equipment was found to be: _____
CHECK ONE: OK Needs Repair Needs Replacement

Supervisor: _____ X _____
Print name Sign

Fall Restraint Harness Inspection

Inspected by: _____ X _____
Print name Sign

Serial #: _____

Date of Inspection: _____ / _____ / _____
Month day year

This equipment was found to be: _____
CHECK ONE: OK Needs Repair Needs Replacement

Supervisor: _____ X _____
Print name Sign

These forms are to be turned into the Safety Coordinator each month.

Sperling Ind. Ltd.
Safe Work Procedure - Ladders #18 a

(By Peter Walker 05/18/10, approved Jeff Nicolajsen)

The purpose of this SW Procedure is to ensure that all personnel using ladders are trained in the use, inspection & maintenance of Ladders.

Hazards – Electric shock or electrocution, fall injuries that may be fatal

Required PPE – Safety Glasses, CSA Green Triangle Foot Wear, other PPE specific to task or site including Full Body Harness,

Required Training – SIL SW Practice #27, 28 & 29, SIL SW Procedure 18 a, Fall Protection Training.

Reference Materials – MB WS&H Reg. Ladders 13.11 to 13.21 & SIL SW Practice #27, 28 & 29.

All ladders purchased or manufactured for use by SIL personnel must conform to the requirements set out in the MB WS&H Regs. 13.11 to 13.21.

Supervisors/foremen/lead hands are to ensure that:

1. any worker who uses a ladder inspects the ladder for defects prior to use & repairs any broken or defective part of the ladder to its original design specification before use.
2. no worker uses a metal or metal reinforced ladder near any exposed energized electric circuits, lines or equipment
3. all extension ladders used by SIL personnel are equipped with locks that securely hold the sections in the extended position
4. no two section extension ladder exceeds 14.6 m (48 ft.)
5. no three (or more) section extension ladder exceeds 20 m (65.6 ft.)
6. all extension sections overlap another section by 1 m (39 in.)
7. all portable ladders are placed on a stable, level base & are secured from movement at all times during use
8. that a step ladder does not exceed 6 m (19.6 ft.) when set up for use & has legs that are securely held in position by metal braces or an equivalent rigid support
9. a worker does not perform any work from the top two rungs, steps or cleats of any portable ladder unless the manufacturer's specification specifically state it is safe to do so
10. workers do not extend any part of their body, except their arms, beyond the side rails of the ladder
11. workers are educated & ensure they maintain three point contact with the ladder at all times

Sperling Ind. Ltd.
Safe Work Procedure - Scaffolds #18 b

(By Peter Walker 05/18/10, approved Jeff Nicolajsen)

The purpose of this SW Procedure is to ensure that all personnel using scaffolds are trained in the set up, use, inspection & maintenance of Scaffolds.

Hazards – Electric shock or electrocution, fall injuries that may be fatal

Required PPE – Safety Glasses, CSA Green Triangle Foot Wear, Full Body Harness, other PPE specific to task or site.

Required Training – Fall Protection Training, SIL SW Practice #35, SIL SW Procedure 18 b, 17 a & 17 b.

Reference Materials – MB WS&H Reg. “Scaffolds” Part 28.1(1) to 28.20(2) & MB WS&H Reg. Part 14. “Fall Protection”.

1. A competent supervisor or foreman will:
 - a. Supervise the set up & tear down of a scaffold system.
 - b. Ensure that all personnel erecting or using scaffolds are trained in fall protection & have a certificate documenting that training.
 - c. Read & understand all portions of SIL Safe Work Practice #25 pages 1 to 4 & all portions of MB WS&H Reg. 28.1(1) to 28.20 (2).
 - d. Ensure there are no electrical lines in close proximity to the scaffold. Take adequate measures (barricades, fencing, etc.) to protect personnel on the ground from falling objects.
 - e. Install, maintain & repair scaffolds in accordance with standards, regulations & manufacturer’s instructions.
 - f. Ensure that all scaffold components are inspected prior to set up & before each shift that the scaffold will be used. Any defective components will be removed from service & replaced with parts that meet the manufacturer’s specifications.
 - g. Ensure scaffold load rating is known & that it is not exceeded.
 - h. If braces are difficult to fit ensure that scaffold is level & plumb.
2. Before climbing a scaffold
 - a. Ensure base is secure, level & adjusted.
 - b. Ensure legs are plumb & all bracing is in place & secure.
 - c. Ensure all locking devices are secured.
 - d. Ensure all planks, decks & guardrails are installed & secured.
3. Ensure no personnel use scaffold during storms or high winds.

(cont'd) SIL Safe Work Procedure - Scaffolds SW Procedure #18 b

4. Ensure snow & ice are removed from scaffold platforms & ladders before work begins.
5. Ensure an access ladder is used to climb scaffold.
6. Ensure scaffold frame is not used as an access to platform unless an access ladder is incorporated into the design of the frame.
7. Ensure all work levels have guardrails.
8. If a guardrail must be removed to hoist materials ensure all personnel on platform utilize a fall protection until the guardrail has been replaced.
9. Ensure any guardrails that have been removed to hoist materials are replaced before work begins/resumes.
10. Ensure personnel do not jump on platforms & that loads are not dropped on platforms.
11. Ensure no personnel stands or works on cross braces or guardrails.
12. Ensure no ladders or any other device is on top of a scaffold to increase height.
13. Ensure any material or equipment is stored on platform deck. Keep guardrails free of materials & equipment.
14. Ensure any bent or kinked frames are removed from service & discarded.

EMERGENCY RESPONSE PLAN

In the event of a failure of a scaffold system the Supervisor will ensure there is an emergency response plan specific to the site & scaffold system being used before work begins.

The plan will include:

- readily available machinery & equipment capable of rescuing any workers stranded on the scaffold
- having onsite an adequate number of trained First Aiders (per WS&H Reg. schedule A, Part 5) & first aid kit appropriate to location & number of workers
- a means to transport any injured worker & the address of the nearest hospital
- local contact information for hospital & ambulance (911 in most places in Manitoba)

Sperling Ind. Ltd.
Welding & Cutting Galvanized Metals
Safe Work Procedure #19

Written by Peter Walker May 8, 2009 Reviewed by: Ron Rushton & John Fehr
Approved by: Jeff Nicolajsen

This Safe Work Procedure is designed to increase the safety of those welding on galvanized materials or using Oxygen/acetylene, plasma or laser cutting tools on galvanized metals. Refer to the Manitoba Workplace Safety & Health Act & Reg., Part 17, SIL Safe Work Practices (section 36 & section 1) for further information.

Hazards

All welding & hot cutting processes produce hazardous gasses & fumes. Gasses are invisible to the eye & may or may not have an odor. The heat in the flame or arc & the ultraviolet radiation from the arc produce carbon monoxide, carbon dioxide, oxides of nitrogen & ozone along with other gasses & vapors from the breakdown of solvents & coatings on the metal. Gasses used for shielding & burning are also given off during the welding & cutting process.

Fumes are formed when hot metal vapors cool & condense into very small particles that stay suspended in the vapor or gas. The particles may be metal or metal compounds & are often smaller than 1 micrometer. Fumes may or may not be visible. Welding smoke is an example of a visible fume. But even if the fume can't be seen, its particles are still present.

Along with the gasses & fumes described above welding & the use of hot cutting processes on galvanized metals produce zinc fumes.

PROCEDURE

- 1. Whenever possible ensure your head is not positioned directly above the plume of smoke rising from the galvanized material you are working on.**
2. If there is adequate & constant wind outside & you are able to position yourself out of the fumes, the welding/hot cutting of galv'd materials is permissible without an exhaust system or a respirator. **Adequate & constant wind means that the smoke rising from your work is blown horizontally away from you for the entire duration of the job. If there is not adequate wind an exhaust system &/or respirator must be used.**
3. When using an exhaust system outside:
 - position yourself up wind from your work
 - position the system intake as close as possible to your work area & ensure it is capturing all of the visible smoke rising from the work area
 - position the system exhaust as far as possible from yourself & others in the area
 - monitor the system exhaust to ensure smoke & fumes are not blowing back at you or others working in the area.
4. When using an exhaust system inside:
 - position the system intake hose as close as possible to your work area & ensure it is capturing all of the smoke rising from the work area
 - position the system exhaust hose outside of the building as far as possible from yourself & others working in the area
 - ensure the system exhaust is not directed toward any building air intake systems, enclosed areas or any persons

Safe Work Procedure – Welding & Cutting Galvanized Metals (cont'd)

5. When using a respirator **read & follow the manufacturer's General Safety Information.** There is an Adflo PAPR Turbo Assembly available in the Main Shop office & the balance of this SWP references that equipment. Other respirators &/or supplied air systems are appropriate for welding/cutting galvanized metals & may be available from some rental outlets & welding supply stores. When you must use a respirator & it is not reasonably practicable to use SIL's Adflo PAPR Turbo Assembly ensure that the system you use is appropriate for galvanized metals & that training or instruction on the equipment is available.
6. Adflo PAPR Turbo Assembly:
 - Copies of the manufacturer's General Safety Information are to be kept with the "Adflo" PAPR Turbo Assembly & in the Procedures section of all copies of the SIL Safety Manual
 - Ensure the batteries are charged as per page 7 of Adflo PAPR Assembly, General Safety Information.
 - Use 3M pre-filter (p/n15-0099-99) & HE Filter (p/n 15-0199-99) with the "Adflo" PAPR Assembly
 - Prior to use test air flow by using the procedures on pages 12 & 13 of Adflo PAPR Assembly, General Safety Information.
 - Replace the pre-filter (p/n15-0099-99) & the HE Filter (p/n 15-0199-99) if the battery run time becomes too short or if the "low airflow" alarm is activated as described on pages 6 to 9 of Adflo PAPR Assembly, General Safety Information.
 - After use Clean & Store as per page 14 of Adflo PAPR Assembly, General Safety Information.
7. **Drinking milk is not adequate protection from the adverse effects of zinc fumes.**

Sperling Ind. Ltd.
Confined Space Entry
Safe Work Procedure #20

Written by Peter Walker Mar. 26, 2009 Reviewed by: Jason Dunn
Approved by: Jeff Nicolajsen

This Safe Work Procedure is designed to maximize the safety of those involved in Confined Space Entry. Refer to SIL SW Practice #37, the Manitoba Workplace Safety & Health Reg. Part 15 & WS&H Code of Practice for Confined Space Entry Work for more information.

HAZARD INFORMATION

The hazards associated with Confined Space Entry will vary from location to location, what the space was used for & other factors. A thorough Hazard Assessment must be conducted to uncover the particular hazards associated with each Confined Space Entry. The list below is a sample of some of the hazards that may be encountered.

PHYSICAL HAZARDS

Entry & exit
Ventilation systems
Machinery
Piping & distribution systems
Residual chemicals & materials
Visibility
Physical obstacles
Walking & working surfaces
Temperature extremes
Humidity
Noise
Vibration
Radiation
Hazardous animals
Traffic in the vicinity of the Confined Space
Water or other liquids in the Confined Space

ATMOSPHERIC HAZARDS

Explosive gasses & vapors
Toxic gasses & vapors
Oxygen content (too much/too little)
Fumes, dusts, mists, fogs
Biological agents

WORK HAZARDS

Hot work
Cold work

HUMAN FACORS

Phobias
Mental & physical condition

REQUIRED TOOLS/EQUIPMENT/TRAINING

All personnel involved must be trained in Confined Space Entry
Full body harness, lanyards & lifelines to suit the space & conditions
Fall Protection training (as required)
Rescue equipment (man hoist as required)
Gas monitor/trained operator
Breathing apparatus/ trained personnel (as required)

- ½ mask Respirator c/w appropriate cartridges/filters (as required)
- Supplied Air Respirator (as required)

Extraction Equipment (as required)
Ventilation/purging Equipment (as required)

SIL – Confined Space Entry, Safe Work Procedure (cont'd)

1. All personnel involved in Confined Space Entry work must be trained in Confined Space Entry work & hold credentials verifying this training.
2. Supervisors must verify Confined Space Entry training prior to assigning personnel Confined Space Entry related tasks.
3. A Hazard Assessment must be done to uncover all hazards associated with each Confined Space Entry prior to the start of work & each person involved in the work must have an opportunity to contribute to assessing the hazards.
4. The supervisor will meet with knowledgeable on-site personnel to determine if any hazardous substances have been stored or may have accumulated in the Confined Space. This meeting will be documented & any information relevant to the Hazard Assessment shall be included on the Hazard Assessment.
5. All hazards identified in the Hazard Assessment must be made known to & understood by all persons involved in the Confined Space Entry work. All persons involved in the Confined Space Entry work will sign the Hazard Assessment acknowledging their comprehension of the hazards & risks present.
6. During the Hazard Assessment attention must be given to the structural integrity of the Confined Space. Is there a risk of collapse for any reason? Will the work being done within the Confined Space increase the risk of collapse?
7. Prior to “Entry” all identified hazards that can reasonably or practicably be eliminated, reduced or controlled shall be eliminated, reduced or controlled. In the event the “Entry Worker” becomes unconscious is the access/egress opening adequate to extract an unconscious worker?
8. **NO UNAUTHORIZED ENTRY** All personnel involved in Confined Space Entry must be made aware that **ONLY DESIGNATED PERSONNEL ARE TO ENTER.**
9. Supervisors must develop an Emergency Plan based on the work involved, working conditions, jobsite & proximity to outside emergency services for each Confined Space Entry prior to entry into the Confined Space.

SIL – Confined Space Entry, Safe Work Procedure (cont'd)

10. The Emergency Plan must include the means to contact & contact numbers for local rescue services & the means to contact & contact numbers for any “site specific” Emergency Personnel.
11. The Emergency Plan must include a readily available means to extract an “entry worker” from a Confined Space. In the case of a “Vertical Entry” Confined Space, this would include a personal hoisting device or a crane.
12. Supervisors must ensure that all personnel under their supervision are aware of the Emergency Plan & what role each individual has in the Emergency Plan prior to entry into the Confined Space.
13. All atmospheric tests to determine the presence of hazardous fumes/gasses will be done by a competent person & the frequency of re-testing shall be established & adhered to.
14. A system of adequately ventilating &/or purging the Confined Space shall be implemented as required & carried on as long & often as required to reduce or eliminate the risks associated with any chemical or biological hazards. This includes the risks associated with welding & cutting processes.
 - **NO ENTRY INTO A CONFINED SPACE IS PERMITTED IF THE LEL EXCEEDS 10%.**
 - **NO ENTRY INTO A CONFINED SPACE IS PERMITTED IF OXYGEN CONTENT IS BELOW 19.5% OR ABOVE 23%.**
15. PPE requirements shall be established & implemented appropriate to each Confined Space. In the case of water or liquids, the hazards of drowning may be present & lifejackets or other PPE may be required to reduce these risks.
16. All pipes, lines & sources of energy including machinery in or coming into the Confined Space must effectively isolated, blanked, & locked out while work is in progress in the Confined Space. All sources of potential energy are to be put in a zero energy state.
17. Barricades & warning signs must be put up to keep vehicle or pedestrian away from a Confined Space. This situation occurs most often when there is a manhole at floor or ground level but may also be present on a barge deck, large tank or other vessel.

SIL – Confined Space Entry, Safe Work Procedure (cont'd)

18. A Confined Space Entry Permit is to be completed prior to the start of the work & kept on site until the work is complete.
19. There must be an “**OBSERVER**” stationed at the entrance to the confined space at all times a worker is within the Confined Space.
20. The **OBSERVER** must obey the following rules:
 - **DO NOT ENTER THE CONFINED SPACE UNDER ANY CIRCUMSTANCES**
 - **MUST KNOW THE EMERGENCY RESPONSE PLAN & BE ABLE TO COMPETENTLY EXECUTE THE PLAN**
 - **MUST ENSURE THAT THERE IS ALWAYS AN ADEQUATE LENGTH OF LIFELINE OUTSIDE OF THE CONFINED SPACE TO ACCOMPLISH THE RETRIVAL/EXTRACTION OF THE “ENTRY WORKER”**
 - must have First Aid/CPR training
 - must have constant two way communication with the person in the Confined Space
 - must have a contact number for local emergency services & be in possession of a reliable means to contact the appropriate emergency services
21. Any person entering into a Confined Space must wear a full body harness attached to a lifeline. The lifeline must be suitable for the work being conducted. The lifeline must be long enough to reach a device, means or system with the capacity to retrieve/extract the “Entry Worker” from all locations in the Confined Space that the “Entry” worker may go within the Confined Space. The retrieval/extraction system must be able to accomplish the retrieval/extraction within 2½ minutes or less. **The lifeline & retrieval/extraction system must be designed & set up so that the observer & other workers outside of the confined Space can accomplish the retrieval/extraction without having to enter the Confined Space.**

Sperling Ind. Ltd.
Oxygen/Acetylene Torch
Safe Work Procedure #21

Written by Peter Walker June 2, 2009, Reviewed by Marc Bilodeau & Jason Dunn
Approved by: Jeff Nicolajsen

This Safe Work Procedure is designed to increase the safety of those using & working near oxy/acetylene torch cutting. Refer to SIL SW Practice #2 & the chart at the end of that section also see the (217/2006) Manitoba Workplace Safety & Health Reg. Part 17 for more information.

HAZARD INFORMATION (General)

All hot cutting processes produce hazardous gasses & fumes. Gasses are invisible to the eye & may or may not have an odor. The heat in the torch flame may produce carbon monoxide, carbon dioxide, oxides of nitrogen & ozone along with other gasses & vapors from the breakdown of debris, solvents & coatings on the metal.

Fumes are formed when hot metal vapors cool & condense into very small particles that stay suspended in air as a vapor or gas. The particles may be metal or metal compounds & are often smaller than 1 micrometer. Fumes may or may not be visible. The “smoke” rising from the work piece being cut is an example of a visible fume. But even if the fume can't be seen, its particles are still present.

Along with the gasses & fumes described above hot cutting processes on galvanized metals produce zinc fumes. (See SIL SW Procedure #19 (Welding/Cutting Galvanized Materials). Specialty metals may produce a variety of toxic gasses.

HAZARDS (may include but are not limited to the following)

Explosive gasses & vapors in work area
Fire/explosions from leaking hoses
Fires from adjacent materials due to sparks & slag
Toxic gasses, fumes & vapors from the cutting process
Toxic fumes/gases from residual chemicals & materials on or near work area
Burns from contact with hot materials
Working surfaces (slips/trips/falls)
Weather extremes (heat/cold snow/rain)

REQUIRED TOOLS/EQUIPMENT/TRAINING

Must be trained to use an Oxy/Acetylene Torch

PPE: Eye protection (tinted goggles or welding shield are recommended), sturdy leather or fire resistant welding gloves, non-synthetic fiber, long sleeve shirts & long pants (fire retardant or welders leathers are recommended). All mandatory, PPE required for work site & conditions.

(cont'd) SIL Oxygen/Acetylene Torch Safe Work Procedure

1. All persons using oxy/acetylene torch must have documented training in torch operation, know this SW Procedure & follow this SW Procedure.
2. Ensure a "HOT WORK PERMIT" is completed if required.
3. Ensure there is a fully charged & functional fire extinguisher near by.
4. Ensure oxy/acetylene lines have functioning, non leaking regulators & non-return/flashback arrestors. (**Tag-out & replace faulty equipment before commencing task.**)
5. Ensure hoses do not leak. (**Tag-out & replace as required.**)
6. Ensure tanks are stored & used in a secured, upright position.
7. Ensure area is well ventilated before commencing task. (**Use exhaust or respirator system if required.**)
8. Wear PPE: Eye protection (tinted goggles or welding shield are recommended), sturdy leather or fire resistant gauntlet style welding gloves, non-synthetic fiber, long sleeve shirts & long pants without cuffs (fire retardant or welders leathers are recommended).
9. Ensure other workers in area are informed that you will be cutting. Protect other workers with screens or barriers as required.
10. Ensure adequate barricades/barriers or a dedicated watch person is in place if you are cutting above other workers to protect the workers below you from the sparks & slag associated with the cutting process.
11. Ensure that any flammable materials that may be sprayed with sparks or slag are protected from catching on fire. Fire blankets or other adequate means of protection must be used whenever possible.
12. **POST A DEDICATED FIRE WATCH AS REQUIRED.** (A dedicated fire watch is required if nearby flammable materials cannot be protected with a fire blanket or other adequate means of protection. Other conditions/work sites will also dictate when a dedicated fire watch is required.)
13. **If you are cutting close to walls, floors or other hollow structures, ensure that no fires are burning within those structures before you leave the work area.**
14. Ensure LEL testing is performed & all other "Confined Space Entry" SW Procedures are completed before using a torch in a Confined space. (See SIL SW Practice #37 & SW Procedure #20.)
15. Whenever possible clean the work piece of any debris, oils & coatings to reduce potentially toxic fumes & gasses before cutting.

(cont'd) SIL Oxygen/Acetylene Torch Safe Work Procedure

16. Inspect all surfaces of the material to be cut to ensure there are no hidden wires, hoses, lines or other items that may be damaged or create a hazard if cut.
17. Select the correct tip for the material thickness & ensure torch tips are clean.
18. Set acetylene & oxygen regulators to the job. **Never exceed 15 PSI for acetylene.** For material thickness from 1/8 to 1" thick the acetylene regulator should be set at 4 to 9 PSI & the Oxy regulator between 20 to 40 PSI. **See CHART at the end of SIL SW Practice #2.**
19. Open acetylene valve tank valve to 1/4 turn & fully open oxygen tank valve.
20. Locate striker & open acetylene valve on torch 1/4 turn.
21. Always use a striker to light a torch. **Lighters & matches are dangerous.**
22. With torch lit adjust acetylene valve to desired volume & open & adjust torch oxygen valve until you have a crisp blue flame
23. Squeeze torch lever & ensure there is a crisp blue flame.
24. If possible always start the cut at the edge of the work piece.
25. Position torch at start of cut 1/8 to 3/16" above material & preheat until the material is red hot.
26. Squeeze torch oxygen lever & follow your cut line maintaining a slow steady cut.
27. A build up of slag crossing the cut indicates you are cutting too quickly a non-uniform cut line may indicate you are cutting too slowly
28. When cut is complete turn off torch valves, bottle valves & coil torch up in the storage area.
29. Inspect the work area thoroughly when cutting is complete to ensure there is no potential for a fire to start. Be aware of small cracks (spaces) in floors & walls & the areas below & behind them where sparks could land & start a fire.

Sperling Ind. Ltd.

Mag Drill – Safe Work Procedure #22

Written by: Peter Walker (June 9, 2009), Rev 07'06/09 Reviewed by: Ron Rushton

Approved by: Jeff Nicolajsen

Hazards – Amputations, crushes, pinches, Noise, Particles in eyes, MSI,
Required PPE – Safety Glasses, Hearing protection, & CSA Green Triangle
Foot Wear, Gloves

Required Training – Iron Worker Authorization

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work
Practice #38

Only trained personnel are permitted to operate Mag Drills.

1. **Put on the required PPE.**
2. **Keep long hair, clothing, jewelry, gloves away from moving parts. Ensure contact with moving parts is avoided.**
3. **Allow drill to come to a complete & full stop before touching any moving part.**
4. **Ensure that the material to be drilled is a minimum of 0.375” thick.** (See supervisor if you are drilling thinner materials.)
5. Ensure that electrical cord & plug is undamaged.
6. Ensure feed handle will raise & lower cutter without binding.
7. Ensure selected cutter is sharp & free of damage & insert pilot in shank end of cutter.
8. With drill unplugged insert cutter (c/w pilot) into arbor ensuring flat side of cutter shank is aligned with sets screws, securely tighten set screws with Allen Wrench & remove Allen Wrench.
9. Ensure work piece & magnet are clean & free of oil, chips & all other debris.
10. Ensure & that the work piece is flat enough to provide complete contact with the magnet.
11. With arbor raised ensure that the motor only turns when the magnet on/off switch is in the “ON” position.

(cont'd) Sperling Ind. Ltd. Mag Drill Safe Work Procedure #22

12. Fill reservoir with cutting fluid as required
13. Align pilot pin with punch mark.
14. Use safety chains as required. (See supervisor.)
15. Use light pressure on feed handles & slowly feed cutter into work piece. Gradually increase feed pressure after the cut path is 1/16" deep. Reduce pressure as cutter starts to break through work piece.
16. When cutter goes through work piece turn motor off by depressing the "motor stop" button & raise arbor to eject slug.
17. Ensure there are no workers or machinery below you that may be hurt or damaged by ejected slugs.
18. Turn magnet off, remove safety chains & clean magnet as required. Wear gloves to prevent cuts from sharp metal chips.
19. Unplug drill & align with next hole.
20. When task is complete clean drill & return to tool crib, clean work piece & work area. (Wear gloves to prevent cuts & slivers from sharp cutting & slugs.

If an emergency or equipment malfunction occurs while performing this task, depress "OFF" switch & unplug the drill. Always follow the Tag-out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

The magnet will release due to power failures & can be extremely hazardous when drilling into a perpendicular or overhead surface. Ensure the drill is safely secured in the event of a sudden power failure. See your supervisor before drilling into perpendicular or overhead surfaces.

Sperling Ind. Ltd.
Metal Cutting Saw Safe Work Procedure #23

Written by: Peter Walker (June 9, 2009), Reviewed by: Ron Rushton
Approved by: Jeff Nicolajsen

Hazards – Cuts, Electrical Shock, Noise, Particles in eyes, MSI, (toxic dust/fumes from some materials & material coatings)

Required PPE – Safety Glasses, Hearing protection, & CSA Green Triangle Foot Wear, Gloves (Dust mask advised.)

Required Training – Metal Cutting Saws Authorization

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work Practice #39

Only trained personnel are permitted to operate Metal Saws.

1. **Put on the required PPE.**
2. **Keep hair, clothing, jewelry, gloves away from moving parts.**
3. Before you plug the saw in
 - Ensure the blade is sharp & free of damage such as missing teeth, bends or cracks & that the blade is securely mounted to saw.
 - Remove adjustment keys/wrenches.
 - Ensure blade depth & bevel adjustment locking levers are securely tightened.
 - Ensure guard moves freely & closes instantly.
 - Adjust cutting depth to work piece ensuring blade only protrudes one tooth or less (approximately ¼”) below work piece.
 - Ensure that the electrical cord & plug is undamaged.
 - Ensure that the trigger is in the “OFF” position.
4. Plug saw in & ensure saw stops when trigger is released.
5. Keep both hands firmly on saw placing one hand on the trigger handle & the other on the hand on the front saw handle. If both hands are on the saw they cannot be cut by the blade.
6. Ensure there is no wiring or piping that may be hidden behind the work piece.
7. Ensure proper footing & balance at all times & keep the saw within comfortable reach. (This will help you cut straight & control a kickback.)

(cont'd) Sperling Ind. Ltd. Metal Cutting Saw Safe Work Procedure #23

8. Secure work piece & ensure it is stable before starting cut. It is not possible to adequately secure & support a work piece in your hands or across your legs. A poorly supported piece may lead to injuries & kickbacks to the operator & other workers.
9. Ensure the blade is not contacting the work piece before you start the motor. Allow the motor to reach full speed before you make contact with the work piece & slowly & gently bring the blade into contact with the work piece. **DO NOT FORCE THE SAW THRU' THE WORK PIECE.**
10. Keep the saw shoe flat against the work piece & maintain a firm grip with both hands.
11. Ensure you maintain a straight cut to reduce kickback. A straight edge guide securely clamped to the work piece will help maintain straight cuts.
12. Ensure the blade has stopped before you remove the saw from your work piece.
13. If you have stopped cutting & want to resume the cut:
 - a. Ensure the motor is off
 - b. Ensure the blade is centered in the kerf
 - c. Ensure the blade teeth are not in contact with the work piece
 - d. Start the saw & bring it to full speed before bringing the blade into contact with the work piece
 - e. Slowly & gently bring the rotating blade into contact with the work piece.
14. Ensure the saw has stopped & the blade guard is covering the blade before setting the saw down.
15. When task is complete clean saw & empty saw chip container & return saw to tool crib, clean work piece & work area. (Wear gloves to prevent slivers from sharp cuttings).

If an emergency or equipment malfunction occurs while performing this task, release trigger & unplug saw.

Always follow the Tag-out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

Sperling Ind. Ltd.

Reciprocating Saws Safe Work Procedure #24

Written by: Peter Walker (June 11, 2009), Reviewed by: Ron Rushton

Approved by: Jeff Nicolajsen

Hazards – Cuts, Electrical Shock, Noise, Particles in eyes, MSI, (some environments/materials may produce potentially toxic dust or fumes)
Required PPE – Safety Glasses, Hearing protection, & CSA Green Triangle Foot Wear, Gloves, (respirator or dust mask in dusty environments)

Required Training – Reciprocating Saws Authorization

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work Practice #40

Only trained personnel are permitted to operate Reciprocating Saws.

1. **Wear required PPE.**
2. **Contain long hair, wear snug fitting clothing & remove all jewelry. Keep hair clothing, jewelry & gloves away from moving parts.**
3. Before you plug the saw in:
 - Select a blade that is the correct length for the task & appropriate for the material. (See SW Practice #40, Porter Cable Manual, Saw Blades, pg. 12/13.)
 - Ensure the blade is sharp & free of damage such as missing teeth, bends or cracks.
 - Ensure blade is adequately secured in saw.
 - Remove any blade change or adjustment keys/wrenches.
 - Ensure that the electrical cord & plug is undamaged.
 - Ensure that the trigger is in the “OFF” position.
4. Before starting the cut:
 - Plug saw in
 - Place one hand on trigger grip & the other hand on insulated front grip
 - Test start & stop function by depressing & releasing trigger a few times (Tag-out if trigger malfunctions.)
 - Ensure moving parts run smoothly & function properly. Unplug saw, adjust as required & remove adjustment tools & retest saw. (Tag-out if necessary.)
5. Ensure the work piece is ridged & stable & will not move while the cut progresses. Clamp as necessary. Clamp all small pieces. It is not possible to secure/support a work piece in one hand & control the saw with the other hand.
6. **DO NOT** rest a work piece across your legs or reach under a work piece while cutting. You will be at high risk of severe cuts & puncture injuries.

(cont'd) Sperling Ind. Ltd. Reciprocating Saw Safe Work Procedure #24

7. Ensure there is no wiring or piping that may be hidden behind or under the work piece. (This presents a high risk for electrical shock & other hazards.)
8. Do not attempt to plunge cut metal.
9. Certain alloys & hardened metals may be beyond the capacity of reciprocating saws & saw blades.
10. When cutting metal keep at least 3 teeth in contact with work piece at all times.
11. Keep both hands firmly on the saw as described in #4. (If both hands are on the saw they cannot be cut by the blade.)
12. Keep the saw shoe flat against the work piece.
13. Ensure proper footing & balance at all times. Keep the saw within comfortable reach. (This will reduce MSI, help maintain a straight cut & improve saw control.)
14. Start cut in slow speed bringing blade into light contact with work piece making a 0.125 inch deep pilot cut before increasing saw speed.
15. If excessive force is required to cut the work piece it is an indication that you are using the wrong blade or a dull or damaged blade. Unplug the saw & inspect the blade. Ensure it is the proper blade? Ensure blade does not have damaged or worn teeth? If blade replacement is required; ensure saw is unplugged, replace blade & remove any tools used for blade replacement & resume cutting. If excessive force is required after the blade has been replaced you may be cutting an alloy or hardened material beyond the capacity of the saw. See your supervisor.
16. Ensure that you & others around & below you are clear of end pieces that may fall after being cut.
17. Ensure the blade has stopped before you remove the saw from your work piece.
18. Blade & work piece may be hot enough to burn exposed skin if touched immediately after cut is complete.
19. When task is complete clean saw & return saw to tool crib. Clean work piece & work area. (Wear gloves to prevent slivers from sharp cuttings.)

If an emergency or equipment malfunction occurs while performing this task, release trigger & unplug saw.

Always follow the Tag-out procedure.

See your supervisor if you have any doubts about the operation or correct functioning of this equipment.

Sperling Ind. Ltd.

Safe Work Procedure – Bench/Pedestal Grinders #25

Written by P. Walker 06/09/08 Rev1, 01/19/10

Hazards – Cuts/Abrasions, Burns, Noise, Particles in eyes, MSI

Required PPE – Safety Glasses, Hearing protection, Leather Gauntlet Gloves & CSA Green Triangle Foot Wear (Full Face shield & respiratory protection are recommended)

Required Training – Body Posture, Bench/Pedestal Grinder Authorization

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work Practice #30

1. **READ MSDS FOR THE MATERIALS YOU ARE GRINDING & UTILIZE ALL PPE ON MSDS.**
2. **DON THE REQUIRED PPE.**
3. **Clean up any slip, trip & fall hazards in the area before starting job.**
4. **Make sure all guards are in place & secured.**
5. **Adjust tool rest to within 1/8” (3mm) of wheel & so that work is on a horizontal center line of wheel spindle.**
6. **SHUT OFF grinder before making any adjustments to guards or tool rests.**
7. **Stand to one side of grinder & test run before starting job.** Do not use a grinder that vibrates or runs roughly.
8. **INSPECT ALL WHEELS FOR DAMAGE PRIOR TO USE.**
9. **Remove any flammable materials from area prior to starting job.**
10. Ensure the work piece material is suitable for the wheel on the bench/pedestal grinder. Different metals require different wheels. See your supervisor.
11. Maintain comfortable, well balanced posture while working.
12. Gently feed work piece into wheel without bumping.
13. Move work piece back & forth over entire surface of wheel face. The side of the wheel is not a grinding surface. Use wheel face only.
14. **SEE YOUR SUPERVISOR IF YOU HAVE ANY DOUBTS ABOUT WHAT YOU ARE DOING OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Sperling Ind. Ltd.
Quickie/Cutquik Saw Safe Work Procedure #26

Written by: Peter Walker (Sept. 29, 2009), Reviewed by: Jason Dunn,
Approved by: Jeff Nicolajsen

Hazards – Cuts, Fire, Noise, Particles in eyes, MSI, (toxic dust/fumes from some materials & material coatings), Sparks, burns & Raynaud’s Syndrome

Required PPE – Safety Glasses, Hearing protection, & CSA Green Triangle Foot Wear, Gloves, Dust mask & Hard Hat.

Required Training – Quickie/Cutquik Saws Authorization

Reference Materials – Sperling Ind. Ltd. Safe Work Practice #43 “Operator’s Manual”

Only trained personnel are permitted to operate Quickie/Cutquik Saws.

1. **Put on all required PPE.**
2. **Keep long hair, clothing, jewelry, gloves away from moving parts.**
3. **Wear long pants or overalls & long sleeved shirts. Select leather, wool, flame-retardant treated cotton or tightly woven heavy cotton such as denim clothes.**
4. **Before you cut determine what you are cutting. Some materials & coatings may produce toxic dust or fumes. Review MSDS & follow the MSDS precautions for these materials & coatings.**
5. **Assess the area for fire hazards & consider the risk of using this equipment. Ensure that adequate fire blankets/guards & fire fighting equipment is close at hand & readily available.**
6. **Avoid operating this saw indoors, in trenches or in confined spaces. Carbon Monoxide is a colorless odorless gas that will displace oxygen & could be fatal. If the saw must be operated in these locations an adequate exhaust system & system for forcing clean air into the area must be utilized.**
7. Before starting the saw:
 - Select the correct wheel for the material to be cut. Each wheel has a label identifying the materials it can cut. Ensure wheel center hole matches saw arbor.
 - Ensure the cutting wheel speed is rated equal to or higher than the spindle speed of the saw.
 - Inspect abrasive wheels & discard wheels that are cracked, warped or out of round. Store abrasive wheels in a dry place out of direct sunlight.
 - Securely mount correct wheel for cutting task & ensure all mounting tools are removed from saw & returned to their proper storage location.
 - Fuel saw with a 50:1 gas/oil mix in a well ventilated, outside area.
 - Wipe off any spilled fuel from saw.
 - Ensure you do not start cutting in fuel spattered clothing as sparks from cutting may ignite your clothing.
 - Ensure throttle trigger, stop switch & all safety devices are working properly & the carburetor idle & maximum speed are correctly adjusted.
 - Ensure the wheel guard is in place & secured so that sparks, dust & cut material are directed away from the operator & any flammable surroundings.

(cont'd) Sperling Ind. Ltd. Quickie/Cutquik Saw Safe Work Procedure #26

8. Starting the saw

- Set choke, throttle trigger interlock, throttle trigger & slide control as per owners manual.
- Put the saw on the ground ensuring that the wheel cannot touch the ground or any other objects.
- Ensure that there is no one in close proximity to the wheel.
- Grasp handle with left hand, place right foot on the carburetor box cover & grasp starter rope handle with right hand.
- Slowly pull starter rope until you feel resistance & then pull quickly & strongly. Do not pull starter rope beyond 70 mm (27 ½“).
- Once engine starts give the throttle a quick squeeze to release the slide control. In cold weather allow the engine a brief warm up period.

9. Ensure stop switch shuts the saw off.

10. Ensure there is no wiring or piping that may be hidden behind the work piece that may create a hazard or become damaged as the cut is made.
11. Ensure work piece is secure & stable before starting cut. A poorly supported piece may lead to injuries to the operator & other workers.
12. Ensure that the drop from your cut is supported so it does not fall on you or other workers.
13. If you are working at a raised elevation ensure there are no workers or traffic below you that could be hit by your drop. Erect barricades or post a watch person or persons at safe distance who can redirect all pedestrian & vehicle traffic away from the affected area.
14. Ensure proper footing & balance at all times & keep the saw within comfortable reach. If you become tired take a break, fatigue may result in loss of control.
15. Wear gloves to reduce vibration. Raynaud's is caused by long exposure to vibration. Take frequent breaks.
16. Keep both hands firmly on saw placing one hand on the trigger handle & the other hand on the handle on the front of the saw.
17. Ensure the muffler is facing away from your body.
18. Start your cut applying only light pressure against the work piece.
19. Ensure you do not force the saw through the material you are cutting, allow the saw to do the work. If you need to force the saw through the material check the wheel for wear & make sure you have the correct wheel for the material you are cutting.
20. Cut in a straight line & avoid exerting side pressure on the wheel.
21. Inspect wheel frequently throughout the day & discard any wheel that is worn, cracked, warped or out of round.
22. Always shut the saw off before putting it down or carrying it. Care must be taken before putting the saw down as the wheel will continue to turn after the saw has been shut off due to the flywheel effect.
23. Avoid banging the wheel on the ground or any other objects.
24. Properly secure saw to prevent turnovers during transport. Spilled fuel is a hazard.

Sperling Ind. Ltd.

Aerial Lift Platforms - Safe Work Procedure #27

(By Peter Walker 03/23/09, rev. 10/28/09, 0528/10 Rev' by: Ron Rushton Approved by: Jeff Nicolajsen)

The purpose of this Safe Work Procedure is to provide training & thereby increase the safety of those operating & working near Aerial Lifts.

IDENTIFIED HAZARDS

- A. Structural failure or overturning caused by overloading or operating on steep incline.
- B. Improper operating (driving over obstructions etc.)
- C. Collisions with objects or pedestrians
- D. Poor maintenance
- E. Contact with overhead electrical lines
- F. Working from heights
- G. Materials/tools being dropped from platform

HAZARD CONTROLS

- A. Do not operate on steep inclines. Do not overload.
- B. Proper training. Operate per manufactures specifications.
- C. Stay alert. Drive defensively. Yield right of way.
- D. Regular inspections & maintenance.
- E. Pre job inspections & HA. Know locations of all electrical lines before starting job.
- F. If you cannot keep both feet on lift deck & work within the confines of the handrails fall arrest equipment **MUST** be worn & secured to a place of attachment approved by the Aerial Lift manufacturer.
- G. Stow tools/equipment/materials securely. Tape of area below platform when necessary.

REQUIRED PPE – Safety Glasses, hearing Protection, Green Triangle safety footwear, Fall Protection, all other PPE required for the specific site or task.

REQUIRED TRAINING – Principles of Aerial Lifts (CSAM online equivalent), SIL practical evaluation, SIL SW Procedure #27, #1a, #17, #17a, #17b & #42a

REQUIRED TOOLS/EQUIPMENT

Full body harness, lanyards & lifelines as required
Maintenance & Pre-Shift Inspection Logs must be current

Aerial Lift Platforms – Safe Work Procedure (cont'd) #27

1. Operator must be trained & hold a valid SIL operator's license.
2. Daily Pre-shift inspection to be completed by operator & signed by supervisor before aerial lift is operated.
3. Any damage or defects noted on the Aerial lift Pre-shift Inspection are to be corrected prior to operating the aerial lift.
4. All persons on an Aerial Lift platform are to wear a Full body harness at all times. Lanyards & lifelines are to be secured when required. (See item F., Hazard Controls).
5. Ensure that all of the manufacturers specifications are followed including load limits, maximum inclines etc.
6. All Aerial lift controls must have clear markings indicating the function of each control & be within easy reach of the operator on the platform.
7. Articulating & extendable boom platforms are to have controls located on the work platform & on the lower portion of the Aerial lift such that they are within easy reach of persons on the ground.. These lower controls must override upper controls.
8. The lower controls are only to be operated with the permission of the operator on the platform or in an emergency situation where the operator is incapacitated & unable to give permission.
9. When using outriggers make sure they are on firm ground or use blocking as required.
10. Before moving Aerial Lift:
 - Ensure you have a clear, safe route of travel.
 - Ensure that platform extensions & out riggers are retracted & secured for travel.
 - Ensure that the boom or lift mechanism is positioned as per the manufacturers instructions for travel.

Sperling Ind. Ltd.

Handling & Pouring Babbitt Safe Work Procedure #28

Written by: Peter Walker (Oct. 20, 2009), Reviewed by: Jim Mudry
Approved by: Jeff Nicolajsen

Hazards – Burns, explosions, fumes & particles

Required PPE – Gloves (cotton or cloth & welding) Safety Glasses, goggles, face shield, dust mask or SCBA, heat resistant leggings recommended all other mandatory PPE such as Hearing protection, & CSA Green Triangle Foot Wear.

Required Training – Read & understand this SWP & MSDS

Reference Materials – MSDS

1. All shop personnel are required to wear Safety Glasses, Hearing protection & CSA Green Triangle footwear at all times. **Additional PPE requirements for this task will depend on what you are doing with the Babbitt.**

Handling, sawing, filing, grinding, sanding, cleaning up & sweeping particles:

- Cotton or other cloth gloves
- dust mask

Heating & pouring bearings:

- Full Face Shield or welding helmet or goggles over safety glasses
- particulate mask rated for lead or SCBA
- heat resistant gloves
- two layers of clothing to include long sleeved shirt & long pants with cotton/denim coveralls over top or heat resistant leggings & other heat resistant clothing associated with welding.

2. **After handling Babbitt, thoroughly wash hands & arms before eating or smoking**
3. Only heat Babbitt in a well ventilated area.
4. Before using any open flame ensure that there is a fully charged fire extinguisher close at hand & that all flammable materials are removed from the area.
5. When using propane to heat Babbitt follow all safety rules for the safe use of propane.
6. Ensure no liquids can find there way into molten Babbitt. Carefully check all materials you put into the molten Babbitt & ensure they are clean & dry. Be aware of a leaking roof and possible sources of splashes. A small amount of water introduced into molten Babbitt can cause a significant explosion.
7. Ensure you do not pour molten Babbitt onto or into an area that may be wet or damp. This may cause an explosion.
8. Employ screens around pouring area to protect any persons in close proximity.
9. Utilize a clean, dry metal tray with adequate sides to contain any molten Babbitt that may overflow or leak out due to missing or breached Babbitt putty
10. Ensure you have adequate help to lift & pour containers of molten Babbitt.

Emergency Preparedness SW Procedure #29 Field (Field Jobs)

Project Management & Field Supervisors

1. Ensure that there is a Emergency Preparedness Plan at each site prior to the start of the job. Determine the exits, where the fire extinguishers are located & where the muster point is to be located. At some sites you will have to discuss it with the owner or general contractor as these things may have already been established. Once the plan is formed document telling all personnel about it at a Pre-job Tool Box Meeting.
2. Ensure that all SIL personnel & SIL sub-contractors on every project are informed of the emergency plans prior to the start of each job. If SIL is the prime or General Contractor on the site it is SIL's legal responsibility to inform all subs. Document it at a Pre-job Tool Box Meeting(s).
3. Ensure that emergency phone numbers & a list of First-Aid personnel are posted or are readily available to all personnel prior to the start of each job. If you don't have a bulletin board on site the front of your Safety Binder is a good place to put it. Document telling all personnel (including subs if necessary) by having a Pre-job Tool Box Meeting & stating where this material is in the TB Meeting.
4. Ensure there are an adequate number of charged fire extinguishers on hand. Document this in a pre-job Inspection.
5. Ensure that any fire extinguisher that has been used is replaced throughout the job. (Document doing this at a TB Meeting or on an inspection form.)
6. Ensure that functioning emergency communication devices are made available as required to personnel on all projects. (Document that these devices were checked & where functioning or were replaced at a TB Meeting or Inspection.)
7. Ensure all projects have a sufficient amount of qualified First – Aid personnel. Post a list of 1st Aiders or tell all personnel including subs where the list is located. Document doing this at a Pre-job Tool Box Meeting. Note: see Part 5 of the MB Workplace Safety & Health Regulation for details on the number of 1st Aiders required etc.
8. Ensure that a First-Aid kit suitable to the location & number of personnel is on site & adequately stocked. Document doing this at a Pre-job TB Meeting. Note: see Part 5 of the MB WS&H Reg for details.
9. Ensure there is a means of transporting injured personnel to medical treatment at all times.
10. Ensure you have documented the establishment of the Emergency Plan. This is done by a Pre-job Inspection & Tool Box Meeting.

Sperling Ind. Ltd.
Reporting Injuries/Notice of Injury Forms – SW Procedure #30
(Written by Peter Walker June 19, 2009, Rev. 10/13/09, Rev 10/15/09)

All injuries must be reported to your supervisor immediately. Anyone who sustains an injury at work must fill out a Notice of Injury form & have it signed by his or her supervisor. All sections of the Notice of Injury Form must be completed including First Aid Supplies Used. This ensures that the First Aid Kits are stocked at all times.

In the event that a workplace injury results in a WCB claim the Notice of Injury form provides the injured party with documentation that the injury was sustained at the workplace. Failure to fill out these forms may result in a claim denial by WCB.

The top, white sheet of the Notice of Injury form goes to the Safety Coordinator, the middle, yellow sheet goes to the injured party & the bottom, pink sheet goes to the Injury Log Book.

If you do not have Notice of Injury forms at your shop please notify the Safety Coordinator.

If the injury falls under the definition of “SERIOUS INCIDENT” it must be reported to Workplace Safety & Health by the fastest means of communication available as per WS&H Reg. 2.7 (1). Contact with WS&H is initiated by the Safety Coordinator or upper management but may become the responsibility of the supervisor if the Safety Coordinator or upper management is not available.

Basically any injury that causes a worker leave the workplace during his or her shift to go to the hospital is likely to be considered a Serious Injury & would therefore have to be treated as a SERIOUS INCIDENT. The back of this page has the legal definition of a SERIOUS INCIDENT & will help supervisors determine when WS&H should be contacted. There is also a yellow & red card in each or near each 1st Aid Kit that defines SERIOUS INCIDENTS & the procedure for reporting to WS&H.



NOTICE OF INJURY

Name of injured: _____ X _____
print sign

Date of injury: ____/____/____ Time: _____ AM or PM (circle am or pm)
month day year

Location: _____

How did injury occur? _____

Witnesses: _____

print name

print name

print name

print name

print name

print name

What was the injury: _____

Did you receive First Aid Treatment at the workplace: Yes No (circle one)

Describe Treatment: _____

Itemize First Aid Supplies Used:

quantity description

quantity description

quantity description

quantity description

quantity description

quantity description

Supervisor: x _____ / ____ / ____
month day year

Supervisors: If this injury requires that the worker be sent to the hospital it is classified as a SERIOUS INCIDENT by WS&H & must be reported to WS&H by the fastest means of communications possible. If the injury occurs between 7 am & 5 pm contact the Safety Coordinator or Sr. Management. If the injury happens after 5 pm call WS&H at (204) 945-3446.

White (original) to Safety Coordinator, Yellow (copy) of injured party, Pink (copy) Injury Log Book

SERIOUS INCIDENTS
AT WORK ACT

Definition: "serious incident"

2.6 In sections 2.7 to 2.9, "serious incident" means an incident

- (a) in which a worker is killed;
- (b) in which a worker suffers:
 - (i) an injury resulting from electrical contact;
 - (ii) unconsciousness as the result of a concussion;
 - (iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot;
 - (iv) amputation of an arm, leg, hand, foot, finger or toe;
 - (v) third degree burns;
 - (vi) permanent or temporary loss of sight;
 - (vii) a cut or abrasion that requires medical treatment; or a hospital as defined in the Health Services Regulatory Act; or
 - (viii) asphyxiation or poisoning; or
- (c) that involves:
 - (i) the collapse or structural failure of a building, structure, crane, hoist, lift, temporarily support system or excavation;
 - (ii) an explosion, fire or flood;
 - (iii) an uncontrolled spill or escape of a hazardous substance; or
 - (iv) the failure of an atmosphere supplying respirator.

Notice of serious incident

2.7(1)

When a serious incident occurs at a workplace, an employer must immediately and by the fastest means of communication available, notify the division of the incident and provide the following information:

- (a) the name and address of each person involved in the incident;
- (b) the name and address of the employer, and if any person involved in the incident is employed by another employer, the name and address of that other employer;
- (c) the name and address of each person who witnessed the incident;
- (d) the date, time and location of the incident;
- (e) the apparent cause of the incident and the circumstances that gave rise to it.

2.7(2)

An employer who becomes aware that information provided under subsection (1) was inaccurate or incomplete must immediately notify the division of the error or complete information.

Site of serious incident to be preserved

2.8

Except to the extent necessary to free a trapped person or to avoid the creation of an additional hazard, and subject to a directive issued by a safety and health officer under clause 2.4(1)(f) of the Act, an employer must ensure that notifying involved in a serious incident is altered or moved until at least 24 hours after the notice under subsection 2.7(1) is given.

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Suspended Work Platform – Safe Work Procedure #31

(Written by: Peter Walker & Tom Houlahan 01/21/09, Rev. April 7, 2009, Revised 10/28/09 approved by Jeff Nicolajsen)

This Safe Work Procedure is designed to reduce injury resulting from the use of a “suspended work platform”. Refer to MB WS&H Reg., Part 28 (Suspended Work Platforms) & Part 14 (Fall Protection) & SIL SW Practice #26 (P09) for further information.

Definition: A “Suspended Work Platform” includes swing stages, boatswain’s chairs, powered platforms, personnel baskets/cages, swing stages or any similar work platform that is suspended by means of ropes or cables to reach an elevated worksite & is used for supporting workers, equipment or materials.

Hazards

- Falls
- Electrocution
- Crushing/trapping
- Electric Shock
- Burns

Hazard Controls

- Fall Restraint Harness & lanyard
- Check for electrical lines & equipment
- Operator training & alertness
- Lock out live equipment

Cause of accidents/injuries:

- Operator error
- Signalman error
- Lifting materials improperly
- Exceeding lift or occupancy capacities
- Poor maintenance

Crane Operators Responsibilities:

1. Must be a certified, ticketed crane operator
2. Operate in accordance with operating instructions & code
3. Ensure that all required pre-lift inspections, maintenance & tests are performed
4. Ensure that the SWL of crane is not exceeded
5. Operate the crane so as to cause no harm to themselves or another person
6. Ensure that there is an adequate distance from all electrical lines & equipment so there is no danger of electrocution or shock to themselves or others
7. Consult with the supervisor & learn the emergency rescue plan
8. Know the job plan & operation of communication system

Swing Stage/Powered Boatswain’s Chair Operators Responsibilities:

1. Operate in accordance with manufactures recommendations
2. Ensure that all maintenance, inspections & tests are preformed prior to hoisting personnel
3. Follow the instructions of your supervisor
4. Consult with the supervisor & learn the emergency rescue plan
5. Know the job plan & the method & operation of communication system with personnel on the ground

See back of this page.

Suspended Work Platform – Safe Work Procedure 31

Supervisor Responsibilities:

1. Inspect all equipment, PPE & safety lines & lanyards to ensure they are safe & undamaged prior to use (include all guardrails, gates, decks, anchor/attachment points, motors, hoists, “Tirfors”, electric cables, extension cords, ropes, wire ropes & any associated parts)
2. Ensure that all required maintenance for all equipment & associated parts to be used has been performed
3. Create an emergency rescue plan & communicate the plan to all personnel.
4. Plan the job & ensure all personnel are familiar with the plan
5. Ensure that there is documentation on hand certifying that any man basket has been designed by a professional engineer
6. Ensure that all personnel using equipment;
 - have been trained in Fall Protection
 - know how to properly inspect & adjust a full body harness
 - wear a full body harness at all times when working above 3 meters (9’10”)
 - know where to tie off a lanyard
7. Consult with the crane operator/manufactures specification to ensure that the SWL of crane/equipment is not exceeded.
8. Ensure that all Thrust-outs, cornice hooks, permanently mounted facilities & counterweights are secured & have an adequate SWL for the job
9. Calculate the intended loads you will expect the equipment to carry & test all equipment at 1 meter (3’) to ensure it is functioning properly
10. Do not exceed the manufacturers SWL limits for the any of the equipment or associated parts including any shackles, sheaves, ropes or wire ropes.
11. The smallest SWL in the system will dictate your maximum SWL.
12. Ensure that a Permit number for use of a Suspended Work Platform is obtained before any suspended platform work starts
13. Ensure system of communication is established between the personnel on the ground & personnel in the “suspended work platform”
14. When required designate a crane signal person(s) & ensure all others refrain from giving signals
15. Ensure the crane signal person(s) knows how to give proper signals
16. Read & understand MB WS&H Regulations, Fall Protection section 14 & Suspended Work Platforms section 28.21(1) to 28.36(d)(ii). (Copies of these sections are attached.)

Workers Responsibilities:

1. Inspect all equipment & PPE that you will be using & discard any faulty or worn PPE as per the manufactures instructions
2. Know the emergency rescue plan
3. Know the job plan & the method & operation of communication system with personnel on the ground
4. You must be trained in Fall Protection to work on a “suspended work platform” above 3 meters (9’10”)
5. If you are working above 3 meters (9’10”) you must wear a full body harness
6. Fit & adjust all PPE as per manufactures instructions
7. Follow your supervisor’s instructions

See attached Full Body Harness Inspection Form

Sperling Ind. Ltd.

Safe Work Procedure- Welding #32 a

Written by Peter Walker June 2, 2009, Reviewed by Marc Bilodeau & Jason Dunn

Approved by: Jeff Nicolajsen

This Safe Work Procedure is designed to increase the safety of personnel performing welding tasks. **For more information refer to:** SIL SW Practice #1, #2, #36 & #41, SIL SW Procedure #19, & #32 & MB WS&H Reg. Part 17.

HAZARDS

FIRE, EXPLOSION, TOXIC FUMES/GASSES, TOXIC CHEMICALS, ARC FLASH, NOISE (The noise from SMAW, MCAW & FCAW is in excess of 85 dB.)

TRAINING: Any personnel performing welding tasks must have CWB certification or receive authorization from his or her supervisor to perform or practice any welding task.

REQUIRED TOOLS, EQUIPMENT & PPE: SAFETY GLASSES, HEARING PROTECTION, WELDING SHIELD OR WELDING HELMET (c/w the appropriate tinted lens & cover plate), LEATHER OR FIRE RESISTANT WELDING GLOVES, NON-SYNTHETIC COVERALLS, NON-SYNTHETIC LONG SLEEVE SHIRT & LONG PANTS, 3M 8515 DISPOSABLE MASK or other suitable mask/respirator designed to protect the wearer from welding fumes.

ADDITIONAL RECOMMENDED PPE: LEATHER OR NON-FLAMMABLE WELDERS SLEEVES, CAPE, JACKET, APRON & OVERALLS.

1. Ensure any required "Hot Work" permits are obtained before beginning to weld.
2. Ensure there is adequate fire fighting equipment that is in good working order & in position for immediate use.
3. Ensure the area is clear of flammable materials.
4. Check gas & diesel welders for fuel leaks & clean up & spills/leaks before welding starts.
5. Check compressed gas cylinders (bottles) hoses, regulators & valves for leaks. (SE SIL Safe Work Practice #4 "Compressed Gas Leaking Cylinders".
6. Ensure compressed gas cylinders (bottles) are secured in the upright (standing) position.
7. Ensure ground is secure & positioned as close to the weld as is reasonably practicable.
8. Perform all work in a well ventilated area or out doors.
9. Clean weld area of all coatings, oil dirt & debris before welding.
10. Warn personnel near by that you will be welding & set up screens as required.
11. When required post a fire watch & use fire blankets.
12. When working at some elevation ensure that are barricades, fences or a person stationed below to ensure all personnel below you are protected from the sparks & falling slag you will generate.
13. Do not weld in a confined space unless you have been trained in Confined Space Entry (See SIL SW Procedure #20).
14. Ensure you are using the proper gas & consumable & that your machine is set correctly.
15. Don all required PPE.
16. Ensure your face is not directly above the stream of smoke from you weld.

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Safe Work Procedure #32 b

Welding on Tanks, Drums or Containers that may have Contained Fuel or Other Flammable Liquids

Written by Peter Walker June 2, 2009, Reviewed by Marc Bilodeau & Jason Dunn, Approved by: Jeff Nicolajsen

This Safe Work Procedure is designed to increase the safety of personnel welding on tanks, drums or containers that may have held fuel or other flammable liquids such as gasoline, diesel fuel, oil, solvents etc. **For more information refer to: SIL SW Practice #1 & #41**

The following information can be found in SIL SW Practice #41

- Ministry of Labour (Ontario) Alert I12:ISSN1195-5228
- NIOSH Case Report 07CA006
- (217/2006) Manitoba Workplace Safety & Health Reg. Part 17
- CAN/CSA – W117.2-06, section 5.4.5
- CAN/CSA – W117.2-06, 11.8, (.1 – .4)
- CAN/CSA – W117.2-06, Annex B (a – f)

HAZARDS

FIRE, EXPLOSION, TOXIC FUMES/GASSES, TOXIC CHEMICALS In addition to the hazards associated with welding & hot cutting processes (see SIL SW Practice #1) welding on tanks that have contained fuel or a flammable liquid pose additional hazards. If there is any evidence or suspicion that a tank has contained a flammable liquid, additional precautions must be taken. Although a tank may appear to be empty there may be residual flammable liquids or volatile fumes trapped in or around baffles, seams, crevasses, cracks or items integral to the tank such as filler spouts, level indicators etc. These trapped liquids or fumes may be ignited by a torch, plasma cutter, welding machine or the sparks & heat created by an angle grinder or similar tool causing an explosion of fatal intensity. Depending on the type of liquid or liquid residue in the container there may also exist hazards associated with a toxic chemical and/or hazards associated with the fumes/gasses produced when these chemicals are heated during the welding & cutting process.

TRAINING: Any personnel welding or cutting on a fuel tank must be authorized to do so by a supervisor. All welders must be trained, experienced welders. Anyone using an oxygen acetylene torch or plasma cutting equipment must have documented training in the use of oxygen acetylene torches. Monitoring for LEL must be done by a person trained in the use of a gas monitor

REQUIRED TOOLS, EQUIPMENT & PPE: Fire fighting equipment, pressure washer or steam washer, approved storage & disposal containers, gas/LEL monitor CSA eye protection to be worn at all times including under welding helmet, tinted goggles or welding shield, sturdy leather or fire resistant welding gloves, non-synthetic fiber, long sleeve shirts & long pants (fire retardant or welders leathers are recommended) & Gas/LEL detection equipment. All other PPE required by the MSDS for the materials being handled, the work site & the conditions. (Depending on the materials being handled specialized PPE may include some type of respirator, chemical gloves, hazmat suit etc.)

SIL Welding on Fuel Tanks, Drums or Containers Safe Work Procedure #32 (Cont'd)

1. Confirm what the tank/drum/container held & refer to the MSDS for that material.
2. Follow all MSDS instructions for PPE, safe handling, short term storage & disposal of the material. (PPE may include a supplied air respirator and/or other specialized PPE.)
3. Ensure there is adequate fire fighting equipment that is in good working order & in position for immediate use.
4. Don all required PPE.
5. Perform all work in a well ventilated area or out doors.
6. Ensure that the appropriate spill kit is readily available before you start to drain the tank.
7. Drain tank. Use the approved containers for the contents of the tank.
8. Once tank is empty remove tank from vehicle or equipment (i.e. tractor, combine, backhoe, dozer etc.) **Ensure that NO oxy/acetylene torch, plasma cutter, angle grinder or any other tool that creates sparks (static electric or otherwise) or heat are used to remove tank.**
9. Inspect tank & remove any residual liquid from tank. Deposit the residual liquid & any contaminated rags/wipers in the approved containers.
10. Remove any inspection plates or covers on tank to facilitate washing the inside of the tank & to allow airflow into the tank.
11. Thoroughly pressure wash tank inside & out with a pressure washer that preheats the water. Set the water temperature on the pressure washer as high as possible. If a low pressure steam cleaning system is available, use the steam cleaner to wash the tank thoroughly. (Note: cleaning with cold water alone is not adequate.)
12. After cleaning, drain as much of the water out of the tank as possible & allow tank to drain & dry for a minimum of 4 hours. (Water in seams, crevasses & cracks may mask flammable fumes that may be trapped in those areas & lead to false LEL readings.) The tank will drain & dry more efficiently if all inspection plates are left off, allowing airflow in & out of the tank. (The introduction of dry, warm air into the tank will aid the drying process.)
13. Re-inspect tank, if any moisture remains allow tank more time to dry thoroughly.
14. When tank is dry insert gas monitor probe into tank & test for LEL readings.
Note: probe all areas of the tank.
15. If the LEL reading exceeds 10% you must repeat (step 10) cleaning, (step 11) draining & four hour drying, (step 12) inspection & (step 13) LEL readings.
16. For added safety an inert gas such as nitrogen or carbon dioxide may be introduced into the tank to purge it. Purging with inert gas will displace much of the oxygen within the tank further reducing the probability of fire or explosion. The process of purging the tank **DOES NOT** replace or eliminate any of the preceding procedures (#1 to 15) listed above.
17. Once the LEL is below 10% see your supervisor for the correct welding procedure to be performed.

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Inspection & Maintenance Form - 1/2 Mask Respirators #33

(Written by Peter Walker 11/17/09, 1 REV 05/25/10 Approved by: Jeff Nicolajsen)

The purpose of this SW Procedure is to provide training on the inspection, maintenance & storage of respirators to personnel required to use a respirator.

Hazards: Failure to properly wear, inspect & maintain a respirator in accordance with the manufactures instructions may result in personal injury, illness or death.

Hazard Control: Proper fit, use, filter selection, inspection & maintenance as per the manufacturer.

Required Training: Fitting, SW Procedure #33, 34a , 34b, MB Workplace Safety & Health Reg. 6.15 (1) to 6.16(2) & the SIL Safe Work Practice #44.

Each time you use a respirator you must document the Inspection & Maintenance procedure as specified in SIL Safe Work Procedure # 33. (Forms to follow.)

Respirator inspection forms must be turned into the Safety Coordinator once a week just before the weekly Tool Box Meeting.

INSPECTION: Each person required to wear a respirator must inspect & document the inspection as described below before & after each use. Repair as necessary, clean & disinfect after use & store properly to assure that the respirator is maintained in satisfactory working condition.

1. Inspect the facepiece skirt for cuts, gouges, punctures, tears, nicks & deterioration from age heat or contamination & the face seal area for distortion.
2. Inspect the headbands for abrasion, cuts, nicks, loss of elasticity or deterioration from age, heat or contamination.
3. Inspect the inhalation & exhalation valves for nicks, cracks, tears or creases & the exhalation valve for nicks, cracks or dents.
4. Check the exhalation valve for proper operation by exhaling thru' the respirator & pausing before inhaling. The exhalation valve must close by itself before inhaling. Replace valves which fail to close.

MAINTENANCE: Respirators should be cleaned after each use by washing with mild soap & water as described in a. to e. below. Then disinfect with an "Alegro" PPE Cleaning Pad #3001 or a hypochlorite solution made by mixing 0.13 ounces of household bleach with one gallon of clean water.

CAUTION! DO NOT USE SOLVENT TYPE CLEANERS TO CLEAN ANY PART OF THE RESPIRATOR.

- a. Make a cleaning solution of warm water & a mild detergent.
- b. Remove the cartridges/filters from the facepiece.
- c. Immerse the facepiece in the solution.
- d. Agitate the facepiece & gently clean with a soft brush.

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Cont'd SIL Inspection & Maintenance Form - 1/2 Mask Respirators #33

- e. Rinse the facepiece in fresh clean water, paying particular attention to removal of all soap residues from exhalation valve. If possible, direct running water onto the exhalation valve.
- f. Disinfect the facepiece by wiping all surfaces with the Allegro PPE Cleaning Pad or submerging the facepiece in the water bleach solution for 2 to 3 minutes. Then rinse thoroughly with fresh warm water.
- g. Allow facepiece to drip dry or dry with a lint free cloth. Warm (not hot) air may be used to speed drying.
- h. Hold the facepiece against your face & exhale several times to ensure exhalation valve functions smoothly.
- i. Carefully inspect the respirator as described in "Inspection 1 to 4."

STORAGE: AFTER INSPECTION & CLEANING, STORE YOUR RESPIRATOR IN A SANITARY LOCATION AWAY FROM TO PROTECT IT AGAINST DUST, SUNLIGHT, EXTREME HEAT & COLD, EXCESSIVE MOISTURE OR DAMAGING CHEMICALS.

DO NOT SHARE YOUR RESPIRATOR

Documentation of Inspection, Maintenance & Storage – Respirators

(Written by Peter Walker Nov. 17, 2009 Reviewed by: Ron Rushton
Approved by: Jeff Nicolajsen)

See the front of this form for the proper Inspection, Maintenance & storage procedure.

**You must complete the inspection before & after each use of a respirator.
You must complete the Maintenance & Storage after each use of a respirator.
You must turn these forms into the Safety Coordinator each Thursday before the weekly Tool Box Meeting.**

Name: _____ x _____
Print name sign name

Date of inspection : ____ / ____ / ____
month day year

Circle the appropriate answer & place your initials on the line provided.

Facepiece skirt:	OK	NOT OK	_____ initial
Face Seal area:	OK	NOT OK	_____ initial
Headband:	OK	NOT OK	_____ initial
Inhalation Valve:	OK	NOT OK	_____ initial
Exhalation Valve:	OK	NOT OK	_____ initial
Exhalation Valve closes:	OK	NOT OK	_____ initial

Respirators must be washed & disinfected after each use.

Washed (see maintenance items “a to j”):	OK	_____ initial
Stored Properly (see “Storgage” on previous page):	OK	_____ initial

If you find any items that are “NOT OK” the respirator can not be used & must be tagged out & turned in to the maintenance dept.

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Use of (Half Mask) Respirators – Safe Work Procedure #34

(Written by Peter Walker Nov. 17, 2009, 1 rev. 05/25/10, approved by Jeff Nicolajsen)

This Safe Work Procedure was written to provide information & training on how to properly don, fit check & use a half mask respirator. For additional information see MB WS&H Reg 16.15(1) to 16.16(2), SIL Safe Work Practice # 44 & SIL SW Procedure #33 on Inspections, Maintenance & Storage of respirators..

HAZARDS: Failure to follow the instructions in this SW Procedure may result in personal injury, illness or death.

- 1. All persons required to wear a half mask respirator must:**
 - **have a quantitative or qualitative fit test done by a person trained to perform respirator fit tests.**
 - **read the Instruction Manual for the found in SIL Safe Work Practice # 44**

2. Refer to the MSDS for the product you are using & ensure that you have the correct cartridge/particulate filter for the materials you will be exposed to.
3. Ensure that you will not be exposed to any of the materials listed on page 5 of the Survivair Instruction Manual. These masks are not designed for these materials & failure to comply with these instructions may lead to personal injury, illness or death. The Survivair Instruction Manual can be found in SIL SW Practice #44.
4. Ensure you have the correct cartridge & or filter type for the contaminates in your work area. If you are not sure read the MSDS for the product you are using or consult your supervisor or the Safety Coordinator.
5. Install cartridges or P100 Hepa filters onto the facepiece. Ensure a good seal to the facepiece but **DO NOT OVER TIGHTEN.**
6. If you are using filter pads, insert the appropriate pad into the filter pad retainer so that the side stamped with the part number will face toward the facepiece. Securely snap the filter pad retainer onto the cartridge or filter holder.
7. Inspect the filter thru' the retainer to ensure that the entire edge of the filter is making contact with the retainer & the filter is not bunched or folded. The outer edge of the filter pad must be compressed between the top edge of the cartridge or filter holder & the inner sealing rings of the retainer. Install the filter holders in the same manner as the cartridges.

DONNING PREMIER PLUS HALF MASK

(Illustrations found on page 9 of Instruction Manual)

1. With cartridges or filters attached, fit the facepiece on the bridge of the nose & swing the bottom of the facepiece into contact with the chin.
2. Bring the lower straps around the nape of the neck & attach the hook & ring together behind the head.

Safe Work Procedure #34 – Donning Half Mask Respirators (cont'd)

3. Bring the upper straps with the cradle over the crown of the head (above the ears) & pull the free ends of the straps equally on each side until a comfortable & secure fit is obtained.
4. Pull the free ends of the lower straps until the lower strap is secure.
5. Adjust the straps just tight enough to prevent any air leaks around the face piece. Use adjustable clips to secure the free ends of the straps after tightening. To release the straps pull on the free ends & push up on the release tabs on the buckles with your thumbs & pull the facepiece away from your face. Unhook the clip on the lower straps & remove the respirator.

FIT CHECK (see illustrations on pg. 9 & 10 of Instruction Manual)

You must perform a fit check before entering a contaminated area.

1. **Positive pressure Fit Check:** Gently hold the palm of your hand over the over the exhalation valve outlet without distorting the shape of the facepiece. Exhale gently & hold your breath to create & maintain a slight positive pressure inside the facepiece. If air leakage occurs, readjust the facepiece & head straps, then retest.
2. **Negative Pressure Fit Check:** Cover the inlet of the cartridges (or filters) with your palms. Inhale gently & hold your breath to slightly collapse the facepiece. If air leakage occurs, readjust the facepiece & head straps & retest.
3. **If you remove the mask, cartridges or filters you must perform another fit test.**

HOW TO USE THE RESPIRATOR

1. You must read & understand the Instruction Manual found in SIL SW Practice #44. (If you have any questions ask your supervisor or the Safety Coordinator.)
2. You must read & understand SILSW Procedure #33. (If you have any questions ask your supervisor or the Safety Coordinator.)
3. You must read & understand the warnings below. (If you have any questions ask your supervisor or the Safety Coordinator.)

WARNINGS

- Never remove the respirator while you are in the work area.
- You must leave the work area immediately if the facepiece to face seal is broken for any reason, such as:
 - a. Slipping due to excessive sweating or head movement.
 - b. The facepiece becomes dislodged as a result of being knocked.
 - c. You sneeze or cough while wearing the facepiece.
 - d. You need to blow your nose or scratch covered areas of your face.
 - e. For any other reason that would cause the facepiece seal to be disturbed.
 - You must restore the facepiece to face seal & perform a fit check in a non-hazardous environment before reentering the work area.
 - **Failure to comply with these warnings may result in personal injury, illness or death.**
 - **READ SW Practice # 44.**

Sperling Ind. Ltd.
Supplied Air Respirator – Safe Work Procedure #35

(Written by Peter Walker 11/17/09, 1 Rev 05/25/10 & approved by Jeff Nicolajsen)

This Safe Work Procedure was written to provide training & information to personnel who must enter an atmosphere that is immediately dangerous to their health & safety & requires the use of Supplied Air Respirator (=SAR). This may include but is not limited to a Confined Space Entry. The SAR used by SIL is a North Ambient Air Breathing Apparatus (AABA) Pump & North CF 2000 Supplied Air respirator. For additional information see MB WS&H Reg 16.15(1) to 16.16(2), SIL Safe Work Practice # 44 & SIL SW Procedure #33 on Inspections, Maintenance & Storage of respirators.

HAZARDS: Failure to follow the instructions in this SW Procedure may result in personal injury, illness or death.

1. **All persons required to use the North Supplied Air system must:**
 - **have a quantitative or qualitative fit test done by a person trained to perform respirator fit tests**
 - **read the North CF 2000 Airline Respirator & the North Ambient Air Breathing Apparatus (AABA) Pumps User’s Manual. (The North manuals form part of SIL Safe Work Practice # 44)**
2. Inspect respirator. (See pg 5, item 1.1.5 & 1.1.6, North CF 2000 Airline Respirator Operating & Maintenance Instruction Manuals found in SIL SW Practice #44.
3. Ensure pump inlet filter is in a clean uncontaminated air environment & that the discharge air conforms to CSA Standard Z180.1 00 Compressed Breathing Air & Systems. (If clean air CANNOT be guaranteed at the pump inlet at all times, use inlet extension hose kit & draw air from an uncontaminated environment.)
4. Ensure canister on discharge filter assembly is firmly seated & secure before startup.
5. Attach respirator/hood & air breathing hose to pump.
6. Ensure air hoses are not tightly coiled or kinked.
7. Ensure pump is not started until air breathing hose & respirator are connected to pump.
8. Plug pump into proper electrical outlet & turn on power switch.
9. Ensure pressure relief valve is adjusted properly. This adjustment will depend on the number of persons using the system & the length of air hose being used. {See PRV page 3 – 5 North Ambient Air Breathing Apparatus (AABA) Pumps User’s Manual & page 7, item 2.5.2, Schedule, Hose Length/Air Supply Pressure Schedule A, North CF 2000 Airline Respirator Operating & Maintenance Instruction Manual found in SIL SW Practice # 44.}.
10. Don respirator. (See page 8, item #3, 1 – 20, North CF 2000 Airline Respirator Operating & Maintenance Instruction Manuals found in SIL SW Practice #44.
11. Ensure all users are receiving sufficient air
12. Change inlet filter after 200 hours of operation or if pressure gauge shows a drop in pressure.
13. Change discharge filter after 200 hours of operation or if pressure gauge shows an increase in pressure.

Sperling Ind. Ltd.
Hearing Protection – Safe Work Procedure #36
(written by Peter Walker 12/14/09 reviewed by Ron Rushton , approved by Jeff Nicolajsen)

This Safe Work Procedure was written to provide information on how to use & care for hearing protection & is focused on the three types of hearing protection supplied by SIL. For additional information see MB WS&H Reg 12 & SIL Safe Work Practice # 45.

HAZARDS: Workers who do not wear the appropriate hearing protection & are even briefly exposed to sound levels in the range of 160 dB will suffer immediate physical damage to their hearing. Workers exposed sound levels exceeding 85dBA for 8 hours a day, 40 hours a week will suffer from progressive hearing loss.

Hearing loss due to noise exposure is painless, permanent, progressive & very preventable if hearing protection is used.

HOW DO YOU KNOW IF NOISE LEVELS ARE HAZARDOUS? – If you must shout to be understood over the background noise when standing about an arm-length away from somebody the background noise is hazardous.

EAR PLUGS (foam type) – see illustration

1. Roll entire earplug into a crease-free cylinder.
2. Pull back pinna by reaching over top of head with free hand, gently pull top of ear up & out
3. Insert earplug well into ear canal & hold it until it fully expands
4. If properly fitted the ear plug should not extend beyond the tragus (flap of the ear canal)
5. Dispose of daily or more frequently if soiled.

MULTIPLE – USE EAR PLUGS (flanged type) –see illustration

1. While holding the stem of the ear plug with one hand, reach over the top of head with free hand & gently pull top of ear up & back.
2. Insert earplug so all flanges are well inside the ear canal
3. If properly fitted, only the stem of the earplugs should be visible to someone looking at you from the front.
4. Clean dirt away with mild soap & water, rinse & dry thoroughly.
5. Inspect daily if they become cracked or hard, discard.

FOR ALL EARPLUGS

1. **VISUAL CHECK** – The earplug should sit well inside the ear canal & not stick out.
2. **ACOUSTICAL CHECK** – Cup hands over ears & release. Earplugs should block enough noise so that covering the ears with hands does not result in a significant noise difference.

Sperling Ind. Ltd. Hearing Protection – Safe Work Procedure #36 (cont'd)

EAR MUFFS

1. Place ear cups over each outer ear.
2. Remove all hair from underneath the ear cup.
3. Ensure the ear cup creates a seal & covers the ear completely.
4. Adjust the head band by sliding it up or down at the attachment buttons.
5. The ear cushions should seal firmly against the head.
6. Clean ear cushions & headband regularly with mild soap & water.
7. Inspect ear cushions daily, replace ear cushions if they become cracked or hard.
8. Replace ear cushions & foam inserts every six months for normal wear.

See illustrations to follow.

Sperling Ind. Ltd.

Safe Work Procedure – Working in Cold Temperatures #37

(Written by: Peter Walker 05/13/10, approved by Jeff Nicolajsen)

Hazards – Frostnip, Frostbite & Hyperthermia.

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, **cold weather clothing appropriate to the temperature, weather conditions (wind speed, rain etc), the level & duration of activity & task**, all other PPE specific to the job or jobsites.

Required Training: All SIL personnel exposed to cold temperatures must read Safe Work Practice #51 & Safe Work Procedure #45a.

Reference Materials: WS&H Reg. 4.12 & 4.13, CCOH Cold Environments – Working in the Cold” & WorkSAFE Alberta “Working in the Cold” (ACGIH Chart “Threshold Limit Values”).

Working in the cold can have an effect on your personal safety & may result in some form frostbite or hyperthermia. The lapses in judgment, loss of dexterity & strength associated with even mild & moderate hypothermia can lead to serious safety problems.

Bulky, heavy cold weather clothing & hats, hoods, boots, mitts & gloves may also create safety concerns on the jobsite. Movement may be restricted in tight space & may take more effort. Vision & hearing may be impaired. It may be difficult to feel, control & activate foot pedals. Climbing ladders & getting your foot into footholds may be more difficult. Hand controls may be harder to feel & manipulate.

CLOTHING

Choose clothing appropriate to the temperature, weather conditions (wind speed, rain etc), the level & duration of activity & the task/work to be performed.

Multiple layers are considered better than one thick layer.

Inner Layer (next to the skin) – Polyester, polypropylene or other material that will wick moisture away from the body.

Middle layer or layers (insulation) – fleece, pile, wool, polyester. Several layers are better than one thick layer as they facilitate the removal of layers for strenuous activities.

Coveralls or bib overalls are generally considered warmer than a shirt & pants.

Outer Layer (wind &/or moisture protection) – Gortex, Cordura, nylon etc.

For certain tasks (e.g. welding) non flammable material is required for the outer layer.

The head, neck, hands & feet also need protection & multiple layers are beneficial.

Head – wool toque & hood, hardhat liner (rated for the work conditions) & hard hat

Neck – jacket that zips up to the chin, turtleneck or scarf (exposed dangling scarf ends that may get caught in moving parts must be avoided).

Hands – inner wool (or other material that will wick moisture away from your skin) gloves & outer leather mitts

Feet – inner wool socks (or other wicking material) boot liner & outer boot. (None metallic safety toed boots may be warmer than steel toed boots.)

(cont'd) SIL Safe Work Procedure – Working in Cold Temperatures – 37

SIGNS/SYMTOMS OF COLD WEATHER INJURIES

Frostnip – (mild version of frostbite) freezing of the surface or outer layers of skin, usually the extremities (eg face, ears, nose, fingers, hands, feet & toes)

Frostbite – freezing of thick layers of skin (usually extremities)

Hypothermia – below normal body temperature, generally classified as: “Mild, “Moderate” & “Severer”

Mild Hyperthermia – mild shivering, discomfort & muddled thinking,

Moderate Hyperthermia – violent shivering, loss of dexterity of the hands & feet & an inability to think or pay attention.

Severe Hypothermia – unconsciousness & death

- 1. Be aware of weather conditions for the duration of the work period.**
- 2. Ensure clothing is dry & kept dry.**
- 3. Dress in layers so that you can add & remove layers. (Remove layers as the temperature rises or while you are engaged in strenuous work to prevent moisture (sweat) from building up in your clothing. Damp clothing offers little or no insulation from the cold. Add layers when the temperature drops or when performing sedentary tasks.)**
- 4. Take frequent breaks in a warm area. (See chart ACGIH Chart “Threshold Limit Values”, see table 1 on page 3.)**
- 5. If inner & middle layers of clothing becomes wet, change into dry clothing.**
- 6. Stay hydrated by drinking fluids often, avoid alcoholic & caffeinated beverages. Warm/hot soups & drinks will help to warm you.**
- 7. Ensure you know the signs/symptoms of cold weather injuries (above) & take immediate action if you witness or experience those signs/symptoms by:**
 - Telling your supervisor/foreman/lead hand**
 - Going into a warm place immediately**
 - Seeking medical care if required**
- 8. Unconsciousness from any cause is a “Serious Injury”. Unconscious personnel must be transported to medical care. As soon as the unconscious person is on the way to medical care the situation must be reported to the Safety Coordinator or employer by the fastest means of communication available. The Safety Coordinator or employer will then report it to WS&H. If you are unable to contact the Safety Coordinator or employer contact WS&H.**
- 9. If the signs/symptoms of a cold related injury persist after 10 minutes in a warm area, the victim must see a trained First Aider or be transported to medical care & the situation must be reported to the Safety Coordinator or employer who will then report it to WS&H.**

(cont'd) SIL Safe Work Procedure – Working in Cold Temperatures – 45a

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Work Warm-up Schedule for Outdoor Activities

**This information applies to any four-hour period.
Warm-up breaks are assumed to provide 10 minutes in a warm environment.
These guidelines apply to workers wearing dry clothing.**

Sunny sky Air temperature		No noticeable wind		Wind 8 km/h (5 mph)		Wind 16 km/h (10 mph)		Wind 24 km/h (15 mph)		Wind 32 km/h (20 mph)	
°C below zero*	°F below zero*	Max. work period	Number of breaks	Max. work period	Number of breaks	Max. work period	Number of breaks	Max. work period	Number of breaks	Max. work period	Number of breaks
26 to 28	15 to 19	normal breaks	1	normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4
29 to 31	20 to 24	normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5
32 to 34	25 to 29	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop	
35 to 37	30 to 34	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop			
38 to 39	35 to 39	40 minutes	4	30 minutes	5	Non-emergency work should stop		Non-emergency work should stop			
40 to 42	40 to 44	30 minutes	5	Non-emergency work should stop							
43 and below	45 and below	Non-emergency work should stop				Non-emergency work should stop		Non-emergency work should stop			

* all temperatures are approximate

Apply the schedule one step lower for work with limited physical activity. For example, at -35°C (-30°F) with no noticeable wind, a worker with a job requiring little physical movement should have a maximum work period of 40 minutes with four breaks in a four-hour period.

If reliable weather reports are not available, use the following as a guide to estimate wind velocity:

- An 8 km/h (5 mph) wind will move a light flag
- A 16 km/h (10 mph) wind will fully extend the flag
- A 24 km/hr (15 mph) wind will raise a newspaper sheet
- A 32 km/h (20 mph) wind will produce blowing and drifting snow

If only the Wind Chill Factor (in watts per square metre) or Equivalent Temperature are available, a rough guide for applying them, rather than the temperature and wind velocity factors above, would be:

- Special warm-up breaks should be initiated at a wind chill of about 1750 (Equivalent Temperature of -32° C)
- All non-emergency work should stop at or before a wind chill of 2250 (Equivalent Temperature of -51° C)

If wind speeds are higher than those identified in the chart, a wind chill value of 2250 (or Equivalent Temperature of -51° C) should be used to determine the point at which all non-emergency work should stop.

January 2000

Sperling Ind. Ltd.
Sahinler Hydraulic Section Bending Machine
Safe Work Procedure #38

(Written by: P. Walker 01/07/08, reviewed by Marc Bilodeau, Approved by Jeff Nicolajsen)

Hazards – Crush Injury, Cuts/Abrasions, MSI

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear,
Wear gloves only for handling material prior to starting machine.

Required Training – Body Posture, Authorization to operate Section Bending Machine

Reference Materials – Operator’s Manual, Sperling Ind. Ltd. Safe Work Practice #48

1. **REQUIRED PPE: SAFETY GLASSES, GREEN TRIANGLE FOOTWEAR & HEARING PROTECTION.**
2. Tie back long hair, **DO NOT** wear gloves or loose fitting clothing they may get caught in rotating parts & drag you into the machine.
3. **READ “GENERAL SAFETY TERMS” POSTED ON MACHINE**
4. **CLEAN UP all scrap & trip hazards around the machine.**
5. **Grind or buff away sharp edges & any catch points on workpiece before putting it in the machine.**
6. **Ensure you have installed the correct dies/rollers for the material you are bending.**
7. **Read manual & do not exceed machine capacities. IF IN DOUBT SEE YOUR SUPERVISOR.**
8. **PLAN THE JOB** & make sure all those assisting you know the plan.
9. **MAKE SURE THE “E” STOP IS WITHIN EASY REACH AT ALL TIMES.**
10. **MAKE SURE ALL WORKERS ARE CLEAR OF THE AREA YOU REQUIRE TO FORM YOUR WORKPIECE.**
11. Before you activate the roller **ANNOUNCE ALL CLEAR** to all those assisting you & **DO NOT ACTIVATE THE MACHINE UNTIL YOU HAVE AN ALL CLEAR ANSWER** from all those assisting you.
12. **KEEP HANDS & FINGERS AWAY FROM THE TURNING ROLLERS.**
13. Use the crane to remove any heavy or top heavy pieces from the roller. **Remember that the rolled piece that comes out of the machine maybe far more difficult to handle than the flat piece that went in the machine.**
14. **SEE YOUR SUPERVISOR IF YOU ARE UNSURE OF CAPACITY, PROCEDURE OR IF ANYTHING SEEMS WRONG WITH THE EQUIPMENT.**

Sperling Ind. Ltd.

Lathes – Safe Work Procedure #39

The purpose of this Safe Work Procedure is to minimize the risks associated with the operation of a lathe.

Hazards – Cuts/Abrasions, Noise, Particles in eyes, MSI

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear

Required Training – Body Posture, Authorization to Operate Lathe

Reference Materials – Operator’s Manual

Only trained personnel are permitted to operate Lathes.

1. Don PPE: Safety glasses, Green Triangle footwear & hearing protection
2. Ensure the lathe & surrounding area are clear of debris, slip, trip & fall hazards & that no obstructions such as tools, cuttings, rags etc are present
3. When lifting work pieces by hand always use proper manual lifting techniques. When working with heavy or awkward work pieces use utilize a mechanical lifting device such as a crane or forklift or get help.
4. Ensure the work holding chuck is properly secured
5. Ensure correct speeds & feeds are set for the job to be performed
6. Ensure the cutting tool is in good condition, properly positioned & secured
7. Ensure long hair is confined & avoid loose or baggy clothing that may get caught in moving machine parts
8. Ensure manufactures recommendations are followed at all times.
9. If you have any doubts ask your supervisor or foreman.
10. Power up lathe & ensure the following:
 - Braking mechanism is functioning
 - Emergency shut down switch functions
 - Safety interlock where applicable
11. Power down lathe & when all moving part come to a complete stop:
 - Set up piece to be machined
 - Double check for secure set-up before performing any work
12. When job is complete clean up machine & surrounding area, beware of sharp metal.

Sperling Ind. Ltd.
Suspected Asbestos– Safe Work Procedure #40

(By Peter Walker 06/01/10, Approved by: Jeff Nicolajsen)

The purpose of this Safe Work Procedure is to provide training & thereby minimize the risk of any SIL worker who may come into contact with a material suspected to be or contain asbestos. This procedure is limited in its scope & is only intended to provide training & instruction for the safe removal of a small sample of a suspect material for the purpose of having it tested for asbestos content. **THIS IS NOT A PROCEDURE FOR ASBESTOS ABATEMENT OR THE REMOVAL OF ANY LARGE QUANTITY OF ASBESTOS.**

HAZARDS: Even very small amounts of airborne asbestos fibers when breathed are severely harmful to the health & may be fatal.

EXPOSURE LIMITS: 0.01 fibers/cubic centimeter of air

PPE: Respirator, P100 respirator filter, full body suit to include hood & boot covers, 2 pairs of rubber gauntlet gloves, safety glasses & full face shield.

Required Training: SIL Safe Work Procedure 40, 40a, SIL SW Practice #47, “Guideline for Working With Asbestos” & MB Workplace Safety & Health Reg. 37

TOOLS & EQUIPMENT:

See PPE requirements

Atomizer filled with water

Clear plastic (vapor barrier type material) large enough to cover areas suspected to contain asbestos

Duct tape or similar wide masking tape to secure plastic to equipment

Sharp utility knife &/or scissors

2 Step ladders

Garbage bags

One pail warm soapy water

SIL Suspected Asbestos – Safe Work Procedure #40 (cont'd)

1. If during a Pre-Job Inspection or Hazard Assessment or during the course of any job you encounter any material that contains asbestos or you suspect that it may contain asbestos avoid disturbing the suspect material in any way & SEE YOUR SUPERVISOR.
2. The supervisor in consultation a safety committee representative or a worker representative will carefully assess if it is possible to proceed with the job **without disturbing the suspect material in any way.** If after careful assessment the supervisor & SC or worker rep are in agreement that it is safe to proceed without disturbing the material in any way the work may continue.
3. Any safe guards required to ensure the suspect material or particles of the suspect material are kept away from any worker will be installed before work starts or resumes & all workers will be informed of the risks involved in the work.
4. If either the supervisor or the SC representative or worker representative decide it is not safe to proceed the supervisor will report to SIL management.
5. Management will determine if the suspect material is asbestos &/or request that a sample be taken for analysis.

TAKING A SAMPLE FOR ANALYSIS

- Locate PPE & Tools
- Fill atomizer bottle with water
- Inspect PPE including respirator & ensure all PPE is in good condition & ready for use. (See SW Procedure #33.)
- Affix P100 filters to respirator.
- Put on first pair of rubber gloves under sleeves of full body suit.
- Put on disposable full body suit. If full body suit does not have boot covers, cover boots with plastic bags or similar impermeable material & tape to the pant legs of full body suit.
- Don respirator as per SW Procedure # 34.
- Don hood of full body suit.
- Put second pair of rubber gloves over first pair & over sleeves of full body suit & tape to sleeves of full body suit.
- Don safety glasses & full face shield.
- Gently dampen the materials suspected of containing asbestos. (Aggressive spraying could project asbestos fibers into the air.)
- With sharp utility knife or scissors remove dampened sample to be tested & double bag sample in a Zip lock type plastic bags.
- Mark plastic bag with marker identifying the sample.
- If any covering was removed to take the sample of the suspect material recover the disturbed area with plastic vapor barrier material to fit the areas of concern on unit & secure with duct tape or other suitable tape.

**SIL Suspected Asbestos – Safe Work Procedure #40
Taking Sample (cont'd)**

- If there is more than one area that has suspect material & a second sample is required follow the same procedure for the second & any additional samples.
- When all samples have been removed & the areas of concern have been resealed as required you can remove the PPE.

DOFFING PPE

**REMOVE PPE SLOWLY & CAREFULLY TO AVOID THE CREATION OF
DUST OR CAUSING FIBERS TO BECOME AIRBOURNE.**

- Remove boot coverings & place in garbage bag.
- Remove full face shield & place in a pail of warm water.
- Remove outer rubber gloves & place in garbage bag.
- Remove full body suit & place in garbage bag.
- Remove respirator filters & place in garbage bag.
- Remove respirator & place in warm water.
- Remove second set of rubber gloves by turning them inside out & place them in a second garbage bag.
- Seal garbage bag & tag “May Contain Asbestos”.
- Wash full face shield in warm water with mild soap solution.
- Wash respirator as per Safe work procedure #33.

Sperling Ind. Ltd.
Sandblasting & Sandblast Observer
Safe Work Procedure #41

(By Peter Walker Jan. 18, 2010. 1st Rev. 05/12/10. Reviewed by: Ron Rushton, Approved by: Jeff Nicolajsen)

This Safe Work Procedure has been written to reduce the risk to personnel involved in sandblasting. See SIL Safe Work Practice # 49 “. See the Safety Coordinator for additional reference materials.

HAZARDS: Harmful dust (see note #1), Noise, Particles in eyes, MSI, Severe & potentially fatal abrasive injury from ruptured hose or falling into or in any way being sprayed by high velocity abrasive coming out of the nozzle under pressure (see note #2)

NOTE #1: Inhalation of airborne crystalline silica from abrasives containing silica can cause the respiratory disease known as silicosis. Silicosis is a progressive, incapacitating & sometimes fatal disease of the lungs. Silica has been classified by several authorities as either a known carcinogen or suspected carcinogen.

Other harmful or potentially fatal airborne dusts may be present from the materials being blasted or the coatings or residue on the materials being blasted. **WEAR THE REQUIRED PPE.**

NOTE #2: It has been reported that personnel operating sandblast equipment have become unconscious & fallen on the sandblast nozzle & suffered severe injury from the high velocity abrasive coming out of the nozzle. **ENSURE YOU HAVE AN OBSERVER.**

PPE REQUIRED for SANDBLAST EQUIPMENT OPERATOR (hereinafter referred to as operator) & **SANDBLAST EQUIPMENT OPERATOR’S HELPER** (hereinafter referred to as helper):

- SANDBLAST HELMET C/W CAPE & SNUG FITTING INNER COLLAR
- SUPPLIED AIR RESPIRATOR
- CO MONITORING EQUIPMENT
- HEARING PROTECTION (EAR PLUGS)
- GAUNTLET GLOVES (LEATHER OR HEAVY MATERIAL)
- SAFETY GLASSES
- GREEN TRIANGLE” SAFETY BOOT (HIGH TOP)
- LONG PANTS (HEAVY DENIN OR SIMILAR MATERIAL)
- LONG SLEEVED SHIRT
- DISPOSABLE COVERALLS
- DUCT TAPE (tape coverall legs to boots & glove gauntlets to coverall sleeves)
- REMOVABLE PROTECTIVE LENS COVERS
- ½ Mask RESPIRATOR C/W P100 FILTERS (for clean up tasks)

Sperling Ind. Ltd. Sandblasting – Safe Work Procedure #41 (cont'd)

PPE REQUIRED FOR OBSERVER (THIS ALSO APPLIES TO ANY WORKER WHO IS HANDLING THE TRANSFER OF ABRASIVE FROM THE HOPPER BIN TO THE BLAST POT OR INVOLVED IN ANY CLEAN UP OF ABRASIVE.)

- ½ MASK RESPIRATOR C/W P100 FILTERS
- HEARING PROTECTION (EAR PLUGS)
- SAFETY GLASSES
- GREEN TRIANGLE” SAFETY FOOT WEAR
- LONG PANTS (HEAVY DENIN OR SIMILAR MATERIAL)
- LONG SLEEVED SHIRT

SUPERVISOR RESPONSIBILITIES

- Supervisor to ensure operator has been trained & that there is documentation of the training.
- Supervisor to ensure that observer has been trained in the operation of the CO Monitor & that there is documentation of the training.

OPERATOR & HELPER

1. Operator to ensure that a Hazard Assessment is done before sandblasting begins & all personnel including the observer have read, understood & signed the Hazard Assessment. (Consider all hazards including the material to be blasted & any coating that may be on the material & review the MSDS for that material & any coatings. Also consider the weather; is the area slippery due to rain, snow or ice, are the items to be blasted secure, will you need the sandblast platform, etc.)
2. Operator will ensure that the sandblast area is clear of all personnel who are not directly involved in the sandblast operation.
3. Operator & helper (as required) will inspect all PPE before each use including ½ Mask Respirator. Documentation of inspection is required as per SIL Safe work Procedure #33. Any areas of concern will be reported to the maintenance department or the supervisor. Sandblasting will not commence until all PPE concerns have been rectified.
4. Operator & helper (as required) must ensure that they locate & wear the required PPE for operator & helper at all times during sandblast operations. (Glove gauntlets are to be taped to coverall sleeves & coverall legs to be taped to work boots. **THIS INCLUDES AN AIR FED SANDBLAST HELMET C/W CAPE & INNER COLLAR.**
5. **OPERATOR TO ENSURE THE SANDBLAST HELMET IS SUPPLIED WITH FRESH, CLEAN, BREATHABLE AIR AT ALL TIMES WHEN BLASTING OR WORKING NEAR AN OPERATING SANDBLASTING DEVICE.**
6. Operator must ensure there is a dedicated trained observer available at all times sandblast equipment is operated.

Sperling Ind. Ltd. Sandblasting – Safe Work Procedure #41 (cont'd)

7. Operator to ensure CO monitor is functioning prior to starting to sandblast.
8. Operator to ensure that a system of simple signals has been established between the operator & observer so that the operator can signal a complete shut down of the blast equipment when it is required.
9. Operator to ensure east shop sliding doors & east shop man door are closed during sandblast operations to prevent dust from entering shop.
10. When blasting task is complete coil blast hose off ground in the storage area provided.
11. After blast hose has been stored remove supplied air hose from waist belt & coil off ground in the storage area provided.
12. Operator & helper will wear all PPE including helmet until they have entered shop & closed door.
13. Operator & helper will remove sand blast helmet & don respirator equipped with P100 filters before removing any other PPE.
14. Operator & helper will ensure that all PPE is cleaned with damp cloth before storage & ensure that compressed air is not used in the cleaning process.
15. Helmet to be stored in clean garbage that is sealed & placed in the sandblast equipment cupboard.
16. ½ Mask Respirator to be cleaned as per SIL Safe Work Procedure #33 & stored in operator's locker.

OBSERVER

1. Observer will place signs at the south & west areas of the sandblast area before any sandblast work commences.
2. Observer will inspect all PPE before each use & document inspection. Any areas of concern will be reported to the maintenance department or the supervisor. Sandblasting will not commence until all PPE concerns have been rectified.
3. Observer must ensure that they locate & wear the required PPE for observer at all times during sandblast operations & when transferring, handling, cleaning up abrasive spills or when assisting operator donning or doffing equipment.
4. Ensure blast pot lid is securely closed.
5. Observer to ensure that east door of shop is closed at all times during sandblasting.
6. Observer to observe operator through window in sliding door at east end of shop at all times during sandblasting.
7. Observer to shut down blast hose if CO alarm is activated, on signal from operator or if operator becomes incapacitated for any reason. When in doubt shut the blast hose down.
8. Observer to assist operator with removal of operator's equipment as required. (½ Mask Respirator to worn while assisting operator.)
9. Observer to clean up area around hopper & blast pot.
10. Observer to clean ½ Mask Respirator as per SIL Safe Work Procedure #33.

Sperling Ind. Ltd.

Safe Work Procedure – Electrical Safety #42

(Written by: Peter Walker 03/03/10, 1st Rev. 05/10/10, reviewed by Ken Callander & Marc Bilodeau, approved by Jeff Nicolajsen)

Hazards – electrocution, shock, burns

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear,

Required Training: SW Procedure #42

- Major electrical repairs require a qualified, licensed electrician or electrical contractor.
- Small electrical repairs may be done in house by qualified maintenance personnel.

Reference Materials – MB WS&H Reg. 38. SIL SW Procedure Tag out/Lockout #16

1. **Ensure that all necessary steps (such as guards, barricades, lock-outs) are taken to protect the safety of all persons from any defect or unsafe condition involving electrical equipment & that the defect or unsafe condition is corrected as soon as reasonably practicable.**
2. All major electrical repairs including those involving high voltage repairs are to be performed by a qualified licensed electrician or electrical contractor.
3. Small repairs involving lights/light fixtures/ballasts/wiring, extension cords, simple wiring, powered hand tools, & powered shop floor equipment may be done in house by the maintenance department. These small repairs will be done as per the manufacture's instructions/manual if available & any applicable code where applicable.
4. Any in house electrical repair will not commence until all power to the item to be repaired has been shut off & locked out. After lock out the item shall be checked with a voltage meter or other reliable means to ensure there is no power to the item.
5. If the electrical power to the item requiring repair cannot be shut off & locked out a qualified, licensed electrician or electrical contractor shall do the repair.
6. No repairs to electrical circuits shall be performed while standing in water or on metal.
7. All temporary wiring must be installed & maintained in accordance with applicable codes.
8. Temporary electrical cords must be covered or elevated & kept clear of traffic areas whenever possible.
9. Temporary lighting must be installed as per the manufacturer's instructions & any burnt out or broken bulbs must be replaced as soon as possible.
10. Extension cords are to be inspected before use & any broken or damaged cords are to be tagged out for repair.
11. All energized wiring in junction boxes, electrical panels etc. must be adequately shielded per code to prevent accidental contact with persons or equipment.
12. In the event of accidental contact with a person:
 - Ensure the source of power is shut off before anyone touches the victim
 - Inform your supervisor/foreman immediately.
 - Supervisor/foreman will call 911 & summon an in house **"First Aider"** (see note).
 - If the supervisor/foreman is unavailable call 911 & summon an in house First Aider
 - If the hazard cannot be contained immediately post a watch person &/or barricades around the area of concern to prevent others from being injured.
 - As soon as First Aid is available to the victim & the immediate hazard to others has been controlled the supervisor will report the incident to the Safety Coordinator.

SIL Safe Work Procedure – Electrical Safety 42 (cont'd)

13. As part of the Hazard Assessment consider Power Lines. If there are any power lines in your work or travel area immediately contact your supervisor. The supervisor will contact the power provider/authority to ascertain what distance must be maintained from the power lines. Ensure that safe distance is maintained when stacking materials, erecting scaffolding or operating equipment. (Remember trailers, buckets, booms etc are all part of the equipment & are great conductors of electricity.)
14. Mobile equipment – If a trailer, bucket, boom or any other part of the equipment comes in contact with a power line or live, unshielded electrical power source:
 - Stay on or in the machine until the power has been shut off
 - Contact the supervisor/foreman who will contact the power provider (i.e. MB Hydro at 888-474-0707) &/or maintenance personnel to shut off the power source.
 - Do not let anyone approach within 20 ft. of the equipment, or cable or anything attached or contacting the equipment or cable
 - If you have to exit the equipment due to fire or another emergency, jump as far from the equipment as possible, do not make contact with the equipment & ground at the same time.
15. If you cannot maintain the required safe distance from power Lines due to the nature of the job. The SIL supervisor or project manager/supervisor must ensure no work in close proximity to the power lines commences before:
 - a. The authority, or person(s) providing power have been contacted & notified that power to the line or lines in question must be shut down.
 - b. The power to the line or lines in question will remain shut down for a period agreeable to the SIL supervisor.
 - c. Proper lock out procedure will be observed & the SIL supervisor will place as many SIL lock out locks on the line or lines in question to ensure that no power will be routed to the line or lines without his knowledge.
 - d. Items a. & b. above must be put in writing & kept on site in the SIL supervisor's possession.
16. Any person receiving an electric shock shall report it to his or her supervisor, see a First Aider & fill out an Injury Report. The shock victim will may voluntarily request transport to a medical facility further examination/treatment or will comply with a First Aiders request that they be transported to a medical facility for further examination/treatment.

Note: All “First Aiders” are trained as per Part 5 of the Workplace Safety & Health Regulation 217/2006.

Sperling Ind. Ltd.

Safe Work Procedure – Overhead Electrical Lines 42a

(By: Peter Walker 05/19/10, reviewed by Ken Callander, approved by Jeff Nicolajsen)

This SW Procedure has been developed to provide training to all SIL personnel who may have to work near an Overhead Electrical Line (*hereinafter referred to as OEL*). OELs may become a safety issue when using cranes, powered mobile equipment, forklifts, aerial lifts, hoes, loaders, etc. OELs may also be an issue when stacking materials, using ladders, scaffolds etc.

Hazards – electrocution, shock, burns

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, all other site or task specific PPE

Required Training: SW Procedure #42 & SW Procedure 42a

Reference Materials – MB WS&H Reg. 35 & 38. SIL SW Procedure 42

1. As part of the Hazard Assessment at all jobs consider OEL(s). If there are any OELs in your work or travel area & there is a perceived risk of contact with the OELs, immediately advise your supervisor.
2. The Supervisor in conjunction with a worker safety rep will carefully review the tasks & determine if there is a risk of contact between a worker or any item, tool, equipment/machinery used by a worker & the OEL(s). If such a risk is present the supervisor will contact the “authority having jurisdiction” {in Manitoba contact MB Hydro (888)624-9376} The “authority” will determine the voltage in the lines & the safe working distance from the OEL(s) in question prior to the start of the job.
3. It may take the “authority” some time to provide this information (Mb Hydro requests 48 hours notice) other “authorities” may be different.
4. When calling the “authority” ensure you know
 - address (or legal land description) of the site
 - location of the OEL in question
5. The “authority” may shut off the power, remove &/or reroute lines, send out an “authority” representative (safety watch) or establish safe working distances from the OELs in question depending on the voltage carried by OELs, the work to be done etc.
6. **NO WORK IS TO BEGIN UNTIL THERE IS A REPRESENTATIVE FROM THE “AUTHORITY” ON SITE OR THE “AUTHORITY” PROVIDES WRITTEN (NOT VERBAL) CONFIRMATION TO SIL, NAMING SIL, THE LOCATION OF THE JOBSITE, WHEN THE WORK AT THE JOBSITE CAN START & ANY CONDITIONS (safe working distance etc.) THAT SIL MUST FOLLOW.**

(cont'd) SIL Safe Work Procedure – Overhead Electrical Lines 42a

7. A COPY OF THE WRITTEN CONFIRMATION IS TO BE KEPT ON SITE IN THE POSSESSION OF THE SIL SUPERVISOR/FOREMAN & GIVEN TO THE SIL SAFETY COORDINATOR AT THE CONCLUSION OF THE JOB.
8. **ALL DIRECTIONS FROM THE ON SITE “AUTHORITY” REPRESENTATIVE & ANY CONDITIONS/INSTRUCTIONS ON THE WRITTEN CONFIRMATION MUST BE FOLLOWED.**
9. Supervisors/foremen/lead hands/operators will ensure in so far as is reasonably practicable that all tasks are carried out & all equipment/machinery is operated in a manner that prevents contact with or electrical arching from the OEL to personnel or equipment/machinery.
10. **IF ACCIDENTAL CONTACT BETWEEN AN OEL & SIL EQUIPMENT/MACHINE INCLUDING A TRAILER, BUCKET, BOOM, MAST, LOAD OR ANY OTHER PART OF THE EQUIPMENT/MACHINE OCCURS:**
 - Stay on or in the machine until the power has been shut off
 - Contact the supervisor/foreman who will contact the power provider {i.e. MB Hydro at (888)474-0707} &/or jobsite maintenance personnel to shut off the power source.
 - Do not let anyone approach within 20 ft. of the equipment, or OEL or anything attached or contacting the equipment or OEL
 - If you have to exit the equipment due to fire or another emergency, jump as far from the equipment as possible, do not make contact with the equipment & ground at the same time.
11. Any person receiving an electric shock shall do the following:
 - report it to his or her supervisor
 - see a First Aider who has been trained as per Part 5 of the Workplace Safety & Health Regulation 217/2006 (**If there is no First Aider, all shock victims will be transported to a medical facility for examination**)
 - comply with all instructions given by First Aiders including a direction to be transported to a medical facility for further examination/treatment
 - fill out an SIL injury report

Sperling Ind. Ltd.

Safe Work Procedure –Excavations 43

(Written by: Peter Walker 03/03/10, reviewed by Ken Callander & Marc Bilodeau, approved by Jeff Nicolajsen)

Hazards – SERIOUS INJURY or DEATH due to cave-ins, excavation collapse, objects falling into excavations, mobile equipment injuries, hazardous atmospheres, flooding & water hazards, electrical hazards from buried cables, slips, trips & falls
Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear, Hard Hat.

Additional PPE – All site specific or site mandated PPE

Required Training – Read & understand SIL Safe Work Practice #50 “Guideline for Excavation Work” (from MB WS&H Division 2007) MB WSH Reg. Part 26

Reference Materials – MB WS&H Reg. Part 26, “Guideline for Excavation Work” (from MB WS&H Division 2007), Trade Guidelines Excavation & Trenching (CSAM July, 2007)

Excavations are not normal part of SIL’s scope of work & would usually be subcontracted to a firm who specializing in excavations. However from time to time due to circumstances it may arise that a particular excavation may form part of the SIL scope of work. It is in recognition of SIL’s health & safety responsibilities in regard to excavations that this Safe Work Procedure has been written.

DEFINITIONS

Excavation: For the purpose of this Safe Work Procedure “excavation” means any excavation or trench 1.5 meters (5 feet) deep in which a worker may enter.

Supervisor: For the purposes of this Safe Work Procedure “supervisor” has two distinct applications. In the case where SIL utilizes SIL personnel & equipment to perform the excavation work, “supervisor” will apply to the SIL supervisor &/or foreman responsible for the SIL workers directly engaged in the excavation work. In the case where SIL engages a subcontractor to perform the excavation work “supervisor” will apply to the SIL Subcontractor supervisor &/or foreman responsible for for the subcontractor workers directly engaged in the excavation work.

See Definitions on page 3 of SIL Safe Work Procedure #50 “Guideline for Excavation Work” (from MB WS&H Division 2007).

SIL Registered Excavation Contractor Number **RE-DCRK-7QMT46**

SIL Safe Work Procedure –Excavations 43 (cont'd)

1. **Before any excavation tasks are undertaken the supervisor must:**
 - a. Have a thorough understanding of all portions of the SIL Safe Work Practice #50 “Guideline for Excavation Work” (MB WS&H Division 2007) & MB WS&H Reg 26 that pertain to the specific excavation being done.
 - b. Ensure that all equipment operators are qualified to operate the equipment involved in the excavation.
 - c. Ensure that all workers engaged in the excavation work are trained in all aspects of SIL Safe Work Practice #50 “Guideline for Excavation Work” (MB WS&H Division 2007) pertaining to the specific excavation work being performed.
 - d. In conjunction with a worker safety representative ensure that a Hazard Assessment is completed & that all workers involved in the excavation work have read understood & signed the Hazard Assessment.
 - e. Notify the WS&H Division at (800)282-8069 or 204-945-0581 not more than 48 hours prior to the day excavation work is scheduled to begin & request a Serial Number for the excavation. (see SIL Safe Work Practice #50).
 - f. Ensure a copies of the Reg number (RE-DCRK-7QMT46) & the Serial Number are kept on site for the duration of all excavation work.
 - g. Contact the authority having jurisdiction (MB Hydro, MTS, local water & sewer provider, property owner etc.) to accurately locate & identify any underground services (electric, gas, steam, telephone, water, sewer, etc.).
 - h. Ensure that any underground services in the area of the excavation have been located & the authority having jurisdiction has provided documented clearance to commence excavation work. A copy of the documented clearance must be kept on site for the duration of the excavation work.
 - i. If there are any services in the area of the excavation that will be disturbed by the excavation ensure that the authority having jurisdiction has shut off (capped as necessary) those services & provided written documentation that it is safe to commence the excavation work. (This documentation must be kept on site.)
 - j. When a worker must enter an open excavation that exceeds 3 meters (10 ft.) deep or trench that exceeds 4.5 meters (15 ft.) deep **ensure** that support structures are designed by a P.Eng. & installed by the excavation crew. (see SW Practice 50, pg.12)
2. Supervisor or a competent supervisor delegate must be present at the excavation site to supervise whenever a worker is in the excavation or work on the excavation is performed.
3. Ensure that any & all shoring is installed as per SIL Safe Work Practice #50 “Guideline for Excavation Work” (from MB WS&H Division 2007 pages 26 to 31).
4. Ensure that material from the excavation is placed at least 1 meter away from the edge of the excavation & piled so that it cannot fall into the excavation. (See page 5 SIL Safe Work Practice #50 “Guideline for Excavation Work” from MB WS&H Division 2007) .
5. If a ladder is used to access & egress an excavation ensure that the ladder extends 1 meter (3 ft.) above the top of the excavation & is no more than 3 meters from the worker. (See page 37 SIL Safe Work Practice #50 “Guideline for Excavation Work”, MB WS&H Division 2007) & MB WS&H Reg. 26.13(1) to (3)

SIL Safe Work Procedure –Excavations 43 (cont’d)

6. When there is any risk to the public or workers then a barricade, fence or cover sufficient to keep persons from falling into the excavation must be erected. (See MB WS&H Reg. 2612(1) to (3).
7. The supervisor will have a written emergency response plan to rescue any worker who becomes unable to extricate him or herself from an excavation. The plan will vary depending on the specific excavation. Consideration is to be given to flooding & water hazards.
8. If circumstances exist or arise where any procedures, controls or equipment specified in SIL Safe Work Practice #50 “Guideline for Excavation Work” (from MB WS&H Division 2007) or MB WS&H Reg Part 26 cannot be used, implemented or adhered to then written approval from a P.Eng must be obtained detailing the procedures, equipment or control measures to be used in their place. A copy of these documents must be kept on site for the duration of the excavation work.
9. Ensure any & all control measures are implemented to protect any structure (building, roadway, etc.) from damage due to the excavation.
10. Be aware of vibrations from adjacent plant operations, vehicle, equipment & railway traffic that may affect the excavation work & employ all reasonably practicable controls measures.
11. All original documentation from any excavation must be turned into the safety coordinator ASAP. (Note: copies are to be kept on site.)

Sperling Ind. Ltd.

Safe Work Procedure – WHMIS #44 a

(Written by: Peter Walker 03/03/10, reviewed by Ken Callander & Marc Bilodeau, approved by Jeff Nicolajsen)

Hazards – SEVERE INJURY, ILLNESS or DEATH

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear & all PPE required on MSDS.

Required Training: ALL SIL personnel must be trained in WHMIS & write a test to show competency.

Reference Materials – MB WS&H Reg. 35.3(1) to 35.13 & MSDS

1. All SIL Personnel must receive training from a qualified trainer & write a WHMIS test to document competency in WHMIS. Training & testing is usually given during orientation or as soon as reasonably practical after hire. Training & testing will be given in response to changes in the workplace such as the addition of new controlled products etc.
2. Ensure any & all controlled products arriving at an SIL facility or jobsite have a SUPPLIER LABEL.
3. Ensure you DO NOT USE any controlled product with a damaged or missing SUPPLIER LABEL. Controlled products with damaged or missing SUPPLIER LABELS must be returned to the supplier immediately or labeled as a controlled product & put in secure storage until a new supplier label is provided by the supplier.
4. Any decanted controlled product must have a WORKPLACE LABEL giving the name of the product, the safe handling procedure, & REFER TO MSDS.
5. All personnel involved in purchasing must request a current MSDS sheet for all controlled products purchased. If a controlled product arrives without an MSDS or an out dated MSDS the purchaser will contact the supplier & get a current MSDS for the controlled product. Any MSDS is considered out dated if it is more than three years old.
6. MSDS sheets are to be readily available for all shop & field personnel to reference. MSDS Binders are kept by the lunchroom stairs in the Main Shop, by the shop office in the North Shop. Field supervisors are to ensure they have MSDSs for all controlled products they keep in their, rigs & job trailers or bring on site. These MSDSs are to be kept in a location that is easily accessible to all field personnel. The field supervisor will let all field personnel under his supervision know where the MSDSs can be found.
7. All personnel must ensure they know where the MSDSs are located.
8. All personnel must refer to the MSDS if they are not sure of the safe handling/ PPE requirements, use, storage or disposal of a controlled product.

Sperling Ind. Ltd.

Safe Work Procedure – Chemical & Biological Hazards #44 b

(Written by: Peter Walker 03/03/10, 1st rev. 05/10/10, approved by Jeff Nicolajsen)

The purpose of this SW Procedure is to provide training & thereby improve safety for workers exposed to chemical & biological hazards.

Hazards – SEVERE INJURY, ILLNESS or DEATH

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear & all PPE required on MSDS & other PPE specific to the chemical or biological hazard in question.

Required Training: 1) ALL SIL personnel must be trained in WHMIS & write a test to show competency. 2) If available an MSDS for the material in question 3) Any & all necessary training to handle, store or remove the chemical or biological substance as required by the task at hand & the specific substance in question. 4) SIL SW Practice 51 & SW Procedure #44b

Reference Materials – MB WS&H Reg. 36

1. Project supervisors, supervisors or foremen in consultation with the workplace Safety Committee or Worker Safety Rep. or workers must as is reasonably practicable determine if any substance found on or brought into any SIL facility or jobsite creates or may create a risk to the health & safety of a worker in the workplace or jobsite.
2. Project supervisors, supervisors or foremen must use any & all reasonably practicable means to determine what the substance is & what measures are required to eliminate or control the risks associated with these substances. This may include but is not limited to:
 - Pre-job discussions with the customer or supplier or other informed persons
 - Obtaining MSDSs or other resource materials from the customer, supplier or other sources describing what the substance is & what safety measures are required
 - Contacting the SIL Safety Coordinator.
3. Project supervisors, supervisors or foremen must not commence work until the chemical or biological hazard has been eliminated or controlled & all workers have been informed of the hazard, received any required PPE & received any required specialized training related to PPE or the task they will be required to carry out.

(cont'd) SIL Safe Work Procedure – Chemical & Biological Hazards #44 b

4. If reasonably practicable the chemical or biological hazard in question will be eliminated.
 - The means & persons to undertake elimination of a chemical or biological substance will be determined by the risks associated with the specific substance & the level of expertise required to perform the abatement or removal of the substance.
 - In the case where the severity & probability of injury/illness is deemed acceptable & there is in house expertise, SIL will write a Safe Work Procedure detailing all aspects of the removal, handling & storage of the substance & the hazards, training & PPE involved in the removal/abatement of the substance. All SIL workers involved in the removal/abatement work will be trained in the removal/abatement Safe Work Procedure.
 - In the case where the severity & probability of injury/illness are high & removal requires a high level of expertise, SIL will hire an outside contractor specialized in the abatement/removal of the substance in question.
5. If the elimination of the chemical or biological substance is not reasonably practical then any required training will be given to those affected persons & any & all required PPE will be issued to the affected personnel & any & all Emergency Washing equipment supplied will meet ANSI Standard Z358.1 04 standards.
6. Any personnel who encounter any chemical or biological substance known or suspected to create a risk to the safety or health of any worker or any person who enters the facility or jobsite will contact their project supervisor, supervisor or foreman before they handle, work around or near the substance in question.

Sperling Ind. Ltd.
Safe Work Procedure – Spills/Environment #44 c

(Written by: Peter Walker 04/09/10, approved by Jeff Nicolajsen)

Hazards – Fatal, Severe Injury or Illness, Environmental Damage

Required PPE – Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear & all PPE required on MSDS or other PPE specific to the spill in question.

Required Training: All SIL personnel must be trained in WHMIS & write a test to show competency.

Equipment: A spill kit adequate for the substances carried by SIL with the capability to contain the largest spill that might occur & to clean up any smaller spill.

Reference Materials: – 2008 Emergency Response Guidebook, & Transportation of Dangerous Goods Regulations

In general if a spill/release of any quantity or substance that may be hazardous to the public safety or harmful to the environment is caused by SIL (or SIL sub-contractors) SIL project supervisors, SIL supervisors or foremen must exercise sound judgment in assessing the danger the spill/release poses to the safety of the general public, the personnel under their supervision & the environment. All spills no matter what substance, what size or quantity must be cleaned up by SIL (or SIL sub-contractors) & be disposed of in accordance with the laws, rules & guidelines established by the authority having jurisdiction where the spill occurred.

Before a containment or cleanup of an SIL spill/release is performed by SIL personnel the project supervisors, supervisors or foremen must again exercise sound judgment in assessing the danger the spill poses to the safety of personnel tasked with the containment or cleanup effort. The MSDSs on the spilled substance must be read before the containment or cleanup effort is undertaken. It will provide information on what Hazard Class number the substance falls under, the safe handling instructions for the substance, what PPE is required for the substance, etc.

SIL Safe Work Procedure – Spills/Environment #44 c (cont'd)

Reporting a Spill

The products most commonly used at SIL shops & field jobs are fuel, (diesel & gas), antifreeze, lubricants (gear oil, engine oil, grease etc.), solvents/thinners (cleaning products & paint thinners), oxygen & acetylene (torch cylinders). You are required to report any spill of a class 3 substance (gas, diesel, solvent & thinners) over 100 liters to Manitoba Conservation at (204)944-4888 & the local fire & police as necessary.

Antifreeze (glycol) & lube oils are not currently regulated at a quantity under the reporting regulations. However the regulations state that any spill/release that may cause damage to the environment or harm to the public must be reported Manitoba Conservation at (204)944-4888 & the local fire & police as necessary. Again this requires sound judgment on the part of the project supervisors, supervisors or foremen.

Acetylene is a class 2 substance & must be reported to Manitoba Conservation at (204)944-4888 & the local fire & police as necessary if there is a spill/release of any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more.

If there is any doubt about SIL's ability to SAFELY contain or clean up a spill/release the project supervisor, supervisor or foremen will report it to the local fire department or police department (911). It is important to remember that SOME spills/releases must be reported & ALL spills/releases must be cleaned up.

Failure to report a spill/release when required to do so or to clean up a spill/release that doesn't meet the criteria for reporting may result in fines or penalties. When in doubt report the spill/release. It is far better for SIL to report a small spill/release than to have someone else report that SIL spilled/released something. (See Table 1 for guidance on reportable spills/releases.)

**SIL Safe Work Procedure – Spills/Environment #44 c
Reporting (cont'd)**

Legislation

3(1) A person who is responsible for or who has custody & control of a contaminant involved in an environmental accident shall immediately after the occurrence of the environmental accident report the accident by calling;

- (a) the MB Dept. of Environment & Workplace Safety & Health in Winnipeg at (204)944-4888; and/or
- (b) the local fire or police as appropriate.

3(2) The report referred to in 3(1) shall include the following information where it is either known or is readily available:

- (a) the location & time of the accident;
- (b) the name & phone number of the person reporting the accident;
- (c) a brief description of the circumstances of the accident & its status at the time of the report;
- (d) the identity & quantity of the contaminant;
- (e) the name of the owner of the contaminant;
- (f) the action that the person making the report has taken or intends to take with respect to the accident;
- (g) other relevant information required by the person to whom the report is made.

SIL Safe Work Procedure – Spills/Environment #44 c

1. Project supervisors, supervisors or foremen must:
 - Obey all laws & regulations mandated by the authority having jurisdiction with respect to protecting the environment.
 - Inform all personnel & sub-contractors under SIL supervision that all laws & regulations mandated by the authority having jurisdiction with respect to protecting the environment are to be obeyed
 - Ensure all SIL sub-contractors have a copy of this (Safe Work Procedure – Spills/Environmental #44 c).
 - Assess if any course of action creates or may create harm to the environment & implement any & all reasonably practicable controls to avoid harm to the environment

2. Project supervisors, supervisors must ensure that MSDSs are readily available & easily accessed at the SIL facility/shop or jobsite for all controlled products used by SIL or brought into or onto a SIL facility/shop or jobsite by SIL. These controlled products include fuels such as gas & diesel & any other chemical or substance that may have a negative impact on the environment &/or the safety & health of any person if spilled/released.

3. Project supervisors, supervisors or foremen ensure that all SIL spills that **MUST BE REPORTED ARE REPORTED** to the authority having jurisdiction & that a MSDS is available during the report. See Table 1 & Table 2.

4. Project supervisors, supervisors or foremen ensure when reasonably practicable that there is a “Spill Kit”, adequate & appropriate to contain all spills/releases from all substances used by SIL at a SIL facility/shop or jobsite.

SIL Safe Work Procedure – Spills/Environment #44 c

5. Project supervisors, supervisors or foremen ensure:
 - a written hazard assessment is completed & controls are implemented to protect the health & safety of any person involved in any control or clean up activity before any control or clean up commences
 - the MSDS for the substance has been read & understood & information such as the class of substance has been identified & the safe handling information & PPE requirements are known.
 - that all SIL control & cleanup personnel under SIL supervision have been informed & understand the MSDS handling & PPE information
 - that if controls to adequately protect the safety & health of any SIL personnel involved in the control or clean up of a spill cannot be implemented then the appropriate Hazardous Materials clean up personnel must be contacted. This may include the local police or fire department. (Manitoba Conservation (204)944-4888 & CANUTEC (613)996-6666 can provide information on who to contact.

6. Project supervisors, supervisors or foremen ensure there are materials for & that damming is installed (if it is safe to do so) to prevent any SIL spill from entering any drain, sewer, river, stream, lake, pond or any other body of water or waterway.

7. Project supervisors, supervisors or foremen ensure that any SIL spill that does not have to be reported is cleaned up & all waste materials from the clean up are disposed of as per the MSDS & the authority having jurisdiction.

Table 1 Spill/release Reportable Quantities

Report all spills/releases exceeding the guidelines in column III to Manitoba Conservation at (204)944-4888 & the local fire & police (911 in most locations) as necessary.

Note: Spills/releases less than the quantities listed in Column III do not have to be reported but must be cleaned up.

Note: CANUTEC can provide valuable information on spill/release containment & clean up & direct you to private companies who can be hired to deal with the clean up of Hazardous Materials if necessary.

CANUTEC: Emergency (613)996-6666 or *666 by cell
Non- Emergency (613)992-4624

Column I CLASSIFICATION	Column II HAZARD	Column III REPORTABLE QUANTITY OR LEVEL
1	Explosives	All
2.1	Compressed Gas (Flammable)	100 L*
2.2	Compressed Gas	100 L*
2.3	Compressed Gas (Toxic)	All
2.4	Compressed Gas (Corrosive)	All
3	Flammable Liquids	100 L
4	Flammable Solids	1 Kg
5.1 Packing Groups I and II	Oxidizer	1 Kg or 1L
Packing Group III	Oxidizer	50 Kg or 50 L
5.2	Organic Peroxide	1 Kg or 1 L
6.1 Packing Group I	Acute Toxic	1 Kg or 1 L
Packing Groups II and III	Acute Toxic	5 Kg or 5 L
6.2	Infectious	All
7	Radioactive	Any discharge or radiation level exceeding 10 m Sv/h at the package surface and 200 uSv/h at 1 m from the package surface
8	Corrosive	5 Kg or 5 L
9.1	Miscellaneous (except PCB mixtures)	50 Kg
9.1	PCB Mixtures	500 grams
9.2	Aquatic Toxic	1 Kg or 1 L
9.3	Wastes (Chronic Toxic)	5 kg or 5 L

* Container Capacity (refers to container water capacity)

Table 2

Contact information outside of Manitoba for reportable spills/releases

The following list of provincial agencies is supplied for your convenience.

Province	Emergency Authority and/or Telephone Number
Alberta	Local Police and Provincial Authorities 1-800-272-9600* or 780-422-9600
British Columbia	Local Police and Provincial Authorities 1-800-663-3456
Manitoba	Provincial Authority 204-945-4888 and Local Police or fire brigade, as appropriate
New Brunswick	Local Police or 1-800-565-1633** or 902-426-6030
Newfoundland and Labrador	Local Police and 709-772-2083
Northwest Territories	867-920-8130
Nova Scotia	Local Police or 1-800-565-1633** or 902-426-6030
Nunavut Territory	Local Police and 1-800-693-1666 or 867-979-6262
Ontario	Local Police
Prince Edward Island	Local Police or 1-800-565-1633** or 902-426-6030
Quebec	Local Police
Saskatchewan	Local Police or 1-800-667-7525
Yukon Territory	867-667-7244

* This number is not accessible from outside Alberta.

** This number is not accessible from outside of New Brunswick, Nova Scotia or Prince Edward Island.

Page 8

Sperling Ind. Ltd.
Transportation of Dangerous Goods
Safe Work Procedure – #44 d

(Written by: Peter Walker 05/26/10, approved by Jeff Nicolajsen)

Hazards: Fatal, Severe Injury or Illness, Environmental Damage

Required PPE: Safety Glasses, Hearing protection, CSA Green Triangle Foot Wear & all PPE required on MSDS or other PPE specific to the dangerous goods in question.

Required Training: CSAM or Equivalent TDG Training, WHMIS Training & SW Procedure # 44 d.

Equipment: Shipping documents, MSDS, correct packaging, labels & placards, Certificate of TDG Training, load & secure safely, Danatec TDG Handbook.

Reference Materials: TDG Act, Compliance Solutions – “TDG by Ground” & Danatec – “TDG Handbook”

For the purposes of this Transportation of Dangerous Goods SW Procedure #44d “Dangerous Goods” will be defined as Dangerous Goods in a quantity that if spilled, leaked or released must be reported & will hereinafter be referred to as DG.

1. Before you load or transport DG ensure you have:
 - Certificate of TDG training
 - a copy of the Danatec TDG Handbook with you
 - all placards for the DG you transport c/w UN Number
 - MSDS for all DG
2. Ensure there are no leaks or damage on any DG container. If the container leaks or damage is present, do not receive ship, load or transport the DG.
3. Ensure the shipping document is complete & has the following information:
 - Date
 - Shipper’s name, address & 24 hour number
 - Number of packages & quantity in metric
 - Shipping name of DG
 - Class of DG (see pages 84 – 85 in the Danatec TDG Handbook)
 - UN Number of DG
 - Packing group of DG (if applicable)
 - **E**mergency **R**esponse **A**ssistance **P**lan = **ERAP** (if req’d)
 - See pages 36 – 39 in the Danatec TDG Handbook for more details.
4. Keep shipping documents & MSDS together in a place that is easily accessible (such as the driver’s door pocket) in the event that you must leave the truck cab in a hurry. These documents will be required by emergency personnel.

(cont'd) SIL – TDG Safe Work Procedure – #44 d

5. Ensure the DG package or container:
 - Shows no signs of leakage or damage
 - Displays a primary risk label
 - Displays a subsidiary risks label (if applicable)
 - Displays Shipping name
 - Displays a UN Number
 - Displays Safety Mark (if req'd)
 - See pages 57 – 58 in the Danatec TDG Handbook for more details.
6. If placards are req'd ensure:
 - You have at least 4 per DG
 - Placards have UN Number
 - See pages 49 – 51 & 86 – 87 in the Danatec TDG Handbook for more details.
7. Ensure any DG container/package is handled, loaded & secured as per the container/package instructions. If there are no container/package instructions load, handle & secure in such a way as to prevent, under normal conditions of transport, damage to the container/package that could lead to a spill, leak or release of the DG.
8. If there is a spill, leak or release of a substance defined as a DG or if there is reasonable grounds to suspect that such a spill, leak, release of a DG is imminent you must:
 - **PROTECT YOURSELF**
 - **KEEP OTHER PEOPLE AWAY**
 - **REPORT IT IMMEDIATELY (SEE #9 BELOW)**
9. **IMMEDIATE REPORTING – A list of “authorities” for all provinces can be found on page 77 of the Danatec TDG Handbook.**

In Manitoba call:

- **Local Police or Fire Dept (911)**
 - **Environmental Emergency (204)945-4888**
10. In all cases the spill, leak or release of the DG must also be reported to:
 - A SIL Manager, Supervisor or Safety Coordinator
 - The Shipper
 11. Try to contain the leak, spill or release (**WITHOUT PUTTING YOURSELF IN DANGER**). CANUTEC (613)996-6666 or (613)992-4624 will provide information on what you should & should not attempt to contain.
 12. A copy of all shipping documents related to TDG will be turned into the Safety Coordinator & are to be kept on file for a minimum of two years from the date on the shipping document. This applies to documents where SIL is the consignor, consignee or acts solely as a carrier.

Sperling Ind Ltd.

Safe Work Procedure – Transportation 44e

(By Peter Walker June 11, 2010, reviewed by Ken Kateryniuk & approved by: Jeff Nicolajsen)

This Safe Work Procedure is a training tool designed to inform drivers operating “vehicles with a Gross Vehicle Weight (=GVW) in excess of 4,500kg (9,921 lb)” of the requirements they must adhere to while engaged with SIL. It is to be understood that all drivers operating, “vehicles with a GVW in excess of 4,500kg (9,921 lb)” must be trained in & follow this SW Procedure.

Hazards – possibly fatal injury, property damage

Required PPE – Cell phone, seat Belts when driving & appropriate clothing, blankets etc. suitable for cold weather breakdowns. There are no other PPE requirements while driving but all drivers must know & have with them all PPE required at their destination.

Required Training: A valid License to operate the vehicle they are assigned & SW Procedure – Transportation 44e. If you are transporting dangerous goods you must also have SW Procedure – TDG 44d & have completed Transportation of Dangerous Goods training. **Documentation of all training is required.**

Reference Materials: National Safety Code Standard 13, MB Highway Traffic Act Reg. 95/2008 & Road Safety & Motor Vehicle Regulations, Transport Canada.

1. All drivers operating a vehicle with a GVW in excess of 4,500 kg (9,921 lb) (hereinafter referred to as “truck”) must be trained in this procedure.
2. All drivers must hold a valid license recognized in the province of Manitoba which authorizes the license holder to operate the vehicle they have been assigned on public roads in the province of Manitoba.

Daily Logs

3. Except where not required, Daily Logs such as “Driver’s Daily Log” from JJ Keller & Associates Inc. or similar must be completed by all drivers operating “truck”. Each driver must sign the front page of his or her Daily Log & keep his or her Daily Log – one driver one Daily Log. The Daily Log must be completed each day/trip & be available for inspection by any authorized inspector or SIL upon request. All completed (all original pages full) Daily Logs c/w Driver Vehicle Inspection Reports must be turned into the Safety Coordinator to be kept on record for a minimum of 6 months.
4. SIL shall not require & no driver shall drive after he or she has accumulated 12 hours of driving time unless the driver takes a minimum of 8 consecutive hours of off-duty time before driving again.
5. SIL shall not require & no driver shall drive after he or she has accumulated 14 hours of on-duty time unless the driver takes a minimum of 8 consecutive hours of off-duty time before driving again.
6. SIL shall not require or request & no driver shall drive after 16 hours has elapsed between the conclusion of the most recent 8 hour off-duty time & the beginning of the next 8 hour off-duty time.

Safe Work Procedure – Transportation 44e

DAILY LOGS ARE NOT REQUIRED IF:

- “truck” is operated within a 160 km (100 miles) radius of home base
- driver returns to home base each day to begin a minimum of 8 consecutive hours of off duty time

COMPANY INSPECTIONS

- SIL will annually send all “Trucks” & trailers in to a center authorized to perform an annual Truck & Truck Tractor & Trailer Inspection as required by MB Vehicle Standards & Inspections. Drivers must ensure that all “trucks” & trailers have a current Truck & Truck Tractor Inspection Certificate or sticker before driving any “truck” or towing any trailer.

DRIVER INSPECTIONS

7. All “truck” & “truck” & “trailer” combinations (including the load) must be inspected prior to each trip & once every 24 hours thereafter. Inspections must be documented in Daily Log, Driver’s Vehicle Inspection Report. (= DVIR)
8. Each inspection is to include all items listed in Schedule A of the MB Highway Traffic Act 95/2008. There is checklist of items to be inspected located in the Daily Log, DVIR section.
9. If no defect minor or major is found during the inspection this must be documented on the DVIR. (Place a check mark in the “Code(s)” column if no defect is found.)
10. If a minor or major defect is found this must be documented on the DVIR & the defect must be reported to SIL prior to the next inspection. (Place an X in the “D” column if a defect is found during an inspection.
11. Minor & Major defects are to be coded & entered in the “Code(s) column as shown on the DVIR or entered in the “Minor/Major Defects Not Coded” space provided on the DVIR.
12. No “truck” or “trailer” shall be operated when a Major Defect is present.
13. SIL ensures that all defects will be repaired as per jurisdictional requirements.
14. When a defect is corrected enter a check mark in the “R” column of the DVIR. If you have performed the repair yourself place your initials beside the check mark in the “R” column. If the repair is done at a service center enter the name of the service center in the space “Defects En Route” provided on the DVIR. All receipts & invoices for repairs must be turned into SIL
15. All drivers of vehicles equipped with air brakes must know when the pushrod stroke of any brake has exceeded its adjustment limit & document any brake pushrod adjustments he or she makes. (Enter the before & after pushrod measurement in the space “Defects En Route” provided on the DVIR.)
16. Drivers will ensure that all cargo transported in or on a truck or a trailer is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the truck or trailer or shift upon or within the truck or trailer to such an extent that the stability or maneuverability of the truck or trailer or the safety of any person is adversely affected.

Incident Investigation Policy – 7



(Written by Peter Walker Nov. 20, 2009, authorized by Jeff Nicolajsen.)

The purpose of this Incident Investigation Policy is to identify causes of incidents & near misses, identify trends & to implement controls & safeguards to prevent a recurrence of the incident or near miss. SIL is open to & will consider all industry accepted remedies that have proven to produce fewer loss time incidents.

This Incident Investigation Policy is not created to find fault or lay blame on any individual or group.

All incidents defined as “Serious Incidents” in the MB WS&H Reg. 2.6, all incidents that result in personal injury or property damage & all near misses that could have resulted in personal injury or property damage are to be investigated.

All incident investigations are to be posted on the Safety Bulletin Board(s) & are to be brought up for discussion as soon as possible at a Tool Box &/or Safety Committee Meeting. The names of the personnel involved in an investigation will be removed from the Incident Investigation prior to posting & omitted from any public discussion including Tool Box or Safety Committee Meetings to preserve the privacy of the individuals involved. Investigations submitted to WS&H will not be so edited.

The matter of “Serious Incidents” will be discussed in depth on the page to follow.

A handwritten signature in blue ink that reads "J Nicolajsen".

Jeff Nicolajsen

July 6, 2010

Date

SIL – Incident Investigation Policy (cont’d)

Serious Incidents

As per MB WS&H Reg., 2.7, Serious Incidents must be reported to the Safety Coordinator or management by the fastest means of communication available & to the best of your ability to provide:

- (a) the name & address of each person involved in the incident;
- (b) if any person involved in the incident is employed by another employer the name & address of that employer;
- (c) the name & address of each person who witnessed the incident;
- (d) the date time & location of the incident;
- (e) the apparent cause of the incident & the circumstances that gave rise to it.

No equipment or materials involved in a “Serious Incident” may be moved, unless it is necessary to release an injured person or to avoid creating additional hazards per MB WS&H Reg. 2.8

Definition: Serious Incident {ref. MB WH&S Reg., (2.6)}

A “serious incident” means an incident

- (a) in which a worker is killed;*
- (b) in which a worker suffers*
 - (i) an injury resulting from electrical contact,*
 - (ii) unconsciousness as the result of a concussion,*
 - (iii) a fracture of the skull, spine, pelvis, arm, leg, hand or foot,*
 - (iv) amputation of an arm, leg, hand, foot, finger or toe,*
 - (v) third degree burns,*
 - (vi) permanent or temporary loss of sight,*
 - (vii) a cut or laceration requiring treatment at a hospital or*
 - (viii) asphyxiation or poisoning; or*
- (c) that involves*
 - (i) the collapse or structural failure of a building, structure, Crane, hoist, lift, temporary support system or excavation*
 - (ii) an explosion, fire or flood,*
 - (iii) an uncontrolled spill of a hazardous substance, or*
 - The failure of an atmosphere-supplying respirator*

(Written by Peter Walker Nov. 20, 2009, authorized by Jeff Nicolajsen.)

SIL – Incident Investigation Policy (cont'd)

RESPONSIBILITIES:

-Management

- Ensures that all means are made available to the Safety Coordinator, all personnel & outside agencies to investigate any noted incidents.
- (If the Safety Coordinator is unavailable) Report all Serious Incidents in MB to the MB WS&H by the fastest means of communication available & to provide:
 - (a) the name & address of each person involved in the incident;
 - (b) the name & address of the employer, & if any person involved in the incident is employed by another employer, the name & address of the other employer;
 - (c) the name & address of each person who witnessed the incident;
 - (d) the date time & location of the incident;
 - (e) the apparent cause of the incident & the circumstances that gave rise to it.

-Safety Coordinator

- Report all Serious Incidents in MB to the MB WS&H by the fastest means of communication available & to provide:
 - (a) the name & address of each person involved in the incident;
 - (b) the name & address of the employer, & if any person involved in the incident is employed by another employer, the name & address of the other employer;
 - (c) the name & address of each person who witnessed the incident;
 - (d) the date time & location of the incident;
 - (e) the apparent cause of the incident & the circumstances that gave rise to it.
- Conduct an initial investigation of all incidents as soon as is reasonably practicable, & to report all findings to management & as required to the Workplace, Safety and Health Division. To aid with reporting between the Workers Compensation Board and any injured personnel.

(Written by Peter Walker Nov. 20, 2009, authorized by Jeff Nicolajsen.)

SIL – Incident Investigation Policy - Responsibilities (cont'd)

-Supervisors/Personnel

- Contact the Safety Coordinator and/or Management by the fastest means of communication available after any incident occurs. Follow the procedure outlined in the emergency protocol to follow, which notes phone numbers.
- Are required to provide information, participate & assist in all investigations where & when requested by the Safety Coordinator, SIL Management or Workplace Safety & health Division Officials.

-Sub – contractors (including their employees & agents)

- Report all incidents & near misses to SIL by the fastest means of communication available.
- Conduct investigations as required by legislation & report the results of the investigations to SIL upon request.
- Provide information, participate & assist in all investigations where & when requested by the Safety Coordinator, SIL Management or Workplace Safety & health Division Officials.

-Safety & Health Committee

- Members are required to provide information, participate & assist in all investigations where & when requested by the Safety Coordinator, SIL Management or Workplace Safety & health Division Officials.
- To review all investigations, give testimony & make recommendations to prevent a recurrence upon request of the Safety Coordinator, management or Workplace Safety & health Division Officials.

EMERGENCY PROTOCOL:

- **Call for help 911(if required).**
- **Take control of the situation and make the area safe for yourself and others who may enter the scene.**
- **If it is safe to do so provide first aid to any injured personnel or elicit the help of any trained first aiders on site until relieved by emergency services.**
- **Contact the Safety Coordinator or management.**
- **Document all events leading up to the incident, including the names of the injured, any witnesses to the incident & to aid in any ensuing investigations.**

(Written by Peter Walker Nov. 20, 2009, authorized by Jeff Nicolajsen.)

New Hire Orientation & Ongoing Training Policy – 8

(By Peter Walker 11/23/09, 1st rev. 07/06/10, approved by Jeff Nicolajsen)



The purpose of this policy is to ensure all personnel engaged with SIL are adequately trained in all aspects of safe work for all tasks they are required to perform. The three initiatives of on going education are as follows:

New Hire Orientations:

- *Prior to engaging in any task for SIL all new personnel must participate in a new hire orientation conducted by a competent person.*
- *Orientations include discussions & a copy of the following SIL policies & documents: Safety & Health Statement, Company Rules, PPE, Inspections, Hazard Assessments, Safe Work Practices & Procedures, Emergency Preparedness, Tool & Equipment Maintenance, Disciplinary Actions, Responsibilities of Personnel, Harassment & Violence & Workers Rights. Orientations will also include WHMIS training & testing.*

Task Specific Training:

- *Training for specific tasks will take place as required & as safe work procedures are developed.*
- *Specific training will be administered on the work site or at SIL facilities by experienced, competent SIL personnel, &/or administered and coordinated with CSAM, The Workplace Safety & Health Division or be outsourced to other competent, qualified trainers as required*
- *When reasonably practicable the trainer will demonstrate tasks for the trainee during the training session before asking the trainee to perform the task.*

Tool Box Meetings: (As a means of training)

- *Fifteen minute Tool-box talks are to be held weekly or for a half hour every two weeks. Topics must be task, safety &/or safety training related.*
- *All personnel are encouraged to ask questions or offer suggestions at Tool Box Meetings regarding safety related matters.*

All documentation related to training must be signed by the trainee, trainer (& as required) the trainee supervisor & filed by the Safety Coordinator. Tool Box meetings are to be posted on the Safety Bulletin Boards. Copies of TB Meetings to be filed within easy access of all personnel & in the Safety Coordinators office.



Jeff Nicolajsen

July 6, 2010

Date

New Hire Orientation & Ongoing Training Policy (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that qualified personnel conduct all training being administered.
- Inform the Safety Coordinator of any newly hired personnel.

-Safety Coordinator

- Source qualified trainers as required
- Ensures all new hires brought to him are orientated thoroughly.
- Ensures all shop Tool-Box minutes are posted

-Project Supervisors

- Ensure all personnel are being included in weekly Tool-Box talks
- Ensure the Safety Coordinator is informed of any training requirements.
- Completes specific task training of new hires and personnel, or delegates said training to personnel, who have demonstrated the necessary skills required to execute the training for specific tasks.
- Ensures onsite, new hires undergo orientation

-Personnel

- Attend all Tool Box meetings and to exercise their right to participate asking questions, making suggestions & informing all meeting attendees of any hazards they are aware of or foresee.
- Perform tasks according to the safe practices and procedures as they were trained.
- Take training as directed by their supervisor, management or the Safety Coordinator.
- Requested training if they are given a task they have not been trained for.

-Safety & Health Committee

- The committee is responsible to review the methods training utilized & new hire orientation materials.
- Help develop new Tool Box meeting topics.

-Trainers

- When reasonably practicable, during the training session, will demonstrate the proper procedure for the task, tool or equipment that is the subject of the training session before asking the trainee to perform/operate said task, tool or equipment.

-Sub-Contractors

- Are responsible to understand that they are required to adhere to all SIL policies.
- Are required to ensure all sub-contractor personnel, employees &/or agents adhere to all of the requirements of the MB WS&H Act & Reg &/or the authority having jurisdiction at the job site on which they are performing work on behalf of SIL & to participate in the SIL safety program.
- Submit documentation of Tool Box meeting & training certificates to SIL upon request.

Emergency Preparedness & Planning Policy – 9

(Written by Peter Walker Nov. 27, 2009 Approved by Jeff Nicolajsen.)



The purpose of this policy is to ensure all SIL personnel & SIL sub-contractors are prepared to safely & efficiently deal with an emergency in order to minimize response time thus reducing injury to persons & damage to property & equipment.

All jobsites & facilities will have a stocked First-Aid kit & trained First-Aid attendants appropriate to the location & number of SIL personnel engaged at the facility or jobsite. Names of all First-Aid personnel & all emergency contact numbers must be posted or made readily available to all personnel.

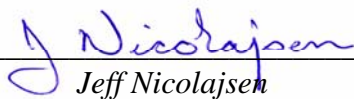
An Emergency Evacuation Plan for each shop & office has been established & it is priority one that a “Plan” is established for each new jobsite. All SIL personnel & sub-contractors are to be informed of the “Plan” at each facility & jobsite.

All emergencies classified as “Serious Incidents” are to be reported to the Safety Coordinator &/or management by the fastest means of communication available. (Information on “Serious Incidents” & their reporting procedures & the list of management contact numbers can be found in this section of the SIL Safety Manual & on the SIL “Reporting Serious Incidents” card that has been issued to all Field Supervisors).

A reliable means of communication & an “Emergency Phone List” has been provided to facilitate contact with the appropriate emergency service responders when required.

A reliable means of transport is to be available at all shops, offices & jobsites to transport personnel requiring medical attention.

All facilities & jobsites are to have an adequate number of charged fire extinguishers & all fire extinguishers are to be inspected as per the authority having jurisdiction.


Jeff Nicolajsen

July 6, 2010
Date

Emergency Preparedness & Planning (cont'd)

Emergency Preparedness – Fire

Refer SIL SW Procedure “Emergency Evacuation” specific to your facility.

- **If it is safe to do so attempt to extinguish the fire upon detection. IF THERE IS A CHANCE THAT THE FIRE WILL SURROUND YOU OR BLOCK YOUR ESCAPE ROUTE ABANDON YOUR ATTEMPT TO EXTINGUISH THE FIRE & RETREAT TO A SAFE AREA.**
- Immediately notify your direct supervisor if you are unable to extinguish the fire within 30 seconds. If you are unable to locate your supervisor go to the list of emergency numbers & contact the number listed for FIRE.
- Refer to the posted Emergency Evacuation Plan for your shop, office or field Job & follow it.
- Follow the instructions of your supervisor/fire marshal/emergency services personnel.
- Assist in the investigation.

Emergency Preparedness – Chemical Spill

- **BEFORE YOU USE ANY CHEMICAL YOU SHOULD BE FAMILIAR WITH THE MSDS FOR THAT CHEMICAL.**
- **ENSURE YOU WEAR ANY PPE SPECIFIED ON THE MSDS BEFORE ATTEMPTING TO CLEAN UP ANY SPILL.**
- **ENSURE YOU FOLLOW ALL HANDLING INSTRUCTIONS ON THE MSDS.**
- **Notify your supervisor immediately.**
- Spill kits are available in the Tool Crib in the Main Shop & in the North Shop.
- Follow the instructions in & on the spill kit.
- Dispose of any chemicals soiled items as per the MSDS.

Emergency Preparedness – Confined Entry

Refer to SIL SW Procedure – Confined Space Entry

Emergency Preparedness – Working Alone or in Isolation

Refer to SIL SW Procedure Working Alone or in Isolation

Emergency Preparedness – First Aiders

Follow your first aid training & take all necessary precautions to avoid direct exposure to blood or body fluids. Take all prescribed measures including wearing the disposable nitrile gloves found in each First Aid Kit when rendering First Aid, cleaning up any areas contaminated with blood or body fluids & the disposal of contaminated items.

(Written by Peter Walker Nov. 27, 2009 Approved by Jeff Nicolajsen.)

Page 2 of 4 pages.

Emergency Preparedness & Planning (cont'd)

RESPONSIBILITIES:

- **All Personnel (finding persons requiring First-Aid or medical attention)**
 - **Notify their supervisor &/or the Safety Coordinator, immediately**
 - **Assist First Aider or the injured person to the best of their ability**
 - **Record any witnessed events to assist in the investigation.**

-Management

- Ensure a proper emergency strategy and procedure policy is in place.
- Make responsible expenditures to ensure that all workplace facilities are equipped with the proper emergency preparedness materials and equipment.

-Safety Coordinator

- Ensure all personnel are educated & informed of the policy requirements
- Provide assistance in formulating site specific “Plans” upon request
- Create “Plans” for the shops in conjunction with Safety Reps & supervisors
- Conduct drills in shop facilities
- Maintain documents related to all matters pertaining to “Plans”
- Post “Plans”, emergency contact numbers & the list of First-Aid attendants in shop facilities.

-Project Management and Supervisors

- Ensure that there is a Emergency Preparedness Plan at each site prior to the start of the job
- Ensure that all SIL personnel & SIL sub-contractors on every project are informed of the emergency plans prior to the start of each job.
- Ensure that emergency phone numbers & a list of First-Aid personnel are posted or are readily available to all personnel prior to the start of each job.
- Ensure there are an adequate number of charged fire extinguishers on hand.
- Ensure that any fire extinguisher that has been used is replaced
- Ensure that functioning emergency communication devices are made available as required to personnel on all projects.
- Ensure all projects have a sufficient amount of qualified First – Aid personnel.
- Ensure that a First-Aid kit suitable to the location & number of personnel is on site & adequately stocked.
- Ensure there is a means of transporting injured personnel to medical treatment at all times.

(Written by Peter Walker Nov. 27, 2009 Approved by Jeff Nicolajsen.)

Emergency Preparedness & Planning

Responsibilities – Project Management & Supervisors (cont'd)

- Ensure that periodic inventories of First-Aid kits are completed to maintain adequate supplies.
- Report by the fastest means of communication available all “Serious Incidents” to the Safety Coordinator or management & to repost any other emergency (those not defined as a “Serious Incident”) ASAP.

-Employees

- To attend all training courses provided by SIL
- Be familiar with all emergency plans at each jobsite or facility & assist in educating co-workers
- Follow the instructions of the fire marshal & emergency service personnel in emergency situations
- Report any change to conditions that may alter the emergency plan.

-Sub – contractors

- Upon SIL request to follow the SIL emergency plan
- Upon SIL request to create an emergency plan adequate for & specific to the work location & conditions prior to the start of work.
- Ensure all sub-contractor employees and agents are informed of all emergency plans prior to the start of work
- To cooperate with SIL when executing an emergency procedure plan or drill.
- Assist SIL in any investigation

(Written by Peter Walker Nov. 27, 2009 Approved by Jeff Nicolajsen.)

Tool & Equipment Maintenance Policy – 10

(Written by Peter Walker Nov. 27, 2009, authorized by Jeff Nicolajsen)



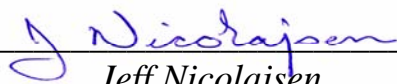
The purpose of this policy is to maintain tools & equipment in safe working condition in order to reduce incidents & lost time caused by sub standard tools & equipment.

Operators of vehicles (licensed for use on public roads such as cars or trucks) must have a valid driver's license for the class of vehicle being operated. Operators of forklifts & elevated platforms (aka Aerial Lifts) must have a SIL Certificate to operate this equipment. To receive a "Certificate", operators must be trained on the theoretical aspects of safe operation (classroom or computer) & on the practical aspect of safe operation (road test) & pass a test documenting proficiency in both aspects. This licensing & certificate training in conjunction with other in house training equips operators with the knowledge to inspect & operate vehicles & equipment.

Except for mechanics or maintenance personnel doing so to diagnose a problem it is a violation to operate any tagged out vehicle, equipment or tool.

SIL's policy includes the following:

- *An equipment inventory list (updated as required)*
- *A preventative maintenance schedule (hours & mileage)*
- *Routine or Daily checklists (per mfg's manuals or based on industry standards to be completed by the operators)*
- *Qualified service personnel (in house & out-sourced mechanics, maintenance personnel & technicians)*
- *Records of all maintenance performed (mechanic/ maintenance personnel)*
- *Lock – Out / Tag – Out program (all personnel)*
- *Operators must complete routine pre–op checks to ensure the equipment or vehicle is in a safe operable condition.*
- *Only "Licensed" or "Certified" operators are permitted to operate SIL vehicles or equipment & all persons using tools must have documented training specific to those tools.*
- *Any incident involving damage to vehicles or equipment must be reported to the supervisor immediately with a documented explanation of the damage & the events of the incident.*
- *Any equipment or vehicle that sustains damage or wear that presents a safety concern to the operator or any other person shall be locked out & reported to the supervisor.*



Jeff Nicolajsen

July 6, 2010

Date

Tool & Equipment Maintenance Policy (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that all tools and equipment requiring repairs or replacement are repaired by a qualified mechanic, technician or maintenance personnel or replaced as necessary.

-Safety Coordinator

- Ensures that training materials, operator's manuals or industry acceptable operating procedures are provided for all personnel tasked to operate tools and equipment & that the appropriate training is sourced & made available.
- Ensures that the appropriate pre-op checklists & routine maintenance information is available & provided to those tasked with performing pre-op checks & routine maintenance
- Ensures that any checklists or printed forms required to adequately document inspections & maintenance are provided
- Ensures that the documentation of pre-op checks & routine maintenance is kept on file.
- Ensures a supply of tags for the tag-out of sub-standard tools & equipment is made available and that all personnel are trained in lock-out & tag-out procedures.

-Project Supervisors

- Ensure that all pre – op checks & routine maintenance are being completed on all tools & equipment by the designated, qualified personnel.
- Issue Disciplinary Actions to any personnel who does not abide by this policy

-Personnel

- Perform & record routine maintenance & inspections as per the manufacturer's specifications & tag-out & report all deficiencies to a direct supervisor or maintenance personnel
- Ensure all guards are in place & secure before operating.
- Operate all tools/equipment as per the manufacturer's specifications & the SIL SW Procedures.

-Sub-Contractors

- Ensure all vehicles, equipment & tools utilized on any SIL project have been inspected & deemed in satisfactory working condition & tag out those not fit to operate.
- Perform all inspections & pre-op checks on vehicles, equipment & tools as required by the MB WS&H Act & Reg.
- Supply copies of all inspections & pre-op checks on vehicles, equipment & tools to SIL upon request.

Reports & Statistics Policy – 11



By Peter Walker 12/08/09, 1st Rev. 0511/10, approved by Jeff Nicolajsen)

The purpose of this policy is to accurately record & track all incidents that occur within the company. Incidents that occur frequently are an indication that the particular SW practice(s) or procedure(s) for those tasks must be reviewed &/or additional control measures need to be put in place.

The effectiveness of this policy is predicated upon all personnel reporting all incidents & completing Injury Reports whenever an injury occurs. Beginning at the New Hire Orientation SIL personnel are informed that they must report all incidents & complete injury reports. This is reinforced in the Company Rules Policy, the Incident Investigation Policy, the Responsibilities of Personnel Policy & elsewhere. These policies are explained during the New Hire Orientation, read at Tool Box Meetings & posted from time to time on the Safety Bulletin boards. All SIL personnel are aware of this requirement & that a failure to report an incident or complete an Injury Report is a breach of policy subject to disciplinary action.

The information from these reports, the WCB & payroll provides the raw data to track trends & compare incidents, including lost time accidents from year to year.

The formulas below allow management & the health & safety committee to easily compare lost time injuries from year to year & to industry norms.

$$\text{INJURY FREQUENCY RATE} = \frac{\text{No. of lost time WCB cases} \times 200,000}{\text{Total \#hours of exposure by all workers}}$$


Or

$$\frac{\text{No. of lost time WCB cases} \times 100}{\text{Total \# of workers}}$$

$$\text{INJURY SEVERITY RATE} = \frac{\text{No. of work days lost} \times 200,000}{\text{Total \#hours of exposure by all workers}}$$

Or

$$\frac{\text{No. of work days lost} \times 100}{\text{Total \# of workers}}$$



Jeff Nicolajsen

July 6, 2010

Date

Reports & Statistics Policy – 11 (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that all SIL departments provides the required data & that the Safety Coordinator is provided with the required facilities &/or equipment to do so.
- Reviews Health & Safety reports on a regular basis.

-Safety Coordinator

- Maintains the necessary records & reports.
- Analyze reports & records & calculates the injury frequency & injury severity rates.
- **Ensures there is a Sound Level Survey conducted annually & that the results of the “Survey” are posted on the Safety Bulletin Board..**
- Distribute these findings to both management and personnel.

-Project Supervisors

- Maintain Injury Reports & First Aid Kit Inspection logs.& ensures that First Aid kits are restocked as required.

-Personnel

- Record all injuries to Injury Report forms, near misses.

-Safety & Health Committee

- Review all equated conclusions and develop strategies to minimize lost time incidents.

Disciplinary Policy – 12

(Revised by Peter Walker, Nov. 30, 2009, reviewed by Kara McCartney, authorized by Jeff Nicolajsen)



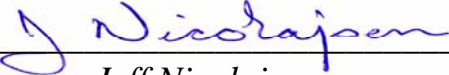
The Purpose of this policy is to ensure that when matters involving the health & safety of persons arise or policy or rules violations are found out, that the personnel involved are formally notified that their actions will not be tolerated in order to prevent a recurrence of the violation & reduce the probability of an incident.

It is SIL policy that any person who is found not complying with any SIL policy or rule, will be subject to the disciplinary actions outlined.

Under “normal” circumstances the consequences of Policy & Rules infractions will be dealt with on a graduated scale based on the frequency of the violation occurrence as follows:

- 1st infraction, Verbal – supervisor/management reprimand*
- 2nd infraction, Written – supervisor/management reprimand*
- 3rd infraction, Un-paid suspension,*
- 4th infraction, Subject to termination*

SIL management reserves the right to issue un-paid suspensions or terminate personnel for a policy or rule infractions, which, in management’s judgment, are detrimental to the safety, health or well being of any person or has caused or may cause damage to property. Management also reserves the right & to re–instate personnel who have been dismissed due to policy or rule infractions. Although all policy or rule infractions are considered serious, infractions that involve the safety & health of persons will be dealt with in a swift & stern manner.



Jeff Nicolajsen

July 6, 2010

Date

Disciplinary Policy (cont'd)

Responsibilities:

- Management

- Ensure that all personnel are treated fairly with regard to this policy.

- Safety Coordinator

- Inform & train all personnel on the policy
- Provide all supervisors with Violation forms
- File all completed forms & inform management of all violations upon request.

- Project Supervisors, Supervisors & Foremen

- Issue violation notices to all SIL personnel seen to disregard the health & safety of any person or any SIL personnel who fail to follow SIL Policy or Rules.
- Issue notices in a fair & equitable manner disregarding race, gender, religious or ethnic background.
- Submit copies of all violations to the Safety Coordinator a minimum of once per month.

All Personnel

- Act in a manner that will cause no harm to the health, safety or well being of any person including members of the general public while engaged by SIL, working on behalf of SIL, representing SIL or acting as an agent for SIL
- Become familiar & act in accordance with all SIL Policies & Rules including the Disciplinary Policy & understand that all SIL personnel are subject to those Policies & Rules including those described in the Disciplinary Policy.

(Revised by Peter Walker, Nov. 30, 2009, reviewed by Kara McCartney, authorized by Jeff Nicolajsen)

Responsibilities of Personnel Policy - 13



(Revised by Peter Walker Nov. 26, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

All personnel are to understand that they are required to adhere to all SIL rules, policies, safe work practices & procedures.

These responsibilities include but are not limited to:

- ***Reporting all unsafe acts that are witnessed***
- ***Reporting all incidents &/or near misses as they occur***
- ***Reporting all hazardous conditions***
- ***Adhering to all P.P.E. policies***
- ***Reporting to a supervisor or SIL Safety Committee member any, & all faulty P.P.E.***

Personnel are to understand & abide by all SIL policies & Rules & to recognize that the tenure of their engagement with SIL is directly affected by their willingness & cooperation regarding SIL Policies & Rules. All personnel understand that any infractions committed that affect or may affect any other personnel physically or mentally may result in management administering reprimand action above & beyond those described in the Disciplinary Policy guidelines .

All personnel understand that they have the right to refuse dangerous or unsafe work as per the MB WS&H Act 43(1) – 43.3(2) (= "Act"). Any persons refusing work will do so in strict adherence to the stipulations & conditions described in the "Act". Any malicious misuse of the "Act" may be construed as an insubordinate action and will be dealt with as per the Disciplinary Policy. A copy of the "Act" can be found in this section of the SIL Safety Manual.

Personnel are to understand that any & all safety related suggestions/concerns are welcomed & encouraged & can be communicated to the Safety Coordinator, supervisors, safety committee members, management or put in the lunchroom suggestion box.



Jeff Nicolajsen

July 6, 2010

Date

Responsibilities of Personnel Policy – 13 (cont'd)

RESPONSIBILITIES:

- Personnel

- Follow instructions. Take no chances and ask a supervisor if an instruction is unclear.
- Report to work at proper time. If absent or late, worker is expected to contact office or his or her supervisor as soon as possible.
- Consumption of any alcoholic beverages or drugs during specified work hours and/or reporting to work under the influence of alcohol or drugs is strictly prohibited. Anyone found to be under the influence of any controlled or uncontrolled substance during specified work hours will immediately be barred from utilizing any company property & may be subject to disciplinary action.
- Firearms are prohibited on any company property including job sites at any time. This is prohibited by the company & by the law.
- Every worker is expected to carry out his or her duties in accordance with company policy. Negligence, laziness, horseplay & practical jokes, or undesirable performance will not be tolerated.
- Poor housekeeping will not be tolerated. Keep work areas clean, equipment clean & in good working order & replace all tools etc. to their proper storage areas. A job is not complete until an area has been made clean & safe for others to enter or work in that area.
- Honesty is expected from all personnel; dishonesty will not be tolerated & will be treated as a major infraction of company policy.
- Stealing from the company or any other worker is strictly prohibited.
- Report immediately any conditions or practices that have or may have the potential to cause injury to persons, damage to or loss of equipment, materials or facilities.
- Failure to report faulty workmanship, or concealment of any known violations is treated as dishonesty and will not be tolerated.

(Revised by Peter Walker Nov. 26, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

Responsibilities of Personnel Policy – 13 (cont'd)

RESPONSIBILITIES (cont'd):

- If you are injured, no matter how small the injury, you must fill out a Notice of Injury form & have it signed by your supervisor.
- Do not operate any equipment until you are trained & authorized to do so by your supervisor.
- Safety guards are not to be removed when operating or using machinery such as grinders, table saws, brakes, saws, lathes, punch presses, shears etc. (If a guard must be removed for maintenance or a special task, see your supervisor)
- Waste or unwarranted disposal of materials or supplies is strictly prohibited.
- No smoking is allowed in SIL Shop facilities. Smoking outside is permitted during regular break periods. Use the receptacles provided for cigarette butts.
- Bic, or similar plastic, cigarette lighters shall not be used to ignite cutting, welding or heating torches due to the risk of explosion.
- Customers must be treated with respect & provided with prompt & courteous service.
- All personnel must participate in and document all requested information as per the company safety program

(Revised by Peter Walker Nov. 26, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

Harassment & Violence Policy - 14



(Written by Peter Walker Dec. 7, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

The purpose of this policy is to protect all personnel from Harassment & Violence (=H&V). It is to be clearly understood that H&V of any type will not be tolerated at any SIL facility or jobsites & that all SIL personnel are entitled to work in an environment free of H&V & free of the threat of H&V & that all persons are to be treated as equal individuals.


The MB WS&H Reg. defines harassment as any objectionable conduct, comment or display by a person that

- (a) is directed at a worker in a workplace;***
- (b) is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, political belief, political association or political activity, marital status, family status, source of income, disability, physical size or weight, age, nationality, ancestry or place of origin ; &***
- (c) creates a risk to the health of the worker.***

The MB WS&H Reg. Defines violence as

- (a) the attempted or actual exercise of physical force against a person; &***
- (b) any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.***

Any infractions of this policy will be dealt with swiftly & may be forwarded to law enforcement officials as required. All infractions must be reported to the Safety Coordinator, a direct supervisor or management immediately. Failure to report harassment or violence of any type is considered a violation & will be treated as such. SIL will not disclose the names of a complainant, an alleged harasser or the circumstances of the complaint except where disclosure is necessary to investigate the complaint, take corrective action or required by law.



Jeff Nicolajsen

July 6, 2010

Date

Harassment & Violence Policy – 14 (cont'd)

RESPONSIBILITIES:

-Management

- Ensure that all personnel understand that this policy is taken very seriously & any reports will be dealt with promptly.
- Ensure that all victims of harassment & violence receive any attention required.
- Ensure anonymity for victims of or those alleged to have committed harassment & violence as per the MB WS&H Reg. Parts 10 & 11.

- Safety Coordinator

- Ensures that all reports & suspected cases of H&V are investigated in confidence.
- Provide education on H&V at Tool Box meetings from time to time.
- Report the results of any investigation that yields proof that harassment &/or violence has occurred to upper management
- When a risk of violence is identified, the worker or workers at risk will be informed of the nature & extent of the risk & the persons likely to perpetrate the violence.

- Supervisors

- Report all suspected cases of H&V to the Safety Coordinator
- Advise both victim & perpetrator that H&V will not be tolerated
- Separate the alleged victim & perpetrator to different areas of the shop or jobsite.

-All Personnel

- Report in confidence any & all violations of this policy directly to the Safety Coordinator, Supervision or Management.
- To understand that the disciplinary actions for violations of this policy are determined by Management & may exceed the step by step process outlined in the Disciplinary Policy.

-Sub – contractors

- To understand this policy & that any violations of this policy, by their employees or agents, may jeopardize their contract with SIL.

(Written by Peter Walker Dec. 7, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

Privacy Policy – 15



(Revised by: Peter Walker, reviewed by Kara McCartney, authorized by Jeff Nicolajsen)

The purpose of this policy is to respect the privacy of all personnel regarding the following information that may be contained in the personnel files.

All information gathered at the beginning of all engagements at SIL will be forwarded to the individuals personnel file &/or the training files in the Safety Coordinators office. All file recipients will hold, in strict confidence all file information, except where disclosure is mandated by law (per MB WS&H Reg. 3.14). Much of this information is retained to aid in the case of medical emergency.

Other items that may be forwarded to the files are:

- *incident reports*
- *disciplinary notices*
- *licenses & training certificates*
- *performance evaluations*
- *developed medical conditions*

Personnel understand that personnel files are kept to benefit both the individual & SIL & that they are kept in the strictest of confidence. All personnel are invited to view their own files, but understand that all file contents remain the property of SIL both throughout & beyond their engagement at SIL.



Jeff Nicolajsen

July 6, 2010

Date

Privacy Policy – 15 (cont'd)

RESPONSIBILITIES:

-Management

- To appoint a keeper of the personnel files.
- To ensure information is kept within reach to aid in cases of emergencies.

-Keeper of Personnel Files

- To ensure that privacy is respected for all personnel.
- To provide medical caregivers pertinent information in the case of emergency.
- To adequately investigate requests for information regarding personnel from outside agencies.

-All Personnel

- To provide accurate & pertinent information when beginning an engagement with SIL.
- To ensure that all information is updated as it changes.
- Respect the privacy of others regarding personal information.

-Sub – contractors

- To provide any personal information regarding medical conditions of their employees or agents that may be required in the case of an emergency.

* In the case of personnel with diabetes, seizures or any other medical condition where the sudden onset of disabling symptoms are reasonably likely to occur, it is recommended that persons in close contact be advised of conditions & what precautions should be taken in the case of an emergency.

(Revised by: Peter Walker, reviewed by Kara McCartney, authorized by Jeff Nicolajsen)

Modified Work Policy-16



(Revised by: Peter Walker Dec. 8, 2009, reviewed by Kara McCartney & approved by Jeff Nicolajsen)

Workplace injuries and illnesses are costly to both workers & employers. Although preventing workplace injuries & illnesses is the first priority, a practical return to work program is an effective way to reduce the human & financial costs when injury & illness occurs.

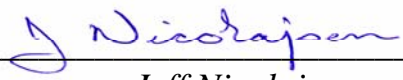
In an effort to support the best interests of all concerned, SIL is committed to bring back to work, in modified work capacity where & when possible, all injured workers deemed capable by a medical professional. Participation is based on the workers abilities & the availability of suitable work.

The benefits for workers are as follows:

- *More rapid recovery from their injuries*
- *Enables the worker to maintain their job stability*
- *Helps the worker maintain overall wellness & stable mental health*

As a pro-active company, we are committed to the following:

- *To establishing return to work transitional opportunities before the need arises*
- *To communicate with the injured or sick employee & encourage them to do the same to avoid showing distant mannerisms toward each other*
- *To focus on what the injured or sick can do, not on what they can't do*
- *Involve outside affiliates to help educate healthy workers to sustain health while performing tasks. This promotes healthy living and improves production which improves work conditions.*



Jeff Nicolajsen

July 6, 2010

Date

Modified Work Policy-16 (cont'd)

RESPONSIBILITIES:

Management

- Ensure all policies regarding workers returning to work are adhered to.

Safety Coordinator

- Ensure communication is established with injured workers & the status of their condition is known.
- Ensure the injured worker is able to provide a signed statement from his or her “Medical Professional” stating that the injured party is able to participate in the Modified Work Program & what duties or level of work the injured party may engage in.
- Inform management of the status of injured worker & any information the worker is able to supply from his or her Medical Professional.
- Monitor on an informal basis that those returning to work do not exceed their medical limitations.

All Personnel

- Upon request submit a signed “Medical Professional’s Statement” stating that the injured party is able to participate in the Modified Work Program & what duties or level of work the injured party may engage in.
- Inform the Safety Coordinator or Management of any changes in his or her medical condition that may affect his or her ability to participate in the Modified Work Program.
- Upon request communicate with the Safety Coordinator regarding all duties & activities being performed.

Heat Stress Management Policy – 17



(Revised by Peter Walker Dec. 8, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

At SIL, heat stress management is one of the top priorities. Heat stress causes many difficulties to both management & workers. Loss of stable health & loss of production due to heat exhaustion are two of the issues. Working or playing where it is hot puts stress on your body's cooling system. When heat is combined with other stresses such as hard physical work, lack of fluids, fatigue & some medical conditions, it may lead to heat-related illness, disability & even death. This can happen to anybody, even the young & fit.

In Manitoba, heat stress is usually a concern during the summer. This is especially true early in the season, when people are not acclimatized to the heat. Bakeries, smelters, foundries, roof tops & heavy equipment are commonly over-heated environments. For outdoor workers, direct sunlight is the main source of heat. In mines, geothermal gradients & equipment contribute to heat exposure. High humidity greatly contributes to heat stress. In these situations SIL requires that all exposed personnel adhere to regular breaks from work & also regularly ingest water to keep hydrated. A worker exposed to hot temperatures &/or high humidity for extended periods of time must be hydrated to a maximum level before entering the area & take frequent water breaks throughout the shift to prevent heat stress.

J Nicolajsen

Jeff Nicolajsen

July 6, 2010

Date

Heat Stress Management Policy – 17 (cont'd)

Responsibilities:

Management

- Recognizes that heat related illnesses are an issue & authorizes that risk management controls be taken

Safety Coordinator

- Provide information & training to Supervisors & Workers about the signs & symptoms of heat-related illnesses through Tool Box Meetings & handout materials.
- Investigate any heat-related incidents & implement recommendations

Supervisors

High heat environments present risks for Heat Stress (or Heat Cramps), Heat Exhaustion, & Heat Stroke. As with any other “RISK” the risks of heat-related illness should be part of one or all of your Pre-job Inspection, Hazard Assessment & Tool Box Meeting. As with any other “RISK” the risk of heat-related illness requires that controls be put in place, that the workers under your supervision are informed of the risk & the controls.

- See SW Practice & SW Procedure for Heat-related Illness
- Ensure that all personnel take frequent breaks
- Ensure there is an adequate supply of drinking water on hand
- Remind workers to drink water regularly
- Whenever possible schedule strenuous jobs to cooler times of the day
- Caution workers to avoid direct sunlight when possible
- Assign additional workers or slow down the pace of work if possible

All Personnel

- Pregnant workers & workers with medical conditions will discuss working in the heat with their doctor & report any restrictions to the Safety Coordinator
- If possible light summer clothing should be worn to allow free air movement and sweat evaporation
- If possible wear light-colored clothing
- Wet headbands & wet cotton scarves may help keep you cooler
- In a high radiant heat situation, reflective clothing may help
- Vapor barrier clothing, such as chemical protective clothing, greatly increases the amount of heat stress on the body, and extra caution is necessary

Heat Stress Management Policy – 17 (cont'd)

General Information & Signs & Symptoms of Heat-Related Illness

(Written by Peter Walker Dec. 9, 2009, reviewed by Kara McCartney, approved by Jeff Nicolajsen)

Heat-related illness is brought on when the body produces excessive heat that it is unable to dissipate. The body dissipates heat through sweating & increased blood flow to the skin. In high temperatures combined with heavy work sweat evaporation & the blood flow to the skin are inadequate cooling mechanisms. High temperatures combined with high humidity make the situation worse. (At 90% humidity sweat does not evaporate.) Under these conditions a considerable amount of body fluids are lost. (People have been known to lose 2 to 3 lbs. of fluid through sweat in less than an hour.) Excessive loss of body fluids will bring on heat-related illness. Because water is quickly absorbed into the body, water is the best way to replace lost body fluids. Consumption of beverages containing alcohol, a high sugar content & caffeine are not effective fluid replacement drinks as & they may put you at greater risk of heat-related illness. Sport drinks such as Gatorade take longer to absorb because of the sugar, flavoring & other items they contain. Diluting these sport drinks 50/50 with water is recommended.

In order of severity, starting with the least life threatening illness, the three heat-related illnesses are Heat Cramps/Heat Stress, Heat Exhaustion, & Heat Stroke. If left untreated any of these heat-related illnesses can progress to a fatal case of Heat Stroke.

The symptoms of these heat-related illnesses are:

Heat Cramps/Heat Stress: Is caused by water being lost from the body quicker than it is being replaced. **Symptoms** can include confusion or a decrease in the ability to think clearly, spasms & muscle or stomach cramps. **Treatment**, the person should stop work, take a break & drink water. A sport drink such as “Gatorade” diluted 50/50 with water is also a suitable fluid replacement in the case of Heat Cramps. Salt tablets should be avoided unless recommended by a doctor. If symptoms persist treat as Heat Exhaustion.

Heat Exhaustion: Is caused by excessive sweating leading to dehydration & circulatory stress. **Symptoms** may include moist clammy skin which appears grey in appearance, enlarged pupils, confusion, weakness, headaches, dizziness, light-headedness, dry mouth, nausea, vomiting or rapid breathing. **Treatment** immediately move person to a cool, shaded area to rest. Loosen or remove clothing & drink some water. If symptoms persist & the victim does not feel better in a few moments get emergency medical help.

Heat Stroke: Is a very serious medical emergency caused by a breakdown in the body's temperature regulating system. **Symptoms** can include pale or red skin, hot skin; there may be a lack of sweating, confusion, irritability, seizures & loss of consciousness. **Treatment** call for emergency help immediately, move the person to a cool shaded area, remove any heavy outer clothing, apply cool damp cloths on forehead & back of neck & keep the victim as cool as possible.

Cell Phone & PDA Use Policy - 18



(Reviewed by Peter Walker & Kara McCartney Dec. 9, 2009, approved by Jeff Nicolajsen)


Cell phones & PDA devices have become a valuable tool in conducting business as more employees are using them to perform their jobs. Among other things, they help boost productivity by keeping employees connected to the office and to clients.

However, cell phones and PDA devices also raise a number of issues involving safety, security, and privacy. For employers, there are liability issues. For example, if an employee has an auto accident & harms someone while making a work-related cell phone call or email, the employer as well as the employee may be found liable. Several lawsuits have been filed against employers as well as the employees themselves who have harmed someone allegedly because of cell phone or PDA device use while driving & doing business at the same time.

In recognition of these safety and liability issues, SIL has incorporated the following regulations for cell phone & PDA devices while driving or performing tasks that involve two hands.

- 1. Cell phones & PDA devices may only be used in a safe manner through either the use of a hands free device, allowing a passenger of the vehicle to answer the call, or by pulling the vehicle over to make or receive calls or messages.*
- 2. Always dial numbers while you are not driving*
- 3. Never engage in stressful conversations while driving*
- 4. In bad weather or heavy traffic, always allow voice mail to intervene*
- 5. The Supervisor or Foreman is the only person to answer calls or emails at shop facilities or jobsites.*
- 6. All personnel are required to adhere to regional laws.*

Co-operation is expected from all and a no tolerance policy is being adhered to regarding this issue.



Jeff Nicolajsen

July 6, 2010

Date

Substance Abuse Policy - 19



The purpose of this policy is to protect all personnel from any personnel abusing any type of controlled or uncontrolled substance & to promote treatment for addicts. It is the policy to confront & openly discuss identified substance abuse & to promote treatment when required.

*It is to be clearly understood that **SIL has a no tolerance policy regarding substance abuse in the work place & mandates that all personnel adhere to this policy.** SIL respects the legislated rights of all personnel regarding privacy, but, upon reasonable grounds, will make a determination at a point deemed critical to search lockers & other personal storage areas on SIL premises & in SIL vehicles for controlled & uncontrolled substances. Upon discovery of such items, SIL may inform Law enforcement officials.*

These policies are designed to protect all personnel in the work place or jobsite. All personnel have a responsibility to themselves, their families, their co-workers & SIL to respect this policy.

SIL encourages communication on this policy & will morally support, work with, & endeavor to accommodate all personnel admitting addiction & willing to accept help from outside agencies.

Agencies such as A.F.M. states it will accept anyone who is willing to receive help with overcoming an addiction of any type. These programs include both in & out patient varieties. Other private agencies & institutions exist & are also available at a cost. SIL, on a case by case basis, will assist any personnel who admit an addiction with making decisions on treatment options.

Personnel understand that any & all violations regarding this policy will be recorded & forwarded to the violators personnel file. As discussed in the Privacy Policy, all discussed information forwarded to personnel files is held in strict confidence.



Jeff Nicolajsen

July 6, 2010

Date

Working Alone or in Isolation Policy - 20



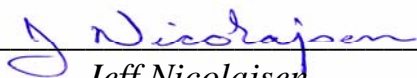
(Written by Peter Walker Nov. 19, 2009, reviewed by Marc Bilodeau, John Fehr & Ron Rushton
Approved by: Jeff Nicolajsen)

For the purposes of this policy “working alone” & “working in isolation”, heretofore will be referred to as “working alone”.

Whenever reasonably practicable, SIL will avoid personnel working alone. However, on occasion, the situation may arise where working alone is not practicably avoidable.

The purpose of this policy is to eliminate or reduce the risks associated with working alone by the development of a Safe Work Procedure to monitor those working alone & be able to provide or summon aid if the need arises. This is done by establishing a means of communications between the lone worker & his or her supervisor, a schedule of contact intervals between the lone worker & the Supervisor/Foreman, a procedure that the lone Worker & Supervisor/Foreman follow in the event that the system of communication fails or the contact intervals are not adhered to. To achieve that goal, with reference to MB WH&S Reg. Part 9, SIL has created Safe Work Procedure #45. Safe Work Procedure #45 incorporates the safeguards itemized above & provides the person working alone & the Supervisor with a checklist to assist them in complying with the policy & “Procedure”

Copies of SIL Safe Work Procedure #45 are found in the SIL Safety Manual, Safe Work Procedure, section 6b & in the SIL Safe Work Practice & Procedure Binder.



Jeff Nicolajsen

July 6, 2010

Date

Working Alone or in Isolation Policy – 20 (cont'd)

RESPONSIBILITIES (Working alone where no travel is required):

Management

- Review policy annually or as required & revise as necessary

Safety Coordinator

- Monitor policy, investigate any incidents related to policy & report to management.

Supervisor/ Foreman

- Complete all portions of “Lone Worker Form” retain original & give copy to Lone Worker
- Initiate contact with lone worker by any means necessary including sending another worker to the site if the worker fails to keep the Contact Interval schedule
- Pass on Lone Worker form to night shift Supervisor if the Lone Worker is working overtime
- Bring worker back to shop if there is no SIL contact person available for the Lone Worker

Lone Worker

- Keep copy of Lone Worker form & follow all instructions on form
- Report to Supervisor/Foreman at the intervals specified by the Supervisor/Foreman & indicated on the Lone Worker Form. (Failure to report to your supervisor or foreman is a violation of SIL Safety Policy & subject to disciplinary action.)
- Do a Hazard Assessment prior to the start of the task to be performed. (If the worker feels the risks preclude working alone the worker will immediately contact his Supervisor/Foreman.)

RESPONSIBILITIES (Working alone when travel is required):

Management

- Review policy annually or as required & revise as necessary

Safety Coordinator

- Monitor policy; investigate any incidents related to policy & report to management.

Supervisor/ Foreman

- Ensure Lone Worker has checked out a cell phone & has given you a working number to establish contact

(Written by Peter Walker Oct. 29, 2009, reviewed by John Fehr, & Ron Rushton. Approved by Jeff Nicolajsen)

Working Alone or in Isolation Policy – 20 (cont'd)

RESPONSIBILITIES (Working alone when travel is required):

Supervisor/Foreman

- Complete all portions of “Lone Worker Form” retain original & give copy to Lone Worker
- Initiate contact with lone worker by any means necessary including sending another worker to the site if the worker fails to keep the Contact Interval schedule
- Pass on Lone Worker form to night shift Supervisor if the Lone Worker is working overtime
- Bring worker back to shop if there is no SIL contact person available for the Lone Worker

Lone Worker

- Check out a cell phone from Erin or Jaime & ensure you know how to use phone, ensure phone is functioning (it must be tested before leaving the shop), ensure you know the number of the phone & give number to Supervisor/Foreman.
- Keep copy of Lone Worker form & follow all instructions on form
- Report to Supervisor/Foreman at the intervals specified by the Supervisor/Foreman & indicated on the Lone Worker Form. (Failure to report to your Supervisor/Foreman is a violation of SIL Safety Policy & subject to disciplinary action.)
- Do a Hazard Assessment prior to the start of the task to be performed. (If the risks preclude working alone immediately contact the Supervisor/Foreman.)

(Written by Peter Walker Oct. 29, 2009, reviewed by John Fehr, & Ron Rushton. Approved by Jeff Nicolajsen)

Sperling Ind. Ltd.
LONE WORKER FORM

(Written by Peter Walker Oct. 29, 2009, reviewed by John Fehr, & Ron Rushton. Approved by Jeff Nicolajsen)

Name of lone worker: _____
print name

Cell Phone number: _____ (if travel involved)

Cell phone checked & working at shop: _____ (Lone workers to initial)

Customer Name & phone: _____ # _____

Additional Customer Contact # _____

Address/location of Jobsite: _____

Directions to Jobsite: _____

Contact Intervals

The time when contact is to be made will be entered & the supervisor will initial that those contacts were made.

1st Arrival at site _____ 2nd _____ 3rd _____

4th _____ 5th _____ 6th _____

7th _____ 8th _____ 9th _____

10th _____ 11th _____ 12th _____

ETA Back to shop: _____

Supervisors Actions

This is a description of the actions that the supervisor made if the lone worker did not maintain the contact intervals or if the form was passed on to another supervisor.

Lone Worker x _____

Supervisor/foreman: x _____ / _____ / _____
Month day year

Musculoskeletal Injury Prevention Policy – 21



(Written by Peter Walker Dec. 10, 2009, rev'd April 14/10 reviewed by Kara McCartney & approved by Jeff Nicolajsen)

The goal of this policy is to protect personnel from musculoskeletal injury (=MSI). From WCB board statistics it appears that MSI make up a very large portion of lost time injuries at the workplace for this reason SIL takes the matter of MSI seriously.

The MB WS&H Reg. defines a MSI as an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue, including a sprain, strain, or inflammation that may occur to a worker in a workplace & that is caused or aggravated by any of the following:

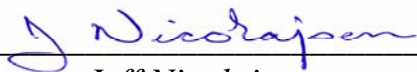
- (a) a repetitive motion;*
- (b) a forceful exertion;*
- (c) vibration;*
- (d) mechanical compression;*
- (e) a sustained or awkward posture;*
- (f) a limitation on motion;*
- (g) any other factor that creates a risk of MSI*

*Information & education about MSI is presented at Tool Box Meetings **& provided as handout material.***

The injury logs indicate that back injuries & sprains are the most prevalent MSIs affecting SIL.

*All personnel are **instructed** to read or re-read the booklet “Back to Basics” (copies are available in the lunchrooms & supervisor’s offices) **& Understanding the risks of MSI, an educational guide for workers on sprains, strains & other MSIs.** When performing “Manual Lifts”, personnel are instructed to seek help or reduce the weight of the load to avoid strains & to use your legs, not your back, to lift. **Personnel are to read all Hazard Assessments & note that Manual Lifting is a Hazard & the control strategies must be followed.***

Personnel are required to follow good housekeeping practices as housekeeping issues are often related to slips, trips & falls & the sprains, strains & other & MSIs they cause.



Jeff Nicolajsen

July 6, 2010

Date

Workers Rights– 22



(Written by Peter Walker Feb. 23, 2010, reviewed by Kara McCartney & approved by Jeff Nicolajsen)

The purpose of this policy is to ensure that workers are familiar with their basic workers rights as outlined in the Manitoba Workplace Safety & Health Act W210, 10/02 & Regulation, 217/2006 (hereinafter referred to as Act & Reg.). The basic rights include: “The right to work in a safe & healthy work environment”, “The Right to Refuse Dangerous Work”, “The Right to Know About Hazardous Conditions” &” The Right to Participate in the Safety & Health Program”.

Detailed information on workers rights & all legislation pertaining to the workplace can be found in the Act & Reg. & all personnel are asked to become familiar with it. Copies of the Act & Reg. can be found in several locations including the shop lunchrooms, supervisor’s offices & in the field supervisor’s safety binders. If you have any trouble locating a copy of the Act & Reg. see one of the Worker Safety Representatives, a supervisor or the Safety Coordinator.

Right to Refuse {see 43(1); also see 43(2) to 43.3(2) of the Act}

A worker has the right to refuse to work or do particular work at a workplace if he or she believes on reasonable grounds that the work constitutes a danger to his or her safety or health or to the safety or health of another worker or another person.

A person who refuses to work or do particular work under section 43 shall promptly report the refusal & the reasons for the refusal to his or her employer or immediate supervisor, or to any other person in charge at the workplace

Right to Know {see 4(2) (c), also see 4(4) & 4.1(b) of the Act}

An employer must provide to all his workers such information, instruction, training, supervision & facilities to ensure so far as is reasonably practicable the safety, health & welfare at work of all his workers.

Right to Participate {see 7.4 (1) to 7.4(8) & 40(1) to 41.3(2) of the Act, also see 3.1(1 to 3.14 of the Reg.)

You have the right to participate in the safety program. This means that you are responsible to voice your comments & concerns about matters pertaining to workplace safety & health at Tool Box Meetings either during the meeting, through a Worker Safety Rep., or via the suggestion box. Your concerns & comments pertaining & health to safety may also be raised at Safety Committee Meetings through your worker Safety Rep. It is only through the participation of workers that an effective Safety Committee is formed. With that in mind it is your responsibility to run for election to the Safety Committee when called on to do so.

A handwritten signature in blue ink that reads "J Nicolajsen".

Jeff Nicolajsen

July 6, 2010

Date

Safety Committee – 23



(Written by Peter Walker Mar. 11/10, reviewed by Kara McCartney & approved by Jeff Nicolajsen)

This policy is designed to address matters pertaining to the SIL Safety Committee (hereinafter referred to as SC) & define the responsibilities of SC Members. The SC will be composed of a minimum of nine members.

SC Membership: *SC Worker Safety Representatives (hereinafter referred to as WSR) are to be elected by the workers. Elections will take place during a Tool Box Safety Meeting & voting will be in the form of a show of hands. Management, at its discretion, will appoint members to serve on the SC.*

Term of Office: *SC Members (WSR & management appointees) are to serve for two years & will continue to hold office until re-elected or re-appointed or a successor is elected or appointed in their stead.*

Quorum: *A quorum will be established when ½ of the WSRs & ½ of the management appointed SC Members are present. On matters requiring a vote there will be a minimum of one more WSR than management appointed SC members eligible to cast a ballot. Voting will take place during a SC Meeting & will be done by a show of hands.*

Agenda: *An agenda indicating the date, time & location for each meeting will be posted a minimum of three days prior to the SC Meeting date. The date of the SC Meeting will be announced at the Tool Box Meeting that precedes the SC Meeting & all workers will be asked to voice any safety concerns at the SC Meeting through their WSRs.*

Meetings: *The SC will meet a minimum of four times per year. The intervals between meetings will not exceed three months. A Co-chair or WSR may call a special meeting to address matters of an urgent nature such as serious incidents, accidents, dangerous occurrences or matters believed to constitute a serious risk to the safety or health of a worker or other person.*

Meeting Rules: *The minutes of the previous meeting will be discussed & all unfinished business &/or will be given a completion date. Agenda items will be tabled the co-chair will recognize any & all persons who wish to comment on the agenda items. This will be followed by an open discussion where the co-chair will recognize all persons who wish to address the meeting in an orderly unbiased fashion. All persons who wish to speak will wait to do so until recognized by the co-chair. The meeting will stay in session until all wishing to be heard have had an opportunity to speak or a vote is taken to adjourn*

Meeting Minutes & Distribution: *Copies of SC Meeting minutes will be posted on the Safety Bulletin Boards in the shops & all SC members will receive a copy of the meeting minutes. Copies of the minutes will be recorded in a form acceptable to MB WS&H, sent to WS&H within ten days of each SC Meeting & kept in SIL files for a minimum of ten years.*

A handwritten signature in blue ink that reads "J Nicolajsen".

Jeff Nicolajsen

July 6, 2010

Date

Safety Committee 23 (cont'd)

RESPONSIBILITIES:

Management

- Will regularly attend SC Meetings & work in a spirit of consultation & cooperation with the SC & workers through the WSR.
- Provide Safety Bulletin Boards for the exclusive use of the SC in prominent locations at each shop that are easily accessible to all workers.
- Pay SC members at their regular rate or premium rate of pay (whichever is applicable) for all time spent carrying out his or her duties as a SC member.
- Upon receipt of written recommendations from the SC regarding matters that may pose a danger to the safety or health of any person will respond in writing to the SC no later than 30 days after receiving the written recommendations unless all recommendations have been implemented within 30 days of receiving the recommendation. The response must contain a timetable for implementing any recommendations deemed acceptable &/or give reasons why the recommendations are not acceptable. {see MB WS&H Act 41.1(2) to 41.1(6)}

Safety Coordinator

- Participates in the SC & regularly attends committee meetings.
- Executes all shop incident investigations & correspondence with Workplace, Safety & Health officials.
- Coordinates incident investigations for field jobs.
- Keeps all personnel informed of all lost time injuries, & all other safety related information including Investigation reports, Inspection reports by postings & distribution of meeting minutes, SC Meeting & Tool Box discussions.
- Post a list of all SC Members on the Safety Bulletin Boards & distribute the list to all field supervisors.

Field Supervisors

- On field jobs where are not reasonably practicable the field supervisor will keep all SC postings in a location easily accessible to all workers & inform all workers where they are to be kept.

Safety Committee Members

- Listen, consider & utilize all channels to resolve any legitimate safety & health concerns or complaints raised by workers
- Record & raise any legitimate worker safety & health concerns that you are unable to resolve immediately at Tool Box &/or at SC meetings.
- Participate in identifying risks to workers & others (Hazard Analysis).
- Perform regular inspections
- Participate in incident/near miss investigations
- Develop & promote safety & health (assist in the development of Safe Work Practices & Procedures etc)
- Co-operate with the Safety Coordinator to maintain safety records including those associated with the disposition of the safety & health concerns of workers
- Co-operate with Safety & Health Officers (WSH, Workers Comp)
- Assist in the development & promotion of safety & health education & information

Subcontractor Policy – 24



(Written by Peter Walker May 7/10, reviewed by Kara McCartney & approved by Jeff Nicolajsen)

The main goal of the SIL safety program is to eliminate all workplace incidents, to preserve the environment & to review & incorporate new & more efficient safety procedures that allow SIL to operate at peak productivity while in no way sacrificing the health & safety of any person or causing avoidable damage to the environment for sake of expediency. At SIL incident prevention is a shared responsibility that is to be promoted by all SIL personnel, subcontractors & all others involved in our projects. It is understood that every project, from the smallest to the largest, will be undertaken with safety as the top priority with an attitude of no tolerance to incidents or environmental damage.

The criteria for selecting subcontractors will be current good standing as a COR or SECOR contractor or a Safety Program that conforms to COR/SECOR.

A handwritten signature in blue ink that reads "J Nicolajsen".

Jeff Nicolajsen

July 6, 2010

Date

SIL Subcontractor Policy #24 (cont'd)

Responsibilities

SIL Management:

- Pre-qualify all subcontractors through review of subcontractor safety programs, safety training & safety statistics
- Ensure program meets acceptable criteria such as COR or SECOR
- Ensure subcontractors are included in pre-job meetings
- Ensure subcontractors participate in jobsite safety orientations
- Ensure subcontractors conduct jobsite Hazard Assessments & Inspections as set out in COR/SECOR & provide documentation of these on a daily basis
- Ensure a subcontractor representative is invited to all Tool Box Meetings & that copies of meeting minutes are made available for subcontractor posting
- Conduct a post-job assessment of each subcontractor's safety performance

Subcontractor

- Will submit to SIL subcontractor safety programs, safety training & safety statistics for review by SIL
- Will conduct their operations for SIL with an attitude of no tolerance to incidents or environmental damage.
- Will educate their employees on the laws that govern safe work where it is being performed.
- Will provide any & all training to their personnel to perform tasks & operate tools & equipment that is deemed necessary by the authority having jurisdiction & submit documentation of that training if requested by SIL.
- Will ensure all subcontractor employees, management & agents wear any & all PPE stipulated by SIL &/or the authority having jurisdiction.
- Will provide training in the proper use, maintenance & inspection of the stipulated PPE & provide documentation upon SIL request that all subcontractor employees, management & agents have been trained in the proper use, maintenance & inspection of the stipulated PPE.
- Are required to conduct their own Formal, Informal, PPE & Tool & Equipment Inspections & HA and submit them to SIL upon request.
- Are required to conduct HAs & submit them upon request to SIL.
- Ensure there are Safe Work Practices & Safe Work Procedures for all tasks, equipment or tools to be used while exercising their contractual obligations to SIL & all Subcontractor employees, managers, supervisors or agents are trained in & adhere to those Safe Work Practices & Procedures.
- Submit a list of Safe Work Practices & Procedures specific to SIL upon SIL request.
- Report all incidents & near misses to SIL by the fastest means of communication available.

SIL Subcontractor Policy #24 – Responsibilities, Subcontractor (cont'd)

- Conduct investigations &/or provide information, participate & assist in all investigations where & when requested by the SIL Safety Coordinator, SIL Management or Workplace Safety & health Division Officials as required by legislation & report the results of the investigations to SIL upon request.
- Report any spills or conditions that may lead to or have a negative impact on the environment to SIL by the fastest means of communication available.
- Will have an onsite a “spill kit” appropriate & adequate to contain or clean up (as necessary) any & all materials brought onto site by the sub-contractor that may have a negative impact on the environment if spilled.
- Will obtain a copy of SIL Safe Work Procedure #44 c “Spills/Environment” & follows this procedure in the event of a spill
- Participate in all safety or Tool Box meetings when notified to do so by SIL.
- Submit all pre-job safety inspections & keep SIL advised of any changes to these hazardous conditions.
- Advise SIL of all Subcontractor personnel taking part in SIL projects & their classifications.
- Provide copies of all MSDS, inspections, Safety Committee & Tool Box meetings, required permits & any WS&H orders to SIL upon request.