

HEALTH & SAFETY MANUAL

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1. INTRODUCTION TO MONTGOMERY POWER MANAGEMENT INC.

This handbook is intended to inform Montgomery Power Management Inc. Employees and Contractors of workplace hazards, basic safety requirements and general safe work practices.

For more detailed information, or to report corrections, changes or additions to this handbook, please contact one of the Safety Coordinators.

2. HEALTH & SAFETY POLICY STATEMENT

The goal of Montgomery Power Management Inc. is to be successful in providing an accident free work place for everyone employed within and involved with the company. Montgomery Power Management Inc. is committed to safety as an integral part of its operations. All employees and management of Montgomery Power Management Inc. are responsible for the development and maintenance of our safety program by:

- Complying with all regulatory requirements.
- Providing a safe work environment
- Communicating all safety hazards to employees, contractors and visitors.
- Providing training and equipment to employees.
- Limiting the impact of activities on the environment as much as practicable

Montgomery Power Management Inc. Ltd. is dedicated to its participation in the Partners for Safety Program, administered by the Alberta Government. Montgomery Power Management Inc. safety program is handled through established procedures developed to meet our commitment to operational excellence.

John Montgomery

Date

President

Montgomery Power Management Inc. Inc.

3. ADMINISTRATION:

1. WORKING LANGUAGE:

Unless determined by regional or site specific requirements, English is the working language at Montgomery Power Management Inc. To ensure clear communication of the Health & Safety (H&S) program and protect the health and well-being of personnel, all employees must be capable of reading, writing, and comprehending the working language.

2. REPORTING WORKPLACE INJURIES AND ACCIDENTS:

All accident, injuries, illnesses and near misses must be reported to a Montgomery Power Management Inc. Safety Coordinator as soon as reasonably practicable.

The Occupational Health and Safety Act requires workplace injuries and incidents to be reported to the nearest Workplace Health and Safety Office if they:

- Result in death,
- Cause a worker to be admitted to hospital for more than 2 days,
- Involve an unplanned or uncontrolled explosion, fire or flood that causes or has a potential to cause a serious injury,
- Involve the collapse or upset of a crane or hoist,
- Involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

This reporting is separate from any other kind of notice that employers may be required to give to the Workers' Compensation Board or local authorities.

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3. REPORTING TO WCB:

An injured worker needs to complete and submit a "Worker's Report of Injury or Occupational Disease" as soon as possible after the injury or illness. Montgomery Power Management Inc. will provide detailed instructions and copies of these forms.

The employer has 72 hours to complete and submit an "Employer's Report of Injury or Occupational Disease" form after receiving notice or knowledge of an injury or illness that disables or will likely disable a worker beyond the date of accident.

4. DISCIPLINARY POLICY

Supervisors are required to discipline non-compliant behaviour. The method of enforcement shall be proportional to the infraction. Any non-compliance with Montgomery Power Management Inc. drug and alcohol policy will result in immediate termination, whereas, PPE infractions will result in warnings that may culminate, not in dismissal, but suspension. Depending on the severity and/or frequency of an offence, disciplinary action will constitute one of the following actions.

VERBAL

A warning administered verbally to the employee who has violated company policy and thereby jeopardized theirs or someone else's safety. A written record of the infraction and of the verbal warning issued will be kept in the employee's file.

DOCUMENTATION

A written warning shall be given to the employee that documents the violation. It shall also include subsequent actions to be taken if non-compliance continues. A copy of the written warning will be kept in the employee's file.

SUSPENSION

An employee found non-compliant may be suspended from his/her duties for any specified time frame. Documentation shall accompany this action that outlines the reasons for suspension, the desired result and duration of suspension. Any suspension will be unpaid.

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DISMISSAL/TERMINATION

An employee may be dismissed from employment with the company. This action will only be considered following severe breaches of company policy, rules and/or regulations. (i.e. infractions of the substance abuse policy or conduct that endangers employees and/or equipment).

All disciplinary action will be at the discretion of management. Depending on the non-compliance issue of the employee, management may not be required to issue progressive discipline. Management will work with individuals to gain support for policy, rules and procedures in order to achieve the safest working environment for all. Variations from this written disciplinary policy may occur at the discretion of management.

Disciplinary Action for Interpersonal, Personal, and Property Related Incidents

Type of Incident	Severity Level		
	Low	Medium	High
Failure to wear PPE	X	X	
Breach of confidentiality/privacy	X	X	X
Inappropriate behaviour	X	X	X
Smoking in non-designated areas		X	
Smoking or use of non-intrinsically safe device in a “Hot Area”			X
Abuse of authority/abuse of trust/fraud/forgery		X	X
Discrimination		X	X
Mischief or wilful damage		X	X
Threats, verbal abuse, intimidation, or harassment		X	X
Misuse of company property or equipment		X	X

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Failure to follow Montgomery Power Management Inc. policies or procedures		X	X
Physical Assault		X	X
Possession of prohibited weapons, weapons deemed offensive, ammunition, explosives on Montgomery Power Management Inc. property or work sites		X	X
Failing to report incidents, accidents or near misses.			X
Theft of assets or proprietary information			X
Possession of stolen property			X

LOW SEVERITY

- 1st occurrence – documented oral warning and/or written reprimand
- 2nd occurrence – violation may be considered medium severity subject to pending situational review as outlined in this policy.

MEDIUM SEVERITY

- 1st occurrence – written reprimand
- 2nd occurrence – suspension from Montgomery Power Management Inc.’ premises or work sites pending an investigation and subject to discretion of management (minimum – 3 months, maximum – indefinitely)
- 3rd occurrence – suspension from Montgomery Power Management Inc.’ premises or work sites pending an investigation and subject to discretion of management (minimum – 6 months, maximum – indefinitely)

HIGH SEVERITY

- 1st occurrence - suspension from Montgomery Power Management Inc.’ premises or work sites pending an investigation and subject to discretion of management (minimum – 3 months, maximum – indefinitely)
- 2nd occurrence – suspension from Montgomery Power Management Inc.’ premises or work

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sites pending an investigation and subject to discretion of management (minimum – 6 months, maximum – indefinitely)

- 3rd occurrence – suspension from Montgomery Power Management Inc.’ premises or work sites pending an investigation and subject to discretion of management (minimum – 12 months, maximum – indefinitely)

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Disciplinary Action for Traffic Incidents

Type of Incident	Severity Level		
	Low	Medium	High
Failure to wear a seat belt	X	X	
Failing to obey posted signs/signals	X	X	
Parking in a “no parking” zone or blocking a fire hydrant	X	X	
Speeding (up to 20 km/hr over speed limit)	X	X	X
Speeding (21 to 40 km/hr over speed limit)		X	X
Speeding (40 km/hr over speed limit)			X
Failing to stop at a stop sign	X	X	
Failing to yield right of way at a cross walk	X	X	
Entering a restricted area without permission/permit		X	X
Driving without due care and attention	X	X	X
Careless driving			X
Failing to report an incident	X	X	X
Failing to yield right of way to emergency vehicles			X
Failing to obey security officer or flag person			X
Riding in the box of a truck on a road or highway			X
Driving under suspension			X
Driving under the influence of alcohol			X

LOW SEVERITY

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- 1st occurrence – documented oral warning and/or written reprimand.
- 2nd occurrence – written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 day.
- 3rd occurrence - written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 week.
- 4th occurrence - written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 month.

MEDIUM SEVERITY

- 1st occurrence – written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 day.
- 2nd occurrence – written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 week.
- 3rd occurrence – written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 month.
- 4th occurrence - written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for minimum 3 months to indefinite suspension from Montgomery Power Management Inc.’ work site(s).

HIGH SEVERITY

- 1st occurrence – written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for 1 month.
- 2nd occurrence - written reprimand and loss of driving privileges of Montgomery Power Management Inc.’ vehicles and equipment for minimum 3 months to indefinite suspension from Montgomery Power Management Inc.’ work site(s).
- 3rd occurrence – suspension from Montgomery Power Management Inc.’ premises or work sites pending an investigation and subject to discretion of management (minimum – 12 months, maximum – indefinitely)

5. SAFETY PROGRAM PERFORMANCE EVALUATION:

The Safety Coordinator will collect the data necessary to track the effectiveness and performance of the Safety Program. Data collected will provide a statistical representation of the number of lost time incidents, the number of potential incidents identified, the number of vehicle accidents including a breakdown of accidents involving injury, and/or property damage.

The safety program will be evaluated at least annually to assess the effectiveness of the program in protecting employee health and safety. Such evaluations will help identify strengths and weaknesses in the program so that appropriate action can be taken. The evaluation will include the following:

- a. Review of legislated updates,
- b. Review of any changes in employee's job responsibilities,
- c. Review of any new or modified equipment and/or processes, and
- d. A review of employee-training records, including new-hires, transferred or promoted employees.

Original source documents, records and reports, will be held at the main office.

6. COMMUNICATION:

POLICY STATEMENT:

The Health & Safety Policy Statement contained in Section 2 of this Manual will be prominently posted. Or available in the Health and Safety Manual in the case of a mobile or temporary site.

STATUTORY RIGHTS & RESPONSIBILITIES:

The statutory rights and responsibilities of workers, as legislated by the Occupational Health & Safety Act and the Workers Compensation Act, and described in Section 4.0 of this manual, are reviewed with each new employee during the Employee Orientation Process.

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H&S BINDERS AND EMPLOYEE HANDBOOK:

Where Posting Boards cannot be displayed, and personnel do not have access to the handbook, the company shall maintain a Health & Safety (H&S) Binder. The H&S Binder will, in an organized manner, house all information that would normally be displayed on the H&S Posting Board and/or the Employee Handbook. Employees also have access to all information online.

POSTING BOARDS

Posting (Safety Awareness) Boards shall be used where practical.

The Safety Awareness Board shall include as applicable:

- a. Emergency Reporting Procedures.
- b. Emergency Evacuation Procedures.
- c. Montgomery Power Management Inc. Health & Safety Policy.
- d. WHMIS information.
- e. Safety Meeting Minutes.
- f. Site Safety Inspections.
- g. Safety Bulletins.

The Safety Awareness Board may also include:

- a. Statistical data related to Safety Incidents / Accidents.
- b. Near Miss Incidents.
- c. Relevant Safety Awareness Posters.

7. SAFETY MEETINGS:

Montgomery Power Management Inc. shall conduct safety meetings on a regular basis to discuss procedures, hazardous conditions, and to encourage open discussion on safety topics. The frequency and format of these meetings may be established based on client requirements or the hazard level of the work being performed. Attendance at site-wide client safety meetings will constitute attendance of a safety meeting for Montgomery Power Management Inc. provided that workers still have the opportunity to bring up concerns and hazards.

Safety Meetings may take the form of Shop Safety Meetings, Pre-Job Safety Meetings, or scheduled management review meetings.

The contents of these meetings may include but are not limited to:

- a. Recent Incidents, Accidents or Near Misses,
- b. Areas of improvement identified from the Pre-Safety Meeting Inspection,
- c. Recent Corrective Action Report since the last safety meeting,
- d. The methods of performing a task,
- e. General safety requirements,
- f. Hazards likely to be encountered,
- g. Procedures to control hazards,
- h. Emergency response procedures,
- i. Communication requirements,
- j. Safety equipment required.

All formal safety meetings must be documented on the Safety Meeting Form or the On Site Safety Report and include a record of attendance.

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8. SIGNS:

Certain facilities or work sites may pose hazards to employees, contractors, or the public. Any such location must have adequate signs to inform all persons at or near the location of the potential dangers. Workers are expected to read and abide by all posted signage. Typical signage includes but is not limited to:

- a. No Unauthorized Entry.
- b. Hard Hat Area.
- c. Designated Smoking Area.
- d. Hearing Protection Required.
- e. Eye Protection Required.
- f. Safety Boots Required.

4. RESPONSIBILITIES:

All employees of Montgomery Power Management Inc. have responsibilities specific to their role in the company. The responsibilities of the workers are also shared amongst all employees unless a responsibility specific to their position supersedes it. The additional responsibility of being aware of the responsibilities that apply to each person is an implied responsibility that belongs to all employees.

1. COMPANY RESPONSIBILITIES:

- a. To provide for safe and healthy work conditions for all employees, contract employees, and the public.
- b. To ensure all legislated requirements are met or exceeded.
- c. To provide and maintain a corporate Health & Safety (H&S) Policy that directs; disseminates information; and identifies training requirements and administrative process improvements.
- d. To provide for continuous improvement of the Health & Safety Program by way of review, audit, and participation in third party programs.
- e. To ensure employees and contractors know the company's expectations.
- f. To provide sufficient time for employees or contractors to do their jobs properly.

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- g. To communicate important health and safety information.
- h. To ensure training needs are identified and met.
- i. To evaluate and monitor employee performance and adherence to H&S program; and where appropriate, apply disciplinary sanctions against employees that violate Montgomery Power Management Inc. policy; the Occupational Health & Safety / Worker's Compensation Acts or Regulations.

9. CONTRACTORS AND SUBCONTRACTORS RESPONSIBILITIES:

- a. To insist on safe performance throughout their operations by ensuring their employees are competent to do their work properly.
- b. Ensure their employees comply with Montgomery Power Management Inc. safety rules and expectations including pre-job meetings and hazard assessments.
- c. Ensure programs and operations, in which they are involved, comply with contractual and regulatory requirements.
- d. Ensure that all safety incidences are reported to the appropriate authority
- e. Ensure sufficient time and resources are provided to enable employees to do their work properly.
- f. Ensure sufficient WCB coverage
- g. To insist that all employees participate in the appropriate site orientation process to the satisfaction of the customer.

2. MANAGEMENT RESPONSIBILITIES:

- a. Insist on performance and behaviour that meets the standards of Montgomery Power Management Inc. Safety Program.
- b. Encourage employee involvement in safety by demonstrating management's commitment.
- c. Ensure company, contractor and subcontractor operations carried out within their area of responsibility comply with government safety requirements as well as any client mandated safety requirements.
- d. Ensure adequate supervision is provided at the worksite.

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- e. Ensure accidents and incidents are reported and investigated and corrective actions are taken to prevent a recurrence.
- f. Ensure appropriate and well-maintained safety and/or other equipment, required for each job, is provided.
- g. Ensure workers are competent and adequately trained or qualified to perform their work.
- h. Ensure ongoing additional training needs are identified and met.
- i. Promote a safety culture.

10. DIRECT SUPERVISION RESPONSIBILITIES:

Maintain a safe worksite by ensuring:

- a. Employees know what is expected of them.
- b. Competencies are identified and training is provided as necessary.
- c. Ensure labels and signs are visible.
- d. Hazards are identified and removed where possible.
- e. Unsafe conditions and behaviour are corrected immediately.
- f. Only safe work practices are used.
- g. Appropriate equipment is available and well maintained.
- h. Regulatory requirements are met.
- i. Employees know and are prepared to deal with the hazards of their work and any specific hazards on the worksite.
- j. Personal protective equipment is available, properly used, stored, maintained and replaced when necessary.
- k. All accidents and incidents are reported.
- l. Employees are only assigned to tasks within the bounds of their training

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11. EMPLOYEE OR CONTRACT EMPLOYEE RESPONSIBILITIES:

It is your responsibility to protect yourself, fellow workers, the public and the environment by:

- a. Becoming thoroughly familiar with the Safety Program and by actively participating in the program's development and maintenance.
- b. Working in compliance with the Occupational Health & Safety / Worker's Compensation Acts or Regulations and Montgomery Power Management Inc. safety requirements.
- c. Knowing your rights, including the right to refuse to perform work when unsafe conditions exist (as defined in the Occupational Health and Safety legislation) or when you are not competent to perform the task.
- d. Reporting to your supervisor any potential hazards.
- e. Immediately reporting all accidents, incidents, injuries or illnesses.
- f. Using all required personal protective and safety equipment.
- g. Participating in all training offered by Montgomery Power Management Inc. , either on or off the worksite.
- h. Checking tools and equipment, including personal protective and safety equipment, for hazards before using them.
- i. Knowing the location, type and operation of all emergency equipment related to your specific job.
- j. Understanding that working safely is a condition of employment and that Montgomery Power Management Inc. expects you to use common sense at all times.
- k. Participate in hazard assessments prior to all new tasks.
- l. Being aware of personal limitations, both physical and intellectual, and making the supervisor aware of those limitations.

12. VISITOR'S RESPONSIBILITIES:

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- a. Visitors entering Montgomery Power Management Inc. work locations must follow the instructions of Management, their designate or personal escort.
- b. Personal protective equipment must be worn as and when required.
- c. Visitors are not allowed to walk about a worksite unescorted.

13. SAFETY TEAM'S RESPONSIBILITIES:

- a. Ensures that safety meetings are carried out at each shop.
- b. Ensures safety inspections are properly conducted.
- c. Ensures safety training is current.
- d. Responds to safety concerns and recommendations.
- e. Addresses accidents/incidents.
- f. Maintain health and safety manual

5. SAFETY RULES

1. ALCOHOL AND DRUGS

- Do not report for work under the influence of alcohol or illegal drugs.
- Do not use alcohol or illegal drugs while on the job or in company vehicles.
- Notify your Manager if you are taking prescription drugs or over-the-counter drugs that may affect your work.
- Urinalysis may be required for new employees
- Urinalysis may be required post-incident

2. DRIVING

- Company vehicles/equipment will be operated per posted speed limits, regulations.
- Wear seat belts at all times.
- Always walk around the vehicle/equipment before starting out.
- Weekly vehicle inspections must be performed and documented
- Employees will be responsible for the full financial liability of any tickets issued when the vehicle is not operated in accordance with this policy.

3. SMOKING

- Smoking is permitted only in designated areas.
- Cigarette butts should be disposed of appropriately and not left on the ground.

4. GENERAL HOUSEKEEPING

- Keep your work area clean and free of debris.
- Clean up spills promptly and properly.
- Store all tools and equipment in proper locations.
- Return all unused materials to the proper location
- Place garbage and waste materials in appropriate containers.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees, contractors and visitors must wear and maintain the following as per the Employee Handbook:

- CSA grade #1 safety boots
- CSA approved safety glasses in the shop area.
- Ear protection appropriate to the site
- Hard hat appropriate to task
- High Visibility Clothing appropriate to the site
- Gloves appropriate to task
- Fire-resistant clothing if appropriate to the task

6. PERSONAL AUDIO DEVICES

- Personal Audio Devices, (MP3, CDs, Headsets,) are not allowed to be used on the Shop floor at any time.

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7. CELL PHONES

- Personal cell phones are not allowed to be used on the Shop floor except at Break times

6. VEHICLE SAFETY

1. SPEED LIMITS

- Observe all posted speed limits. These limits are set for ideal conditions. Adjust your speed to suit the road and weather conditions.
- Devices such as radar detectors shall not be transported or used in any company vehicle.

2. SEAT BELTS AND PASSENGERS

- All occupants of company, contractor and visitor vehicles shall wear seat belts, whenever that vehicle is in motion. It is the responsibility of the driver to ensure that all occupants are secured by seat belts before the vehicle is put in motion.
- No passenger shall be allowed to ride on or in any part of a vehicle that does not have properly attached seats and belts or other approved restraint systems.

3. WINDSHIELD AND LIGHTS

- Windshields shall be free of cracks in the driver's line of sight, and should be kept clean, both inside and outside, so that visibility is not affected.
- If the vehicle is not equipped with running lights, headlights must be used at all time that the vehicle is in motion.

4. EMERGENCY EQUIPMENT

- All company vehicles that operate on a worksite will be equipped with a fire extinguisher and a first aid kit.
- Any other customer required equipment (i.e. beacon or back-up alarm) will be used as required

5. CARGO

- Tools, parts, or other loose and unsecured objects, shall not be carried in the same compartment as the driver or passenger. Cargo must be stored in such a manner as to prevent movement during transport.

7. PERSONAL PROTECTIVE EQUIPMENT

1. GENERAL:

Employees shall wear the personal protective equipment (PPE) as mandated by the Occupational Health & Safety Act and Regulations, by Montgomery Power Management Inc. by our Customers, or as documented in Safe Work Practices or Safe Job Procedures. When particular PPE is required by a client, the higher standard shall be adhered to.

2. CLOTHING

When coveralls are used, they must be worn properly and not altered in any way. Coveralls should be cleaned regularly, not only for comfort, but also to prevent damage to clothing or the body from chemicals that may have been splashed on them. Coveralls should be regularly inspected for tears and mended or replaced as needed. Fire resistant coveralls must be repaired using appropriate fire resistant materials.

3. FOOT PROTECTION

CSA approved (Green triangle puncture resistant sole shoes with a steel or composite toe) safety footwear at least 8" high with ankle support must be worn in all operating, mechanical, and/or customer site areas. Exceptions may be made for 6" high safety footwear pending approval by a supervisor. Safety footwear must be properly laced at all times and no metal or composite material can be showing on the toe.

4. EYE PROTECTION

CSA approved safety eye glasses with side shields must be worn in all operating, mechanical, and/or customer site areas when the nature of the work is such that it may result in injury to the eyes, or where directed by a supervisor or by written work procedures.

Contact lenses shall not be worn where vapors, projectiles, dust or other materials are present that could harm the eye or be absorbed by the contact lenses. If there is a possibility that the employee might wear a self-contained breathing apparatus device (SCBA), contact lenses are prohibited.

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5. HEARING PROTECTION

Montgomery Power Management Inc. will make all appropriate efforts to reduce noise but, hearing protection may be required on the work site. Notices to this effect shall be posted at all access points to the identified areas when reasonably practicable. Employees are expected to exercise caution and personal judgement when exposed to high noise levels. When in doubt, wear hearing protection.

6. RESPIRATORY PROTECTION

Where danger exists from reduced oxygen content of the air, or from airborne toxic contaminants exceeding the occupational exposure limits, an approved respirator, or self-contained/supplied air-breathing device must be worn. All employees who wear respiratory protection must be fit tested for the particular brand and size of respirator they will be using.

7. HAND PROTECTION

Rubber or neoprene gloves must be used when handling corrosive or toxic chemicals: cotton, wool, or leather gloves may be used for routine work. Cut-resistant gloves must be worn at all time if you are cutting or handling sharp-edged objects.

8. HARD HATS

Hard Hats must be worn anytime that there is a chance of falling objects, or where it indicates that it is mandatory to use. Names should be clearly marked on the hardhat. Hardhats should be regularly inspected for damage.

9. FACIAL HAIR

Facial Hair must not interfere with Respiratory Protection at any time.

8. ENVIRONMENTAL HAZARDS

Montgomery Power Management Inc. reserves the right to halt all work if environmental hazards are deemed to be a significant risk to the health and safety of employees. This includes extreme temperatures as well as storms.

9. SAFE WORK PRACTICES

Safe Work Practices and Safe Job Procedures are kept in a separate binder.

10. HAZARDOUS MATERIALS:

1. GENERAL RULES

Know the hazards of the material you are working with and the proper handling procedures.

- a. Use approved equipment and the recommended protective clothing including labelled safety containers, when handling flammable and hazardous chemicals.
- b. Read the manufacturer's instruction label and know what to do in case of an emergency.
- c. Review the Material Safety Data Sheet (MSDS) that provides information on the materials used on your job.
- d. Ensure portable containers are marked with the appropriate symbols
- e. Keep containers closed when not in use.
- f. Dispose of hazardous material only as instructed by your supervisor in an environmentally friendly manner. Never pour gasoline, kerosene or any flammable liquid into a sewer or drain, as the fumes may cause a fire or explosion.
- g. Ground drums of low flash flammable liquids to prevent ignition through static electricity.
- h. Establish a metal contact between the two containers (bonding), in addition to a ground, when transferring low flash flammable liquids from one container to another.
- i. Never use gasoline, solvents or degreasers' to clean your hands. These chemicals can cause skin irritation and dermatitis.
- j. Wash your hands and face thoroughly, and clean your fingernails before eating if you work with chemicals.

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MATERIAL SAFETY DATA SHEETS:

All controlled products or chemicals used in the shop or offices must have a Material Safety Data Sheet (MSDS) or an Safety Data Sheet (SDS) available. Supplier labels or workplace labels must be attached in accordance with the applicable chemical hazard regulations.

Ensure you are familiar with the WHMIS and GSH symbols and their associated hazards.









UNFAMILIAR CHEMICALS:

Before handling any unfamiliar controlled products or chemicals, review the Material Safety Data Sheet for that particular product! Do not use an unfamiliar product if the MSDS sheet is not available.










2. RELEASE OF HAZARDOUS MATERIALS

The release of any amount of hazardous materials must be documented and reported. Reporting to Alberta Environment (1-800-222-6514) will occur in conjunction with client requirements and the Canadian Environmental Protection Act. Accidental releases will be contained by the method listed in the MSDS. All accidental releases must be reported immediately. Failure to do so may result in removal of a subcontractor from site and up to dismissal for an employee.

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Class A	Compressed Gas	
Class B	Flammable and Combustible Material	
Class C	Oxidizing Material	
Class D	Poisonous and Infectious Materials:	
	1. Materials causing immediate and serious toxic effects	
	2. Materials causing other toxic effects	
	3. Biohazardous Infectious material	
Class E	Corrosive Material	
Class F	Dangerously Reactive Material	

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GHS - Hazard Pictograms and Related Hazard Classes		
		
Explosing Bomb <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic Peroxides 	Corrosion <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Flame Over Circle <ul style="list-style-type: none"> • Oxidizing gases • Oxidizing liquids • Oxidizing solids
		
Gas Cylinder <ul style="list-style-type: none"> • Gases under pressure 	Environment <ul style="list-style-type: none"> • Aquatic toxicity 	Skull & Crossbones <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)
		
Exclamation Mark <ul style="list-style-type: none"> • Irritant (eye & skin) • Skin sensitizer • Acute toxicity • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer (non-mandatory) 	Health Hazard <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides

11. EMERGENCY PREPAREDNESS

1. IDENTIFYING POTENTIAL EMERGENCY SITUATIONS:

Managers in all work locations, in conjunction with the Safety Coordinator, will identify possible emergency situations that may affect the work site and ensure an appropriate response is detailed and communicated to all employees. The response shall include duties and responsibilities, emergency contact information, emergency equipment that may be required, evacuation procedures and post-incident follow-up requirements. The Emergency Response Plan (ERP) shall be posted in a prominent location. If a client has their own ERP, that shall take precedence over a Montgomery Power Management Inc. ERP.

Possible emergency occurrences include such things as:

- a. Injury accidents,
- b. Fire,
- c. Power failure,
- d. Severe weather conditions,
- e. Explosion,
- f. Workplace violence,
- g. Release of toxic products, or
- h. Natural disasters.

2. CONTINGENCY PLANNING:

Contingency planning is important and should include:

- a. Local fire and police department telephone numbers should be posted beside each telephone in the building.
- b. The names and telephone numbers of tenants and neighbors of surrounding buildings and businesses should be current and posted in the shop.
- c. Provision for proper fire fighting equipment.

3. RELEASE OF HAZARDOUS MATERIALS AND/OR EXPLOSIONS:

In the event of an unplanned surface detonation or unexpected release of hazardous materials, the following guidelines are recommended:

- a. Clear personnel from the area to a predetermined safety spot.
- b. Sound the alarm to co-workers, supervisors and required emergency response groups.
- c. Determine if any personnel:
 - i. Are missing,
 - ii. Have been injured.
- d. Assess whether any further hazard from secondary explosions, fire, gases or structural damage exists.
- e. Rescue victim(s) only if safe to do so and with use of proper safety equipment.
- f. Provide first aid as required.
- g. Ensure all remaining personnel in the area are using the proper P.P.E.
- h. Obtain professional medical and emergency help.
- i. Remove all source(s) of additional fire/explosions (only if there is no risk of personal injury).
- j. Create safety zone to cordon off area affected.

4. FIRE AND INJURY ACCIDENTS:

The best fire management strategy is a sound prevention strategy,

- a. Maintaining good housekeeping standards
- b. Having and complying with all established handling and storage procedures, and
- c. Having properly maintained transport equipment and vehicles

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- d. In the event a fire or injury accident occurs. Employee(s) on the scene should:
- e. Search for injured person(s).
- f. If serious injury, DO NOT move victim, unless there is a risk of further injury,
- g. Contact a certified First Aider,
- h. Attempt to control or extinguish the fire by means of local fire-fighting equipment until help arrives: however, DO NOT endanger yourself while fighting the fire. Evacuate to a safe location and call the local fire department – only to prevent the spread of fire beyond the property limits.
- i. If evacuation appears necessary, contact the Safety Coordinator or designate and the person on-call. Assist to ensure all other personnel are safely removed from the building,
- j. Assist with contacting external emergency services i.e. (911) and management.

VEHICLE ACCIDENT OR FIRE:

If a vehicle is involved in an accident or fire the driver of the vehicle shall:

- a. Comply with all requirements of provincial or municipal laws relating to highway accidents.
- b. Immediately notify the nearest local police.

5. NATURAL DISASTERS

This section identifies emergency activities for any of the following events, which are classified as Acts of God (Natural Disasters).

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Tornadoes	Forest Fires	Severe Thunderstorms
Severe Snow Storms	Earthquakes	Severe Lightning Strikes
High Winds	Dust Storms	Hail Storms
Flooding	Extreme Temperature Changes	

Employee(s) on Scene:

Respond appropriately to the circumstances including one or more of the following:

- a. If imminent danger, move injured worker(s) to safe location.
- b. Contact First Aider and assist in the treatment of injured worker(s).
- c. Contact the Safety Coordinator and/or Management.
- d. Remove hazardous materials (any flammable or combustible) from immediate area.
- e. Cordon off area to other than qualified emergency service personnel.
- f. Disconnect or power off all electrical services.
- g. Attempt to remove other materials when these may add fuel to a potential fire (only if there is no risk of injury).
- h. If appropriate, move vehicles and any other transportable items to safety.

6. FIRST AID

There will be a minimum of one Montgomery Power Management Inc. employee with their Standard First Aid on each site.

All Montgomery Power Management Inc. work trailers will have a complete First Aid Kit and eye wash station in the trailer.

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In the event that a person is injured on site and cannot transport themselves to an appropriate medical facility, the foreman or a designate will transport the injured person. In the event that a person is injured and it is feared that transportation will cause further damage, an ambulance will be called to transport the injured part to the hospital. It is expected that Montgomery Power Management Inc. personnel will use their First Aid training and common sense in order to determine the best method of transport to be used.

12. HEALTH & SAFETY EDUCATION / TRAINING

1. RESPONSIBILITY FOR TRAINING:

Department Managers and Supervisors are responsible for ensuring that all Health and Safety education and training meets legislated and corporate requirements. Employees should approach a Safety Coordinator to discuss training they feel would be beneficial. Training shall be carried out in accordance with the requirements specified in the established procedure:

- Identifying the competencies required to carry out a specific task,
- Ensuring the individual performing the task is competent based on their having the appropriate education, training, skills and experience,
- Evaluating the effectiveness of any training actions taken, and
- Maintaining appropriate records of education, training, skills and experience.

2. SAFETY COORDINATOR:

Safety Coordinators are responsible for the implementation and maintenance of Safety Programs at Montgomery Power Management Inc.

3. SAFETY ORIENTATION:

A detailed safety orientation shall be given to all new, transferring employees or long term-contracted employees. Long-term employees will receive refresher orientations as the Health

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and Safety program changes. Employees will undergo all client mandated orientations as required.

Orientation training will consist of, but is not restricted to the following:

- a. Health and Safety Policy.
- b. Emergency response plans and evacuation.
- c. Legislated health and safety requirements.
- d. WHMIS (Right to know).
- e. Smoking areas and fire protection.
- f. Restricted areas.
- g. Worker's right and responsibility to refuse unsafe work.
- h. Right to participate.
- i. Early and safe return to work obligations.
- j. Review of the employee handbook.
- k. Injury and Accident Reporting procedures

Orientation is recorded on the "Employee Orientation Record" retained in the employee's personnel file.

4. SITE AND TASK SPECIFIC TRAINING:

During the on job training process, employees will be given specific safety training as it pertains to the work site or task. This training will be done as part of the site orientation.

Work site training will include as applicable:

- a. Customer's policies and procedures.
- b. Safety and health hazards of the job.
- c. Safe working practices, procedures and precautions

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- d. Site environmental policies and procedures
- e. Manual Material Handling Training
- f. Where applicable, the use, care and maintenance of personal protective equipment.
- g. If hazardous materials are present or used, provide training in the content, purpose and significance of the supplier and workplace labels, and of material safety data sheets (MSDSs).
- h. Where applicable, procedures for the safe handling, disposal, use and storage of product in use at the site
- i. Emergency Preparedness and Response.

As identified on the list of competencies, employees will be provided with training, either through internal means (on-the-job), or external training courses as applicable. A list of all training held by each employee is kept on Google Docs. The Safety Coordinator is responsible for keeping the records up to date. Inform the Safety Coordinator of completion of any training.

At a minimum, internal training will consist of:

- a. Safety requirements specific to the operation of equipment involved in performing the task,
- b. Use and care of any required PPE,
- c. Proper set up and operation of equipment,

Site and task specific training shall be detailed in the employee's Training Records and includes:

- a. The specific training course taken to achieve the required competency or the specific items covered during the on job training session,
- b. The period for which the competency is valid (if applicable),

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5. REFRESHER TRAINING:

Montgomery Power Management Inc. will conduct periodic refresher training in Health and Safety, WHMIS, and Right to Know legislation, as deemed necessary by the Safety Coordinator.

13. LEGISLATIVE REQUIREMENTS:

The purpose of the Occupational Health & Safety Act and the Worker's Compensation Act and Regulations is to protect workers from health and safety hazards on the job. The Acts were built upon the principle of an internal responsibility system, which requires employers and employees share responsibility for knowing what health and safety problems are present, then doing something about them.

The Occupational Health and Safety (OH&S) Act and Regulations, the Worker's Compensation Act and Regulations were created:

- To promote safe, healthy workplaces,
- To encourage safe, timely return to work, and,
- To provide insured benefits for workers injured on the job.

The following information is intended to provide a brief overview of some of the regulations that govern our industry.

1. RIGHT TO REFUSE WORK:

No worker is required to perform any task or job that would put that worker or any other worker in imminent danger. Imminent danger is one that is not normal for the worker's occupation.

You have the right and the responsibility to refuse work that you believe is dangerous either to your own health and safety or that of another employee. The Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal.

The basic steps for refusing unsafe work are:

- You refuse unsafe work,

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- Your supervisor and employee representative investigate,
- You return to work if satisfied OR,
- You continue to refuse,
- A Workplace Health & Safety Inspector investigates,
- You obey the results.

You cannot be punished for refusing work in accordance with the Act.

2. WORKING ALONE:

An employee is considered to be working alone if the employee works alone at a work site in circumstances where assistance is not readily available when needed. To ensure the safety of anyone in this situation, Montgomery Power Management Inc. will:

- a. Conduct a hazard assessment to determine the hazards/risks associated with this task,
- b. Eliminate or reduce the risks as described in Section 10.2 of this manual,
- c. Ensure employees are trained and educated in the associated risks and procedures to follow,
- d. Establish or ensure an effective means of communication is available to the employee
i.e. radio, telephone, etc.
- e. If electronic means of communication are not available, someone must check in on the employee working alone at a regular interval determined during the hazard assessment
(i.e. every 60 minutes)

14. HAZARD ASSESSMENT:

1. GENERAL:

The key to effective hazard assessment and control is recognition. All workers must take part in the hazard assessment process for their specific task. Some of the ways that hazards are identified are:

- a. Through the use of use of sampling equipment or hygiene testing.
- b. By using formal and informal inspections of the work areas and material storage areas.
- c. Through audits by comparing tasks to existing procedures.
- d. Through workplace safety committees where, through worker involvement, hazards can be identified from experience.
- e. Documentation of all hazard assessments to allow for future review.
- f. By monitoring injury and accident trends on our sites and throughout the industry.
- g. Through Safety Review Meetings held to discuss expected tasks, hazards and controls.
- h. Through the use of the task inventory and risk assessment.

Hazard Assessments must be performed prior to beginning any task. Special care should be paid to the hazard assessment process when any of the following will be involved:

- Live Electrical Work
- Manual material handling
- Working at heights
- Confined or Restricted Space
- Hot Work
- Working with chemicals
- Unfamiliar work

2. HAZARD CONTROL:

The key to effective hazard control is to ensure that controls are implemented, evaluated for effectiveness and monitored for compliance.

There are four common methods of hazard control that should be considered when presented with hazards:

Elimination:

Whenever possible, eliminate the hazard. This should always be the first option.

Administration Controls:

These types of controls generally deal with people. Though proper planning plays an important part in all hazard control, it is a must for administrative controls to be effective. Applications of administrative controls include such things as limiting the exposure of individuals to heat, cold, noise or hygiene hazards through worker rotation.

Engineering Controls:

These controls deal with design of equipment or systems to protect workers or protect against failure. Whenever practicable, this should be the first control applied. Applications of engineering controls include such things as:

- a. The installation of guards or barriers to restrict entry to a hazardous area.
- b. Installing ventilation systems to remove contaminants from a workspace.

Personal Protective Equipment (PPE):

This type of control generally protects the worker from coming into direct contact with the hazard, but does not eliminate or reduce the hazard.

PPE often is the most practical and common method of hazard control. PPE must be chosen specifically for the hazard and limitations of the PPE.

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Requirements for the use of PPE are described in the Section 5.3 of this manual.

3. HAZARD REPORTING:

It is everyone's responsibility to promptly report any hazardous conditions and to take all steps necessary to reduce or eliminate the hazard, including the temporary placement of warning signs, barricades etc. to prevent injury or accident, until such time as the situation can be permanently corrected.

It is everyone's responsibility to promptly report any incidents that result in injury; property or equipment damage; product loss; damage to the environment, or any near miss incident that could have resulted in any of these.

The aim of this responsibility is not to appoint blame, but to allow a thorough investigation, which may prevent a future occurrence of a similar incident.

If it is necessary to report an incident to a government agency, as described in Section 3.2, it may be necessary to secure the scene in order to preserve evidence as well as initiating the report.

4. HAZARD RANKING

Hazards should be ranked using the same ranking that is used on the FLHA.

Likelihood ↑	Very likely	Medium 2	High 3	Extreme 5
	Likely	Low 1	Medium 2	High 3
	Unlikely	Low 1	Low 1	Medium 2
	What is the chance it will happen?	Minor	Moderate	Major
		Impact →		

15. ACCIDENT / INCIDENT and NEAR MISS REPORTING:

1. GENERAL:

All accidents that result in injury or property damage and/or near misses must be reported.

2. VEHICLE ACCIDENTS:

If you are involved in an accident, refer to Montgomery Power Management Inc. Vehicle Accident Check List.

1. Keep calm.
2. Stop as soon as you can.
3. Offer assistance and give aid to the injured.
4. Call the appropriate law enforcement agency (local or regional police) immediately to report and accident resulting in injury to any person or motor vehicle damage.
5. If no personal injury is involved and damage is less than \$500, vehicles should be moved to clear the traffic flow.
6. Complete as much of the information in the Vehicle Accident Check List Book as possible, including names of witnesses.
7. Take picture of the accident scene and vehicles.
8. When Vehicle Accident Check List is complete, forward to the Safety Coordinator.

3. PERSONAL ACCIDENTS:

If you are injured as a result of an accident at work:

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1. **OBTAIN MEDICAL HELP:** Get proper first-aid treatment. NEVER attempt to treat yourself. NEVER attempt to remove foreign bodies from your eye, or anyone else's eye. Only properly trained first-aid personnel should do this.
2. **WRITE DOWN THE FACTS RELATED TO THE ACCIDENT OR INCIDENT -** include the names and contact numbers of any witnesses:
3. **COMPLETE THE PAPERWORK:** Once the "emergency conditions" have been addressed, and the basic information recorded, complete the WCB "Worker's Report of Injury Form" as soon as possible. Forward the WCB form to the Safety Coordinator. Report any subsequent absences resulting from an injury at work to your supervisor and to the Safety Coordinator.

16. NEAR MISS REPORTING:

1. GENERAL:

Near Miss Reporting is an early warning method for finding problems with the systems and work practices we use.

A "Near Miss" is an undesirable event or circumstance, which could have resulted in harm to personnel, property or an interruption in the performance of duties and responsibilities.

A Near Miss is:

- a. Tripping on a loose carpet, but not injuring yourself,
- b. Using faulty tools or equipment.

A Near Miss is NOT:

- a. A small Fire (incident),
- b. Damaged equipment (incident), or
- c. A cut, bruise, scrape or illness.

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Procedure:

- a. Whenever an employee observes or experiences a Near Miss incident, the employee will report the Near Miss to a foreman or a Safety Coordinator.
- b. If corrective action is required, the Safety Coordinator will assign the corrective action to the party responsible for taking the corrective action.
- c. The Safety Coordinator collects and reviews each “Near Miss” and maintains statistical records for trend analysis purposes.
- d. From the trend analysis of the data collected, the Safety Coordinator and members of the safety team will determine and implement appropriate corrective actions to address the cause(s) of these incidents.
- e. Where feedback is requested, the Safety Coordinator will follow-up every Near Miss in which the employee has identified him or herself.
- f. The Safety Coordinator will communicate dangerous conditions that may have contributed to a Near Miss occurrence to the appropriate personnel.
- g. The Safety Coordinator will communicate findings as required to Senior Management.

17. ACCIDENT / INCIDENT INVESTIGATION:

1. DEFINITIONS:

Work related injury or illness:

- a. Injury by accident or illness arising out of and in the course of employment.

Accident:

- a. An unplanned event that causes harm or damage.
- b. Unusual occurrence in the workplace that is due to a wilful and intentional act not being the act of the worker; a chance event occasioned by a physical or natural cause; and disablement arising out of and in the course of the employment.

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Incident:

- a. An unusual event that causes harm to people or damage to property.

Critical Injury:

An injury of a serious nature that:

- a. Places life in jeopardy.
- b. Produces unconsciousness.
- c. Results in substantial loss of blood.
- d. Involves the fracture of a leg or arm but not a finger or toe.
- e. Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
- f. Consists of burns to a major portion of the body.
- g. Causes the loss of sight in an eye.
- h. Affects the head or spine.

2. RESPONSIBILITIES:

Employees:

- a. Report any accidents, injuries, illnesses, property damage, fires, etc. immediately no matter how slight. Record all occasions where first aid supplies are used on the First Aid Record. Report all other incidents on the Corrective Action Report (CAR).
- b. Report all damage to buildings, products, machinery or property however caused.
- c. Report all spills of chemicals or undesired environmental releases.
- d. Report all incidents (near misses) with the potential for causing any of the above.
- e. Assist in investigations by providing accurate information as to their knowledge of the circumstances, causes and prevention of items reported.

Supervisors:

- a. Encourage the reporting of incidents, injuries, etc.
- b. Identify the appropriate investigation format to be followed.
- c. Notify persons as designated.
- d. Establish control of the accident site to ensure that evidence is not removed or altered beyond the minimum necessary to ensure care of injured persons and to prevent any additional injury or damage.
- e. Complete accurate and thorough investigations, working co-operatively with others involved in the investigation
- f. Take action on recommendations made as soon as possible and report on the status of recommendations to the Safety Coordinator.
- g. Follow-up on the availability of work of any employee off work on WCB.
- h. Review accident reports and take appropriate actions to ensure that similar accidents do not occur.
- i. Completes all WCB forms and maintains a central file of all active injury/illness situations.

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Safety Coordinator:

The Safety Coordinator is responsible for following up on all accident or incident reports to ensure the root cause has been identified and the corrective or preventive action taken is appropriate.

Where deemed necessary and appropriate by the Safety Coordinator and Shop Foreman, a visit may be conducted to facilitate the collection of data and supporting information required to determine the root cause.

Specific responsibilities of the Safety Coordinator include:

- a. Conducting investigations into all reported accidents or incidents.
- b. Initiating actions in response to recommendations from the investigation.
- c. Reviewing and responding to accident investigation reports.
- d. Participating in major accident occurrence investigations.
- e. Maintaining records of all accidents or incidents records.
- f. Providing copies of accident investigation reports to the supervisors, management, etc.
- g. Attending accident review meetings and reporting to management on the initial investigation and results.
- h. Completing accident investigation reports.
- i. Collecting and analysing accident statistics.
- j. Receiving and following-up on any Workplace Health & Safety Orders or Recommendations resulting from their investigations.
- k. Completes all WCB forms and maintains a central file of all active injury/illness situations.

3. PROCEDURE:

REPORTING:

An important consideration in an accident investigation is that an accident rarely has a single cause. Most often, an accident is the result of a number of contributing factors.

The basis of an accident investigation will be to:

- a. Ensure the accident scene is secured.
- b. Ensure government reporting requirements are fulfilled.
- c. Investigate accident causes.
- d. Prepare a report, which includes recommendations for corrective actions.

INCIDENTS (FIRST AID):

All first aid treatments are to be recorded on the First Aid Record. Once completed, a copy of the First Aid Record is forwarded to the Safety Coordinator where details are summarized for analysis purposes.

18. **ACCIDENT INVESTIGATION:**

Accident/incident investigations must be conducted where the following occur:

- a. Fatalities.
- b. Critical injuries.
- c. Fire, uncontrolled explosions, or hazardous materials release.
- d. Disabling injuries involving lost time, occupational illness, property or product damages.
- e. Non-disabling injuries requiring external medical attention.

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An accident investigation involves review of the occurrence or the alleged occurrence of a workplace accident or incident. Involvement by qualified employees is encouraged especially where on-site inspection is required and an analysis of causes and corrective measures may be required.

In the event of a fatality, disabling injury or explosion, an external investigator will be brought in.

In approaching the accident investigation a number of useful principles should be recognized:

- a. make no assumptions about the cause of the accident or the details involved,
- b. secure the accident site particularly where a critical injury or fatality has occurred.

The investigation should itemize the things that need to be explained and make a list of people who were present at the site of the accident who should be interviewed. This is the first opportunity to record evidence and time for photographs and measurements.

Take employee statements as soon as possible in person, by phone, etc. Ensure all written statements are dated and signed. Where required, ensure translation is available.

Anyone who has information relevant to the investigation should be interviewed. This includes eyewitnesses, workers on other shifts, technical experts, etc. Eyewitnesses should be interviewed first while details are still fresh in their minds.

Take witness statements focusing on who saw/heard something or did not and ensure this information is written and signed

The purpose of conducting interviews is to find out what witnesses know about an accident or about possible causes. In addition, interviewing individuals who should have known, heard or viewed an alleged accident is critical to verify the evidence provided by others. The interviewer should explain prior to starting an interview that the purpose is to collect information for reporting purposes and to prevent recurrence. Interviews should be conducted separately and privately. Interview questions should be simple and to the point. Ask what happened or what they know about the causes and possible causes of an accident. Don't tell the witness what to answer or what is expected of them.

Complete note taking is important during the interview process. The interviewer should not hesitate to ask the witness to repeat or go over any statement. At the end of the interview, the interviewer should review the key points, which were made and have the witness confirm they are accurate. The interviewer should arrange to be available and stay in contact with the witness in case additional information is remembered later.

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Obtain written report or information about the accident directly from any or all the employees involved which includes:

- a. Date and hour of the accident.
- b. Date and hour of the report.
- c. Explanation of any delays that occurred in reporting the accident.
- d. Specific location in the plant where the accident occurred.
- e. Activity in which the worker was involved at the time of accident.
- f. Description of accident circumstances.
- g. Name of person(s) involved in the accident.
- h. Names and contact numbers of all witnesses.
- i. Cause of the injury if one resulted from the accident.
- j. Description of the injury including body part, etc.
- k. Any medical or first aid attention.
- l. Worker's physical condition prior to the accident.
- m. Any pre-existing condition(s), which may have contributed to the accident.
- n. Establish the facts. Do not rely on opinion.

4. FOLLOW-UP:

A Safety Coordinator will follow-up on all accident investigations and recommendations, which will be reviewed with Management.

5. ANALYSIS OF DATA:

Analysis is an organized method of solving a problem by breaking it down into its constituent parts. The investigation focuses on the accident details, immediate or primary causes and contributing or secondary causes.

An analysis systematically reviews all of the risk factors and classifies them under the following categories:

- a. Human factors.
- b. Material factors.
- c. Equipment factors.
- d. Environmental factors.
- e. Process factors.

Analyse all available information to determine:

- a. Acts, circumstances or conditions that contributed to the accident.
- b. Primary/secondary hazardous conditions.
- c. Primary/secondary unsafe actions by the worker or others that contributed to the accident.
- d. Was the worker doing normal work/activity?
- e. Determine actions that will be taken to prevent recurrences and provide recommendations on prevention/remedial actions.
- f. Utilize an incident / accident report.
- g. Record the investigation notes.

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The investigation report should explain the circumstances of the accident identify the causes and recommend controls/actions to prevent a recurrence. The report should be submitted to the Safety Coordinator and Management. The Workplace Health & Safety must also receive a report where a critical injury or fatality, in particular, has occurred.

The report should be clear, concise and logical. Its purpose is to identify the causes of the accident and make recommendations for remedial action. Categories in the report could include:

- a. Description of the accident.
- b. Consequences.
- c. Causes.
- d. Corrective action taken.
- e. Recommendations for further action.

The report may include photographs, diagrams or supporting information. Photographs, diagrams, videos of accident or incident scenes are a useful way of recording information. They make a permanent record of the accident scene, location of equipment, tools and other objects. They can be used to check details during an analysis and to illustrate the investigation report.

Sketches may also be used. They do not have to be elaborate or professional. They have the advantage of focusing on the elements relevant to the accident. They can be tools for witnesses to use to express and document what they witnessed at the accident scene. Detailed drawings may also be useful in establishing precise scale and should be drawn on graph paper.

19. SAFETY INSPECTIONS:

1. SITE INSPECTIONS:

Employees at Montgomery Power Management Inc. will conduct at a regular interval determined by a hazard assessment or by client requirements. In addition to the inspections conducted by employees, the Safety Coordinator and/or Senior Management will conduct random inspections.

Inspections will be documented on the Inspection form. Where possible, a completed copy of this form should be posted on the Bulletin Board or other readily accessible location at the shop.

Deficiencies noted during the Site Inspections will be noted on the Safety Meeting Minutes or will be assigned to personnel responsible for taking action to correct / eliminate the problem. The Safety Coordinator will follow up on any safety concerns identified to ensure they have been addressed effectively.

2. VEHICLE and EQUIPMENT INSPECTIONS:

Preventive maintenance of vehicles and other mechanical, electrical and hydraulic equipment allows you to spot and correct weaknesses before they become problems. Through preventive maintenance schedules, accidents and costly breakdowns can be prevented and equipment life can be extended.

All vehicles and equipment should be thoroughly inspected per job by their operators to monitor wear and tear.

Equipment in the shop and on the trucks is subject to a regular scheduled preventive maintenance program. Equipment requiring regular preventive maintenance must be recorded to verify that the maintenance was carried out as planned.

20. DEFECTIVE TOOL OR EQUIPMENT REPORTING

If you find that a tool is defective and that you are not qualified or assigned to repair it, follow this procedure.

- 1) Once you have established the defect or damage to the device bring it back to the office to be tagged. (on tools or types of equipment such as drills; ladders and or cords)
- 2) Alert the shift foreman that the item is damaged. Obtain a defective OUT OF SERVICE tag from the foreman's in your office. Set the defective tool aside by the Foreman or supervisor office designated area for damaged tools. Do not return the tool back into the tool crib or the supply room or even your toolbox. An accident may occur if other people attempt to use a damaged tool.
- 3) Fill out the defective OUT OF SERVICE tag, wiring the tag to the piece of equipment.
- 4) Foreman will log the OUT OF SERVICE Tag into the maintenance records. And the tool will be repaired or replaced
- 5) If repaired the Foreman will have the repair made and the tool returned back to production minus the out of service tag.
- 6) Once sent off for repairs a tracking number must be written on the log sheet to make sure we can track the item.
- 7) If the item cannot be repaired, please send to MPM office so office staff can write it off for inventory control.

Reminder

These tags are never to be removed other than by the authorized employee that placed the tag on the device. Equipment that is deemed unsafe shall not be used until repaired or replace by a qualified person.

21. PREVENTATIVE MAINTENANCE

1. VEHICLES

Vehicles are to be properly serviced at regular intervals by persons that are trained and qualified to perform the manufacturer required servicing. This servicing is to be conducted at various intervals based on the usage of the vehicle and the manufacturer's recommendations. Any defects noted during inspections is to be rectified as soon as reasonable practicable.

2. EQUIPMENT

Equipment requiring regular servicing is to be serviced at intervals based on manufacturer's instructions. This includes external inspections, calibrations and maintenance. Any defects noted during inspections is to be rectified as soon as reasonably practicable.

22. FITNESS FOR WORK

Montgomery Power Management Inc. is committed to providing a safe and healthy workplace in all senses of the word. We recognize that being fit for work goes beyond being physically fit and that mental health is a key component to a positive work environment. In return, Montgomery Power Management Inc. expects employees to arrive at work both physically and mentally fit for work.

If an employee is observed by management to be possibly unfit for duty, they will be placed on medical leave until further assessment can be obtained. Emergency medical care will be immediately obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others.

While on Montgomery Power Management Inc. premises and while conducting business-related activities offsite, no employee may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled

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substance or illegal drug. Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and safely in a manner that does not endanger clients or other individuals in the workplace. Any employee, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, should discuss the matter with his or her supervisor. If it is determined through physician consultation that the individual is unable to perform the essential functions of his or her job without impairment caused by the medication or the underlying condition, the employee will be directed not to work, using available medical leave options, until able to fully perform the essential functions of their job. Employees with medical conditions are urged to work collaboratively with their supervisors to consider all reasonable accommodation options in order to continue to work.

23. ERGONOMICS AND MUSCULOSKELETAL INJURIES

1. TRAINING

All workers will receive training, in the form of a toolbox talk or safety meeting, which covers musculoskeletal injuries and ergonomics. Workers will receive education on factors which increase the risk of a musculoskeletal injury, warning signs of musculoskeletal injuries and methods for preventing and limiting musculoskeletal injuries.

2. OFFICE ERGONOMICS

All office workers will have instruction on the proper set-up of their office chairs, monitors and keyboards. Workers are encouraged to take regular breaks from their desks to stretch.

3. MANUAL MATERIAL HANDLING

All manual material handling must be done in accordance with the Manual Material Handling Safe Work Practice.

4. REPORTING OF MUSCULOSKELETAL INJURIES

Musculoskeletal injuries must be reported as soon as the worker becomes aware that they are, or might be, suffering from a musculoskeletal injury. Employees who have a musculoskeletal injury must make their supervisor aware of any limitations that they may so that an appropriate modified work program can be developed.