



ALPINE ELECTRICAL LTD

# HEALTH, SAFETY & ENVIRONMENTAL MANUAL



## REVISION HISTORY

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|---------------|--------------------|---------------|
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## APPROVED BY



\_\_\_\_\_  
Jamie Yetman  
President

\_\_\_\_\_  
DATE



\_\_\_\_\_  
Jaimie Giolo  
Corporate Health and Safety Manager

\_\_\_\_\_  
February 2022

\_\_\_\_\_  
DATE

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## **ELEMENT 1 - MANAGEMENT INVOLVEMENT & COMMITMENT**

### **1.0. MESSAGE FROM JAMIE YETMAN, PRESIDENT**

At Alpine West Systems Electrical (AWSE), we are fully committed to an Incident and Injury-Free workplace by eliminating hazards and risks and taking care of one another. We demonstrate this care on a daily basis. This commitment is reflected in our Occupation Health and Safety Policy. As a reflection of our commitment, AWSE has invested significant resources into developing capabilities to better understand our workplace hazards and to better manage the associated risks. As a result, we have developed this document to describe our Occupational Health and Safety Programs.

Please take the time to familiarize yourself with this document and ensure that you are confident in your ability to apply its concepts to your daily work. Your effort will help foster a safe working environment, where each accepts personal responsibility for the health and safety of ourselves and those around us, and for the communities in which we live and work.

### **1.1. INTRODUCTION**

AWSE' vision is to continue to grow and make a positive contribution to society by delivering quality projects safely and profitably while providing an environment of opportunity to our people. This document describes the overall occupational health and safety requirements and guidelines that apply to all AWSE operations, including all project sites, offices & shops. Contractors and visitors will comply with this document wherever AWSE has direct control over them. Regardless, nothing prevents third parties, or employees, from complying with more stringent requirements than the minimum prescribed by AWSE. This document is not intended to describe every single operational control or project specific requirement; it rather provides companywide direction and guidance regarding Health and Safety. Given our commitment to constant improvement, this document is expected to undergo periodic revision by diligently following the continuous improvement framework model as illustrated in Figure #1.

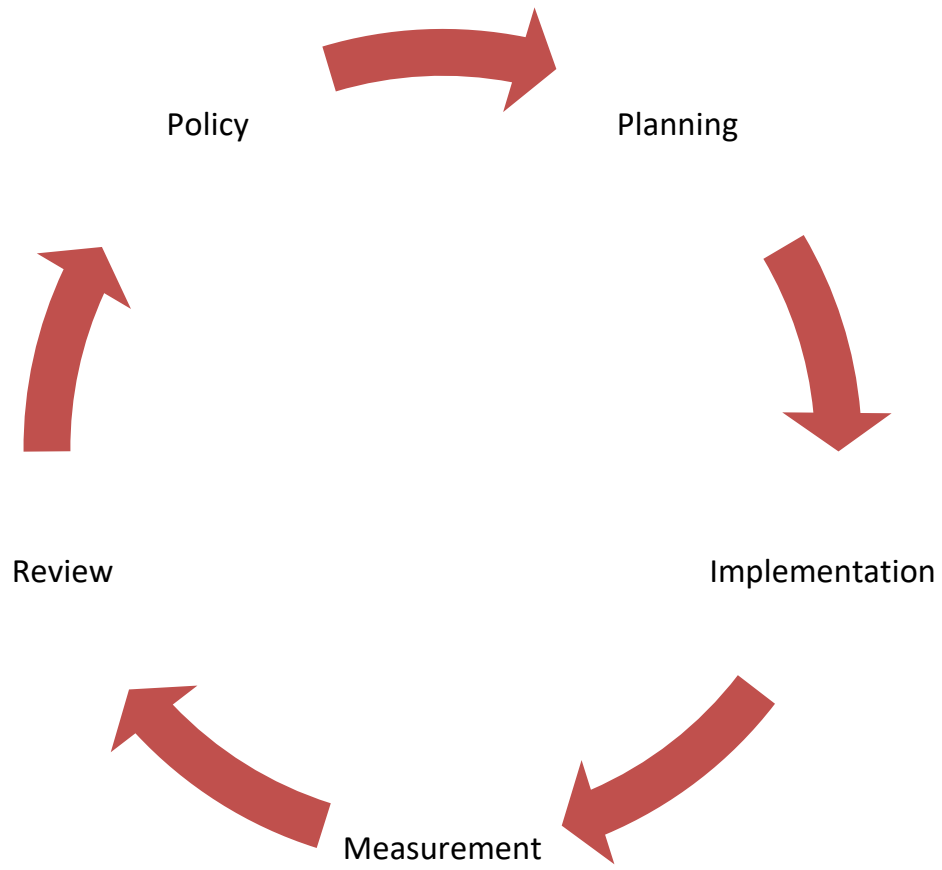


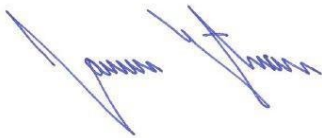
Figure 1: Occupational Health and Safety Framework

## 1.2. HSE POLICY

Alpine West Systems Electrical (AWSE), founded in 2013, is committed to providing a safe and supportive workplace for all our employees. Our team is compiled of competent, trained employees with sufficient experience. Each employee of all levels recognizes the importance of the right to know, right to participate and the obligation to refuse unsafe work.

At AWSE we hold the health and safety of our employees, contractors, customers, and clients as our highest core value. Creating a safe and environmentally friendly workplace is more than just the right thing to do – it is our moral obligation! It is our philosophy that safety and sound environmental performance are key indicators of organizational excellence, and therefore, they are highly incorporated into our business processes. Each person who works at AWSE is important. Our success with customers, and consequently the overall success of this business, depends upon the individuals' personal skills, energies, and contributions.

We are committed to excellence in implementing Health, Safety and Environmental (HSE) standards that not only comply or exceed with regulatory and legislated requirements, but also protect the safety and well-being of our employees and others involved in, or potentially affected by our operations. It is our mission to continually strive towards improving the safety of the workplace, to ensure our people can safely return home to their families each, and every, day and to protect the public and the environment from harm associated with construction activities.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 1.3. ROLES AND RESPONSIBILITIES

### ALL EMPLOYEES

- Follow the law, AWSE H&S Policies, procedures, practices, and rules
- Wear and use the protective equipment required by AWSE
- Work and act in a way that won't hurt themselves or anyone else
- Immediately report any unsafe conditions, hazards, near misses & injuries to their supervisor
- Participate, to the best of their ability, in the Return-to-Work Program if necessary
- Participate in all training and meetings as required by AWSE

### SUPERVISORS

- Tell workers about workplace hazards and respond to their concerns
- Show workers how to work safely and make sure they follow the law, AWSE rules, HSE policies and procedures
- Make sure workers wear and use the correct protective equipment
- Do everything reasonable in the circumstance to protect workers from being hurt or getting a work-related illness.

### PROJECT MANAGERS

- Ensure workers know about workplace hazards by providing information, instruction, and supervision on how to work safely
- Appoint competent supervisors
- Make sure supervisors know what is required to protect workers health and safety on the job
- Create workplace health and safety policies and procedures
- Ensure everyone follows the law, AWSE rules, HSE policies and procedures
- Ensure workers wear and use the correct protective equipment
- Do everything reasonable in the circumstance to protect workers from being hurt or getting a work-related illness.

### EXECUTIVES

- Take all reasonable care in the circumstances to ensure that AWSE operations comply with all applicable occupational health, safety, and environmental obligations
- Be a HSE leader and an example to others
- Maintain a sense of urgency and focus even when we experience success
- Implement risk-based programs to ensure all hazards are identified, assessed, and evaluated to effectively eliminate and/or control risk levels
- Maintain a culture of safety where everyone is visible, involved, and a participative leader in getting the work done safely
- Maintain a culture where everyone has formal and implied responsibility to stop unsafe acts



and to report every hazard, unsafe condition, near miss and incident

- Acknowledge people's efforts to work safely
- Above all, demonstrate that you care about the employees and demonstrate this care daily

#### 1.4. IMPLEMENTATION

To reach the goals set forth in the Health and Safety Policy, a structured Health and Safety Program must be implemented and practiced daily. The overall goal of AWSE is to implement a program that will reduce the frequency and severity of workplace incidents by fostering a proactive safety culture, educating workers in their job tasks and by controlling workplace hazards to the best of their ability.

Clear, specific safety goals shall be established. Goals should give a clear understanding of what is expected, shall be realistic and shall be easy to implement and measure.

Management can visibly demonstrate commitment to health and safety by attending safety meetings, conducting hazard identification exercises with workers, performing site tours to discuss safety with workers and providing instant feedback on health and safety issues.

#### 1.5. REVIEW AND HEALTH & SAFETY IMPROVEMENT PLAN

Health and safety performance and culture improvement needs a plan. AWSE recognizes the importance of establishing a written Health and Safety Improvement Plan that is reviewed annually. Our action plan will map our measurable goal setting using combined corporate and safety objectives. Like other business plans, annual Health & Safety Improvement Plans assist in realizing marked improvements across the business such as in:

- Enhanced contractor profile and vendor acceptance
- Reduced injuries and improved safety performance, reduced costs, and increased profits
- Advances in safety culture
- Increased Safety, Quality, and productivity

This self-scoring, holistic approach improves a company's health and safety management system by strengthening its alignment to, and understanding of, the company's important corporate objectives.

Our annual plan will consider items such as:

- Review of leading and lagging indicators from the previous year
- Lessons learned from incidents
- Improvement strategies for the upcoming year
- Mitigation strategies to address gaps identified in audits and in inspections conducted throughout the previous year



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

**HSE PRO - 001 - Objectives, Targets & Programs**  
**HSE PRO - 002 - Management Review**

## ELEMENT 2 - HAZARD MANAGEMENT

### 2.0. HAZARD MANAGEMENT POLICY

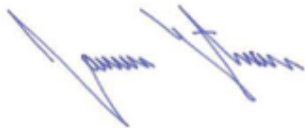
AWSE accepts the responsibility of ensuring the wellness and safety of our employees. Our management and project supervision are accountable for ensuring that workplace hazards are identified, evaluated, and mitigated as part of our daily operations.

Effective hazard identification includes the consideration of personnel, equipment, material, and environment. This assessment is part of the daily work process and must be repeated as necessary whenever the work process or/or conditions change.

Once hazards are identified, and ranked by level of risk, corrective action controls must be implemented. Various means of controlling the hazard may be implemented to sufficiently reduce the risk of the potential hazard.

The first method of control will be elimination. If complete elimination is not reasonably practicable, hazards must be controlled as follows.

- a) Engineered: engineered controls are designed to reduce the risk of the hazard by providing protection to employees.
- b) Replacement: replacement or substitutions of materials, equipment, or processes are effective means of reducing risk.
- c) Administrative: administrative controls include the implementation of policies, procedures, and ensuring training is received; and
- d) Personal Protective Equipment: PPE is the basic means of hazard control. PPE is used to supplement other controls to provide the last line of defense against potential harm.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

### 2.1. HAZARD ASSESSMENT AND CONTROL

**Hazard** can be defined as an agent or process that has the potential to cause harm in the form of injury or illness to a person, or damage to a process or equipment.

**Risk** can be defined as the calculated potential for harm from exposure to a hazard.

Risk = Consequence x Likelihood. When determining risk, it is necessary to first estimate the potential consequence from exposure to the hazard, then calculate the likelihood of the exposure occurring.

| Category:         | Damage to Assets:                                       | Personnel:                                                             | Environmental:                                                | Who is Involved:        |
|-------------------|---------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------|
| <b>D-Minor</b>    | Minor Damage estimated to be less than \$5000           | An injury that requires First Aid                                      | Spill and/or release that has small impact on the environment | Site supervisor         |
| <b>C-Moderate</b> | Moderate Damage estimated to be between \$5000-\$10,000 | An injury requiring Medical Attention                                  | Minor incident occurs on location                             | Supervisor & Management |
| <b>B-Major</b>    | Major Damage estimated to be between \$10,000-\$50,000  | An incident resulting in permanent impairment and/or injury or illness | Reportable incident occurs on location                        | Management              |
| <b>A-Critical</b> | Extensive Damage estimated to be more than \$50,000     | An incident resulting in Life Threatening injuries                     | Extensive Contamination                                       | Management              |

Step 1: Determine **Severity**

Step 2: Determine **Probability**

| Category:       |        | Description:                                     |
|-----------------|--------|--------------------------------------------------|
| 5 – Very Remote | Low    | Not expected to occur                            |
| 4 – Remote      | Low    | Potential to occur no more than once in any year |
| 3 – Occasional  | Medium | Potential to occur 3-5 times a year              |
| 2 – Probable    | High   | Potential to occur 6-10 times a year             |
| 1 – Frequent    | High   | Potential to occur each month                    |

Step 3: Determine **Risk**

|                                                    |          | Probability |        |            |          |          |   |
|----------------------------------------------------|----------|-------------|--------|------------|----------|----------|---|
|                                                    |          | Very Remote | Remote | Occasional | Probable | Frequent |   |
| <b>S<br/>E<br/>V<br/>E<br/>R<br/>I<br/>T<br/>Y</b> | Minor    | D           | 5      | 4          | 3        | 2        | 1 |
|                                                    | Moderate | C           |        |            |          |          |   |
|                                                    | Major    | B           |        |            |          |          |   |
|                                                    | Critical | A           |        |            |          |          |   |
|                                                    |          |             |        |            |          |          |   |

Step 4: **Assign the Risk**

**LEVEL I:**

**Acceptable Risk:** Some hazard controls may still be justified

**LEVEL II:**

**Caution:** Must implement hazard controls to reduce hazard to a low level

**LEVEL III:**

**Unacceptable Risk:** Work must not proceed – or if ongoing must stop immediately until hazard controls are implemented to reduce risk to a low level

The assessment, identification and control of hazards are a shared responsibility for all workers and require cooperation and collaboration between all levels of management and the workforce.

As part of the project start-up process, Project Manager's (or designate) identify the project hazards, conduct a risk assessment, and identify controls using the Hazard Assessment Form. For each activity a risk rating is assigned, and the necessary operational controls required to prevent or minimize the risk are identified.

The purpose of conducting a Field Level Hazard Analysis (FLHA) is to make any given job as safe as reasonably practicable by finding hazards, analyzing risks, and eliminating or reducing them to an acceptable level. This allows workers to understand the dangers and ensure a safe work environment. The FLHA is also useful for job instruction training, inspections, accident investigations and as a reference document.

FLHA's will be completed every shift, for each applicable crew. The supervisor will develop and review the tasks to complete the job and conduct a Field Level Hazard Analysis with the applicable crews.

All employees are responsible for participating in the FLHA process. Employees shall sign their name to each FLHA presented to them prior to commencing work attesting to their understanding of the safety hazards and controls in place to ensure their safety. Employees can make any suggestions for additional safety requirements that they believe may contribute to improving safe work activity.

If a condition changes during a shift that may introduce new hazards not previously discussed during the Pre-Task FLHA, the FLHA is then reviewed, the changed task is discussed, any new hazards from the change are discussed, as well as new controls to address those hazards are implemented at that time and documented on the FLHA.

Upon completion of the work activities all related forms will be kept on the Online Safety Portal.

## 2.2. FLHA – FIELD LEVEL HAZARD ASSESSMENT PROCESS

- Start by filling out the pertinent information on the top of the FLHA. This includes project name/number, the time and the date as well as printing your name then signing.
- Check off the PPE that will be required and inspect the PPE at that time. If more PPE is required throughout the day be sure to check it off as a hazard control and inspect it at that time.
- Go through emergency equipment needed and ensure that all emergency equipment is available as needed.
- List the tasks you will be conducting.
- Use the various hazard checkboxes below the table, check off the environmental, energy, electrical and ergonomic hazards you may encounter while conducting the tasks.
- You can use the hazards you've checked off, using the checkboxes, in the hazard's column of the table above, to list coinciding hazards to the applicable tasks.
- Once you have the listed tasks and coinciding hazards using various forms of controls. For example, engineering controls include guards, handrails, etc. Administrative controls include the review of Safe Work Practices, Safe Job Procedures relating to the task etc. Personal Protective Equipment (PPE) such as a hard hat, safety glasses, gloves etc. or more specialized equipment such as arc flash or respiratory equipment.

Once the FLHA is completed, review with your direct supervisor and have them sign off on the completed FLHA. If required, email a copy to the general contractor. Project Managers will review and sign off on supervisors FLHA's when they visit projects upon entering each work area.

Multiple workers conducting the same task and/or in the same work area (ex. Same floor, same room etc.), you may have one worker fill out the FLHA with input from other workers and all workers print and sign their name on the FLHA after review and discussion.

**HSE PRO - 003 - Hazard Identification, Risk Assessment & Control**

## **ELEMENT 3 - ADMINISTRATION CONTROLS - Safe Work Practices and Safe Job Procedures**

### **3.0. SAFE WORK PRACTICES AND SAFE JOB PROCEDURES POLICY**

Safe Work Practices (SWP's) and Safe Job Procedures (SJP's) are ways of controlling hazards and ensuring work is performed with a minimum amount of risk to people and property.

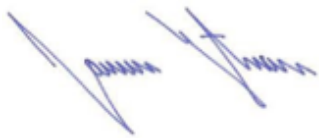
Getting the job completed safely requires that employees involved shall follow Safe Work Practices and Safe Job Procedures set out within AWSE's Safety Program. Always make sure you understand the task you are being asked to perform. Always review applicable SWP's & SJP's and if in doubt ASK.

- a) Safe Work Practices and Safe Job Procedures must be in writing.
- b) Supervisors shall ensure workers are instructed in applicable SWP's & SJP's.
- c) Workers must follow the SWP's & SJP's that apply to them.
- d) Supervisors must ensure that SWP's and SJP's are being followed.

SWP's & SJP's reflect the activities carried out by AWSE are reviewed and updated on an ongoing basis to ensure they are to the latest government and industry standards.

Workers are encouraged to participate in the ongoing development and review of SWP's & SJP's. Suggestions for improvement are noted when reviewing with workers and then forwarded and discussed with the safety manager.

The information contained in SWP's and SJP's cannot be considered complete or applicable in every situation. Supervisors and employees must refer to federal and provincial health and safety legislation, industry practices, customer policy and site-specific requirements to ensure the work is accomplished safely.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

### 3.1. DEVELOPING SAFE WORK PRACTICES / SAFE JOB PROCEDURES

A **Safe Work Practice** is a set of positive guidelines or “Do’s and Don’ts” on how to perform a specific task that may not always be done in a certain way. A Safe Work Practice can be used by any personnel regardless of the trade they work in.

A **Safe Job Procedure** is a written, specific step-by-step description of how to complete a job or task safely and efficiently from start to finish. Safe Job Procedures must clearly identify the hazards the worker could be exposed to, the step(s) required to complete the task (in the proper order) and the control measures (also referred to as safe work procedures or execution plans). Safe Job Procedures are more specific to particular trades.

A **Critical Task** is performed on a safety-critical element which, if performed incorrectly due to lack of technical skills or knowledge or due to behavior attributes, can lead to a major accident hazard.

### 3.2. PROGRAM COMMUNICATION

#### DOCUMENT REVIEW AND APPROVAL

##### Safe Work Practices and Safe Job Procedures

- Reviewed prior to implementation by the Joint Occupational Health & Safety Committee (JOHSC), Management and Supervisor/Worker. Practices should be reviewed at least every 3 years for updating by the JOHSC, and
- All new practices and updated practices must be approved by senior management.

##### Document Distribution

Following the review and approval, the practices/procedures will be uploaded to the Salus App under Documents which will ensure all program updates are available to the Site Supervisor or designate of each operational worksite.

The Site Supervisor or designate receiving the program update will:

- Ensure all workers are notified of the update at the next Toolbox Talk, and
- Ensure all affected workers are trained as applicable to their job duties.

All training conducted at the worksite will be documented on the Toolbox Meeting form on Salus.

**HSE PRO - 012 - Control of Records**

**HSE PRO - 004 - Control of HSE Documentation Systems**



## ELEMENT 4 – COMPANY RULES

### 4.0. COMPANY RULES

The goal of AWSE Company Rules is to go beyond legislative requirements and to establish company specific rules to govern the conduct and action of workers. Legislation is important to provide guidance to health and safety regulations that are continually being revised and updated by government agencies to meet social demands. AWSE is committed to complying with all the health and safety regulations.

- 1) All AWSE employees must report any unsafe conditions, hazards, near misses, accidents, and injuries to their direct supervisor immediately.
- 2) Appropriate PPE must be worn at all times on the project sites and as required in the shop/warehouse. PPE must be worn to comply with legislation, best practices, training, and site-specific rules.
- 3) Clothing covering the full trunk, shoulders and legs is required. Shorts, midriff baring shirts or ragged clothing is not allowed. Neck chains, rings and all other loose jewelry are not to be worn where they present a risk for injury.
- 4) No smoking or vaping is allowed in/on any AWSE worksite or building.
- 5) No person under the influence of alcohol, cannabis, non-prescribed drugs or in possession of alcohol or illicit drugs shall enter the property. If you are on prescribed medication, inform your supervisor before going on shift.
- 6) No employees are to use, maintain or operate any equipment unless properly trained and authorized by their direct supervisor for that particular piece of equipment. All equipment will be inspected before use and all inspections are to be recorded. Equipment will be operated in a manner that does not endanger the operator or any other workers.
- 7) No violence, discrimination, bullying or harassment will be tolerated.
- 8) All time off MUST be requested from, and approved by, your supervisor and HR.
- 9) Unless directed by your supervisor or for company purposes, the use of personal cell phones is STRICTLY FORBIDDEN. No music, music playing devices or distractive media are to be played during work hours on any AWSE site.
- 10) Housekeeping MUST be always maintained on all sites. All AWSE employees must leave their work areas clean and at the end of each shift.
- 11) All AWSE employees are to conduct their on-site work activities with an overriding focus on safety.
- 12) Hazardous materials MUST be identified, stored, handled, and used in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations.
- 13) If you have any doubt regarding a job procedure or the level of safety required for a task, consult with your immediate supervisor before proceeding.
- 14) No live electrical work is to be conducted without prior authorization, proper training, all necessary Safe Job Procedures in place, Energized Electrical Work Permit signed by Head Office, and in accordance with CSA Z462 Standards.

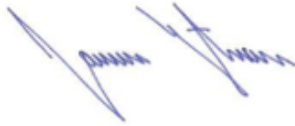
- 15) All injuries MUST be reported immediately. Non-compliance is grounds for disciplinary action.
- 16) Fully inspect all scaffolding and ladders prior to use. This equipment must be used properly and safely, as per practices and procedures.

#### 4.1. DISCIPLINARY POLICY

AWSE is committed to conducting operations in a manner that provides all employees with the opportunity to participate in a work environment that promotes and encourages safety excellence. AWSE expects that all managers and employees follow all applicable AWSE legislative and client rules in performance of their respective duties.

Rules and regulations are an integral part of every Health and Safety Program. They are established to set out the minimum requirements that are required in the execution of work activities. Occasionally, however, the need for disciplinary action is required to reinforce noncompliance issues.

All disciplinary actions taken will be documented using the AWSE Disciplinary Action Form. A copy of each completed form must be forwarded to the Health and Safety Department.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 4.2. ENFORCEMENT AND DISCIPLINARY ACTION

Any violations of the Company Rules, Provincial Regulations along with AWSE's Safe Work Practices, Procedures and the Preventative Maintenance Policy (company vehicle inspections & servicing) will result in disciplinary action. AWSE has a three-step progressive disciplinary procedure to deal with safety infractions as per below.

| TYPES OF OFFENSES                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>1<sup>st</sup></i><br>Infraction<br>VERBAL                                                                                                                                        | <i>2<sup>nd</sup></i><br>Infraction<br>WRITTEN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>3<sup>rd</sup></i> Infraction<br>SUSPENSION/<br>TERMINATION                                                                                                                                      |
| If a worker does not comply with company policies, rules, regulations or fails to demonstrate a lack of skill or ability for an accepted task, they are subject to a verbal warning. | If a worker demonstrates continual violation of company policies, rules, regulations or continues to demonstrate lack of skill or ability for an accepted task, they are subject to a written warning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | If verbal and written warnings are ineffective in correcting unacceptable behavior, certain instances deemed appropriate by company management, the worker is subject to termination of employment. |
| LEVELS OF OFFENSES                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                     |
| LEVEL 1                                                                                                                                                                              | All actions in which the worker willfully disregards Alpine West Systems Electrical policies, Client safety policies or Federal, Provincial, local Safety Regulations and Recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                     |
| LEVEL 2                                                                                                                                                                              | Includes offenses which will result in immediate removal of the worker from the worksite, such as: <ul style="list-style-type: none"> <li>❖ Workers under the influence of alcohol or illicit drugs</li> <li>❖ Workers possessing, using, or distributing illegal substances or alcohol on the worksite.</li> <li>❖ Horseplay, fighting or uttering threats</li> <li>❖ Any instance of sexual harassment</li> <li>❖ Criminal activity</li> <li>❖ Action of gross negligence which results in injury, fatality, or property damage</li> <li>❖ Behavior or attitude which could cause severe injury or damage</li> <li>❖ Blatant disregard of any company rules, policies, and procedures</li> </ul> |                                                                                                                                                                                                     |

## 4.3. SUBCONTRACTOR NON-COMPLIANCE PROCEDURES

All subcontractors must adhere to the safety regulations and/or any safety rules and supplementary instruction. The same disciplinary action guidelines apply to subcontractors. When a supervisor is made aware of the health and safety rules/regulations being neglected on part of the subcontractor, it is the Supervisor's responsibility to use the disciplinary action

procedure.

#### 4.4. ATTENDANCE POLICY

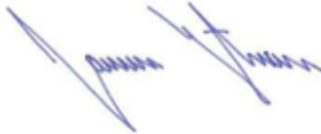
All workers are to follow the guidelines listed below regarding requesting time off:

- Daily time off **MUST** be requested from your supervisor at least **4 work days** prior.
- More than a week off **MUST** be requested at least **3 weeks prior**.
- Apprentice time off pre-approved by Supervisor.
- Foreman time off pre-approved by Project Manager.
- Project Manager/Office start time off pre-approved by the President.

All time off requests are to be made via email to the workers direct supervisor for approval. Once approved, they must be forwarded to HR for information.

Employees deviating from this policy could be subject to any one of the noted disciplinary steps, dependent on severity.

Please be advised, AWSE requires supportive documentation for any doctor or practitioner visits.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

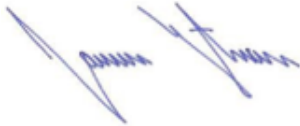
## ELEMENT 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 5.0. PERSONAL PROTECTIVE EQUIPMENT POLICY

It is AWSE's policy that all workers use appropriate PPE to minimize the risk of injury while performing duties.

AWSE when conducting our operations will observe and practice the following:

- All employees, clients, subcontractors, and visitors will wear appropriate head protection, eye protection, approved safety footwear, appropriate clothing, and any required specialized PPE as necessary for the designated work area.
- All PPE used by the company will adhere to applicable OH & S Regulations and regulatory standards (CSA, ANSI, etc.).
- All PPE used by the company will be inspected, worn, and maintained in accordance with manufacturers' instructions and requirements.
- The employee using the PPE will inspect upon issue and before each use.
- PPE that is damaged, or of questionable reliability, or in need of repair will be removed from service immediately.
- No article of PPE will be modified or altered contrary to manufacturer's instructions, specifications, or applicable OH & S Regulations.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 5.1. PPE REQUIREMENTS

Requirements for PPE will be determined by hazard assessment, client requirements and also by the Manager/Supervisor of the area. Failure to wear appropriate PPE may result in disciplinary action including dismissal.

AWSE employees and visitors shall be educated in the hazards they will be exposed to in the workplace and how to protect themselves using personal protective equipment (PPE). The following PPE is mandatory on all AWSE Construction project sites:

- Hard hat
- Steel-toed footwear
- Eye protection/safety glasses

The following PPE may be required depending on the task to be performed.

- Ear/Hearing protection
- Gloves and hand protection
- Respiratory protection
- Arc Flash / Electrical hazard protection
- Travel restraint, fall restrict and fall arrest equipment
- High visibility clothing

Note: PPE is the last line of defense. Engineering controls to eliminate or reduce the hazard to an acceptable level should be implemented first. Please refer to section 2.1 Hazard Assessment and Control.

**HSE PRO – 005 - Personal Protective Equipment**

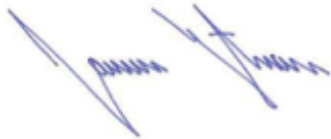
## ELEMENT 6 – PREVENTATIVE MAINTENANCE

### 6.0. PREVENTATIVE MAINTENANCE POLICY

All tools, vehicles, and equipment shall be properly maintained to reduce the risk of accidents or injuries to workers, visitors, subcontractors and material delivery personnel, and damage to property or the environment. Supervision shall ensure that qualified personnel, according to manufacturer's warranty, carry out all preventative maintenance frequently or by the established schedules and those records are maintained.

All workers shall regularly check all tools, vehicles, and equipment that they are working with and any tools, vehicles, or equipment that pose a hazard due to repairs shall be taken out of service.

Equipment found to be defective will be tagged and removed from service until it is repaired by a qualified person or replaced with proper equipment. Through regular inspections, all workers and supervisors are responsible for identifying and removing defective equipment from service.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 6.1. COMPANY VEHICLE INSPECTIONS AND SERVICING

AWSE has a maintenance responsibility for each vehicle it has and operates. Each vehicle operator is responsible for conducting the monthly vehicle inspection using the Monthly Vehicle Inspection Checklist on the Salus Pro App. When the vehicle is due for a service, an appointment is booked into a chosen vehicle inspection/service facility and the servicing is carried out by trained service technicians.

## 6.2. DAILY PRE-USE EQUIPMENT INSPECTIONS

Each piece of equipment shall be inspected before use and a record made if any defects are found. The operator of the equipment is required to fill out a pre-use inspection form using Salus Pro App before use. Any defects need to be noted on the pre-use inspections and a corrective action must be assigned to appropriate personnel such as their direct supervisor.

## 6.3. RECORDS

Every Preventative Maintenance program must contain a recording system. Part of this system will be made up of inventories and schedules. In addition, the recording system must document what maintenance work was completed, when and by whom. Third-party service providers will provide an invoice, the invoice will be handed into the office, scanned, and attached to that specific piece of equipment/vehicle on Salus Pro App "Assets" section.



## **ELEMENT 7 – TRAINING, COMPETENCY AND COMMUNICATION**

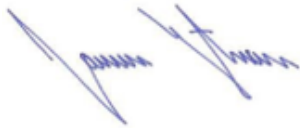
### **7.0. TRAINING, COMPETENCY AND COMMUNICATION POLICY**

The Training, Competency and Communication element is to provide positive guidelines to communicate policies and procedures to the workforce. Additionally, training will enable individuals to communicate any health and safety concerns to management.

The focus of communication, competency and training is to promote the desire to work in a safe manner, while achieving a desired level of quality and productivity.

Management shall provide appropriate health and safety training for all workers, where it is required by legislation and when necessary to ensure workers perform their work safely with quality and productivity in mind.

It is imperative, to show due diligence by maintaining up-to-date records of each safety meeting according to work being performed, while also identifying the health and safety instruction or training delivered, the date the meeting took place and who was in attendance.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 7.1. TRAINING & COMPETENCY

Training can be formal or informal. Generally, formal training entails using a workbook or other written reference material that is delivered in a controlled environment with a trainer. Informal training would involve the informing of hands-on skills, such as when the senior employee trains the junior employee, review of practices and procedures, and safety meetings etc. In either case, the company must determine what employee in training has retained before they can execute the task on their own.

The training activities required within the industry are established through regulatory requirements, industry best practices, and safety literature. The company must be involved in all levels of the organization in developing and delivering much of this training on-site. Some of the training may be delegated to third parties such as associations, private vendors, but in most cases, the supervisory level within AWSE will lead the training effort and monitor it to ensure it is working well. The training activities AWSE will conduct include but not limited to as follows:

## 7.2. ONBOARDING

HR is responsible for developing an Onboarding Plan for new salaried recruits. The HSE department coordinates activities relating to HSE training and maintaining records of this training in the training database Salus Pro App. The Supervisor ensures the completion of the Onboarding Plan. The Supervisor monitors the employee's performance and determines if further training is required.

## 7.3. ORIENTATION TRAINING

Every individual or contractor employed by the company on a worksite is required to attend a safety orientation prior to commencing work. At project start-up or upon hiring, the Project Manager/Supervisor ensures that employees, visitors, and subcontractors have customized orientation packages, which includes both employee orientation (if they are a new hire) and site-specific orientation. Visitors are provided with Site Specific Visitor Orientations. All Orientation Training Records are kept by the HSE department via Salus Pro App.

**New Hire Orientation (Worker)** – used for all newly hired individuals.

**New/Young Worker Orientation** – used when a new or young worker joins the AWSE team.

**New/Young Worker Orientation Evaluation** – used to evaluate a new/young worker that has completed the New/Young Worker Orientation.

**Site-Specific Orientation Checklist** – used when AWSE Employees are moved from one site to another. The questionnaire at the end must be completed when an employee has been away from site for over three months.

## 7.4. JOB/TASK SPECIFIC TRAINING

Competency Assessments begin during the hiring process. This starts with review of trade and safety certificates, review of resumes and other safety related training documents. Workers are encouraged to take career development training programs to improve their work skills and obtain trade certification. Assistance is provided to those that prefer to take that opportunity.

Task specific training of workers is conducted when:

- A new employee is hired
- An employee is assigned a new or different task/work
- An employee is moved to a new location

Depending on a task’s complexity and the individuals’ experience level, task specific training and mentoring may take anywhere from a few minutes, such as a discussion of a safe job procedure, to several months for personnel in the apprenticeship program. The supervisor determines the employees’ knowledge and work experience and arranges the necessary training. This training could involve work procedures, practices, task specific hazards etc.

Trade knowledge and Safety based quizzes will be undertaken twice yearly. The Supervisor will schedule these quizzes, collect them, and forward them to the HR department. The HR department will assess, file, and communicate results.

|      |                                                                                                                                                                                                                                                                              |     |   |  |  |  |   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|--|--|--|---|
| 8.10 | Is a system in place to measure knowledge and competency?<br><i>Guideline:</i> Examples: evaluation forms, records and orientation or training exams/quizzes.<br><i>Provide 1 example of a document measuring knowledge and competency (e.g.. quiz, performance review):</i> | AND | 6 |  |  |  | 0 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|--|--|--|---|

Records of formalized training, such as confined space, fall protection, or respirator training are maintained and kept on file in the training section of the Salus Pro App Safety Portal under certifications.

### 7.5. GREEN HAND, GOLD HAND PROGRAM

New and Young workers can be overwhelmed with trying to remember company policies and procedures, learning to operate equipment, trying to impress their supervisor or just being able to function in a new work environment. Because of this, they may not be aware of potential hazards or lack the competency to manage the risks associated with their duties or the work environment – all of which can increase the potential for and severity of incidents and injuries.

During the workers' development progression, there is an opportunity for supervisors and coworkers to mentor and coach the “Green Hands” in their daily tasks. AWSE has identified this and has created this program to allow for easier identification by having them wear a green hard hat or by placing a green hand sticker on their hard hat.

Definition of a Green Hand:

- Young, new, or inexperienced worker.
- Worker returning to the job after an injury.
- Worker who is new to a site, task, or job.

Visible identification of a green hand worker means that the individual can have the benefit of increased guidance from experienced supervisors and coworkers. Identifying green hands should prevent coworkers from making potentially dangerous assumptions about the new/young/returning workers experience or skills.

The sticker concept is intended to be part of an overall strategy for supervisors, coworkers, and management to ensure the green worker is aware of legislated occupational health and safety rights and obligations, reporting procedures, and the full extent of the hazards associated with their tasks and workspace.

A Green hands program can help supervisors gauge workers' understanding of their duties, assess their competency and provide additional coaching or training as required. Positive management involvement and frontline supervisor support can encourage a green worker to ask questions without fear or trepidation. To be effective across an organization, everyone involved needs to understand the methods used and their mentoring opportunities.

After demonstrating competency, conscious decision making and commitment, a green hand can remove the green hand sticker or change to a different color hard hat. The demonstration of skills, understanding and abilities is managed by the safety management systems element on training and competency assessment. Some organizations place a time duration for wearing a green identifier whereas others use testing and skill sign off as the trigger.

## HSE PRO - 006 - Orientation, Training & Competency

### 7.6. COMMUNICATION

A variety of mediums are used for internal HSE communication including but not limited to; newsletters, lessons learned postings/incident reviews, orientations, joint health and safety committee meetings, toolbox talks, articles, and meetings with contractors/clients and external parties. AWSE encourages all personnel to engage in discussions and dialog that promote recognition and understanding of risks and hazards as well as the appropriate mitigation behaviors, and responses for every project, shop, and office.

Management meetings are scheduled annually and include Senior Management, Project Management and Senior Supervisors. These meetings are conducted to reinforce teamwork, commitment, and participation that is required to achieve an injury and incident free workplace. These meetings review JOHSC minutes, serious incidents, preventative/corrective actions resulting from incidents and health and safety statistics from the previous year in an

attempt to identify any trends or needs in the safety program.

AWSE minimum standard for communication as follows:

- FLHA Morning Meetings (START CARD) - daily with crew and supervisor
- Toolbox Talk Meetings – weekly for projects, monthly for service personnel
- Joint Health and Safety Committee Meetings – First Tuesday of every month
- Management Meetings – at minimum annually
- Employee Feedback and Suggestions – as required based on Hazard ID, Near Miss reports and/or verbally communicated information from workers

All records of meetings are kept on Salus Pro App.

**HSE PRO - 007 - Communication**

**HSE PRO - 008 - HSE Consultation and Participation**

## ELEMENT 8 – INSPECTIONS

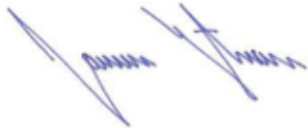
### 8.0. INSPECTION POLICY

AWSE believes worksite inspections & equipment and personal protective equipment inspections are an important part of a Health and Safety Program.

Formal inspections are to be conducted at predetermined intervals and documented. Informal inspections are to be done on an ongoing basis prior to and during all work activities. Supervisors are responsible for conducting ongoing formal and informal inspection where their crews are working. Workers are responsible for participating in the inspection program, both formal and informal.

Through critical examination of the workplace, inspections help identify and record hazards for corrective action. AWSE believes it is important that the JOHSC plan, conduct, report, and monitor inspections. During an inspection, both activities and conditions in the workplace are carefully examined.

Management personnel are to follow-up with the monitoring and record keeping of inspection reports. Workers involved in the process are to ensure their concerns are identified as the workforce's "point of view".



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 8.1. WORKSITE INSPECTION

**Monthly Worksite Safety Inspections** - Monthly Worksite Safety Inspections will be completed at all AWSE worksites. Monthly worksite safety inspections must be conducted by the site Supervisor using the monthly site safety inspection on the safety portal on the Salus Pro App, ideally at least one worker or JOHSC member will accompany the supervisor. Senior Management (Director/Project Manager) must review monthly site safety inspections and sign off on the completed inspections. The Safety Portal will then show that the inspection has been reviewed.

Service personnel conduct a monthly worksite inspection on one service visit of the Service Managers or their choosing. Select a service call where the location is visited repetitively throughout the year if possible. Service Managers are to review and sign off on the completed inspections.

**Weekly Worksite Safety Inspection** - Weekly Worksite Safety Inspections will be completed at all AWSE worksites. Weekly worksite safety inspections must be conducted by either the site Supervisor or an experienced worker assigned by the supervisor using the weekly site Safety Inspection form on the Safety Portal on the Salus Pro App. Ideally, more than one person will be conducting the inspection and would include at least one worker or member of the JOHSC. In the case that a site Supervisor assigns the inspection to be conducted by a worker, the Supervisor must review the completed inspection and sign off on the Safety Portal. The Safety Portal will then show that the inspection has been reviewed.

Service Personnel – due to the nature of the service personnel position the START Card will act as the site safety inspection combined with the monthly vehicle inspection.

**HSE PRO - 009 - HSE Inspections**

## ELEMENT 9 – INCIDENT INVESTIGATIONS AND REPORTING

### 9.0. INCIDENT INVESTIGATIONS AND REPORTING POLICY

The purpose of the incident investigation is to determine the cause of the incident and implement suitable corrective measures to prevent reoccurrence.

At AWSE the following types of incidents shall be fully investigated:

- Incidents that result in personal injury.
- Incidents that cause property damage or interrupt operations with potential loss.
- Incidents that have the potential to result in either above stated, such as close calls or near misses.

Employees are to report all incidents, including near misses, immediately to supervision.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022



## 9.1. INCIDENT INVESTIGATIONS AND REPORTING GENERAL

Upon the occurrence of an incident, the employee(s) involved must immediately inform their supervisor of any applicable critical injuries, lost time, medical aids, first aid, environmental impacts, or property damage. The supervisory personnel shall complete the Incident Notification Form and submit to the HSE department within 24 hours of the occurrence. As well, and Incident Investigation Form relating to the incident needs to be submitted to the HSE department within 7 days, at which time the HSE department shall review and record the Incident Investigation Form into the HSE database. The HSE department along with the Supervisory personnel shall determine if further investigation is required. If required, a Corrective Action Report shall be generated.

**HSE PRO - 010 - Incident investigations and Reporting**

## **ELEMENT 10 – EMERGENCY PREPAREDNESS**

### **10.0. EMERGENCY PREPAREDNESS POLICY**

The Emergency Preparedness element ensures that all workers are aware of the possible emergencies that can occur at their workplace. It also ensures that they know how to select the appropriate procedure to confront these emergencies. Workers must be familiar with the appropriate course of action for situations requiring care, emergency evacuation, or rescue.

Regardless of how prepared and careful we may be, there is always a risk of injury or incident that requires emergency preparedness. This element applies to all workers, site visitors and sub-trades, who may be present during an emergency.

AWSE will efficiently coordinate and manage the actions required to reduce losses, exposure to people, property, and the environment, during and after an emergency occurs.

### **10.1. EMERGENCY PREPAREDNESS GENERAL**

Every worksite, operation center or yard shall have a current Emergency Preparedness and Response Plan (ERP). At minimum the ERP shall contain:

- Key emergency contact numbers including Emergency Services.
- List of personnel with First Aid Training.
- List and location of first aid (kit), spill response and other emergency response equipment such as fire extinguishers, emergency horns, etc.
- A designated meeting place or “Muster Location”.
- A map of the area with directions to the hospital
- Escape routes (building structures only).
- Inventory of Hazardous Materials.

Additionally, the ERP may contain a combination of the following:

- Identification of potential emergency situations where there are safety or environmental risks.
- Plans to respond to emergency situations and to prevent or mitigate identified risks.
- Periodic testing of emergency plans through drills and similar activities as required.
- Training of workers so that they can fulfill their duties and responsibilities.
- Communication with contractors, visitors, and the local community as appropriate.

Emergency response templates are available through HSE. If any employee has an acute, chronic, or unseen disability, please see Human Resources in confidence so that this Emergency Response plan may be customized to ensure that you are able to evacuate the building in the event of an emergency.

### **Site Emergency Response Plan**

| Site Information |  |        |  |
|------------------|--|--------|--|
| Worksite Name    |  |        |  |
| Worksite Address |  |        |  |
| Project manager  |  | Phone  |  |
| Supervisor       |  | Office |  |

| Emergency Contact Information | Address/Details               | Phone        |
|-------------------------------|-------------------------------|--------------|
| Ambulance, Police, Fire       |                               | 911          |
| Nearest Hospital              |                               |              |
| Nearest Clinic                |                               |              |
| Environmental Agency          | BC HazMat                     | 250 656-3382 |
| WCB Office                    | Mon to Fri, 8:30 am – 4:30 pm | 888 621-7233 |

| Key Locations                         |  |
|---------------------------------------|--|
| Location of first aid equipment/room  |  |
| Meeting point for emergency personnel |  |
| Evacuation muster point A             |  |
| Evacuation muster point B             |  |

| Communication                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Call first aid for <b>minor</b> injury.</li> <li>2. Call first aid for <b>major</b> injury, call 911 if necessary</li> </ol> |
| 2. Site evacuation / gas leak.                                                                                                                                         |

| Fire Response                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Never turn your back on the fire.</li> <li>2. Attempt to extinguish the fire if safe to do so.</li> <li>3. If the fire cannot be controlled, invoke the evacuation plan.</li> <li>4. Close all doors and shut off electricity and fuel sources if safe to do so.</li> <li>5. Evacuate.</li> </ol> |

| Site Evacuation / Gas Leak                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Whoever notices the emergency situation will alert everyone onsite.</li> <li>2. All loads to be lowered if possible.</li> <li>3. Equipment and energy sources to be shut down.</li> <li>4. Everybody onsite will proceed directly to the assigned muster stations in an orderly fashion.</li> <li>5. Everybody will remain at their muster station until otherwise directed.</li> <li>6. The site Supervisor or designate will ensure emergency services have been notified.</li> </ol> |

| Earthquake |                                                                                                                                                                                                                                          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indoors    | <ol style="list-style-type: none"> <li>1. Drop, cover and hold on.</li> <li>2. Minimize your movements and get to a nearby safe place.</li> <li>3. Stay there until the shaking has stopped and you are sure exiting is safe.</li> </ol> |

## 10.2. FIRE PROTECTION

The worksite Supervisor is responsible for making all their employees aware of the location and use of all safety equipment including personal protective equipment, fire extinguishers, first aid kits and eyewash stations. All staff should be familiar with all routes of exit from all buildings which would include a fire or any other emergency situation where evacuation might be necessary. Supervisors are required to make provisions for the emergency evacuation of persons with disabilities when applicable. The type and size of fire extinguishers required at a workplace are determined by the source of combustion expected, and amount of combustible materials expected to be encountered.

All fire extinguishers will be:

- Kept in good working condition.
- Readily available.
- Tagged to indicate a monthly inspection.
- Tagged to indicate an annual inspection by a qualified person or agency.
- Stamped to indicate a five-year certification by a qualified person or agency.

Guidelines for inspecting a fire extinguisher:

- Know where all the portable fire extinguishers are located and document any that are missing so they may be replaced.
- When approaching the extinguisher, check that it is easy to see and not blocked by equipment or other objects that could interfere with access in an emergency.
- Check that the operating instructions on the nameplate are facing outward and legible.
- Ensure the pin and the safety seal or tamper indicator are intact and not broken.
- Ensure that the pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone – not too high and not too low.
- Examine the extinguisher for obvious physical damage, corrosion, leakage – check the bottom for rust/corrosion.
- Check the hose and nozzle for cracks or signs of damage/deterioration.
- Look at the maintenance tag attached to the extinguisher and verify that the last maintenance date was not more than 12 months ago.
- Check to ensure the monthly safety inspection tag is affixed to the fire extinguisher.

If all the above conditions are met, initial and date tag.

When an inspection of a fire extinguisher reveals a deficiency in any of the conditions listed above, immediate corrective action should be taken.

**HSE PRO - 011 - Emergency Preparedness**

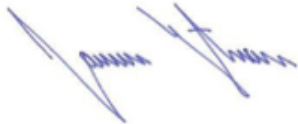
## ELEMENT 11 – RECORDS & STATISTICS

### 11.0. RECORDS & STATISTICS POLICY

AWSE utilizes a systematic approach that provides a practical and uniform method for recording and measuring both incidents and employee injuries that occur on the job. Incident and injury rates will be compiled, and this information will be used to evaluate:

- The trends of employees' serious injuries.
- Identify a cost to the employee injured (medical/compensation).
- Relative need for activities designed to promote safe work practices and procedures.
- Effectiveness of activities designed to promote safety activities.
- The progress initiatives that are being developed to improve an employee's injury experience within their work environment. Additionally, improving the foundation for general analysis of injury categories to assist in prioritizing injury prevention efforts.

All records must be appropriately identified, indexed, and stored in such a way that they are readily retrievable. Electronic documents shall be stored in the OH&S Portal while others are kept within the HR department. The appropriate personnel and regulatory agencies must be able to access them.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 11.1. TYPES OF RECORDS

The following is a list of some of the safety-related reports that are kept on file.

- First aid records
- WorkSafeBC Inspection Reports
- Incident Investigation Reports
- Hazardous Substance – Safety Data Sheets (SDS)
- Joint Occupational Health and Safety Committee meeting minutes, which records and tracks monthly START Cards, Toolbox Talks, Near Misses, Investigations, and Injury Statistics
- Equipment Logbooks
- Maintenance Records
- Training Records
- Inspection Reports
- Orientation of Workers and Supervisors
- Work procedures
- Emergency Procedures
- Toolbox Talks and safety meeting minutes
- Supervisor & worker orientations and training records
- Certification records
- Occupational Health
  - Hearing Testing
  - Respirator Fit-Testing
- Hazard and Risk assessments
- Fire and Emergency Drills
- Claims & disability management records

## 11.2. RETENTION OF RECORDS

|                                                                                                 |                                     |
|-------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Policy, Leadership and Administration</b>                                                    |                                     |
| NOPs and 30M33s                                                                                 | Five years                          |
| <b>Health And Safety Committee</b>                                                              |                                     |
| Committee Minutes                                                                               | Two years                           |
| <b>Supervision</b>                                                                              |                                     |
| Supervisor training records (legal requirements, inspection and investigation procedures, etc.) | Length of employment plus two years |
| <b>Education And Training Of Workers</b>                                                        |                                     |
| Worker orientation record                                                                       | Length of employment plus two years |
| Safe Job Procedures                                                                             | Current                             |
| Worker safe job procedure training and retraining records                                       | Length of employment plus two years |
| Tool-box safety talk records                                                                    | 10 years                            |
| <b>Rules And Supplementary Instructions</b>                                                     |                                     |
| Records of worker instruction in supplementary instructions                                     | Length of employment plus two years |

|                                                                       |                                            |
|-----------------------------------------------------------------------|--------------------------------------------|
| Records of rules & supplementary infractions and penalties            | Length of employment plus two years        |
| Records of worker safety suggestions                                  | To be decided by Health & Safety Committee |
| Records of worker safety suggestions                                  | 10 years                                   |
| <b>Inspections</b>                                                    |                                            |
| Planned Inspection Reports including corrective action documentation  | 10 years                                   |
| Informal Inspection Reports including corrective action documentation | 10 years                                   |
| Safety Inspection Reports, Compliance Reports and Penalty Assessments | 10 years                                   |
| Maintenance records and mobile equipment logbooks                     | Life of vehicle plus five years            |
| Daily inspection checklists                                           | Life of vehicle                            |
| <b>Incident And Accident Investigations</b>                           |                                            |
| Incident/Accident Investigation Reports                               | 20 years                                   |
| <b>First-Aid</b>                                                      |                                            |
| First aid training & certification records                            | Length of employment plus two years        |
| First aid treatment books                                             | Five years following completion of book    |
| Appropriate injury reporting forms and Claims Cost Statements         | 20 years                                   |
| Monthly injury records                                                | 10 years                                   |
| <b>Monitoring Of Workplace Exposures And Health</b>                   |                                            |
| Contaminant Inventory Forms                                           | Current                                    |
| Monitoring date and worker exposure records                           | Permanent                                  |
| Medical surveillance records                                          | Permanent                                  |
| Corrective action records (control measure)                           | Permanent                                  |
| <b>Emergency Preparedness</b>                                         |                                            |
| Documented drills                                                     | 20 years                                   |
| Records of actual emergencies                                         | 20 years                                   |

**HSE PRO - 012 - Control of Records**

**HSE PRO - 007 - Communication**

## **ELEMENT 12 – LEGISLATION**

### **12.0. LEGAL COMPLIANCE**

Project Managers, in consultation with HSE, are responsible to ensure their projects are compliant and up to date with all applicable HSE requirements, regulations, and laws in their respective jurisdictions and geographical areas. In the event of a conflict between a regulatory or other legal requirement, and a requirement of this document, the regulatory or other legal requirements shall take precedence, provided no undue H & S risk results from this action. In the absence of H&S regulations in a jurisdiction or geographical area, the HSE department procedures will apply. Compliance audits are conducted by the HSE department as per the compliance audit schedule.

Applicable legal and other requirements can be accessed through third party services such as the Canadian Centre for Occupational Health and Safety (CCHOS), CSA Online, WorkSafeBC Online, among other legal resources. Access to the CSA standards through CSA Online can be provided upon request by the HSE department.

**HSE PRO - 013 - Legislation/Legal Compliance**



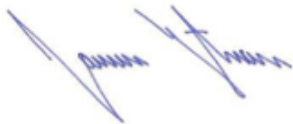
## ELEMENT 13 – JOHSC

### 13.0. JOHSC POLICY

In Canada, Joint Occupational Health and Safety Committees are mandatory for most sites. Rights and responsibilities of the JOHSC can be found under federal or provincial regulation as applicable. The JOHSC must be maintained and consistent with the requirement of the Term of Reference. All workplaces with 20 or more employees at the same workplace for a month or greater requires a JOHSC. JOHSC ensures there is two-way communication regarding safety related issues between employees and the company.

The membership of the committee is comprised of at least two employee representatives and two management representatives. The purpose of the committee is to identify potential dangers and hazards in the workplace and to recommend a means of improving health and safety programs and practices within the organization. The committee is also an advisory body, which stimulates the awareness of safety issues and workplace risks.

AWSE fully supports the work of the JOHSC in making our company a safer place to work and endeavors to cooperate with the JOHSC whenever possible. All senior management, supervisors and employees are expected to extend their full cooperation and support to the committee and its individual members.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

### 13.1. JOHSC MEETINGS

- The committee will meet monthly on the first Tuesday of each month.
- Regularly scheduled meetings will be held from 7:30am-8:30am in the AWSE Board Room or via Zoom with members calling in remotely as necessary. Time is to be allocated within this meeting to conduct site visits.
- Special meetings, if required, will be held at the call of the co-chairs.
- A quorum shall consist of a majority of members on the committee.

### 13.2. POSTING COMMITTEE INFORMATION

The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:

- The names and work locations of the JOHSC members.
- The reports of the three most recent JOHSC meeting minutes.
- Copies of any applicable orders under this division for the preceding 12 months

**HSE PRO - 014 - JOHSC (Joint Occupational Health and Safety Committee)**

## ELEMENT 14 – RETURN TO WORK – MODIFIED WORK PROGRAM

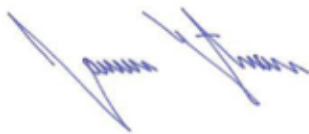
### 14.0. RETURN TO WORK – MODIFIED WORK PROGRAM POLICY

AWSE will make every reasonable effort to rehabilitate injured workers and maintain their income by providing an alternate comparable job or suitable employment. AWSE is committed to proactively manage all weekly indemnity, long term disability and WorkSafeBC claims using the organizations resources to protect its' employees and assets from inappropriate use.

The objective of the Return to Work (RTW) program is to establish a clear process for all employees to follow if they are injured at work. Various goals of the RTW program include minimizing the impact of work-related injuries, reducing the cost associated with these injuries and to reduce the number of days lost to injury or illnesses.

The RTW program will be controlled through fair and equitable management practices in combination with active employee involvement. The administration of the RTW program will be conducted by the HSE manager. An injured worker will be offered an RTW program according to his/her level of abilities until the employee is completely capable to perform his/her original duties or the employee reaches the point of Maximum Medical Recovery and requires permanent restricted duties. Permanent restricted duties will be accommodated where reasonably possible.

Any personal information received from or about the worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of any information that may be released and to whom it can be released.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## **ELEMENT 15 – HEALTH AND SAFETY CONTROLS**

### **15.0. DRUG AND ALCOHOL POLICY**

AWSE has a commitment to ensure that each employee is provided with a safe place of work. It is also the responsibility of each employee to work in a manner that ensures his or her own safety and the safety of the other workers at Company sites.

AWSE will enforce the company drug and alcohol policy to the extent that it complies with the requirements of the Canadian Model for Providing a Safe Workplace (2018), and any other law(s) which may be in force in the applicable jurisdiction, including human rights legislation.

The company is committed to the safety of all our employees. Working while impaired prevents an employee from fulfilling his or her legal responsibility to ensure he or she does not endanger the safety of other workers or the public. Drug and alcohol use adversely affects an individual's mental and physical abilities. It is AWSE's policy to promote, encourage and adopt standards that recognize the need for maintaining work environments that are safe and productive.

The possession of, use of, or being under the influence of any drug(s) and/or alcohol on AWSE worksites or in AWSE equipment or vehicles is strictly prohibited. This Policy applies to all AWSE employees, vendors and/or visitors. AWSE employees shall not report to any worksite or operate any AWSE equipment or vehicle if their ability to do so is impaired by the use of any drug(s) and/or alcohol.

#### **Prohibited Behavior**

The following behavior is strictly prohibited, and may incur disciplinary action up to and including termination of employment for cause or, in the case of a subcontractor, termination of contract and permanent removal from any AWSE workplace:

- Reporting to work or working while under the influence of any intoxicant. This includes where a worker is off-duty and called into work. In such a case, if a worker is impaired by any intoxicant at the time the call is received, it is the workers obligation to advise the company he or she is unfit to work due to the influence of an intoxicant.
- The use, possession, sale, manufacturing, or dispensation of any intoxicant at the workplace (see below for prescribed intoxicant).
- Failing to report the use of any prescribed intoxicant as required under this policy.

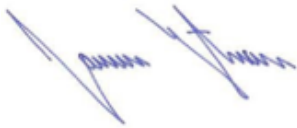
#### **Prescribed Intoxicant**

A worker required by his or her physician to possess and/or consume a prescribed intoxicant, is required to advise the assigned onsite safety representative or his/her direct supervisor, in advance of bringing such prescribed intoxicant to the workplace and/or prior to appearing at the workplace under the influence of such prescribed intoxicant. Once advised, the assigned

onsite safety representative or direct supervisor will work with the worker to determine whether the presence or use of the prescribed intoxicant can be accommodated within the bounds of AWSE's obligations under applicable health and safety and human rights legislation.

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

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



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

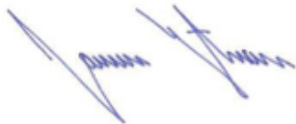
## 15.1. ENVIRONMENTAL POLICY

AWSE recognizes the importance of operating in an environmentally conscious manner, committing to environmental leadership, and following these five fundamental guidelines, which makeup AWSE's Environmental Policy:

- Comply fully with environmental laws and regulations.
- Provide appropriate environmental training for employees and subcontractors.
- Protect air, land, and water resources in an environmentally sensitive manner.
- Assist in finding solutions to environmental concerns.
- Promote environmental compliance and stewardship.

Environmental compliance within AWSE is facilitated through the sharing of information, providing applicable orientation/training on environmental sensitivities and associated mitigation, hiring qualified personnel, and providing onsite monitoring of activities through a proactive and adaptive construction approach. The management of environmental compliance is viewed as part of a process of achieving performance improvement.

AWSE is aware that federal, provincial, and local regulations exist to protect air, land and water resources. AWSE operates in full compliance with all applicable environmental regulatory requirements as listed in regulatory approvals and necessary permits.



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022

## 15.2. HARRASSMENT, DISCRIMINATION AND VIOLENCE

### Harassment, Discrimination and Violence Policy

All employees deserve to be treated with dignity and respect. AWSE recognizes that workplace harassment including sexual harassment is offensive, degrading, threatening and a violation of human rights. AWSE is committed to maintaining a harassment free workplace for all employees. Every employee is responsible to cooperate in the prohibition of harassment in the workplace.

### Prohibited Conduct

Workplace harassment, discrimination and violence are considered a hazard for the purposes of Hazard Assessment, Elimination and Control. AWSE does not tolerate any type of workplace harassment, discrimination or violence committed by or against employees.

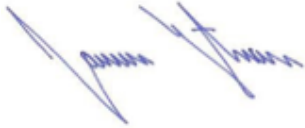
All AWSE employees have the right to expect equitable and respectful treatment in the workplace. Differences are to be valued and an employee's actions must be consistent with the AWSE standards and values. Employees should always treat each other with respect and dignity and comply with all the relevant Canadian legal obligations including but not limited to, standards of appropriate conduct with respect to:

|                           |                    |                     |
|---------------------------|--------------------|---------------------|
| Age                       | Religion           | Pardoned Conviction |
| Color                     | Sexual Orientation | Veteran Status      |
| National or Ethnic Origin | Disability         | Race                |
| Family Status             | Marital Status     | Gender              |

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Employees are prohibited from making threats or engaging in violent activities.
- Unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature such as touching, brushing up against another or derogatory comments.
- Unwelcome verbal or non-verbal conduct or visual displays of a sexual, offensive, or discriminating manner such as posters, calendars, photographs, cartoons, graffiti, or other offensive graphic displays.
- Making submission to or rejection of harassment the basis of any of any employment decision.
- Jokes or other remarks that are sexual or offensive in nature or demeaning to any individual, including without limiting to one who has protected characteristics.
- Unprofessional comments in the work environment based on an individual's protected characteristics, as well as insults, name-calling, or slurs based on an individual's protected characteristics.
- Physical, verbal, or psychological abuse based on an individual's protected characteristics such as stereotyping, name-calling, assaulting, sabotaging, segregating, or threatening any individual in the workplace.
- Harassment does not include expressing differences of opinion, offering constructive

feedback, guidance or advice about work-related behavior, or reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions assigning work).



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Jamie Yetman  
Alpine West Systems Electrical – President  
February 2022



### 15.3. WORK REFUSAL

In Canada, a worker has the right to refuse work where:

- There is reason to believe that any equipment, machine, device, or thing the worker is to use or operate is likely to endanger oneself or another worker; or
- Is in contravention with the Act; or
- The physical condition of the workplace or the part thereof in which he or she works is likely to endanger the individual.

Employees cannot be reprimanded for legitimate work refusals.

#### HSE PRO – 016 - Work Refusal

### 15.4. WORKING AT HEIGHTS

#### FALL PROTECTION

A Guardrail System is always the preferred line of defense to fall hazards. A guardrail shall be installed to protect a worker from these hazards, however if it is not reasonably possible to install a guardrail system, a worker shall be protected by using a Fall Arrest System or a Fall Restraint System. Fall Arrest Systems are required when a worker may fall:

- More than 3 meters (10ft) or less, as a site-specific rules warrant.
- More than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment.
- Into open machinery.
- Into water or another liquid.
- Into, or onto a hazardous substance or object; and/or
- Through an opening on a work surface.

Employees must not use fall arrest equipment until they have been properly trained. Supervisors shall ensure fall protection is available and used as required for all employees under their responsibility. Every piece of fall arrest equipment should be inspected and certified at least yearly by a competent person.

#### HSE PRO - 017 - Fall Protection

#### LADDERS

Ladders are used for access and inspections where 3-point contact can be maintained at all times.

A portable ladder shall:

- Be free from broken or loose members or other faults.
- Be able to withstand 4 times the maximum load likely to be imposed.
- Have non-slip feet and be placed on a firm footing.
- Be held in place by one or more workers while being used where it exceeds six meters in length and is not securely fastened or is likely to be endangered by traffic.
- When not securely fastened, be inclined so that the horizontal distance from the top support to the foot of the ladder is not less than one-quarter and not more than one-third of the length of the ladder.

A step ladder shall:

- Be used only on clean and even surfaces and no work is to be done from the top two steps of a stepladder, counting the top platform as a rung.
- Always be placed with the spreader bars fully locked when in use.

Supervisors and/or a competent person shall ensure employees that are required to use ladders are provided with safety training in recognizing hazards related to ladders and how to mitigate those hazards including: fall hazards, electrical contact, correct procedures for erecting, placing, maintaining, and disassembling.

### HSE PRO - 018 - Ladders

## METAL SCAFFOLDS

The misuse of scaffolding is the cause of numerous serious injuries. Every worker who erects or dismantles scaffolds should be competent and know what the manufacturers specifications are. The type of scaffold that will be best suited for the job and capable of withstanding the loads to be imposed on it must be determined before the job begins. Always ensure that:

- The scaffold you intend to use is the correct one for the job.
- The location in which the scaffold is to be constructed is level or can present secure footing by use of mudsills or some other device.
- The scaffold will be erected by a competent worker.
- Legislative and manufacturers requirements have been complied with.
- Safe access and egress to both the scaffold and the general work area has been provided.
- Levelling adjustment screws have not been over extended.
- Tower scaffolds have outriggers or are guyed and have all component parts secured in place (i.e. Cross braces, pins, lateral braces).
- Scaffold work platforms have perimeter guardrail.
  - Horizontal rail – 0.92 meters to 1.07 meters above the platform

- Intermediate rail – Horizontal rail midway between scaffold platform and top rail
  - Toe board – Horizontal member at platform level no less than 140mm in height above the platform level
- Scaffold planks are of number one grader materials with maximum spans of 3.1 meters on light duty and 2.3 meters on heavy duty with a maximum projection beyond the ledger of no more than 300 mm.

## **ELEMENT 16 – OCCUPATIONAL HEALTH**

### **16.0. HEARING CONSERVATION**

Where hazardous noise levels are suspected by supervisory personnel or employees, the HSE department provides or coordinates training on hearing conservation and proper use of personal protective equipment for hearing protection (ear plugs/earmuffs).

#### **HSE PRO - 019 - Hearing Conservation**

### **16.1. RESPIRATORY PROTECTION PROGRAM**

Where hazardous respiratory risks are identified or suspected by supervisory personnel or employees, the QHSE department provides or coordinates qualitative fit testing and training on respirator selection, proper use, and care of respirators.

#### **HSE PRO - 020 - Respiratory Protection Program**

### **16.2. OFFICE ERGONOMICS**

Repetitive Strain Injuries (RSI) have the potential to be disabling and to require surgery to be resolved. An example of an RSI is carpal tunnel syndrome, which can develop from using computer keyboards vibrations from power tools, repetitive gripping of hand tools, etc. The aim of ergonomics is to design equipment and work practices to reduce these kinds of injuries. Ergonomic aspects will be considered when purchasing new equipment and designing work practices. The HSE department conducts Physical Demands Analysis upon request and subsequently assists in identifying and implementing control measures related to MSD's (Musculoskeletal Disorders).

### **16.3. MANUAL LIFTING**

Most manual lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed. An employee shall either obtain assistance in lifting heavy objects or use power equipment. Employees shall not attempt to lift beyond their capacity and caution should be taken when lifting or pulling in an awkward position. The right way to lift is the easiest and safest:

- Size up the load, if you think you will need help, get it.
- Crouch or squat with the feet close to the object to be lifted.
- Secure good footing and take a firm grip.
- Bend your knees and keep your back vertical.
- Lift by bending at the knees and using the leg and thigh muscles.

## HSE PRO - 021 - Manual Lifting