

# ADVATEK SYSTEMS INC.

## WORKPLACE

# GENERAL SAFETY RULES

## SECTION 3



Updated Dec 01 2016

## **ADVATEK SYSTEMS INC.**

### **GENERAL SAFETY TRAINING**

The following are the accepted safety rules that will be enforced at all times when at the office or on a worksite. These rules are the basis for working safely at Advatek Systems Inc. While on a customers site you will adhere to their safety rules so long as it does not violate any of the basic Advatek Systems Inc. safety rules. These rules are above and beyond any other regulations. NB Occupational Health and Safety can be found online at <http://laws.gnb.ca/en/showdoc/cs/O-0.2/ga:s> 51

#### **3.1 CLOTHING**

All employees will ensure that their clothing presents no danger to them selves. All shirts will be tucked in and pants should fit securely or be secured using a belt. Shoe & boot laces will be tied at all times.

#### **3.2 FOOT WARE**

All service personnel will wear at all times CSA approved work boots or shoes. These need to be of the steel toe or carbon fiber variety. **Shoe & boot laces will be tied at all times.** Other office staff are permitted to where their own appropriate foot wear to work so long as they remain out of the service areas.

#### **3.3 EYE PROTECTION**

Appropriate CSA eye protection must be worn when performing duties that would affect ones eye sight. The can include but are not limited to Grinding (Bench or portable), application of chemicals that not use of safety glass is required, welding, using a burning torch. Please follow manufactures directions.

#### **3.4 EAR PROTECTION**

Appropriate ear protection will be worn when operating equipment who noise level exceeds acceptable levels. Some activities include but are not limited to: Grinding, drilling metal. Please follow manufactures directions. At 85db Advatek Employee need to wear Ear Protection

#### **3.5 HEAD PROTECTION**

Appropriate CSA head protection will be worn at all times when working above your head or when their is a chance that tools, debris or other items may fall onto ones head. The head protection should be maintained at all times, it should also be discarded if subjected to a hit that causes cracks or damage to any part of the equipment. Please follow manufactures directions.

#### **3.6 FIRST AID**

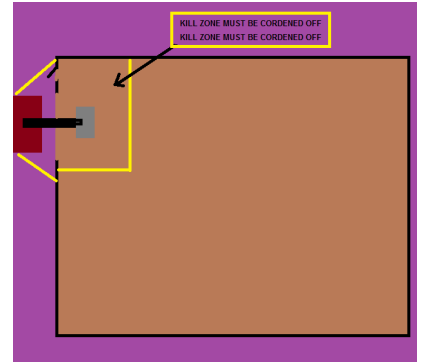
All employee will be aware of the location of the First Aid kit and the designated First Aid responders on staff. Electrical tape and paper towel is not considered appropriate first aid.

#### **3.7 TRIP HAZZARDS AND CLEAN WORKSPACE**

Employees will ensure that when they leave a work site that it be clean and free of hazards that may cause injury due to trips or falls. Regardless of the rush placed on the employee they shall ensure a clean work environment around walking zones. The safe walk zones in the shop must be designated by yellow paint

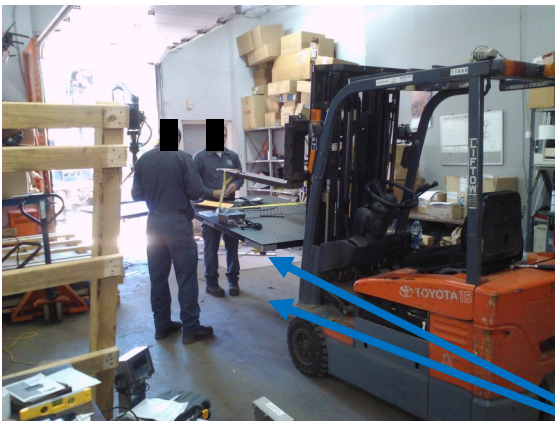
### 3.8 BOOM TRUCK OPERATION AND SAFETY

The operator of the truck is responsible of enforcing all safety requirement when employees are around his truck. Advatek Systems Inc requires the following above and beyond any regulated safety requirements. Employees must wear, a hard hat, safety shoes & reflective vest. If the work is to be done in an area where other workers are working the KILL ZONE around the boom must be cordoned off or all employees in the affect zone must wear the appropriate gear. The boom truck operator is required by Advatek Systems Inc. to wear a safety vest at all times when outside the truck while in use. See Section 3.22 for more information on operation of cranes, hoists and lifts



### 3.9 UNUSUAL WORK PLACE CONDITIONS (behavioral based)

Employees must consider what they are doing at all times if an action of work would be considered a chance for injury to themselves or another employee they should take precautions to protect themselves and the public.



A cordoned off safety zone should be used, as well as lift supports should be under the suspended scales. If the scales were to fall serious injury to the legs could occur

### 4.10 LIFTING

91-191 Section 52

“Where the health or safety of an employee handling an object or material may be endangered, an employer shall ensure that

- (a) Adequate and appropriate equipment is provided to the employee and is used by the employee for lifting and moving the object or material, and
- (b) The employee is instructed as to the appropriate method of lifting and moving objects and material.”

### 3.11 OPERATION OF COMPANY VEHICLES

While operating an Advatek System Inc. Company vehicle the driver and passengers, both to be referred to as occupants from here on in, will obey all laws of the area they are operating with in. Strict attention is to be paid to the following:

- a. Drivers must have their foot wear on correctly this includes tied laces.
- b. Occupants **MUST** wear the seat belt at all times when traveling in a company vehicle
- c. Drivers are **NOT** permitted to use any electronic hands on device such as cell phones, GPS, camera while driving or even stopped in traffic. This is regardless of if the local laws allow this.
- d. Drivers are permitted (as long as the local laws allow this) to use a hand free device for using the phones.
- e. Drivers must perform a walk around inspection of their vehicle each morning. Any damages or defects must be reported to the General Manager via EMAIL, as this create a paper trail. Please report registrations & safety stickers 1 month before they are due. When sending the email in the subject line use VEHICLE INSPECTION 'PLATE#' ISSUE.
- f. **ANY** items in the box of company trucks **MUST** be secured and stowed. If you do not have correct tie downs and straps to secure the load then it is your responsibility to obtain these before moving the vehicle. When transporting boxes to a customer site the use of a tarp covering the boxes and secured to the truck will count as securing the load.
- g. Employees are encouraged to back in company vehicles, or have a vehicle facing out position when parking.
- h. Employees are required to use the park brake when parking company vehicles
- i. All Company vehicles must have their ADV-OHS-0007(Fleet) or ADV-OHS-0008(Comercial) completed by the end of the first week of each month

### 3.12 Occupation Heath and Safety Act & Regulations

All Advatek Systems Inc employees will be informed and trained in the OHS Act & Regulations. Using the available online materials provided at [http://laws.gnb.ca/en/showdoc/cs/O-0.2/ga:s\\_51](http://laws.gnb.ca/en/showdoc/cs/O-0.2/ga:s_51)

### 3.13. SCAFFOLDS

Advatek Systems Inc employees are not trained to setup scaffolds, see section 3.21 for more details

### 3.14 WHMIS

All Advatek Systems Inc employees shall be given WHMIS training regardless of working condition. The MSDS for any controlled product at Advatek Systems will be kept in the MSDS binder located in the Service Office and up front. MSDS sheets need to be obtained for all controlled products.

### 3.15 VEHICLE BACK IN POLICY

Advatek Systems Inc encourages that all employee back in any company vehicles at all customer site. As an extra amendment it is required to be done at any mine site. When arriving on site employees are required to check if there is a back in policy

### **3.16 CHEMICAL AND BIOLOGICAL HAZARD**

Employees at Advatek System Inc under normal circumstances NOT exposed to Chemical or Biological Hazards. However in the case their work does take them into such a scenario the following is to be done.

- a. Address with the customer to see if they have existing rules for working in the affected area and if so follow their procedures, they must also ensure they are aware of the existing of clean up and emergency equipment.
- b. Air sampling will take place to ensure safe operating limits in these zones, or current up-to-date reports from the customer site are acceptable.
- c. Respirators will be used and available should they be needed if engineering controls are not available
- d. Should a spill or accidental release occur the Employee must notify the customer immediately and allow the customer to perform the clean up. Advatek Systems Inc. does not permit Employees to clean up Chemical or Biological spills as they are not trained to do so.

### **3.17 DRUG AND ALCOHOL POLICY**

Employees of Advatek Systems Inc at any time must abide by the following items

- a. All employees are notified upon employment that drug and alcohol testing may occur randomly
- b. This policy is delivered as part of general orientation and OHS training.
- c. A 0% Tolerance to Drugs and Alcohol will be enforced and result in immediate management action
- d. No Alcohol is to be consumed during office hours
- e. Employees must never work or drive if they feel they are still under the influence of alcohol
- f. Use of high end pain killers or other prescribed drugs that have an affect on perception or reaction times must be reported to management via email
- g. Employees must take an Alcohol or Drug test if requested
- h. Employees may be required to take an Alcohol or Drug test before returning to work after any incident
- i. Advatek reserves the right to ask potential employees to take an Alcohol or Drug test
- j. Use of **ANY** illegal narcotics is prohibited regardless of popular belief
- k. Employees are forbidden from taking any intoxicating substances to work / job site

Advatek will only request a Drug or Alcohol test if the employee is

- A. Exhibiting unusual behaviour normal for that employee
- B. Reports of or smell of intoxicating substances on the employee
- C. Employee caught in the act of consumption of intoxicating substances
- D. Required as part of Customer safety program

Supervisors are instructed to be on the lookout for symptoms of impairment such as slurred speech, unusual behaviour out of character, flushed appearance. Should you suspect impairment then remove the employee from the work site and contact management. Do not get into a fight with the employee if they become aggressive the police **must** be called.

### **3.18 FIRE SAFETY**

Advatek Systems Inc will provide a workplace that minimizes the risk of a fire and provide the mean to notify and fight the fire.

- a. Fire Extinguishers will be available in each occupied work zone for easy access
- b. Fire Extinguishers will be mounted on a RED mount that is placed on a wall easily accessible
- c. Fire Extinguishers will be mounted on all lift trucks
- d. Fire Extinguishers will be available in all company vehicles
- e. Fire Extinguishers must be inspected each month by an Advatek Employee using the Form OHS-318-A this form is to be kept in the OHS cabinet for reference purposes
- f. Fire Extinguishers must be inspected each year by a representative of the Fire Department
- g. All rags or paper towel used to clean up combustible spills must be disposed of promptly and not be allowed to sit around

#### **Fire & Smoke Detection Gear**

If you are using a monitored service you should ensure that all systems are working at least once per year. If you are using a stand alone monitor then the below items must be observed

- Working Smoke & Fire Detection equipment is to be maintained and checked once per month and recorded on Form OHS-318-A, the forms are kept in the OHS cabinet for reference purposes

### **3.19 HOT WORK (Welding, Soldering and Cutting)**

All Information pertaining to Hot work has been moved to **Section 16—Hot Work**

### **3.20 POWERED MOBILE EQUIPMENT (PME)**

Advatek Systems Inc has the following policies pertaining to the operation of powered mobile equipment

- a. Only employees who have been trained and have proven competent in the operation of powered mobile equipment shall be permitted to operate it
- b. Prior to the operation of the equipment for the first time that day the employee shall perform a walk around inspection to ensure that the equipment is safe and ready for operation.
- c. Seat belts must be worn while operating PME
- d. When leaving the equipment unattended, the operator shall park it on level ground, set the brake, lower the blades and bucket or safely block them, disengage the master clutch, stop the engine, and remove the key.

### **3.21 ELEVATING WORK PLATFORMS (EWP)**

Advatek Systems Inc has the following policies pertaining to the operation and working on elevating work platforms

- a. Employees must ensure all proper PPE is worn when working on EWP
- b. Employees must wear Fall Arrest gear when working on EWP
- c. Employees shall observe at all times the load limits when performing work This is regardless of the length of time of the work. Assessment of load is to be assessed at the maximum that will be in place during the length of the job. For example putting shingles on the roof the initial work load will be the heaviest so this should be assessed as your max load. However should it be removal of equipment from a location the end of the job will be the max load of the job.
- d. Prior to the operation of the equipment for the first time that day the employee shall perform a walk around inspection to ensure that the equipment is safe and ready for operation.
- e. All temporary work platforms are to be inspected before use, and put out of service immediately should any defects be found.
- f. Advatek Systems Inc and Employees shall ensure that a metal scaffold is regularly inspected for any damage, deterioration or loosening of the connections of its structural members that may affect its strength and if such damage, deterioration or loosening is found, that the scaffold is removed from use until repaired.

### **3.22 OPERATION OF CRANES, HOISTS OR LIFTS**

Advatek Systems Inc has the following policies pertaining to the operation cranes, hoists or lifts

- a. The working kill zone must always be marked off. This is the area that the crane will traverse with and with out load
- b. Only trained and competent employees shall be permitted to operate a crane, hoist or lift
- c. Loads shall NEVER be passed over a person
- d. Employees shall never enter the kill zone while a load is suspended.
- e. A maintenance log book is to be kept for the crane
- f. Prior to the operation of the equipment for the first time that day the employee shall perform a walk around inspection to ensure that the equipment is safe and ready for operation.
- g. Should the operator of the equipment not be able to see the destination of the load a signal person MUST be used.
- h. Lifting device load / lifting capacity is to be clearly displayed **on** the lifting device.
- i. Lifting device load / lifting capacity must **NEVER** be exceeded.

### **3.23 HANDLING OF FLAMABLE OR COMBUSTIBLES SUBSTANCES**

Advatek Systems Inc has the following policies pertaining to handling of flammable or combustible substances

- a. Employees are trained in the safe handling, use, storage, and disposal of the substances they commonly come into contact with.
- b. Employees provided with adequate information concerning the identity, nature, and potential hazards of the substance.
- c. Employees are to confer with their MSDS sheets should they have questions on the substance they are handling
- d. Employees shall never store an ignition source near a flammable / combustible
- e. Employee shall never store two items together that when mixed may result in toxic fumes or promote a self ignition environment
- f. Employees are responsible to seek assistance should they end up handling a substance they are not familiar with.

### **3.24 AIR BORN PARTICLE CONTAMINENTS**

Employees & Contractors at Advatek Systems on occasion work in areas that contain high concentrations of air born particle, such as silica. When working in these conditions several precautions must be taken:

- a. Employees and Contractors will ensure compliance with any onsite regulation provided by the customer.
- b. Air samples should be taken to ensure that the concentration does not exceed recommended safe levels. Maximum Acceptable Level is stated at 0.025 mg/m<sup>3</sup>, 8 hr TWA
- c. Employees will document on there work orders the test results and times
- d. Employees will ensure that proper medical assistance is available should it be required
- e. During work it is required to take air sample at intervals no greater than 1 hour to ensure concentrations have not exceeded safe limits
- f. When working in an environment that contains air born contaminates such as silica proper PPE is required. Should you not be able to lower the levels of air born contaminants below the acceptable level then full respiratory PPE must be worn
- g. If during work an employee suspects the levels of air born particle has suddenly risen, work shall stop and air sample will be taken. If the levels are still with in safe limits then work may resume
- h. When working in areas that can be controlled using engineering controls it recommended that every effort should be taken to do so. If you are able to remove the source of the contamination it is recommended that this happen also.
- i. At all times all Employees and member of the team they are working with should remain aware of the risks around them
- j. If an employee is working in a confined space with air born contaminants the guidelines for both sections will be observed. And the more stringent of them taken as the correct procedure

### **3.25 Transportation (Commercial Vehicles >4500 kg GWR)**

This section governs the usage of the Advatek Systems Inc Weight Test Truck (Test Truck).

- A. Usage of the Test Truck are governed by all applicable Federal and Provincial laws & regulations. These **must** be followed completely at all times with out exception.
- B. Before the Weight Truck departs the following items must be check.
  - a. All Cargo is immobilized, secured and contained appropriately on the vehicle so as to not (leak, spill, blow off, fall from, fall through or other wish come off the vehicle during transportation
  - b. All Cargo must also be securely placed so as to prevent movement that may unbalance the truck
  - c. When securing loads straps that are used must be able to handle the weight and strain of the items they are securing. At no time will straps be used when the capacity is over 90% of what they are rat-
- C. The driver of the Test Truck is responsible to ensure they are aware of any provincial regulations that affect them as they travel between provinces.
- D. The driver of the Test Truck shall before departing inspect the truck for any deficiencies, leaks, or damages and record these as required. Inspections must happen each time before the truck hits the road
- E. Any Trailer attached to the Test Truck must be inspected and any deficiencies must also be logged. Inspections must happen each time before the truck hits the road
- F. While in operation the truck and trailers must be inspected at minimum once every 24 hours regardless of weather they hit the road or not.
- G. Every person who carries out an inspection shall record on a trip inspection report any safety defects as disclosed in the inspection. If no safety defects are disclosed by the inspection, the person who carries out the inspection shall state this on the trip inspection report. All reports must be handed in when the driver next returns to the office.
- H. At no time is the driver allowed to operate the Test Truck should they feel they are not able to do so competently, alter and with in the guidance of all applicable laws. This is applies to any over the counter medications that may impair your ability to perform you duties safely.
- I. At no time shall the driver of the Test Truck exceed there allowed driving times regardless of how close to their destination they may be. These hours are as specified by the province in which you are currently operating. In accordance with SOR/2005-313 of the Motor Vehicle Transport Act
- J. The driver if the Test Truck will fill out a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day. These will be verified and collected on return to the office.
- K. Advatek System will provide the operator of the Test Truck training when required or requested to assist them in performing their duties
- L. At no time shall the operator exceed 13 hours of driving time or 14 hours of on duty time in a day.