

# Health, Safety, Security, and Environment (HSSE) Management System

## Employee Handbook



**“We say what we are going to do.  
We do what we said we would do.  
We check to make sure that we did it”**

### **Before Starting Any Work**

Before starting any work, you must ensure that you have taken the required precautions and you have filled out a Field Level Risk Assessment (FLRA). You must ensure your Supervisor has reviewed a job specific Work Execution Plan (WEP) and a Job Hazard Analysis (JHA) with you. CPP Safe Work Procedures and CPP Safe Work Practices must be followed for every job undertaken by Canada Pump and Power.



# CANADA PUMP & POWER CORPORATION

## Canada Pump and Power's Golden Rules

Canada Pump and Power regularly works in potentially hazardous environments which may include confined and restricted spaces, remote locations, extreme temperatures, or areas contaminated with toxic or explosive chemical mixtures. We want to make sure that Canada Pump and Power (CPP) takes exceptional care of our employees and our clients. To accomplish this, we need to work safely together toward common goals. The rules listed below are conditional to your employment. If you choose to violate these rules while at work, you will be dismissed from Canada Pump and Power.

1. Act with Integrity – Honesty, Uprightness, Soundness and Wholeness – in everything you say and do.
2. Always be fit for duty. You must be well rested with no residual effects of alcohol or drugs (prescription or non-prescription), and free of any other conditions that may affect your ability to work safely and effectively.
3. Always be alert and focused on the task at hand. No sleeping, playing games, watching videos, social media, or engaging in personal calls or projects while on duty.
4. Possession or use of firearms, illegal drugs or alcohol on company work sites is prohibited.
5. Vandalism, violence, harassment or discrimination of any kind will not be tolerated.
6. Always fill out a shift, site, and job specific Field Level Risk Assessment (FLRA) and only work on projects that have a Work Execution Plan (WEP) completed and approved by a CPP Supervisor that has had a Job Hazard Analysis (JHA) completed and approved by a CPP Safety Officer.
7. Every job undertaken by Canada Pump and Power must fall within a CPP Safe Work Practice. If a CPP Safe Work Practice does not exist, a new safe work practice (and WEP and JHA) must be completed and documented in writing by a CPP Supervisor. This needs to be approved by a CPP Safety Officer and submitted to CPP Head Office.
8. Always wear the Personal Protective Equipment (PPE) appropriate for the work that you are doing and ensure all items are clean and in proper working condition.
9. Use only the correct tools, equipment, and materials that are in good condition and have all safety guards and devices in place.
10. Always obey all traffic rules, only use hands-free communications, and never use a screen or keyboard while driving. Disabling or tampering with equipment monitoring systems is prohibited.
11. Disclosure of any confidential and proprietary information of Canada Pump and Power is prohibited.
12. Never break the laws, labor code regulations, or policies of Canada Pump and Power, our clients, or the government. Always follow the Oil Sands Safety Association (OSSA) Regional Safety Rules when working at any oil sands site. The strictest rules in each instance are the ones that are in effect. (Example: No cell phone use at all while vehicles in motion on many sites).



# CANADA PUMP & POWER CORPORATION

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# CANADA PUMP & POWER CORPORATION

## Welcome to Canada Pump and Power

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Those of us already at Canada Pump and Power are very pleased that you have chosen to join us and contribute your effort and talent to our company. Canada Pump and Power believes the health, safety, and security of its employees, contractors, subcontractors, customers, and surrounding communities; and the well-being of the environment; are critical to the company's success.

Incidents result from a variety of causes, but many can be prevented through proper Health and Safety practices and procedures. It is imperative that every worker develops a high level of Health and Safety awareness. Working as a team we can ensure a safe workplace and achieve the goal of zero injuries, resulting in everyone arriving home safely every day. We need your commitment, capability, dependability, and diligence to achieve that goal.

The Health, Safety, Security, and Environment Management System, this handbook, and training you will receive will provide direction and guidance to you and your fellow workers for having a safe work day. You are expected to contribute your efforts in preventing any safety incident from occurring.

## Before Starting Any Work

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**Before starting any work, ensure that you have read through and understand the Golden Rules written in this Handbook and are familiar with all the content in this Employee Handbook. You must ensure that you have taken the required precautions and you have filled out a Field Level Risk Assessment (FLRA). You must ensure your Supervisor has reviewed a job specific Work Execution Plan (WEP) and a Job Hazard Analysis (JHA) with you. CPP Safe Work Procedures and CPP Safe Work Practices (in the Health, Safety, Security, and Environment Management System) must be followed for every job undertaken by Canada Pump and Power.**



# CANADA PUMP & POWER CORPORATION

## Our Mission, Vision, and Motto

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### Our Mission

The Canada Pump and Power corporate mission is to provide safe and efficient solutions for our customers' industrial pumping and marine related needs. Canada Pump and Power has developed detailed written safe work practices and procedures that enable us to provide our customers with high quality products and services executed correctly and efficiently. Our services and products allow our customers to continue their work process more efficiently than other alternatives, consequently enabling our customers to have a competitive advantage in their industries.

Our business continues to grow because of our integrity. We follow only the best safe practices and procedures. We understand that our safe work practices, procedures, personnel, and equipment in conjunction with the quality of our work make lasting impressions that go beyond the final dollar total on any single project. Our customers appreciate our qualified and experienced personnel. In addition, we use and maintain the best equipment available to perform our tasks to ensure that any project we undertake is done safely and properly.

### Our Vision

Our vision is to be recognized by the market as a successful leader in our field through a proven ability to consistently satisfy our customers' requirements while upholding our commitment to safety, quality, and integrity.

We are committed to:

- The safety, health, and well-being of all individuals related to our operations;
- Continual controlled growth;
- Maintaining an environment for attracting and retaining the best people in our field;
- Enhancing and developing our expertise and competency to ensure we maintain a leadership position in our field.

### Our Motto

**"We say what we are going to do, we do what we said we would do, and we check to make sure that we did it."**



# CANADA PUMP & POWER CORPORATION

## Health, Safety, Security, and Environment Management System

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The Health, Safety, Security and Environment Management System is available for all employees to review. The system is divided into seven parts:

- Part 1: Company Policies
- Part 2: Organizational Positions
- Part 3: Company Processes
- Part 4: Safe Work Procedures
- Part 5: Safe Work Practices
- Part 6: Commercial Diving Practices
- Part 7: Human Resources Policies

A copy of the Health, Safety, Security and Environment Management System shall be accessible at every job site. The Health, Safety, Security and Environment Management System is a “Live” document. For the most up to date information, request the information be downloaded from our computer system.

## Emergency Phone Numbers (24 hours)

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If these numbers are not accurate, immediately inform your site supervisor. Fill in the site-specific emergency numbers in accordance to where you are working.

### Alberta

General Emergency	911
Gas Emergency (ATCO)	1-800-511-3447
Spills/Environmental Emergency	1-800-272-9600
Poison and Drug Information Services	1-800-332-1414
Ambulance (site specific)	911 or ( _____ )
Fire (site specific)	911 or ( _____ )
Security (site specific)	_____
Alberta Occupational Health and Safety	1-866-415-8690
CPP Radiation Safety Officer	1-780-922-1178
CPP Health, Safety, Security, and Environment Manager	1-780-922-1178
CPP Chief Executive Officer, Jeremy Leonard	1-808-599-0434
Divers Alert Network	1-919-684-9111 (Emergency) 1-919-684-2948 (Medical non-emergency)





# CANADA PUMP & POWER CORPORATION

## **Health, Safety, Security and Environment Policy Statement**

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The personal health, safety, security and environment of each employee of Canada Pump and Power is of primary importance. The prevention of work-related injuries and illnesses is of such consequence that it will be given priority over operating productivity. To the greatest degree possible, management will provide all mechanical and physical facilities required to ensure the personal health, safety, security and environment is kept to our standards.

We will maintain a health, safety, security and environment program conforming to the best practices of organizations similar to ours. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health, safety, security and environment matters, not only between supervisors and employees, but also between each employee and his or her co-workers. Only through such a co-operative effort can a safety program be established, effective and preserved.

The Management of Canada Pump and Power is committed to the prevention of occupational illness and injury. Our goal is zero accidents and injuries. Canada Pump and Power shall maintain a safe, healthy and secure work environment.

**Canada Pump and Power and its employees shall adhere to all current legislation, regulations, and rules of the jurisdiction which they are based.**

Our health, safety, security and environment program will involve:

- Providing mechanical and physical safeguards that meet our standards;
- Conducting a program of safety and health inspections (formal and informal) to find and eliminate unsafe working conditions and practices, control health hazards, and comply fully with the safety and health standards for every job;
- Training all employees in good safety and health practices and procedures;
- Providing necessary personal protective equipment (PPE) and instruction for its use and care;
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment;
- Investigating every incident promptly and thoroughly to discover the root cause and to amend the quality program in an effort to prevent a recurrence of the incident.

The Chief Executive Officer is committed to complying with all pertinent legislation including the Occupational Health and Safety legislation, regulations and codes. The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.

**Jeremy Leonard**  
**Chief Executive Officer**  
**1-808-599-0434**





# CANADA PUMP & POWER CORPORATION

## **Environmental Policy Statement**

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Canada Pump and Power recognizes that environmental concerns are of critical importance, and encourages its employees to join in full acceptance of and compliance with this policy. We will create procedures that fully comply with federal, provincial and local regulations. We will provide training to our employees to ensure our workers are aware of these procedures and are capable of following them.

### **Protection of the Environment**

We will employ practical measures to protect the environment. We will conserve and protect the water, air, and land resources we use. We will strive to eliminate any releases to land, air, or water that may harm human health or the environment. Continuous improvement in our environmental performance will be a principal objective.

### **Waste Management Policy Statement**

We will work to prevent waste and pollution at the source whenever possible. New facilities and improvements of existing operations will use processes designed to minimize the environmental effects of our operations and will incorporate functional pollution control equipment.

### **Recycling and Disposal**

We will support recycling programs where practical and will use environmentally safe treatment and disposal practices for waste that is not eliminated at the source or recycled.

### **Compliance**

We will manage existing facilities so that we meet or exceed legal requirements. We will implement programs and procedures to satisfy compliance. We will conduct compliance audits and monitor procedures and practices to evaluate our performance.

### **Disclosure**

We will inform our employees of our progress in environmental issues. We will cooperate with the authorities and regulatory agencies in responding to inquiries. We will encourage our employees to report to their supervisor any conditions that they reasonably believe could be harmful to the environment or pose health or safety hazards so we can initiate prompt corrective actions.

### **Commitment**

Management will consider environmental and cultural implications of their decisions.

**Jeremy Leonard**  
**Chief Executive Officer**  
**1-808-599-0434**



# CANADA PUMP & POWER CORPORATION

## Employee Qualifications

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### All Canada Pump and Power employees working in Canada must:

- Be a minimum of 18 years of age.
- Have a high school diploma or its equivalent.
- Be fluent in English (verbal and written).
- Be able to legally work in Canada.
- Participate with screen-testing for drugs, alcohol, and other controlled substances.
- Participate in fitness testing to ensure their physical condition is suited to the type of work being performed.
- Successfully complete Canada Pump and Power orientation which includes familiarization with processes, safe work practices and procedures, site indoctrination and area indoctrination.
- On every shift complete and submit via cellular phone or computer a Field Level Risk Assessment and all other mandatory CPP paperwork
- Before starting any work, the worker must be trained and deemed competent in the task by a Canada Pump and Power Supervisor
- Have a valid operator's license issued or accepted by the local government for the type and class of vehicle operation as required for their position, or as may be required for safety or efficiency purposes.
- Provide a copy of the license to our Human Resources Department.
- Provide the Human Resources department a copy of a pre-employment driver's abstract dated within fourteen (14) days prior to hiring.
- Provide Human Resources a copy of a pre-employment background check from the RCMP dated within fourteen (14) days to the anticipated employment start date.

The following employees have additional requirements:

### All Field Personnel:

- Successfully complete Alberta Construction Safety Association's (ACSA) Construction Safety Training System (CSTS) and Oil Sands Safety Association's (OSSA) Regional Orientation, OR Oil Sands Safety Association's (OSSA) Basic Safety Orientation (BSO).

### Tradespersons:

- Present a copy of their relevant certificates to be held on file by Canada Pump and Power Head Office.
- Provide a list of work references so Canada Pump and Power can evaluate past work performance.

### Supervisors:

- Complete the Canada Pump and Power Supervisor training program, an in-house program designed to teach supervisory skills and responsibilities. A training record indicating experience and supervisory training must be filed with our Human Resources Department.
- Demonstrate they have the ability to organize, fill out, and follow Work Execution Plans, FLRAs, LEMs, and Rental Contracts.
- Ensure their crew works safely and adhere to CPP Processes.
- Demonstrate they have the knowledge and hands-on experience required to supervise the work.

### Managers:

- Be designated as a Manager by the CEO or his designate.
- Fulfill all the requirements of a CPP Supervisor.
- Demonstrate the knowledge and ability to represent CPP to existing and future Clients.
- Demonstrate the knowledge and ability to bid, plan, execute, and report on CPP Projects.



# CANADA PUMP & POWER CORPORATION

## On-the-Job Responsibilities

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On every shift all employees must complete and submit via cellular phone or computer all mandatory CPP paperwork

### Managers and Supervisors:

- Understand and ensure compliance by all personnel to Canada Pump and Power's HSSE policies and HSSE legislation.
- Provide information, instruction, assistance, and guidance to all Canada Pump and Power employees in order to protect the safety, health, and well-being of every employee.
- Work with the Safety (HSSE) team, managers, and Human Resources Department to ensure all supervised personnel training is adequate and up-to-date.
- Work with the Safety (HSSE) team to complete job specific Work Execution Plans and Job Hazard Analysis.
- Arrange schedules of employees and request manpower when needed.
- Understand how to complete and follow essential paperwork including but not limited to Work Execution Plans, FLRAs, LEMs, and Rental Contracts.
- Actively participate in safety meetings, toolbox and tailgate talks.
- Actively participate in incident investigations and inspections and review incidents with employees.
- Know and understand site emergency response plans.
- Know and understand scope of work for all assigned jobs and oversee day to day work.
- Be professional when interacting with our customers and employees.
- Lead by example with integrity in everything you do.
- Submit a daily written report each working day via email to the Chief Executive Officer.

### Employees:

- Know and understand Canada Pump and Power's Safety Policies, Procedures, and Practices.
- Take responsibility and every reasonable precaution to protect the safety of themselves and fellow workers.
- Ensure that all tasks are performed in a safe manner by completing Field Level Risk Assessments.
- Participate in the preventative maintenance program through daily pre-trip and post-trip motor vehicle inspections.
- Actively participate in safety meetings, toolbox and tailgate talks.
- Openly communicate hazards to co-workers and their supervisor and refuse unsafe acts.
- Report all near misses, first aids, injuries, and property damage incidents.
- Work with the Safety (HSSE) team, managers, supervisors, and Human Resources Department to ensure training is current.
- Participate in identifying safety needs and the continuing need to develop safe work practices and procedures.



# CANADA PUMP & POWER CORPORATION

## Responsibility and Accountability for Safety

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### Managers are to:

- Provide information, instructions, and assistance to all supervisory staff in order to protect the safety and health of all our employees.
- Understand and enforce Canada Pump and Power's HSSE policies and HSSE legislation.
- Provide all supervisory staff with an understanding of our safety policies, procedures, and practices as well as relevant occupational health, safety, and environment legislation.
- Provide all supervisory staff with proper, well-maintained tools and equipment and any other special personal protective devices required.
- Provide ongoing safety education programs and approved training courses as required.
- Monitor supervisors and employees and hold them accountable for their individual safety performance.

### Supervisors are to:

- Ensure that the Canada Pump and Power's Health, Safety, Security and Environment (HSSE) Manual is easily accessible for all employees.
- Understand and enforce Canada Pump and Power's HSSE policies and HSSE legislation.
- Ensure that all employees are educated to work in a safe manner, use all protective devices and follow policies, procedures and practices required by the company and by legislation to protect their safety and health.
- Advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.
- Arrange for medical treatment as required in the case of injury or illness, including transportation to a doctor or hospital as necessary.
- Report all accidents immediately, investigate all accidents fully, and advise management on how to prevent similar accidents in the future.
- Carry out regular inspection of the work place to ensure a safe and healthy environment.

### Employees are to:

- Read, understand, and comply with the company's Health, Safety, Security and Environment (HSSE) Manual and legislation.
- Use the protective devices and follow procedures and practices required by the company and by legislation to protect their safety and health.
- Notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
- Report all incidents and injuries to their supervisor as soon as possible.
- Take every reasonable precaution to protect the safety of other workers and themselves.



# CANADA PUMP & POWER CORPORATION

## Road Safety

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It is of utmost importance to Canada Pump and Power that all employees using transportation equipment arrive at their destinations safely. In efforts to ensure this happens, employees must abide by the following rules when operating or inside a motor vehicle:

- Only authorized operators may operate equipment;
- Walk around your vehicle and ensure there are no obvious signs of damage and no obstructions on the vehicle (ice/snow, dirt/mud) or around the vehicle;
- Seat belts must be worn at all times;
- Headlights must be used at all times;
- Posted speed limits and rules of the road must be adhered to at all times.

## Knowledge of English

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English is the working language for Canada Pump and Power operations and a requirement for working in Canada. All signs, safe work practices and equipment operating procedures, safe work permits, policies, and verbal instructions are provided in English. All employees must have a good working knowledge of the English language as the inability to communicate with surrounding individuals is a serious potential safety hazard. Employees must understand written and verbal messages to ensure the safety of all workers.

## Refusal to Work on Grounds of Imminent Danger

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Workers must take reasonable care to protect the health, safety, security and environment of themselves and of other workers. No worker is to carry out any work if they have reasonable grounds to believe that the work presents danger to their own or to another worker's safety and health. If an employee perceives a dangerous situation, that employee has the right to refuse to perform that specific task and the employee must report that situation to their supervisor. A written investigation must be completed by the supervisor and necessary corrections are to be implemented before work in that area recommences. Once the danger has been eliminated or controlled, the employee will be requested to return to work.

**YOU HAVE THE MOST CONTROL OVER YOUR SAFETY AND YOU ARE ACCOUNTABLE FOR IT!**

**Jeremy Leonard**  
**Chief Executive Officer**  
**1-808-599-0434**



# CANADA PUMP & POWER CORPORATION

## Personal Protective Equipment (PPE)

In efforts to prevent any form of bodily harm on the worksite, PPE is required for all employees of Canada Pump and Power. All employees shall be made aware of the required PPE for the work they are performing and confirm with their supervisor or a member of the safety team if they are unsure. Employees are responsible for ensuring their PPE is in good condition to properly perform its functions and must report to their supervisor when they notice any PPE that requires attention. PPE that Canada Pump and Power uses, its functions, and some of the work where it is required.

<b>Personal Protective Equipment (PPE)</b>	<b>Equipment Requirements</b>
Hard Hats	Must be worn everywhere on worksites except for in offices, meeting rooms, classrooms, and break rooms.
Safety Boots	Safety boots are the responsibility of the employee. CSA-certified steel-toed safety boots must be worn everywhere on worksites except for in offices, meeting rooms, classrooms, and break rooms. Must match CSA safety criteria for the type of work being done.
Safety Glasses and Goggles	Must be worn everywhere on worksites except for in offices, meeting rooms, classrooms, and break rooms. The flames, lenses, and side shields must be CSA-certified.
Hearing Protection	Must be worn in areas where noise prevents you from hearing a normal speaking voice a meter away. (85 dB) Hearing protection may be in the form of ear plugs, ear muffs, or in some areas of particularly high noise level, both (105 dB +).
Personal Gas Monitors	To be worn if required in the job hazard assessment and if required by the Client.
Gloves	Must be worn when handling hot, cold, rough, or corrosive materials. The type of glove may vary depending on the material. All employees must have gloves readily available for use at all times.
Clothing	Standard dress is the responsibility of the employee. Field employees will be provided with long-sleeved coveralls, which must be kept clean and in good condition. Some tasks may require flame resistant, waterproof, or other types of clothing.
Personal Floatation Device (PFD)	Must be worn when working within 25 feet of water's edge, on the water, or while operating equipment where there is no safety berm separating the equipment and water's edge. If there is a safety berm present, a PFD must be inside the equipment cab while in operation.
Winter Gear	Must be worn when temperatures drop below zero (0) degrees Celsius or as needed. Items may include but are not limited to anti-slip boots, insulated boots, cold weather gloves, winter coats, winter coveralls, balaclavas, etc.



# CANADA PUMP & POWER CORPORATION

## Housekeeping Standards

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Housekeeping includes the general day to day cleanliness and orderliness of the work site. It is important that this is not overlooked.

General housekeeping tasks include (but are not limited to):

- Cleaning;
- Storing tools and materials in the appropriate areas;
- Disposing waste in the designated places;
- Caring for tools and equipment;
- Keeping vehicles tidy.

## Equipment Standards

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All equipment must meet the local, provincial and federal standards governing design. In the absence of a legislated standard, recommendations from the Canadian Standards Association and legislation will be used. Equipment must be used within the scope of work it was designed for by the manufacturer.

All equipment must be inspected and tested for correct and safe operation before being put on rent or sent to a job site. A maintenance schedule based on the manufacturer's recommendations is followed on each piece of equipment. Employees are required to inspect equipment and identify any deficiencies or issues on their FLRA or inspection form each shift. Any noted deficiencies or issues become an action item.

## Incident Reporting and Near-Miss Reporting

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All incidents and near-misses must be reported to a CPP Supervisor immediately who will then notify a CPP Safety Officer. The CPP Safety Officer or Supervisor involved will fill out an Incident Investigation Form and the appropriate action will take place. Depending on the severity of the incident, other parties may also be notified.

## Field Level Risk Assessments

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At the start of every shift, a Field Level Risk Assessment (FLRA) is to be filled out by each worker. All the workers at the site are to be present and must participate in the FLRA. Employees are required to indicate the start and stop time of work on their FLRA. If at any time the job scope changes, a new FLRA is to be filled out. Completion of the FLRA is conditional to an employee's continued employment and is associated with getting paid for the shift. If an FLRA is not submitted for any reason, a letter of exception will be required from the Chief Executive Officer (CEO) in order to be paid for those hours.

## Work Execution Plan

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Canada Pump and Power uses a Work Execution Plan (WEP) that is completed and approved by a CPP Supervisor for all work undertaken. The WEP must include a Job Hazard Analysis (JHA) that is completed and approved by a CPP Safety Officer. CPP Safe Work Practices must be followed at all times. These can be found in part 5 of the Health, Safety, Security, and Environment Management System manual. Please familiarize yourself with these practices. WHMIS Hazard Communications Program

## WHMIS Symbols and Classifications

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Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements are hazard classification, cautionary labelling of containers, the provision of Material Safety Data Sheets (MSDSs), and worker education and training programs.





# CANADA PUMP & POWER CORPORATION

WHMIS covers six broad classes of hazardous materials which are lettered A through F. Symbols are used for these different types of hazardous materials as follows:

Symbol	Classification and Meaning
	<b>Class A: Compressed Gas</b> This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration.
	<b>Class B: Flammable and Combustible Material</b> Solids, liquids, and gases capable of catching fire or exploding in the presence of a source of ignition.
	<b>Class C: Oxidizing Material</b> Materials which provide oxygen or similar substances and which increase the risk of fire if they come into contact with flammable or combustible materials.
	<b>Class D: Poisonous and Infectious Materials</b>
	<b>Class D, Division 1: Materials causing immediate and serious toxic effects</b> Materials which can cause the death of a person exposed to small amounts.
	<b>Class D, Division 2: Materials causing other toxic effects</b> Materials which cause immediate eye or skin irritation as well as those which can cause long-term effects in a person repeatedly exposed to small amounts.
	<b>Class D, Division 3: Biohazardous Infection Material</b> Materials which contain harmful microorganisms.
	<b>Class E: Corrosive Material</b> Acid or caustic materials which can destroy the skin or eat through metals.
	<b>Class F: Dangerously Reactive Material</b> Products which can undergo dangerous reaction if subjected to heat, pressure, shock or allowed to contact water.



# CANADA PUMP & POWER CORPORATION

## Employment with Canada Pump and Power

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### Equal Opportunity Employer

Canada Pump and Power is an equal opportunity employer. It is our policy to employ qualified people without regard to race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation or other grounds protected under legislation except as required or permitted by law. This policy applies to all aspects of employment including but not limited to recruitment, hiring, placement, training, promotion, compensation, benefits, transfer, layoff and recall, leave of absence, discipline, and termination.

### Probationary Period

The probationary period for new employees lasts for ninety (90) days from the date of hire. All new hires will undergo this period of probation during which time we will evaluate your qualifications, skills, capabilities and suitability within our organization. This probationary period also gives the new hire the opportunity to decide if Canada Pump and Power is the organization you want to work for.

The company or employee may terminate the working relationship without cause and/or without notice at any time during the probationary period. Upon satisfactory completion of the probationary period, the employee will achieve a regular employee status and will be eligible for most of our benefits (see Payroll and Benefit Information).

### Disciplinary System

Canada Pump and Power has implemented a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioural problems that may arise. An established set of reasonable rules and guidelines have been put into place in consideration of safety and the overall protection of employees, property and business practices.

Problematic behaviour will be handled in an objective but firm manner. Breaking Canada Pump and Power's "Golden Rules" may result in immediate written termination for cause.

The enforcement progression follows the steps outlined below with documentation at each stage:

- Informal Counseling
- Written Verbal Warning
- Written Reprimand
- Suspension
- Termination

### Electronic Communications Policy

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Canada Pump and Power allows employees to use company-owned computers and have access to the company's network, email, the internet, and telephone/voicemail/call log systems (collectively referred to as "Electronic Communications"). Employees are responsible for ensuring that their use of Canada Pump and Power's Electronic Communications is professional, courteous, does not violate any laws, and maintains the security of Canada Pump and Power's confidential information.

Canada Pump and Power's Electronic Communications systems are for business use. Canada Pump and Power has the technical capabilities and rights to block, access, review, copy, modify, and delete any Electronic Communications transmitted through or stored on company equipment or on the company's network.



# CANADA PUMP & POWER CORPORATION

## Payroll and Benefit Information

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### Employment Standards & Legislation

Canada Pump and Power adheres to all CPP Standards and Employment Standards that are applicable in accordance of the location where the work is taking place.

### Pile Drivers, Divers, Bridge, Dock and Wharf Builders Local 2404

Any employee of Canada Pump and Power who are members of the Union 2404 and perform dive work for the company will adhere to the rules and standards set out in the Collective Agreement (to be reviewed in April 2019).

### Work Week and Schedule

For the purposes of payroll calculations, the work week extends from Sunday to Saturday. All positions are scheduled on a variety of shifts according to our needs. Employees will be advised of their initial shift scheduling at the time of hiring. Employees' shifts may change to accommodate the company's needs. All employees are to report to work on time, ready and able to work.

### Hours of Work and Flexible Averaging Agreements

HWAAs are between the employer and groups of employees with the consent to enter the agreement by majority support of the affected employees or an individual flexible agreement is between an employee and the employer.

When a group agreement is in place and a new employee is hired into the group after the agreement is made they are deemed to consent and are bound by the agreement. Individual agreements can be entered into at the request of an individual employee or employer.

The agreement must be in writing between an individual or group of employees. The group agreement cannot exceed 2 years in duration and the hours are averaged over a 1-12 week cycle. The individual agreement requires the employee works a minimum of 35 hours per week and the agreement can not exceed a 2-week period.

The scheduled daily and weekly hours of an agreement cannot exceed 12 hours per day and 44 hours per week when averaged over the established cycle or overtime may be incurred. Overtime owed is the greater of the daily or averaging period and is calculated by employers subtracting the total daily overtime paid to the employee from the total averaging period overtime owed. Payment of any remaining averaging period overtime is payable within 10 days of the end of the pay period that the averaging period ends.

30-days' written notice is required by either the employer, employee, or majority of employees to cancel an agreement. An individual employee cannot exit a group agreement.

### Hours of Work and Rest

If hired from Alberta, these are the rules at the dates of this publication:

- The maximum number of hours employees may work is 12 hours per day unless an unforeseeable or unpreventable circumstance occurs.
- Employees must receive at least 30 minutes of rest (paid or unpaid) during every five (5) hour work periods
- If the employer and employee agree the break may be taken in 2 periods of 15 minutes
  
- An employer must give an employee:
  - One (1) day of rest each week; or



# CANADA PUMP & POWER CORPORATION

- Two (2) consecutive days of rest in each period of two (2) consecutive weeks; or
  - Three (3) consecutive days of rest in each period of three (3) consecutive weeks; or
  - Four (4) consecutive days of rest in each period of (4) four consecutive weeks; or
  - After 24 consecutive days of work, employees must be provided at least four (4) consecutive days of rest.
- An employee must not be required to change from one shift to another (i.e. day shift to night shift) without at least 24 hours' written notice and at least 8 hours' rest between shifts.

If you are a manager or supervisor, you are **exempt** from hours of work, rest periods and days of rest.

Overtime and Overtime Pay must be pre-approved in writing and signed and dated by a Canada Pump and Power Manager or Supervisor. In Alberta and as per Employment Standards when overtime is worked, overtime hours are calculated on the 8/44 rule

## Travel

Remuneration for travel time between your place of residence and the workplace is not paid unless it is approved in writing and in advance by a manager. Any travel time that occurs after the employee starts to provide services is recorded as work. Travel time is considered work whether the employee is driver or passenger when the employee goes from the employer's business or place designated by the employer to a work site or goes from one job site to another job site or is directed to pick up materials or perform other tasks on the way to work or home. Travel time during your scheduled workday is at your regular rate, travel hours outside of your regular workday will be at your travel rate. Travel time is calculated using Google Maps most direct route.

## Living Out Allowance (LOA)

Living out Allowance is paid when you are travelling to site staying the night away from home for work. LOA is paid for every overnight spent away. LOA is not paid on the day you are travelling home.

## Time Sheets

All employees are responsible for recording their own hours of work. No employee is to fill out another employee's time sheet. Employees are required to indicate the start and stop time of work on their FLRA. Hours of work must be signed off by your supervisor. Your supervisor is responsible for submitting your time to Head Office Payroll department.

## Pay Days and Pay Periods

Each pay period is two work weeks long, starting on Sunday and ending on Saturday. Employees are paid on a biweekly basis on each Friday following the end of the pay period. Your net pay will be distributed to you via direct deposit into your bank account. If your mailing address changes, it is essential to advise the Payroll department as soon as possible to ensure you receive your pay stubs and yearend T-4 slips. Pay advances are not issued by Canada Pump and Power.

## Expense Reports

Expenses, must be logged on a expense report, signed by your supervisor, and submitted to Head Office Accounts Payable at [accountspayable@investologists.com](mailto:accountspayable@investologists.com) with the receipt or they will not be reimbursed. Expense reports and receipts must be submitted within seven days of incurring the expense. Authorized expenses are reimbursed by separate direct deposits to the employee's bank account.

## Statutory Holidays

The Employment Standards Code of Alberta designates the following nine days as general holidays in Alberta:



# CANADA PUMP & POWER CORPORATION

General Holiday	Definition of Holiday
New Year's Day	January 1
Alberta Family Day	Third Monday in February
Good Friday	Friday before Easter
Victoria Day	Monday before May 25
Canada Day	July 1
Labor Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25

All employees of Canada Pump and Power are entitled to general holidays.

If a general holiday falls on a day that is normally a work day for an employee and the employee does not work on that day, employees are paid general holiday pay. If a general holiday falls on a day that is normally a work day for an employee and the employee does work on that day, employees are paid general holiday pay plus their overtime rate for each hour worked that day.

## Vacation Entitlement

The entitlement to vacation time and vacation pay are intended to ensure that employees have a rest from work annually without a loss of income.

All employees with one (1) or more years of service are entitled to vacation time as established by the Employment Standards Code.

Vacation pay for hourly personnel is calculated as follows:

- 4% of wages earned in the first four (4) years of employment
- 6% of wages earned in the fifth and subsequent years of employment
- Vacation pay for **salary** personnel is outlined under Vacation Terms on their offer of employment.

Hourly employee's vacation time is taken without pay. Salaried personnel receive vacation time with pay. Vacation time is forfeited at the end of the calendar year if it has not been taken.

## Health and Dental Benefits

Canada Pump and Power's Benefit Plan includes extended medical and dental benefits, short-term and long-term disability, and life insurance. The Benefit Plan will activate on the first of the month following ninety (90) days of continuous employment. The Plan benefits terminate on the last day of employment. Participation is mandatory for all employees who work more than 20 hours per week.

## Group Retirement Savings Plan

Canada Pump and Power has established a company matching Group Retirement Savings Plan (GRSP). All employees are eligible to join the GRSP after six (6) months of continuous employment.



# CANADA PUMP & POWER CORPORATION

## **Profit Sharing Plan**

Canada Pump and Power provides quarterly profit sharing. All full time (30 or more hours per week), permanent employees who have worked continuously for one (1) full year prior to the quarter in question are eligible to share in 5% of any profit the business makes in that quarter. The amount of the profit is dependent upon the success of our business.

## **Plan Canada**


Canada Pump and Power has teamed up with Plan Canada, one of the world's oldest and largest international development agencies, to help end global poverty. After six (6) months of employment, you receive a package with information on the sponsorship and your sponsored child.



# CANADA PUMP & POWER CORPORATION

## Appendix: Safety Forms

### Field Level Risk Assessment (Front and Back)



**CANADA PUMP & POWER CORPORATION**  
53113 Range Road 211  
Ardrossan, Alberta  
T8G 2C5

1-780-922-1178  
sales@mightypumps.com  
www.canadapumpandpower.com

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**Field Level Risk Assessment (FLRA)**

---

**TO BE COMPLETED AT BEGINNING OF SHIFT AND REVISITED DURING SHIFT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ 1<sup>st</sup> Revisited Time: \_\_\_\_\_ 2<sup>nd</sup> Revisited Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Job # \_\_\_\_\_ Location: \_\_\_\_\_ Muster Point(s)/Meeting Point(s): \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Work Execution Plan (WEP) Read & Understood? Yes  No  Is it relevant to the work being performed? Yes  No  IF NO, you must not proceed with the work and contact your supervisor.

Job Hazard Analysis (JHA) Read & Understood? Yes  No  Is it relevant to the work being performed? Yes  No  IF NO, you must not proceed with the work and contact your supervisor.

Vehicle/Equipment Inspections Completed? Yes  No  Safety Data Sheet (SDS) Reviewed? Yes  No  Personal Protective Equipment (PPE) and Controls are in place? Yes  No  Toolbox Talk Completed: Yes  No

What could be improved about your working conditions? \_\_\_\_\_

ASSIGNED BY SUPERVISOR		SAFETY – Identify the hazards associated with the tasks below and work location, and list the controls required to safely start the job.			FILL OUT AT END OF SHIFT
TASKS	EXPECTED HOURS TO COMPLETE	SPECIFIC STEPS REQUIRED TO COMPLETE TASK	HAZARD	CONTROLS	% COMPLETE


---

**TO BE COMPLETED AT END OF SHIFT**

Have locks been removed/permits closed out? Yes  No  Barricades and signage in place? Yes  No  Work Area Cleaned? Yes  No

Was any vehicle/equipment damaged? Yes  No  IF YES list unit # \_\_\_\_\_ Was damaged vehicle/equipment red tagged? Yes  No  All tools/equipment removed from this work location? Yes  No

Any injury or illness to report today? Yes  No  Any near misses or incidents to report? Yes  No  Any hazards remaining? Yes  No



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**Field Level Risk Assessment (FLRA)**

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**Workers**

Awkward/Extension/Twisting of Body  
 Fatigue/Stress/Medical Condition/ Unfit for Work  
 Heavy Manual Lifts/Overs exertion/Repetitive Motion  
 Inexperienced/New Hire  
 Other Workers  
 Working Alone  
 Working at Heights  
 Working Near Energized Systems  
 Working in Restricted/Confined Areas  
 Other: \_\_\_\_\_

**Tools and Equipment & Materials**

Aerial Lift/Scissor Lift/ Man Lift  
 Air/Hydraulic Tools  
 Hand/Power/Air Tools  
 Mechanical Equipment Pinch Points  
 Tools and Equipment/Use/Storage  
 Traffic and Moving Equipment  
 Generators  
 Forklifts/Zoom booms  
 Combustibles/Explosives/Flammables  
 Fuel Tanks  
 Hoisting/Critical Lifts  
 Loading/Unloading Material Mechanically  
 Material Manual Handling  
 Material Delivery/Storage/Piles  
 Materials at Height  
 Potential Spills  
 Other: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Client Name (if required): \_\_\_\_\_ Signature: \_\_\_\_\_

**Work Environment**

Airborne Particles/Fumes/Vapors/Chemicals  
 Asbestos/Silica/Coke/Fly Ash  
 Barricades/Ribbon off Area  
 Confined Space Entry  
 Open Water  
 Dust/Particles  
 Eye/Face Hazards  
 Extreme Ambient Temperatures (high or low)  
 Falling/Dropping Objects  
 H2S/Gases  
 Noise Levels  
 Open Excavation/Trenching  
 Overhead & Suspended Loads  
 Poor Housekeeping  
 Rigging  
 Roof/Floor Openings  
 Scaffolds  
 Slip/Trips/Falls  
 Tie off Points/Anchor Points  
 Waste/Disposal  
 Weather: Wind/Heat/Rain/Snow/Extreme Cold  
 Wild Animals/Pets/Insects  
 Other: \_\_\_\_\_

**PPE Required**

CSA Approved Hard Hat  
 Hearing Protection  
 CSA Approved Safety  
 Fire Retardant Coveralls  
 Leather Palmed Gloves  
 CSA Approved Steel Toe Boots  
 CSA Approved Rubber Boots  
 Dust Mask/Respirator  
 Face Shield  
 PFD (Personal Floatation Device)  
 Mono-goggles  
 Personal (Gas) Monitor  
 Rubber Gloves  
 Tyvek Coveralls  
 Wet Suit (FR if required)  
 Fall Protection  
 Other: \_\_\_\_\_

**Mandatory Safety Review Items**

Job Scope Understood  
 Spill Containment/Environment Clean Up  
 Training Requirements Met  
 Documented Emergency Plan Reviewed  
 Safe Work Procedures Reviewed  
 Safe Work Practices Reviewed  
 Eye Wash/Safety Shower Locations  
 Emergency Muster Point(s) Location  
 Emergency Meeting Point(s) Location  
 First Aid Kit Location(s)  
 Fire Extinguisher Location(s)  
 Emergency Phone Numbers available

**COMPLIANCE REVIEW QUESTIONS**

Supervisor/Designate Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Completed Date: \_\_\_\_\_

- Is the Hazard Assessment current and valid for work being performed? Yes  No   
If no, what action was taken?  
Comment: \_\_\_\_\_
- Have all the hazards been identified? Yes  No   
If no, what action was taken?  
Comment: \_\_\_\_\_
- Are the proper controls identified and actively in place? Yes  No   
If no, what action was taken?  
Comment: \_\_\_\_\_
- Are the identified hazards rated properly for the work being performed? Yes  No   
If no, what action was taken?  
Comment: \_\_\_\_\_
- Do the workers demonstrate a thorough understanding of the Hazard Assessment, and have accurately described their work? Yes  No   
If no, what action was taken?  
Comment: \_\_\_\_\_





# CANADA PUMP & POWER CORPORATION

53113 Range Road 211  
Ardrossan, Alberta  
T8G 2C5

Phone: 1-877-898-3494  
Fax: 1-866-424-0953  
Email: sales@mightypumps.com  
Web: mightypumps.com

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## Triple A: Alert, Assess, Adapt – Hazard Awareness System (Front)

### EXAMPLES OF ITEMS TO WATCH FOR

- Fall Arrest/Protection
- Surface Conditions
- Stairs and Walkways
- Emergency Equipment
- Confined Space
- Communication between Trades
- Improper Tools and Use
- Scaffolding
- Cranes and Lifting Equipment
- Hazardous Products
- Electrical/Overhead Power
- Vehicle/Equipment Operation
- Materials/Tools/Equipment Storage
- Falling Objects
- Legislation (Right to Refuse Work)
- PPE Compliance/Used/Inspection
- Housekeeping
- Violence
- Substance Abuse
- Working Alone
- Horseplay
- Other:
- Access/Exits
- Fire Prevention and Equipment
- Weather Conditions

### Potential Consequence

- High  Medium  Low
- Lockout/Tag-out/Isolations

### Likelihood of Recurrence

- Public Safety
- Frequent  Occasional  Rare

### UNSAFE ACT

An unsafe act is any situation or event that can result in death, injury, damage and/or loss.

### UNSAFE CONDITION

An unsafe condition is any condition that has the likelihood of causing property damage and endangering the lives of workers.

### What is reportable?

Any occurrence or event that has the potential to cause, or has resulted in, death, injury, damage and/or loss.

### Use of this Document

The purpose of the Alert, Assess and Adapt (AAA) document is primarily prevention. Essentially, it is to be used as a warning method to help prevent safety issues from arising as early as possible, which helps to eliminate the possibility of an event occurring or reoccurring and/or developing into a more problematic situation. Once the worker identifies a near miss, the situation will be interpreted, analyzed and discussed so as to ensure proper corrective actions are put into place.

This information will also be used in the future to help educate other workers with regards to near misses that have occurred in the workplace. Canada Pump and Power (C.P.P.) is as strong supporter of providing ongoing education in the workplace and believes that this education will be a useful training tool for the company in its entirety for years to come.

## AAA – ALERT, ASSESS, ADAPT Hazard Awareness System

This AAA brochure has been developed to report near misses, unsafe acts and unsafe conditions that are harmful to the health and safety of workers at Canada Pump and Power (C.P.P.).

Any near misses, unsafe acts and unsafe conditions should be documented regardless of how minor or major they are.

### What is a Near Miss?

A near miss is an unplanned event that has the potential to result in injury, illness or damage to property.



**THINK SAFE  
THINK AHEAD**

Canada Pump & Power (C.P.P.)  
53113 Range Road 211,  
Ardrossan, AB  
T8G 2C5



# CANADA PUMP & POWER CORPORATION

## CANADA PUMP & POWER CORPORATION

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Phone: 1-877-898-3494  
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### Triple A: Alert, Assess, Adapt – Hazard Awareness System (Back)

AAA – Alert, Assess & Adapt	Near Miss <input type="checkbox"/>	Unsafe Act <input type="checkbox"/>	Unsafe Condition <input type="checkbox"/>	Suggestion for Improvement <input type="checkbox"/>	Positive Observation <input type="checkbox"/>
Project:					Date:
AAA Submitted By:					Reported to:
Location and Description (include location, individuals, tools/equipment and what occurred):					
What was the cause?					
What is your recommendation for Corrective Action?					
Corrective Action Taken:					
Corrective Action Completed By:					
Supervisor Signature:					
Management Review Signature:					
Date:					
Date:					
Date:					



# CANADA PUMP & POWER CORPORATION

## Light Vehicle Inspection Form (Front)



### CANADA PUMP & POWER

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#### CPP-GOP-OPS-02F002 R01 CPP Light Vehicle Inspection Form

The purpose of this form is to document the inspection conducted daily by the driver

**Driver:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **KMs:** \_\_\_\_\_  
**Location:** \_\_\_\_\_ **Service Due:** \_\_\_\_\_

<b>Exterior:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>1. Approach the vehicle and turn on the headlights, four way flashers, beacon light and buggy whip</i>				
<i>2. Walk completely around the vehicle noting the following:</i>				
Are there any leaks under vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the vehicle and all of the lights clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all of the lights working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the buggy whip and beacon light functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the windows in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all the doors and tailgates work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all tires in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is inspected and secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the box clean and loads secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all garbage removed from exterior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Body damage is indicated on the back of this form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Under the Hood:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>3. Open the hood</i>				
Are there any leaks visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine oil level is within operating range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hood latches are working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery is secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>4. Close the hood and ensure it is properly latched</i>				

<b>Interior:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<i>5. Sit inside the vehicle in the drivers seat</i>				
<i>6. Turn the key to cycle the glow plugs, if equipped, and start the engine</i>				
Is the interior light working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the horn work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the windshield wipers work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the windows and mirrors clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are seat belts operative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the gauges function properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the service up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fuel card attached to the key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all garbage been removed from inside the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are current registration and insurance papers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection complete and vehicle is ready and safe for use**

**Signature:** \_\_\_\_\_



# CANADA PUMP & POWER CORPORATION

## Light Vehicle Inspection Form (Back)

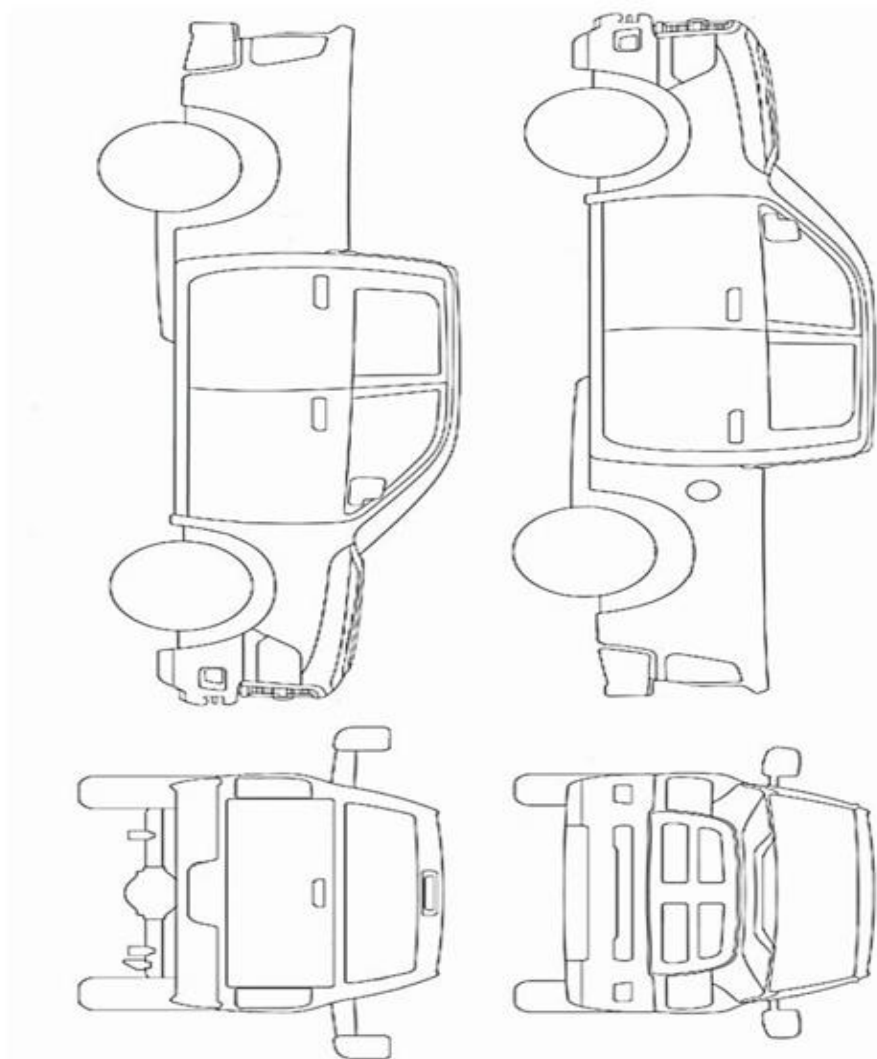


### CANADA PUMP & POWER

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#### CPP-GOP-OPS-02F002 R01 CPP Light Vehicle Inspection Form

**\*Indicate body damage on picture below**





# CANADA PUMP & POWER CORPORATION

## Heavy Vehicle/Equipment Inspection Form



### CANADA PUMP & POWER

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#### CPP-GOP-OPS-02F001 R01 CPP Heavy Vehicle/Equipment Inspection Form

The purpose of this form is to document the inspection conducted daily by the operator

Operator: \_\_\_\_\_ Unit #: \_\_\_\_\_  
 Date: \_\_\_\_\_ KMs: \_\_\_\_\_  
 Location: \_\_\_\_\_ Service Due: \_\_\_\_\_

Exterior:	Yes	No	N/A	Comments
Are there any leaks under vehicle/equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Undercarriage is free of excessive mud build up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there visible damage to the undercarriage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all lights working and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the beacon light and alarms functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the windows in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all the doors and tailgates work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all tires/track in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cables are suitable for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic cylinders and hoses are good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attachments are secure and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is inspected and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Body and paint is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily greasing is complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Under the Hood:	Yes	No	N/A	Comments
Are there any leaks visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluid levels are within operating range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hood latches are working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hoses and belts are in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery(s) is secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hood and body panels are secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior:	Yes	No	N/A	Comments
Interior light working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All controls and functions are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Horn and backup alarm works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The windshield wipers work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the windows and mirrors clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are seat belts operative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the gauges function properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Park brake is functioning normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors, ladders, latches, hand rails work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the service up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the CVIP current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All garbage is removed from inside the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a current registration and insurance card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection complete and equipment is ready and safe for use**

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

Document Control ID: CPP-GOP-OPS-02F001 R01  
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21 Dec 2015



# CANADA PUMP & POWER CORPORATION

## Toolbox Meeting Minutes

	Canada Pump and Power (CPP) Corporation Safety Management System		Doc No:	2-024
			Initial Issue Date	03 Dec 2009
	<b>TOOLBOX MEETING MINUTES</b>		Revision Date:	07 Jan 2016
			Revision No.	04
			Next Revision Date:	02 Nov 2016
Preparation: Safety Dept.	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 1

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FACILITATOR: \_\_\_\_\_

PROJECT/FACILITY: \_\_\_\_\_

**SAFETY MOMENT:**  
\_\_\_\_\_  
\_\_\_\_\_

**DAILY TASKS:**  
\_\_\_\_\_  
\_\_\_\_\_  
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**EMPLOYEE INPUT:**  
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**ATTENDANCE: (Have each attendee print & sign in ink)**

- |           |            |
|-----------|------------|
| (1) _____ | (2) _____  |
| (3) _____ | (4) _____  |
| (5) _____ | (6) _____  |
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| (9) _____ | (10) _____ |

\_\_\_\_\_  
FOREMAN/SUPERVISOR SIGNATURE

\_\_\_\_\_  
REVIEWED BY:



# CANADA PUMP & POWER CORPORATION

## Tailgate Meeting Minutes

	Canada Pump and Power (CPP) Corporation Safety Management System		Doc No:	2-024
			Initial Issue Date	03 Dec 2009
	<b>TAILGATE MEETING MINUTES</b>		Revision Date:	07 Jan 2016
			Revision No.	04
			Next Revision Date:	02 Nov 2016
Preparation: Safety Dept.	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 1

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FACILITATOR: \_\_\_\_\_

PROJECT/FACILITY: \_\_\_\_\_

**SAFETY MOMENT:**

\_\_\_\_\_  
\_\_\_\_\_

**DAILY TASKS:**

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**EMPLOYEE INPUT:**

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**CROSS SHIFT TASKS: (Cross Shift Supervisor to sign below that tasks have been adequately communicated and understood)**

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\_\_\_\_\_  
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**ATTENDANCE: (Have each attendee print & sign in ink)**

(1) _____	(2) _____
(3) _____	(4) _____
(5) _____	(6) _____
(7) _____	(8) _____
(9) _____	(10) _____

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CROSS SHIFT FOREMAN/SUPERVISOR SIGNATURE

\_\_\_\_\_  
FOREMAN/SUPERVISOR SIGNATURE

\_\_\_\_\_  
REVIEWED BY:





## 7 Life Saving Rules | Toolbox Talk OSSA Regional Safety Rules



### Obtain authorization before entering a confined space.

A confined space, such as a vessel, tank or pipe can contain explosive gas, poisonous air or other dangers such as a lack of oxygen, things that can fall on you or you can fall from. Authorized access keeps you safe.



### Protect yourself against a fall when working at height.

Use fall protection equipment when working outside a protective environment where you can fall over 1.8 meters (6 feet) to keep you safe.



### Work with a valid permit when required.

A work permit describes what you must do to stay safe.



### Verify isolation before work begins and use the specified life protecting equipment.

Isolation separates you from danger, such as electricity, pressure, toxic materials, poisonous gas, chemicals, hot liquids or radiation to keep you safe.

Specified life-protecting equipment by the work permit, such as breathing apparatus, electrical arc flash protection or chemical resistant suits protect you from danger.



### Obtain authorization before overriding or disabling safety critical equipment.

Safety-critical equipment must work correctly to keep you safe.

Examples of safety-critical equipment include isolation devices/emergency shut down valves, lock out/tag out devices trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, crane computers, in-vehicle monitoring systems.



### No alcohol or drugs while working or driving.

Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely.



### Do not put yourself in an unsafe position in relation to Mine mobile heavy equipment.

Working "in the line of fire" of moving equipment (e.g. Haul trucks, Shovels, etc.) requires specialized authorizations and procedures.



OSSA is excited about the regionalization of our safety rules.

The regional rules are intended to reduce confusion and improve the safety culture and expectations of the workforce in the region.

### Before you begin...

Review this material before you present it. Make sure that you understand it.

Anticipate any questions or concerns your audience may have about this subject and be prepared to address them.

If you can't answer a question, tell them that you will find the information and get back to them. Make sure you follow up!

### Are they getting it?

As the facilitator of this Toolbox Talk, consider the people you are speaking to.

Adults need to know why they are learning something and are interested in knowing practical applications for information.

During this Toolbox Talk, guide participants to interact with you as much as possible.

Challenge them to link the new information to real-life applications.

December 2014



# CANADA PUMP & POWER CORPORATION

## OSSA 7 Life Saving Rules (Page 2)

### Breaking the rules...

Breaking any of OSSA's Regional Safety Rules is unacceptable as they are so important in protecting your life that we cannot tolerate any deviations.

When any safety rule is broken, an investigation is required to determine circumstances around the root cause of the incident. Consequences may include the worker being removed from site and/or terminated from employment.

Each OSSA member company and/or employer will ensure a full investigation is done and corrective actions are completed in a timely, consistent and fair manner.

### Supplemental Rules



Wear your seatbelt



Follow prescribed journey plan



Prevent dropped objects



Position yourself in a safe zone in relation to moving equipment



Obtain authorization before starting excavation



Conduct gas tests when required



Wear a personal flotation device when required



Follow prescribed lift plan for routine and complex lifts



Do not walk under a suspended load



While driving, do not use your phone



Do not work under or near overhead electric power lines



Do not smoke outside designated smoking areas

### Before you are finished, remind your participants of the following:

The four OSSA companies expect you take reasonable care to protect the health and safety of yourself and others. Co-operate with your employer to protect yourself and other workers.

**Remember you have an obligation to refuse unsafe work.** If you perform a task knowing it is not safe, you are putting your life and those of others at risk.

**You are expected to intervene and are required to report an unsafe act.**



The Oil Sands Safety Association (OSSA) is a non-profit organization made up of representatives from Syncrude Canada, Suncor Energy, Shell Albian Sands and Canadian Natural Resources, as well as volunteer members from the labor providers, union, area contractors and learning providers.

The OSSA's objective is to bring together the regional stakeholders to identify, develop and implement strategies and tools for purpose of creating "an incident free workforce".

December 2014



# CANADA PUMP & POWER CORPORATION

By my signature below I acknowledge I have read and understand the Employee Handbook Revision 12 and accept it is my responsibility to follow all Canada Pump and Power, site specific, and legislated safe work policies, practices and procedures as outlined in this handbook, the HSSE Manual, on a clients site, and in the Occupational Health and Safety legislation.

I further acknowledge and understand by my signature below it is my responsibility to immediately or as soon as reasonably possible report all near misses, incidents, accidents, and first aids to my supervisor or safety representative.

Print Name:

Date:

Signature:



# CANADA PUMP & POWER CORPORATION

Warning:

Printed documents may be obsolete. Ensure you have the most current version of this document.

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# **CANADA PUMP & POWER CORPORATION**

## Health, Safety, Security, and Environment (HSSE) Management System

### **Employee Handbook**

Rev. 12

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