



# HSE POLICY MANUAL 2015

For Iridia Medical Paramedics

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*For External/Internal Use*

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## 1. Introduction

This is the Health, Safety & Environmental (HSE) Policy Statement of Iridia Medical. Iridia believes that the health and safety of its employees is fundamental to its business operation. Work related injury or illness is unacceptable and the company is committed to the identification, elimination or control of workplace hazards for the protection of all employees. The goal is to have zero lost time accidents. The company is committed to implementing operational improvements that offer superior safety and occupational health management.

For the company to succeed in fulfilling this policy, all employees must undertake their work in accordance with this policy to the best of their ability and to take all reasonable care for their own safety and health, as well as the health and safety of their work colleagues.

### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and contractors on matters affecting their health and safety;
- To provide and maintain safe operational areas and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to provide them adequate training when appropriate and available;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and health working conditions; and
- To review and revise this policy as necessary at regular intervals.



Dr. Allan Holmes  
*Founder*  
Iridia Medical

## 2. Worker's Compensation of BC & WorkSafe BC

The Worker's Compensation Board of BC (WCBBC) and WorkSafe BC administer workers' compensation and occupational health and safety in BC respectively.

At Iridia, we follow the Act and Regulations set out by both WCBBC and WorkSafe BC as a minimum standard to follow. We go beyond legislation if we know of safer ways to do business.

WCB services with compensation include:

- Health Care costs
- Compensation for loss of earnings
- Awards for permanent impairments
- Benefits to dependants of a worker who died from a work-related injury or illness
- Help returning to work

WorkSafe BC services with occupational health and safety include:

- Promotion of safety awareness
- Training & education
- Inspection and compliance
- Investigations

### 3. Iridia Roles

1. Overall and final responsibility for health and safety is that of: **Dr. Allan Holmes.**
2. Day-to-day responsibility for ensuring this policy is put into practise is delegated to: **Thomas Puddicombe & Monique Jean.**
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas in addition to those mentioned above:

Name	Responsibility
<b>Monique Jean</b> <b>Tom Puddicombe</b>	Daily Paramedic Communication Drug & Alcohol Testing Program Review Program Maintenance Daily Paramedic Communication Policy Updates

### 4. Subcontractor Management

All subcontractors are required to meet basic safety performance standards before work commences. Subcontractors and their employees are held to the same safety standard as our own workers. All incidents must be reported to Iridia who will then investigate and report back to the owner client of the worksite.

Iridia will ensure that subcontractors are informed of all owner client polices, such as their Drug and Alcohol Policy and understand the requirement that they follow these policies at all times.

Copies of the following documentation are required:

- Current clearance letter from Worksafe BC stating they are in good standing
- Current WCB rate sheet to indicate past safety performance.
- COR or SECOR certificate if applicable
- Training records of all workers who will be working on our worksites.

Subcontractors are required to attend pre-job safety orientations, site inspections, field level risk assessments and regularly scheduled safety meetings. If the subcontracting company does not have a safety program in place they must participate in Iridia's program as if they were an employee. Subcontractors are also subjected to post job safety performance reviews taking into consideration overall performance, safety meeting attendance, employee compliance etc. and results are used to determine future suitability.

## 5. Rights & Responsibilities

### **Responsibilities of Employers / Supervisors**

- Take corrective action to fix any workplace conditions that are hazardous to the health and safety of all workers.
- Establish occupational health and safety policies and programs.
- Provide and maintain Personal Protective Equipment (PPE) as required by WorkSafe BC regulations.
- Ensure all workers have the training and qualifications for the tasks to which they are assigned including tasks undertaken during an emergency.
- Provide all required training to ensure the health and safety of workers.
- Post all relevant health and safety information and policies in places accessible to all workers.
- Understand their right and responsibility to refuse unsafe work as well as the requirement to report any unsafe condition to their supervisor.
- Have full understanding of all WorkSafe BC health and safety regulations pertaining to their supervision duties.
- Make all workers under their supervision aware of all known or reasonably foreseeable health and safety hazards.
- Investigate and report all incidents and accidents.
- Investigate reports of unsafe conditions or the refusal of unsafe work immediately and remedy any unsafe condition without delay. The person making a report of unsafe work conditions will be advised of the outcome of the investigation.
- Conduct regular inspections of work sites, equipment and work practices to ensure prompt action is taken to correct any hazardous conditions.
- If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard. Every possible effort will be made to control the hazard while this is being done.
- Ensure periodic management meetings to review health and safety activities.

### **Responsibilities of Workers**

- Take reasonable care to protect health and safety of themselves and others.
- Carry out his/her work consistent with the established safe work procedures of the company and the regulations of the WorkSafe BC
- Use, wear and inspect Personal Protection Equipment (PPE) as required by WorkSafe BC regulations.
- Not engage in any on site behaviour/ conduct that may endanger themselves or their co-workers.
- Ensure they have the training and qualifications for all tasks they are assigned.
- Ensure their ability to work is not impaired by alcohol, drugs or other causes.
- Understand their right and responsibility to refuse unsafe work as well as the requirement report any unsafe condition to their supervisor.

## 6. Harassment & Workplace Violence Policy

Iridia is committed to providing its employees with a harassment free working environment. Harassment in any form will not be tolerated.

**YOU HAVE THE RIGHT TO WORK IN AN ENVIRONMENT FREE FROM ALL FORMS OF DISCRIMINATION AND HARASSMENT. YOU HAVE THE RIGHT TO BE TREATED WITH DIGNITY AND RESPECT.**

This policy prohibits harassment based on a person's:

Race, color, ethnic origin, age, religion, creed, gender, marital status, family status, pregnancy, sexual orientation, physical or mental disability.

Harassment occurs in many forms and can include:

Unwanted or offensive actions, insulting comments, offensive jokes, slurs, insulting posters, offensive cartoons or graffiti, offensive taunting or teasing.

If you witness or are otherwise involved in an act of harassment, you are encouraged to report the act to your district manager or the office, and refer to this policy.

If you feel that you are being harassed, the first step is to discuss this with the person harassing you. If you think it may be a misconception, clear up the misunderstanding right away.

### **PREVENTION OF WORKPLACE VIOLENCE POLICY STATEMENT**

The management of Iridia acknowledges the potential for workplace violence and other aggressive behaviour directed at our employees. We will not tolerate behaviour from anyone that intimidates, threatens, harasses abuses, injures, or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence. The potential for violence will be addressed during the risk assessment; particular attention will be paid to worksites where previous problems have occurred, or if similar circumstances are present. We will ensure that all employees are aware of any potential for violence identified.

Violence in the workplace may fall into one of the following categories:

- Stranger violence (such as a robbery)
- Client/customer violence
- Co-worker violence
- Violence related to domestic issues

Iridia will:

- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Inform workers who may be exposed to the risk of violence of the nature and extent of the risk. This includes providing information related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated and potential areas for improvement are identified.

### **PROCEDURES FOR HARASSMENT**

All workers who are exposed to potential or real situations of workplace violence and / or harassment should leave the immediate area if possible and call for assistance from co-workers or 911 immediately.

Employees are required to immediately report all incidents of workplace violence to the office.

All incidents of workplace violence will be documented on the Harassment / Violence Incident Report form and the management is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.

All workers exposed to workplace violence will be advised to consult with a health care professional for counselling.

All workers will be instructed in the workplace violence policy and procedures in orientation and a review will be done annually or as new related work processes or hazards arise.

## 7. Dress Code Policy

### WARM CLOTHING

Most primary industry sites are located in Northern Canada where minerals, oil, natural gas and lumber are in abundance. Because of this, you may face temperatures well below freezing (-40 degrees Celsius) that may also vary by 20 to 30 degrees in a single day. The best suggestion is to bring clothing which retains warmth easily and can be used in layers. ***This clothing should be a minimum of 50% cotton, and may not be made up of nylon, nor be a 'hoodie' sweatshirt*** to be compliant with regulations.

The following is a list of what you should bring:

- Warm/thick socks
- Long underwear
- Comfortable pants (sweatpants are fine as they will be worn under your coveralls)
- Snow pants (not necessary – but nice for going building to building)
- Warm shirts & sweaters ('hoodies' are against regulations)
- Jacket (great for getting from your bunk to kitchen/gym/clinic/truck, but puffy jackets can restrict your movement under coveralls)
- Workout attire (shirts, shorts, shoes etc. as there may be a small gym)
- Gloves (insulated, breathable, and waterproof)
- Neck warmer/scarf
- Fire resistant toque (a toque that covers your ears is recommended)

Keep in mind anything you will be wearing as an outside layer must be fire resistant so bring things which will fit under your coveralls. As a Paramedic, you will spend much of your time indoors, however, you will have to be exposed to the weather either during a quick jaunt between buildings or while treating a patient in the snow by the side of a road. Bring clothing that will keep you warm for at least one hour in -40 degrees Celsius during winter, this rule will help to guide you to an appropriate clothing for your rotation.

### COVERALLS

Depending on the site, coveralls may be supplied and waiting for you when you arrive, however, depending on sizing and availability, it is a good idea to check ahead with your Iridia contact. Coveralls can be purchased at Work Wear outlets in whatever size and colour you would like but they must be equipped with reflective striping and be fire resistant. This will be indicated by a tag with the initials "FR" printed on it.

### FOOTWEAR

**It is an industry standard and an absolute must to have steel toe boots with ankle support that are CSA approved**, without them you may find yourself having to leave the site as most companies have a zero tolerance approach to lack of safety equipment. Rubber boots are a good option during fall and winter to keep your feet dry and winter steel toe models are also available. Ankle support is also a must given the variable terrain you will be faced with in the event of an emergency. Be forewarned that just because you are wearing footwear which can pass for steel toes it is not a wise idea to pass them off as so.

Everyone working in industry is at risk of foot injuries during the scope of their work, the same applies to Paramedics. A recommended boot is the *Dunlop Thermo-boot* which generally retails for just over \$200.

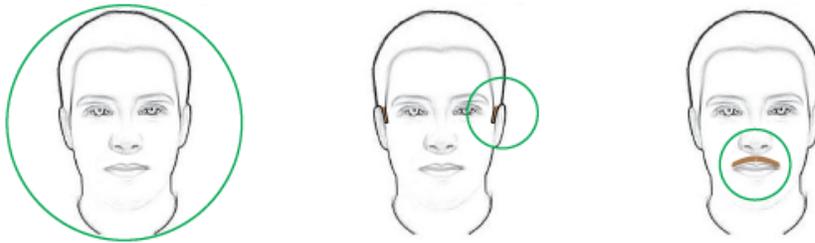
### INDOOR FOOTWEAR

Facilities are cleaned daily in camp and a standing rule of no outdoor footwear includes all indoor spaces. Workers on all sites are 100% compliant with this rule as it keeps a clean and welcoming atmosphere for all. If you would prefer not to walk around in your stocking feet then a pair of sandals or runners would be advisable however most choose to only wear socks after a long day of work.

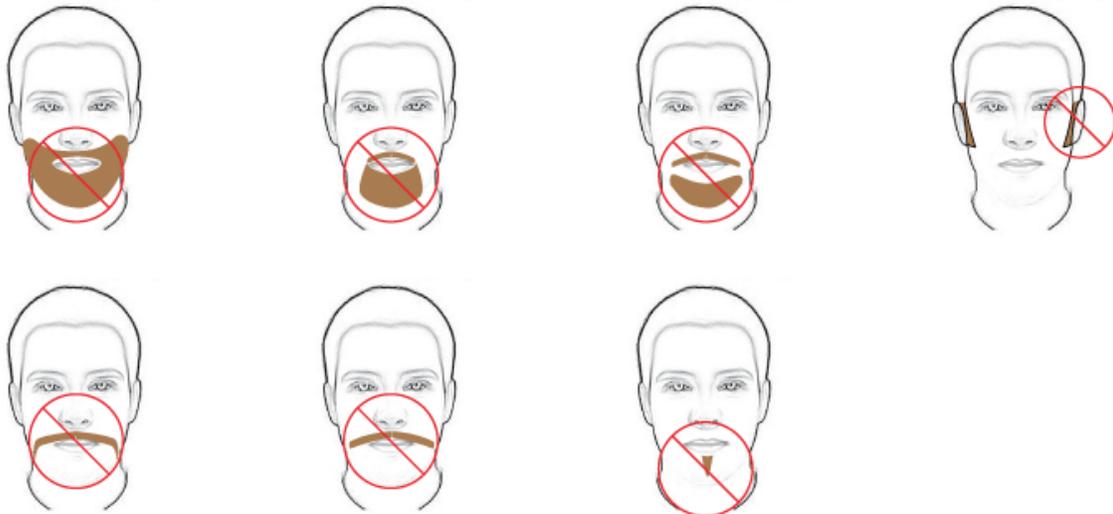
## 8. Facial Hair Policy

Iridia expects all medical staff and personnel on site to be shaven to *H<sub>2</sub>S Facial Hair Standards*.

Acceptable:



Not Acceptable:



## 9. Personal Protective Equipment Policy

**When work hazards cannot be engineered out or reduced to a level that is non-existent, the last line of defence for an Iridia employee becomes his/her Personal Protective Equipment (PPE).**

**All employees will be required to wear their PPE as required by WorkSafe BC Legislation or Iridia Medical Policy. The following information describes the Iridia Medical PPE Program.**

Occupational Health and Safety (OH&S) Regulations require that an employer shall take responsible measures to institute engineering techniques, systems, work practices or administrative controls that eliminate or reduce to a practical minimum those hazards for which personal protective equipment is or would otherwise be required.

Workers are trained in the correct use, care, limitations and assigned maintenance of the PPE during orientation and annually after that. A worker must use and wear properly, the appropriate PPE specified in accordance with the training, standards and instruction received, inspect the PPE before using it, and not use PPE that is unable to perform the function for which it is designed.

The use of PPE itself must not endanger the worker and be compatible, so that one item of PPE does not make another item ineffective. Workers must refrain from wearing protective equipment outside of the work area where it is required, if to do so would constitute a hazard. All employees are responsible to maintain, clean, and inspect their own personal protective equipment. Workers are responsible for providing clothing needed for protection against the natural elements, general purpose work gloves, and appropriate footwear including safety footwear. Iridia will provide, at no cost to the worker, all other items of personal protective equipment appropriate for the risks associated with the workplace and the work. Equipment malfunctions are to be reported to the supervisor or employer.

A worker who is assigned responsibility for cleaning, maintaining or storing personal protective equipment must do so in accordance with training and instruction provided.

**Head Protection:** Employees working in areas where there is potential for injury to the head either from employee initiated impact or impact from falling, flying or thrown objects or other moving objects must wear an appropriate protective head protection. This includes at any active well site or facility and any site where heavy equipment is working. Head protection must meet or exceed the requirements of CSA Standard CAN/CSA-Z94.1-92, Industrial Protective Headwear or ANSI Standard Z89.1-1986, American National Standard for Personnel Protection - Protective Headwear for Industrial Workers Requirements.

Head protection must be inspected prior to every use to ensure that it is free from cracks, and/or deep scratches. Head protection must be worn properly every time. Employees must review their head protection as many have dates of discard. Certain types of materials can break down over time and must be replaced prior to date of discard. Cleaning should be completed using soap and water, never chemicals. Workers are not required or permitted to use any industrial protective headwear that is damaged or structurally modified, has been subjected to severe impact, or has been painted or been cleaned with solvents.

**Foot Protection:** Employees must wear the appropriate protective footwear for the work that is being performed. Employee's footwear must be of a design, construction, and material appropriate to the protection required. Foot protection must meet or exceed the requirements of the Canadian Standards Association (CSA) CAN/CSA-Z195-M92, Protective Footwear or ANSI Standard Z41-1991, American National Standard for Personal Protection - Protective Footwear. Footwear must be worn when working in areas where there is a danger of foot injuries due to falling or rolling objects, or from an object piercing the sole. If handling chemicals or walking on uneven surfaces the footwear must be chemical resistant and cover the ankles. Steel toed and steeled shank boots are to be worn at **all** sites. Foot protection must be inspected prior to every use to ensure that it is free from tears, cracks, holes, or any damage. Foot protection must be worn properly at all times. If the footwear has laces, they must be completely tied up at all times. Cleaning should be completed using soap and water, never chemicals.

**Hand Protection:** Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances or from extreme heat or cold. Workers are required to use suitable and properly fitted hand or arm protection to protect themselves from injury to the hand or arm. Hand protection must be inspected prior to every use to ensure that it is free from tears or damage. Hand protection that has been stained from an unknown source should never be used. Cleaning should be completed using soap and water (never chemicals). Work gloves must be used when doing any manual labour.

**Eye Protection:** Employees must wear safety glasses in situations where flying objects or particles, splashing liquids, molten metal, ultraviolet visible or infrared radiation, dust, solids, air at high pressure, or liquids other than rain may get in their eyes. Safety glasses are required on all facility sites and where heavy equipment is working. Eye protection must meet the requirements of CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors. Safety eyewear must be fitted with side shields when necessary for the safety of a worker. Eye protection must be inspected prior to every use to ensure that it is free from cracks or scratches. Eye protection must be worn properly at all times. If working outside employees may want to wear tinted eye protection to protect from UV Rays. Cleaning should be completed using eye protection cleaner as other liquids can scratch, melt, or damage the lenses. Prescription eyewear may be worn if it is safety eyewear and complies with the regulations and meets CSA Standard Z94.3 Industrial Eye and Face Protectors. If work takes place outdoors in snow or ice covered terrain where excessive ultraviolet light, glare or blowing ice crystals present a risk of injury to the eyes, workers must wear eye protection appropriate to the hazards.

**High Visibility Apparel:** All workers exposed to the hazards of vehicles traveling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel meeting the Type 1 or Type 2 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment. A worker whose duties on the work site result in exposure to the hazards of mobile equipment must wear high visibility apparel meeting at least the Type 3 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.

**Limb and Body Protection:** If there is a danger that a workers hand, arm, leg or torso may be injured, workers must wear properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified. Examples of this include: warm weather clothes, chainsaw pants, etc. When working around sparks, molten metal, radiation, or chemicals that could cause an adverse affect to skin if contact is made workers must wear approved protective clothing.

Where workers are routinely exposed to a hazardous material or substance, Iridia will provide and require workers to use protective clothing, gloves and eyewear or face shields that are impermeable and adequate to prevent exposure of a workers skin and mucous membranes to the hazardous material or substance.

**Body Protection against Flame:** Fire resistant coveralls must be worn in any situation in which there are flammable liquids or flammable gases stored or used or piped on a site. This includes all active well sites, facilities, and pipelines. Fire resistant coveralls must meet or exceed CSA and industry guidelines. Also, flame resistant clothing should be worn when exposed to: flash fires, molten metal, welding and burning, or similar hot work hazards. Body protection must be inspected prior to every use to ensure that it is free from tears or holes. Body protection must be worn properly at all times. It must be zipped up completely and not left hanging. Never wear body protection if it has a stain from an unknown substance. Employees must wear clothing under the body protection that is made of flame resistant fabric or natural fibres that will not melt when exposed to heat.

This personal protective equipment program is reviewed annually.

## 10. Drug & Alcohol Policy

### **POLICY STATEMENT**

There is a strict **NO DRUGS OR ALCOHOL** policy for every site in the oil patch. This applies to all areas of work including your personal residence and all common areas. Over the counter medications and prescription drugs are exempt but must bear the users name on the label. This rule is strictly enforced with the use of oversight, drug tests and on some sites the use of drug sniffing dogs. Any usage, possession, or transportation of any illegal drugs, impairment by legal drugs or alcohol is strictly prohibited. Iridia maintains a zero tolerance policy towards the use of alcohol and drugs while at work or while travelling to and from a worksite. Iridia management or supervisory staff will not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else. It is the responsibility of each employee to neither enter nor remain on a worksite while impaired by any means.

Iridia employees shall not use any product or device that could tamper with any sample for an alcohol or drug test. Incidents involving impairment will be dealt with under the guidelines of the company Discipline Policy and may be cause for immediate dismissal.

As much as this may seem an extreme model of enforcement, there is good reason for it as the oil patch has historically been a hotbed of drug and alcohol use. Many accidents claiming the lives and livelihood of workers have been attributed to drug and alcohol use on the job site.

Paramedics working in the oil patch are also in a unique position in regards to monitoring these issues. Furthermore due to your experience, you may be able to recognize the symptoms of abuse better than others. As part of your medical duties it is your obligation to keep an eye out for these situations and do our best to avert potential disasters. It is everyone's duty to take steps to keep their fellow worker safe; a drunk or high co worker is a danger and must be treated as such. Though you may face a dichotomy of confidentiality and safety, there are solutions to these situations. **Report any suspicions to the safety staff at the site. They are well versed in dealing with drug and alcohol abuse situations.**

It is not an inconceivable notion that during your stay a worker will approach you as a medical professional with concerns regarding an addiction problem. These can range from the effects of coming back to a dry camp after a long period of binge drinking to crack cocaine use at work. In this case it is your obligation to ensure a fair and helpful outcome such as addiction treatment programs as well as proper notification of the employer. If such a sensitive situation were to arise, please get in touch with our medical team at Iridia to discuss further action between the patient and the client.

In order to provide for the optimal health and wellness of those in isolated camp settings, the following **policy** has been developed to provide guidance to Iridia Paramedics in the provision an alcohol or drug test. The camp setting precludes employees and contractors from accessing the testing in a traditional lab setting.

The drug or alcohol testing will be at the formal request of the Site Safety Supervisor and only be performed for **reasonable cause or post incident**.

Iridia Paramedics will follow the **Steps for Reasonable Cause/Post Incident**:

1. Supervisor formally request Iridia Paramedic to perform drug and alcohol testing for reasonable cause/post incident or pre-access.
2. Iridia Paramedic will call CammAmm to book the Drug and Alcohol Test.
3. Iridia Paramedic assesses individual for possible medical conditions which may impact current behaviour/appearance.
4. Iridia Paramedic obtains the alcohol level of the individual using the approved testing device and provides results to CannAmm.
5. Iridia Paramedic obtains the drug level of the individual using the approved collection cup and provides results to CannAmm.
6. Send results to CammAmm MRO.

## 11. Over The Counter (OTC) Medication Policy

### **WorkSafe BC Policy:**

The following has been extracted from the WorkSafe BC Occupational Health and Safety Guidelines.

### **Non-prescription drugs:**

Non-prescription drugs supplied by the employer should be under the control of the attendant or other authorized representative of the employer.

Non-prescription drugs must be used in accordance with the drug manufacturer's recommendations or specific instructions from a physician or qualified practitioner.

Before supplying non-prescription drugs or medications to a worker where there are no specific instructions from a physician or qualified practitioner, the first aid attendant should:

1. Be familiar with the side effects, contra-indications, and indications for use listed by the manufacturer (of particular concern are drugs or medications that cause drowsiness or interfere with alertness and manual dexterity required by workers to perform their duties)
2. Inform the worker of any side effects or contra-indications
3. Not supply drugs or medication past the expiry date
4. Obtain a history of events leading up to the worker asking for relief
5. Determine if the worker is currently taking any medication and, if so, the appropriateness of taking additional medication
6. Where required, make an entry in the first aid records

## 12. Fatigue Management Policy

Iridia recognizes that fatigue is only one of many factors important to designing a 'system-of-work'. As part of our overall commitment to the safety of our employees, supervisors & contractors the public and other stakeholders who are affected by our actions, Iridia is actively working to minimize the risks associated with fatigue in the workplace.

### **ACCOUNTABILITY**

Fatigue is an issue that affects our managers and employees in different ways. Reducing the risks associated with fatigue is a shared responsibility that requires reasonable actions to minimize the risk of fatigue-related accidents and injuries, therefore:

- Management will be responsible for minimizing the risks associated with work-related fatigue in part by planning work activities to provide sufficient rest breaks, increasing alertness and minimizing fatigue, as well as ensuring all workers have adequate off shift recovery time.
- Accordingly, our management team will ensure that all-relevant work groups within the company receive training that includes recognizing fatigue, good work habits to reduce fatigue and understanding the requirement to report fatigue to a supervisor.

- Every effort will be made to ensure camp facilities are available to help workers maintain a healthy lifestyle, i.e. good nutrition and exercise facilities.

This training will ensure that all employees' volunteers and contractors, for whom fatigue is a potential safety hazard, can successfully:

- a. Identify the risks associated with fatigue
- b. Identify and implement appropriate strategies for minimizing fatigue-related risk
- c. Determine whether their behaviour is consistent with relevant fatigue management plans.

Employees will be responsible for minimizing the risks associated with non-work related sources of fatigue. As such, all employees are responsible for:

- Report and manage any actual or potential risks likely to be associated with fatigue. Note – all hours worked over regular work cycle (12 hour day) to be reported to Iridia.
- Using their allocated time away from work to obtain an amount of sleep sufficient (minimum six (6) hours) to ensure that the risks of fatigue-related accidents and injuries are consistent with organizational safety requirements.
- Informing the Safety Officer if they have not obtained sufficient sleep.

## **DEPLOYMENT**

Designated Safety Managers will be responsible for ensuring that appropriate fatigue risk management programs are initiated and maintained in their respective areas. Regular measurement reviews will be conducted to ensure that implemented programs are effective in reducing fatigue.

Management will be responsible for ensuring that work practices do not create inappropriate levels of fatigue for workers or volunteers and that risk assessments will be carried out where fatigue levels may affect the safe conduct of work.

Employees, contractors and their representatives will be consulted in the formulation, maintenance and review of fatigue management programs.

## **EXPECTATIONS**

### **Available to respond**

Employees are expected to be ready and available to respond to a situation at any time of day or night as long as they are on call. If for any reason they are not able to respond, then the Paramedic Coordinator must be informed immediately. This includes illness, already on a call, or other circumstances. This also includes taking of prescription drugs that may affect job performance. Contact your manager for direction in this area.

### **Hours of work**

Employees are normally on duty or on call on a 24 hour basis, although this may vary from site to site. When on a rig, this is considered to be from 07:00 to 19:00; however, employees are expected to be present in the Medic Shack for both the AM and PM shift changes. Typically a service rig runs about 12 hours on location. Overtime is not paid unless there is a medical callout from the camp.

### **Unit Cleaning and Maintenance**

Units are required to be kept clean and neat with all equipment in good working order. We use the same standards or better than that of any reputable ambulance service. We understand that circumstances may result in the exterior of the unit being dirty, but both the cab and box are to be cleaned regularly. Be sure to wash the underside of the unit and around the transmission/skid plate as it fills up with mud and dirt, then dries hard which may result in damage to the unit. Engine fluids are to be checked every time the unit is fuelled or every couple of days if sitting for any length of time. If fluids are needed, consult the office for the correct fluids.

### **Vehicle Inspections**

Vehicle inspections are to be completed regularly during your stay in camp. The first inspection needs to be done prior to the unit leaving the shack. The last inspection needs to be done when the vehicle is returned. Inspections also **MUST** be completed every time there is a crew change-out. At crew change-outs, both persons **MUST** put their names on the checklist. Both are accountable for the unit.

### **Work Ethic**

Employees are expected to be awake, alert, and ready to respond immediately while they are on duty. Personal hygiene must not be neglected. You must maintain a professional appearance at all times. This includes being clean shaven to H<sub>2</sub>S standards. Work ethic is the key to your employment. Iridia will ask the client for a review of your performance on site and will use this information and keep it on file.

### **Professional Practice**

**Iridia** expects that all employees conduct themselves in a professional manner at all times.

## 13. Thermal Exposure

### **Cold Weather Precautions**

Employees should be prepared for extreme weather conditions at all times. Hypothermia can be caused by cold weather conditions, wind, cold-water immersion and fatigue. Workers must not be exposed to levels that exceed those listed in the screening criteria for cold stress exposure in the cold stress and strain section of the American Conference of Governmental Industrial Hygienists (ACGIH) Standard. Clothing corrections must be applied in accordance with the cold stress and strain section of the ACGIH Standard. When workers are or may be exposed, the employer will conduct a cold stress assessment to determine the potential for hazardous exposure. Assessment will be made using measures and methods that are acceptable to the Board. Employers will develop and implement a cold stress exposure control plan.

When workers are or may be exposed, Iridia will implement effective engineering controls to reduce the exposure hazard to levels above those classified as "little danger" to workers in the criteria for the cooling power of wind on exposed flesh in the cold stress section of the ACGIH Standard. If this is not practicable we will reduce the exposure hazard by providing effective administrative controls, or

personal protective equipment, if the equipment provides protection equally effective as administrative controls.

Anytime a worker exposed to cold shows signs or reports symptoms of cold stress or injury, they must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician.

The following precautions should be taken when working in cold weather:

- ✓ Wear warm head gear, i.e. hard hat liner.
- ✓ Layer clothing to insulate and protect body from outside air.
- ✓ Protect hands and feet by wearing insulated waterproof boots and gloves.
- ✓ Wear appropriate eye protection when working outdoors in snow or ice covered terrain where ultraviolet light, glare or blowing ice crystals present a risk of injury
- ✓ Drink plenty of water to keep hydrated and be sure to eat enough to maintain energy levels.

### **Hot Weather Precautions**

Working in hot conditions puts stress on our body's cooling system. When the heat is combined with other stresses such as physical labor, loss of fluids, fatigue or pre-existing medical conditions, it may lead to heat-related illness, disability and even death.

Hot work environments can be managed with an effective program including but not limited to;

- ✓ Industrial hygiene monitoring program
- ✓ Work/rest regiments
- ✓ Ventilation
- ✓ Fluids for worker hydration
- ✓ Employees trained in the signs and symptoms of heat stress
- ✓ Use of appropriate clothing and PPE

Workers must not be exposed to levels that exceed those listed in the screening criteria for heat stress exposure in the heat stress and strain section of the ACGIH Standard. Clothing corrections must be applied in accordance with the heat stress and strain section of the ACGIH Standard. Anytime a worker is or may be exposed, Iridia will conduct a heat stress assessment to determine the potential for hazardous exposure. We will use measures and methods that are acceptable to the Board to develop and implement a heat stress exposure control plan. Workers that are or may be exposed will be provided with an adequate supply of cool potable water close to the work area for their use. Any worker showing signs or reporting symptoms of heat stress or strain must be removed from the hot environment and treated by an appropriate first aid attendant, if available, or by a physician.

## 14. Environmental Policy

**Iridia is committed to maintaining sound environmental practices in all of its activities.**

To achieve this, Iridia, with its employees and contractors will:

- Examine the potential impact to the environment of all proposed activities and take steps to minimize or where possible, eliminate impact.
- Ensure that all activities are in compliance with all environmental legislation and regulations.
- On a continuous basis determine Iridia' impact to the environment and through continuous improvement; strive to attain higher levels of environmental performance.
- Maintain a high level of environmental protection by applying practices and technologies that minimize impacts and enhance environmental quality.
- Maintain dialogue with the communities and other stakeholders with the area of influence of its exploration programs.
- Progressively rehabilitate disturbed areas, develop closure plans that can be continuously improved and incorporate new technologies where practical and applicable.
- Train all employees and contractors to understand their environmental responsibility as related to their job role.

## 15. Medical Procedures

**The Paramedic is available to all employees requiring medical or first aid treatment 24 hours a day.**

1. When seeking medical attention, the Paramedic can be first reached in the First Aid Treatment Room / Shack.
2. If unable to reach the Paramedic during day shift working hours, there is an additional Paramedic available at night. If this Paramedic is unavailable the Iridia Medical Director is available through Iridia's paging system.
3. All injuries are to be reported to the Site Paramedic.
4. All prescription and non-prescription medication is to be reported to the Site Paramedic.
5. At no time will an employee who is not the Paramedic, give other employees any form of medication.
6. All medical information given to the Site Paramedic is in confidence and will only be given to supervisors if it pertains to the job.

## 16. 24/7 Medical Support Program & Access

### **The Physician Pager System**

Iridia provides 24/7 on-line medical support through a roster of emergency physicians (EPs available via pager). In order to provide a level of redundancy 2 EPs on are call (with rare exceptions) for our paramedic services program. The goal of the service is to assist you to provide immediate support in the management patient care at the site. *You may seek assistance in both emergency and non-emergency situations.*

### **Emergency (Life or Limb Threatening) Incidents (\*911 Pager activation)**

Paramedics are expected to deliver care within their level of training and based upon their established protocols. Patient care protocols and initial evacuation procedures should be initiated immediately for any patient suffering a life or limb threatening incident. Assistance from the Iridia Medical Director should be sought when practical via activation of the pager (\*911) to assist with patient management and transport logistics as necessary.

### **Non-Emergency Incidents (411 Pager activation)**

Paramedics are viewed in camp as medical professionals who can provide assessment and treatment for non-emergency incidents. As the sites may be a significant distance away from medical care, paramedics have the role as a first aid providers as well providing assessment for various acute and chronic medical conditions. Specifically paramedics are tasked:

- To treat and release workers with select work related minor injuries in their role as an Occupational First Aid (OFA) attendant
- To assess patients with various acute and chronic medical conditions to determine if they can be managed onsite or require referred to be seen directly by a physician

In these situations the Iridia Medical Director will provide guidance upon activation of the pager (\*411) to the paramedic regarding the need for treatment and/or transport. In each case if there is any uncertainty regarding the need for more advanced medical care the paramedic will be requested to transport the patient.

### **Non-Urgent Medical Advice** (email to [mmumd@iridiamedical.com](mailto:mmumd@iridiamedical.com))

Workers on site often ask the site paramedic for information about a variety of medical conditions such as medication questions or other non-urgent health issues. Further information in these situations, the site care provider should summarize the issue and forward an email to [mmumd@iridiamedical.com](mailto:mmumd@iridiamedical.com) or contact an Iridia Medical Director via Skype.

### Pager Activation

Dial the **Iridia** emergency pager number: **1-800-434-4797**, when prompted, enter your call back number followed by:

- **\*911** For **IMMEDIATE** call back (target < 2 minutes) for Emergency (life or limb threatening) incidents
- **\*411** For **ROUTINE** call back (target < 15 minutes) for non-emergency incidents
- If only the call back number is entered the assumption will be that an **IMMEDIATE** call back is required

***Activating the emergency pager indicates an immediate or urgent call back from an Iridia Medical Director is required.***

\*\*\*For non-urgent situations, contact the **Iridia** Medical Director via email or Skype\*\*\*

\*\*\* Please notify **Iridia** during regular office hours if you wish to arrange a test/ of the emergency pager system\*\*\*

## 17. WHMIS / MSDS - Safe Handling & Use of Substances

Iridia will assess the risk of substances hazardous to health under WorkSafe BC's Workplace Hazardous Materials Information System (WHMIS) guidelines as they pertain to substances used "on the job." Any worker who works with, or in proximity of, a controlled product received from a supplier will have access to all hazard information received from the supplier concerning controlled products as well as any further hazard information of which the employer is aware or ought to be aware concerning the use, storage and handling of that product.

- Iridia and identified clients will be responsible for identifying all substances which require Material Safety Data Sheets (MSDS) and assessment.
- Iridia will be responsible for undertaking MSDS assessments in concert with respective clients.
- Iridia will be responsible for ensuring that all relevant employees are informed and understand the MSDS assessments and that all workers are trained in the established procedures for safely handling, using, storing and disposing of hazardous substances.
- Iridia will ensure that all workers are aware when exposure to a chemical or biological substance could cause adverse health effects.
- Iridia will check that new substances can be used safely before they are purchased.
- Iridia will ensure that if products are decanted or the manufacturers label is missing containers will be correctly and clearly labelled with a workplace label.
- Iridia will ensure that effective written procedures are in place in the event of a spill or release and that all workers and supervisors are trained to implement emergency clean up procedures.
- Assessments will be reviewed once a year by Iridia or when the work activity changes, whichever is soonest.

### **Employees:**

1. All employees are to understand and be able to recognize on-site WHMIS labels and warning signs.
2. At any time an employee is uncertain about a WHMIS or MSDS material, they are to contact their supervisor for proper safety precautions.
3. MSDS sheets are located in the Medic Shack, and with Site Safety and are updated as soon as necessary or every three years as required.
4. All employees dealing with MSDS materials are required to review MSDS sheets prior to working with the substance.

## 18. Safe Storage of Hazardous Substances

Iridia will ensure:

- that containers used for hazardous substances are of proper design and in good condition.
- that reserve or bulk quantities of hazardous substances are stored in a clearly identified area specifically designed for safe containment.
- that designated storage area for a hazardous substance are designed and constructed to provide for the safe containment of the contents, clearly identified by signs, placards or similar means.
- Storage areas must be designed and maintained to allow the safe movement of workers, equipment and material, provided with adequate ventilation and lighting, and in a location not normally occupied by workers, and not in a location such as a lunchroom, eating area, change room, clothing storage locker or passenger compartment of a vehicle.
- that any hazardous substance must be stored in a designated area, in a manner which ensures that it will not readily fall, become dislodged, suffer damage, or be exposed to conditions of extreme temperature.

## 19. Handling of Sharps & Biohazardous Materials Procedure

**The following is a safe work procedure for the use and proper disposal of sharps (needles, intravenous catheters, glass ampoules) and Biohazardous materials.**

- Always use the appropriate body substance isolation protection (gloves and safety glasses) to avoid contamination from patient body fluids.
- Dispose of all sharps in the identified sharps container in your Medic Shack/Kit.
- Always maintain control of the sharp in a safe fashion, be sure to have constant and secure grip on all sharps at all times to avoid any accidental contact to yourself or other crew members.
- Never allow a sharp to be dropped to the floor, the patient cot, or the bench seat. Ensure the sharp is properly disposed of in the appropriate container; this will help to avoid contact and possible injury.
- Always use proper technique when initiating intravenous therapy and giving injections to maximize safety to yourself, your crew and the patient.
- Make sure that when cleaning the unit to use proper British Standards Institution (BSI) protection and use antiseptic cleaner to thoroughly clean all surfaces that have been contaminated by any body fluids.
- In the event of an accidental needle stick with a used or contaminated sharp be sure to allow the wound to bleed freely to assist in the removal of superficial contaminants.
- Once bleeding has ceased, thoroughly clean the area with antiseptic hand cleaner.
- Document the circumstances surrounding the event including names and personal information of the patient being treated using Iridia-supplied treatment and policy forms. This information will remain strictly confidential, and may be used later if necessary to request from the patient possible blood tests to rule out communicable diseases.
- Notify the main office as soon as possible of the incident for further support (WCB forms).

## **Exposure Control Plan**

### **EXPOSURE MANAGEMENT**

This is a copy of the instructions given to Emergency Physicians by the Ministry of Health and the BC Centre for Disease Control. This information was initially distributed as "Protocols for First Responders" in 1998 and has been revised by the Director, Medical Programmes, BCAS, in April 2003.

### **MANAGEMENT OF PERCUTANEOUS OR PERMUCOSAL EXPOSURE TO BLOOD OR BODY FLUIDS**

When a paramedic is exposed to any blood and/or body fluids from an individual at risk for HIV, HVB, or HVC the following steps should be taken:

- a) Risk assessment by emergency physician immediately after exposure.
- b) Immediate counselling regarding use of Zidovudine (AZT, ZDV) and Zalcitibine (ddC) in a 5 day starter kit which is available in hospital emergency rooms (provided by the B.C. Centre for Excellence in HIV/AIDS). The anti-HIV medications offer the best chance of preventing HIV if taken within two hours of exposure.
- c) Immediately do blood testing of both the paramedic and the source individual for HIV and Hepatitis B/C. If the source individual is found to be seropositive for HIV, the paramedic should repeat blood tests for HIV at 6 weeks, 12 weeks, 6 months and 1 year if they are found seronegative. If the source individual is found to be seronegative for HIV, the paramedic should have blood tests for HIV done at 6 weeks and 12 weeks.

### **PROCEDURE FOLLOWING ACCIDENTAL EXPOSURE**

#### **Cleanse**

- Mucous membrane or eye: Rinse well with water and/or normal saline.
- Skin: Wash well with soap and water.
- DO NOT promote bleeding of percutaneous injuries by cutting, scratching or puncturing the skin.

#### **Triage**

- If the exposure is only to intact skin, counsel regarding negligible risk.
- If percutaneous, permucosal, or non-intact skin exposure has occurred, the exposed person should go to the local hospital Emergency Department as soon as possible (or to an alternate site which has been supplied with antiretroviral starter kits by the BC Centre for Excellence in HIV/AIDS).
- If antiretroviral therapy is indicated for possible HIV exposure, it must be administered as soon as possible after exposure, preferably within 2 hours.
- Following an HIV exposure, antiretroviral therapy may be considered days or weeks after percutaneous, permucosal, or non-intact skin exposure. Antiretroviral therapy may be too late to prevent transmission; however, it may favourably alter the subsequent disease in the exposed person, with delayed onset of AIDS.
- Hepatitis B vaccine and hepatitis B immune globulin (HBIG) are known to be effective in reducing the risk of transmission of hepatitis B if given as soon as possible after exposure. HBIG should be given preferably within 48 hours after exposure; it can be given up to 7 days after percutaneous, permucosal, or non-intact skin exposure and up to 14 days after sexual exposure to hepatitis B infected blood or body fluid.
- Detailed risk assessment and management of potential exposure to ALL pathogens (HIV, HBV, and HCV) can take place in the Emergency Department or other health facility supplied with antiretroviral starter kits by the B.C. Centre for Excellence in HIV/AIDS. Emergency Departments can obtain HBIG and hepatitis B vaccine from their local health unit so that post-exposure management can be administered at one health facility.

**For detailed procedures go the BCCDC document:** Communicable Disease Control: Blood and Body Fluid Exposure Management/March 2009. <http://www.bccdc.org/content.php?item=192>

## 20. Hazard Identification and Control

Iridia trains its employees to recognize and report health and safety hazards. Early reporting will enable us to put in place the required controls to reduce the risk or preferably, eliminate the hazard. The hazards around or near our worksites are numerous. Common hazards include H<sub>2</sub>S, dangerous goods, heavy truck traffic, poor visibility due to inclement weather, icy and narrow roads, slippery working or walking surfaces and close proximity to heavy equipment as well as human acts and behaviors which can be considered hazardous to health and safety.

Iridia will help to prevent injuries or damage to property by training all employees to recognize and report health and safety hazards. Early reporting will enable us to put in place the required controls to reduce the risk or preferably, eliminate the hazard. If the hazard cannot be eliminated the first line of defense will be to mitigate it by introducing engineered controls, if this is not possible then administrative controls will be used. The last line of defense is the use of personal protective equipment. It is often the case that a combination of engineered, administrative and PPE may be required to reduce or eliminate a hazard.

The hazards around or near our worksites are numerous. Common hazards include H<sub>2</sub>S, dangerous goods, heavy truck traffic, poor visibility due to inclement weather, icy and narrow roads, slippery working or walking surfaces and close proximity to heavy equipment as well as human acts and behaviors which can be considered hazardous to health and safety. All affected workers will participate in the identification of workplace hazards. This is accomplished through regular worksite inspections, pre-job hazard assessments (JHA) and during the development and updating of JHA's.

Through the JHA process, hazards are identified and ranked according to the degree of risk assessed. Safe work procedures are developed for all high to moderate risk activities identified.

Steps to follow for Pre-Job Hazard Identification include the following:

- Identify the hazards associated with a particular job, or worksite.
- Identify health hazards associated with activities.
- Identify the loss potential of the hazard.
- Identify the controls designed to alleviate or eliminate the hazards so they will not result in harm or loss.
- Implement the required controls through effective communication with, and training of workers in the use of required equipment used to eliminate hazards.
- Document the process.
- Once a hazard has been identified, a plan must be put into effect to reduce, control, or eliminate that hazard and be communicated to those affected.

### **Hazard Assessments**

Hazard assessments of job tasks are done initially and should be redone;

1. When a new work process is introduced.
2. When a new waste product is to be transported.
3. To prevent the development of unsafe or unhealthy working conditions.

Hazardous acts, behaviors and conditions must be reported immediately and the person receiving the report must act in a timely manner to ensure unsafe conditions are not permitted to remain. Hazard report forms are to be used when a new hazard is identified.

Iridia forms must be used in all instances – however, should the client, whose site the hazard is reported, prefer that their forms be used they must be completed as well.

Hazard assessments are designed to evaluate the hazards associated with conducting a particular task. Through understanding these hazards we can collectively develop appropriate precautions. Identifying Critical Tasks will remain an ongoing process. As additional tasks are identified or modified new safe work procedures will be developed accordingly.

### **Inspections**

Inspections are conducted to identify hazards before they become problems. Regular inspections reveal where improvements to equipment, work procedures, materials, worker training and worksite conditions are needed.

Before an employee begins work at a new site a supervisor will perform a work site inspection. A review of the job and the work site with all personnel that will be working on that site will be addressed at a pre-job or tailgate safety meeting. Meetings will be documented.

Checklists will be used by employees when a new work site is first entered. The person conducting inspections will be trained to do inspections.

All equipment must be inspected prior to every use to ensure the safe operation of that item. Defects found during any inspection will be documented on the inspection sheet for that unit, and the operator will be notified immediately.

Any repairs that may affect the safe operation of the unit are to be done without delay. An agreed upon date for completion of deficiencies will be documented and then listed on the Corrective Action Log. Proof of repairs or a correction of deficiency must also be documented.

## 21. Standard Camp Regulations

While at an Iridia client camp site, all employees, contractors and sub-contractors are regulated to follow the Camp Regulations. Failure to do so will not be tolerated and will result in termination.

1. The possession of and drinking of alcohol is strictly forbidden. Any employee possessing or drinking alcohol will be removed from the site immediately and their employment will be terminated.
2. The possession of non-prescription, performance altering drugs, including any narcotic is strictly forbidden and any employee found taking drugs will be removed from site immediately and their employment will be terminated and the Royal Canadian Mounted Police (RCMP) contacted.
3. All weapons are prohibited on site by all non-emergency workers (firearms, ammunition, knives no greater than 3", bear bangers, flares and electric prods.)
4. No smoking in any building, or within 5 meters of a door or window. Place all cigarette butts in provided containers.
5. No outdoor footwear is allowed in camp.
6. You are required to check-out with the Camp Administrator or designated safety representative once arriving camp.
7. You are required to check-in with the Camp Administrator or designated safety representative once departing camp.
8. While in camp, please be respectful of shift workers that are sleeping. Camp is a quiet zone after 9:30 pm.
9. If going on walks or hikes in designated allowable areas, you are required to check out and check back in around site.
10. No feeding wildlife and ensure your food waste garbage is placed in designated food waste garbage containers.
11. Report all animal sightings to Site Safety.
12. Be bear aware, if you do not know what that means, ask the Site Supervisor and training will be arranged for you prior to working in bear country.

## 22. Health & Safety Risks Arising from Our Work Activities

- Risk Assessments will be undertaken by the Safety & Risk Assessment Officers of clients as identified by Iridia, and governed under these companies' respective risk assessment policies.
- The findings of the risk assessments will be reported to Iridia, as needed as they pertain to the health and safety of Iridia employees.
- Action required to remove/control risks will be approved by Safety & Risk Assessment Officers of clients as identified by Iridia, as well as Iridia Senior Management.
- **Thomas Puddicombe** and **Monique Jean** will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed once a year or when the work activity changes, whichever is soonest.

## 23. Confined Space Entry

At the time of this writing Iridia employees **are not required or permitted** to enter into a confined space. Should our operations change we will ensure that a comprehensive Confined Space Entry Policy is in place based on the following guidelines:

- Iridia will appoint a competent person to assess the physical and chemical hazards of confined spaces, and any other hazards that our employee's may be exposed to, and will specify any required tests that will determine the likelihood of employee exposure.
- Iridia will establish an entry-permit system and ensure that permits are in place prior to entry.
- Iridia will ensure that a safety watch person is in place at the entrance of the confined space at all times when workers are inside.
- Iridia will provide all necessary safety and emergency equipment and trained workers to afford rescue as required.
- Iridia will provide training and instruction for all employees that are likely to enter a confined space on the proper procedures and equipment to be used.
- Prior to any Iridia employee entering, and periodically while inside, a confined space that may contain dangerous gases, vapours, mist, fumes or dust, insufficient or excessive oxygen, or extreme temperatures, air testing by a trained and competent person must be completed.
- Any time that flammable or explosive gases, vapours, or liquids are present all sources of ignition are to be either eliminated or adequately controlled.
- If a hazardous atmosphere exists or is likely to exist in a confined space, the confined space must be ventilated or purged or both, as required, before entry. If ventilation does not result in safe atmosphere workers must wear SCABA while inside.
- Iridia will ensure that the concentrations of flammable gases and vapours are maintained below 20% of the lower explosive limit and that no worker will enter a confined space where levels exist above this.

## 24. Site Safety Regulations

**Iridia makes the safety of its employees and contracts its top priority.**

1. All personnel / visitors arriving at identified sites must report to Camp Administration & Safety and await Safety Orientation by Site Safety.
2. All personnel on the identified site will obey all posted signage.
3. All personnel operating any mobile equipment including light vehicles are required to wear the provided seatbelts or restraint system.
4. All personnel will abide by mandatory wearing of Personal Protective Equipment (PPE) while working anywhere on site. The main camp is a PPE free zone for non-workers.
5. Mandatory PPE entails, CSA approved footwear (steel toe and steel shank), WCB approved reflective fire retardant coveralls, ANSI/CSA approved hard hats, and CSA approved eye and ear protection while near exposed work environments.
6. All employees will be harnessed and anchored when / if working above 10ft, unless approved railings are in place.
7. All non-step ladders will be tied off at the top and bottom of the ladder.
8. At any time any employee or contractor is working in a non-medication camp setting, gloves are mandatory.
9. If any employee does not possess mandatory PPE, it will be loaned to them and returned upon leaving camp.
10. All speed limits will be obeyed at ALL times. No exceptions.
11. All vehicles must be equipped with chock blocks when left running or unattended.
12. All incidents & spills must be reported to Site Safety and Iridia immediately and WHMIS/MSDS documentation will be accessible by all personnel working with WHMIS controlled materials.
13. Supervisors will review any safety policy or protocol or Job Hazard Analysis with employee, which is required for employee's position of work.

## 25. Transportation & Driving Protocols

**The Trip** - Each trip will generally consist of a flight followed by a drive into camp, worksites vary in location so there are multiple modes of reaching the work site for your rotation.

**Prior to the Flight** - The standard practice is for Iridia to provide you with dates and times concerning your travel to the site by email. This will most likely include a forwarded electronic itinerary of your flight(s) as well as any other pertinent information for your trip. (Be sure to read the information in its entirety as some Northern and Southern airlines have below average baggage weight allowances. Every extra pound of weight that you carry with you above their allowance will cost you money at the counter.)

In many cases information will include:

- A map
- Written directions towards where to obtain the vehicle & radio
- Required equipment (Radio's or resupply for medical kits) and any other required information
- Radio frequencies
- Contacts

**After the Flight** - Following your departure from the plane, you may be asked to rent a truck from the airport's rental agency. You will be required to use your credit card for this: Iridia will refund you the full amount when you are paid. *Be sure and evaluate the damage to the vehicle prior to leaving and discuss any discrepancies with the rental agent.* You will then be required to pick up a radio and drive to your respective camp. As this is unique to each camp please refer to *Section 8: Camp Specific Info* for more information.

**Driving to Camp and Getting There Safely** - Roadways in industrial sites can be very hazardous if the proper protocols are not followed. Often times large trucks with heavy loads, large equipment and a variety of smaller vehicles will be sharing the same stretch of roadway at any given time. The roads themselves present hazards such as large potholes, dust, ice and blowing snow. By following this set of simple rules, you can easily fit into traffic and minimize risks to both yourself and the vehicle: Check your vehicle - Every day or before taking possession of a new vehicle always walk around and check for safety purposes. This will be covered in more detail in the Equipment Section in section 5.

**Starting a diesel engine** - When starting a diesel engine, turn the ignition on and wait for the glow plugs to go out (this may take up to 5 min.), then crank engine over. *Do not crank engine over for more than 10 seconds at a time as premature starter failure will occur!* Let the engine warm up for at least 30 minutes prior to driving ANYWHERE!!

If engine is still running cold you may have to put on the winter front or a piece of cardboard in front of the radiator. Watch your temperature gauge as you don't want to overheat. The average running temperature of a warm engine is approximately 90 degrees. When the temperature is below zero degrees Celsius make sure you plug the engine in (when you get to camp).

**General Driving Guidelines** - The following are general guidelines for the safe operation of all vehicles:

- **ALWAYS TRAVEL AT OR BELOW THE POSTED SPEED LIMITS** and decrease speed as necessary to compensate for poor road conditions
- Allow for and anticipate longer driving times when driving under adverse conditions
- Slow down and adopt a smooth defensive driving style to ensure safe operation of the vehicle
- Always operate the vehicle in a manner that allows the driver to be in complete control at all times
- Be aware that some of the vehicles may be top heavy as a result of equipment or the fitting of mobile treatment centers. It is critical to remember that this will affect the handling characteristics of the vehicle. Be sure to consider this while driving in all conditions
- Ensure that the driver is well rested and alert at all times while in control of the vehicle
- Do not operate any vehicle while under the influence of any medication that causes drowsiness or fatigue. The operation of any vehicle while under the influence of alcohol or illegal drugs is forbidden and is grounds for immediate dismissal
- When using the four-wheel drive systems in any vehicle be sure to use and follow the owner's manual instructions
- Do not rely on the four-wheel drive system to get you out of trouble. Common sense and good judgment are your strongest tools to avoid difficulty

**Guidelines for Safe Winter Driving** - Driving in winter requires extra caution and time to get to where you are going. Preparation of your vehicle before going out can save time and eliminate possible hazards or accidents.

- Always drive in a defensive manner
- Leave extra distance between you and the vehicle in front of you
- ***Stopping on ice takes about 8 times the distance as on dry pavement!***
- Adjust your speed to match the road conditions
- Clear all ice and snow from all windows before driving
- Beware of possible icy patches on the road. Bridges and intersections are especially prone to icy patches
- Headlights shall be on at all times. The use of high beams in heavy snow should be avoided, as it can actually decrease visibility
- Approach all intersections with caution. Watch for other vehicles approaching the intersection at too great a speed
- Where possible, engage 4 wheel drive, to assist in slippery conditions. Remember 4 wheel drive does not guarantee traction
- Avoid pulling out to pass other vehicles on highway's that may have icy patches. The chance of hitting an icy patch and fishtailing are greatly increased
- Do not use the cruise control at any time

**Maintain a speed at or below the posted limit** – Speed limits are not a suggestion of speed, they are limitations designed to limit dangerous activity regardless of the season. Seasonal changes on industrial roads include:

- slick surfaces caused by ice and snow
- slippery mud and pot holes from rain
- decreased visibility due to dust during dry hot weather

Therefore, even though the speed limit may be 60 km/h it does not mean that it is always safe to travel at that speed.

**Check for radio frequency when entering road** – Radio frequency is essential to knowing which channel to use to call your kilometres when traveling the road. Check the posted road name sign when entering any industrial road, the frequency is typically posted on this sign.

Additional radio channels are listed later in this manual but **be sure to check that you have channels that are up to date before leaving.**

**Call the kilometres** – Industry roads are used 24 hours per day and can be windy, dusty, and slippery. Because of these factors a system has been implemented where the driver of each vehicle is required to call their vehicle's position as they travel along the road. Given the chances of meeting a large vehicle at full speed around a tight corner or over a bridge, calling your position at intervals is a valuable way to stay safe and within site protocols. Once finding the frequency which is posted at the entrance to each road and cross referencing it to the channel required (see Radio Channel Listing in Section 2), the driver must call at each posted sign. The signs vary slightly but generally are posted every 2 or 5 kilometres or before tight turns, ice bridges, bridges and other hazardous areas.

**Empty or Loaded** – When the kilometres are increasing as you travel you must call out "empty", the vehicle type, and then the kilometre. When travelling in a descending order "loaded" must be called before anything else. For example you are driving an MTC/pickup and heading into camp, you would call out "empty pickup at kilometre 24...empty pickup at kilometre 26" and so on. The 'loaded' call would apply in the same regard to the opposite direction. On some roads the terms "up" or "down" may be used in place of empty or loaded.

The 'empty or loaded' rule applies in most situations and specifically the oilfield; however the rules vary between sites and between industries. For example access roads to mines generally call out their kilometres with a longer interval between and call "up" and "down" versus "empty" or "loaded". Whatever the case, the idea is the same and is equally necessary to ensure your safety during transit.

In the situation where you may be transporting a patient ensure that the driver (if not yourself) is aware that they should add that you are transporting a patient to their call every 10 kilometres or so. This will replace the traditional lights and sirens, and allow you right of way, meaning a smoother ride and prompt transport time.

**Right of Way** – Industrial roads are awash with large vehicles carrying heavy or wide loads. **When travelling in an MTC/pickup you must give way to the larger vehicle, unless you are transporting a patient. Two situations apply for yielding right of way: one is a vehicle coming down a hill and the other is a wide oncoming load or large heavy truck.** In the case of the hill it is advisable to find a spot to pull over and let the oncoming vehicle clear before beginning your ascent. In the later situation, your vehicle size is further capable of tolerating soft shoulders and clearing the roadway. To avoid communication breakdown, radio ahead if you have pulled to the side or if you believe you have right away. It is always better to be safe!

**Bridges** – Signs will be posted at each bridge as to the top speed at which you can cross. This is to protect the structural integrity of the bridge as well as to not meet an unexpected oncoming vehicle at high speed. **In addition, you must call out at all bridges.**

**Ice Bridges** – Bridges built on surface ice are common over bodies of water in industry. During the winter they traverse both lakes and rivers. Posted speed limits on these bridges are solely for your protection as excessive speed can cause the layer of ice to fail. The more speed a vehicle maintains the larger the pressure wave of water under the ice. If the pressure wave is too great the ice will fracture and fail directly in front of the vehicle.

#### **Guidelines for Safe Winter Driving:**

**A few helpful reminders can save a lot of time and limit any potential problems that can be caused by winter driving conditions.**

Driving in winter requires extra caution and time to get to where you are going. Preparation of your vehicle before going out can save time and eliminate possible hazards or accidents.

- Always drive in a defensive manner. Leave extra distance between you and the vehicle in front of you. Stopping on ice takes about eight (8) times the distance as on dry pavement.
- Adjust your speed to match the road conditions. It's better to be late than not to arrive.
- Clear all ice and snow from all windows before driving.
- Beware of possible icy patches on the road. Bridges and intersections are especially prone to icy patches.
- Headlights shall be on at all times. The use of high beams in heavy snow should be avoided, as it can actually decrease visibility.
- Approach all intersections with caution. Watch for other vehicles approaching the intersection at too great a speed.
- Where possible, engage 4-wheel drives to assist in slippery conditions. Remember 4-wheel drive does not guarantee traction.
- Avoid pulling out to pass other vehicles on highway's that may have icy patches. The chance of hitting an icy patch and fishtailing are greatly increased.
- Do not use the cruise control at any time.
- Some newer trucks have shift on the stick this is a very dangerous if engaged incorrectly at high speeds.

## 26. Steep Slope Policy

Never attempt to descend or ascend steep slopes when not trained to do so. Always know your limitations, and request help whenever required. For any rescue, operations ensure proper use of ropes and safety harnesses. Proper foot wear is also mandatory.

## 27. Slippery Surfaces Policy

Ensure footwear is adequate for any conditions. Never leave floor surfaces wet after cleaning. Do not allow floor surfaces to freeze after cleaning. During winter months put a mat on the floor of the Ambulance or MTC. All emergency vehicles used for the transportation of patients or staff on site will be serviced for an oil change and full inspection as needed, per every 5000 kms, or six months as indicated.

## 28. Traffic Control

Iridia will ensure only qualified flaggers are used whenever traffic control services are provided. Traffic control equipment, arrangements and procedures will meet the requirements of the latest edition of the Traffic Control Manual for Work on Roadways. As with all workers employed by Iridia appropriate training certification must be submitted and will be maintained in the workers file.

Supervisory personnel will ensure that flaggers are not only certified but competent. The worker in this position carries the responsibility to ensure that traffic control signs and devices are at all times positioned and used as specified in the Traffic Control Manual. Work site setup will be addressed during pre-work hazard assessments so that signs and devices are located to allow traffic to move by, through or stop in, the work area in a controlled manner and will take into consideration road and weather conditions and traffic volume.

A sign advising of a traffic control person ahead will be placed in advance of each traffic control person's station, and this sign will be removed promptly when a traffic control person is no longer on duty at that station. If work is to be conducted at night a light stand will be provided and flaggers are to have and use a flashlight to alert traffic of their presence. Flaggers must always stand in a safe position, preferably on the driver's side of the lane under their control, be clearly visible, and have an unobstructed view of approaching traffic, and be positioned at least 25 m (80 ft) away from the work area unless circumstances or space requirements, such as working at or near an intersection, dictate otherwise.

Each flagger will be provided with, and must use at all times, all of the following: an approved traffic control paddle and if necessary to control fatigue, a non-conductive support staff for the paddle. PPE-approved high visibility apparel and safety headgear of a high visibility colour with a strip of reflective tape across the top from front to back and on the sides, safety toed boots and weather appropriate clothing. An effective means of communication, i.e. two way radios, when traffic control persons are not visible to each other (passing batons is not acceptable) All traffic control equipment and devices, including signs, traffic control paddles and personal protective equipment, must be kept clean and in working condition and removed from the roadway or made ineffective when not in use.

## 29. Radio Frequencies

Channel	Name	RX	TX
1	TROJAN	151.9400	151.9400
2	LAD 1	154.1000	154.1000
3	LAD 2	158.9400	158.9400
4	LAD 3	154.3250	154.3250
5	LAD 4	173.3700	173.3700
6	GROUND BIRCH	152.2700	152.2700
7	CANFOR CHETWYND	153.0200	153.0200
8	CANFOR FSJ	153.3800	153.3800
9	CFP	153.0500	153.0500
10	SUKUNKA	151.3250	151.3250
11	CFI WAPITI	153.5300	153.5300
12	FNFI #1	151.1150	151.1150
13	FNFI #2	151.6250	151.6250
14	PEACEWOODS	152.9900	152.9900
15	TACKAMA RD	152.0300	152.0300
16	TACKAMA YD	153.4100	153.4100
17	HASSLER	154.8150	154.8150
18	BEATON SAFETY	150.8150	150.8150
19	CHOPSTICK CCMC	153.1700	153.1700
20	MILLIGAN CR RD	151.0550	151.0550
21	FONTAS	152.3900	152.3900
22	MURPHY	151.7150	151.7150
23	MILE 98	150.9950	150.9950
24	STEWART LK RD	151.6850	151.6850
25	RUSTAD	158.7900	158.7900
26	POLAR YR OSB	151.8350	151.8350
27	POLAR RD	151.2650	151.2650
28	SLOCAN	151.3550	151.3550
29	CAN HUNTER BRASSEY	150.8600	150.8600
30	ANADARKO	169.6500	169.6500
31	LAGARDE	169.2900	169.2900
32	MILE 156	153.7400	153.7400
33	SIMPSON	168.9900	168.9900
34	LAPRISE	152.2850	152.2850
35	WILDER RD	161.6550	161.6550
36	RING RD	151.9250	151.9250
37	MILE 168	153.5150	153.5150
38	DRAKE	154.6650	154.6650
39	MONIAS	154.0100	154.0100
40	GUTAH	152.9750	152.9750

Channel	Name	RX	TX
41	KANTAH	153.8300	153.8300
42	LP 1	153.9200	153.9200
43	LAPP RD	170.0550	170.0550
44	ENCANA 1	151.6100	151.6100
45	ENCANA 2	152.0600	152.0600
46	ENCANA 3	152.9000	152.9000
47	ENCANA 4	153.6500	153.6500
48	ENCANA 5	154.2500	154.2500
49	ALBERTA WIDE - TRUCKER	153.0500	153.0500
50	ALBERTA WIDE - TRUCKER	162.2100	162.2100
51	ALBERTA WIDE - TRUCKER	163.0500	163.0500
52	ALBERTA WIDE - TRUCKER	165.4800	165.4800
53	ALBERTA WIDE - TRUCKER	168.1200	168.1200
54	ALBERTA WIDE - TRUCKER	173.3700	173.3700
55	ALBERTA WIDE - TRUCKER	166.6200	166.6200
56	CANFOR GP YARD / 4100 RD	166.1400	166.1400
57	CANFOR GP, HINES CREEK	170.7000	170.7000
58	CANFOR 400 YARD	171.9150	171.9150
59	WEYCAN-GP MAIN HAUL RD	168.8400	168.8400
60	WEYCAN-GP NOSE MOUNTAIN	150.6350	150.6350
61	WEYCAN-GP HIWAY	169.5450	169.5450
62	WEYCAN-GP FLEX	169.1250	169.1250
63	WEYCAN-GC E8 SOUTH	150.2150	150.2150
64	WEYCAN-GC KAKWA	150.7850	150.7850
65	WEYCAN-GC E8 NORTH	171.5550	171.5550
66	DIASHOWA - HWY 35 N-S	166.6200	166.6200
67	DIASHOWA - P2 - 100	169.7250	169.7250
68	AINSWORTH NORTH	172.5150	172.5150
69	AINSWORTH SOUTH	172.0350	172.0350
70	MANNING (DMI)	162.0750	162.0750
71	HIGH LEVEL FORESTS	161.8200	161.8200
72	BUCHANAN LUMBER H PRARIE	163.0500	163.0500
73	TOLKO HIGH PRARIE	171.3300	171.3300
74	CARLITOUR	171.5550	171.5550
75	SHEEP CREEK	150.2600	150.2600
76	SUNDANCE	173.9700	173.9700
77	SUMMER	150.1150	150.1150
78	ATKINSON	153.2900	153.2900
79	SHEEP CREEK	150.2600	150.2600
80	ANANDARKO	157.8450	157.8450
81	COMPTON ROAT T-T	150.3950	150.3950
82	CLEARWATER	151.6500	151.6500
83	CHINOOK	158.1950	158.1950
84	WEATHER	162.4000	162.4000

Channel	Name	RX	TX
85	LPI 1	151.0550	151.0550
86	LPI 2	151.0850	151.0850
87	LPI 3	151.1150	151.1150
88	SEISMIC 1	152.1200	152.1200
89	SEISMIC 2	153.2600	153.2600
90	SEISMIC 3	153.3200	153.3200
91	WILLOW ROAD	161.8200	161.8200
92	ROBB ROAD	164.3100	164.3100
93	SOUTH HAUL	165.5400	165.5400
94	BLUERIDGE 1	171.1500	171.1500
95	BLUERIDGE 2	165.4200	165.4200
96	PEPER LAKE	163.0050	163.0050

## 30. Consultation with Employees

- Employee representatives are paramedics on site at various operational locations as defined by Iridia.
- Consultation with Employees is provided by:
  - Dr. Allan Holmes
  - Thomas Puddicombe
  - Monique Jean
- Consultation is provided to all employees through weekly Skype meetings, daily emails, phone calls and an ongoing 24-hour Pager Safety system.

## 31. Safe Operational Areas and Equipment

Iridia will ensure that all operational areas and equipment that require maintenance are identified, that the maintenance is completed, and that new or second-hand equipment meets or exceeds health and safety (WorkSafe BC) standards prior to purchase.

- Iridia will be responsible for identifying all equipment and operational areas needing maintenance.
- Iridia will be responsible for ensuring effective maintenance procedures are drawn up.
- Iridia will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment and operational areas should be reported to:
  - **Thomas Puddicombe**
  - **Monique Jean**
- Iridia will confirm that new equipment meets health & safety (WorkSafe BC) Standards prior to purchase.

All equipment owned and operated by Iridia has adjustable seating and operator's controls; this is taken into consideration when deciding to purchase tools or equipment. Operators will be trained to make adjustments as required to prevent injury. The identification of conditions in the workplace that may expose workers to a risk of musculoskeletal injury (MSI) is included in hazard assessments.

We will eliminate or, if that is not practicable, minimize the risk of MSI to workers. Personal protective equipment will only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

The following factors will be considered, where applicable, in the identification and assessment of the risk of MSI:

- The physical demands of work activities, including force required
- Repetition
- Duration
- Work postures, and local contact stresses
- Aspects of the layout and condition of the workplace or workstation
- Including working reaches, working heights, seating, and floor surfaces
- The characteristics of objects handled, including size and shape
- Load condition and weight distribution, and container
- Tool and equipment handles
- Environmental conditions, including cold temperature
- The following characteristics of the organization of work:
  - Work-recovery cycles
  - Task variability
  - Work rate

Iridia will undertake these measures when dealing with the risk of MSI:

- Implement interim control measures when the introduction of permanent control measures will be delayed.
- Ensure that a worker who may be exposed to a risk of MSI is educated in risk identification related to the work, including the recognition of early signs and symptoms of MSIs and their potential health effects.
- Ensure that a worker to be assigned to work which requires specific measures to control the risk of MSI is trained in the use of those measures, including, where applicable, work procedures, mechanical aids and personal protective equipment.
- Monitor the effectiveness of the measures taken to comply with the Ergonomics (MSI) Requirements and ensure they are reviewed at least annually. When the monitoring required identifies deficiencies, they will be corrected without undue delay.
- When performing a risk assessment, consult with workers with signs or symptoms of MSI, and a representative sample of the workers who are required to carry out the work being assessed.

## 32. Safe use of Tools, Machinery and Mobile Equipment

Regular inspection and maintenance of tools and equipment and records of such activities help to not only prolong the life of our investment but ensure the safety of those using the tools or equipment. Therefore Iridia requires all workers to take the time to inspect their equipment before the start of their shift and thereafter as required to ensure the safe operation. Workers are not required or expected to use tools or equipment that is not deemed safe in accordance with regulation.

Defects are to be reported to your supervisor and rectified as soon as possible or before use if necessary for the safe operation of the tool or equipment. Defective safety devices such as back up beepers, beacons and guards, etc are to be fixed before using the equipment.

Backup beepers are required on any equipment where the operators view behind is restricted and must activate whenever the vehicle transmission is put into reverse. If possible alarms are to be louder than the ambient noise level in the workplace.

Records of past maintenance, inspections or repairs are available to the operator and the operator is expected to record any work they perform during their shift. Work is not to be completed when equipment is operating unless absolutely necessary and then a safe work procedure must be developed and implemented to complete the work safely. Machinery and tools are not to be modified, dismantled or reassembled unless carried out in accordance to manufacturer's instructions and by a qualified person.

At no time are guards to be removed or modified, guards must meet the requirements set out by the Canadian Standards Association. Tools and equipment with rotating hazards must be guarded as well as any other exposed moving parts. Supervisors will not allow, and workers will not use any tool or operate any piece of equipment that is not in a safe useable condition or one that the worker or supervisor is not properly trained in the use of.

Workers are required to provide proof of training at orientation and are subjected to performance reviews/ on the job training periodically and/or as needed.

Operators of mobile equipment must operate the equipment safely, maintain the cab, floor or deck free of material or objects that could pose a hazard in an accident and not leave the controls at any time unless the machine has been secured against inadvertent movement by the setting the brakes, putting into park or using wheel chocks. Seat belts must be used at all times.

## 33. Housekeeping

Iridia will ensure that the following conditions are met to provide safe working conditions for all workers. Due to the nature of our work these criteria do not always apply. In the event they do these areas will be identified on pre-work hazard assessments and dealt with accordingly.

There must be a safe way of entering and leaving each place where work is performed. Exits will be clearly marked and be free and clear of any obstacles. All work areas should have two points of access/egress to ensure a safe way to exit in an emergency. Prior to the onset of work workers are informed of all access/egress points; if an escape route is or may become hazardous all workers are instructed not to use this route. Hazardous areas that are not intended to be accessible to workers will be secured by locked doors or equivalent means of security, and must not be entered unless safe work procedures are developed and followed. Any area in which material may be dropped, dumped or spilled will be guarded to prevent inadvertent entry by workers, or protected by adequate covers and guarding.

Material and equipment must be placed, stacked or stored in a stable and secure manner. Stacked material or containers must be stabilized as necessary by interlocking, strapping or other effective means of restraint to protect the safety of workers.

All floors or work areas must be kept clean and free from materials or equipment that could cause workers to slip or trip. This must be maintained daily as part of the job you are working on. If areas are converted to storage and taken out of service as part of the general work area all reasonable means for preventing entry or use must be taken.

Compressed air or steam must not be used for blowing dust, chips, or other substances from equipment, materials, and structures if any person could be exposed to the jet, or to the material it expels or propels. Cleaning objects, machinery, bench tops, clothing and other things with compressed air is dangerous. Injuries can be caused by the air jet and by particles made airborne. A brush or a vacuum cleaner should be used instead of compressed air for cleaning purposes.

Unfortunately, horseplay has resulted in serious workplace accidents caused by individuals not aware of the hazards of compressed air. For this reason horseplay, practical jokes, unnecessary running, jumping or similar conduct will not be tolerated in the workplace.

Threatening behavior, or actual physical force used toward a fellow employee is also prohibited. Improper activity or behavior must be reported. Any of the above whether reported or discovered will be investigated and dealt with under the guidelines of our discipline policy.

## 34. Information, Instruction & Supervision

- Iridia Paramedic Orientation Manual is provided to all paramedics prior to rotations as well as online at Iridia's website.
- Iridia Paramedics receive email communications directing them to day-to-day policy and paperwork as well as general health concerns.
- Iridia Paramedics will attend Safety Meetings in operational areas as instructed and made available by identified clients.
- Health and Safety advice will be made available by Health & Safety Officers of identified clients, as well as **Dr. Allan Holmes**.
- Supervision of Workers will be arranged and monitored by Iridia, through **Monique Jean**.
- Iridia is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

## 35. Competency & Task Training

- Onsite review training for all employees will be done through Iridia (via Iridia Orientation Manual).
- Job-specific training will be done by his or her own respective medical licensing boards, but confirmed or made equivalent through the **BC Emergency Medical Assistants Licensing Board**.
- Specific Jobs requiring special training include:
  - Audiology Testing
  - Drug & Alcohol Testing
  - Petroleum Safety Training
  - H<sub>2</sub>S Training (Onsite qualification)
  - Emergency Vehicular Regulation (Onsite Qualification)
- Training records are kept, identified, and monitored by Iridia.

## 36. Accidents, First Aid & Work-Related Ill Health

Iridia Paramedics will identify health needs as they arise. Special consultation with Iridia Physicians alongside licensed training equips Iridia Paramedics to identify accidents and manage first aid and work-related ill health issues with more fluency than the average non-medically trained employee.

- Health surveillance is required for all employees in remote work locations
- Health surveillance will be arranged by Iridia
- Health Records will be kept by Iridia
- First Aid equipment is kept and managed onsite with Paramedics in various operational areas. Equipment is inventoried and stocked by Iridia in conjunction with the Paramedic Reports.
- Appointed First Aid Personnel are Iridia Paramedics. When it is the case that a paramedic is the individual injured, a secondary paramedic will be responsible for first aid or someone with an Occupational First Aid Level 1 equivalent.
- Iridia Paramedics are responsible for reporting all accidents, disease and dangerous occurrences to Iridia and / or client Safety Officers as soon as is reasonably possible.

## 37. Workplace Monitoring & Root Cause Investigation

- To check our working conditions and ensure our safe working practices are being followed Iridia will check with paramedic daily and conduct weekly Skype meetings.
- Iridia is responsible for investigating any accidents or work related sickness as they pertain to Iridia employees. Those assigned to investigate will be trained in approved investigative techniques.
- Iridia is responsible for investigating any work-related causes of sickness absences as they pertain to Iridia employees.
- Iridia will document findings and determine root cause(s) as well as develop and implement corrective actions to prevent a reoccurrence.

## 38. Disciplinary Action Policy

Disciplinary action is appropriate when an infraction of Iridia Medical, Canadian Government, and/or customer safety rules and/or regulations occurs, or when lapse in performance or personal behaviour impacts the safety and efficiency of Iridia Medical Services. All disciplinary actions shall be aimed at preventing infractions from reoccurring.

The following disciplinary actions are listed in order of severity, and for the most part, in the order they would be given:

**1. Verbal Warning**

- Discussion of violation and the more severe actions should the offence be repeated, documented and placed on employee file.

**2. Written Warning**

- Same as above. Copy placed on employee file.

**3. Disciplinary Action and Discharge**

- This action is only considered in the most serious of cases, where other non-compliance actions have failed.

Depending on severity of the situation, Steps 1 and 2 may be omitted. Step 3 would then be the first and last disciplinary action.

## 39. Emergency Procedures

- Iridia, in concert with identified clients, is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by identified clients, and reported to Iridia.
- Fire extinguishers are maintained once a quarter and checked by identified clients, and reported to Iridia.
- Alarms are maintained once a quarter and checked by identified clients, and reported to Iridia.
- Emergency Evacuation will be tested every six months.

### Site Emergency Response Procedure (ERP)

Site Name	Latitude D MM' SS.SS"N	Longitude D, MMM' SS.SS"	Field Site Number	STARS ID Number
Directions to site from closest hospital:				
Company			Medic Channel Frequency	
Head Office	Phone Number	Area Common Radio Channel		
Site Consultant	Phone Number	Muster Station Location		
Site Supervisor	Phone Number	Other Medic		
Safety Superintendent	Phone Number	Other Medic		
Safety Supervisor	Phone Number	Other medic		
Camp Supervisor	Phone Number	Designated Emergency Driver		

### **In Case of an Emergency**

*Call - MEDIC – MEDIC – MEDIC on the emergency channel*

Wait for response then give location and the # of casualties and the nature of the injuries.

1-800-561-8011	BC Air Ambulance
1-250-785-2079	BC Ambulance Northern Area Dispatch
1-250-774-8100	Fort Nelson Hospital
1-250-774-2777	Fort Nelson Police
1-800-567-8611	Poison Control BC
1-888-888-4567	STARS

**Notify the Site Safety Supervisor and the Iridia Medical Director at the earliest possible convenience.**

## 40. Emergency Preparedness, Response and Evacuations

Risk assessments are conducted at each worksite in conjunction with the prime contractor. If the risk assessment shows a need for evacuation or rescue appropriate written procedures will be developed and implemented to notify the workers and the first aid attendant of the nature and location of the emergency.

Written procedures will be in place to ensure the timely evacuation and confirmation of such of all workers, how, when, and who else to be notified, this list is to include, but not necessarily limited to the public, appropriate emergency responders and any adjacent work places, residences or anyone else who may be put at risk due to the emergency.

One worker will be assigned to be responsible to ensure all such notifications are not only made in a timely manner but are done so according to the relevant requirements for the jurisdiction where the emergency has occurred.

Iridia will ensure that all workers have proper training in rescue and evacuation techniques and fire prevention methods, and are supplied with PPE and equipment that is appropriate to the hazard before participating in rescue and evacuation procedures. When a rescue team is deployed one member will be a fully qualified first aid attendant and one member appointed to establish and maintain communication at all times between rescuers and support personnel.

If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard, and every possible effort will be made to control the hazard while this is being done.

Equipment will be inspected after each use by a qualified worker who is required to keep maintenance records for PPE and equipment used for rescue and evacuations, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the

equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance. Annual drills will be conducted and records of such maintained. Information from drills will be used to improve response time and methods.

Any time Iridia employees are on a worksite where they may be required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, Iridia will provide written safe work procedures, required training and appropriate PPE. PPE will be readily available and maintained in a safe condition as well as any other material or equipment deemed necessary for the safe control and disposal of the hazardous substance. Each site is assessed independently to determine what, if any, hazardous substances are present in sufficient quantity to require a spill response plan.

Investigations will be conducted after any activation of an ERP to determine root cause(s) as well as the effectiveness of emergency response procedures. Information gathered will be analyzed to ensure that deficiencies are identified and addressed.

### **Fire Emergency Response Procedure**

The identification and location of emergency equipment as well as the alarm and communication requirements will be reviewed with workers prior to the commencement of work activities.

1. Remain calm.
2. Ensure all personnel are accounted for and out of danger.
3. If a minor fire, activate extinguishing facilities. DO NOT jeopardize the safety of personnel.
4. If a major fire, call nearest fire department or fire control team.
5. Take reasonable steps to minimize loss of equipment.
6. Disconnect electrical equipment if it is on fire and only if it is safe to do so.
7. Do not break windows.
8. Do not open a hot door (before opening a door, touch it near the top. If it is hot or if smoke is visible, do not open).
9. Do not attempt to save possessions.
10. All personnel are to proceed to the designated muster point.
11. Do not return to the affected area until given the all clear by whoever is in charge.
12. In the case of a minor fire, conduct an investigation and develop an incident report.

### **Natural Disasters: Severe Storms, Lightning, Hail, etc**

In the event of a severe storm warning within the surrounding area:

1. Disconnect electrical equipment and appliances not required for emergency use.
2. Do not use the telephone except for an emergency or absolutely essential business.
3. Store drinking water in clean containers.
4. Avoid structures with wide roof spans (e.g. shop, gymnasiums, etc).

### **Overcome with H<sub>2</sub>S**

If a worker is overcome with H<sub>2</sub>S, you must not attempt to rescue him without protecting yourself first by donning a breathing apparatus:

1. Get out of the H<sub>2</sub>S area.
2. Call out or sound alarm.
3. Call for HELP.
4. Put on breathing apparatus.
5. Rescue victim; move them to fresh clean air.
6. Get air into their lungs by use of mouth-to-mouth.
7. Treat for shock, keep them warm and quiet. DO NOT let them walk around or go back to work.
8. Transport to the nearest hospital.

### **Motor Vehicle Accident**

The people who witness or arrive at the scene of the accident as well as the prevailing conditions determine the order in which these steps are done.

- Don't panic.
- The person encountering the accident should make a quick evaluation of the scene before disturbing anything or taking further actions.
- Determine if there are any hazards in the area that could harm themselves, other workers or cause further loss.
- Take immediate action to make the area safe.
- Evacuate, if required.
- Call for assistance.
- Rescue, if required.
- Treat injured persons as soon as it can be safely done. Only move the victim if there is an imminent danger, such as fire, electrical hazards, or atmospheric contamination.
- Do not make any unnecessary changes to the scene of the accident. Record any changes that are made for accident investigation.
- Secure the surrounding area until authorities arrive.

### **Personal Injury Medical Response Procedure**

Assess the situation and identify, evaluate and eliminate any hazards that may threaten your ability to help.

- Notify the rest of the crew and stop all operations.
- Act calm, remain alert and stay focused on providing the best personal care.
- Someone must take control of the situation to direct the response.
- Call for support or delegate someone to do so.
- Provide First Aid.

### In the Event of a Fatality

- Contact emergency authorities i.e. ambulance, police, fire & rescue.
- Isolate the incident scene.
- If you leave the scene ensure a responsible person is present to preserve evidence.

If you are working on a known potential sour gas location, there should be a pre-job meeting done to discuss the hazards prior to starting the job. All people on a sour site must be aware of what to do in a man-down situation in a sour gas environment. All people on site will be familiar with H<sub>2</sub>S and its properties having taken the H<sub>2</sub>S Alive course.

There are seven steps to follow as identified by the H<sub>2</sub>S Alive course are:

1. **Evacuate.** If you see someone collapse in your area, get out of there. Under no circumstances should anyone attempt a rescue without the proper respiratory protection.
2. **Alarm.** Call for help. Get other around you to call for help.
3. **Assess.** Try to determine the number of people involved. Where the victim is and any potential injuries.
4. **Protect.** Protect yourself by donning an SCBA or SABA before attempting rescue.
5. **Rescue.** Remove the victim to a safe area.
6. **Revive.** Administer first aid as required. If the person is not breathing, begin Artificial respiration, if required start cardiopulmonary resuscitation (CPR).
7. **Medical Aid.** Arrange transport of the victim to hospital. A doctor must evaluate anyone who is knocked down by H<sub>2</sub>S.

The role in this scenario would be to **revive** the victim, **administer medical aid** and **transport** the victim to the nearest medical facility.

## 41. Wildlife Policy and Procedures

**Most of Iridia medical work is very remote and there will be wildlife in the area. Talk to the supervisor on site and find out what is the policy of site.**

A few helpful things are:

- Don't leave food lying around the grounds.
- Carry bear spray and bangers at all times when traveling out of camp on foot.
- Make sure all garbage is contained and if not notify site manager.
- Try not to work in an area known for transiting wildlife of all kinds a rutting moose can be as dangerous as a bear.
- Never let bear spray for till the animal is close and be sure the wind is not blowing in your direction.
- If encountered with a bear stand still back up very slowly and try and make yourself look big and shout go away bear.
- If attacked roll in to a ball.

## 42. Working Alone Policy & Procedures

As a rule, Iridia personnel do not work alone. Since we are in the business of supplying first aid services it stands to reason others are usually in the vicinity. In the event that any worker is required to spend time in a situation where assistance is not readily available the following policy and procedure will come into play.

Any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being. The worker who will be working alone must, in conjunction with Iridia supervisory staff, identify any potential hazards that may arise. All reasonable steps must be made to eliminate any identified hazards. Alternatively steps must be made to control any identified hazards if elimination of the hazard is not feasible.

Examples of this include working in wild animal habitats, very remote sites, with no available cell service or any other highly hazardous task. This written procedure for checking the well-being of a worker assigned to work alone or in isolation must be followed whenever conditions exist which present a risk of disabling injury or if the worker might not be able to secure assistance in the event of injury or other misfortune. It is imperative to provide either in writing or by phone (your Iridia contact must then write it down) a schedule. This schedule must include specific sites (either by LSD or general area), the hazards (ex: sour gas, remote locations, bad roads, adverse weather conditions), and check in times. When the schedule has changed the worker who is working alone must notify the contact within 1 hour.

This procedure for checking a worker's well-being, including time intervals between the checks, will be developed in consultation with the worker assigned to work alone or in isolation.

Every time a worker is to be alone this procedure must be initiated:

- Assignment of a designated worker to contact the lone worker.
- Contact intervals must be predetermined (based on hazards, but no more than 4 hour intervals). In addition to checks at regular intervals, a check at the end of the work shift must be done.
- All contacts must be recorded.
- If required, initiate the overdue response plan.

An effective means of communication (radio, telephone, GPS phone, or other electronic communication devices) between the worker and persons capable of responding to the workers needs must be established. If no effective means of communication can be established, the Iridia contact will visit the worker. For emergencies, ensure that the contact person has all of the same information as is on the previously recorded schedule. Emergency work will likely require additional call-ins to keep the contact up to date on location and changing hazards.

The worker has within one hour to call the Iridia contact person to tell them of any changes or to check in (unless the worker has asked this to be more stringent). If the worker fails to make contact within one hour, the overdue workers response plan will be initiated.

The following will be initiated one hour after contact was missed:

- Iridia will attempt to contact the worker by cell phone and/or radio, or other usual means of communication.
- The client or other workers in the area (local contact) will then be notified and a plan to locate the worker will be initiated.
- Continual attempts will be made to contact the worker, also a call to the workers spouse, significant other, parents or other emergency contacts to see if they have heard from them and to keep them posted will be made.
- The local contact will physically go to locations specified on the contact sheet.
- Local hospitals will be called to see if the worker has been admitted.
- The RCMP will be notified with a request for assistance.

When the worker is located all members involved in the search must be notified immediately. The overdue workers response plan involves a considerable amount of time, effort, and expense. Workers should recognize their responsibility to maintain a reasonable level of contact at all times. This Working Alone Policy is reviewed at least annually or more frequently when there is a change in work arrangements that could adversely affect a worker's well-being or a report that the system is not working effectively.

## 43. First Aid

Iridia employees work in camp situations where they are the first aid attendants.

Iridia will provide such equipment, supplies, attendants and services as required and will ensure the following conditions are met:

- Designated first aid attendants must be at least 16 years old, have successfully completed a first aid course or examination developed and approved by WCB and hold a valid, recognized, first aid certificate at the level required for the number of workers on site.
- Equipment, supplies and first aid faculties will be kept clean, dry and accessible at all times.
- First Aid attendants will be trained in the appropriate methods required to obtain transportation.
- First Aid attendants will at all time have a means of communicating with the workers and to call for assistance if needed.
- First Aid records will be safely and confidentially maintained for a minimum of three years.
- First aid assessments will be conducted and updated annually anytime first aid services are required.
- First Aid procedures will be posted, or effectively communicated to all workers.
- First Aid attendants must promptly provide care to injured workers, maintain records of any treatment and refer injured workers for medical assistance should their injuries be beyond the scope of the attendants training.

## 44. H<sub>2</sub>S Safety

H<sub>2</sub>S is a natural product of hydrocarbons that can be found in natural gas reservoirs or other areas where natural gas may be present.

Characteristic	Detail
Toxic	Lethal at 700ppm, irritant to lungs and eyes at lower concentrations
Colour	Colourless
Odour	Offensive Odour; similar to rotten egg. 60-80ppm paralysis of sense of smell.
Relative Density	1.188 (heavier than air)
Flammable Limits	4.2 – 46% (by volume)
Auto-ignition Temperature	260°C
Water soluble	4:1
Melting Point	-85.5°C

### Hazardous Work Environment

A hazardous work environment is any environment where H<sub>2</sub>S gas may be present. H<sub>2</sub>S could be present in any area where work is performed, but is most likely to be present in the following locations:

Pipelines	Swamps	Tanks
Dyked / Bermed Areas	Mines	Valves
Well heads / well bore	Smelters	Vessels
Waste Water	Breweries	Trenches
Sewers / septic tanks	Flanges / Fittings	Drains
Vents / Stacks	Valves / Seals	

### Hazardous Work Activities

A hazardous work activity is any activity that may be performed which could pose a hazard of exposure to H<sub>2</sub>S gas. These activities include, but are not limited to vessel entry, line breaking, sampling, blinding/deblinding, depressurization, blow downs, truck loading, condensate hauling, agitation of a fluid, and heating a fluid or tank.

### Occupational Exposure Limits (OEL's)

The maximum exposure to a substance that any worker may be exposed to over a given amount of time is expressed in the exposure limits. The Ceiling Limit is a concentration, which may not be exceeded ever – even for a brief moment. As per the exposure limits for BC, workers must not be exposed to a concentration of H<sub>2</sub>S exceeding 10 ppm at any time.

A hazardous atmosphere is any working environment or activity where the potential exists for the ceiling level to be exceeded. The ceiling level is as established for each jurisdiction (see OEL – occupational exposure limits below).

The limits for BC are: H<sub>2</sub>S Ceiling Limit 10 PPM

### Health Impacts

Health impacts refer to the possible impact to the overall health of individuals who are exposed to H<sub>2</sub>S gas over the occupational exposure limits without the protection of supplied air or self-contained breathing apparatus. Affects can occur with exposure to as little as 20ppm.

20 - 50 PPM	100 - 500 PPM	500 - 700 PPM
<ul style="list-style-type: none"> <li>• Lung irritation</li> <li>• Possible eye damage</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of smell I paralyzed</li> <li>• Death within minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Severe lung &amp; eye damage</li> <li>• Unconsciousness &amp; death in seconds</li> </ul>

### Symptoms of Over Exposure

Personnel may experience overexposure symptoms if they become exposed to H<sub>2</sub>S gas over the occupational exposure limits. Symptoms include unconsciousness, coughing, wheezing, difficulty breathing, shortness of breath, chest pain, stomach pain, vomiting, and headache.

### Procedures

The work area must be made safe for all workers by ensuring no unprotected workers (ie. Workers not wearing SCBA or SABA) are immediately within a hazardous work environment and/or hazardous atmosphere. Each facility will be responsible for ensuring their procedures comply with all acts and regulations pertaining to H<sub>2</sub>S. Where pre-job analysis identifies an unacceptable risk, a competent safety standby with radio communication and breathing air apparatus must be present while any task is being performed in a hazardous atmosphere.

### Detection

Hazardous work environments will be tested for an oxygen deficient atmosphere and checked for H<sub>2</sub>S gas and explosive gas level readings using a company approved gas detection device. Personnel are to ensure that equipment has been properly maintained and calibrated in accordance with manufacturer’s specifications. The gas test must be performed wearing either a SABA or a SCBA. While performing gas testing, the following should be observed:

- H<sub>2</sub>S is heavier than air and will migrate to lower areas under normal circumstances.
- If the H<sub>2</sub>S is warmer than the atmospheric temperature, it will rise.
- H<sub>2</sub>S is soluble in water and it may be released when fluids are agitated, depressurized, or heated.
- H<sub>2</sub>S gas may be trapped within blisters of metal piping and caution should be exercised when scraping metal walls.

Assume the following areas contain H<sub>2</sub>S gas unless a competent and trained person has proven the atmosphere to be free of H<sub>2</sub>S gas:

- Confined spaces
- Piping, lines, pig traps
- Liquids, sludge, scale, dust
- Flanges, fittings, valves, vent lines
- Bubbles, or blisters

### **Monitoring**

Company approved personal gas detection monitors will be worn at all times where the potential for H<sub>2</sub>S gas exists. Personnel are to ensure that personal gas detection monitors and continuous monitoring equipment has been properly maintained, calibrated, bump tested in accordance with manufacturer's specifications. These readings must be documented.

All personnel in areas where H<sub>2</sub>S gas may be present are required to wear personal gas detection monitors. Visitors to facilities where H<sub>2</sub>S may be present must wear H<sub>2</sub>S gas detection monitors or be accompanied by a designated person who has a personal monitor.

### **Personal Protective Equipment**

Company approved SCBA or SABA will be worn while testing or working in environments where H<sub>2</sub>S gas is present. Company approved SCBA or SABA will be worn at all times while working in a hazardous work environment, performing hazardous work activities, or at any time personnel are in the presence of H<sub>2</sub>S gas. Personnel, who have the potential to work in environments where H<sub>2</sub>S gas may exist, will be fit tested for the type of equipment they will be using, every two years.

### **Training**

All personnel will be certified in H<sub>2</sub>S Alive, Respiratory Protective Equipment, Electronic Monitoring Equipment, and Standard First Aid with CPR prior to being exposed to sites, which may contain H<sub>2</sub>S gas.

### **Emergency Response**

The site specific Emergency Response Plan (ERP) and local procedures shall be reviewed and followed before H<sub>2</sub>S work commences. Any worker who becomes exposed to H<sub>2</sub>S gas must be taken for medical attention regardless of the degree of exposure.

### **Pre-job Planning**

Before starting a job, review the following with on-site personnel:

- a) H<sub>2</sub>S hazards and where they may be found,
- b) Monitoring requirements (continuous or specified intervals),
- c) Backup personnel requirements,
- d) Safety watch requirements,
- e) Muster point location(s),
- f) Alarms and emergency notification procedures, and

- g) Communication procedures.

### First Aid

- 1) Begin first aid only after rescue personnel have left the H<sub>2</sub>S area, sounded the alarm, donned breathing apparatus, and brought the victim to a safe area.
- 2) Use artificial respiration or rescue breathing (quick and effective technique) until qualified medical help arrives on the scene.
- 3) Ensure only qualified personnel use mechanical resuscitators or oxygen.

### Rescue

- **Step 1: Evacuate immediately.** An H<sub>2</sub>S alarm indicates that there may be hazardous H<sub>2</sub>S concentrations in the building or area. Get to a safe area immediately by moving upwind or crosswind from the release. Move to higher ground if possible.
- **Step 2: Sound the alarm.** Immediately notify someone that there is an H<sub>2</sub>S release. Relay any information you may have and that assistance may be required.
- **Step 3: Assess the situation.** Do a head count and consider the hazards. Control other hazards that can affect the rescue.
- **Step 4: Protect rescue personnel.** Use SCBA/SABA to protect rescue personnel. If necessary, shut down operations.
- **Step 5: Rescue victim.** If a proper assessment has been made and backup is available to assist as required.
- **Step 6: Revive victim.** Apply artificial respiration and/or CPR, if required, on the victim until the victim revives or help arrives.
- **Step 7: Get medical aid.** All H<sub>2</sub>S victims require medical attention. Even if they revive quickly, there is still a possibility that the lungs may collect fluid some hours after the exposure. Arrange transport of the victim to medical aid and provide the necessary information to Emergency Medical Services.

## 45. Ladder Safety

Employees are trained in the safe use of ladders as required. All ladders in use must be CSA approved and inspected prior to use. Defective ladders are to be removed from use immediately. Refer to the following information.

- Ladders must be inspected before use on each shift and after any modification.
- Manufactured portable ladders must be marked for the grade of material used and for the use, which it was constructed.
- It is not permitted for employees to perform work from the top two rungs of a portable stepladder, or the top three rungs of a portable extension ladder.

- Ladders must be placed on a firm and level base, be positioned so that the horizontal distance from the base to the vertical plane of support is 1:4 of the ladder length, have sufficient length to project approximately 1 m above the upper landing to which it provides access and if necessary be secured to ensure stability during use.
- If work cannot be performed from a ladder without hazard to a worker a work platform must be provided.
- Heavy or bulky objects, or any other object which may make ascent or descent on a ladder unsafe, must not be carried up or down a ladder.
- Three point contact between worker and ladder must exist at all times.
- When working on or near energized electrical equipment, non-conductive ladders must be used.

## 46. Respiratory Protection

Our work does not usually require the use of respiratory protection. However in the event a worker is required to enter or work in an IDLH or oxygen deficient atmosphere they must wear a full face piece positive pressure respirator which is either an SCBA, or an airline respirator with an auxiliary self-contained air cylinder of sufficient capacity to permit the worker to escape unassisted from the contaminated area if the air supply fails. Only trained workers will be permitted to conduct work requiring respiratory protection.

Iridia will provide an appropriate respirator and ensure that the worker uses it anytime they are or may be exposed in a workplace to an air contaminant that exceeds an 8-hour TWA limit, ceiling limit or short-term exposure limit set by ACGIH for the air contaminant.

Employees that are required to wear a respirator that needs a seal to function must be clean-shaven where the seal meets their face. They must undergo an initial fit test, as well as whenever the following conditions apply;

- if the equipment changes in any way
- the employee's physical state changes, affecting fit of the face mask
- or annually

Employees are to undergo fit testing in the same rigging they would use the respirator in, i.e. additional PPE. Records of fit tests will be maintained in the individual employees file.

In order to ensure proper seal is achieved employees must test the seal before each use, positive or negative pressure, as demonstrated during respirator training.