

# **OENano Inc. HEALTH and SAFETY MANUAL**

14843 - 118 Avenue  
Edmonton, Alberta  
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**Section 1 – Responsibilities/Accountability for Safety**

**Section 2 - Hazard Assessment Policy Standards**

**Section 3 - Safe Work Practices and Job Procedures**

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## **Notice To Clients**

This material was neither designed nor intended to be a reference used to meet any Federal or Provincial mandated safety compliance program requirements or as a legal guide; but rather to help create and/or improve an effective accident prevention and claims management program. For questions related to the Occupational Health & Safety Act contact the “Alberta Human Resources and Employment”.

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The attached material is provided by OENANO INC. to assist in improving or developing a safe working environment throughout their organization as well as providing quality assurance to the client. The ultimate objective is to enhance the well-being of workers, clients and the environment.

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## Statement on Substance Abuse

### To All Employees:

At OENANO INC. we believe our responsibilities include taking all appropriate steps to ensure the safety of our employees, their families, the environment, and the communities in which we operate. We depend on the health of our employees, and therefore are dedicated to enhancing the quality of the work environment.

Clearly, it is not acceptable to allow any employee or contract worker to perform their job in an unsafe or unproductive manner. We recognize that the use of illicit drugs and the inappropriate use of alcohol and medications can adversely affect job performance, and can place the integrity and safety of our operations at risk. We believe that our work environment will be healthier, safer and more productive if it is free from the negative effects of alcohol or drug use.

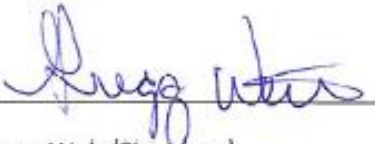
Although this step is consistent with our past practices within the area of Substance Abuse, we felt it was timely to further clarify and up-date our approach by introducing a more comprehensive company-wide policy on alcohol and other drug use. Its primary aim is to establish a standard expected of all employees and contractors in the performance of their job. We also want to confirm our understanding that alcohol or drug dependency are treatable conditions and that we encourage any employee with a problem to access the company Employee Assistance Program, or community resources for assistance. We support the recovery, rehabilitation and return to work of employees who are prepared to get help for a problem. We believe this policy takes a balanced and responsible approach to this issue.

I thank you in advance for your support and cooperation as we strive to ensure a higher level of safety for our employees and our customers.

Yours in Safety,

GREGG WEIR

Gregg Weir (Print)  
President



Gregg Weir (Signature)  
President

7/12/2017

Date

John Mejias

John Mejias (Print)  
Chief Compliance Officer



John Mejias (Signature)  
Chief Compliance Officer

12/July/2017  
Date

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## **Alcohol and Drug**

### **Purpose**

The purpose of this program is to provide a safe and healthy working environment that minimizes any negative effects due to the use of alcohol or drugs, while respecting the confidential and privacy of all individuals covered by it. OENANO INC. is committed to a workplace which is alcohol and drug free and will encourage prevention and rehabilitation. The commitment to the health and safety of our employees, contractors, customers and the public is our top priority. This program will be applicable to employees and contractors working for OENANO INC. Each employee and contractor is contractually obligated to comply with the terms and conditions of the entire program and the related administrative guidelines.

### **Definitions**

#### **Alcohol**

Any of a series of hydroxyl compounds derived from saturated hydrocarbons, including ethanol and methanol. A colourless, volatile, flammable liquid synthesized or obtained by fermentation of sugars and starches and widely used, either pure or denatured, as a solvent and in drugs. Also called ethanol, ethyl alcohol, intoxicating liquor containing alcohol.

#### **Alcohol Abuse**

Excessive use of alcohol and alcoholic drinks

#### **Drug**

Non-food physical material that alters an organism's normal functioning by affecting physiologic processes. Preferred homeopathic terminology is medicine or remedy rather than drug.

#### **Drug Abuse**

Use of a drug, whether over the counter or prescription, for purposes other than those prescribed on the product label, often for recreational reasons.

#### **Drug Paraphernalia**

Is defined as any equipment, product or material that is modified for making, using or concealing illegal drugs such as cocaine, heroin, marijuana and methamphetamine. Drug paraphernalia general falls into two categories including user specific products and dealer-specific products. User-specific products are marketed to illegal drug users to assist them in taking or concealing illegal drugs. These products include glass hashish pipes, crack cocaine pipes, smoking masks, hashish bong, cocaine freebase kits, syringes, roach clips for holding the burning end of a marijuana joint and items such as hallowed out cosmetic cases or fake pagers used to conceal illegal drugs.

#### **Illegal Drugs**

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Habit forming stimulant or narcotic substance i.e. alcohol, cannabis, nicotine or a derivative of cocoa or poppy which produces a state of arousal, contentment, or euphoria. Continued or excessive use, called drug abuse or substance abuse of such substances causes addiction or dependence. Thereafter any attempt to discontinue their use results in specific reactions, called withdrawal symptoms i.e. sweating, vomiting and tremors which cease when the use is resumed. Also called illegal drug where its production and/or use is prohibited. Whether a substance is legal or illegal, however, may have nothing to do with its potential for addiction or harm: alcohol and nicotine, both addictive and harmful, are legal in most countries because they generate substantial employment or government revenue through taxes.

## **Scope**

Employees and contractors are expected to be fit for work and to perform their job or contracted duties in a safe manner and in all ways consistent with established OENANO INC. policies and procedures. OENANO INC. expects all employees and contractors to assist in maintaining a work environment that is free of alcohol and drugs. All references to employees apply to contractors for purposes of this program. The use of alcohol or drugs may be viewed as a breach of contract or a condition for termination of employment. Disciplinary action may be taken, up to and including termination of employment or contract for cause. The responsibility for successfully implementing this program is shared by OENANO INC. each employee and contractor. Possession, use or offering for sale of alcohol, drugs or drug paraphernalia on OENANO INC. premises or vehicles is strictly prohibited.

## **Testing Occurrences**

All testing shall be conducted by certified professionals

## **Pre-Access**

Testing may occur to gain and/or to maintain access to OENANO INC. sites where safety is a concern. OENANO INC. employees and contractors sent to work at different worksites (client required) or returning to the worksite after an absence of sixty (60) calendar days or more, must complete a pre-access drug and alcohol testing prior to accessing the worksite and according to the following requirements: The test must conclude that no drug was detected in excess of the limits set out in the Construction Owners Association of Alberta's "Model for Providing a Safe Workplace" and no evidence of alteration/substitution of the sample.

- Test must be completed and results received prior to employee going on site
- Test must not be taken more than fourteen (14) days prior to arriving onsite
- Exceptions to the above requirements are limited to
- An employee shall not be required to complete a pre-access test for initial access or for return access after an absence of sixty (60) days or less to the worksite
- The employee has been in continuous employment for one year or more with OENANO INC.
- The employee has been continuously employed for less than one year with OENANO INC. deploying such employee to the worksite
- The employee has completed a drug and alcohol test with respect to work on another worksite while employed with OENANO INC.
- That the test was in compliance with this program
- The employee has remained in continuous employment with OENANO INC. since the date of the last test
- A person shall not be required to be tested if that person is present on the worksite for temporary short-term, day- by-day access such as vendor representatives, visitors, government agents, or consultants that may from time to time attend to the worksite for visits, tours, inspections or

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deliveries. Such persons must be authorized by the owner or contractor to be present on the worksite, and while on the worksite must be escorted at all times by the owner, contractor personnel or other personnel so designated by same

## **Post-Accident**

Drug and alcohol testing may take place as soon as practicably possible after an incident.

## **Reasonable Cause Testing**

Testing may occur where there is a concern that an employee or contractor is under the influence of drugs or alcohol. Observations which may lead to reasonable concern testing may include, but are not limited to:

## **General Appearance**

- Sleepy
- Tremors

## **Workplace Behaviour**

- Interrupts others at work
- Inflexible about procedures
- Argumentative
- Inappropriate emotional outbursts
- Physically threatening
- Alcohol consumption observed
- Drug consumption observed

## **Temperament at Work**

- Withdrawn much more than usual
- Easily upset by every day events
- Agitated and on edge
- Excessively worried or fearful
- Extreme variation of moods

## **Job Performance**

- Forgets normal instructions
- Not following procedures
- Works abnormally slow
- Erratic productivity
- Missed deadlines
- Signs of intoxication: smell of alcohol or drugs, slurred speech, confusion, inarticulate speech, uncoordinated
- Poor judgment
- Failure to wear PPE

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## Relationship with Co-Workers

- Abnormal reaction to criticism
- Imagines criticism where there is none
- Complaints received from co-workers
- Complaints from client

## Absenteeism

- Excessive absence
- Unlikely excuses for absence(s)
- Excuses for absence proven false
- Absence(s) follow a pattern i.e. Mondays, Fridays
- Frequently returning from breaks late
- Excessive absence from workstation.

## Random Testing

Random testing may occur for safety positions. A safety sensitive position/function is a position where an individual has a role whose capacity, if affected by drugs or alcohol, could result in a significant risk of injury to the individuals or the environment. This may include positions where there is no direct or limited supervision available to provide frequent operational checks. OENANO INC. designates that all operations in any remote area are a safety sensitive position.

## Follow-Up

Follow-up testing of an employee or contractor may occur as part of an ongoing rehabilitation program. This may include follow-up on an unannounced basis for at least one year on return after a Substance Abuse Professional (SAP) assessment identifies the need to resolve an issue with alcohol or drug use.

## Reporting to Work for an Emergency

An employee or contractor required to report to work for an emergency must not accept a work assignment if they have reason to believe that their performance may be negatively affected by consumption of alcohol, illicit drugs, prescription drugs or over-the-counter medication. An employee or contractor contacted to report in such circumstances must refuse the assignment and advise the person contacting them that their refusal is based on a belief that they may be impaired. They will be required to advise the person contacting them of the reason they believe they may be impaired. An employee or contractor refusing a work assignment on this basis will not be subject to discipline for their refusal, although may be referred to a Substance Abuse Professional.

## Hosting Responsibilities

When hosting for business purposes, all such hosting shall be done off OENANO INC. premises. Management of OENANO INC. shall take reasonable and practical steps to prevent over-consumption of alcohol and to provide alternate means of transportation in order to alleviate all the risks generally associated with impaired driving.

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## **Transportation**

An employee or contractor, who reports to work unfit for duty because their performance may be impaired by drugs and/or alcohol, must be offered transportation to their place of residence and/or accommodations i.e. camp, lodging.

## **Alcohol Use**

Employees and contractors in safety sensitive positions will not report for duty or remain on duty if they have consumed alcohol within four hours of the time they are to report for work. Supervision having actual knowledge that an employee or contractor has used alcohol within this time period will not permit the employee or contractor to continue to perform safety sensitive functions. Employees and contractors in all positions will not use alcohol while working. Supervision having actual knowledge that an employee or contractor is using alcohol while performing a safety sensitive position or function will remove the employee or contractor from performing or continuing to perform safety sensitive functions. Employees and contractors required to take a post-incident alcohol test will not use alcohol for eight hours following the incident or until he/she undergoes a post-incident alcohol test, whichever occurs first.

## **Drug Use**

Employees and contractors will not misuse prescription or over-the-counter medications in such a manner as to render them unfit to safely perform their duties. Employees and contractors will not report for duty or remain on duty to perform safety sensitive functions when the employee or contractor uses any drugs, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee or contractor that the substance will not adversely affect the employee/contractor's ability to work safely at the jobsite. Employees and contractors are expected to ask their medical practitioners if there are any side effects to prescribed substances. If a licensed medical practitioner advises the employee/contractor that a prescribed substance will affect their ability to work in a safety sensitive position, the employee/contractor will notify supervision immediately. Upon notification, supervision shall be directed to remove the employee/contractor from safety sensitive duties immediately. The circumstances will be considered and employee/contractor accommodation may include work restrictions, modified duties, sick or disability leave.

## **Refusal to Test**

Employees and contractors are expected to cooperate with all testing in cases of post-incident, reasonable cause, pre-access or return to full duty follow-up. An employee or contractor who refuses to submit for required testing shall not be permitted to perform or continue to perform safety sensitive functions. An employee or contractor who refuses to submit to a required test, tampers or attempts to tamper with a test sample or obstructs the testing process may be subject to disciplinary action up to and including termination of employment.

## **Search Provisions**

OENANO INC. reserves the right to conduct searches of its own property and vehicles as part of the overall focus on safety and prevention. OENANO INC. will work with jurisdictional law enforcement authorities when violations of Canadian Law occur on OENANO INC. property or jobsites.

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## Positive Test Results

In order for this program to be effective in ensuring that employees perform their job duties unaffected by alcohol or drugs, the provisions of this program must be enforced. Accordingly, where an employee violates any provision(s) of this program, the employee may be subject to corrective disciplinary action, as appropriate, up to and including termination of employment. New employees in safety sensitive positions with positive pre-access test results shall not commence employment and will not be sent to the jobsite. A "new employee" means an employee who has not performed work as an employee of OENANO INC. in the one (1) year prior to the test date. These individuals will be encouraged to seek assistance from a Substance Abuse Professional (SAP) and will be advised they can apply for future available positions. Employees who are not deemed "new employee" and have positive test results will be removed from duty immediately and will not be allowed to return to work until the results of the test have been reviewed by OENANO INC. The employee maybe suspended without pay and may be subject to disciplinary action. The employee may be required to undergo further testing prior to returning to safety sensitive positions. Employees with a positive test result may be requested to attend a meeting with senior supervision of OENANO INC. who shall review each case and provide the applicable information of the resources available in evaluating and resolving problems associated with the use of alcohol and drugs, including the names, addresses and telephone numbers of Substance Abuse Professionals. Where practical, senior supervision will endeavour to meet or contact the employee the next working day and direction shall be provided regarding the suspension and return to work choices. All contractors must adhere to this program.

## Confirmation Test Levels

Testing will be conducted to determine the screening concentration levels of:

### **CONTROLLED SUBSTANCES - CUT OFF CONCENTRATIONS (ug/L):**

<b>Class of Substance</b>	<b>Confirmation Level (ug/L)</b>
Amphetamines	500
Cannabinoids (THC Metabolite)	15
Cocaine Metabolite	150
Opiate Metabolite	2000
Phencyclidine	25

## Cut-Off

Concentration for Alcohol (breath or saliva) is .04mg/dl (.04%)

## Return to Work After a Positive Test

Following a positive test result, an employee will only be returned to safety sensitive duties upon OENANO INC. receiving written recommendation from a Substance Abuse Professional that the employee deemed fit for work in a safety sensitive position. Follow-up testing may be conducted to monitor the returning employee. The frequency of testing will be determined by OENANO INC. in consultation with professionals and will be designated to assist the employee in remaining alcohol and/or drug free at the worksite. Contractors working for OENANO INC. will have a program in place as above

## Employee Assistance Program/Information Help Line



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An employee who believes they may be experiencing a problem with drugs or alcohol are urged to inquire about the OENANO INC. Employee Assistance Program (EAP). The Employee Assistance Program is a proactive option for assisting an individual to manage their personal health and happiness. All use of the EAP is voluntary and strictly confidential. While the program can be used for crisis intervention, the ideal time to use the program is before problems get out of hand. All employees and contractors are expected to work together for the safety of all OENANO INC. worksites. If any employee or contractor has concerns about drugs and/or alcohol for themselves or another employee or contractor, raise the concern with supervision. Contractors working for OENANO INC. are encouraged to have an Employee Assistance Program to assist their employees.

### **Confidentiality and Record Keeping**

All drug and alcohol test results are confidential, will be maintained in a secure manner and will be released only to senior management i.e. President of OENANO INC. or an alternate may release relevant information to OENANO INC. decision makers, as required. Confidential information from a Substance Abuse Professional will be handled in the same manner.

### **Acknowledgement**

The various forms utilized in the administration of this program may change from time to time. All employees and contractors must acknowledge receipt of the OENANO INC. Alcohol and Drug program. Management of OENANO INC. or alternate and any individual handling confidential records generated by this program should have signed and acknowledged a confidentiality agreement specifically related to alcohol and drug disclosure.

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## Health and Safety Policy

OENANO INC. Health, Safety and Environmental (HSE) program is committed to protecting and promoting the safety and well-being of our employees, contractors, visitors, community and environment. Our commitment is to act responsibly and proactively on environmental, social and health and safety issues and to conduct all our business activities in a manner consistent with the values and behaviours expressed in our corporate policies and procedures. Risks present in all operations must be managed to prevent occupational injuries and sickness, through proper work planning, hazard identification, inspection and incident investigation. OENANO INC. has established policies, practices and procedures which are compliant with appropriate jurisdictional occupational legislation. The training and development of OENANO INC. employees and contractors is a critical part of the safety program. Management is responsible for providing health and safety training in order to acquire the knowledge and awareness to protect themselves and others from potential harm. OENANO INC. employees, contractors and visitors are responsible and accountable in providing a safe working environment and fostering safe working attitudes. All employees share the Company's genuine commitment to health and safety supported by a firm, fair and consistent enforcement policy. Contractors are required to follow the Safety Management System and to enhance their own Safe Work Practices and Procedures, where applicable. Active participation in the Health, Safety and Environmental Protection (HSE) program will assist OENANO INC. in achieving an objective of Zero Injury and provide a healthy, injury free workplace for everyone. This policy does not take precedence over Provincial Act and/or Regulations nor does it replace any part thereof.

GREGG WEIR

Gregg Weir (Print)  
President

Gregg Weir

Gregg Weir (Signature)  
President

7/12/2017

Date

John Mejias

John Mejias (Print)  
Chief Compliance Officer

John Mejias

John Mejias (Signature)  
Chief Compliance Officer

12/July/2017

Date

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## **Environmental Protection and Enhancement**

### **Introduction**

All the Provinces and Territories have legislated environmental protection regulations with extensive penalties for non-compliance. These penalties for non-compliance can range from heavy fines and/or jail time for any individual or corporation convicted of an offense. At OENANO INC. we recognize that our staff must have the tools and the knowledge concerning environmental issues to assist them in formulating and adopting appropriate practices. To assist our staff in this process, we have prepared Environmental Policy and Procedures that outline specific requirements and procedures.

### **The Environmental Protection and Enhancement Act (EPEA)**

As soon as the person responsible for the contaminant knows about or should know about such a release, they have a duty to re-mediate and confine the effects of the substance, may be required to restore the site or may be subject to an environmental protection order for the release. A person responsible for the substance includes: the owner of the contaminant and any representatives of the owner. The effect of this legislation is to ensure that the owner and the representatives will be jointly and severally liable for the costs of complying with any environmental protection orders, fines, or tickets that may result from a release. In addition, it is illegal for an employee to participate in or knowingly consent to the commission of an offense under the Act.

### **Policy Statement**

The purpose of this Environmental Management program is to consider appropriate protection of humans, animals, plant life, air, water and soil while performing our work. OENANO INC. expects all employees and contractors to do their best to prevent harm to the environment. OENANO INC. will practice good environmental standards in accordance to jurisdictional occupation and legislation. Environmental protection is everyone's responsibility.

## **Definitions**

### **Spill**

A discharge of a pollutant into the natural environment, from or out of a structure, vehicle or other container, which is abnormal in quality or quantity in light of all the circumstances of the discharge.

### **Waste**

Unwanted material, solid, liquid or gaseous that results from human, domestic or industrial.

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## **Program Initiative**

OENANO INC. Environmental Program is comprised of objectives that include

- Jurisdictional occupational legislation
- Environmental protection
- Pollution prevention endeavour
- Waste minimization
- Education and training
- Orientation
- Hazard Assessment and Control
- Daily Toolbox Meetings
- Safety Meetings
- Safety Bulletins
- Continuous improvements, practices and procedures
- Stakeholder participation and feedback
- Inspections/audits.

## **Spill Prevention**

Material spills or releases require prompt attention to reduce/eliminate harmful or undesirable affects. The purpose of the Hazard Assessment and Control is to reduce the risk of an environmental spill. In the event of an environmental spill, response procedures, contingency plans and emergency response shall be followed.

## **Waste Management**

Every attempt will be made to minimize production of nonhazardous waste through recycling, reuse and waste minimization initiatives. Where hazardous waste is generated, OENANO INC. will follow the required jurisdictional occupational legislation for the handling and disposal of such material, non-hazardous/hazardous.

## **Storage**

OENANO INC. shall identify physical areas where items such as hazardous waste, diesel fuel, gasoline, farm oils, lubricating oils, propane cylinders, hydraulic fluids, oxygen cylinders, acetylene, glycol and other environmentally damaging substances are to be stored. Furthermore, appropriate areas shall be identified for storage of the equipment when not in use i.e. at nights or weekends. This should be in an area where, if a spill or leak occurred, the substance would not affect any sensitive water shed or drainage area. Posting of environmental signs should be identified in the environmental action plan i.e. if a company has lead abatement, asbestos abatement or other specialty work being performed simultaneously in controlled areas, this should be properly identified.

## **Incident Reporting**

Environmental incidents are to be investigated by supervision. Where required, supervision will provide resource to the investigation and environmental incidents will be documented on the Incident Investigation report form.

## **Employee Commitment**

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OENANO INC. requires the commitment of all employees and contractors to implement and maintain a successful environmental program. This commitment is required to transform the environmental system into an effective process. Employee and contractor decisions, actions and follow-up contribute to the achievement of the organization's environmental objectives.

In striving to meet these goals, OENANO INC. will:

- Endeavor to develop and maintain an understanding of the environmental issues raised by our operations
- Whenever feasible, we will encourage the conservation of renewable and non-renewable resources and energy
- Encourage the reduction of waste generated by our operations, especially hazardous types of waste and whenever practical, we will encourage the recycling of materials
- Make every effort to minimize the environmental, health and safety risks to our employees and to the communities in which we operate
- Make every effort to comply with governmental regulations and to deal with public authorities in a co-operative and open manner. We will strive to respond to the environmental concerns of the public in a timely and appropriate manner
- Conduct periodic assessments of our progress in an effort to ensure continuous improvement and early identification of environmental issues
- As OENANO INC. sets out to achieve its goals we encourage management and employees
- Meet the economic, environmental implications and alternatives of our operations in a consistent and appropriate manner
- Participate in any ongoing discussions with respect to environmental issues
- Examine new approaches and new technologies available for increasing environmental protection and minimizing environmental impacts

## **Section1: Responsibilities/Accountability for Safety**

### **Legal Requirements**

#### **Managers, Supervisors and Employees**

Every individual is responsible for their own safety and it is incumbent upon each of us to ensure that we understand the hazards of each task and the possible consequences of our actions. We are also responsible for the safety of others working around us. Each of us must use reason and logic to assess, eliminate or control the safety and health risks involved. OENANO INC., health and safety philosophy is based on the belief that all accidents and injuries can be prevented through proper "due diligence". Due diligence is anything that could have been done to have prevented the accident or contravention in question. Employee safety will not be sacrificed for production, quality or cost. Therefore, to prevent all accidents and injuries, the following responsibilities are accepted:

#### **Management Responsibilities**

- Provide a written declaration stating the company policies and expectations for safety performance throughout the company Health and Safety Corporate Policy.
- To actively promote and communicate "a Safety First" attitude with workers, sub-contractors and clients.
- To transfer knowledge through education, training and demonstrating skill and expertise to all

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employees.

- To ensure that safety is pre-planned and proactive
- To monitor all company projects to ensure that company safety standards are understood and complied
- To review company safety, accident and investigation documentation for trends and the input of preventative measures.
- To review all maintenance reports and ensure all corrective actions are completed.

### Provide a Committed Safety Example Supervisor and/or Designate Responsibilities

- Ensure that all levels of regulatory standards and procedures are understood and followed.
- Provide workers with information on known hazards and alert them to the potential of IDLH (Immediately Dangerous to Life and Health) circumstances.
- Take immediate corrective measures, including disciplinary action to eliminate unsafe conditions or practices
- Act as a mentor by sharing knowledge and expertise
- Arrange for medical treatment and transportation of injured workers
- Investigate all incidents/accidents immediately and discuss results with management to assist in the prevention of similar occurrences
- Encourage worker input and participation in the Risk Management Program.
- Document and report all:
- Near misses
- First aid
- Accidents/incidents
- Outstanding safety performance
- Disciplinary actions
- Corrective measures
- To ensure that all files are completed and maintained at the principle place of business
- To ensure that all maintenance reports are turned in and reviewed to ensure compliance.

Medical aids

Investigations

Safety violations

Inspections

Safety meetings

### Provide a Committed Safety Example Workers Responsibilities

- To read, understand and comply with the company's Risk Management Program.
- Know your responsibilities in case of an emergency.
- Assist new workers as required, to learn new skills and correct procedures.
- Report all accidents/incidents no matter how severe immediately to your supervisor. Comply with all procedures to complete all required documentation and investigations.
- Workers have the responsibility to refuse work that could cause "**imminent danger**" to the health and safety of themselves or others. On refusal, workers shall notify their supervisor with a **written explanation** of their refusal.
- Ensure that all vehicle inspections are carried out as to the regulations and ensure that all inspection reports are turned in as required for any required actions. To ensure that no vehicle is operated unless it is safe to do so.
- Any operators will ensure they comply with all the appropriate regulations.

**IF YOU DON'T KNOW ASK!**

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### **Provide a Committed Safety Program for Contractors and Sub-Contractors**

#### **Responsibilities**

- Complying with Policies and Procedures
- Contacting the company prior to commencing work, for instructions regarding environmental and health and safety hazards.
- Conduct and record "Pre-job Safety Meetings".
- To attend meetings for the purpose of acquiring health and safety education and communicating that knowledge to their employees.
- Ensure training for their employees and enforce the use of applicable Personal Protective Equipment.
- To carry out and record regular inspections of their work site to ensure a safe and healthy environment.
- To correct any unsafe conditions or acts within their jurisdiction, document and notify the company.
- To notify the company immediately of any unsafe acts or conditions observed outside their jurisdiction.
- Reporting of all accidents/incidents immediately to the company, document and investigate fully.
- Provide and maintain tools, equipment and personal protective equipment as required.
- Ensure you have been properly oriented
- Sub-contractors are responsible for the overall safety of their workers.
- Protected by appropriate Personal Protective Equipment at all times while on or in any hazardous areas that are controlled by the company.

#### **Provide a Committed Safety Example – Visitor Responsibilities**

An authorized guide approved by OENANO INC. must accompany visitors at all times. It is important that all visitors sign in and out of the area in the visitor's record book, in order that they can be accounted for should an emergency take place.

## **Section 2: Hazard Assessment Policy Standards**

### **Hazard Assessment Introduction**

The identification of workplace hazards will be the responsibility of all managers, supervisors, workers and contractors of OENANO INC. It is the responsibility of everyone to report an incident/accident, near miss or hazard immediately. Hazards, if left uncontrolled may cause sickness, injury, inefficiency and damage to equipment and the environment. These include and are not limited to:

- Chemical exposure and/or spills
- Fire and explosion
- Oxygen deficiency
- Electrical hazards
- Heat stress
- Cold exposure
- Noise
- Tripping and Falling
- Buried Utilities
- Operating Equipment

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- The combination of all these conditions results in a working environment that is characterized by numerous and varied hazards which:
- May pose immediate problems to life or health
- May not be immediately obvious or identifiable
- May vary according to the location on site and the task being performed
- May change as site activities progress In approaching a site, it is prudent to assume that all these hazards are present until site characterization has shown otherwise. A site health and safety program provides comprehensive protection against all potential hazards and specific protection against known hazards. It will be continuously adapted to new information and changing site conditions.

## **Policy Standards**

Upon identification of a hazard the following steps may have to be taken:

- Shut down the job should the hazard warrant it
- Inform other workers about the hazard
- Identify hazards by marking with flags, lights, tape, alarms, placards, etc.
- Include hazard identification to new worker
- Investigation, documentation, corrective action by OENANO INC. or its designate
- Monitor to ensure effectiveness of corrective measure

## **Types of Hazards**

Several types of hazards will be found on worksites. These hazards have to be prioritized depending on the severity and probability to ensure corrective action takes place with the most dangerous hazard first.

## **Hazard Ranking – Severity**

1. Immediately dangerous to life and health (IDLH)
2. Potential for serious worker injury and/or property damage
3. Potential for minor worker injury and/or property damage
4. Negligible injury or damage, including near misses

## **Hazard Ranking – Probability**

- A. Likely to occur immediately
- B. Likely to occur in the near future
- C. Likely to occur at some point
- D. Unlikely to occur

## **Hazard Identification**

The overall hazard assessment process is comprised of four basic elements:

- Anticipation of possible hazards
- Recognizing hazards or potential hazards
- Evaluating the potential loss
- Controlling the potential loss

The ranking value of any or all of these hazards could change depending on various combinations and the intensity



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## **Hazard Evaluation**

The evaluation of hazards must be completed by qualified personnel, defined in the OH&S regulations and must include:

- Potential exposure of workers
- Potential damage to the environment
- Contaminants involved
- Existing control measures and effectiveness
- Documentation of evaluation results

## **Establishing/Implementing Control Measures**

Once a hazard has been identified, an action plan must be implemented to eliminate, reduce or control the hazard. The control of workplace hazards may be accomplished in several ways depending on the type and size of the hazard. Control measures may require a combination of engineering and administrative controls and/or the use of personal protective equipment in order to be effective.

## **Engineering Controls**

- Substitution of a less harmful material.
- Isolation/enclosure of the worker or the process.
- Installation of sensors.
- Dilution or local exhaust ventilation.
- Use of specific procedures to control emissions.
- Equipment guards

## **Administration Controls**

- Developing auditing policies and safe work procedures.
- Providing worker training and education.
- Use a safety watch person for critical tasks.
- Limiting the time of worker exposure.

## **Personal Protective Equipment (P.P.E.)**

The use of P.P.E. is the least desirable control for workplace hazards. Unfortunately, in some circumstances the only recourse available to provide adequate protection for the workers is the use of "P.P.E." It is imperative for all to remember that P.P.E. is the last line of defense. Proper usage and maintenance must not be taken for granted.

## **Hazard Identification and Report Form**

Any person who recognizes or identifies a hazard/incident has the responsibility to report and document it.

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## Hazard/Incident Assessment Form

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Hazard/Incident – Description
Suggested Corrective Action:
Corrective Action Taken By:
Corrective Action Completed By: (Date)
Comments:
Ranking - Severity 1 2 3 4      Ranking - Probability A B C D
Overall Ranking =

Completed Form Routing:

- \_\_\_\_\_ \* Person Reporting the Hazard
- \_\_\_\_\_ \* Supervisor/Management
- \_\_\_\_\_ \* Safety File - Local
- \_\_\_\_\_ \* Safety File - Corporate



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#1 SITE: HAZARD ASSESSMENT CHECKLIST			
Company Name:	Address:	Date/Time:	
Assessment Team:	Name:	Position	
Priority (status) for Corrective Action	#1 Very hazardous, previous accident or high potential of accident		
(a) Probable	#2 Hazardous with moderate risk		
(b) Reasonably Probable	#3 Low risk		
(c) Remote	#4 Verified		
(d) Extremely Remote	#5 Not applicable (N/A)		

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### Specific and Contributory Hazards Associated With the Work Site or Work Task

#### Physical

- Tripping
- Falls
- Slipping
- Crushing Injuries
- Shearing Injuries
- Chronic Health Hazards
- Amputation or Loss of Limb
- Bone Fractures
- Noise
- Internal Injuries
- Caught On, Caught In
- Burns
- Entrapment
- Poisoning
- Damage or Loss of Sight
- Over Stress or Over Exertion
- Lifting
- Musculoskeletal Injuries
- Repetition
- Fatigue
- Electrocution
- Other

#### Workplace

- Poor Housekeeping
- Corrosive Chemicals
- Electrical Shock or Contact
- Unsecured Machinery
- Machine Guards
- Machinery Maintenance
- Improper Equipment Operation
- Equipment Maintenance
- Stair Ways
- Blocked Exits
- Disabled Safety Devices
- Overhead Hazards
- Improper Tool Use
- Hoisting Equipment
- Floor Openings
- Lighting
- Improper Signage
- Poor G.H.S. Practices
- Cramped Work Space
- Inadequate Communications
- Other

#### Environment

- Particulate Atmospheres
- Toxic Atmospheres
- Corrosive Vapours
- Flammable Atmospheres
- Explosive Atmospheres
- Asphyxiation
- Confined Space
- Inadequate P.P.E.
- Chemical Splashing
- Poor Waste Management
- Compressed Substances
- Inadequate Supervision/Training
- Inadequate Job Skills
- Spills
- Environmental Damage
- Improper Lockout Practices
- Substandard Emergency Equipment
- Inadequate Safety Program
- Stored Energy
- Weather
- Other

### Risk and Hazard Controls

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Work Procedure       | <input type="checkbox"/> Safe Work Practice    | <input type="checkbox"/> Employee Training             |
| <input type="checkbox"/> Engineering Controls | <input type="checkbox"/> Purchasing Controls   | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Job Task Observation | <input type="checkbox"/> Hazard Identification | <input type="checkbox"/> Equipment/Machinery Upkeep    |
| <input type="checkbox"/> Process Controls     | <input type="checkbox"/> Hazard Isolation      | <input type="checkbox"/> Ergonomics                    |
| <input type="checkbox"/> Code of Practice     | <input type="checkbox"/> Legislative Standards | <input type="checkbox"/> G.H.S.                        |

**Note:** For corrective action, transfer information by priority number (i.e. 1, 2, 3, 4, 5) to Workplace Hazard Assessment Corrective Action Form

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Workplace Hazard Assessment Corrective Action				
C Company Name:				
A Assessment Location(s):			Time/Date	
Department/Areas Covered:				
Assessment Team		Name:		Position
			FOLLOW UP	
Item #	Priority	Recommended Action	Action Taken/Date/Time	By Whom
<b>C COPIES TO FOR ACTION</b>		<b>FOR INFORMATION:</b>		
<b>M Manager's Signature</b>			<b>Date:</b>	

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## **Section 3: Safe Work Practices and Job Procedures**

### **Purpose**

A job procedure and/or a safe work practice are a written, step-by-step description of how to do a job from start to finish. Written job procedures and safe work practices are used to train new workers or workers that have been moved to a new job. Job procedures and/or safe work practices may also be used as a reference for complex or hazardous jobs, or for jobs that are not often done. Job procedures and safe work practices will also contain the appropriate safe work practices and highlights safety points. Provisions must be made in a safety program for the development of job procedures and safe work practices wherever such procedures or practices are likely to improve the overall safety.

### **Developing Job Procedures**

The most important resource available to you is your workers. They have had firsthand experience with the jobs in your organization and their input will be critical in the development of accurate job procedures. We will:

- Make a list of all the jobs, tasks, processes required in your organization.
- Examine each job to determine the potential hazards. Rank the jobs on a "Worst- first" basis.
- Look to past history and worker input for:
  - Jobs that have caused injuries.
  - Jobs that have caused lost time and or production.
  - Jobs performed infrequently.
- Include jobs with the potential for loss
- Start with the job that poses the greatest hazard.
- Designate experienced workers to develop a job procedure.
- Identify, locate and read regulations and safe work practices that apply to the job.
- Combine the information gathered into a step-by-step format that is easy to understand
- Communicate the job procedure to your employees and ensure it is practiced.
- Ensure all new workers have access to the appropriate job procedures and that they are understood, prior to commencing work.

## **Work Procedure Standard Format**

### **Job Scope**

Specific; however, brief description of type of work to be performed and equipment to be utilised in the work performance.

### **Potential Hazards**

List Potential Hazards involved in performing the Job scope and hazards that could develop.

### **Steps to Minimize Potential Hazards**

List measures set in place to minimise the Potential Hazards as listed above, by means of elimination or control of hazards.

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## Personal Protective Equipment

List all Personal Protective Equipment that is mandatory or that may be mandatory should potential Hazards exist or develop.

## Procedure

List steps to be followed to perform Job Scope with all the above included from job commencement to completion.

## Job Procedure

<b>JOB:</b>		
<b>DEVELOPED BY:</b>		<b>DATE:</b>
<b>APPROVED BY:</b>		<b>DATE:</b>
<b>REVISED BY:</b>		<b>DATE:</b>
<b>MATERIALS REQUIRED</b>	<b>EQUIPMENT REQUIRED</b>	<b>P.P.E. Required</b>
<b>JOB STEPS: Please Refer to the Hazard Assessments For Job Steps.</b>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



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## Section 4: Discipline/Corrective Action Procedure

### Purpose

Each worker is required to perform their job in the safest possible manner in order to protect their welfare, fellow workers, the environment and the general public. To ensure this takes place, rules have been designed to facilitate change in an employee's on-the-job performance and behavior and to ensure uniform enforcement of the company's policies and Government regulations.

### General

Administration of discipline is probably the most difficult and unpleasant aspect of a supervisor's job. Discipline; however, must be maintained; therefore, acceptance and compliance of the rules and regulations is of vital importance to the success of this program. Discipline should not be equated with punishment. By definition, any action taken to change a specific behavior of an employee can be considered "discipline". The procedures outlined in the following Procedure are not meant to be punitive, but rather to be steps in improving the productivity of a "problem" employee. This is not meant to be a rigid system. The action taken may vary depending upon how serious the problem is and how many times it has occurred. Steps may be eliminated or repeated. The aim is always the same - to examine the causes and endeavor to restore satisfactory work performance.

### Procedure

Once a performance problem has been identified, the onus is on the supervisor to determine whether the following conditions have been met:

- The employee has been provided adequate training to perform the job functions properly.
- Obstacles, beyond the control of the employee, which inhibit job performance are removed i.e. lack of proper equipment
- The effect of proper job performance by an employee is meaningful both to the employee and the company.
- Adequate feedback has been provided to the employee concerning the Supervisor's expectations and the employee's job performance relating to those expectations. If the preceding conditions have been met, the Supervisor should immediately discuss the problem with the employee. This discussion should be supportive, confident and non-punitive. The Supervisor must retain notes of all discussions with the employee. If no improvement becomes apparent, disciplinary action should be considered. Prior to any disciplinary action being taken, the Supervisor will conduct an investigation. The first step of the disciplinary process is an oral notice. The Supervisor will explain how desired performance differs from actual performance and will describe the desired changes in behavior and time frame required. The employee must be permitted to state his/her side. **The employee must be told that the oral notice is the first step in the disciplinary process.** After the meeting with the employee, the Supervisor will summarize in writing the proceedings, including date of reminder, specific offense or violation, specific statement of expected performance and any other relevant information including the employee's statement, to be filed in the employee's personnel file. The Supervisor will monitor the employee's performance to ensure that the problem has been corrected. If no improvement is evident subsequent to the oral notice, the Supervisor will proceed to the second stage of the discipline process. This written notice procedure is similar to that described. Reference should be made to previous discussions and oral notices. The employee must be permitted to state his/her side. **The employee must be informed that the written notice is the second stage of the discipline process.** After the meeting, the Supervisor will write a memo, addressed to the employee, outlining the date of the conversation, the specific rule violation and/or performance problem, reference to the oral reminder including date and specific violation

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and a statement of expected behavior. The memo should be given to the employee no later than the day following the conversation. A copy of the memo must be retained and filed by the Supervisor. With a copy forwarded to the next higher level of management and for inclusion in the personnel file. If no improvement is evident subsequent to the written notice, leave (suspension) without pay will be imposed on the employee using the following procedure. The Supervisor will state the specific problem referring back to the oral and written notices. Following the discussion, the Supervisor will inform the employee not to report for work on the next normal working day. On the day off, the employee will determine whether he/she is willing to work under the Company's rules, procedures and standards. The employee must be told to report to the Supervisor at the start of the normal working day following the leave, to announce his/her decision. The Supervisor will write a memo to the employee's personnel file, outlining the date of the conversation, specific violation and action taken. One copy of the memo must be retained by the Supervisor and one copy sent to the next higher level of management. If the employee returns from the leave and indicates acceptance of the rules, procedures and standards, the Supervisor will write a memo addressed to the employee, outlining the incident and reaffirming that failure to change behavior will result in discharge. The Supervisor will retain one copy and forward copies to the next higher level of management and for inclusion in their personnel file. If the employee decides to resign, the termination will be processed as per the **Voluntary Separation** provisions of the **Termination of Employment Procedure**. If the employee does not return as scheduled from leave, the Supervisor will investigate the reasons behind the late return. If the reasons are valid the employee should be treated as if he/she accepts the rules, procedures and standards. If the reasons are not valid the employee should be terminated for the performance problem and failure to report to work, as per the **Discharge Provisions of the Termination of Employment Procedure**. If no improvement is evident subsequent to the decision making leave, the employee should be terminated per the **Discharge Provisions of the Termination of Employment Procedure**. If the performance of the employee improves subsequent to any disciplinary action, a mechanism must exist to allow for the removal of the active disciplinary steps from the employee's records. The following time frames should be followed to remove active disciplinary items.

- Oral notice 3 months
- Written notice 6 months
- Leave 12 months

At the time that disciplinary action is taken, the employee must be told that it will become inactive after the appropriate time has passed, provided no further problems arise. After the appropriate time has elapsed, related disciplinary memos on the personnel file must be marked inactive, but they will remain on the file. The Supervisor shall write a memo to the employee indicating that previous action has become inactive. A copy of the memo shall be sent to the next higher level of management and a copy kept for inclusion in the personnel file. **THE COMPANY RESERVES THE RIGHT TO IMMEDIATELY TERMINATE ANY WORKER OR SUB-CONTRACTOR WHO ENDANGERS THE HEALTH AND/OR WELFARE OF OTHER WORKERS, THE ENVIRONMENT, EQUIPMENT OR THE GENERAL PUBLIC THROUGH UNSAFE ACTS.**

### General Safety Rules

Each worker is required to perform their job in the safest possible manner in order to protect their welfare, fellow workers, the environment and the general public. Acceptance and compliance of the rules is of vital importance to the success of this program.

- Safety awareness is the number "1" objective.
- Obey all posted signs and instructions.
- When P.P.E. is required on a worksite, it will be inspected prior to the start of each shift and be worn at all times on the site.

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- All work will be carried out in accordance with appropriate safe work practices, procedures and any required permits.
- All unsafe acts, hazards, incidents and near misses must be reported to the appropriate designate immediately.
- All first aid incidents must be reported and documented on the Emergency Response First Aid Record sheet.
- **DO NOT** engages in horseplay, violence or harassment against any persons on or near the worksite.
- Alcohol, illegal drugs or persons under the influence thereof, will not be permitted on any worksite. This includes company vehicles. Random drug testing may be performed on company personnel.
- Workers on prescribed medications should notify their supervisor of any side effects that may hamper their ability to perform their job in an alert, competent manner.
- When operating a company vehicle, see safe work practices and abide by the rules of the road. All traffic violations must be reported to management.
- Practice good housekeeping. Keep your work area clean and free of clutter.
- Where respirators or breathing apparatus are required workers would be clean-shaven.
- Theft, vandalism or any other abuse or misuse of company property is grounds for dismissal and/or criminal charges.
- Firearms are strictly prohibited on the worksite.



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## Section 5: Personal Protective Equipment (P.P.E.)

### Purpose

In some circumstances it is impossible to eliminate all workplace hazards; therefore, workers when performing their jobs will require some P.P.E. It is not the intention of this section to outline specific P.P.E. for all situations as a complete site assessment may be required to competently select adequate P.P.E. for certain jobs **Remember P.P.E is your last line of defense, proper usage and maintenance must not be taken for granted.**

### Policy

All other reasonable means of controlling hazards shall be considered before the use of personal protective equipment. However, the use of personal protective equipment will be required on most worksites. Personal Protective Equipment includes protection for:

- Eyes
- Feet
- Head
- Hearing
- Respiratory system
- Body (protective clothing)
- Fall Protection

Personal Protective Equipment will be appropriately selected for the hazards expected and will be fitted for individual use, where necessary, based on the site-specific procedures. All equipment and devices must meet, as a minimum, applicable government regulations. Personal Protective Equipment must be used and maintained according to manufacturer's specifications. Personnel will be suitably trained in the use and care of personal protective equipment.

## Responsibilities

### Flame Resistant Clothing

All personnel, contractors and sub-contractors working on tasks in or in the vicinity of facilities involved in the processing, moving or handling of hydrocarbons shall wear clothing compatible with the level of risk of burn injury. Flame resistant clothing will be required for OENANO INC. personnel. Contractors and sub-contractors will be expected to provide their own flame resistant clothing.

### Visitors

Visitors to worksites having no direct participation in the operation, maintenance or the repair of any part of the facilities or equipment shall wear clothing of a material that will not contribute to a burn injury (cotton, wool) and are to confirm site specific clothing requirements with the **On-site Supervisor** at the time of the visit. The **On-site Supervisor** may, at their discretion require additional protection.

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## **Procedures**

### **Clothing**

All employees, exposed to chemical and/or operating hazards, must be fully clothed in long sleeve shirts, long pants and acceptable footwear. Workers must wear outer clothing and protective gloves appropriate to the task needs, operating conditions and weather factors that will protect those individuals from burn injuries. All employees potentially exposed to hydrocarbons must wear flame resistant clothing. NOMEX or equivalent clothing will be required for "OENANO INC." personnel. Contractors and sub-contractors will be expected to provide their own flame resistant clothing. Trousers with cuffs are not recommended, as they are frequently tripping hazards. Garments should always fit snugly. Torn, tattered, ragged, loose or sloppy clothing is unsafe and must not be worn around moving equipment or rotating machinery. Clothing made of close weave cottons, wool, and leather or better is acceptable. Loose weave cottons, polyesters, nylon and polycotton blends are not allowed. Workers shall not wear rings if working with machinery. Such can catch on projecting surfaces causing serious accidents. Dangling neckwear, jewelry, earrings or other similar items shall not be worn near moving parts of machinery

### **Hard Hats**

CSA (class B) approved hard hats shall be worn within the work areas and on any job where there is a danger of injury to the worker's head. A hard hat must never be worn without a properly adjusted suspension. Such provides the required margin of safety. Metal hard hats are not permitted due to electrical conductivity and inferior impact resistance to sharp objects. Equipment operators are not required to wear hard hats while in the vehicles cab but must wear a hard hat when out of the vehicle and on a work site.

### **Safe Footwear**

All company personnel at a work site are required to wear CSA approved grade #1 or grade #2 slip resistant safety shoes or boots as appropriate to their assigned tasks and weather conditions. CSA certified safety shoes are labeled in each shoe. Hobnails and cleats are considered slip hazards and are forbidden due to possible spark hazards. Contractors and sub-contractors are also required to adhere to the above guidelines.

### **Goggles and Safety Glasses**

Workers eyes are one of his/her most precious possessions. Wearing the proper type of eye protection, such as goggles, safety glasses and face shields, can prevent eye injuries. Goggles or safety glasses should fit comfortably. Workers are required to protect their eyes by following safe practices such as wearing monotype goggles or plastic face shields when exposed to severe eye hazards. Handling injurious chemicals or when working on any grinding or chipping operation where particles or materials may drip or blow into the eyes. As a general rule, goggles must be worn when striking metal or frozen ground. Hoods or welder's goggles must be worn when working at or around any welding operation. Industrial safety gasses should be worn under welding hoods. To avoid injury or the undesirable effects of gases, vapors, flying objects, dusts or other materials which may harm the eyes, safety glasses or goggles must be worn by workers, including those wearing contact lenses, at all times while on-site. Contact lenses are not to be worn around welding.

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## **Gloves**

Gloves protect a worker's hands from cuts, bruises and chemical burns. There are various styles, each designed for a specific type of job. Workers must wear the correct style for their job. Your supervisor will advise you as to what is required. The following general list will guide the worker in the selection of the correct style. Nitrile or neoprene gloves are for handling most corrosive or toxic chemicals. M.S.D.S. should be consulted for safe handling methods. Rubberized gloves are for wet mechanical jobs or where contact with some acid may be encountered. Electrician's rubber gloves are for use on electrical equipment only. Leather protection must be worn over them. Welding gloves are for use on all burning and welding operations. Thermally insulated gloves are for use where extreme heat or cold is encountered. Gloves should not be worn while working on or around moving machinery, (drill presses or large grinding wheels) unless approved by your supervisor.

## **Hearing Protection**

Hearing protection insert able ear plugs and/or ear muffs as recommended for use by OENANO INC. shall be worn in posted areas or where noise exceeds 85 dba at any time.

## **Respiratory Protection Program**

### **Policy**

It is OENANO INC. policy to address the use of respiratory protection as a method to protect employees from exposure to airborne biological, chemical and physical agents when necessary. Whenever feasible engineering controls and work practice controls will be used to maintain worker exposure below limits and at a safe level.

### **Scope**

It is understood that the respiratory protection shall only be required if these controls are not feasible or are not able to reduce exposures adequately.

### **Responsibilities**

Overall coordination and implementation of the respiratory program is to be administrated by the general manager. The supervisors are responsible for providing new employees on the job training about potential respiratory hazards, personal protective equipment and this program. The Supervisors shall also ensure that the manager is notified about workplace conditions and potentially affected employees. Affected employees are required to use approved respirators as required and notify supervisors of changes in the workplace that could change exposure.

### **Procedures**

Potential exposure to hazardous materials and conditions at OENANO INC. are routinely evaluated through regular workplace inspections. Where air sampling is needed measurements will be made with calibrated equipment operated by trained safety and health personnel from a qualified supervisor. Monitoring will be repeated when new changes occur which could render respiratory protective requirement or require new employees to be included in this program. Respirators are selected on the basis of anticipated health hazard(s), considering the following factors:

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- Chemical, physical or biological agent(s) present in the work environment
- Potential for skin absorption or severe eye irritation
- Potential for oxygen deficiency or enrichment

Respirators requiring a tight face seal for proper performance may not be worn if certain physical or health conditions prevent obtaining the tight seal. These may include: glasses, facial hair, and articles of clothing that affect fit of the respirator.

Employees and supervisors required to wear respirators during employment at OENANO INC. receive initial and annual training in the proper use, care, and limitations of the selected respirator. When donning the respirator, hair must be pulled back and away from the seal areas and negative and/or positive pressure seal checks conducted to evaluate the facial fit and unit integrity. If adjusting the tightening straps cannot make an airtight seal, then the respirator must be inspected for damage and either repaired or replaced.

## **Section 6: Maintenance Program**

### **Purpose**

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained and kept in good repair. The maintenance program will reduce the risk of injury, damage and lost production.

### **Policy**

Facilities and equipment shall be maintained in a condition that reduces to the lowest practical level, the potential for operational failure or personal injury.

### **Procedures**

#### **Managers, Supervisors and Workers Shall**

Report and investigate all critical equipment failure to determine the reasons for such failure. The Manager's, Supervisor's and Workers will also report any unsafe conditions and/or acts as necessary to the general manager.

### **Qualifications and Training**

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work should have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and to contracted maintenance services.

### **Monitoring**

The monitoring functions in a maintenance program fall into two areas:

- The people responsible for operating and/or maintaining equipment must monitor the equipment to ensure that appropriate checks and maintenance are done
- Managers and Supervisors must monitor the maintenance program to ensure that it is functioning in accordance with company policy.



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Canada T5L 2M7

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Fax: 780. 488. 1487  
Email: CCO@OENano.com

## **Scheduled Inspections and Maintenance**

All equipment and tools will be inspected and maintained as required to ensure the safety of all concerned. Drivers of company vehicles and equipment are to maintain a schedule for oil changes and lubrications. This schedule is to be turned into the safety department. Definitions of the above subjects as outlined in the regulations AR 118/89. Should anything be missed and/or misunderstood the regulations will override any policy or procedure within this section and/or manual.

### **Body and Frame**

- Body doors and seats, fenders, bumpers, mud flaps, sun visors, latches, door releases etc.
- Chassis frame
- Underbody
- Drive shaft hanger brackets/guards
- Windshield, windows and mirrors

### **Brakes**

- Brake friction components
- Air brake system
- Hydraulic, vacuum and air components
- Mechanical components
- Service brake pedal
- Parking, emergency and service brakes

### **Wheel and Tires**

- Tires including size
- Wheel studs, rims and bearing

### **Lubrication**

- Complete lubrication

### **Fuel and Exhaust**

- Fuel tank, filler cap and fuel lines
- Exhaust system

### **Engine Controls and Steering**

- Engine controls
- Steering column and box
- Wheel alignment
- Steering linkage

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## **Suspension**

- Suspension

## **Electrical Components**

- Horn
- Windshield wipers and washers
- Heating and defrosting
- Starting switch
- Lamp lights and reflectors

## **Trailers**

- Fifth wheel coupling devices
- Crank, legs and pads
- Trailer hitch, trailer mount and connecting devices





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## **Section 7: Safety Training and Awareness:**

### **Purpose**

The purpose of this section is to provide for general and specialized safety and related training throughout all levels of the organization.

### **Policy**

OENANO INC. will provide and employees will participate in all safety meetings and safety related training that is necessary to minimize losses and provide workers with the knowledge to work in a safe competent manner.

All company employees shall be educated and trained to perform their jobs competently, efficiently and safely. OENANO INC. training program will ensure:

- Every new permanent and temporary employee is instructed in the company's safety policies and procedures as to their work and responsibilities;
- Job specific procedures are compiled for tasks critical to the health, safety and production and every applicable worker is instructed in these procedures;
- Managers and Supervisors with safety responsibilities are provided with adequate training to meet these responsibilities.
- All temporary workers will be trained to the specific task that they are to perform.

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## Orientation

All new permanent employees shall receive orientation training within their first week at work, until this take place they will work under the direction of a competent worker The Manager and the On-Site Supervisor will conduct the orientation. The topics to be covered shall include, but are not limited to:

- The Occupational Health and Safety Act.
- Company Policies and Procedures
- Fire procedures, location and use of fire extinguishers.
- First aid procedures, location of first aid stations and who are the first aider's
- Use and availability of personal protective equipment.
- General hazards in and around their work areas.
- Safe work permits procedures.
- Emergency Response procedures
- Read the safety manual that pertains to them and have it reviewed for proper understanding

## Employee Orientation Checklist

### Topics Discussed

- \_\_\_\_\_ Company Safety and Environmental Policies
- \_\_\_\_\_ OH&S Employer and Employee Responsibilities as to the Safety Manual
- \_\_\_\_\_ OH&S Imminent Danger (an employee's right to refuse dangerous work)
- \_\_\_\_\_ Company Practices, Procedures and Rules (summary)
- \_\_\_\_\_ Accountability for Non-Compliance to policy
- \_\_\_\_\_ Hazard Identification and report form and the importance of it
- \_\_\_\_\_ Safety and Pre-Job Meetings
- \_\_\_\_\_ Personal Protective Equipment (P.P.E.) job specific
- \_\_\_\_\_ Accident/Incident, First Aid, Near Miss Reporting
- \_\_\_\_\_ Accident/Incident Investigations
- \_\_\_\_\_ Permit i.e. hot work, confined space, etc.
- \_\_\_\_\_ Safe Work Procedures as to their duties
- \_\_\_\_\_ Driver's manual

I, \_\_\_\_\_ (Print) understand that working safety is a condition of my employment. This will certify that I have been given the company orientation and understand to the best of my ability the topics indicated by me with a check mark.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Representative (Print): \_\_\_\_\_

Company Representative (Sign): \_\_\_\_\_

Date: \_\_\_\_\_

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## **General Employee Training Communication and Training Policy**

### **Purpose**

The purpose of this policy endorses managements' beliefs that a vital component of the Health, Safety, Security and Environmental Protection (HSSE) program is communication and training within all levels of the company. Leadership of OENANO INC., will address and evaluate performance annually, along with the goals and objectives pertaining to the HSSE's program improvements.

Delivery of the communication component shall utilize the following methodology:

- Orientation - Both Visual and Oral
- Hazard Inventory
- Toolbox / Tailgate meetings
- Hazard Assessment and Control
- Safety meetings
- Industry-specific Bulletins, Company memorandums
- Post-incident reviews

All employees and contractors must know and understand their job-related activities, duties and responsibilities prior to commencement of work. If any employee/contractor is in doubt concerning their safety, roles or responsibilities, they should contact supervision for clarification before commencing or continuing any work related activities. Each employee and contractor must also have a clear understanding of OENANO INC., expectations with respect to the Health, Safety, Security and Environmental Protection program.

### **Communication and Training**

#### **Purpose**

The purpose of this Communication and Training program is to provide all employees and contractors with consistent safety information, education and training sufficient for them to learn and acquire the knowledge and awareness to protect themselves and others from potential harm. The training and development of our employees is critical to the safety program. After safety orientation, the new employee/contractor must know and understand their job related activities, duties and responsibilities prior to commencement of work. If the employee or contractor is in doubt of their safety, roles and/or responsibilities, it is imperative they contact supervision for clarification, prior to any work duties being conducted.

#### **Definitions**

##### **Competent**

Adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are fully competent.

#### **General Safety Orientation**

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A qualified and competent facilitator shall conduct the final check to ensure the new employee/contractor has the required qualifications i.e. tickets, certification prior to allowing the employee or contractor to attend orientation. Furthermore, it is the facilitator's function to address the employees/contractors with respect to "Refusal of Unsafe Work". Management shall ensure that the facilitator addresses hours of work, designated first aiders as well as the following safety topics:

- Health and Safety Policy
- Workplace Violence / Harassment Policy
- Guiding Principles (where applicable)
- Organization and Responsibilities
- Hazard Assessment and Control
- Emergency Preparedness
- Incident Management
- Security and Loss Prevention
- Safety Work Practices and Procedures, including Code of Practice
- Communication and Training
- Designated first aiders
- Hours of work
- New to the Workforce / Employee Mentoring Program
- Company Safety Rules
- Personal Protective Equipment
- Preventive Maintenance / Inspection
- Alcohol and Drug
- Disability Management
- Records and Statistics
- CAPP Guidelines
- Environmental Protection
- Transportation

As part of the employee/contractor's orientation and on-the-job training, employees and contractors will not be able to operate equipment unless determined to be competent by management/supervision. Employees and contractors will be required to receive on-the-job training from a competent person. At the conclusion of the safety orientation presentation, the employee/contractor will sign the Safety Orientation Checklist and return to facilitator. Facilitator will place the signed checklist in the employee/contractor's file.

## Communication

Communication is a valuable and essential tool in the framework for the delivery of HSSE goals and objectives – with our goal of **Zero Injury** being the main focus. This is achieved through participation, interaction and feedback utilizing the following tools:

- Daily Hazard Assessment and Control
- Risk Assessment Matrix
- Hazard Inventory
- Toolbox / Tailgate.
- Safety Meetings, at a minimum once per month

## General Toolbox/Tailgate Meeting Guidelines



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The purpose of these meetings is to provide timely information on safety items, which relate to onsite project/facility activities such as hazardous issue. Toolbox meetings are conducted by supervision. General topics that should be discussed during the Toolbox meeting are:

- Designated First Aiders as *per* jurisdictional occupational legislation.
- Safety and loss prevention relating to the Daily Hazard Assessment and Control of the worksite.
- Emergency Response Plan is reviewed, including transportation, such as transportation or medical evacuation and has been discussed and documented.

All crew/members in attendance at Toolbox/Tailgate meetings must sign the Toolbox/Tailgate meeting form. Any employee or contractor arriving late at the worksite must review the completed Toolbox/Tailgate meeting which outline the scope of work and associated hazards and controls. Upon reviewing the scope of work and hazards, the employee or contractor will then sign the form. Should an employee/contractor arrive late or miss the meeting completely, supervision shall review the Toolbox/Tailgate meeting with him/her prior to the employee/contractor being assigned work activity. The employee or contractor must also sign the Toolbox/Tailgate form. Recorded minutes of all Toolbox/Tailgate meetings, Safety Meetings, must be retained for **three (3) years**. Copies of Safety Meetings shall be posted in conspicuous areas in order that it is readily accessible for everyone.

## Training

Management/supervisory positions are key components to promoting the Health, Safety, Security and Environmental (HSSE) practices and procedures in the workplace. In order to accomplish this, the following supervisory training having a re-certification every **three (3) years** is required:

- Standard First Aid (CPR)
- Global Harmonization System (GHS)

Before employees and contractors are permitted on any worksites or client's premises, they must have received documented training (from an accredited training agency with re-certification every **three [3] years**) in the following:

- Standard First Aid (CPR)
- Global Harmonization System (GHS)

OENANO INC. will also address further HSSE training in the following areas, based on scope of the work, as well as the hazards and controls identified:

- Emergency First Aid
- Hydrogen Sulphide H<sub>2</sub>S Alive (where applicable)
- Fire Extinguisher
- Light Duty Vehicles

Employees and contractors who have been designated as first aiders will receive certification through an accredited agency. OENANO INC. will ensure compliance with occupational legislation with respect to required number of first aiders at a worksite, their qualifications and training.

## On-The-Job Training

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For those in management and supervision providing on-the-job training, the following items shall be addressed:

- Introduction
- Demonstration
- Practice with close supervision
- Practice with moderate supervision
- Practice with minimal supervision
- Evaluation and review

### **On-The-Job Training Program Checklist**

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- |   |   |
|---|---|
| <p>1 Prioritize on-the-job training needs:<br/>list all jobs for each worksite _____<br/>identify most hazardous jobs _____<br/>identify most important jobs _____<br/>finalize list of jobs needing on-the-job training _____</p> <p>2 Develop standards for each job:<br/>determine regulatory requirements _____<br/>check manufacturer's standard industry practices _____<br/>set up time frame to perform the job _____</p> <p>3 Develop procedures:<br/>include job standards &amp; critical tasks _____<br/>list tools required _____<br/>list special abilities required _____<br/>list job steps _____<br/>identify hazard points _____<br/>choose critical checkpoints _____<br/>schedule testing of critical checkpoints _____</p> <p>4 Demonstrate job to worker:<br/>lay out procedure _____<br/>layout tools _____<br/>explain procedure _____<br/>explain hazards _____<br/>explain as you perform work _____<br/>respond to questions _____<br/>test worker _____<br/>prepare report _____</p> | <p>5 Observe worker doing the job for the first time:<br/>review procedure _____<br/>review tools _____<br/>review critical tasks _____<br/>review hazards _____<br/>observe and coach _____<br/>discuss observations with workers _____</p> <p>6 Coach and train as needed:<br/>test progress with questions _____<br/>perform critical point checks _____<br/>conduct interview _____</p> <p>7 Observe worker doing the job independently:<br/>allow minor errors _____<br/>stop only if critical _____<br/>review, reinforce, evaluate _____<br/>correct minor errors _____<br/>question understanding of procedures _____</p> <p>8 Set schedule for review:<br/>follow-up commitment _____<br/>spot check _____<br/>set performance objectives _____</p> <p>9 Continue communication:<br/>communicate effectively _____</p> |
|---|---|

Name (Print): \_\_\_\_\_

Position: \_\_\_\_\_

Name (Sign): \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor (Print): \_\_\_\_\_

Supervisor (Sign): \_\_\_\_\_

Date: \_\_\_\_\_

## On-The-Job Training Record Form

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Name(Print): _____	Position: _____
Critical tasks to be performed: _____	_____
Training provided: _____	_____
Date training provided: _____	Trainer (Print) _____
Comments: _____	_____
Critical tasks to be performed: _____	_____
Training provided: _____	_____
Date training provided: _____	Trainer(Print) _____
Comments: _____	_____
Critical tasks to be performed: _____	_____
Training provided: _____	_____
Date training provided: _____	Trainer(Print) _____
Comments: _____	_____

## Operating Procedures for Safety Meetings

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## **Scope**

To arouse and maintain safety interest for employees with safety and accident prevention

## **Intent**

To ensure active participation in monthly and pre-job safety meetings.

## **Guidelines: Pre-Job/Tool Box Talk**

Project Manager or his designate are responsible for ensuring:

- Daily toolbox talks are held in an effective and productive manner prior to work commencement.
- The toolbox talk is safety specific to people, equipment, materials and environment.
- All employees attend daily toolbox talk.
- The toolbox talks are documented, logged and retained i.e. Tool Box Form

## **Monthly**

- Manager or designate is responsible for ensuring that monthly meetings are:
- Attended by all personnel regularly.
- Well planned in advance.
- Documented and the minutes circulated to all attendees and Loss Prevention Manager.
- All personnel could be responsible for chairing scheduled monthly meetings.
- Topics, chairperson and dates will be established for the year in the January meeting.
- Three monthly meetings must incorporate emergency response simulations.

## **Safety Meetings**



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## **Section 8: Inspections and Quality Assurance**

### **Purpose**

Workplace inspections are to ensure compliance with OH&S requirements, assist in the recognition and control of hazards, and reinforce the company's commitment to safety.

### **Policy**

Any unsafe acts or conditions identified must be prioritized and documented, with immediate steps taken to correct the situational safe performance and compliance will be identified, and awarded through recognition. Enhancing safe conditions and acts is just as important as correcting deficiencies. All inspections will be fully discussed with workers and contractors that are involved within the working areas.

### **Responsibilities**

#### **President**

Is responsible for the overall operation of the program.

#### **Managers**

Are responsible for directing formal inspections on job-sites that they control and for involving workers in such inspections.

#### **Supervisors**

Are responsible for conducting ongoing informal inspections of areas where their crews are working.

#### **Workers**

Are responsible for participating in and contributing to the inspection program, inspection of their equipment, tools and reporting any hazards and/or near misses. Safety inspections within the safety program are used to identify and control hazards in the workplace before incidents occur. During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have the potential to cause injury or damage are identified and corrective action is initiated.

Safety inspections will include:

- General site inspections
- Equipment and vehicle inspections
- Ensure that workers get involved with the inspections

#### **Ongoing Informal Inspections**

The supervisory personnel should conduct work site inspections. They must be familiar with the work and job site. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective actions must be reported to management for follow-up. The Supervisors should encourage the worker to bring forward their observations of unsafe conditions on an ongoing basis. In fact, this is a workers right and responsibility

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under the Occupational Health & Safety Act. Management should always initiate prompt corrective action in response to valid concerns of workers. Worksite inspections should assess the:

- Physical layout and conditions of the site, including location, terrain, season and weather.
- Hazards of material handling
- Condition of equipment and tools used
- Work practices and behavior of people at the site, employees, contractors, sub-contractors, visitors and clients
- Level and quality of supervision given workers

## **Government Inspections**

The Company will cooperate with all governmental inspections and provide assistance to inspectors as required.

## **The General Manager**

- Shall write reports when requested by governmental inspectors
- Shall ensure compliance with any governmental orders or initiate appeals to governmental orders
- Shall respond to governmental requests for documents, reports, orders or directives
- May designate persons to meet, escort, answer questions posed by and produce the documents requested by governmental inspections.





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## Section 9: Investigations and Quality Assurance Audits/Investigations

### Purpose

All accidents/incidents and near misses exact a price, which can be manifested in reduced efficiency, pain and suffering and/or loss of money and time. The size of the incident is immaterial. It has been proven that large, serious accidents are usually preceded by a number of small, seemingly unimportant incidents. Other than "Acts of God" all incidents exhibit a "cause and effect" methodology. Some of the causes that contribute to a near-miss situation are similar to the causes that lead to serious accidents. Therefore it is critical that all incidents are investigated, regardless of the size or effect.

**The concept of incident investigation is to identify the direct/or the final cause and indirect causes/or all underlying causes that led to the final cause that led up to the incident. The purpose is not to assign blame, but to determine all causes in order to prevent reoccurrence.**

### Policy

Employees and contractors shall report all accidents/incidents and near misses to their Supervisors. Contractors shall report all accidents/incidents and near misses to the Company's On-site Supervisor. On-site Supervisors shall report all accidents/incidents and near misses to the General Manager and Client/Prime Contractor. The President shall ensure all accidents/incidents and near misses are investigated, recorded and reported to the WCB and OH&S as required by legislation. On-site Supervisors shall ensure appropriate corrective actions are taken to prevent re-occurrences. On-site Supervisors shall report all serious accident/incidents and near misses having a potential for a serious injury or damage that occur on the Company's worksite to the General Manager and applicable government jurisdictions. Site Supervisors shall report all accident/incidents and near misses regardless of severity to the President and the Client/Prime Contractor where required.

### Accidents/Incidents

All accidents/incidents and near misses are to be investigated using the accident/incident investigation form. At the President's discretion, incidents are to be investigated using the accident/incident investigation form as a guideline. Investigations shall place an emphasis on determining why the occurrence was not prevented by existing work practices and shall result in specific recommendations to correct any program or procedural deficiencies. Lost time accidents must be reported to the appropriate WCB using the WCB's reporting procedures. All vehicle accidents must be reported to the President

### The Managers are Responsible For

- Directing all accident investigations
- Preparing reports
- Meeting with investigating governmental inspectors
- Documenting findings and corrective measures
- Following up on corrective procedures

### Conducting an Investigation

An incident is any unplanned and unwanted event which results in damage or injury or which could have resulted in damage or injury. Almost every incident is the result of a combination of causes. The primary purpose of an investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident. Additionally, information collected will be valuable in meeting the WCB and

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OH&S reporting requirements. Investigations should be conducted by the Supervisor in charge along with the personnel involved with the incident. The President may assist in the investigation and must review every incident report to ensure that appropriate corrective actions take place. Where practical, the scene of an incident should be left untouched, except for activity necessitated by rescue workers or to prevent further failures or injuries, until the incident has been investigated. The person or team conducting the investigation should proceed as follows:

- Take control of the scene
- Shut down the job, as required
- Care for the injured
- Stabilize the area
- Get an overview of the whole situation
- Take pictures of the scene
- Examine equipment/materials involved.
- Collect and safeguard any physical evidence
- Interview people involved and obtain written witness statement.
- Analyze all the available information to determine the root cause
- Discuss the findings with your workers/contractors so everyone has a clear understanding of what happened and how to prevent similar incidents

## Investigation Kit

An investigation kit should be readily available at all times and contain:

- Company Investigation Report
- Witness Statement
- Writing pad and pens
- Camera and spare batteries
- Flashlight with spare batteries
- Coloured ribbon to cordon-off scene
- Tape measure (50')

## Media Concerns

The Company will have a **designated spokesperson** to deal with the **media**. Workers/Contractors are to **politely decline** any information requests from the media and direct them to the designate.

## Incidents to be Reported to Alberta Labour

- An injury or accident that results in death
- Injury resulting in worker being admitted to hospital for more than 2 days
- Unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
- Collapse or upset of a crane, derrick or hoist
- Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

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## Loss Control Report

L.C.R. NO. \_\_\_\_\_  
(For Safety Office Use Only)

Date of Incident: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_  Actual  Near-Miss  
Year / Month / Day 24h clock

Information Services \_\_\_\_\_  
Department \_\_\_\_\_ Division \_\_\_\_\_ Area/Cost Center \_\_\_\_\_ Safety Team OR Contractor  
Name(Print): \_\_\_\_\_  
Phase of Operation: Normal Shutdown Incident Location: \_\_\_\_\_  
Visibility Condition:  Clear  Fog  Rain  Snow  Bright  Dim  Dark  
Area Conditions:  Dry  Wet  Slippery  Irrelevant

**Incident Description (Include who, what, where, how, part, components, unit):**

Equipment if any \_\_\_\_\_ Equipment No's: \_\_\_\_\_

Name of Injured (Print): \_\_\_\_\_  
Surname Given Name Initial Employee Number

Company personnel involved: \_\_\_\_\_  
Name (s) and Employee Number (s) (Print)

Contractors Involved: \_\_\_\_\_  
Company Name and Employee Names (s) and Number (s) (Print)

### Incident Type (circle)

### Incident Character (circle)

- |                                  |                         |                         |                 |                  |
|----------------------------------|-------------------------|-------------------------|-----------------|------------------|
| I. Injury                        | 01 Struck by or against | 02 Caught on or between | 03 Exposure     | 04 Slip          |
| II. Occupational Illness<br>body | 01 Trip                 | 02 Fall                 | 03 Contact with | 04 Over exertion |
|                                  | 05 Foreign              |                         |                 |                  |
|                                  | 99 Other: _____         |                         |                 |                  |
| III. Security                    | 01 Arson                | 02 Flaring              | 03 Theft        | 04 Vandalism     |
|                                  | 05 Lost                 |                         |                 |                  |
|                                  | 99 Other: _____         |                         |                 |                  |
| IV. Environmental                | 01 Spills               | 02 Flaring              | 03 Emission     | 04 Pollution     |
|                                  | 05 Land Disturbance     |                         |                 |                  |
|                                  | 06 Leak                 |                         |                 |                  |
|                                  | 99 Other: _____         |                         |                 |                  |
| V. Damage                        | 01 Malfunction          | 02 Fire                 | 03 Explosion    | 04 Vandalism     |
|                                  | 06 Struck by or Against | 07 Leak                 | 08 Trip         | 05 Procedural    |
|                                  | 99 Other: _____         |                         |                 |                  |

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VI. Production Interruption      01 Product Loss      02 Stopping      03 Spills      04 Flaring      05  
06 Trip      07 Degradation      08 Leak  
99 Other: \_\_\_\_\_

Reported By (Print): \_\_\_\_\_ Date \_\_\_\_\_

Reported By (Print): \_\_\_\_\_

Name and Employee #(Print) \_\_\_\_\_

<b>Report Status:</b> Preliminary <input type="checkbox"/> Company Incident <input type="checkbox"/> Final <input type="checkbox"/> Contractor Incident <input type="checkbox"/>	
General Information	Type(S) of Incident
Incident Date: _____ Time: _____ City: _____ Division: _____ Area/Section: _____ Work Unit: _____ Employee Name: _____ Employee Number: _____ Employee Age: _____ yrs. Occupation: _____ Service on this job: _____ yrs      Mon: Shift: Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Immediate Supervisor: _____ Name(s) of Witness: _____ _____	Injury:      Fatality <input type="checkbox"/> Lost Time <input type="checkbox"/> Medical Aid <input type="checkbox"/> First Aid <input type="checkbox"/> Restricted only <input type="checkbox"/>  ACCIDENT: COST \$ _____ Preventable <input type="checkbox"/> _____ Non-Preventable <input type="checkbox"/> _____ Fire <input type="checkbox"/> _____ Property Damage <input type="checkbox"/> _____ Equipment Damage <input type="checkbox"/> _____ Material Loss <input type="checkbox"/> _____ Business Interruption <input type="checkbox"/> _____ Security <input type="checkbox"/> _____ Near Miss <input type="checkbox"/> _____ Spills <input type="checkbox"/> _____ Other: _____
<b>Events Leading up to and Description of Incident, including description of damage and loss(es)</b> What, When, Where, Who, Why, How          	
<b>Cause Analysis – Direct and Underlying</b>	

# OENano Inc. HEALTH and SAFETY MANUAL

14843 - 118 Avenue  
Edmonton, Alberta  
Canada T5L 2M7

Phone: 780. 801. 6244  
Fax: 780. 488. 1487  
Email: CCO@OENano.com

The Unsafe Practices, Conditions and Contributing Factors most directly causing the event.			
A) Unsafe Practices:			
B) Unsafe Conditions:			
C) Contributing Factors:			
Evaluation of Risk			
<b>Loss Severity Potential:</b>	Major <input type="checkbox"/>	<b>Probable Recurrence Rate:</b>	Frequent <input type="checkbox"/>
	Serious <input type="checkbox"/>		Occasional <input type="checkbox"/>

**To Be Completed By Supervisor Only:**

**Severity:**

**Actual Severity**

Minor      Serious      Major

**Potential Severity**

Minor      Serious      Major

**Frequency**

Rare      Occasional      Frequent

**Formal Investigation**

Yes      No

**Potential for Recurrence**

Low      Medium      High

For Injury/Illness Only	Classification:	First Aid Medical Aid	Death
Body Parts Injured: - (circle one or more)			
01 Eyes	02 Head (includes face, neck)	03 Fingers (includes thumb)	04 Hand (includes wrist)
05 Arms (includes elbow)	06 Back	07 Knees	08 Legs
09 Trunk (includes chest, hip, shoulder)	10 Feet (includes toes, ankles)	11 Internal	
99 Other: _____			
Nature of Injury - (circle one of more)			
01 cut	02 Fracture	03 Allergy	04 Sprain
05 Scrapes	06 Shock	07 Welding Flash	
08 Bruise	09 Crush	10 Foreign Body	11 Burn
12 Exposure	13 Puncture	14 Amputation	
15 Dermatitis	99 Other _____		
Incident Costs	Estimated Cost of repair or replacement _____		
Work Order No. (s) _____			
Causes: (Immediate and Basic) _____			
_____			

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Specific Actions to be Carried Out			
Action/Work to Control Loss	By Whom	Date Due	Date Comp.

Supervisor (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Manager (Print): \_\_\_\_\_ Manager(Sign) \_\_\_\_\_  
 Signed off by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 10: Working Alone First Aid Procedures “Isolated Work Site”

After reviewing the O.H. & S. Regulation – General Safety Requirements and First Aid Regulation requirements OENANO INC. may be classed a “Medium to High Hazard Site” and possibly an “Isolated Work Site”. Therefore the following First Aid procedure represents those hazards and that type of work area. The type of first aid equipment that is required shall also be within reasonable availability to the work site:

- First Aid Kit Number 2
- Blankets
- Workers trained in Standard First Aid (minimum standard)

Be aware of hazards and proper controls. Refer to OENANO INC. “Safe Work – Hazard Identification” document. Before the Driver(s) or Operator(s) leave for the yard site they will ensure daily that OENANO INC. office knows, their location, contact # at accommodations, route, mode of transportation, and when they will be returning. The OENANO INC. Message Centre is 780-801-6244 Any changes to their intended day route or location will require contact with the office. Driver(s) or Operator(s) will phone at the end of the workday (before 8PM) to ensure that they have returned safely. NOTE: FAILURE TO CALL WILL RESULT IN THE SEARCH AND RESCUE PLAN TO BE PUT IN PLACE. If a Driver or Operator is over 40 minutes from a “Health Care Facility” by normal travel conditions, rescue authorities, OENANO INC. staff from the nearest location will be notified as to their locations for that job.

The workers will ensure they have proper communications and equipment:

- Triangles, roadside warning
- Fire extinguisher
- Cell Phone and/or Satellite Phone

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- Proper Protective Equipment and Clothing
- Winter Survival kits
- First Aid kit

The workers will ensure their truck(s) equipment(s) are in good maintenance with the proper inspections carried out each day. Any incidents and/or near misses will be reported to ensure this procedure can be reviewed and changed as needed with all the right information. Should the workers not report in at the end of their work and at the time that they were to be back the supervisor will do everything possible to contact the worker(s). If this is not successful they will start search and rescue procedures within four (4) hours of being overdue from their expected return time.

## Section 11: Emergency Preparedness

### Purpose

Documentation must be prepared to outline responsibilities and required actions of OENANO INC. in the event of an emergency situation occurring. An emergency situation is any incident that has the potential to cause immediate harm to workers, property, public and/or the environment. Emergencies do not occur as a planned event. Therefore all workers and contractors are required to know their basic responsibilities, so they will be able to react positively in an emergency situation. There is always a need for the workers to practice or at least be questioned as to their duties in the event of an emergency. In any emergency situation, time is the most critical factor in prompt implementation of an emergency response plan. The quicker the initiation can take place the more orderly and effective the operation. The first person that notices an incident must activate the plan immediately "by contacting the necessary company personnel," explained with-in the Company's orientation. No worker or contractor will discuss any incident either on or off the record with the media. Politely decline the request for information and direct them to the company designate. If there is an immediate need for media response, only the company president or their designate may release the following statement.

**"We are currently dealing with an emergency situation to ensure the safety of the personal, property, public and the environment. A more comprehensive statement will be released as soon as more factual information has been determined".**

### Emergency Response Procedures

Inform all workers/contractors to contact the company designate in the event of an emergency. It will be this person's responsibility to contact the different agencies/departments required to assist.

#### **1. Instruct workers/contractors to protect themselves from risk:**

- Sound the alarm.
- Shut down potential ignition sources.
- Leave the immediate area.
- Report to a pre-determined safe meeting area for a head count.
- Assist the injured.

#### **2. Secure the area to prevent further damage or injuries:**

- Prevent access by cordoning off the area.



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### 3. Access the situation:

- List potential hazards and possible consequences.
- Determine the appropriate response.
- Do not allow anyone back on site until it has been determined to be safe.
- Assist if adequately trained and protected.

### 4. Investigate the incident

### 5. Restore the worksite.

## Emergency Response Assistance List

<b>Site Location:</b>		
<b>Company Designate:</b>		
<b>Phone #</b>		
<b>Ambulance</b>		
<b>Police</b>	<b>911</b>	
<b>Fire</b>	<b>911</b>	
<b>Doctor</b>		
<b>Hospital</b>		
<b>Poison Centre</b>		<b>1-800-332-1414</b>
<b>OH &amp; S</b>		
<b>WCB (Claims)</b>		
<b>Alberta Environmental</b>		
<b>NWT Environmental</b>		

**“If the company finds that they have work, which takes them to a new or different area, local emergency numbers are to be obtained for that new or different area prior to work commencing”.**

### First Aid

The Company will adhere to the Occupational Health and Safety Act, First Aid Regulations. Any employee administering first aid shall enter the following information in a first aid record book:

- Date and time of injury
- Date and time injury was reported
- Injured worker's full name
- Date of birth of injured worker

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- Location and description of the cause of injury
- Description of the injury
- Description of first aid rendered
- Description and arrangements for transportation or further medical treatment
- Full name and position of person(s) completing form including a signature

The record book located in a locked and secured area shall be kept for at least 3 years from the date of the last entry. First Aid kits shall be inspected monthly and replenished as required. **This may be done through the client or a reliable contractor.**

## Section12: Policy, Rules and Procedures Review Systems

### Review Policy

OENANO INC., (hereinafter referred to as "Same" or "The Company") recognizes it is important to have a process in place for employees to review The Company's policies, rules, and procedures (which are made clear through documentation provided at the commencement of employment). To accomplish this task two of the rules, one policy, and one procedure will be discussed during each monthly safety meeting, which ensures at least bi-annual review (to ensure all rules, policies, and procedures are discussed an annual checklist will be maintained). The monthly rules, policies, and procedures discussed will be indicated on a separate checklist, and filed along with the minutes from the meetings. All participants present at the meeting will be required to sign an attendance sheet confirming review of the rules, policies, or procedures discussed. The Company's rules, policies, and procedures are listed below, two of which will be discussed each month.

- Accident prevention and reporting procedures
- Operating procedures
- Environmental policy
- Drug and Alcohol policy
- Equipment maintenance procedures
- Condition of employment and regulations
- General rules
- Hazard assessments

Employees who do not regularly attend safety meetings and consequently miss the reviews will be disciplined accordingly. OENANO INC. is certain that this policy will ensure employees are familiar with The Company's established rules, policies and procedures.



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## Annual Review Checklist

Location: \_\_\_\_\_

**Rule, Policy and/or Procedure**

**Months Discussed (Circle)**

<b>Accident Prevention and Reporting Procedures</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Operating Procedures</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>General Policies</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Freight handling Procedures</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Environmental Policy</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Drug and Alcohol Policy</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Equipment Maintenance Procedures</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Load Securement Policy</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec
<b>Condition of Employment and Regulations</b>	Jan Jul	Feb Aug	Mar Sept	Apr Oct	May Nov	June Dec

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## Section 13: Safety Statistics

### Purpose

An analysis of safety statistics can often supply employers with the ability to determine trends in the safety of their operations. This information can supply the employers with known areas of injury or possible hazards and presents them with an opportunity to implement changes to prevent further safety hazards.

### Policy

It is the policy of OENANO INC. to ensure that statistics are calculated on a monthly schedule and reviewed to show how OENANO INC. is represented within its industry. This is to be analyzed by the Safety Manager and then presented to the President for review. At the end of each year an annual statistical calculation will be prepared for Management of which will be added to the annual Company report.

### Procedures

In order to measure the safety performance of OENANO INC. the following definitions for accident frequency and accident severity calculations may be used.

Accident Frequency Calculations: The number of recordable injuries (WCB reported) multiplied by the ANSI constant of 200,000 and divided by the total number of employee hours of exposure.

$$\frac{\text{Number of recordable Injuries} \times 200,000}{\text{Number of Employee Hours of Exposure}} = \text{Frequency Rate}$$

Example: If the company has worked 32,000 man-hours with 1 lost time injury;

Frequency calculation is =  $\frac{1 \times 200,000}{32,000} = 6.25$  is the Frequency Rate.

Accident Severity Calculations: The number of work days lost after the day of accident, multiplied by the ANSI constant of 200,000 and divided by the number of employee hours of exposure.

$$\frac{\text{Total Number of Days Lost} \times 200,000}{\text{Number of Employee Hours of Exposure}} = \text{Severity Rate}$$

Example: If the company has worked 32,000 man hours but had workers off the job due to injury for 15 days

Severity calculation is:  $\frac{15 \times 200,000}{32,000} = 93.75$  is the Severity Rate.

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### Monthly Safety Statistics

Date: \_\_\_\_\_

Type of Incidents	# of Incidents This Month	# of Incidents Previous Month
Unsafe behavior		
Near miss		
First aid injury		
Medical aid		
Lost time injury		
Modified duty injury		
Fatality		
Property damage under \$1000.00		
Property damage over \$1000.00		
Vehicle damage under \$1000.00		
Vehicle damage over \$1000.00		

Number of days lost to injury \_\_\_\_\_

Accident frequency \_\_\_\_\_

Accident severity \_\_\_\_\_

Have the safety statistics changed in the last month?      Better      Worse

Has a trend been established as to the type of incidents?      Yes      No

Have actions been taken to prevent a reoccurrence?      Yes      No

President (Print) \_\_\_\_\_

President( Sign) \_\_\_\_\_ Date \_\_\_\_\_

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## Yearly Safety Statistics

Date: \_\_\_\_\_

Type of Incidents	# Of Incidents This Year	# Of Incidents Previous Year
Unsafe behavior		
Near miss		
First aid injury		
Medical aid		
Lost time injury		
Modified duty injury		
Fatality		
Property damage under \$1000.00		
Property damage over \$1000.00		
Vehicle damage under \$1000.00		
Vehicle damage over \$1000.00		

Number of days lost to injury \_\_\_\_\_

Accident frequency \_\_\_\_\_

Accident severity \_\_\_\_\_

Have the safety statistics changed in the last month?      Better    Worse

Has a trend been established as to the type of incidents?    Yes    No

Have actions been taken to prevent a reoccurrence?      Yes    No

President (Print): \_\_\_\_\_

President (Sign) \_\_\_\_\_ Date \_\_\_\_\_