

### **4. Responsibilities**

#### ***4.1 Chief Executive Officer (CEO)***

The company CEO has the ultimate responsibility for the health, safety and environmental management system. The CEO will ensure adequate support, resources, programs, policies and systems are in place to safely perform company activities.

The CEO is responsible to:

- Demonstrate behaviors that reflect corporate HSE expectations and assume responsibility for his or her own health, safety and environmental impact
- Establish annual health, safety and environmental objectives.
- Identify to senior members of management their specific HSE responsibilities.
- Communicate with senior government, customer and employee association officials to foster an environment complementary to the promotion of the health, safety and environmental management system.
- Endorse the Policy on Safety
- Hold direct reports accountable for HSE performance
- Ensure the Health, Safety and Environmental Management program is implemented effectively at all levels of BURNCO

#### ***4.2 Chief Operating Officer (COO), Operational Vice Presidents and Divisional Managers***

- Demonstrate behaviors that reflect corporate HSE expectations and assume responsibility for each of their own health, safety and environmental impact
- Provide the economic and physical resources to implement and operate the health, safety and environmental management program
- Review and evaluate remedial actions of all fatal, permanent or temporary disabling and medical aid injuries and serious or major losses.
- Participate in major accident investigations that result in fatal or permanently disabling injuries and all major loss incidents
- Participate in formal HSE functions and support corporate HSE initiatives
- Hold direct reports accountable for HSE performance
- Ensure the Health, Safety and Environmental Management program is implemented effectively in their area of authority within BURNCO

### ***4.3 Director of Human Resources and HSE Manager***

- Demonstrate behaviours that reflect corporate HSE expectations and assume responsibility for their own health, safety and environmental impact
- Promote and actively contribute to corporate HSE initiatives
- Facilitate and coordinate yearly COR audits as required
- Develop corrective action plans and ensure implementation after the completion of internal and external audits
- Provide support to Divisional Management to meet or exceed HSE targets and expectations
- Review serious and major incidents to ensure all lessons learned and corrective actions are adequate
- Ensure the BURNCO HSE Management program is effectively communicated to all Divisional and Senior Management
- Ensure all subcontractor management databases are updated and kept current (i.e. ISN, Canqual)

### ***4.4 Operations / Divisional Management***

- Demonstrate behaviours that reflect corporate HSE expectations and assume responsibility for their own health, safety and environmental impact
- Administer all phases of the health, safety and environmental management program at the site and ensure all supervisors and workers understand and are accountable for compliance with performance standards
- Review all incident reports regardless of severity, including all near-misses, injury and other losses. Ensures corrective action is taken to prevent recurrence of same or similar incidents
- Enforce all phases of the established health, safety and environmental management program in their area of authority
- Ensure adequate and suitable safety equipment is supplied. Review all requests and needs for additional safety equipment
- Ensure all workers receive adequate and suitable training applicable to their assigned task
- Demonstrate ownership, leadership and active participation in all phases of the health, safety and environmental management program
- Set and demand high health, safety and environmental management system standards for all employees
- Be aware of and understand client specific requirements, Workplace Health and Safety Regulations and any other applicable legislation
- Hold direct reports accountable for HSE performance

### ***4.5 Supervisors / Foremen***

- Demonstrate behaviors that reflect corporate HSE expectations and assume responsibility for their own health, safety and environmental impact and that of their direct reports and visitors to the work site
- Establish with all employees an understanding of their responsibilities and specific duties
- Facilitate Weekly Safety Meetings with all direct reports
- Review all incidents and near miss investigations with workers
- Ensure site safety board is updated as required
- Conduct and include workers in weekly documented site inspections
- Perform informal (undocumented) inspections daily and take corrective actions as necessary
- Investigate and document all incidents regardless of severity, including all near-misses, injury and other losses. Ensures corrective action is taken to prevent recurrence of same or similar incidents
- Perform site specific orientations with new workers and visitors as required
- Review for accuracy and sign daily FLRA's
- Evaluate worker competency for applicable knowledge, skills and abilities
- Identify and assign modified work for employees injured at the workplace
- Enforce all phases of the established health, safety and environmental management system. Be an example.
- Ensure adequate and suitable safety equipment is supplied, and is properly used, cared for and maintained
- Ensure all workers receive adequate and suitable training applicable to their scope of work
- Demonstrate ownership, leadership and active participation in all phases of the health, safety and environmental management program
- Be aware of and understand client specific requirements, Workplace Health and Safety Regulations and any other applicable legislation
- Hold direct reports accountable for HSE performance
- Consult with HR personnel prior to assigning discipline for safety infractions or otherwise

### ***4.6 HSE Supervisor***

- Assist with incident investigations and developing corrective actions as required
- Develop suitable and appropriate material for weekly and monthly safety meetings
- Attend weekly and monthly safety meetings as available
- Perform documented inspections of work sites weekly
- Review modified work agreements to ensure assigned tasks will not complicate work related injuries
- Ensure the BURNCO HSE management program is effectively communicated to all divisional management, supervisors and workers
- Intervene on unsafe work practices and report occurrence to the site supervisor
- Review site specific Emergency Response Plans are accurate and reflect possible emergency situations
- Review material posted on site safety boards for accuracy
- Participate in yearly audits as required
- Participate in JOSH committee and train members

### ***4.7 Employees***

- Employees are expected to be polite and courteous, and to co-operate with all other employees and contractors.
- Demonstrate behaviors that reflect corporate HSE expectations and assume responsibility for their own health, safety and environmental impact
- Intervene on unsafe work practices in a professional manner, discuss this with the worker or alternatively, report individuals you feel are endangering the health and safety of themselves or their fellow workers to their supervisor
- Call for assistance when needed, rather than attempting to do a hazardous job under-equipped or alone
- Report any identified hazards or hazardous conditions to a Manager or Supervisor
- Become thoroughly familiar with the safety program and its requirements.
- Actively participate in safety program development (ongoing evaluation) and maintenance
- Follow safety standards and safe work procedures set out by BURNCO and regulatory requirements
- Refuse to perform work when unsafe conditions exist (as defined in provincial occupational health and safety legislation), and refuse to perform work that you are not competent to perform

- Immediately report to supervisors all incidents, injuries, illnesses and near miss events
- Use required Personal Protective and Safety Equipment
- Check tools and equipment, including personal protective and safety equipment for hazards before using them
- Identify and report any safety hazards and unsafe work conditions or inadequately equipped or trained personnel to management immediately
- Approach management about any issues relevant to the safety program that you feel would improve the health or safety of BURNCO employees, contractors, or the environment

### ***4.8 Subcontractors***

BURNCO will supervise its own subcontractors following applicable regulations for Prime Contractor. Subcontractors working for BURNCO must meet the same safety standards as BURNCO personnel. Before using any subcontractor the BURNCO site supervisor must ascertain that the subcontractor meets the BURNCO contractor pre-qualification requirements.

If an outside company or self-employed person is hired on a contract and you direct their activities, the following will need to be done:

- Set up a system of shared responsibilities and determining 'who is responsible for what' in relation to the health and safety of **all** workers in the workplace;
- Control any health and safety hazards—over which you, as the contractor have complete and direct control—that could affect the subcontractor' (keep in mind that the subcontractor is responsible for controlling hazards within the subcontractor's direct and complete control);
- Co-operate with subcontractors to control health and safety hazards that are not within the direct and complete control of the contractor;
- Co-coordinate the health and safety programs of two or more subcontractors working at the place of employment;
- Provide subcontractors and their occupational health committees with any relevant information available to the contractor that could affect their health and safety, or anyone else's health and safety;
- Ensure subcontractors understand who is responsible for health and safety activities that affect them;
- Monitor subcontractors to ensure they comply with workplace health and safety requirements, and taking action to correct any non-compliance.

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### ***4.9 Visitors***

All visitors must report to a supervisor immediately upon entering a location. Visitors include Regulatory Authorities, Landowners, any other person who is not essential to the operations and has not been orientated to the site. Visitors are never allowed to walk around unescorted, and must follow the instructions of the site supervisor or escort. All visitors must wear the applicable Personal Protective Equipment for the work area.

## **5. Occupational Health and Safety Committees**

### **5.1 Occupational Health and Safety Committee**

BURNCO recognizes their requirements where mandated by legislation or where the number of personnel at a facility warrants the necessity to establish and maintain an effective workplace Joint Health and Safety Committee.

### **5.2 Joint Occupational Health, Safety and Environmental Committee(s)**

#### **5.2.1 Purpose**

The purpose of a Joint Occupational Health and Safety Committee is to encourage a non-adversarial combined effort between the workers and management to identify and resolve health, safety and environmental issues. The JOHS Committee will assist management by making recommendations for change and will also assist in ensuring the compliance of the Company's policies and applicable codes and regulations.

#### **5.2.1 Scope**

Joint Health and Safety Committees will be established as per applicable legislation in the jurisdiction in which the work is being conducted. In some jurisdictions only a workers representative may be mandated. The Company will support the JOHS Committee and ensure that they function effectively with management and workers equally represented. The Company will post the names and locations of each Joint Health and Safety Committee member.

When mandated the Joint Health and Safety Committee will be comprised of one employer chairperson and one workers representative chairperson. Workers representatives will be selected by the workers. The Joint Health and Safety Committee will meet monthly, only the chairpersons can decide if the meeting be cancelled or rescheduled. A secretary shall be appointed at each meeting to record the meeting minutes.

A work site Joint Health and Safety Committee where required, is responsible for coordinating the occupational health and safety activities of that facility. The worksite Joint Health and Safety Committee is to assist with creating a safe work place by recommending actions that will improve the effectiveness of the company's HSE Management Program and promoting compliance with applicable law and regulations.

#### **5.2.2 Responsibilities**

Joint Health and Safety Committees and members are responsible for:

- Acting as a health, safety and environmental champion in the workplace to



improve the safety culture

- Identifying situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to the situations
- Considering and expeditiously deal with complaints related to the health and safety of workers
- Consulting with workers and the employer on issues related to occupational health, safety and occupational environment
- Making recommendations to the employer via the Health, Safety and Environmental Corporate Committee and the workers for the improvement of the occupational health and safety and work environment of workers
- Making recommendations to the company via the Health, Safety and Environmental Corporate Committee on education and training to promote the health and safety of workers and compliance of the occupational regulations and to monitor the effectiveness
- Advising the Health, Safety and Environmental Corporate Committee on programs and policies required under the regulations for a workplace and to monitor their effectiveness
- Advising the company's Health, Safety and Environmental Corporate Committee on proposed changes to the workplace or the work process that may affect the health or safety of workers
- Ensuring that accident investigations and regular inspections are carried out as required by regulations
- Participating in inspections, investigations and inquiries as provided by regulations
- Carrying out any other duties and functions prescribed by regulation

### ***5.3 Corporate Health, Safety and Environmental Committee***

#### ***5.3.1 Purpose***

The purpose of a Health, Safety and Environmental Committee is to encourage a combined effort between divisions and to identify and resolve health, safety and environmental issues. The Health, Safety and Environmental Corporate Committee will assist the Management Committee and make recommendations for change and will also assist in ensuring the compliance of the Company's policies and programs.

#### ***5.3.2 Scope***

The Health, Safety and Environmental Corporate Committee will consist of a reasonably balanced representation of supervisory staff of all operating



jurisdictions, representing Landscape, Aggregate, Ready Mix, Asphalt divisions and Corporate Office. The Health, Safety and Environmental Corporate Committee will promote a safe work place and also monitor compliance with Burnco Health, Safety and Environmental Management Program. The committee must elect a chair and co-chairperson to organize and facilitate the meetings. A secretary to document the meeting minutes shall be selected by the chair at each meeting.

Management will support the functions of the Health, Safety and Environmental Corporate Committee and will allow the Committee to meet on a monthly basis in person or via video/teleconferencing.

Health, Safety and Environmental Corporate Committee meeting minutes will be made available to all parties and will be posted at all facilities.

### ***5.3.3 Responsibilities***

Health, Safety and Environmental Corporate Committee and members are responsible for:

- Acting as a health, safety and environmental champion in the workplace to improve the safety culture
- Promote BURNCO's health and safety and environmental management program
- Considering and expeditiously deal with issues related to the health and safety brought forward by workplace health and safety committees
- Consulting with the Management Committee on issues related to occupational health, safety and occupational environment
- Making recommendations to the Management Committee for the improvement of the occupational health and safety and occupational environment of workplaces
- Making recommendations to the company on education and training to promote the health and safety of workers and compliance of the occupational regulations and to monitor the effectiveness
- Advising the Company on programs and policies required under the regulations for a workplace and to monitor their effectiveness
- Advising the company on proposed changes to the workplace or the work process that may affect the health or safety of workers
- Ensuring that accident investigations and regular inspections are carried out as required by regulations
- Participating in trend analysis in order to provide current and comparative information for the Management Committee and make recommendations on

corrective action

- Carrying out any other duties and functions prescribed by Company

### **5.4 Minutes and Communication**

Health and Safety Committee meeting minutes and attendance shall be documented on the BURNCO – Health and Safety Committee Meeting Minutes Form (BRP-HSE-XXX)

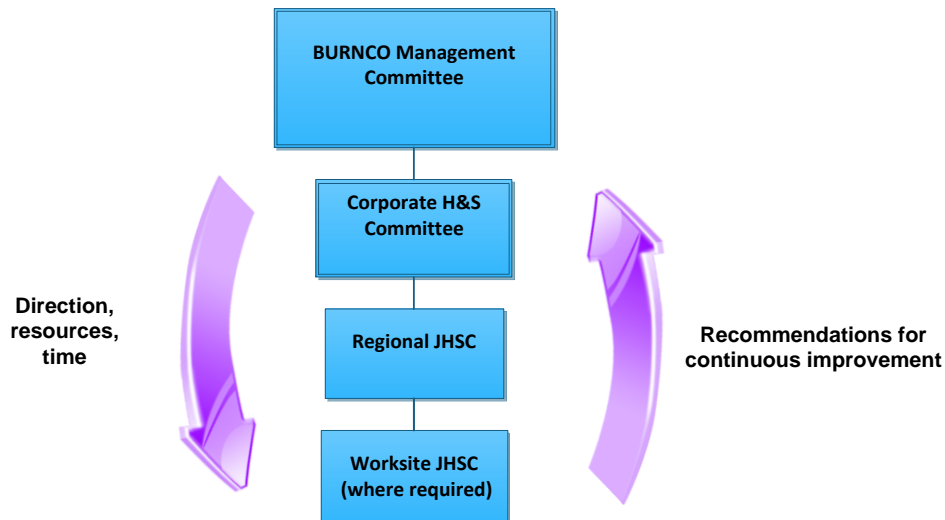
Each work site within the Company will post the following information:

- The names and work locations of the applicable Joint Health and Safety Committee member
- The three most current Joint Health and Safety Committee meeting minutes
- The most recent copy of the Corporate Health and Safety Committee minutes

### **5.5 Training**

Management shall ensure members of each committee receive suitable training as required by the local occupational safety and health regulations. Committee members shall be made aware of their responsibilities and the commitment required for monitoring and improving the health and safety of workers and environmental protection.

### **5.6 Committee Hierarchy**



### 6. Hazard Identification and Control

#### 6.1 Hazard Assessment

BURNCO believes the best method of preventing injury or loss is by identifying and controlling all potential hazards. Hazards in the work place must be continually identified and suitable controls implemented to prevent harm to people, the environment or BURNCO equipment and property. Tasks performed by BURNCO employees will be assessed and identified as critical or non-critical tasks using the BURNCO Risk Assessment Matrix. The Risk Assessment Matrix will guide supervision and workers to ensure adequate controls are in place prior to performing the task.

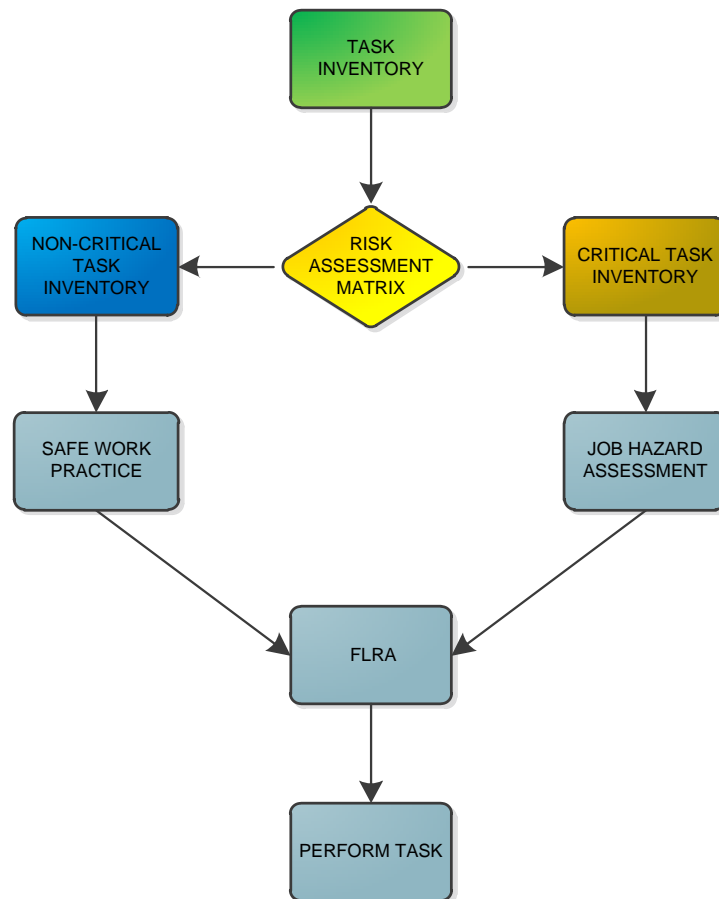


Figure 1- Hazard Assessment Process

### 6.2 Risk Assessment Matrix (RAM)

When a hazard assessment is performed at BURNCO the hazards must be prioritized using the BURNCO Risk Assessment Matrix. The RAM uses severity and probability to determine the risk involved with performing a particular task or step. Probability is evaluated using the three most recent years, using workers personal and industry experience. The risk assessment matrix will allow supervisors and workers to evaluate the risk and ensure adequate controls are in place prior to conducting the task. Any task evaluated to be in the red portion of the matrix shall not be performed until suitable controls are in place that reduces the risk into the yellow or green area of the matrix. Tasks identified with a ranking of 2B or greater shall be considered critical tasks.

Risk Assessment Matrix	SEVERITY		
	3 - Minor	2 - Serious	1 - Major
PROBABILITY			
C - Remote	3C	2C	1C
B - Occasional	3B	2B	1B
A - Frequent	3A	2A	1A
Ranking Values:			
Low Risk - No further action required			
Adequate hazard controls must be in place (engineering, administrative, PPE)			
Work ranked in this category not to be performed until adequate controls are developed			

SEVERITY			
	People	Property/Equipment	Environment
3 - Minor	First aid	Repair cost below \$5000	Minor leak
2 - Serious	Medical aid, temporary disability	Damage between \$5000 and \$50,000	Non-reportable spill, release of non-toxic substance
1 - Major	Permanent disability, amputation or fatality	Total loss, repair cost over \$50,000	Reportable to government agencies, toxic release
PROBABILITY			
C - Remote	Not expected to occur in three years, but possible		
B - Occasional	Expected to occur in three years		
A - Frequent	Occurs repeatedly in three years		

Figure 2 – Risk Assessment Matrix

### 6.3 Job Hazard Analysis (JHA)

Job Hazard Analysis are work procedures approved by BURNCO Management, and will be performed on all task identified as critical. JHA's will be completed using the BURNCO JHA Form (BRP-HSE-XXX) and kept on file for review by workers as required. To develop a JHA, supervision and workers shall collaborate to identify the basic steps involved with performing the task, the associated hazards with each step and the controls used to mitigate risk. The RAM will be

used to measure risk before and after controls are put into place for each step. Workers performing tasks identified as critical must review and sign that they have read and understand the JHA prior to performing the task. New or short service employees will not perform critical tasks without a supervisor or an experienced worker assisting. Temporary deviation (one time use) from an approved JHA must have approval from a supervisor. Deviations must be documented (using a copy of the existing JHA) and the supervisor and workers must sign the deviation and file for audit purposes. JHA's that require revision due to obsolete practices or regulatory changes will be updated and approved by management. JHA's shall be reviewed by workers and updated annually at a minimum.

### **6.4 Critical Tasks Inventory**

Critical tasks are to be identified and listed using the Critical Task Inventory document (BRP-HSE-XXX) and sent to the HSE Manager. Supervisors must keep the critical task inventory document on file and updated as new tasks are introduced. All tasks listed as critical will have a corresponding JHA completed with input from workers.

### **6.5 Safe Work Practices (SWP)**

Safe work practices are BURNCO Management approved "do's and don'ts" for performing a task. Tasks identified using the RAM as being 2C or less shall have a Safe Work Practice developed. Workers must continually assess tasks to ensure they do not become more hazardous. If there are any changes that introduce hazards or risk into a task, consideration must be given to develop a JHA. SWP's must be reviewed with workers (and updated as applicable) annually at a minimum.

### **6.6 Field Level Risk Assessment – FLRA**

All workers, sub-contractors, visitors, and clients on site must participate in the daily FLRA prior to starting all work; if someone arrives late they must be informed of the information on the FLRA form. FLRA shall be done by a group performing a single task, or singly if the job is to be done by one employee. The FLRA allows for the opportunity to identify hazards which either have not been identified during the development of a JHA or hazards which arise or can arise when doing the work (i.e. weather, other workers). Controls identified during the FLRA must be put into place before anyone starts work. If the work is deemed too hazardous it must be stopped immediately until proper controls can be put in place. The FLRA must be repeated / updated if the workers change site locations, new hazards are introduced or prior to a new task. Supervisors must review the content of FLRA's for accuracy and sign off that it has been reviewed; FLRA's must be retained for audit purposes.

The benefits of conducting this written hazard assessment may include:

- Reducing the number and severity of incidents;
- Identifying the need for worker training;
- Identifying inadequate or missing procedures;
- Identifying the need for equipment maintenance;
- Reducing production losses and property damage; and
- Increasing worker involvement in health and safety issues.

### 6.7 Controlling the Hazard

All hazards in the workplace must be controlled. Figure 3 outlines the hierarchy that must be followed to eliminate hazards found in the workplace.

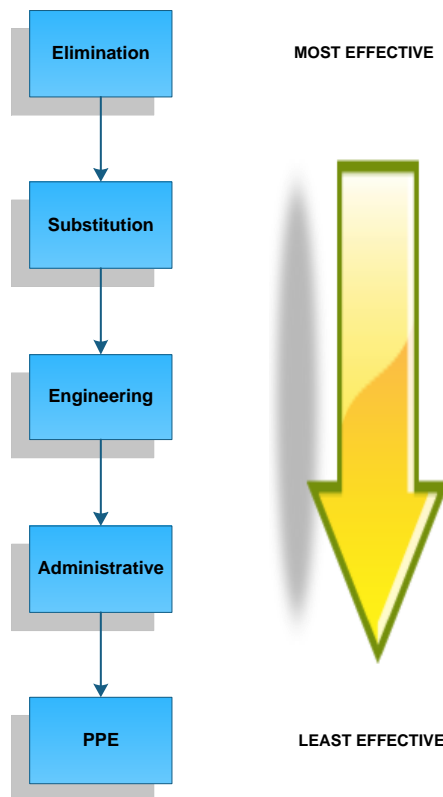


Figure 3 – Hierarchy of Controls

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### Engineering Controls:

Engineering controls should be used first, if possible; they provide the highest degree of control because they eliminate or control the hazard at its source. The use of engineering controls includes:

*Elimination:* Completely removing a hazardous job, tool, process, machine, or substance;

*Substitution:* Substituting or replacing one substance or process with another that would not pose a potential hazard;

*Redesign:* Hazards can often be "engineered out" through redesign of the work site, work processes, and jobs;

*Isolation:* Hazards can often be isolated through containment or enclosure;

*Automation:* Some processes can be automated or mechanized;

*Barriers:* Some hazards can be blocked or barricaded. The further the barrier keeps the hazard away from the workers, the more effective it is;

*Absorption:* Engineering controls that would absorb the hazard such as baffles that block or absorb noise; and

*Dilution:* Some hazards can be diluted or dissipated.

### Administrative Controls:

If engineering controls are not feasible or practical, then administrative controls are the next approach to controlling the hazard. The uses of administrative controls include, but are not limited to:

- Planning and communication;
- Safe Work Practices;
- Clients Safe Work Permits;
- Work/rest schedules limiting exposure to the hazard;
- Limiting hours of work;
- Scheduling hazardous work during times when exposure to workers is minimized;
- Monitors and alarm systems;
- Training;
- Safety meetings; and
- Posters and bulletins.



### Personal Protective Equipment:

Personal protective equipment (PPE) must always be used as a last resort in controlling hazards. PPE is less effective as a control as it does not eliminate the hazard. The PPE must be properly maintained and worn by workers.

### Combination of Control Methods

Many times the most effective way to control a hazard in the work place is a combination of all 3 major control methods. This also adds redundancy that will ultimately provide greater protection for workers, the environment and BURNCO property or equipment.

#### **6.8 Emergency Control of a Hazard**

In the event of an emergency (dangerous to the safety or health of workers) only those workers competent in correcting the condition and the minimum number of workers necessary to correct the condition may be exposed to the hazard. Every reasonable effort must be made to control the hazard while the condition is being corrected.

#### **6.9 Hazard Reporting**

Hazards found in the work place must be reported to a supervisor immediately upon discovering the hazard. Supervisors must review the hazard and take adequate measures to communicate it to affected workers and to mitigate any risk.

#### **6.10 Review Process**

All FLRA's and JHA's are reviewed periodically while on-site, then again by a supervisor. At BURNCO all FLRA's and JHA's are reviewed to ensure that a new hazard has not been created from the corrective measures put into place to prevent impact from another hazard.

#### **6.11 Forms**

- Job Hazard Analysis Template BRP-HSE-601
- Field Level Hazard Assessment BRP-HSE-602
- BURNCO Risk Assessment Matrix BRP-HSE-603
- Critical Task Inventory BRP-HSE-604
- Safe Work Practice Template BRP-HSE-605

#### **6.12 Resources**

- Alberta Occupational Health and Safety Code – Part 2
- Worker's Compensation Act of BC Part 3 115(2)
- Saskatchewan Occupational Health and Safety Regulations Part 3 22(b)

## **7. Personal Protective Equipment**

Personal Protective Equipment shall always remain the last line of defence in controlling a hazard. PPE must be selected based upon a hazard assessment that identifies all potential immediate and long term risks to workers. All PPE must comply with the applicable standard (CSA, ANSI etc.) for the jurisdiction work is being performed. All BURNCO employees, subcontractors and visitors, while at a non-retail facility shall wear the following basic PPE while outside of a building, vehicle or mobile equipment:

- Hard hat
- Close fitting eye wear
- High visibility vest or strips
- Approved safety boots (min 6" ankle)
- Task appropriate gloves
- Full length pants (or coveralls)
- T shirt with minimum 6" sleeve

Workers will be trained in the correct use, care, limitations and maintenance of the PPE during their site specific orientation and annually thereafter. A worker must use and wear properly, the appropriate PPE specified in accordance with the training, standards and instruction received, inspect the PPE prior to each use, and not use PPE that is unable to perform the function for which it is designed. The use of PPE itself must not endanger the worker and be compatible, so that one item of personal protective equipment does not make another item ineffective. All employees are responsible to maintain, clean/sanitize, and inspect their own Personal Protective Equipment. If the PPE becomes defective or does not provide the required protection, the worker must return the personal protective equipment to their supervisor for replacement or repair.

All BURNCO employees are responsible for providing clothing needed for protection against the natural elements (rain, cold weather), general purpose work gloves, and appropriate safety footwear. BURNCO will provide, at no cost to the worker, all other items of personal protective equipment appropriate for the risks associated with the workplace and the work. Where a conflict between BURNCO's standard and a client standard occurs, the highest standard shall be followed.

### **7.1 Head Protection**

Employees working in areas where there is potential for injury to the head either from employee initiated impact or impact from falling, flying or thrown objects or other moving objects must wear an appropriate protective head protection. This

includes at any project sites and any site where heavy equipment is working. Head Protection must be selected following the requirements of CSA Standard Z94.1 05, Industrial Protective Headwear - Performance, Selection, Care and Use or ANSI Z89.1 2003, American National Standard for Industrial Head Protection.

### General Requirements:

- The following items may be worn under a hard hat provided they do not interfere with the fit, form or function:
  - Bandana
  - Handkerchief
  - Welders Cap
  - Winter liners
  
- Baseball caps are not to be worn under a hard hat
  
- Hard hats shall not be painted
  
- Hard hats shall be worn with the brim facing forward unless the task requires the use of face protection and the hard hat is designed to be reversible or worn with the brim to the rear
  
- Only non-metallic stickers or reflective tape may be applied and a minimum distance of 13mm from any edge.
  
- Do not spray hard hats with insect repellent

### **7.2 Foot Protection**

Employees must wear the appropriate protective footwear for the work that is being performed. Employee's footwear must be of a design, construction, and material appropriate to the protection required. Foot Protection must meet or exceed the requirements of the Canadian Standards Association Z195.1-02, Guideline on Selection, Care, and Use of Protective Footwear, or CAN/CSA Standard-Z195-02, Protective Footwear or ANSI Standard Z41-1991 (look for a green triangle on boot), American National Standard for Personal Protection - Protective Footwear. Footwear (with safety toes) must be worn when working in areas where there is a danger of foot injuries due to falling or rolling objects, electric shock, or from an object piercing the sole. If handling chemicals or walking on uneven surfaces the footwear must be chemical resistant and cover the ankles.

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Foot protection must be inspected prior to every use to ensure that it is free from tears, cracks, holes, or any damage. Foot Protection must be worn properly at all times. If the footwear has laces, they must be completely tied up at all times. All BURNCO employees are required to maintain all Foot Protection. Cleaning should be completed using soap and water, never chemicals.

### ***7.3 Hand Protection***

Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption, exposure to acids, caustics, steam, abrasives, poisons, harmful substances or from extreme heat or cold, except when the use of this equipment introduces greater hazards. BURNCO provides and requires workers to use suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm.

Hand Protection must be inspected prior to every use to ensure that it is free from tears or damage. Hand Protection that has been stained from an unknown source should never be used. All BURNCO employees are required to maintain their hand protection. Cleaning should be completed using soap and water (never chemicals).

Work gloves that are appropriate for the risk must be provided and worn. Glove selection shall be based upon a hazard assessment.

### ***7.4 Eye Protection***

Safety glasses provide protection from flying objects or particles, splashing liquids (including acids and caustics), molten metal, ultraviolet visible or infrared radiation, dust, solids, air at high pressure, or liquids other than rain may get in their eyes. Safety glasses are required on all facility sites and where heavy equipment is working, it must meet the requirements of CAN/CSA Z94.3 07, Eye and Face Protectors and CSA Standard Z94.3.1 07, Protective Eyewear: A User's Guide, and that be appropriate for the risk, if there is a risk of irritation or injury to the worker's face or eyes.

Eye Protection must be inspected prior to every use to ensure that it is free from cracks or scratches. Eye Protection must be worn properly at all times. If working outside employees may want to wear tinted Eye Protection to protect from UV Rays. All Employees are required to maintain their Eye Protection. Cleaning should be completed using eye protection cleaner as other liquids can scratch, melt, or damage the lenses.

Prescription eyewear may be worn if it is safety eyewear and complies with the regulations and meets CSA Standard Z94.3 Industrial Eye and Face Protectors.

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All employees must inform BURNCO if they wear Contact Lenses. BURNCO must document this and advise the Employee of any hazards to the employee's eye during the work to be performed. BURNCO must also advise the employee of suitable alternatives to wearing Contact Lenses.

All reasonable steps must be taken to ensure that a worker does not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen.

If there is a potential for a substance potentially injurious to the eyes to come into contact with a workers eyes BURNCO will maintain and immediately provide eyebaths, showers or other means of flushing the eyes.

Dark or tinted glasses shall not be worn in low light or indoors.

### ***7.5 High Visibility Apparel***

All workers exposed to hazards from moving vehicles or equipment shall wear reflective strips or vest that complies with CSA Z96-02 or ANSI/ISEA 107-2010.

### ***7.6 Limb and Body Protection***

If there is a danger that a workers hand, arm, leg or torso may be injured, workers must wear properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified. Examples of this include: warm weather clothes, chainsaw pants, rattlesnake guards, etc.

When working around sparks, molten metal, radiation, or chemicals that could cause an adverse effect to skin if contact is made workers must wear the BURNCO provided approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker including impermeable apron, gloves, leg pads, over sleeves, and eye protection.

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

### ***7.7 Body Protection Against Flame***

Flame retardant coveralls must be worn in any situation in which there are flammable liquids or flammable gases stored or used on a site. Flame retardant coveralls must meet or exceed CSA and Industry Guidelines. Also, flame resistant

clothing should be worn when exposed to: flash fires, molten metal, welding and burning, or similar hot work hazards.

Body Protection must be inspected prior to every use to ensure that it is free from tears or holes. Body Protection must be worn properly at all times. It must be zipped up completely and not left hanging. Never wear Body Protection if it has a stain from an unknown substance. Employees must wear clothing under the Body Protection that is made of flame resistant fabric or natural fibres that will not melt when exposed to heat.

### ***7.8 Respiratory Protection***

A respiratory protective device shall be selected, fitted, cared for, used, and maintained in accordance with the standards set out in CSA Standard Z94.4-M1982, Selection, Care and Use of Respirators (or current version). If air is used in the respiratory protective device, the air shall meet the standards set out in the CSA Standard CAN3-Z180.1-M85, Compressed Breathing Air and Systems (or current version). For further information refer to the BURNO Respiratory Protective Equipment Code of Practice.

### ***7.9 Fall Protection***

For work falling into the Federal OHS jurisdiction BURNCO will provide a fall-protection system to any person who works:

- from an unguarded structure or on a vehicle, at a height of more than 2.4m above the nearest permanent safe level or above any moving parts of machinery or any other surface or thing that could cause injury to a person on contact;
- from a temporary structure at a height of more than 6m above a permanent safe level; or
- from a ladder at a height of more than 2.4m above the nearest permanent safe level where, because of the nature of the work, that person is unable to use at least one hand to hold onto the ladder.

The components of a fall-protection system must meet the following CSA standards:

- CSA Standard Z259.1-1976, Fall-Arresting Safety Belts and Lanyards for the Construction and Mining Industries (or current version);
- CSA Standard Z259.2-M1979, Fall-Arresting Devices, Personnel Lowering Devices and Life Lines (or current version); and
- CSA Standard Z259.3-M1978, Lineman's Body Belt and Lineman's Safety Strap (or current version).

Employees must wear any other Personal Protective Equipment deemed necessary by a Hazard/Risk Assessment. BURNCO will perform spot checks of

workers ensuring that they use the PPE required for the job and are using it correctly. Any worker found not using the proper PPE or using it incorrectly will be required to immediately remedy the situation, repeated failure will result in disciplinary action.

In addition, an Employee must not use any Personal Protective Equipment that is in a condition that makes it unable to perform the function for which it is designed.

This personal protective equipment program is reviewed annually.

### **7.10 References**

- CSA Z94.1-05 Industrial Protective Headwear – Performance, selection, care and use
- Part 18 Alberta OHS Code
- Part VII Saskatchewan OHS Regulations
- Part 8 BC OHS Regulations



## **8. Inspections and Monitoring Worksites**

Work site inspections are an integral component to the prevention of workplace incidents. Inspections are used to monitor work areas for existing and potential hazards as well as monitor compliance with the BURNCO HSE Management Program and relevant legislation. The scope of an inspection may vary and can include, formal or informal general worksite inspections, focused inspections (i.e. WHMIS), documentation review (audits), and equipment (i.e. powered mobile equipment or hand tools). Inspections must be performed by supervisors and include workers or members of a committee when practical. Any unsafe or harmful condition found during these inspections should be reported and communicated to all affected workers and corrective action taken to remedy the hazard within a reasonable amount of time.

Inspections shall be completed and include workers and committee member (where applicable) as identified below:

- Supervisors – Weekly
- Managers – Monthly
- Vice Presidents - Quarterly

Inspections should focus on the following items:

- Physical layout and conditions of the work site including location, terrain, season, and weather;
- Hazards associated with the materials handled;
- Condition of process equipment and tools;
- Condition of safety and personal protective equipment;
- Work practices and behaviour of people at the work site;
- Conformance and compliance issues; and
- Level and quality of supervision provided to workers.
- Slipping, tripping and falling hazards;
- Safety devices and monitoring systems;
- Lighting;
- Storage of controlled products;
- Faulty or missing emergency response equipment;
- Improper or missing warning hazard notification signs;
- Faulty machinery, cables, tie-downs, etc.;
- Housekeeping activities;
- Inadequate or missing safety and personal protective equipment;
- Firefighting capability;
- Flammable, corrosive, or explosive materials, etc.

### **8.1.1 Vehicle Inspections**

#### *Commercial Vehicle (DVIR)*

All commercial vehicles must be inspected before each days use and ongoing throughout the day. A vehicle with a major defect must not be driven on a public road. Major defect(s) must be reported immediately to the supervisor and minor defects prior to the following days shift. Major defects must be repaired prior to the vehicle being operated on a public road.

A driver may continue to drive a commercial motor vehicle if the commercial motor vehicle or trailer drawn by it has a minor defect, but only if he or she has entered the defect on the daily inspection report.

Drivers must monitor the condition of the vehicle they are driving, if a defect is noted it must be documented on the inspection form. Defects must be noted on the DVIR until a repair is made.

Records of the inspections must be kept in the vehicle. The duplicate copies must be submitted to the supervisor to ensure the defects are repaired (this must be done even when no defect has been identified). The original inspection records must be forwarded to the applicable Fleet Records Administrator within 20 calendar days of the completion of the report. BURNCO will retain DVIR's and a certification that the repairs have been made for a minimum of 5 years as required by the applicable province or state from the date the report was prepared.

All Annual Inspections and Maintenance work will be complete by a Qualified Technician.

### **8.1.2 Personal Protective Equipment**

All Personal Protective Equipment must be inspected before use. A documented monthly inspection will be performed by the wearer. All specialized PPE will be inspected by a qualified technician before use and at a frequency acceptable to the manufacturer.

### **8.1.3 Powered Mobile Equipment**

All PME must be inspected before each days use. Daily inspections will be completed by the person using the equipment; and any subsequent operator shall review the initial inspection for any deficiencies prior to starting or engaging the machines drive train. Inspection books shall be maintained on all BURNCO equipment that provides a copy for the machine and one to be kept on file for audit purposes. Originals shall be submitted to the supervisor for review and filing. Equipment shall not be operated that has a

defect that could cause harm to people, other equipment or the environment. Defects shall be noted on the daily inspection until a repair is made.

### ***8.1.4 Fire Extinguisher Inspections***

All fire extinguishers shall be selected, used and maintained in accordance with NFPA 10 – Standard for Portable Fire Extinguishers. Monthly inspections shall be performed by a competent worker and recertified annually. Monthly inspections shall be noted on a tag affixed to the extinguisher. Annual recertification shall be performed by a third party service provider.

### ***8.1.5 Material Inspections***

All materials used are to be inspected prior to use. If a purchased material does not meet specifications it must be returned or not used (never try to repair a manufacturers' defect). Ensure that materials are correct for the job and meet the specifications of the job and Client; and that you are trained to work with the materials provided.

### ***8.1.6 Documentation***

Documentation should also be inspected regularly for accurate information and compliance with BURNCO standards and relevant legislation. Document all deficiencies found while completing the inspection and review with the appropriate personnel.

## ***8.2 General Worksite Inspection Reports***

Prior to conducting a worksite inspection, those involved in the inspection shall review the most recent inspection for that area to watch for any recurring hazards. All parties involved in conducting the inspection shall sign the completed inspection document when complete. All hazards noted while performing the inspection shall be noted, assigned a risk level using the BURNCO Risk Assessment Matrix and corrective actions assigned to appropriate individuals. Corrective actions must occur in a timely manner based on their assessed risk. Below are the acceptable time frames for corrective action based on risk.

- Minor – Within 1 week
- Serious – Within 3 – 4 days
- Major – Within 1 day

When a corrective action cannot be completed within the accepted time frame, the next level manager must be informed of the hazard and a plan developed to ensure the hazard is removed as soon as practical.

## **9. Preventative Maintenance**

### **9.1 Preventative Maintenance Policy (COMPANY POLICY No. 42)**

#### DEFINITIONS

The Company - shall mean BURNCO Rock Products Ltd and its affiliates and subsidiaries.

Equipment - shall mean all Company-operated, on-road vehicles, or off-road equipment, or plants and building facilities, which are purchased, leased or rented by The Company for the conduct of its business.

Commercial Vehicle - shall mean the definition of Commercial Vehicle as defined by the legislation in the jurisdiction in which the Vehicle operates.

Alberta Provincial Operating Status - shall mean authorization for the operation of Commercial Vehicles ONLY within Alberta, and applies to commercial trucks registered for a weight of 11,794 kilograms or more, or a Commercial Vehicle with a seating capacity of 11 or more persons including the driver.

Commercial Vehicle Inspection Program (CVIP) - shall mean the local jurisdictions Commercial Vehicle Inspection Program (CVIP), which sets the standards for owners maintenance programs. A Commercial Vehicle passing inspection under the CVIP will receive a Commercial Vehicle Inspection Certificate, as well as a decal to be placed on the Vehicle.

Commercial Vehicle Safety Alliance (CVSA) - shall mean the association of provincial, state, and federal officials responsible for the administration and enforcement of motor carrier safety laws in the United States, Canada and Mexico.

Out of Service Criteria - shall mean the criteria defined by the CVSA conditions that deem a Commercial Vehicle inoperable resulting from an inspection, until a repair is completed to remedy the defect.

Preventive Maintenance (PM) - shall mean the care and servicing by personnel for the purpose of maintaining Equipment, Vehicles and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects. PM may include inspection and lubrication, including tests,

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measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring.

Equipment File - shall mean the Corporate File System for maintaining Equipment records. It may be on paper or electronic, or a combination of both. Original documents must be retained to verify any electronic records.

### PURPOSE

1. To maintain in safe operating condition and prolong the useful life of all Company Fixed Asset Equipment.
2. To ensure compliance with the Safety Fitness Certificate requirement for Provincial Operating Status according to the Motor Vehicle Transport Act, the CVIP and other similar provincial and/or federal regulations.
3. To establish a uniform schedule for preventive maintenance for all Equipment in accordance with manufacturer recommendations and government regulations.

### APPLICATION

#### A. PM FLAGGING AND SCHEDULING

1. All Company owned or leased Fixed Asset Equipment that requires preventive maintenance will be assigned a preventative maintenance schedule to define the type and frequency of inspections and services required by The Company, manufacturer, or current government legislation.
2. The preventative maintenance schedule updating and flagging routine will be run on a timely basis to ensure the required tasks are performed.
3. Records of completion of the PM's performed on Equipment will be kept in the Equipment File, according to current legislation and Company procedures.

#### B. REPAIRS

1. All reported defects on Fixed Asset Equipment resulting from inspections, services or observations will be documented in writing on a defect slip and submitted to the personnel responsible for Equipment maintenance, and then filed in the Equipment File. The date, odometer and hour meter readings shall be recorded on the defect slip, as applicable.
2. Any defect(s) that may create an unsafe operating condition will result in the Equipment being removed from service, until repaired.

3. Any remedial action to repair the Equipment back to acceptable condition, whether internally or by a third party, will be filed in the Equipment File along with the identifying defect slip.

4. Policy 25, "MAJOR EXPENDITURES - MAJOR REPAIRS, FIXED ASSET CHANGES, MAJOR RENTALS AND MINOR FIXED ASSETS" will dictate any costing and approval decisions regarding repair or replacement decisions.

### **C. EQUIPMENT FILE REQUIREMENTS AND RECORD KEEPING**

1. Section 9 of The Commercial Vehicle Maintenance Standards Regulation (AR 118/89) states that individual Vehicle files must be retained for the current calendar year and the preceding four years. If a Vehicle is sold, the file on the Vehicle must be retained for at least six months after the sale. Records of all Vehicles must be located at the carrier's principal place of business in the respective province or state.

2. The Commercial Vehicle Maintenance Standards Regulation (AR 118/89) explains the requirements for the retention of maintenance records to comply with Alberta legislation. The records that must be retained by the Company are as follows:

- (a) Records of all inspection, repairs, lubrication and maintenance (with each record displaying the nature of the inspection, the date and the odometer reading);
- (b) Annual/semi-annual safety inspections (CVIP);
- (c) The unit number or serial number; year of manufacture; make of each Vehicle;
- (d) The size of the tires used on each Vehicle;
- (e) Any modification affecting the gross Vehicle weight of each Vehicle; and,
- (f) Notice of defects received from the manufacturer and subsequent corrective work done.

### **D. TRIP INSPECTIONS**

1. The driver of a Commercial Vehicle shall inspect the Vehicle before operating it at the beginning of a work shift and after he ceases to operate it at the end of the work shift. Each trip inspection must be done in accordance with the BURNCO Driver Vehicle Inspection Forms.

2. A trip inspection may be visual but if it is a written document, it must be retained under the guidelines of C.1. above.

3. Any defects identified during a trip inspection must be documented and turned into personnel responsible for Equipment maintenance. Any out of service conditions as defined by CVSA "Out of Service" criteria will result in the Commercial Vehicle being removed from service until the defect is remedied.

It is critical to ensure that tools, equipment, personal protective equipment, vehicles, etc. are maintained to prevent costly downtime and ensure ongoing safety.

The maintenance program is designed to reduce overall operating costs associated with vehicles or equipment that is out-of-service. The maintenance program provides for continuous and regular inspections, maintenance and repair. The active maintenance schedule at BURNCO does not take precedence over any repairs or service prior to the service date.

Any equipment used during normal work operations should be maintained in safe running condition. If any equipment is obviously faulty, it must be taken out of service immediately. All equipment must be kept maintained and be safe to perform its intended task, adequate strength for its purpose and free from obvious defects.

This Preventative Maintenance Program will be maintained and include:

- Adherence to applicable legislation, standards, and manufactures' specifications,
- Using the services of appropriately qualified personnel, and
- Scheduling and documentation of all maintenance work.

An inventory of all machinery/ equipment used at BURNCO has been established and is kept current. When new machinery or equipment is acquired, it must be added to the inventory.

### **9.2 Light Vehicle Maintenance Program**

The benefits of a vehicle maintenance program include:

- *Reduced Maintenance Costs* -- Minor adjustments and repairs made during regularly scheduled service checks help prevent unnecessary and costly repairs.
- *Minimize Downtime* -- Preventive maintenance reduces interruptions to production caused by breakdowns.
- *Accident Prevention* -- Proper vehicle maintenance can reduce accidents caused by faulty brakes, tires, steering, and other major components.



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- *Improve Driver Morale* -- When vehicles are kept in top condition drivers are more likely to handle the equipment with care.
- *Customer Relations* -- Clean, well maintained vehicles enhance the company image as a safety minded entity.

The following schedule will be used as a guide for light vehicles (pick-up trucks):

<b>Air filter</b>	Check it periodically. Replace it when it becomes dirty or as part of a tune -up. It is easy to reach, in a rectangular box at the forward end of the air in a duct hose assembly.
<b>Battery</b>	Extreme caution should be taken while handling a battery since it can produce explosive gases. It is advisable not to smoke, create a spark or light a match near a battery. Always wear protective glasses and gloves.
<b>Belts</b>	Visually inspect belts and hoses smoothly. Replace glazed, worn or frayed belts. Replace bulging, rotten or brittle hoses and tighten clamps. If a hose looks bad, or feels too soft or too hard, it should be replaced.
<b>Brake Fluid</b>	Check the brake fluid monthly. First wipe dirt from the brake master cylinder reservoir lid. Pry off the retainer clip and remove the lid or unscrew the plastic lid, depending on which type your vehicle has. If you notice the brake fluid level is below minimum level, add the appropriate DOT type and check for possible leaks throughout the system. Please note the brake fluid level will drop (but it should never fall below MIN level) as the brake pads wear out. Do not overfill.
<b>Engine Oil</b>	Check the oil after every fill up. Remove the dipstick, wipe it clean. Insert it fully and remove it again. If it is low, add oil. To maintain peak performance, the oil should be changed according to vehicle manufacturer recommendations. Replace the oil filter with every oil change.
<b>Exhaust</b>	Look underneath for loose or broken exhaust clamps and supports. Check for holes in muffler or pipes. Replace the rusted or damaged parts.
<b>Hoses</b>	Inspect the hoses monthly. If a hose looks bad, or feels too soft or too hard, it should be replaced.
<b>Lights</b>	Make sure that all your lights are clean and working, including the brake lights, turn signals and emergency flashers. Keep spare bulbs and fuses in your vehicle.
<b>Power Steering Fluid</b>	Check the power steering fluid level once per month. Check it by removing the reservoir dipstick. If the level is down, add fluid and inspect the pump and hoses for leaks.
<b>Shock Absorbers</b>	Look for signs of oil seepage on shock absorbers, test shock action by bouncing the car up and down. The car should stop bouncing when you step back. Worn or leaking shocks should be replaced. Always replace shock absorbers in pairs.
<b>Tires</b>	Keep tires inflated to recommended pressure. Check for cuts, bulges and excessive tread wear. Uneven wear indicates tires are misaligned or out of balance.
<b>Transmission Fluid</b>	Check transmission fluid monthly with engine warm and running, and the parking brake on. Shift to drive, then to park. Remove dipstick, wipe dry, insert it and remove it again. Add the approved type fluid, if needed. Never overfill.
<b>Washer Fluid</b>	Keep the windshield washer fluid reservoir full. Use some of it to clean off the wiper blades.
<b>Wiper Blades</b>	Inspect the windscreen wiper blades whenever you clean your windshield. Do not wait until the rubber is worn or brittle to replace them. They should be replaced at if worn or smearing occurs.

### ***9.3 Commercial Vehicle Maintenance Program***

The maintenance program is designed to reduce overall operating costs associated with vehicles or equipment that is out-of-service. The maintenance program provides for continuous and regular inspections, maintenance and repair.

An inventory of all commercial vehicles used at BURNCO Rock Products has been established and is kept current. When vehicles are being acquired, they must be added to the inventory.

Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
  - the registered owner must indicate the maintenance and inspection program is "acceptable";
  - the registered owner must monitor the lease operator to ensure the maintenance program and inspection program is being implemented.

The Preventive Maintenance Program addresses the following areas:

- Daily driver vehicle inspections;
- repairs;
- routine scheduled maintenance;  
(Note: The number of inspection intervals can be more or less than described in the Options below. The examples may be modified to fit your business needs);
- annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

The Preventative Maintenance Program will be maintained and include:

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- Adherence to applicable legislation (Schedule 2 Vehicle Inspection Regulation (AR 211/2006), standards, and manufactures' specifications,
- Applicable vehicle components must also be routinely inspected as part of the daily Driver Vehicle Inspection Reports
- Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.
- Using the services of appropriately qualified personnel, and
- Scheduling and documentation of all maintenance work.

Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), or applicable provincial or state regulation, will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property. It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

BURNCO Rock Products will ensure that the records required to be maintained under this section are true, accurate and legible.

The Preventative Maintenance Intervals are based on the Schedules included in the table below.

### Class 8 vehicle PM (mixer trucks, gravel trucks, highway tractor and trailers)

Version 1.0 December 2011

EPA level	PM code	EPA04	EPA07	EPA10 Detroit DD13, DD15	EPA10 Mack MP7 & MP8	EPA10 Paccar MX	EPA10 Cummins ISX	EPA10 Maxforce 13
Power unit PM-A (if not equipped with grease system)	001	Schedule 1	Schedule 2	Schedule 3	Schedule 4	Schedule 5	Schedule 6	Schedule 7
Power unit PM-B (oil change)	002	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms	Every 250 hours or 15,000 kms Every 90 days or 500 hours or 30,000 kms
Government inspection	003	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days
Air Dryer Service	004	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days
Air filter PM	005	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge	Every 365 days or as per restriction gauge
Coolant filter (if equipped)	006	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days	Every 365 days
E/C Coolant Service - Extender	007	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Every 3 years or 6,000 hours
E/C Coolant Service Flush and Replace	008	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Every 6 years or 12,000 hours
HD Coolant Replacement	009	730 days or 320,000 kms	730 days or 320,000 kms	730 days or 320,000 kms	730 days or 320,000 kms	730 days or 320,000 kms	730 days or 320,000 kms	Not Applicable
Initial Valve Lash Adjustment (1 time only)	010	Not Applicable	Not Applicable	2,500 hours or 160,000 kms	2,500 hours or 160,000 kms	1,200 hours or 65,000 kms	2,500 hours or 160,000 kms	2,500 hours or 160,000 kms
Valve Lash Adjustment	011	Every 12,000 hours or 800,000 kms	Every 12,000 hours or 800,000 kms	Every 12,000 hours or 800,000 kms	Every 6,250 hours or 400,000 kms	Every 4,800 hours or 250,000 kms	Every 12,000 hours or 800,000 kms	Every 6,250 hours or 400,000 kms
Allison Transmission PM	012	6 months or 500 hours	6 months or 500 hours	6 months or 500 hours	6 months or 500 hours	6 months or 500 hours	6 months or 500 hours	6 months or 500 hours
Eaton Transmission PM	013	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms
Differential PM	014	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms	Every 1825 days or 12,000 hours or 800,000 kms
Aftertreatment doser injector cleaning	015	Not Applicable	Every 3,000 hours	Not Applicable	Every 4,000 hours or 250,000 kms	Every 4,500 hours or 320,000 kms	Every 4,500 hours or 320,000 kms	Every 3,000 hours or 160,000 kms
DPF cleaning	016	Not Applicable	Every 6,250 hours or 400,000 kms	Every 4,200 hours or 240,000 kms	Every 4,500 hours or 250,000 kms	Every 4,500 hours or 320,000 kms	Every 4,500 hours or 320,000 kms	Every 6,000 hours or 400,000 kms
DEF pump filter PM (if equipped)	017	Not Applicable	Not Applicable	Every 4,200 hours or 240,000 kms	Every 4,500 hours or 240,000 kms	Every 4,500 hours or 320,000 kms	Every 4,500 hours or 320,000 kms	Not Applicable
Trailer PM (other than motor trailers)	017	180 days or 50,000 kms						
Government inspection	018	365 days						

## BURNCO Preventative Maintenance Schedule

BURNCO Rock Products Preventative Maintenance Forms are included below

**POWER UNIT PREVENTIVE MAINTENANCE** Version 2.0 June 2014

Unit number \_\_\_\_\_ Make \_\_\_\_\_ Mileage \_\_\_\_\_ Engine Hours \_\_\_\_\_ Date \_\_\_\_\_

SECTION	Code description: ✓ = OK, A = Adjusted, R = Repaired, C = Changed, W = Needs work, N/A = not applicable
Walk around	1 Review Driver Inspection Report for reported defects _____
	2 Circle-check vehicle for general condition _____ damage _____
	3 Inspect license plates _____ Government Inspection sticker _____ due date _____
Electrical	4 Check lights in-cab _____ signals _____ clearance _____ low beams _____ high beams _____ fog _____ stop _____
Air system	5 Drain air tanks _____ record air build-up time from 50 to 90 psi at 1200 rpm _____ (max 2 minutes)
	6 Record air governor: cut-in psi _____ (90 psi min), cut-off psi _____ (125 psi max)
	7 With full air tanks, check for air leaks _____ securely mounted tanks _____
Cab & Controls	8 Inspection glass _____ mirrors _____ mirror heat _____ power mirrors _____
	9 Inspect cab interior condition _____ driver seat _____ seat belts _____
	10 Check operation of heater _____ defroster _____ air conditioning _____
	11 Check operation of wipers _____ blades _____ washers _____ fill reservoir _____
	12 Inspect first aid kit _____ emergency road reflector kit _____ spill kit _____
	13 Inspect fire extinguisher accessibility _____ Record Date on tag _____
	14 Check horn operation: air _____ electric _____
	15 Check for ABS light-on _____ check for engine check light-on _____ transmission light on _____ DEF light on _____
Under hood	16 If applicable, check clutch pedal free play _____ (1"), adjust if necessary _____
	17 Check air cleaner restriction gauge _____ replace air filter if required _____
	18 Inspect door hinges _____ locks _____ strikers _____ and lubricate _____
	19 Test radiator coolant low level sensor _____ and radiator cap for rated pressure _____
	20 Visually check for leaks: radiator _____ hoses _____ cab heater core _____ cab shut-off valves _____ engine _____
	21 Test, adjust, and record coolant strength _____ (adjust to -37C) nitrite _____ adjust coolant level _____
	22 Inspect air intake system for damaged piping/hoses _____ loose clamps _____
	23 Inspect exhaust system for leaks _____ properly supported _____ muffler heat shield _____ DPF unit _____ SCR unit _____
	24 Inspect charge air cooler _____ condenser _____ fan shroud _____
	25 Check for play in fan hub _____ water pump _____ idlers _____ pulleys _____ tensioners _____
Frame	26 Check belts for wear/cracks _____ mismatching _____ proper tension _____
	27 Check alternator for terminal corrosion/looseness _____ properly mounted _____
	28 Check starter terminals for corrosion/looseness _____ mounting bolts tightness _____ wiring harness _____
	29 Check and replenish power steering reservoir _____
	30 Check engine mounts for general condition _____ tightness _____
	31 Take engine oil sample _____
	32 Drain engine oil _____ Verify re-installing and proper tightening of drain plug _____
	33 Replace filters: oil _____ Crankcase _____ fuel _____ (if required)
34 Fill engine oil _____ run for a few minutes and check for leaks _____ stop engine, fill to proper level _____	
Rear axles	35 Inspect batteries for general condition _____ terminal corrosion _____ terminal clamps and studs _____
	36 Check battery voltage and record (below) _____ Charge/replace if required _____
	37 Check battery box for corrosion _____ properly secured _____ cover and hold-downs _____
	38 Visually check transmission bell housing to engine bolts for tightness _____
Brakes	39 Check fuel tanks brackets properly secured _____ straps condition _____ fuel lines _____ fuel leaks _____
	40 Check driveline: U-joints _____ slip yokes _____ lubricate _____
	41 Visually check PTO to transmission mounting bolts tightness _____ oil leaks _____ drive shaft _____ lubricate _____
	42 Inspect frame rails/crossmembers for damage _____ cracks _____ loose fasteners _____ rear impact guards _____
Fifth wheel	43 Check oil levels and breathers: transmission _____ and differentials _____ cooler lines _____
	44 Check rear suspension bushings _____ torque-arms _____ beams _____ hangers _____ airbag / springs _____ fasteners _____ hubs for oil _____
Front running gear	45 Check brakes for air leaks _____ lining _____ slack adjuster/camshafts _____ spring brakes _____ travel _____ hoses _____
Greasing	46 Inspect 5th wheel and slider for cracks _____ jaw wear/adjustment _____ grease locking mechanism _____ Lubeliner _____
	47 Check for contaminated hub oil _____ hub oil level _____ (75W90 oil)
	48 Visually check king pin bushing for wear _____ lubricate (if not equipped with AGS) _____
Front running gear	49 Check tie rods _____ tie rod ends _____ pitman arms _____ drag link _____ all steering components _____
	50 Inspect springs for breakage _____ sagging _____ center bolt _____ U-bolts _____ worn shackle pins/bushings _____
Greasing	51 If Automatic Grease System equipped, fill reservoir _____ cycle system _____ verify all points receive grease _____
	52 If not equipped with Automatic Grease System, chock wheels, release brakes, lubricate all grease points _____
	53 Check tire condition _____ proper matching _____ rotate if required _____ record tread depth _____





### TRAILER PREVENTIVE MAINTENANCE INSPECTION

Version 2.0 June 2014

Unit number \_\_\_\_\_ Make \_\_\_\_\_ Hubmeter \_\_\_\_\_ Date \_\_\_\_\_

SECTION	Code description: ✓ = OK, A = Adjusted, R = Repaired, C = Changed, W = Needs work, N/A = not applicable)
Walk around	1 Before commencing work, make sure unit is safe to work on. If doubt exists, confirm with supervisor _____
	2 Install wheel chocks, and if it is a train separate the units _____
	3 Review Driver Inspection Reports for reported defects _____
	4 Circle check unit for general condition _____ dents _____ gouges _____
	5 Verify manufacturers data plate is on and legible _____
	6 Inspect license plate _____ verify original registration in the binder matches the plate and trailer information _____
	7 Verify Government Inspection sticker are legible _____ not faded _____
	8 Inspect conspicuity tape for condition _____ location _____, reflective tape _____
	9 Inspect landing gear legs (if applicable) for damage _____ braces _____ cross shaft _____
	10 Inspect all fenders for proper mounting security _____ damage _____ brackets _____ frame welds _____
	11 Inspect mud flaps for proper mountings _____ damage _____ matching black anti sail type only _____ rear impact guards _____
Electrical	12 Inspect wiring _____ tail lamps _____ marker lamps _____ turn signals _____ license plate light _____ work lights _____ reflectors _____
	13 Check for ABS light on _____
Body	14 Inspect barrel or drum for cracks _____ dents _____ outriggers _____
	15 Inspect fitting cap condition _____ properly chained _____
	16 Inspect product lines for leaks _____ properly secured _____
	17 Inspect ladder _____ catwalk _____ dome covers _____ dome gaskets _____
18 If trailer is equipped with fall protection, check for cracks _____ proper installation _____ and operation _____	
Frame	19 Inspect sub-frame and cross members for cracks _____ deterioration _____ paint condition _____ corrosion _____
	20 Inspect bushing wear at radius rods _____ equalizers _____ beams _____ tri-functional beam bushings _____
	21 Inspect equalizers for cracks _____ wear _____ spring brackets _____ beams _____
	22 Inspect bushing wear at radius rods _____ equalizers _____ beams _____ tri-functional beam bushings _____
	23 Inspect equalizers for cracks _____ wear _____ spring brackets _____ beams _____
	24 Inspect spring leafs for breakage _____ sagging _____ center bolt _____ hammer-check U-bolts _____
	25 Inspect for damaged suspension air bags _____ air leaks _____ shock absorbers _____ leveling valve _____
	26 Inspect axle saddle welds _____ suspension hangers front _____ rear _____ air bag mounting brackets _____
	27 Visually check for leaking wheel seals _____ contaminated oil _____ top up oil level _____
Brakes	28 With wheels chocked measure brake lining thickness and record results _____
	29 Inspect brake drums for cracks _____
	30 Inspect condition of brake hoses for chafing _____ brake chambers _____ dust-plugs _____ air tanks _____ ABS wires _____ cam-bushings _____
	31 Inspect auto slacks for wear at camshaft splines _____ clevis yokes _____ pins _____ brake stroke indicators _____
	32 Check for proper operation of automatic slack adjusters _____ lubricate slack adjuster clevis pins _____
	33 With brake pedal applied, inspect for leaks at glad-hand seals _____ lines _____ valves _____ brake chambers _____
Greasing	34 With wheels chocked and brakes released grease all points _____
	35 If Automatic Grease System equipped, fill reservoir _____ cycle system _____ verify all points receive grease _____
	36 If not equipped with Automatic Grease System, chock wheels, release brakes, lubricate all grease points _____
Tires & Wheels	37 Check tire condition _____ proper matching _____ rotate if required _____ record tread depth _____
	38 Check wheels for damage/cosmetics _____ missing fasteners _____ properly torqued _____
	39 Check and record tire pressure _____ adjust pressure _____
Turntable, Fifth wheels & towing	41 Inspect turntables for wear _____ cracks _____ welds _____ bolts _____
	41 Inspect pintle hooks for wear _____ cracks _____ bolts _____
	42 Inspect hitch eye for wear _____ cracks _____ bushings _____
	43 Inspect lower fifth wheel for cracks _____ mounting security _____ locking mechanism _____ dishing _____ lubricate _____ adjust if necessary _____
	44 On 'Kompensator' fifth wheels, check rockers for cracks _____ wear _____ rocker clearance _____ shim as required _____
45 Inspect safety cables _____ connections _____ Lubeliner _____	
Dry Bulklers	46 Remove and test pressure relief valve to 15 psi _____
	Pressure tank to 8 psi including unloading lines, and check for leaks _____
Belly Dumps	47 Inspect hoppers for cracks _____ dents _____ holes _____ missing rivets _____
	48 Inspect unloading gate shafts _____ U-joints _____ bearings _____ gears _____ door chain _____ handle _____
	49 Inspect gates for proper operation _____ gate seals _____ ensure gates locks in the closed position _____ lubricate _____
	50 Inspect bottom clam doors _____ seals _____ rams _____ pins _____ locks _____ lubricate _____
51 Inspect side dump brackets _____ rams _____ pins _____ locks _____ hinges _____ cracks _____	





### **9.4 Driver Vehicle Inspection Reports**

The driver of a Commercial Vehicle shall inspect the Vehicle before operating it at the beginning of a work shift and after he ceases to operate it at the end of the work shift. The inspection must be performed in accordance with section 10 of Alberta's *Commercial Vehicle Safety Regulation* AR 121/2009 (or similar provincial or state jurisdiction).

The Driver Vehicle Inspections shall be conducted on all BURNCO Rock Products commercial vehicles or combination of commercial vehicles registered for more than 4,500 kilograms.

The daily trip inspections are valid for a maximum of 24 hours from the time recorded on the trip inspection report, and inspection must be performed in accordance NSC Standard 13 Part 2, Schedule 1.

A copy of Schedule 1 NSC Standard 13 Part 2 must be carried in the vehicle at all times, and a driver shall produce the schedule when requested to a peace officer.

The BURNCO Driver Vehicle Inspection Forms report must contain the following information;

- the license plate, identification number or unit number,
- the odometer or hub meter at the time of inspection,
- the name of the carrier operating the commercial vehicle,
- the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
- any defect related to the operation of any item required to be inspected or that no defect was detected,
- the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), and
- the name and signature of the person making the report.

The driver shall, when requested, produce a copy of the report to a peace officer.

No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 1 of NSC Standard 13 Part 2 for a description of a major defect).

A person authorized by BURNCO Rock Products to conduct a daily trip inspection shall document any defect on the written trip inspection report.

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The carrier or a person authorized by BURNCO Rock Products to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary.

If the driver or person authorized to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;

- without delay if the defect is a major defect, or
- in a timely manner but not later than the next required daily trip inspection in all other cases.

A driver may continue to drive a commercial motor vehicle if the commercial motor vehicle or trailer drawn by it has a minor defect (see below Schedule 1 of NSC Standard 13 Part 2 for a description of major defects), but only if he or she has entered the defect on the daily inspection report.

### Part 2 – Schedules Schedule 1 – Truck, Tractor & Trailers

**Application:**

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg.

<b>1. Air Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Audible air leak.</li><li>• Slow air pressure build-up rate.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Pushrod stroke of any brake exceeds the adjustment limit.</li><li>• Air loss rate exceeds prescribed limit.</li><li>• Inoperative towing vehicle (tractor) protection system.</li><li>• Low air warning system fails or system is activated.</li><li>• Inoperative service, parking or emergency brake.</li></ul>
<b>2. Cab</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Occupant compartment door fails to open.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Any cab or sleeper door fails to close securely.</li></ul>
<b>3. Cargo Securement</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Insecure cargo.</li><li>• Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</li></ul>
<b>4. Coupling Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Coupler or mounting has loose or missing fastener.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Coupler is insecure or movement exceeds prescribed limit.</li><li>• Coupling or locking mechanism is damaged or fails to lock.</li></ul>

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	<ul style="list-style-type: none"><li>Defective, incorrect or missing safety chain/cable.</li></ul>
<b>4. Dangerous Goods</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Dangerous goods requirements not met.</li></ul>
<b>5. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li></ul>	
<b>7. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Seat is damaged or fails to remain in set position.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Seatbelt or tether belt is insecure, missing or malfunctions.</li></ul>
<b>8. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Loose or insecure wiring or electrical connection.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Inoperative breakaway device.</li><li>Inoperative brake.</li></ul>
<b>9. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Emergency equipment is missing, damaged or defective.</li></ul>	
<b>10. Exhaust System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Exhaust leak.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Leak that causes exhaust gas to enter the occupant compartment.</li></ul>
<b>11. Frame and Cargo Body</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Damaged frame or cargo body.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li></ul>
<b>12. Fuel System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Missing fuel tank cap.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Insecure fuel tank.</li><li>Dripping fuel leak.</li></ul>
<b>13. General</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li></ul>
<b>14. Glass and Mirrors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li><li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li></ul>	
<b>15. Heater/Defroster</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>Control or system failure.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>Defroster fails to provide unobstructed view</li></ul>

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	through the windshield.
<b>16. Horn</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Vehicle has no operative horn.</li></ul>	
<b>17. Hydraulic Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Brake fluid level is below indicated minimum level.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Parking brake is inoperative</li><li>• Brake boost or power assist is inoperative.</li><li>• Brake fluid leak.</li><li>• Brake pedal fade or insufficient brake pedal reserve.</li><li>• Activated (other than ABS) warning device.</li><li>• Brake fluid reservoir is less than ¼ full.</li></ul>
<b>18. Lamps and Reflectors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Required lamp does not function as intended.</li><li>• Required reflector is missing or partially missing.</li></ul>	<b>Major Defect(s)</b> <p><i>When lamps are required:</i></p> <ul style="list-style-type: none"><li>• Failure of both low-beam headlamps.</li><li>• Failure of both rearmost tail lamps.</li></ul> <p><i>At all times:</i></p> <ul style="list-style-type: none"><li>• Failure of a rearmost turn-indicator lamp.</li><li>• Failure of both rearmost brake lamps.</li></ul>
<b>19. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Steering wheel lash (free-play) is greater than normal.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Steering wheel is insecure, or does not respond normally.</li><li>• Steering wheel lash (free-play) exceeds required limit.</li></ul>
<b>20. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Air leak in air suspension system.</li><li>• Broken spring leaf.</li><li>• Suspension fastener is loose, missing or broken.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Damaged<sup>1</sup> or deflated air bag.</li><li>• Cracked or broken main spring leaf or more than one broken spring leaf.</li><li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li><li>• Loose U-bolt.</li></ul> <p><sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<b>21. Tires</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Damaged tread or sidewall of tire.</li><li>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Flat tire.</li><li>• Tire tread depth is less than wear limit.</li><li>• Tire is in contact with another tire or any vehicle component other than mud-flap.</li><li>• Tire is marked "Not for highway use".</li><li>• Tire has exposed cords in the tread or outer side wall area.</li></ul>

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<b>22. Wheels, Hubs and Fasteners</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Hub oil below minimum level. (When fitted with sight glass.)</li><li>• Leaking wheel seal.</li></ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"><li>• Wheel has loose, missing or ineffective fastener.</li><li>• Damaged, cracked or broken wheel, rim or attaching part.</li><li>• Evidence of imminent wheel, hub or bearing failure.</li></ul>
<b>23. Windshield Wiper/Washer</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"><li>• Control or system malfunction.</li><li>• Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</li></ul>	<b>Major Defect(s)</b> <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"><li>• Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</li></ul>

Drivers must monitor the condition of the vehicle they are driving, and in case a defect is noted it must be documented on the Driver Vehicle Inspection Report form.

The Driver Vehicle Inspection Report book must be kept in the vehicle at all times.

The driver must hand over the white (top) copy to the Supervisor. If the Driver Vehicle Inspection Report has no defects, the form is sent the Regional Head Office for filing purposes.

If the Driver Vehicle Inspection Report includes any defects, the top copy is provided to be repair shop. When the repairs are completed, the top copy must be returned alongside a copy of the repair for filing purposes.

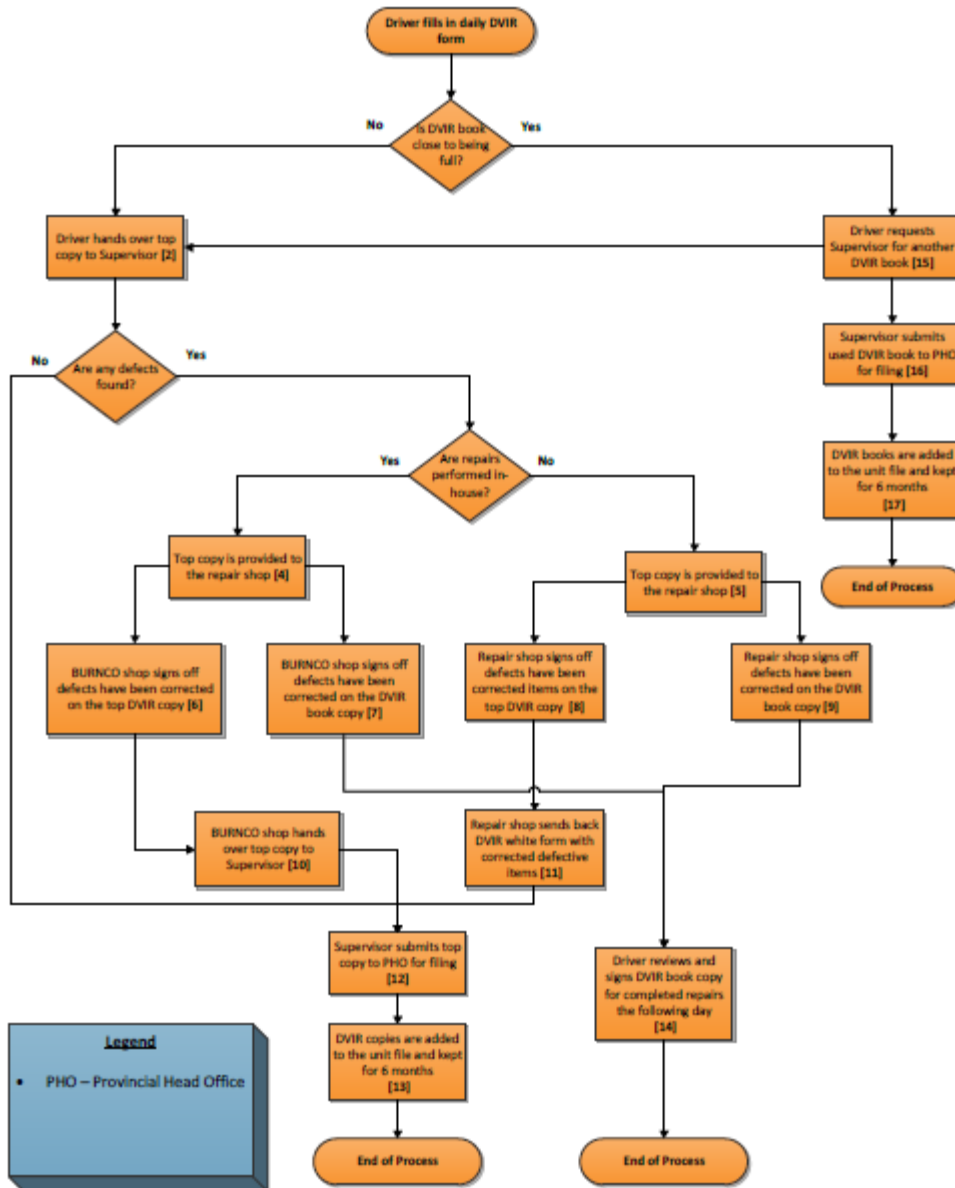
The BURNCO Rock Products Driver Vehicle Inspection Report process is explained below.

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### BURNCO Driver Vehicle Inspection Report (DVIR) Process

Version 2.0 February 2014





The Driver Vehicle Inspection Reports forms are included below.

	Pre-Trip	Post-Trip
<b>Power Unit Inspection Components</b>		
1		
2		
3		
4		
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37		
38		
39		
40		
Inspection Time: _____		
No Defective Items were found at this time (signature required)		

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13

Driver Name (printed): \_\_\_\_\_  
 Driver Signature: \_\_\_\_\_

### Driver Vehicle Inspection Report - POWER UNIT



(Applicable to Commercial Vehicles exceeding registered gross vehicle weight of 4,500 kgs)

Mark ✓ if okay, X for a defect. If any Defective Items are found, report immediately to your supervisor, and create a shop work order listing repairs required.

Unit #: \_\_\_\_\_ Licence Plate: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Engine hours \_\_\_\_\_  
 Odometer Reading Start: \_\_\_\_\_ Engine hours \_\_\_\_\_  
 Home Terminal Address: \_\_\_\_\_  
 Location of Inspection: \_\_\_\_\_

Defective item					
Defects corrected (initials)					
Defects not corrected for safe operation (initials)					

Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Wheels were removed and reinstalled**

Odometer reading: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Wheel position	Passenger side	1	2	3	4	5
(circle which one(s) apply)	Driver side	1	2	3	4	5

Wheels installed by: \_\_\_\_\_  
 RETORQUE must be performed within 160 kms  
 Odometer: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Retorqued by: \_\_\_\_\_ Retorque: \_\_\_\_\_ ft.lbs

This report must be reviewed and signed when performing following pre-trip inspection

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trailer Inspection Components	Pre-Trip	Post-Trip
1	Inspect license plates and CVP inspection decal	
2	Check floor/ground under unit for evidence of leaks	
3	Check air system for leaks, inspect air tanks, air lines	
4	Check proper brake operation (adjustments, stroke indicators)	
5	Check tires: tread, pressure, condition & rims for damage	
6	Check wheels hubs and fasteners	
7	Check landing gear (if applicable)	
8	Inspect for torn or missing mud flaps	
9	Inspect frame and crossmembers	
10	Inspect suspension, springs, air bags, axles, check for air leaks	
11	Check all lights and reflectors	
12	Check towing and coupling devices, cables, chains, pintle hooks	
13	Check for loose gravel on hitch and sideboards	
14	Check hydraulic oil level and for evidence of leaks	
15	Check tailgate, tailboards, doors etc. are fastened and secure	
16	Check ladder, rails, cat walks (if applicable)	
17	Check dome covers & gaskets (if applicable)	
18	Check product valves (if applicable)	
19	Check product piping (if applicable)	
20	Check product hoses and fittings	
21	Inspect drum for missing mount bolts	
22	Check drum pedestal mounts for cracks	
23	Check drum hydraulic drive and hoses for leaks	
24	Check chutes are free of any holes or concrete build-up	
25	Check fire extinguisher, first aid kit and triangles / reflectors	
26	Check emergency equipment and warning devices	
27	Check for vehicle registration and permits	
	Inspection Time: _____	
	No Defective Items were found at this time (signature required)	

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I performed an inspection of the vehicle noted above using the criteria set out in  
Schedule 1 of Part 2, NSC Standard 13

Driver Name *(printed)* : \_\_\_\_\_

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

### Driver Vehicle Inspection Report - TRAILER UNIT



(Applicable to Commercial Vehicles exceeding registered gross  
vehicle weight of 4,500 kgs)

Mark  if okay, X for a defect. If any Defective Items are found, report  
immediately to your supervisor, and create a shop work order listing repairs  
required.

Unit #: \_\_\_\_\_ Licence Plate Lead: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Licence Plate Pup: \_\_\_\_\_  
 Hubdrometer Reading Start: \_\_\_\_\_  
 Hubmeter Reading Finish: \_\_\_\_\_  
 Home Terminal Address: \_\_\_\_\_  
 Location of Inspection: \_\_\_\_\_

Defective item	Defects corrected (Initials)				
Defects not corrected for safe operation (Initials)					

Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Wheels were removed and reinstalled**

Odometer reading \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Wheel position (circle which one(s) apply)	Passenger side	1	2	3	4	5
Wheels installed by:	Driver side	1	2	3	4	5

**RETORQUE must be performed within 160 kms**  
 Odometer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Retorqued by: \_\_\_\_\_ Retorque: \_\_\_\_\_ ft.lbs

This report must be reviewed and signed when  
performing following pre-trip inspection

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

## BURNCO Trailer Driver Vehicle Inspection Report

Power Unit Inspection Components	Pre-Trip	Post-Trip
1 Check floor/ground under unit for evidence of leaks		
2 Check engine oil level, & for evidence of leaks		
3 Check coolant level & radiator for evidence of leaks		
4 Inspect belts		
5 Check washer fluid level		
6 Check power steering fluid level for evidence of leaks		
7 Check steering system		
8 Check fuel system		
9 Check tires: tread, pressure, condition & rims for damage		
10 Check wheels hubs and fasteners		
11 Check proper brake operation (adjustments, stroke indicators)		
12 Inspect for torn or missing mud flaps		
13 Inspect frame and crossmembers		
14 Inspect suspension, springs, air bags, axles, check for air leaks		
15 Check towing and coupling devices, cables, chains, pintle hooks		
16 Check for loose gravel on hitch and sideboards (if applicable)		
17 Check all lights and reflectors		
18 Check tailgate, tailboards, doors etc. are fastened and secure		
19 Check air system for leaks, inspect air tanks, air lines		
20 Check hydraulic oil level and for evidence of leaks		
21 Inspect license plate and CVP inspection decal		
22 Check exhaust system		
23 Start engine & check gauges: fuel, air, oil pressure, voltmeter		
24 Check air system proper operation & pressure build-up		
25 Check air system for low pressure warning signal operation		
26 Check clutch for proper operation and noises		
27 Check steering wheel free-play		
28 Check air & electric horns for proper operation		
29 Check windshield and windows for cracks, stone chips		
30 Check windshield wipers & washers		
31 Check mirrors for condition & proper adjustment		
32 Check heater and defroster		
33 Check driver seat and seat belts		
34 Check fire extinguisher, first aid kit and triangles / reflectors		
35 Check emergency equipment and warning devices		
36 Check for vehicle registration and permits		
37 Lubricate superstructure (if applicable)		
38 Visually and functionally inspect ALL safety equipment		
39 Visually inspect boom clamps, safety pins, boom pins, hoses and pipes		
40 Check hydraulic fluid, hydraulic lines and grease levels and grease lines		
41 Inspect outriggers (for functional and securement)		
Inspection Time: _____		
No Defective Items were found at this time (Signature required)		

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13  
 Driver Name (printed): \_\_\_\_\_  
 Driver Signature: \_\_\_\_\_

### Driver Vehicle Inspection Report - PUMP TRUCK



(Applicable to Commercial Vehicles exceeding registered gross vehicle weight of 4,500 kg)

Mark ✓ if okay, X for a defect. If any Defective Items are found, report immediately to your supervisor, and create a shop work order listing repairs required.

Unit #: \_\_\_\_\_ Licence Plate: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Engine hours: \_\_\_\_\_  
 Odometer Reading Start: \_\_\_\_\_ Engine hours: \_\_\_\_\_  
 Odometer Reading Finish: \_\_\_\_\_ Engine hours: \_\_\_\_\_  
 Home Terminal Address: \_\_\_\_\_  
 Location of Inspection: \_\_\_\_\_

Defective Item	Defects corrected (Initials)	Defects not corrected for safe operation (Initials)	1	2	3	4	5

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Wheels were removed and reinstalled**

Odometer reading: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Wheel position (circle which one(s) apply)	Passenger side	1	2	3	4	5
Wheels installed by: _____	Driver side	1	2	3	4	5

**RETORQUE must be performed within 160 kms**  
 Odometer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Retorqued by: \_\_\_\_\_ Retorque: \_\_\_\_ ft.lbs

This report must be reviewed and signed when performing following pre-trip inspection

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BURNCO Pump Driver Vehicle Inspection Report

The driver must forward the Driver Vehicle Inspection Reports to BURNCO Rock Products within 20 days of completion of the trip inspection report.

BURNCO Rock Products will ensure the driver submits the Driver Vehicle Inspection Reports as required, and deposit the original Driver Vehicle Inspection Reports at the principal place of business with 30 days of receiving the report from the driver.

### ***9.5 Qualifications***

Workers performing maintenance work will have the skills, accreditation or certification necessary. Copies of their certification must be provided to the worker's Supervisor before they begin working on BURNCO Rock Products equipment.

### ***9.6 Defective Equipment***

Defects observed in machinery or equipment must be reported to a supervisor. All defective equipment at BURNCO Rock Products must immediately be removed from service and identified with the use of an Out-of Service tag, A competent person shall inspect the equipment and either repair it or permanently dispose of it. BURNCO Rock Products is responsible for ensuring that all defective equipment is removed from the worksite.

### ***9.7 Rented/Third Party Equipment***

Ensure regular inspections and/or calibrations have been made on any rented or third party equipment. Copies of the inspection shall be available at the worksite and at corporate office for filing.

### ***9.8 Record Keeping***

BURNCO Rock Products will maintain the following records pertaining to each commercial vehicle used in the carrier's business:

1. An identification of the vehicle, including
  - a) a unit number, the manufacturer's serial number or a similar identifying mark,
  - b) the make of the vehicle, and

- c) the year of manufacture;
2. a record of the inspection of the vehicle under the Vehicle Inspection Regulation AR 211/2006, or applicable provincial or state regulation, and repairs, lubrication and maintenance for the vehicle, including
- a) the nature of the inspection or work performed on the vehicle, and
  - b) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
4. Trip inspection reports prepared under section 12 of Alberta's Commercial Vehicle Safety Regulation, or applicable provincial or state jurisdiction
- a) BURNCO Rock Products retains the Driver Vehicle Inspection Reports for an additional 4 years.
  - b) All chronological order for the month it was created and an additional 6 months or as required by the applicable provincial or State jurisdiction.
  - c) All other records identified above will be retained for the year they are created and records will be kept for 6 months after the vehicle is retired or disposed of.



### **10. Safety Rules**

The following company rules have been adopted by BURNCO and will be enforced for all workers.

1. No employee is expected to work in an unsafe manner or to perform an unsafe act. As well, no employee is expected to perform work that will result in harm to the environment.
2. No employee will engage in any improper activity or behavior at a workplace that might create or constitute a hazard to him or her or to any other person. Workers, supervisors, and subcontractors will be disciplined for participating in improper activity or behaviors.
3. All work will be carried out in accordance with appropriate safe work practices and procedures.
4. Appropriate personal protective equipment (PPE) must be worn as required.
5. Consuming or being in possession of alcohol and/or illegal drugs on Company premises or on any Company job sites is prohibited. (Company Policy #37)
6. Any accident/incident and near misses must be reported immediately to the Supervisor of BURNCO Rock Products Ltd. First Aid treatment is to be obtained promptly for any injury.
7. All employees must work within the limits of all applicable government acts, codes, and regulations such as Occupational Health & Safety, Worker's Compensation Board, and Fire Codes.
8. Employees must operate only the equipment that they are authorized and qualified to use.
9. Employees must operate all vehicles in accordance with site rules & highway regulations.
10. Only tools that are in good repair, with guards and safety devices in place, will be used. Do not use equipment and tools that show significant wear. All equipment will be inspected prior to each use.
11. Workers are not allowed to wear loose clothing, jewellery, or loose ties, while working on site if there is a chance that it may get caught in equipment.
12. Smoking is permitted only in designated areas.

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Company Rules shall be enforced using a progressive disciplinary process, however depending on the severity of the infraction, management may select alternate measures up to and including termination.



### **11. Relevant Legislative Documents**

A copy of the applicable Occupational Health and Safety Act, Codes and Regulations are located in the office and worksite safety boards and are available for viewing. Also available are any standards or codes of practices adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done. A bulletin board is also used to post information on health and safety related information.

The following list of legislation that affects BURNCO to ensure compliance may include, but is not limited to:

*Workers Compensation Legislation*

*Provincial Labour Code*

*Alberta Occupational Health and Safety Act, Regulation and Code*

*Saskatchewan Occupational Health and Safety Act and Regulations*

*British Columbia Occupational Health and Safety Act and Regulation*

*Provincial Environment Legislation*

*Workplace Hazardous Materials Information System (WHMIS) Act*

*Transportation of Dangerous Goods Act and Regulations*

*Canadian Electrical Code*

*National Safety Code*

*Provincial Transportation Act*

## **12. Safe Work Practices**

Safe Work Practices (SWP) are developed for tasks that are identified as low risk using the BURNCO Risk Assessment Matrix. SWP's are generally written do's and don'ts of how to perform a task with minimum risk to people, equipment, materials, environment, and processes. SWP Shall be developed BURNCO SWP's are found in section 19 of this manual and at [www.myBURNCO.com](http://www.myBURNCO.com)

## **13. Job Hazard Analysis (JHA) / Safe Work Procedures**

Job Hazard Analysis shall be created for all tasks identified through the use of the BURNCO Risk Assessment Matrix, to be critical tasks. JHA's shall be developed with input from workers, supervision and HSE personnel. JHA's shall be approved by the appropriate VP or divisional manager prior to implementation. A onetime deviation to an approved procedure may be made with approval from the applicable supervisor, provided it is documented and all workers involved in the procedure have reviewed and signed off to show they are aware of and understand the change. Reviewed JHA's shall be kept of file on location. Approved JHA's will be available at [www.myBURNCO.com](http://www.myBURNCO.com).

### 14. Training and Communication

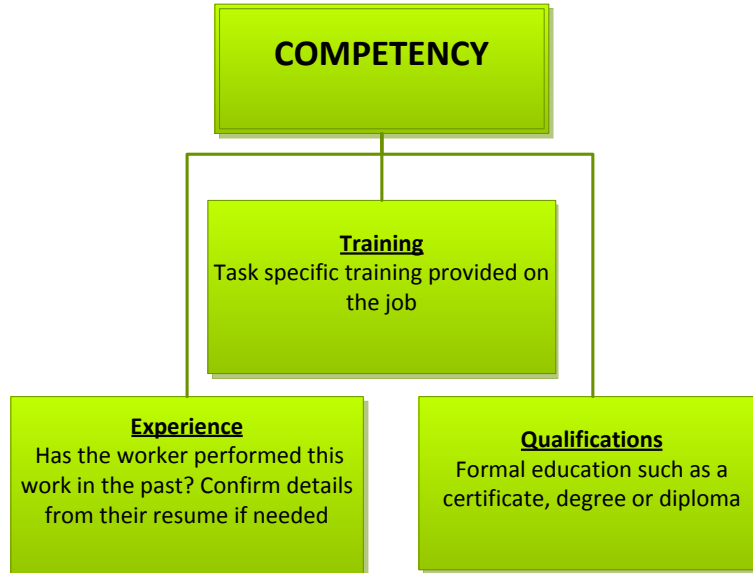


Figure 4 – Competency

At BURNCO we believe that a well-trained team of workers will result in a safer workplace. Workers must have basic safety courses to satisfy the requirements of the law and our Clients. BURNCO may supplement required or desired training programs, please consult your supervisor for more information.

BURNCO will ensure that a worker is trained in all matters that are necessary to protect their health and safety when the worker begins work at a place of employment or is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures. All BURNCO workers must have the proper combination of experience, knowledge, and education to perform the work required.

All training documents are kept on file at site and this is verified prior to each worker being sent to do a new task.

BURNCO has an organizational chart and training matrix to address minimum training standards for all workers (roles). This matrix will address both education and work experience.

#### 14.1 Orientation

All Employees will receive a Safety Orientation on their first day of employment and after a job transfer. This orientation will cover administrative concerns, safety

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policies and training, and Field Job Preparations. The workers immediate supervisor will conduct the orientation and sign off on the orientation upon completion.

All new workers have a chance to hear about the company, its values, and its requirements. During orientation BURNCO will assess the workers current training and create a plan to ensure that all workers become trained to do the work they were hired to do.

*Training at BURNCO includes:*

- Procedures in the event of a fire or other emergency;
- The location of first aid facilities;
- Identification of prohibited or restricted areas;
- health and safety responsibilities, including those specified by legislation;
- reporting requirements for injuries, illnesses and substandard conditions;
- standards for personal protective equipment;
- duties of management and employees for imminently dangerous working conditions;
- existing and potential workplace hazards and the methods to be used to identify, assess and control them;
- Precautions to be taken for the protection of the worker from physical, chemical or biological hazards;
- WHMIS;
- Procedures, plans, policies and programs that are essential to the job they will perform;
- Any other matters that is necessary to ensure the health and safety of the worker while the worker is at work.

Workers are encouraged to ask questions throughout the orientation, and whenever necessary thereafter.

A Follow-Up Orientation will be performed approximately 6-8 weeks after the first orientation. Workers often develop questions within the first month or two; this follow-up orientation allows a designated time to discuss those questions.

### **14.2 Formal Training**

All Employees will receive any required training specific to their employment roles. BURNCO will document any existing training obtained by employees and a photocopy will be obtained including licence to operate any equipment (including a drivers licence) required by the job. Training will be documented on our Training Records Form; Workers will be given 3-months and 1-month notifications of any upcoming expiry dates.

### ***14.2.1 Field Workers***

Field Workers will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR
- WHMIS
- H<sub>2</sub>S Alive
- Ground Disturbance
- Fall Protection
- Confined Space
- Lock Out Procedures
- Driver's Education
- Transportation of Dangerous Goods
- CST Training
- Incipient Fire Fighting
- Personal Protective Equipment and Respiratory Protective Equipment
- Leadership in Safety Excellence
- Other

### ***14.2.2 Administrative Staff***

Administrative Staff will receive training for their specific needs. The training may include, but is not limited to:

- First Aid and CPR Certification
- Emergency Evacuation Procedures
- Fire Extinguisher

### ***14.2.3 Supervisor Training***

Supervisors have the added responsibility to ensure all workers they are supervising stay safe. Supervisors must have copies of all applicable legislation that applies to them and their workers in regards to Safety, Quality, ERCB. Etc.

BURNCO realizes the need to ensure our supervisors and managers have the knowledge to lead when it comes to Safety, as well as production. Supervisors are required to take Leadership in Safety Excellence or an equivalent course. Supervisors will have the skills required to assess all workers abilities who work with them. Only workers who are competent (based on Job Observations performed by a competent Supervisor) will become Supervisors.

The following topics are reviewed with all Supervisors and Managers:

- skills of an effective manager
- legislative responsibility and compliance
- safety policy and roles
- Due Diligence
- rules and regulations

- all applicable policies, practices and procedures
- how to properly fill out forms
- incident/accident investigation
- completing FLRA's
- performing job observations
- assessing alertness (fatigue, drug and alcohol)
- dealing with Right to Refuse situations
- training new workers
- effective safety meetings
- how to properly complete inspections (vehicle, worksite, shop, tool, etc.)
- importance of follow up of hazard id and inspections
- importance of documenting all disciplinary action

### **14.3 On the Job Training**

A competent worker means 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 including new or transferred workers must be trained in procedures until they are competent. BURNCO has a mentoring program whereby all new "green" workers must shadow and assist a competent worker until it is determined through on the job training, observation of ability, and experience that the worker is competent. The lead hand or supervisor will verify competence prior to allowing the worker to perform the task unsupervised. An experienced new worker must also follow our mentorship program. It is your responsibility to refuse to perform work that you are not competent to perform.

The training process at BURNCO is hands on. The instructors or supervisors must demonstrate tasks before asking a new worker or student to perform the task while training.

Certain tasks at BURNCO have been placed on the Critical Task Inventory. Workers are only allowed to perform those Critical Tasks once they are deemed competent by a supervisor.

### **14.4 On-Going Job Observations**

Workers may be subject to On-Going Job Observations. These observations may be formal or informal. The purpose of these Observations is to promote open communication and productive feedback. Complacency must also be noted during

this observation. We try to battle complacency by completing FLRA's, inspections, safety meetings, etc. Workers tend to be unaware or uncaring of hazards after they have successfully worked around them without injury.

### **14.5 Site Specific Orientation and Training**

Whenever a worker, contractor, client, inspector, landowner, regulator, etc is going to visit an active worksite they must be given an orientation. This orientation must include:

- A briefing of the work that is occurring on the site,
- An overview of the FLRA, and
- Personal Protective Equipment Requirements (A person who is not equipped with the proper PPE will NOT be allowed on site).

If the work being performed may have a significant risk the visitor must be asked to return at another time.

### **14.6 Training Records**

All of the training listed above (orientations, formal training, observation records, etc) will be documented and kept in the Safety Office. A digital record is also kept and reviewed monthly; workers will be given 3-months and 1-month notifications of any upcoming expiry dates. If experience is required to verify qualifications this will be documented by:

- contacting prior work references,
- job observations, and
- keeping track of on the job training at BURNCO .

The Safety Coordinator is responsible for entering all training completed and experience onto the matrix (spreadsheet) and reviewing the workers training requirements to ensure that they are qualified. All Safety Training records will be kept for a minimum of 5 years from the date of the training.

***It is your responsibility to refuse to perform work that you are not trained in and competent to perform.***

### **14.7 Meetings**

#### **14.7.1 Safety Meetings**

Workers need to know what is expected of them. At BURNCO we want to ensure that all of our workers will return home safely at the end of each job. This expectation is communicated to all workers.

Good communications between the management of BURNCO and its employees is essential to safe operations. Safety meetings provide the opportunity to inform, train, and assist employees in doing their work safely. They also allow workers,



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supervisors, and contractors to discuss and solve safety issues in a proactive manner.

While on site all BURNCO workers are required to participate in any safety meeting held by the client that may affect your work tasks.

Types of meetings and frequency:

<b>TYPE OF MEETING</b>	<b>ATTENDEES</b>	<b>FREQUENCY</b>
Joint Health and Safety Meetings	All available committee members, workers and supervisors if available.	Monthly
Tailgate Meeting	All workers, subcontractors, and the clients (if available).	Prior to the start of a new job, or each day if required by client
Weekly Safety Meeting	Everyone on site	Weekly

### ***14.7.2 Tailgate Meetings***

Daily Tailgate Meetings will be held where there is a requirement by a client to hold a daily hazard assessment meeting with workers and by all locations within the BURNCO Landscape Division. Tailgate meetings will review the work scope and, identify all hazards associated with it and assist with coordinating the daily tasks that must be completed. If not in attendance when the meeting is held, review of the minutes is mandatory for all workers, subcontractors and visitors to the site. Workers will be expected to participate in the meetings by ensuring they have accurate information on how the work is to be carried out and to raise any HSE related concerns. Attendance and minutes of the meeting will be documented using the BURNCO – Tailgate Meeting Form (BRP-HSE-XXX).

### ***14.7.3 Weekly Safety Meetings***

Weekly Safety Meetings are held on site with all workers. Meetings shall be held on the same day and time each week for consistency and to show commitment to the BURNCO HSE management program. Meetings will review recent incidents, near miss and other related bulletins or material as received from the HSE department. It is important that 2 way communications occur between the workers and supervisors so that all workers are aware of the issues and how they are being dealt with. Meeting attendance and minutes shall be recorded using the BURNCO Safety Meeting Minutes Form (BRP-HSE-XXX). Corrective actions shall be assigned to appropriate personnel with reasonable completion dates and tracked to completion using the BURNCO Corrective Action Log (BRP-HSE-XXX).

### ***14.7.4 General Safety Meeting***

General safety meetings should include the CEO and all available company personnel; these are held quarterly or as deemed necessary by Sr Management. Meeting discussions will include, but are not limited to discussions including:

- Safety measures needed for work to proceed safely.
  - Standard work procedures.
  - Safety Rules.
  - Drug and Alcohol Policy.
  - Company policies.
- Recent incidents/accidents that have occurred at BURNCO and in the industry, to discover and discuss how similar accidents can be prevented in the future.
- Training programs.
- Emergency procedures.
- Safety issues raised by personnel.

The agenda will be prepared in advance of the General Meeting and posted in high traffic areas and/or emailed to participants.

It is the responsibility of the safety-meeting chairman to ensure that all attendees have been notified of the time and place of the meeting. It is the responsibility of all workers to attend and participate in these meetings.

Meeting minutes and attendance will be documented using the BURNCO –Safety Meeting Form (BRP-HSE-XXX) during the meeting and distributed to all attendees and those who were unable to attend. The minutes will document all topics discussed and actions warranted. Corrective actions will be assigned to appropriate personnel with reasonable completion dates. Actions will be tracked to completion using the BURNCO – Corrective Action Log (BRP-HSE-XXX).

Management encourages any suggestions about any issues that can improve the health and safety of the employees or the environment.

## **15. Investigations and Reporting**

### **15.1 Purpose**

Incident reporting and investigation is critical to the successful implementation of a health, safety and environmental program. By reporting and investigating incidents effective controls can be developed to prevent similar incidents from occurring. All BURNCO management, supervisors and workers will have accountability in ensuring and enforcing the implantation of corrective actions that will prevent similar incidents from reoccurring. All incidents including near miss incidents shall be reported. Some of the key benefits to incident reporting are:

- Collects information you can use to calculate statistics and other information for tracking accident trends.
- Helps identify training need; problems with work procedures; and needs for personal protective, safety, and emergency equipment.
- Collects information necessary for completing investigation and insurance reports and complying with regulatory requirements.
- Identifies weaknesses in the safety management program
- Alerting management so they can ensure resources are available to effectively manage and prevent further incidents from occurring

### **15.2 Incident Types**

#### **15.2.1 Type 3 (Minor)**

- First aid with no further medical attention required
- Equipment or property damage incidents with less than \$5000 in damages
- Minor spills not reportable to government agencies

#### **15.2.2 Type 2 (Serious)**

- Injuries requiring professional medical treatment
- Equipment or property damage resulting in damage between \$5000 and \$50,000
- Security breach which involves theft or vandalism on any BURNCO owned or operated facilities
- Environmental spills reportable to government agencies
- A near miss with potential to cause any of the above

#### **15.2.3 Type 1 (Major)**

- Any incident reportable to Workplace Health and Safety (OHS)
  - An injury or accident that results in death

- An injury or accident that results in a worker's being admitted to a hospital for more than 2 days
- An unplanned or uncontrolled explosion, fire or flood that caused a serious injury or that has the potential of causing a serious injury
- Collapse or upset of a derrick, crane or hoist
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure
- A major release of a toxic or hazardous substance
- Property or equipment damage resulting in damage greater than \$50,000
- A near miss with the potential to cause any of the above

### **15.3 Preliminary Incident Notification (PIN)**

#### **15.3.1 Purpose**

Preliminary Incident Notifications are used to alert senior management of an actual or potentially serious incident or near miss has occurred. The notification will provide the senior management team with the information required to ensure adequate resources and support are provided to manage the event.

#### **15.3.2 PIN Distribution**

All incidents shall be reported using the Preliminary Incident Notification. Notifications shall be sent within 30 minutes of gaining control of the scene. Executive Management, VP's and Divisional Managers may at their discretion choose to be included on all levels of incidents. The minimum distribution list for incidents will be as follows:

##### Type 1 (Major)

- ✓ CEO
- ✓ COO
- ✓ CFO (for insurance incidents)
- ✓ Operational VP
- ✓ District/Regional Manager
- ✓ HSE Manager
- ✓ HSE Supervisor
- ✓ HR Supervisor (for injury incidents)
- ✓ WCTL (for injury incidents)

### Type 2 (Serious)

- ✓ Operational VP / Division Manager
- ✓ Regional Manager
- ✓ HSE Manager
- ✓ HSE Supervisor
- ✓ HR Supervisor (for injury incidents)
- ✓ WCTL (for injury incidents)

### Type 3 (Minor):

- ✓ Operational Manager
- ✓ HSE Supervisor
- ✓ HR Supervisor (for injury incidents)
- ✓ WCTL (for injury incidents)

**\* ALL INCIDENTS AND RELATED DOCUMENTATION SHALL BE SUBMITTED TO:  
[INCIDENTREPORTING@BURNCO.COM](mailto:INCIDENTREPORTING@BURNCO.COM)**

### ***15.3.3 Responsibilities***

The supervisor and or location manager, in conjunction with the regional HSE Supervisor, will determine if the incident meets any of the criteria that require a PIN. The Supervisor and HSE Supervisor will work together to determine only the most relevant and accurate information to be included in the PIN. The supervisor will initiate the PIN email.

### ***15.3.4 PIN Process***

- Determine that the event meets the requirements for a PIN
- Assess only the known facts of what has occurred
- The PIN will be sent as an email to ensure it can be read easily from a wireless device. The PIN shall be structured and include the following information:

#### Subject Line:

- Preliminary Incident Notification – Location / Division

#### Body of Email:

- Type of Incident: (Injury, Damage, Environmental etc.)
- Date of Incident:
- Time of Incident:
- Location of Incident:
- Parties involved: (BURNCO, contractor, third party etc.)
- Description of incident: (Only the facts, do not include opinion)

- Any potential for escalation: (is there media involved, has the worker been taken to hospital, has post incident testing been conducted etc.)

### **15.4 Investigation Timeline**

The supervisor shall investigate all incidents in their area of authority, with assistance from any subject matter experts and/or internal supporting departments. For serious and major incidents the operational VP may appoint an appropriate investigation team. Type 3 incidents shall be investigated and submitted for review within 48 hours of occurrence. Type 1 & 2 incident reports shall be completed and submitted for review within 5 days of incident (not withstanding unforeseen circumstances). Incident reports shall be submitted for review and approval as follows:

- Type 3
  - Site Supervisor
  - Operational Manager
  - HSE Supervisor
- Type 2
  - Operational Manager
  - HSE Manager
  - Operational VP/Division Manager
- Type 1
  - Director of HR and HSE
  - Operational VP/Divisional Manager
  - COO

### **15.5 Investigation Guide**

General steps to completing an investigation are as follows:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Freeze the scene to allow for accurate investigation
5. Examine equipment/materials involved.
6. Collect and safeguard any physical evidence.
7. Take photographs of the scene from multiple angles (the more the better)
8. Interview people involved and witnesses and obtain written statements where appropriate.
9. Analyze all available information to determine cause(s).

10. Look for causes where “the system failed the worker”, not only for those where “the worker failed the system”.
11. Determine what corrective action will prevent recurrence.
12. Complete the report.
13. Provide Management and the Safety Committee with a copy of the report.
14. Assign corrective actions for further follow up.
15. Management and/or the Safety Committee must ensure all employees are made aware of the situation.

### **15.6 Investigation Kit**

An investigation kit shall be assembled and placed in a conspicuous location for use as required. At a minimum the kit should contain the following:

1. Caution (yellow) and or Danger (red) Tape
2. Digital Camera (if cell phone cameras are not allowed on location)
3. Flashlight
4. Extra Batteries
5. Incident Investigation Reports / Witness Statements
6. WCB Reports
7. Ruler / Tape Measure
8. Ziploc Baggies
9. Sanitized Containers with Lids

### **15.7 Investigation Follow Up with Workers**

After an investigation has been completed the findings will be communicated to all workers either by a Safety Meeting or a hazard alert (email or posted document). The purpose of this follow up is to prevent this type of incident from occurring in the future - learning from past mistakes.

### **15.8 Provincial Reporting Requirements**

#### **15.8.1 Alberta**

The following injuries or accidents must be reported to the Director of Inspection as soon as possible by the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site of the time, place and nature of the injury or accident:

- an injury or accident that results in death,
- an injury or accident that results in a worker’s being admitted to a hospital for more than 2 days,
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,



- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

### **15.8.2 British Columbia**

BURNCO will immediately notify the Board of the occurrence of any accident that

- resulted in serious injury to or the death of a worker,
- involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
- involved the major release of a hazardous substance, or
- was an incident required by regulation to be reported.

### **15.8.3 Saskatchewan**

“*Dangerous occurrence*” means any occurrence that does not result in, but could (if the situation was different) cause the death of a worker or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more and includes:

- the structural failure or collapse of:
  - a structure, scaffold, temporary false work or concrete formwork; or
  - all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- an accidental contact with an energized electrical conductor;
- the bursting of a grinding wheel;
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- a premature detonation or accidental detonation of explosives;
- the failure of an elevated or suspended platform; and
- the failure of an atmosphere-supplying respirator.

### **15.8.4 References and Forms**

- BURNCO Incident Investigation Report
- BURNCO Incident Statement
- BURNCO Motor Vehicle Incident Report
- BURNCO Risk Assessment Matrix

### 16. Collecting Statistics

Each month statistics are entered on a spreadsheet. The following statistics are collected using ALL workers (both office and field):

- Km Driven
- Vehicle Accidents
- Average Number of Employees
- Work Hours
- Lost Time Injuries
- Lost Work Days
- Restricted /Modified Work Cases
- Medical Aids
- First Aids
- Near Misses

#### Definitions

*Employee* - As used in this standard, any person engaged in activities for an employer from whom direct payment for services is received. This includes working owners and officers.

*Exposure or Employee Hours* - The total number of hours worked by all employees, including those in operating, production, maintenance, transportation, clerical, administrative, sales, and other activities.

*First Aid (FA)*- Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not require medical care even though provided by a physician or registered professional personnel.

*Lost Time Injury Frequency (LTIF)* - a representation of the number of injuries that occurred within 200,000 hours where a worker was unable to return to work the next day or longer

$$\text{LTIF} = \frac{\# \text{ of lost time injuries} \times 200000}{\# \text{ of hours worked}}$$

*Medical Aid (MA)* - Any treatment (other than first aid) administered by a physician or by registered professional under the standing orders of a physician.

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*Occupational Injury* - Any injuries, such as a cut, fracture, amputation etc., that results from a work accident or from an exposure involving a single incident in the work environment.

*Occupational Illness* - Any abnormal condition or disorder of any employee, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

*Recordable Case* - Any work related injury which requires treatment beyond first aid, and all occupational illnesses. Recordable cases include:

- deaths, regardless of the time between the occupational injury or illness and death;
- all occupational illnesses;
- all occupational injuries resulting in any of the following:
  - lost workdays, either days away from work or days of restricted work activity;
  - medical treatment other than first aid;
  - loss of consciousness;
  - restriction of work or motion;
  - temporary or permanent transfer; or
  - termination of injured or ill employee.

*Total Recordable Injury Frequency (TRIF)* - a representation of the number of recordable injuries (MA + LTI) that occurred within 200,000 hours of work

$$\text{TRIF} = \frac{(\# \text{ of MA} + \text{LTI}) \times 200000}{\# \text{ of hours worked}}$$

*Work Environment* - The environment comprised by the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off an employer's premises.

*Work-Related Case* - Any occupational injury suffered by an employee that results from a work accident or from an exposure involving a single incident in the work environment. Any occupational illness caused by exposure to environment factors associated with employment.

### *Lost Workdays*

*Days Away From Work* - Those workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the

day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Days or Restricted Work Activity - Those workdays (consecutive or not) on which, because of the occupational injury or illness, the employee was assigned to another job on a temporary basis, worked at a permanent job less than full time, or worked at a permanently assigned job but could not perform all duties normally connected with it. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employer would not have worked even though able to work.

*Lost Time Injury (LTI)* - Any recordable case which results in lost workdays

Every calendar year statistics are reviewed and summarized on the statistics form. Results of the statistics are distributed to all workers.

### **16.1 Health and Safety Performance Evaluation**

The Safety Manual will be reviewed on an annual basis at a minimum. Specific policies and procedures currently in the Health and Safety Program can and will be reviewed if requested by any employee or government/legislative agency. Employees are encouraged to become actively involved in the review of the Program at any point.

Any minor changes in the program will be communicated during a safety meeting. These will be changed in print annually.

If the changes are encompassing and/or change the way a task is performed they will be changed in writing and introduced immediately or prior to the onset of the task.

After the Review or Audit is complete, BURNCO will have a meeting to discuss the results with the employees. It is important for everyone within the organization to know where our strengths are and what we will be working on over the next year.

## **17. Emergency Response Plan**

### **17.1 Purpose**

The purpose of this Emergency Response Plan is to identify potential threats to BURNCO and the impact to operations those threats might cause. Moreover, it provides an outline for the organization to respond to emergencies and protect employees' lives.

### **17.2 Scope**

This plan applies to all sites operated by BURNCO Ltd, its affiliates and subsidiaries, and all employees, contractors and visitors.

### **17.3 Priorities**

At each location a risk assessment of the facility must be completed to determine potential emergencies. Attention to contributing factors such as geographical location, types of tasks, and historical weather patterns need to be considered.

### **In case of emergency**

1. Contact local emergency services
2. Render first aid for injured and/or ill personnel
3. Evacuate and account for all personnel
4. Contact Corporate office
5. Assemble the company's Emergency Response Team
6. Conduct incident investigation

### **17.4 Responsibilities**

It is the responsibility of the local site supervisor, foreman or manager to designate an Emergency Response Coordinator (ERC), and together they will assess and identify the local risks and develop an emergency response site specific plan to use when an emergency occurs.

The Emergency Response Team will be comprised of the CEO, Vice President or Division Manager of the affected operation, Chief Financial Officer, Director of HR, Safety Manager and anyone else that may be appointed by the members of this group. The responsibility of this group is to provide direction and support to the Local Management and Emergency Response Coordinator.

The site supervisor and the Emergency Response Coordinator will also be responsible for:

- Providing training for every employee to ensure they understand their role and responsibility in all emergencies.
- Conduct annual drills to practice emergency response.

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- Document all training and drills conducted in the response of emergency situations.
- Develop a list of contact personnel. (Phone tree procedures for contacting employees should be implemented.)

### **17.5 Training and Mock Drills**

Every new site employee will receive training on the Emergency Response Plan (ERP). All employees will receive additional training when ERP procedures change.

Training shall include emergency reporting structure (to whom), evacuation routes, what type of communication devices are to be used, and will outline specific assigned duties.

Mock drills will be held annually (or more frequently, if required) to ensure all employees know the appropriate action to take in case of an emergency. Orientation training will explain to a new employee what role they play in evacuations.

### **17.6 Conducting a Post-Disaster Review**

Assess the BURNCO response to the emergency and identify strengths and weaknesses.

Keep employee and customer lists current. Ensure your plans are held by key personnel on and offsite.

### **17.7 Specific Response to Emergencies**

#### **17.7.1 Injury/Medical Emergency**

If a worker is seriously injured or unable to continue to work, the supervisor or co-worker must:

1. Call for emergency first aid from the First Aid attendant
2. Do not attempt to move the injured person unless the person is in imminent further danger
3. Provide the attendant with the location of the casualty or incident
4. Provide information on number of casualties
5. Provide information on the scene of the incident

The initial First Aid attendant is in full control of the scene and will direct one person to call for an ambulance.

**\*\*\*Call 911\*\*\***

**or the emergency number for the area**

**Be prepared with this information for the 911 dispatcher:**

- Advise it is a workplace incident
- The complete address and telephone number of the facility or GPS location
- Whether First Aid is at the scene
- Brief description of the incident and the injuries
- Number of casualties
- If workers are conscious or unconscious

A designated person must meet the ambulance at the same location given to the dispatcher to escort them by the most direct route to the incident scene.

**They must also notify the Facility Manager and the Safety Department as soon as possible.**

### **17.7.2 Fire**

#### **Fire Preparedness**

- Know the location of the two exits nearest to your area.
  - Count the number of doors between you and each of those exits.  
*This may save your life* if you must escape through a darkened, smoke-filled corridor and can't see the doors.
- Familiarize yourself with the layout of your facility.
- Learn where the closest fire alarm or alert system is located.
- Know where fire extinguishers are located.
- Program 911 or an emergency number speed dial on your cell phone.
- Know the location of the muster station.
- Know who your Emergency Coordinator and Deputy Emergency Coordinators are.
- Know who the Emergency Response Team members are.

It is possible that a fire originating outside of our sites could still affect our operations. Local governments, municipalities and regional districts have the primary responsibility for:

- **Evacuation Alerts** - Warning of imminent threat to life and property, and people would be asked to be ready to leave on short notice.
- **Evacuation Order** – Imminent risk, evacuation order is issued and people must leave the area immediately.
- **Evacuation Rescind** - The evacuation order is lifted by local authorities.

BURNCO Employees are expected to respect and obey these alerts and orders.

**Each facility is required to have site-specific written evacuation procedures outlining:**

- The names and contact details of the Emergency Response Coordinators and Response Teams



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- How to summon First Aid and evacuate the facility
- Location of the muster station
- Locations of emergency equipment

### **Fire prevention**

- Smoke only in designated areas.
- Be alert around electrical equipment. If electrical equipment is not working correctly, or giving off an unusual odour, have maintenance check to eliminate risk of fire.
- When using electrical cords, protect them from damage.
  - Promptly replace any electrical cord that has a cracked or broken connection.
  - Check amperage load specified by the manufacturer and do not exceed it.
- Keep all heat-producing appliances away from the wall or any combustibles.
- Make sure all appliances in your area, such as coffee makers, are turned off when not in use.
- Do your part to maintain a dust-free, debris-free environment.

### **If you discover a fire**

- Activate the fire alarm or alert system for your facility.
- Phone 911 or the fire emergency number for your area.
- Fight the fire only if it is small and you have been trained and/or know how to use a fire extinguisher.
  - See 'Using a multi-purpose fire extinguisher' section.
- Evacuate via the nearest safe exit.
- Assist persons requiring assistance.
- Report to the muster station.
- Remain at the muster station for a head count.
- Stay at the muster station until given "ALL CLEAR" to return by the Fire Department

### **If you hear a fire alarm or alert system**

1. Evacuate via the nearest safe exit.
2. Assist persons requiring assistance.
3. Report to the muster station.
4. Remain at the muster station for head count to be done by supervisors and the fire department to be notified regarding any missing personnel. Head count needs to include Contractors and visitors that are known or expected to be onsite.
5. Stay at the muster station until given "ALL CLEAR" by the Fire Department.

### **Fire Evacuation**

- Use a building telephone only if you are safe from the fire.
- Walk to the nearest exit. Do not run.
  - Shut all doors behind you and alert those who may be working around loud equipment.
  - Proceed along exit routes in a quiet and orderly manner.
- Assist persons requiring assistance.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand.
  - If it is hot, leave it closed. Use an alternate escape route.
  - If it feels normal, brace your body against the door and open it a crack. Be prepared to shut it quickly if heat or smoke start to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window. Seal the cracks in the door if possible to prevent smoke from entering. Attract the attention of someone from the outside by any means possible.
- Once outside, go directly to the muster station.
- Stay at your muster station. Do not leave the area.
- Do not re-enter the building until the Fire Department or Emergency Response Coordinator has permitted you to do so.

### **Using multi-purpose fire extinguisher**

You should only attempt to fight a small fire if you are certain on how to use the fire extinguisher and if the fire could block your escape route.

Remember: **PASS**

**P**ull the pin

**A**im low, pointing the extinguisher nozzle at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side-to-side at the base of the fire until it appears to be out.

Watch the area. If fire breaks out again, repeat use of the extinguisher.

### **17.7.3 Flood**

#### **Flood Preparedness**

We need to know our risks (is our business located on a flood plain), identify critical assets and their exposure (staff and families, equipment, documents, information technology, facilities, stock, suppliers and customers), create a plan to mitigate our losses (government flood phone numbers, check for changes in local weather conditions via media), and check the insurance coverage. Each location should assemble an Emergency Kit for the workplace.

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Information and information technology - Ensure information is secure and backed up regularly and that backups are stored offsite and out of the impacted area. Computer equipment should be off ground or basement floors, and placed on higher floors. Create documentation for restoring computer equipment.

Critical systems - Identify critical systems such as Dispatch, IT or Payroll and determine a plan to have people work from home or another location.

Staff members and their families - Provide first aid training, develop phone tree contact lists and a contact point outside of the impacted area. Identify any employee who may need special assistance.

Documents - Move critical documents such as licenses and permits, accounts receivable and accounts payable records, cash, cheques, personnel records, mailing lists, supplier list, copies of software and backup of computer data, to safe storage or offsite.

### **During the Flood**

*Safety and security of lives is paramount.* Ensure communications to stakeholders and prepare to evacuate.

1. Continue to listen and adhere to community messages from local government authorities and media.
2. Continue to update staff and customers on our situation.

### **Protecting critical assets**

1. Equipment - Remove all hazardous materials to prevent pollution of the flood waters. Move equipment to higher ground and turn off electrical power and water supply.
2. Facilities - Sandbag at points where water could enter the building. Turn off fuel and water supply lines. Lock the building and move stock to higher ground.

### **When ordered to evacuate**

1. Follow evacuation routes recommended by authorities.
2. Do not drive on submerged roads.
3. If rising waters prevent your escape, move to a rooftop or high ground. Wait for help.
4. Go to a predetermined assembly point and let people know you are safe.
5. Use the phone tree communications plan to contact others.
6. Volunteer if you are able to offer assistance.

### **17.7.4 Hazardous Materials and Spills**

#### **Hazardous material handling preparedness and spill prevention**

- Follow the WHMIS program.

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- Refer to MSDS for handling and storage of materials.
- Inspect containers to see if they are compatible with the stored materials.
- Ensure emergency shutoffs are identified and accessible.
- Educate workers on the materials being used.

### **If a hazardous materials incident occurs**

- Evacuate the area.
- Sound alarm or alert system to evacuate the premises.
- Leave the area by the nearest safest exit.
- Move with the direction the wind is blowing if possible.
- Call 911 or another emergency number.
- Go to your muster station.
- Stay at the muster station for head count.
- Wait and provide information to first responders.
- Do not re-enter the area until “ALL CLEAR” is given by the emergency responders or Emergency Response Coordinator.

### **If a spill occurs**

- Only if you do not put yourself at risk, perform spill emergency response procedures according to the Material Safety Data Sheets (MSDS).
  - If you are not familiar with the product, do not attempt to clean the spill.
- Minimize the flow by shutting off a valve, stopping a leak, righting an overturned container, or whatever is appropriate.
- Contain the spill with available equipment.
- Secure the area and alert coworkers.
- Remove contaminated clothing and thoroughly wash exposed skin.
- Contact local Emergency Response Team.
- Contact provincial authorities if required.
- Dispose of contaminated materials in appropriate containers.

### **17.7.5 Severe Weather**

#### **During a blizzard, if you are indoors**

- Stay put, stay calm and await instructions from an emergency or designated person.
- If there is no heat, close off unneeded rooms or areas, stuff rags or paper in cracks under doors.
- Eat and drink to provide heat and prevent dehydration.
- Wear layers of warm, loose clothing, if available.

#### **If you are outdoors**

- Cover all exposed parts of your body.

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- Seek dry shelter. If shelter is not available, prepare a lean-to, wind break, or snow cave for wind protection.
- If possible build a fire for heat and to attract attention.
- Do not eat snow. It will lower your body temperature. Melt it first.

### **If you are stranded in your vehicle**

- Stay in your vehicle. Run the engine about 10 minutes each hour. Open the window a little for fresh air to avoid carbon monoxide poisoning.
- Make yourself visible to rescuers: tie a coloured cloth to your vehicle's antenna, turn your dome light on at night.
- Exercise to keep blood circulating and stay warm.
- Carry a candle and matches in your vehicle.

### **During a tornado**

Seek shelter in areas such as a basement, closet or bathroom, or along an interior wall of a substantial building to protect against flying glass. Stay away from windows. Avoid travelling any distance and being caught in the open.

If you are outdoors and cannot reach shelter, lie flat in a ditch, excavation or culvert.

Once the tornado passes the danger may not be over. Check for potential falling items, leaking gases, electrical threats or fires. If you drive be aware of possible debris and road damage.

### **During an earthquake**

Be prepared at the workplace by knowing the safe spots: inside walls, under sturdy tables or desks. Stay away from the dangerous areas such as windows, hanging objects, shelves or cabinets. During the shaking, drop to the ground, cover and hold. Once shaking stops stay calm and check for injuries.

Apply first aid if you are qualified. Do not move any seriously injured persons unless they are in immediate danger. Check for fires and damage to gas or electrical lines. If you smell gas, do not use matches. Check the building for structural damage. Stay at least 10 metres from downed power lines. Keep disaster response routes clear for emergency vehicles. Be prepared for aftershocks.

### **Tornado and earthquake preparedness**

- Advise employees how to shut off gas, water and electricity.
- Conduct mock drills with employees.
- Maintain first aid kits, a flashlight, a portable radio, and extra batteries.

### ***17.7.6 Wildlife***

#### **Collisions**

Animals are active 24 hours a day, year-round. Statistically, they are more active at certain times of the day, and in certain months of the year. Most animal collisions occur between 7:00pm and midnight, with deer involved in approximately 80% of wildlife collisions in the months of May and November.

Moose and elk, due to the animals' large size and weight, increase the chance that a collision will result in a human fatality. Moose collisions peak in December and January, and coincide with times of high snowfall.

Watch for highway signage – a yellow, diamond-shaped sign – indicating wildlife. Canada's Ministry of Transportation positions these signs in high collision areas. Do not disregard them.

Speed is one of the most common factors in wildlife collisions. It reduces your ability to steer away from an animal, extends the distance required to stop, and increases the force of impact.

#### **Drive defensively**

- Mental preparation is a useful tool. Think about what you might do if an animal suddenly darted out in front you, or ran towards your vehicle.
- Watch for animals on the road, the shoulder, in the ditch, or on the opposite side of the highway.
- Look for shining eyes, which would be your head lights reflecting off the animal's eyes.
- Flickering head lights on vehicles traveling towards you, or flickering tail lights of vehicles ahead of you could indicate an animal crossing the road.
- If you spot an animal on the road, the shoulder, or in the ditch immediately reduce your speed.

#### **To swerve or not to swerve**

If smaller animals such as deer are in your way, is it safe to swerve? Do not take unsafe evasive actions. Serious accidents occur when drivers lose control of their vehicles trying to avoid an animal. Swerving may take you onto the path of an oncoming vehicle.

If you have to choose between swerving and striking a large animal as a moose or elk, consider swerving. A collision with either a moose or an elk carries a significant risk of injury or death to motorist and passengers. If a crash with a large animal is inevitable, crouch as low as possible in your seat, or under the dash, as a moose's body ends up crushing the roof of a car.

### **If you see wildlife on the road**

- Slow down.
- Anticipate unpredictable behaviour from all wildlife.
- Determine what the animal is doing and where it is going.
- Some animals travel in groups. Watch for doe/fawn or moose cow/calf pairs.

### **If a collision is inevitable**

In certain circumstances, there is no choice but to strike an animal. If it appears impossible to avoid a collision:

- Aim for the spot where the animal is coming from, not where it is going.
- Look at where you want to go, not at the animal. You tend to drive where you look.
- Brake firmly and quickly, then look and steer your vehicle to strike the animal at an angle.

### **If you have a collision with wildlife**

Your post-collision response varies depending on the type of animal, condition of the road, the amount of traffic, and the condition of the driver. If possible:

- Pull off the road.
- Turn on hazard lights and illuminate the animal with the head lights.
- You may choose to carefully approach to determine if the animal is dead or injured.

If the animal is injured, back off. A wounded animal can be extremely dangerous. You are not required to put it out of its misery.

You may choose to remove a dead animal from the road so it does not present a hazard to other motorists. Only remove the animal if it's safe to do so, and you are physically capable.

- Inspect your vehicle to see if it is safe to continue driving.
- Call the local Police if there are human injuries or the damage appears to be over \$2,000.
- Call the Conservation Office Service if there is a dead or injured animal to report.  
British Columbia - 1.877.952.7277  
Alberta - 1.800.642.3800  
Saskatchewan - 1.800.667.1788 (Wildlife Management) or 1.306.933.5304  
Texas - 940.565.8671
- In national, provincial or state parks, contact the park warden. Even if the vehicle is not damaged, reporting the exact location helps wardens monitor injured animals and recover dead ones.



### **If you are injured**

- If you are able to get out of your vehicle, go to the shoulder of the road and call emergency services or wave down a vehicle. Do not stand in the middle of the road or in front of the accident scene when trying to wave down another motorist.
- Contact your supervisor as soon as possible and inform him of injuries and vehicle damage.

### **If you are trapped in your vehicle**

- Remain calm. Try to contact emergency services if you have cell phone reception. If unable to make phone contact, remain calm and positive until help arrives.

### **Animal Encounters**

Food and garbage odours attract animals. Properly store and dispose of all garbage at work sites. Respect all wild animals, they can be dangerous. Do not approach them. In the event of any contact with an animal, bears, snakes, spiders, etc. seek first aid immediately.

### **17.7.7 Hydrogen Sulfide Gas (H<sub>2</sub>S)**

Hydrogen Sulfide is a colourless, transparent gas with the characteristic of rotten egg odour at low concentrations, and is undetectable by odour at high concentrations. Under atmospheric conditions, it is highly flammable.

Typically called 'sour gas', it is soluble in water, crude oil or petroleum fractions, and is extremely corrosive. Hydrogen sulfide burns with a blue flame to form sulfur dioxide, also a toxic gas.

### **Where can H<sub>2</sub>S be found?**

H<sub>2</sub>S is a naturally occurring substance, heavier than air, and can be found in geological formations, organic materials and may be chemically produced.

The oil and gas industry is the largest source of H<sub>2</sub>S in western Canada, but H<sub>2</sub>S can also be found in various non-petroleum industries: pulp and paper facilities, mines, gravel pits, quarries, sewers, sewage treatment plants, smelters, confined spaces, breweries, landfills, reservoirs, dams, swamps and organic waste collection pits.

### **What are the effects?**

First and most important, H<sub>2</sub>S can kill you. It is an *extremely* toxic and irritating gas. Free hydrogen sulfide in the blood reduces its oxygen-carrying capacity, thereby depressing the nervous system.

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H<sub>2</sub>S oxidizes quite rapidly to sulfates in the body, therefore no permanent aftereffects occur in cases of recovery from acute exposures, unless there is prolonged oxygen deprivation of the nervous system.

Effects such as eye and respiratory tract irritation, slow pulse rate, fatigue, digestive disturbances, and cold sweats may occur, but these symptoms disappear in a relatively short time after removal from exposure.

Odours become detectable in concentrations as low as .008 parts per million (ppm).

<b>H<sub>2</sub>S Exposure</b>	<b>Possible Health Effects</b>
Less than 1 ppm	You can smell it.
10 ppm	Beginning eye irritation. Respiratory protection required.
50 - 100 ppm	Respiratory tract irritation and slight eye inflammation. Coughing, loss of sense of smell after 15-20 minutes. Several hours' exposure results in gradual increase in severity of these symptoms and death may occur within the next 48 hours.
200 - 300 ppm	Marked eye inflammation and respiratory tract irritation after 1 hour of exposure.
500 -700 ppm	Affects the central nervous system. Loss of balance. Loss of consciousness and possible death in 30 minutes – 1 hour.
700 -1000 ppm	Rapid unconsciousness, cessation of respiration and death.
Above 1000 ppm	Unconsciousness at once, with early cessation of respiration and death in a few minutes. Death may occur even if individual is moved to fresh air at once.

### **Preventing Exposure**

Early recognition and detection is crucial to protect employees from deadly exposure. Employees working in areas that contain or have the potential to contain hydrogen sulfide must be trained to recognize the signs and symptoms of exposure, how to monitor for H<sub>2</sub>S, and know how to take measures to protect themselves.

Wind direction should be verified by a wind sock, streamer, or vane prior to initiating work. These wind indicators shall be placed at a location and height to enable free movement, should accurately indicate wind direction, and be easily visible from a normal entrance to the work area and from all locations. Wind conditions cannot be relied upon as a single means of controlling exposure. Instrumentation must be available to continuously monitor the atmosphere.

Warning signs for H<sub>2</sub>S should be posted to remind employees of the potential hazard at each specific location.

All confined spaces must be deemed dangerous until proven otherwise. Work conducted in low lying areas and/or confined spaces where H<sub>2</sub>S may be present require specific precautions. Workers required to enter confined spaces must strictly follow provincial legislation and BURNCO's policies and procedures on confined space entry.

Odour should not be used as a warning of exposure since at concentrations of 20-30ppm, hydrogen sulfide may deaden the sense of smell by paralyzing the respiratory center of the brain and olfactory nerve.

### Detection

A personal electronic H<sub>2</sub>S detection monitor is designed to be worn in areas where H<sub>2</sub>S is suspected to be present. It may be fastened or clipped to the worker's belt. Portable monitors are designed to be placed between the worker and the source, potential source, or in a confined space. Fixed monitors are permanently installed units which are usually found in oil and gas operations.

All confined spaces must be tested for dangerous atmosphere before a worker is allowed to enter.

### Worker Exposure Limits For H<sub>2</sub>S

Exposure limit	Alta.	B.C.	Sask.	Federal	description
8-hour	5 ppm	5 ppm	5 ppm	5 ppm	Time-weighted average (TWA) for 8 hours
15-minute	10 ppm	10 ppm	10 ppm	10 ppm	TWA for up to 15 minutes, with 60 minutes breaks

### Respiratory Protection Equipment

All government jurisdictions have legislation pertaining to the use of respiratory protection equipment. Be familiar with the regulations for your area.

There are two types of respiratory protection acceptable for protection from hydrogen sulfide gas: self-contained breathing apparatus (SCBA) and a supplied-air breathing apparatus (SABA). Respiratory protection should only be used if engineering controls are not feasible to control the exposure. These types of respirators provide workers with a supply of safe breathable air.

### Training

All employees who may encounter H<sub>2</sub>S as part of routine or maintenance work should receive thorough training on the hazards associated with hydrogen sulfide.

The training should include:

- The hazards of H<sub>2</sub>S
- Proper work practices to reduce for potential exposure
- The hydrogen sulfide exposure conditions in the employees' work areas
- The proper use of hydrogen sulfide monitors and respiratory equipment
- Rescue and emergency aid procedures in assisting hydrogen sulfide overexposure victims

### Assess the scene. The first priority is to protect yourself.

In order to assist a victim, you must know proper rescue and resuscitation techniques. If you are untrained you could put yourself and the victim at risk.

When assessing a scene, take into consideration:

- Hazards such as falling or dangling overhead hazards, wind direction (if outdoors), fires, explosions, moving equipment etc.
- The number of victims
- The location of victims
- Types of injuries
- Number of rescue personnel

You must have personal protective equipment and proper rescue equipment in order to attempt rescue. Hydrogen sulfide is classified as a chemical asphyxiant and similar to carbon monoxide and cyanide gases. Hydrogen sulfide inhibits cellular respiration and uptake of oxygen, causing biochemical suffocation.

Designate multiple muster point locations in case of wind direction; locate a muster point at higher ground. Hold periodic mock drills to ensure any deficiencies are identified and corrective actions taken to correct them.

The initial response procedure for H<sub>2</sub>S monitor detection alarm is to:

1. **EVACUATE** Get to the muster station immediately. Move upwind if the release is downwind from you. Move crosswind if the release is upwind from you. Move to the higher ground muster point, if possible.
2. **ALARM** Sound the alarm, air horn, bell or whistle to warn others.
3. **ASSESS** Stay at the muster station for a head count.

If the head count determines workers are missing, follow these steps:

4. **PROTECT** yourself before attempting to rescue others. Put on a breathing apparatus.
5. **RESCUE** Remove victim(s) to a safe area.
6. **REVIVE** Perform CPR.
7. **MEDICAL AID** Call 911 or the emergency number for your location.

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**Should a co-worker ever be overcome by hydrogen sulfide gas, do not attempt a rescue until *you* are properly protected.**

**Remember, at concentrations above 1000 ppm, collapse, coma, and death due to respiratory failure can occur in seconds after only a few breaths.**

We know the human brain can only survive 4 - 6 minutes without oxygen. The goal is to get a victim to fresh air as quickly as possible. As part of the field level risk assessment you should discuss and practice a rescue plan designed to get the victim(s) to fresh air and resuscitate them within 3 minutes.

**Even if the victim is breathing on their own, it is imperative they receive medical attention.**

### ***17.7.8 Stockpiles/Ponds***

The major ingredient in most of our products is aggregates. Aggregate is produced by the action of crushing large stones into smaller stones according to specifications. The aggregates are then moved into stockpiles for ease of shipping.

As aggregates are removed from the stockpiles, a very hazardous situation starts to develop. Materials in stockpiles can suddenly, and unexpectedly, shift and collapse as the stockpile attempts to reach its natural angle of repose (slope).

Depending on the size of the stockpile and the distance you might find yourself to it, a hazard of engulfment exists. In many worksite situations, workers are at risk for engulfment hazards. Engulfment results when a worker is surrounded and overcome by a granular substance such as soil, sand, gravel, sawdust, seed, grain or flour, or if submerged in a liquid such as water or a chemical.

Engulfment causes physical harm when the material has enough force on the body to cause injury or death by constriction, crushing or strangulation. Respiratory hazards associated with engulfment include suffocation from breathing in a fine substance that fills the lungs or from drowning in a liquid.

To avoid accidents, all personnel shall abide by the following conditions:

- Climbing or walking onto stockpiles and surge piles must be done carefully and never alone.
- Do not park vehicles within 10 metres of any stockpile.
- Ground staff shall remain at least 10 metres from the working face of a stockpile.
- Drivers of dump trucks must remain inside the cab when being loaded.
- When checking ponds the buddy system must be used.

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- There must be a physical barrier between the pond and the water pump for filling of water tanks.
- Signage on all sides of the pond or washout.
- Life ring/pole or PFD (personal floatation device) must be readily available at all ponds.

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### **17.8 Emergency Contact List**

CORPORATE OFFICE	403-255-2600
OCCUPATIONAL HEALTH & SAFETY	403-297-7866

#### **Emergency Contacts**

Ambulance	911
Fire Department	911
Police	911

#### **Alberta**

Poison Centre	24 Hour Emergency	1-800-332-1414
Environmental Spills/Complaint	24 Hour Emergency	1-800-222-6514
Stars Emergency Link Centre	24 Hour Emergency	1-888-888-4567
Atco Electric	24 Hour Emergency	1-800-668-5506
Atco Gas	24 Hour Emergency	1-866-222-2068
OH&S (serious incident – fatality)	24 Hour Emergency	1-866-415-8690

#### **British Columbia**

BC Air Ambulance	24 Hour Emergency	1-800-561-8011
BC Ambulance	24 Hour Emergency	1-800-461-9911
Forest Fire Reporting	24 Hour Emergency	1-800-663-5555
Poison Control	24 Hour Emergency	1-800-567-8911
WCB – BC		1-866-922-4357
Environmental Spills/Complaint	24 Hour Emergency	1-800-663-3456

#### **Saskatchewan**

Poison Centre	24 Hour Emergency	1-306-655-1010
Environmental Spills/Complaint	24 Hour Emergency	1-800-667-7525
Stars Emergency Link Centre	24 Hour Emergency	1-888-888-4567
OHS Inspector		1-800-567-7233



### **18. POLICIES**

The following Policies have been developed to ensure consistency in our organization, but is not inclusive of all BURNCO policies. Please refer to myBURNCO.com for a complete list.

- Alcohol and Drug
- Driver Distraction Policy
- Code Of Conduct
- Use of Company Vehicles
- Environmental Policy
- Use of Hard Hats by Employees
- Equipment Accident Reports and Insurance Claims
- Workplace Harassment
- Prevention of Workplace Violence
- Smoking

#### ***18.1 Alcohol and Drug Policy (Company Policy No. 37)***

Effective Date: December 1, 2012

##### **1. PURPOSES OF THE ALCOHOL AND DRUG POLICY**

The alcohol and drug policy is established:

To provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees, and

To ensure that all employees are treated fairly and with respect.

##### **2. THE ALCOHOL AND DRUG POLICY IS IMPORTANT**

2.1 The use of alcohol and drugs adversely affects the ability of a person to work in a safe manner. Employees work with equipment or materials in an environment that poses a threat to the safety of themselves, the workforce, the public, the workplace, the property at the workplace, and other worksites and public locations, it handles without proper care and attention. This Policy will remind employees of the risks associated with the use of alcohol and other drugs and provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

2.2 The Company promotes:

The safety and dignity of its employees,

The best interests of the Company and the public.

2.3 There are no other reasonable alternatives available to the Company that impose a smaller burden on any rights an employee may have under Alberta's, British Columbia's or Saskatchewan's (or any other applicable government) Human Rights, Citizenship and Multiculturalism Acts, and at the same time are equally as effective in promoting the purposes of this alcohol and drug policy.

### 3. ALCOHOL AND DRUG WORK RULE

3.1 An employee shall not:

Use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with any sample for a drug and alcohol test while on Company property or at a Company workplace,

Report to work or work:

- with an alcohol level equal to or in excess of 0.040 grams per 210 litres of breath,
- with a drug level for the drug or in excess of the concentrations (refer to the Canadian Model for concentration levels), or
- while unfit for work on account of the use of a prescription or nonprescription drug,

refuse to:

- comply with a request made by a representative of the Company, or
- comply with a request to submit to an alcohol and drug test, or
- provide a sample for an alcohol and drug test
- tamper with a sample for an alcohol and drug test given.

3.2 An employee complies with 3.1 (a) or 3.1 (b) (iii) of the alcohol and drug work rule if he or she is in possession while at a Company workplace of a prescription drug prescribed for him or her or a non-prescription drug and:

the employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug, and

the use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties, and

the employee has notified his or her Supervisor or Manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

3.3 The Supervisor or Manager who has received notification under 3.2 may not disclose any information provided under 3.2 to any person other than a person who needs to know, to discharge a statutory or common-law obligation.

#### 4. IMPLEMENTATION OF THE ALCOHOL AND DRUG WORK RULE

##### 4.1 Education

4.1.1 The Company is committed to informing employees of the existence of this alcohol and drug policy and to taking such other steps as are reasonable to inform its employees of the safety risk associated with the use of alcohol and drugs and the assistance available under the employee assistance program.

##### 4.2 Self-help

4.2.1 This policy encourages employees who believe that they may require the help provided by abuse experts (SAEs) and employee assistance services programs (EAPs) to voluntarily request that help. Employees requiring assistance should:

contact the employee assistance program,

inform a family member or friend and ask for assistance, or

inform a co-worker, a Supervisor, or a representative of the Company, the bargaining unit to which the employee may belong, of his or her wish to see help.

4.2.2 In responding to an employee's request for help, a foreman, Supervisor or Manager must:

inform and encourage the employee of the assistance available under the employee assistance program,

inform the employee that they may be subject to alcohol and drug testing and discipline for failure to attend treatment.

4.2.3 An employee who receives assistance from the employee assistance program must comply with the terms and conditions of any program established to help the employee as a condition of his or her continued employment.

#### 4.3 OBERSERVATION OF EMPLOYEE CONDUCT

4.3.1 A Supervisor or a Manager of an employee must request an employee to submit to an alcohol and drug test if the Supervisor or Manager and the next level of management present at the Company workplace, if any, have reasonable grounds to believe that an employee is or may be unable to work in a safe manner because of the use of alcohol and drugs.

4.3.2 A Supervisor or Manager of an employee must provide to the employee the reason for the request under 4.3.1. The Supervisor must take the employee to the test and home.

#### 4.4 INCIDENTS AND NEAR MISSES

4.4.1 A Supervisor or Manager of an employee must request an employee to submit to an alcohol and drug test if the Supervisor or Manager and the next level of management present at the Company workplace, if any, have reasonable grounds to believe that an employee was involved in an incident or near miss.

4.4.2 A Supervisor or Manager of an employee must provide to the employee the reason for the request.

4.4.3. A Supervisor or Manager must make a request immediately following an incident unless it is not practicable or reasonable to do so until a later time.

4.5.4 A Supervisor or a Manager of an employee need not request the employee to submit to an alcohol and drug test if the Supervisor or Manager and the next level of management present at the Company workplace, if any, conclude that there is objective evidence to believe that the use of alcohol and drugs did not contribute to the cause of the incident or near miss.

#### 4.6 SITE ACCESS TESTING

4.6.1 When an owner directly, or by contract, requires site access testing, an employer may require alcohol and drug testing of any employee as a condition of access to the property.

#### 4.7 ALCOHOL AND DRUG TESTING

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4.7.1 The Company agrees to retain a laboratory, to conduct urine drug testing. Additionally, the Company agrees to have alcohol testing conducted by personnel in accordance with the proper standards and procedures.

4.7.2 The Company agrees to retain a laboratory, as defined in this policy, to conduct oral fluid testing. Oral fluid testing may be permitted for incident and near miss (post incident), observation of employee conduct (reasonable cause), and random testing.

4.7.3 By continuing his or her employment with the Company the employee accepts the terms of this alcohol and drug policy and authorizes the laboratory to provide the test results to the Company or any person with legal authority to require the disclosure of the test results. Further, the employee authorizes the medical review officer to provide the test results to a substance abuse expert to whom the employee has been referred under the provisions of this policy.

## **5. CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ALCOHOL AND DRUG WORK RULE**

### **5.1 COMPANY RESPONSES TO VIOLATIONS**

5.1.1 The Company may discipline, including termination for cause, the employment of an employee who fails to comply with the alcohol and drug work rule. The appropriate consequence depends on the facts of the case, including the nature of violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

### **5.2 VIOLATION OF THE ALCOHOL AND DRUG WORK RULE**

5.2.1 During the period of assessment and corrective rehabilitative programs recommended by the substance abuse expert the employee shall be suspended from his or her employment without pay.

Any Employee receiving Positive Test Results will be subject to the following action:

The Employee will be informed of the results by her/his Immediate Supervisor, and be suspended immediately without pay. Appropriate Disciplinary Action will be decided by management;

the Employee will receive written instructions from The Company stating that she/he will not be permitted to return to work unless she/he provides a Negative Test Result to The Company within forty-five (45) days of the date of the instruction;

if the Employee fails to provide a Negative Test Result within the forty-five (45) day period, he/she will be subject to further Disciplinary Action;

if the Employee provides a Negative Test Result within the forty-five (45) day period, the Employee may be permitted to return to his/her former position. The Employee will be required to submit to testing for a period of up to twenty-four (24) months from the date of his/her return to work. Should any test during the twenty-four (24) month period be positive, the Employee will be subject to Disciplinary Action, including dismissal for cause.

### **5.3 OWNER (OR KEY PARTY RESPONSIBLE UNDER PROVINCIAL REGULATIONS AT A WORK SITE) RESPONSES TO VIOLATIONS**

5.3.1 The owner of a site where a person was working when he or she failed to comply with the alcohol and drug work rule may give the person who failed to comply with the alcohol and drug work rule written notice that he or she shall not enter the owner's site. Refer to the Canadian Model for further details.

5.3.2 The owner is not obliged to give a person who has been denied permission to enter the owner's site another opportunity to work on the owner's site.

### **APPENDIX**

Appendix A & B are attached to this policy.

#### **18.1.1 APPENDIX A – ALCOHOL AND DRUG TESTING PROCEDURES**

The following procedures are a general overview only. For more detailed information, contact your testing provider. All testing must be objective, properly administered by credentialed technicians and have an unbroken chain of custody to be valid.

#### **ALCOHOL TESTING**

##### **GENERAL:**

The donor is the person from whom a breath or saliva sample is collected.

The donor is directed to go to a collection site in order to give a breath or saliva sample.

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The breath alcohol technician (BAT) or the screening test technician (STT) establishes the identity of the donor. Photo identification is preferable. Positive identification by a Company representative who holds a Supervisory position is acceptable.

The technician explains the testing procedure to the donor.

The Company will keep the alcohol test result confidential to ensure that disclosure to unauthorized persons does not occur.

### **BREATH TESTING:**

The technician and the donor complete a form prior to the donor providing a breath sample.

Chain of custody is observed.

If the test result shows an alcohol level that is less than 0.020 grams/210 litres of breath, there is no need to conduct further testing. Results are sent in a confidential manner to the Company's designated representative verbally and subsequently in a written report to the Company.

If the test result shows an alcohol level that is equal to or greater than 0.020 grams/210 litres of breath, the donor will be required to do a confirmation test.

### **SALIVA TESTING:**

The Saliva testing technician and the donor complete the form prior to providing a sample and they will complete the form after the sample is taken.

If the test result shows an alcohol level that is less than 0.020 grams of alcohol in 100 millilitres of saliva or an equivalent concentration in other units, there is no need to conduct any further testing. The result is communicated to the Company's designated representative. While the initial communication need not be in writing, the technician must subsequently provide a written report of the test results to the Company's designated representative.

If the test result shows an alcohol level that is equal to or greater than 0.020 grams of alcohol in 100 millilitres of saliva or an equivalent concentration in other units, the STT informs the donor of the need to conduct a confirmation test.

**CONFIRMATION TEST** – may need to be performed.

### **II DRUG TESTING**



**GENERAL:**

The donor is the person from whom a specimen (urine or oral) is collected.

The donor is directed to go to a collection site in order to give the specimen.

The collection site person must establish the identity of the donor. Photo identification is preferable. Positive identification by a Company representative who holds a Supervisory position is acceptable.

**URINE:**

The donor must remove coveralls, jacket, coat, hat or any other outer clothing and leave these garments and any briefcase or purse with the collection site person. The donor must remove any items from his or her pockets and allow the collection site person to inspect them to determine that no items are present which could be used to adulterate a specimen. The donor must give up possession of any item which could be used to alter a specimen to the collection site person until the donor has completed the testing process.

The collection site person may set a reasonable time limit for providing a urine specimen.

The collection site person selects or allows the donor to select an individually wrapped or sealed specimen container. Either the collection site person or the donor, in the presence of the other, must unwrap or break the seal of the specimen container.

The collection site person places a tamper-evident bottle seal on each of the specimen bottles and writes the date on the tamper-evident seals.

The donor must initial the tamper-evident bottle seals to certify that the bottles contain the urine specimen the donor provided.

The donor and the collection site person complete the custody and control form and seal the specimen bottles and the laboratory copy of the custody and control form in a plastic bag.

**ORAL FLUIDS:**

The donor must clear any foreign material from the mouth (e.g. food, gum, tobacco products, lozenges, etc.).

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The collector observes the donor for a minimum of 10 minutes prior to providing the specimen. The donor may not eat, drink smoke or put anything in his or her mouth during the observed waiting period.

The collector checks and records the lot number and expiration date of the device.

In the presence of the collector, the donor opens the sealed device and the specimen is collected according to the manufacturer's specification.

The collector records the date and has the donor initial the seal(s) on the specimen(s).

The donor and the collection site person complete the custody and control form and seal the specimen(s) and the laboratory copy of the custody and control form in a chain of custody.

### ***18.1.2 APPENDIX B – SUBSTANCE ABUSE EXPERT (SAE)***

#### **THE REFERRAL**

As a result of the evaluation and assessment, the SAE may refer the client to the appropriate program or programs. The SAE will facilitate the referral by making contact with the recommended program or programs, and will transmit the treatment plan with diagnostic determinations to the treatment provider(s).

#### **FOLLOW-UP EVALUATION**

Following prescribed treatment, the SAE will evaluate the client prior to return to work in the construction industry. The SAE will gauge the client's success in meeting the objectives of the prescribed treatment plan. The client's ability to successfully demonstrate compliance with the initial treatment recommendations will be determined in a clinically based follow-up evaluation. The SAE will also base the determination on written reports from and personal communication with the respective education and/or treatment program professionals. The SAE will prepare a report for the client, the employer or prospective employer, and the bargaining agent or labour provider if the employee has one, setting out the clinical determinations as to the success in meeting the objectives of the treatment plan, and may include in the report the client's continuing care needs in respect to specific treatment, aftercare, support group services recommendations and a follow-up testing plan.

#### **ALCOHOLISM INFORMATION AND TREATMENT CENTRES**

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Canadian:

Canada Alcohol and Drug Rehab Programs (1.877.746.1963)

Alberta:

Alcoholics Anonymous (Edmonton 780.424.5900, Calgary 403.777.1212)  
Al-Anon/Alateen information services(Edmonton 780.433.1818, Calgary  
403.266.5850

Alberta Alcohol and Drug Abuse Commission (AADAC) (1.866.33AADAC,  
1.866.332.2322 or [www.aadac.com](http://www.aadac.com))

Business and Industry Clinic (780.538.6350)

Smoking Help Line (1.866.332.2322)

Women for Sobriety (Edmonton 780.429.3855)

British Columbia:

Alcohol and Drug Abuse Vancouver (1.604.434.3933) ([intrgrp@vancouveraa.ca](mailto:intrgrp@vancouveraa.ca))

### QUICK CHECK LIST FOR SUPERVISORS

**Pre-Employment:** Employees in safety sensitive positions are required to take an alcohol and drug test and the Company has zero tolerance.

**Post Incident:** Employees are to be sent for an alcohol and drug test post incident. The Supervisor has discretion if the incident does not warrant a test and if the next level up Supervisor, Manager, vice president of designate, agrees that testing is not warranted. This includes accidents.

**Reasonable Suspicion:** If there is reasonable suspicion, an employee must be taken out of service immediately and sent for a test.

**Assessment:** Employee presents at the workplace and appears to be under the influence of either alcohol or drugs. The Supervisor requests that the next level up Supervisor or Manager, if available, confirms the suspicion.

**Testing:** The Supervisor transports the employee to the testing facility.

**Negative Testing:** Employee is allowed to return to work.

**Positive Test:** Employee is not allowed to return to work – will be held out of service, without pay, pending the investigation and issuance of discipline. The

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Supervisor arranges to have the employee taken home rather than having the employee drive while under the influence.

Refusal to Test: Will be deemed to be a positive test and will result in discipline. Employee will not be allowed to return to work until they provide a negative test.

Contacts: Supervisor must inform his next level up Supervisor and Human Resources. Discipline will be subject to the employee's record, severity of the incident, and Manager's discretion.

### **18.2 Driver Distraction Policy (Company Policy No. 45)**

Effective Date: March 24, 2014

#### **PURPOSE**

The purpose for this Policy is to expand on existing or planned Legislation designed to protect your safety by banning you from using cell phones and other wireless devices while driving. The Company believes distractions may prevent you from concentrating 100% on the safe operation of a mobile vehicle, which may lead to accidents.

#### **DEFINITIONS**

The Company - shall mean BURNCO Ltd, its affiliates and subsidiaries.

Wireless Communication Device (WCD) - is defined as any handheld electronic device with the ability to receive and transmit voice, text and/or data messages, excluding two-way radios.

Equipment - shall mean all mobile equipment designed to carry an operator including Company-owned, leased or rented cars, trucks and heavy equipment.

True Emergency - shall mean a situation that has arisen or will arise placing personnel, the public or property at imminent risk with material consequences that would not likely be averted by discontinued operation of Equipment or using a WCD later.

#### **APPLICATION**

##### **A. GENERAL USE AT WORK**

While at work, employees are expected to exercise the same discretion in using personal WCD's as when they use Company-provided WCD's and when operating their personal vehicle(s) and Equipment so as to achieve this Policy's purpose.

##### **B. RULES FOR DRIVERS/ OPERATORS**

###### **1. Ban on Wireless Communication Devices**

When you are on duty and driving or operating Equipment, you may not use a WCD (except as in D. below).

###### **2. Scope**

The ban on the use of WCD's applies to:

a) all Equipment operated by employees while on duty, whether owned by The Company or the individual;

b) all WCD's, whether owned by The Company or by the employee; and,

c) all conversations, including text and email messages, whether personal or business related.

### 3. Handling Communication While Driving

#### a) Incoming or Outgoing Calls:

Pull over to a safe spot before answering a call or placing a call/text.

An employee who is aware that another employee may be driving should not call that employee using a WCD, nor receive calls from an employee who is driving. Ask if the employee is driving and discontinue the call as quickly as possible. Return the call when both you and the other employee are no longer driving.

#### b) Hands Free

Employees may use WCD's while driving if they are hands free devices that are voice activated and/or require only one touch in order to initiate, accept, or end communication.

### C. RULES FOR OPERATORS OF LOADERS, FORKLIFTS AND HEAVY EQUIPMENT

Employees shall not use WCD's while operating machinery at any time.

### D. EMERGENCY

Where permitted by Provincial Legislation, a driver/operator may use a WCD in contravention of this Policy in a True Emergency so long as a reasonable person would judge the risk in so doing is out-weighed by the benefit.

### E. CONSEQUENCES/REMEDIAL ACTIONS FOR ALL EMPLOYEES

Violations of the foregoing rules will be considered a serious offence and may result in discipline up to and including termination.

## **18.3 Code of Conduct**

Please see the Stand Alone document.

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### **18.4 Use of Company Vehicle (Company Policy No. 23)**

**EFFECTIVE DATE: July 1, 2008**

#### **DEFINITIONS**

The Company - shall mean BURNCO Ltd and its affiliates and subsidiaries.

Company Vehicle - shall mean all automotive equipment, including automobiles, passenger vans and pick-up trucks, which are purchased, leased or rented by The Company for the conduct of its business.

In Town - shall mean travel within the primary Municipal jurisdiction (PMJ) encompassing the employee's normal place of work, as well as travel within all Municipal jurisdictions adjoining and sharing a common border with the PMJ.

Out of Town - shall mean travel outside of the "In Town" defined area. **APPLICATION**

#### **A. PERSONAL USE**

1. Company Vehicles, other than automobiles, will not be used for personal business except under exceptional circumstances, and then only with the permission of the Chief Operating Officer or the Chief Executive Officer and Chairman of the Board.
2. Subject to the appropriate Vice President's discretion, employees whose jobs require that they be "on call" will be permitted to take their assigned work truck home; or, if working away from home, to the employee's temporary accommodations at the end of the work day.
3. While employees assigned a work truck are on vacation, they will be required to either park their assigned work truck on designated Company premises, or temporarily transfer the Vehicle to a fellow employee.
4. Employees who have been assigned Company automobiles or passenger vans will be permitted to use such automobiles/vans while on vacation.

#### **B. MODIFICATION TO AND APPEARANCE OF COMPANY VEHICLES**

1. Modifications to Company Vehicles to accommodate non-standard accessories, such as trailer hitches, will not be permitted, unless they are deemed to be required due to the assigned employee's job, and only then, if approved by the employee's applicable Supervisor and the Vice President, Corporate Services.
2. Company Vehicles, particularly those displaying the Company Logo or Company Colours, will be kept clean and tidy inside and out and will be devoid of noticeable personal effects (e.g. car seats, ski racks, etc.) particularly during business hours.
3. Window, bumper or other non-Company-supplied and/or non-Government stickers, decals or magnets will not be affixed to Company Vehicles.

#### **C. DRIVERS**



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1. Use of Company Vehicles will be by employees with valid Drivers Licenses only, with the exception that spouses of employees with valid Drivers Licenses, who have been allocated Company automobiles or passenger vans, will be permitted to drive Company automobiles/vans.

### **D. PERSONAL REIMBURSEMENT OF OPERATING EXPENSES**

1. Should Company employees who have been allocated Company automobiles elect to travel In and Out Of Town for personal reasons, expenses will be paid by said employees on the following basis:

In Town - the employee to periodically supply fuel according to his/her personal estimated use;

Out Of Town - non-accident related expenses including fuel and oil will be paid by said employee. The employee may apply for pro-rated reimbursement for third-party repair parts or labour incurred by the employee while operating the Vehicle Out of Town.

### **E. COMPANY CHARGES FOR PERSONAL USE OF COMPANY AUTOMOBILES**

1. Income tax regulations require that those employees, who have been allocated most Company Vehicles, will pay applicable tax on personal use of their Vehicles, based on current income tax regulations. Personal Use Value may be added to employees' salaries as taxable benefits on payroll, with a corresponding deduction from payroll as a rental charge by The Company. Rates may be revised whenever current income tax regulations are amended.

### **F. SERVICING AND REPAIRS OF COMPANY VEHICLES**

1. Calgary District Company Vehicles are to be serviced at The Company's Shop whenever it is practical to do so, provided that Shop personnel are available to carry out such servicing. If servicing requires maintenance or repair work beyond the technical or equipment resources of the Company's Shop, the Shop will arrange for the servicing to be completed at an alternate supplier.

2. Employees who have been allocated Company Vehicles are expected to make their best efforts to purchase fuel and oil at outlets where discounts have been secured by The Company.

3. Substantial repairs, replacement parts or modifications requested within six months or 10,000 kilometres of the recommended replacement period, or following this period, must be brought to the attention of the employee's Supervisor or the Vice President, Corporate Services. Employees purchasing Vehicles under these circumstances will generally be responsible for such charges.

### **G. TRAFFIC VIOLATIONS**

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1. Traffic violations charged against Company Vehicles will be the responsibility of the employees driving said Vehicles.

### H. SMOKING

1. In accordance with Company Policy No. 41, no person shall be permitted to smoke any tobacco or other such products inside a Company Vehicle. This includes all passenger Vehicles, trucks, loaders, forklifts and any other motorized rolling stock that is owned, leased or rented by The Company.

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### **18.5 Environmental Policy (Company Policy No. 34)**

Effective Date: July 1, 2008

#### DEFINITIONS

The Company - shall mean BURNCO Ltd and its affiliates and subsidiaries.

#### PURPOSE

BURNCO believes a healthy environment is essential and we will continue to strive to be exemplary in our environmental performance. This Policy demonstrates our commitment to plan and manage our operations to promote environmental protection in ways which meet the needs of the present without compromising those of the future.

#### COMMITMENT

- A. To responsibly execute all aspects of our operations to ensure that recognized environmental standards are met or exceeded.
- B. To manage our operations, so far as to encourage all employees to be conscious of environmental considerations and to take, or not take action, as required, in order to be protective against long-term damage to the environment.
- C. To work with industry, government and public groups to help determine economic and environmental priorities.
- D. To participate in the continuing development of the standards and activities necessary to improve our environmental performance.
- E. To communicate with relevant stakeholder groups on the environmental aspects of our Policies and operations.

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Use of Hard Hats by Employees (Company Policy NO. 18)

Effective Date: July 1, 2008

### DEFINITIONS

The Company - shall mean BURNCO Ltd and its affiliates and subsidiaries.

### APPLICATION

A. The Company requires ALL Employees, Subcontractors, Independent Truckers, and authorized visitors to wear hard hats at all work sites; namely, Asphalt Plants, Concrete Plants, Crushing and Washing Plants, Packaging Plants, Mechanical and Welding Shops, gravel pits, and all delivery sites.

The only exceptions to this Policy will be:

1. Those Employees, while driving Company mobile equipment, where said Employees are protected by the cabs of such equipment.
  2. Employees, Subcontractors, Independent Truckers, and authorized visitors, while proceeding directly between vehicles and the following:
    - a) BURNCO Corporate Office;
    - b) All Landscape Centres;
    - c) All Area Offices; and,
    - d) Main Repair Shop, mixer truck storage buildings, and the Aggregate Division's Production Operations' sites, at the commencement and end of the Production Operations' shifts, only.
- B. Supervisory personnel, including Management, are expected to show leadership in the application of this Policy.
- C. The Company will provide C.S.A. Approved hard hats with winter liners, as required, to all Employees free of charge. No other hard hats will be permitted for wear other than Company-provided "bump caps", which may be worn in Company Repair and Welding Shops.

### **18.6 Equipment Accidents and Insurance Claims (Company Policy No. 21)**

Effective Date: July 1, 2008

#### **DEFINITIONS**

- The Company - shall mean BURNCO Ltd and its affiliates and subsidiaries.
- Independent Truckers - shall mean the operators of trucks who perform work for The Company.

#### **APPLICATION**

A. Employees and Independent Truckers who are involved in a vehicular accident or who are involved in an incident in which damage occurs to the property of others while working for The Company shall:

1. Report the accident to a Company Supervisor immediately.
2. Prepare a fully-completed Accident Report and submit same to The Company Supervisor on the day of the accident.
3. Independent Truckers will also report the accident to their own insurance company.

B. As soon as a Company Supervisor becomes aware of an accident involving personnel or equipment under his jurisdiction, he will:

1. Contact The Company Safety Supervisor as soon as possible after the accident.
  2. Ensure that the Employee or Independent Trucker involved properly completes an Accident Report, and that it is delivered to the Safety Supervisor on the day of the accident.
  3. Prepare a fully completed Supervisor's Accident Report and submit same to the Safety Supervisor with the Employee's Accident Report.
- Note: Accident Reports must be completed in every respect, including details concerning the other person/persons involved in the accident, such as names, addresses, driver's license number, vehicle make, vehicle license number, and the names and addresses of witnesses.

C. When the Safety Supervisor is made aware of an accident, he will:

1. Advise the Chief Operating Officer and/or the Chief Executive Officer and Chairman of the Board, and the applicable Vice President immediately, in the event that an accident involves the loss of life, personal injury or extensive property damage.
2. Advise the Chief Financial Officer immediately, to make his aware of a possible insurance claim.
3. Contact The Company's insurance adjusters if applicable.

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4. Visit the accident scene and take photographs if required.
  5. Obtain additional statements from witnesses or equipment operators when required.
  6. File the insurance claim with the Claims Department of The Company's insurance adjusters if required.
- D. The Safety Supervisor will, at his discretion, meet with the appropriate Vice President to review any accident warranting an investigation, and will distribute a report of the investigation to the applicable parties.
- E. Under no circumstances will Company personnel and hired equipment operators admit liability on behalf of The Company.

### **18.7 Workplace Harassment (Company Policy No. 32)**

EFFECTIVE DATE: July 1, 2008

#### DEFINITIONS

- |                   |   |   |
|-------------------|---|---|
| The Company       | - | shall mean BURNCO Rock Products Ltd, and its affiliates and subsidiaries.   |
| Employee          | - | shall mean anyone on the BURNCO Employee payroll.   |
| Harassment        | - | shall mean any unwelcome conduct that is offensive in nature and that detrimentally affects the work environment or leads to adverse job-related consequences for the victim of harassment. |
| Sexual Harassment | - | shall mean any unwelcomed behaviour that is sexual in nature.   |

#### PURPOSE

BURNCO Rock Products Ltd is committed to a healthy harassment-free work environment for all Employees. We therefore have developed a Company-wide Policy, intended to prevent harassment of its Employees and to deal quickly and effectively with any incident that may occur. This Policy applies to all Employees of BURNCO Ltd and its affiliates and subsidiaries.

#### APPLICATION

Harassment based on colour, ancestry, place of origin, religious beliefs, physical or mental disability, gender, marital status or age is unacceptable behaviour. Harassment in the workplace is unwelcome conduct that is offensive in nature and that detrimentally affects the work environment or leads to adverse job-related consequences for the victim of harassment.

1. Such conduct could include:
  - a) insulting comments;
  - b) unwanted jokes, slurs;
  - c) offensive posters, pictures, cartoons, graffiti, drawings;



- d) offensive innuendos or taunting;
  - e) offensive gestures, leering or facial expressions;
  - f) unwanted offensive behaviour.
2. This conduct is harassment if it has the purpose or effect of:
- a) creating an intimidating, threatening, coercive or hostile work environment;
  - b) interfering with an Employee's work performance;
  - c) adversely affecting an Employee's employment relationship;
  - d) denying an Employee's respect or dignity.
3. Harassment is not limited to behaviour in the workplace. It can occur anywhere as a result of employment responsibilities or employment relationships such as:
- a) work-related social functions;
  - b) work-related travel;
  - c) work-related conferences, seminars, etc.
4. Workplace harassment is offensive, degrading, inappropriate and illegal. It is a violation of the "Individual's Rights Protection Act of Alberta".

### SEXUAL HARASSMENT

1. Sexual harassment is any unwelcomed behaviour that is sexual in nature. The Alberta Human Rights Commission defines sexual harassment as follows:

*Sexual harassment, being discrimination on the grounds of gender, is a violation of the Individual Rights Protection Act. Unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:*

- a) *submission to such conduct is made either explicitly or implicitly a term of or condition of an individual's employment; or,*

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- b) submission to or rejection of such conduct by an individual affects that individual's employment.*
2. Sexual harassment is illegal under the provisions of the Individual Rights Protection Act. Sexual harassment can include pinching, patting, rubbing, leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature.
3. The behaviour need not be intentional in order to be considered sexual harassment. It is offensive and in many instances, it intimidates others. It will not be tolerated within BURNCO Ltd and its affiliates and subsidiaries.

### **18.7.1 Addendum No.1 To Policy No. 32**

Effective Date: August 15, 2011

#### **GENERAL**

If you are being harassed in the workplace:

1. Inform the individual that his/her behaviour is unwelcome and request that it cease.
2. Record incident (dates, times, locations, possible witnesses, occurrence, your reaction). You do not require a record of events in order to file a complaint; but, a record may strengthen your case and serve as a reminder of details.
3. File a complaint with any Supervisor including the Vice President. You also have the right to contact the Alberta Human Rights Commission and, if circumstances warrant it, the police, to file assault charges.

#### **INVESTIGATION**

1. All complaints will be handled in confidence (on a need-to-know-basis) and The Company will take action to prevent reprisal or retaliation by the harasser.
2. The complainant and the alleged harasser will both be interviewed, along with any individuals with relevant information, by any two of the Vice Presidents, the Chief Financial Officer, or the Chief Operating Officer.

3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal. The incident will be documented in the harasser's file. No documents will be placed in the complainant's file where the complaint is filed in good faith, regardless of the outcome.
4. If the investigation fails to find evidence to support the complaint, no documentation concerning the complaint will be placed in the file of the alleged harasser.

It is the responsibility of a Manager or Supervisor to take immediate action to report incidents of harassment whether brought to their attention or personally observed. A legitimate complaint will not be dismissed or downplayed, nor will the complainant be told to deal with it personally.

### **18.8 PREVENTION OF WORKPLACE VIOLENCE (Company Policy No. 40)**

EFFECTIVE DATE: July 1, 2008

#### DEFINITIONS

- The Company - shall mean BURNCO Ltd, and it affiliates and subsidiaries.
- Workplace Violence - includes behaviours such as physical assault or aggression; physical harm to any individual which creates fear or mistrust, or which compromises and devalues the individual; and psychological Violence, including ridicule, isolation, ostracism and intimidation.

#### APPLICATION

##### A. THE COMPANY'S COMMITMENT

The Company believes in the prevention of Violence in the Workplace and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of Workplace Violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

1. preventing Workplace Violence wherever possible;
2. investigating reported incidents of Workplace Violence in a timely manner;
3. taking appropriate action; and
4. providing appropriate referral support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

##### B. WORKER RESPONSIBILITIES

The Company expects its workers to treat co-workers, customers and the public with respect and dignity, to seek out and participate in education programs aimed at preventing Workplace Violence, and to report any incidents of Workplace Violence in accordance with The Company's procedures. An Employee perpetrator of Workplace Violence may be required at her/his own expense, and as part of progressive discipline to attend at and successfully complete targeted educational programming designed to eliminate future recurrence. Such progressive discipline, however, can include immediate dismissal with cause as appropriate.

### **C. MANAGEMENT RESPONSIBILITIES**

The Company's Managers, Supervisors and Vice Presidents should strive to reduce incidents of Workplace Violence by applying preventative principles and should report and deal with all incidents of Workplace Violence in accordance with The Company's procedures.

### **D. EDUCATION AND TRAINING PROGRAM**

The Company is committed to incorporating into its current safety education and training program measures aimed at preventing Workplace Violence.

### **E. VICTIM SUPPORT**

The Company is committed to providing support to victims of Violence which occurs on our premises, usually in the form of referral to appropriate agencies. Victims will be debriefed as soon as is appropriate after any incident. Victims should be assured that they are not to blame for aggressive behaviors directed at them and that being the victim of abuse does not reflect on their professional competence. Where mutually agreed financial or other support of a victim(s) where appropriate, funded by the Employee perpetrator, may be coordinated by The Company. Also, where appropriate Employee/perpetrator earned but not yet paid variable compensation, if any, can be redirected to victim support.

### **18.9 Smoking Policy (Company Policy No. 41)**

Effective Date: February 1, 2014

#### **DEFINITIONS**

The Company -	shall mean BURNCO Ltd and its affiliates and subsidiaries.
Legislation -	shall mean any act passed by a federal, provincial, state or municipal body that is enforceable by law, including, but not restricted to, the Alberta Smoke-Free Places Act, the British Columbia Occupational Health and Safety Regulations, and the Saskatchewan Occupational Health and Safety Regulations.
Smoking -	shall mean the act of smoking, holding or otherwise having control over a lit tobacco product.
Smoking Break -	shall mean the time to relocate to a designated or approved smoking location until the time returning to one's work, inclusive.
Tobacco Product -	shall mean a product manufactured from tobacco and intended to be smoked.
Workplace -	shall mean any part of a building, structure or enclosed area owned or leased by the Company and includes Work Vehicles.
Work Vehicles -	shall mean all on and off-road, licensed or unlicensed motor vehicles owned by, leased by, or rented by the Company.

#### **APPLICATION**

##### **A. LEGISLATION**

1. Legislation exists in many jurisdictions to prohibit Smoking in the Workplace.
2. Certain municipalities and customer job sites have enacted, or may enact in the future, bylaws, or rules that are more restrictive in nature with regard to Smoking. Any bylaws or rules that are more restrictive than the relevant provincial Legislation will supersede the provincial or state Legislation and both will supersede this Policy.

##### **B. APPLICATION**

1. The Company is committed to abiding by all applicable Legislation in all regions in which The Company carries on business.
2. The Company desires to have policies that can be uniformly applied to all areas where The Company carries on business.
3. Smoking will not be permitted within any Workplace operated by The Company.
4. To help in the enforcement of this Policy, Management will be responsible to ensure that appropriate signage is posted at each Workplace to designate those

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sites as places where Smoking is still allowed. This signage is to comply with all specifications prescribed by applicable Legislation.

5. Typically, outdoor spaces where Smoking is permitted must be clearly marked as permitting Smoking and no persons under 18 years of age may enter these areas.

6. Smoking will not be permitted outside of these designated areas (if any).

7. So as to not discriminate with non-smoking employees, Smoking Breaks will be no more frequent nor of longer duration than breaks taken by non-smoking employees.

### **C. VIOLATIONS**

1. Violations of this Policy will be subject to appropriate discipline as determined by Management.

2. Any fines assessed as a result of Smoking violations by an employee or employees will be charged in full to the employee or employees.