



cerastone
stone and brick veneers

Policy and Safety Manual

Cerastone Canada Ltd.

www.cerastone.ca



Policy and Safety Manual

The Stone Mason & Contractor industry presents challenges unlike any other environment. CERASTONE CANADA LTD. is committed to working safely and efficiently within this environment.

CERASTONE CANADA LTD. endorses the Canadian Safety Standards Guiding Principles and strives to operate as safely as possible.

Our collective goal in the Stone Mason & Contractor industry is to act as a role model, and to set and maintain industry standards. It will always be important to consider the consequences of your daily activities to ensure that you do not become a liability.

Safety affects every one. It is important to prevent loss of any sort by conducting business in a manner that is as safe as possible. As you begin your shift and prepare to deal with the safety of your crews, remember to think of your own safety first. If you fail to take care of yourself, you will be useless to your crew.

This is a place where accidents don't "just happen." Accidents occur as a direct result of human error.

CONTENTS

- 1.0 Management Involvement
 - 1.1 Mission Statement
 - 1.2 Statement of Purpose
 - 1.3 Commitment to Safety
 - 1.3.1 Legislative Compliance
 - 1.4 Safety Responsibilities
 - 1.4.1 Management Responsibilities
 - 1.4.2 Worker Responsibilities
 - 1.4.3 Supervisor Responsibilities
 - 1.4.4 Contractor Responsibilities
 - 1.4.5 Visitor Responsibilities
 - 1.5 Management Communication
- 2.0 Hazard Identification and Control
 - 2.1 Inspections
 - 2.2 Hazard Reporting
- 3.0 Rules and Work Procedures
 - 3.1 Safety Attitude
 - 3.2 Personal Protective Equipment
 - 3.3 Scheduled Safety Meetings
 - 3.4 Accidents and Reporting
 - 3.5 Emergencies
 - 3.6 Vehicle Basics
 - 3.7 Universal Precautions
 - 3.8 Oxygen Handling
 - 3.9 Motorized Equipment – Support Vehicles
 - 3.10 Confined Space Entry
 - 3.11 Lock out / Tag Out
 - 3.12 Return to Work Program
 - 3.13 Enforcement
- 4.0 Training
 - 4.1 Training / Orientation
 - 4.1.1 Bi-annual Training
 - 4.2 Training Curricular
 - 4.3 Job Direction
 - 4.4 Visitors
- 5.0 Communication
 - 5.1 Communication Systems
 - 5.2 Safety Meetings & Reporting Joint Health & Safety Committee



- 6.0 Incident and Accident Reporting and Investigation
 - 6.1 Incident and Accident Reporting
 - 6.2 Investigation and Follow Up

- 7.0 Conditions of Employment
 - 7.1 Qualifications
 - 7.2 Pre-employment Documentation
 - 7.3 Subcontractor Approval
 - 7.4 Contract
 - 7.5 Salary
 - 7.6 Pay Scales
 - 7.7 Performance Evaluation

- 8.0 Operations
 - 8.1 Daily Responsibilities
 - 8.4 Bi-weekly Responsibilities
 - 8.5 Client Contract

- 9.0 Documentation
 - 9.1 Invoices and Billing

- 10.0 Safety Policy
 - 10.1 Field Audits
 - 10.2 Regulations
 - 10.3 Vehicle Service and Repairs
 - 10.4 Scheduled Maintenance

- 11.0 Business Operations
 - 11.1 Accounts
 - 11.2 Credit Cards
 - 11.3 AMA Membership

- 12.0 Judgment
 - 12.1 Diplomacy
 - 12.2 Photographs

- 13.0 Substance Abuse Policy

- 14.0 Purchase of Hazardous Materials



1.0 General

1.1 Mission Statement

CERASTONE CANADA LTD. delivers proactive solutions for the costly and time consuming limitations of conventional Stone Mason & Contract procedures employed today. CERASTONE CANADA LTD. will continually strive to be on the leading edge of technology, safety and training. All work carried out by CERASTONE CANADA LTD. shall be done safely and with our clients best interest in mind.

1.2 Statement of Purpose.

CERASTONE CANADA LTD. is a company dedicated to providing Stone Mason & Contract solutions for the Commercial and Residential Development Industry.

Many technologies exist today that are not being utilized in Western Canada. CERASTONE CANADA LTD. will continue researching developing until we can produce clarity to the view underground.

CERASTONE CANADA LTD. is driven by a management team that is experienced, professional and committed to a Vision of Safe, professional and dedicated Stone Mason & Contract construction services.

Safety, education, and accident prevention are given top priority by all CERASTONE CANADA LTD. personnel. The work environment of the Development Industry can pose formidable safety challenge. CERASTONE CANADA LTD. embraces this challenge and our people strive to maintain a strong code of ethics and to ensure the highest possible safety standards.

At CERASTONE CANADA LTD. we strive to educate and train our employees, in the hope of preventing unsafe work practices..

CERASTONE CANADA LTD. offers competitive and fair compensation; in return we attract staff of the highest quality, people who consistently demonstrate professionalism and a strong work ethic. Like any business, CERASTONE CANADA LTD. has polices and procedures for employees, but these are mostly just common sense and reminders. Employees are called upon to demonstrate judgment, discretion, prudence and the ability to utilize the host of skills for which they were hired or trained.

1.3 Commitment to Safety

CERASTONE CANADA LTD. is committed to conducting all operations at the safest level possible and expects that the actions of any person representing the company will reflect this goal. Management shall tour work sites, discuss safety issues, and observe work practices on a regular basis. Assessments or Field Visits will be conducted monthly by management. CERASTONE CANADA LTD. has a quality assurance program in place that allows on-site managers to assess

staff, equipment and the quality of service; all clients are expected to commit time and energy to participating in that program.

1.31 Legislative Compliance

All employees, contractors, subcontractors, and visitors, shall comply with all site rules and requirements, as well as with any and all practices and procedures, policies, regulations, or acts which are administered by the various government agencies and ruling bodies.

1.4 Safety Responsibilities

Each worker has specific responsibilities for which they must be familiar (see section 3). Employees shall be familiar with all industry-recognized practices and industry bulletins as they are issued.

Safety standards will be enforced by management and field staff. Individuals deviating from general or site-specific safety policies will be subject to discipline and review by our Joint Health and Safety Committee.

1.4.1 Management Responsibilities

- Establish, maintain and implement a safety policy;
- Provide a safe work environment;
- Ensure compliance with company safety policies, as well as government laws, legislations and regulations;
- Encourage employee involvement in safety;
- Provide adequate supervision and identify and meet proper training needs;
- Supply Personal Protective Equipment (PPE);
- Ensure incidents are reported, investigated and corrected, in a timely manner;
- Provide safe and well maintained equipment;
- Provide workers that are properly qualified;
- Be a positive role model and set a good example;
- Report to JHSC on all matters of safety;
- Support staff in the field, enabling them to work independently;
- Act as a liaison in any concerns between field staff and clients;
- Work proactively with staff to ensure that schedules are as mutually agreeable as possible;
- Ensure employees understand the nature of their position and the expectations placed upon them;
- Communicate the importance of operating within scope of abilities, especially regarding equipment;
- Inform employees of their right to refuse unsafe work, including the use of equipment or techniques in which they lack competence;
- Establish safe work procedures and provide necessary instruction;
- Correct all unsafe acts and conditions and investigate all accidents and near misses.

1.4.2 Worker Responsibilities

- Take care to protect health and safety of self and other workers;
- Be familiar and compliant with all company safety policies;
- Comply with company rules, policy's and procedures and government regulations;
- Cooperate with employers in matters concerning safety;
- Cooperate with employers or contract agents by following any prescribed Safe Work Procedures;
- Set a good example for others;
- Utilize Personal Protective Equipment supplied by the company;
- Report any unsafe acts or conditions to the supervisor and correct as necessary;
- Report any incidents to supervisor;
- Be aware of the location, type, and operation of all emergency equipment;
- Refuse work in which training or competence is lacking;
- Refuse to perform work where unsafe conditions or imminent danger exists;
- Acquire any industry-related and company-provided training available;
- Participate in company programs, initiatives and committees;
- Properly use and care for any equipment issued.

1.4.3 Supervisor Responsibilities

- Ensure workers are made aware of duties and responsibilities;
- Ensure that Personal Protective Equipment is provided, utilized and maintained;
- Ensure employee awareness of and compliance with safety policies and regulatory requirements;
- Ensure that all site-specific hazards are identified and communicated;
- Ensure that all incidents are reported in a timely manner;
- Ensure that proper equipment is provided and maintained;
- Serves as client liaison to field staff
- Be a positive role model and set a good example.

1.4.4 Contractor Responsibilities

- Provide competent and adequately trained employees, including ensuring any company or employee certification necessary for the operation of equipment associated with that contractor's operation;
- Be registered with the Worker's Compensation Board or equivalent for the jurisdiction in which they are working;
- Complete a Contractor Package and be in good standing with all regulatory bodies and agencies, including the Workers Compensation Board or equivalent;
- Ensure that programs, operations and procedures comply with contractual, regulatory and industry- recognized practices;
- Represents CERASTONE CANADA LTD. standards as integration of their operation.

1.4.5 Visitor Responsibilities

- Contact site supervisor immediately upon arrival in the field location or work site;
- Participate in a visitor orientation to include, but is not limited to: restricted areas, hazards, emergency response procedures, location of safety equipment and supplies, safety rules, and the use and proper fitting of Personal Protective Equipment;
- Utilize Personal Protective Equipment when required;
- Be supervised by company employee or designate;
- Comply with company rules and regulations.

1.5 Management communication

Effective communication between management and employees is essential in maintaining a safe work environment. By facilitating regularly scheduled operational, safety and tailgate meetings, the lines of communication can be established and maintained.

Work site visitation on a regular basis allows management to monitor safe work practices and compliance with company policies and procedures. Orientations for new employees are equally critical, including familiarization of staff with company safety policies and procedures.

Transparency and integrity are the basis of communication and management must strive to alert and inform staff of any and all company direction, focus and policy. This information will outline as much knowledge and background so as to assure the staff of the consistency of the management focus.

2.0 Hazard Identification and Risk Control

2.1 Inspections

By performing routine inspections we can identify, recognize, and control hazards which are present at the work site. As a result, we minimize the amount of time lost and reduce the risk to employees. The focus is on monitoring work-site conditions, ensuring full compliance with company, contractor, client, and legislative requirements. Documentation of inspections allows for improvements and adjustments to be made as necessary, as well as aiding in the monitoring and reassessment of hazards. Inspections will be performed in the following areas: facility, systems, equipment, work site, employee activities, and vehicles.

CERASTONE CANADA LTD. personnel are required to conduct a JSA for every Site or Area visited. When changes are made to operations, scope of work or an Incident/Accident the JSA must be reassessed. .

2.2 Hazard Reporting

All staff must participate in hazard management training during their basic orientation. During subsequent work, any conditions or activities that do not meet CERASTONE CANADA LTD. or client company policy requirements must be recorded on Hazard Assessment and Hazard Report forms. These reports are tools which help to ensure corrective action occurs, by prompting Safety Meetings and Tailgate Meetings to be held. Documentation should also be reviewed at regular Safety Meetings and with the Joint Health and Safety Committee, and copies left with the Client Representative.

3.0 Rules and Work Procedures

3.1 Safety Attitude

Attitude is a permanent disposition or a way of regarding events. Attitudes toward safety are endless. Employees carry their own attitudes that, in truth, will rarely change over the course of their life, unless they have a significant meaningful event. Employers and companies have their own corporate attitudes that they attempt to impart to employees. CERASTONE CANADA LTD. will operate in as safe a manner as possible at all times. It is expected that employees adopt this attitude and that their work reflects it.

Due Diligence is a term used to describe conducting oneself in a manner that considers the action of a reasonable and prudent individual in a similar situation. With regard to safety, ask yourself, "What would another prudent and reasonable person in a similar situation do?" This is a good starting point for making decisions in the field.

Rights and Responsibilities

Legislation in Canada offers employees the right to refuse unsafe work. If, in your daily routine, you encounter or are asked to undertake work that you feel is unsafe, you have the right to refuse that work. If you encounter unsafe work the following procedure is to be followed:

- 1) Remove yourself from any immediate danger
- 2) Protect others from danger: Alert, Barricade, Disable, Mark, Alarm
- 3) Report to your immediate on-site supervisor
- 4) Document the hazard
- 5) Implement procedure to correct the Hazard
- 6) Follow up

Legislation in Canada also states that "workers have a responsibility not to undertake work for which they are not qualified." This is an important aspect of the Right to Refuse Legislation. If you are injured, one question that is certain to be asked is, "Was the employee qualified to undertake the task?" CERASTONE CANADA LTD. employees are not to undertake any work for which they are not trained. If uncertain, contact your immediate on-site supervisor for clarification, and confirm this with CERASTONE CANADA LTD. management.

3.2 Personal Protective Equipment

Personal Protective Equipment (PPE) is equipment designed to act as a barrier between a hazard and an individual. PPE will not prevent injury or accident, it is only a barrier that may reduce the severity of an incident. It is the individual who is responsible for the prevention of incidents. All work has inherent risks; that is, risks which are known and part of the job. Take grinding, for example: If done correctly, grinding is an activity that has a risk, but can be undertaken safely. However, should one fail to inspect the grinding equipment, or fail to wear the correct PPE, the results can be disastrous. Where a hazard exists, employees must take every precaution to ensure that they are protected. Should the unforeseen or unpredictable occur, PPE can reduce the severity of the incident.

The Following PPE to be considered:

- Approved eye protection, if there is the potential for eye injury.
- Good quality sunglasses should be worn in snow-covered areas to protect against snow blindness.
- A CSA-approved hard hat, if there is the potential for injury to the worker's head.
- Hearing protection and hand protection, when a hazard is present.
- During cold weather, staff are expected to be equipped to spend time outside all day.
- PPE shall be kept in good condition and inspected as part of the inventory.
- Prior to commencing work, all PPE shall be 'fit tested' and employees familiar with its proper care, maintenance and use..

3.3 Scheduled Safety Meetings

Safety Meeting minutes should be taken at all meetings, and the minutes submitted as required, regardless of whether the meeting is formal or informal. The following safety meetings will be conducted:

1) Job Safety Assessment

Prior to commencing work, a safety meeting will be conducted outlining, at a minimum, the following:

- Corporate Safety Policy of the Prime Contractor
- Site Emergency Response Plan
- Site-specific hazards and summation of Hazard Assessment
- Description and Summary of Work Completed

2) Monthly Safety Meetings

Every Month, the On-Site Supervisor should conduct a Safety Meeting. The meeting should discuss, at a minimum, the following:

- Safety Policy and Emergency Response Procedures

- Review of on-site hazards

3) Tailgate Meetings

Tailgate Meetings are unscheduled meetings that occur on an as-needed basis. They can be formal or informal in nature. Notes should be made on the daily time sheet or the like. Tailgate Meetings should occur at least on a daily basis, and always before undertaking work that has a potential to injure.

4) Joint Health & Safety Committee Meetings

The Joint Health and Safety Committee meet on a bi-annual basis. The duties and functions of the Committee are outlined in section 5.3.

Job Safety Analysis

A JSA of the worksite must be conducted within the first (1) hour of commencing work. Hazards must be noted on the form and then the client rep must be notified of hazards. Hazards must be noted in each Safety and Tailgate Meeting. Notes for correction or avoidance must also be documented.

Safety Reporting and Documentation

All near misses, accidents and injuries must be documented on the appropriate forms. Should the CERASTONE CANADA LTD. Employee witness a dangerous situation they are bound by law to report it to their immediate on-site supervisor. Should there be the potential for an accident or injury to any person, the CERASTONE CANADA LTD. employee shall immediately notify the parties involved. Should there be a danger which is imminent and life-threatening, the CERASTONE CANADA LTD. employee shall immediately intervene to limit the risk to all parties, providing such intervention does not place those parties or the CERASTONE CANADA LTD. employee at further risk. Consult with the On-Site Supervisor regarding all matters that you deem to be unsafe, and then notify CERASTONE CANADA LTD. management.

All witnessed unsafe acts should also be documented and submitted to CERASTONE CANADA LTD. management for further consideration. Documentation is essential.

Hazard Classifications

Hazards can be classified into three types, based upon their potential for harm. They are:

1. Class A: Threats to life. Unless immediate intervention occurs, death or serious injury is the most likely outcome. These are mature hazards.
2. Class B: Imminent Dangers. These situations will cause harm and injury. Hazards are mature but still have the potential to grow and worsen.
3. Class C: Potential Dangers. These situations are minor, such as a slip, trip, or fall hazards, and are housekeeping issues in nature. They are immature hazards, but have the potential to progress to a higher classification.

Hazards can further be divided into the following three categories, based on their origin:

1. People: Hazards due to complacency, incompetence, fatigue, stress, the influence of drugs or alcohol, or distraction.
2. Environment: Natural (earth, wind, water, fire) or man made (enclosures, heights, depths) hazards.
3. Materials: Hazards due to equipment, tools, instruments, poisons, hazardous materials.

Near Misses

A Near Miss is a Class “C” Hazard: an event, incident or hazard that was not recognized and requires immediate corrective action. It is a situation where, had dumb luck or divine intervention not occurred, an accident would have resulted. These are classified as “close calls”. If recognized and documented, the employee and others can learn from it. The identification of root causes can take place and corrective action can commence, with a view to reduce or eliminate the hazard. All CERASTONE CANADA LTD. Near Miss Incidents must be documented on a Near-Miss Card.

3.4 Accidents and Reporting

An accident/incident has occurred when a task or event has an outcome that is not planned. Accidents and incidents incur losses as a direct result. Underlying the losses are costs, which can be calculated in time or currency. All accidents and incidents shall be documented on the CERASTONE CANADA LTD. A&I form and submitted to CERASTONE CANADA LTD. management as soon as practicable. Management will comment, afterwards, our clients are welcome to a copy. Should any accident or incident be serious in nature, CERASTONE CANADA LTD. management or a regulatory body will investigate it.

CERASTONE CANADA LTD. employees who have been injured on site are to report to their immediate supervisor, seek appropriate First Aid, and then notify CERASTONE CANADA LTD. management. Injuries must be reported as per Provincial Workers Compensation Board procedures. No matter how seemingly minor in nature at the time, injuries that are work related *must be reported to CERASTONE CANADA LTD. management.*

Workers Compensation

The Workers Compensation Board has a variety of regulatory powers. These powers vary from jurisdiction to jurisdiction. Ensure you are familiar with the legislative requirements, especially in regards to reporting and use of the correct forms and reporting times. Information relating to past incidents, fatalities and fines are available for review.

Workplace Health and Safety

The Workplace and Occupational Health and Safety Departments also have a variety of powers. Ensure that you are aware of the regulations and abide by them. Should you be party to information regarding unsafe acts, especially during an investigation by WH&S, always be



truthful. The only ones who will benefit from untruths are those who may be in violation of the law. Information relating to past incidents, fatalities and fines are available for review.

Police

All incidents that are criminal in nature must be reported to the police. When possible, consult with CERASTONE CANADA LTD. management prior to making a statement. Police primarily become involved with CERASTONE CANADA LTD. after vehicle accidents occur. Damages over \$1000.00 must be reported to police. Often times, vehicle repair quotes must be obtained to determine the extent and cost of the damage. Typically this will be carried out after regular business hours, assuming the vehicle is in safe operating condition and able to continue to be used for work. After a report is completed and the driver has provided a statement and their Operator's License and Proof of Insurance, they will be issued a Damage Sticker. It is essential that all damages be reported in this manner. Laws in Canada dictate that no body shop may undertake repairs without the knowledge of the police, as indicated by a Damage Sticker. In essence, they are ensuring that the vehicle has not been involved in a hit-and-run accident. Should you be located in an area where the police will not respond due to distance, then you must travel to the police, again, usually after hours. Be prepared to use the cell phone to ensure that all pertinent parties will be available, especially should a large amount of travel be required, or you may have to repeat the trip until the matter is successfully resolved as outlined above.

Client and Prime Contractor

For each job that CERASTONE CANADA LTD. undertakes there is a Prime Contractor. The Prime Contractor is typically the Owner or General Contractor. The Owner or General Contractor has policies and procedures regarding safety and reporting and documentation of events. The Prime Contractor by law has certain obligations to fulfill regarding safety. The Prime Contractor contracts any number of other companies to complete work in their area of expertise. These contracted companies also contract companies to undertake part of the work.

Responsibility for safety rests with each individual on site. In the event of an accident each company attempts to determine exactly what happened. Should we be contracted by the Prime Contractor (i.e. the Owner or General Contractor) we follow their direction explicitly, as they are our clients. Should we be contracted by a contractor we follow their direction explicitly, as *they* are our clients. Regardless of the position of the client, we are to be truthful and honest in any matters relating to safety and the reporting of incidents. There may be a plethora of reporting procedures that you may or may not be aware of, so be patient and allow all parties involved to conduct investigations and reporting as they are required.

3.5 Emergencies

CERASTONE CANADA LTD. Emergencies

In the event that a CERASTONE CANADA LTD. employee has an emergency, they are required to deal with it in a professional manner. Depending on the nature of the incident, employees are expected to use the following general guideline as a plan of attack:



- Identify the problem
- Secure scene safety
- Remove self or others from danger
- Notify immediate supervisor
- Develop a course of action
- Seek assistance
- Implement plan within your capabilities
- Notify and report as necessary

Examples of CERASTONE CANADA LTD. emergencies are: vehicle rollovers; lost gear; personal injuries; death of a family member; interpersonal difficulties with the client; and damaged equipment. It is important to note that a CERASTONE CANADA LTD. emergency is one in which the CERASTONE CANADA LTD. employee is the sole cause of the emergency, one in which it would be imperative that CERASTONE CANADA LTD. Calgary Office be notified immediately. The following is a list of CERASTONE CANADA LTD. emergency numbers:

- 403.863.5773 (cell)
403.230.8799 (office)
- Don Waldorf 403.230.8799 (office)

3.6 Vehicle Basics

Driver Responsibility

Any driver that operates a vehicle is responsible for the safe, prudent and careful use of the vehicle. Each driver is to ensure they operate the vehicle in accordance with CERASTONE CANADA LTD. policy and procedures. The following shall apply:

- Each driver must conduct a Pre-Operation Vehicle Inspection prior to operating the vehicle.
- No employee shall operate a vehicle unless they have the proper licensing and training and have been tested.
- Speed limits, as posted by the Department of Transport and Highways, must be observed. Driving in excess of the speed limit will result in automatic disciplinary action.
- Secondary and dirt road speeds will be as posted, or a maximum of 80 km/hr.
- All vehicles must not exceed 30 km/hr while traveling in playground or school zones.
- Any and all moving violations in a playground or school zone will result in immediate suspension.
- Speed limits must be followed.
- Seat belts must be worn at all times.
- Windshields and mirrors must be in good working order at all times.
- The interior and exterior of any vehicle must be kept clean at all times.
- The driver of any CERASTONE CANADA LTD. vehicle is responsible for:
 1. Obeying all rules of the road, and operating the vehicle in a safe and courteous manner
 2. Conducting all scheduled vehicle inspections and submitting reports
 3. Repairing or arranging repairs of any mechanical problems immediately
 4. Driving defensively at all times including taking adequate rests during travel

5. Notifying the proper authorities should they become involved in an accident
 6. Filling out the Incident Report Forms when required
 7. If vehicle is stopped on any roadways, using hazard lights
 8. Driving on appropriate surfaces only and minimizing off-road driving
- The driver is the person in control of the vehicle, but there is a shared responsibility between both driver and passenger for safe operation of all CERASTONE CANADA LTD. Services vehicles.
 - In the event that safety is being compromised, stop the vehicle and do not proceed until it is safe.
 - Reports or evidence of reckless or unsafe driving practices will result in disciplinary action.
 - Do not reverse the vehicle where there is limited visibility. Use a guide or pilot when necessary.
 - Fuel spills are unacceptable and should be documented as an incident.
 - Report or flag any road hazards that are encountered.
 - Ensure all cargo is securely fastened prior to departing.
 - While the vehicle is operating, headlights should be on at all times.
 - The condition of the vehicle is the responsibility of the driver. Drivers found to have unsanitary,
 - Disorganized or dirty vehicles will be subject to the terms of probation immediately.
 - When transferring a vehicle to another CERASTONE CANADA LTD. employee, ensure a changeover Inspection is conducted.
 - Do not drive and operate any communication device unless it is safe to do so.
 - Never wear any device or clothing that will impair hearing.
 - Never leave the vehicle in a position that could cause an accident.
 - No passengers are permitted to ride in the bed of a pick-up truck.
 - Be aware of wildlife. If you see one, there is likely more right behind.

Driver Program

The CERASTONE CANADA LTD. Driver Program is a continuous monitoring system and consists of the following steps:

1. All employees must complete a Defensive Driving Program during their orientation.
2. All employees must be tested on a regular basis.
3. All employees must have passengers complete a trip report where practicable.
4. All employees must complete a Continuous Monitoring Session with a manager on a regular basis. Substandard driving practices must be corrected and monitoring increased to ensure improvement.
5. All employees will be monitored for compliance.

Legal Points

Provincial laws typically regulate the use of vehicles under some form of highway and traffic or motor act as well as under municipal parking legislation. Should any employee contravene an

Act or any relevant regulatory body, they will be subject to discipline and incur the full cost of contravention. This includes but is not limited to: speeding violations; undue care and attention; reckless or careless operation of a vehicle; operating under the influence; any other violation, moving or stationary.

The center lane is used to determine fault in an accident. The center of lane will always be considered the halfway point from the edges of the road, regardless of highway markings. If your vehicle is over the mid point, you will be held responsible.

Weigh stations and transport employees may inspect your vehicle at any time.

Impairment does not just pertain to the influence of drugs or alcohol. It applies to fatigue as well. Impairment simply means that your ability to function is deemed to be below the legal threshold for safe operation of a vehicle.

Fueling Procedures

When fueling, the following rules should be adhered to:

- Always shut the vehicle off.
- Ensure no open flames are present.
- No smoking while refueling.
- Do not cause sparks, flames or any sort of ignition while refueling.
- Never overfill the tank or cause spillage.
- Wipe up fuel spills immediately, using Absorb-all or the correct absorbing pads.
- Document all spills as an Incident.

Tire Change Procedures

The simple task of changing a tire can become a serious incident. The following guidelines should be strictly adhered to:

- Park the vehicle in a position that does not interfere with traffic or work operations.
- Create a safe zone. Park the vehicle in a position that allows adequate space to work.
- Hazard zones need to be identified. Ideal conditions do not always exist, so compensate by planning for the hazards that are present.
- Plan an escape route should the vehicle shift.
- Whenever possible, change tires on level ground.
- Do not drive any vehicle with a flat tire, as you may cause further damage to the vehicle, to the point that it may become inoperable even with a repaired tire.
- Notify your direct on-site supervisor before beginning and upon completion of the repair.
- If help is available, get a spotter: two sets of eyes are better than one.
- Maintain a position that, should the jack fail, no one will be injured or trapped.

- Always place a secondary stop measure (e.g. a log under the frame) to protect you, should the jack fail. Consider the force, action and reaction, and other consequences. Ensure that the secondary stop measure will not fail (e.g. snap) and cause further harm.
- All CERASTONE CANADA LTD. vehicles are equipped with anti-theft locks on the tire lowering mechanism. The crank arm will not fit directly into the lowering socket, it requires a slotted extension bit. All slotted bits are to be kept in the glove box. Extensions are unique and are not interchangeable.
- Dirt and snow may be a factor in lowering the tire. A flashlight will shed enough light on the lowering mechanism to determine the nature of any problem.
- Prior to assuming responsibility for a vehicle ensure it has the correct jack, tire wrench, crank arm and anti-theft crank extension.
- Flat tires are to be cleaned of any dirt before being placed in any camper or truck interior. Use an open box pick up wherever available. Tires cause damage.
- Repair for most tires will be under warranty. Determine if this is the case prior to authorizing repairs.
- Most flats are avoidable. Observe the surface you are traveling on, and adjust speed to prevent damage.

Winter Conditions

Winter conditions in western Canada place harsh demands on person and machinery alike. In frigid temperatures, everything becomes brittle, so treat cold materials gently. Do not force cold equipment.

Repetitive freeze and thaw cycles create conditions which mimic repetitive use and abnormal wear. All moving parts will shrink and expand, so expect equipment wear and watch for it. Listen daily for minor changes in sounds. Cold weather can separate normally tight fittings; things can loosen on their own and fall off. A sharp eye and a strong scheduled-maintenance program will ensure your vehicle is ready when you need it to be.

Observe areas of ice accumulation. Remove ice build-up if possible, but do not damage a vehicle to remove ice. Keep your vehicle clean. Dirt causes abrasion. Dirt that gets into seals will eventually wear the seal out, and whatever was sealed off will leak. Fluids that leak are often corrosive to other equipment. Axle seals are a classic example of this. Axle fluid on brakes not only impairs breaking action, but dissolves brake pads. Seals are inexpensive, brakes are not.

Clean windows and all snow before starting your vehicle, and ensure the wiper blades are freed up. Wiper blades deteriorate rapidly when used to clean windshield ice.

Windshields will crack along the base if you attempt to defrost them too quickly. When attempting to defrost a windshield, first turn the heater to a “floor” or “vent” setting to gently warm the entire vehicle, before turning the heater to “defrost” the windshield directly. This process can take a few minutes on cold days, so allow time in your morning routine for this.

Drastic temperature changes cause condensation in fuel tanks. Condensation in fuel creates engine lag, difficult starting and poor performance. Eventually water in fuel leads to a blockage in the fuel line between the tank and the engine. Frozen gas lines lead to excessive cranking of

the starter motor, which results in a dead battery and undue wear on the fuel pump, water pump, injectors and belts. Add gas-line anti-freeze to the gas tank and allow a period of time for the anti-freeze to work. Ensure gas-line anti-freeze is used on a regular basis, especially during drastic temperature shifts.

During the winter months, vehicles may run for up to 18 hours a day and servicing options are few and far between. At times, the heating systems will be ineffective, and this is worsened by the draw of the heater in the camper unit. During periods of extreme cold, it may be necessary to shut camper heat off in order to maintain cab heat. If called to an emergency, remember to turn your camper heat on prior to departing, to allow adequate time to heat the camper unit.

Never store combustible materials in the camper heater compartment. Combustibles include *anything* that could ignite if brought into contact with the heater.

Check heating hoses on a regular basis. Watch for small amounts of anti-freeze on the ground (green or red) after idling for a period.

Summer Conditions

Conditions in the summer are seldom as severe as those in the winter, but bring additional concerns.

Overheating and dehydration is a serious concern. Pack water for yourself and the crew: pop and sweet drinks can increase dehydration.

Vehicle overheating is also a problem, and is usually a result of a poorly cleaned radiator. In summer, radiators can become packed with insects and vegetation. Use of a summer screen and frequent, careful cleaning can avoid a breakdown.

Dust clouds are very dangerous. Never pass during dusty conditions. Pull over and stop to allow the dust to clear if conditions permit it.

Convoy, Rock Chips and Following Distances

It is essential that crews form convoys to travel from town-to-town or town-to-worksite. The following guidelines must be adhered to when forming a convoy:

- Assign a lead vehicle, typically one of the slowest ones.
- Do not pass.
- All vehicles should be on the same radio frequency.
- Long hauls require regular driver substitution.
- Vehicle safety should be considered the responsibility of all on board.
- If traveling in unknown areas, avoid bottlenecks and unnecessary reversing by not bunching up; allow the lead vehicle to scout ahead as necessary.

When following a vehicle, apply a four second rule to ensure there is enough time to react.

Rocks kicked up by vehicles can be a significant danger. Minimize this threat by never following vehicles closely. Slow down and back off. Consider slowing down and pulling over when meeting on-coming traffic.

Trailers

Pre-inspect all trailers, prior to connecting to a tow vehicle. Inspect the following:

1) Chains.

Chains should be flexible, free from wear and rust, and all links should be of the same weight. Welds at the trailer should be solid. Chains should be of an adequate length to allow for turning. Locking hooks should be securely attached.

2) Trailer Hitch and Tongue

The ball hitch should be securely attached to the tow vehicle. The socket should be securely attached to the tongue of the trailer. All components and bolts should be solid and free of signs of wear or stress. The tongue should be well aligned and stamped with a ball size and capacity limit. The locking clasp should be free moving. A clevis pin or locking pin device must be present.

3) Trailer stand apparatus

Most trailers have a crank and piston for raising and lowering the tongue of the trailer. If no lifting device is present, a protective stand must be present to ensure the socket does not rest on the ground. The lifting device should be well greased and require little effort to use. It should be free from evidence of stress, including metal fatigue, obvious bends, or cracked or missing paint. It should freely support the weight of the trailer and not spontaneously lower. If it has moveable parts, the clevis pins should lock in place.

4) Electrical system & reflectors

Electrical wires must be attached securely to the trailer by quick ties or other appropriate materials. The gauge of the wire should be consistent between wires. They should be inspected for wear, fray or breaks. All wires should be firmly attached to their sockets or connectors. Search for evidence of a ground wire and in-line fuses.

All lights should be in good working order and should illuminate adequately and equally. A license plate light must exist. Damaged or missing reflectors should be repaired before use. Reflective materials must be inspected for their ability to reflect. Faded or worn reflectors must be considered suspect until tested.

5) Undercarriage & suspension

The undercarriage must be firmly attached to the main body of the trailer. It must be free from wear and sit level, without any listing, either when loaded or unloaded. Look

for evidence of proper maintenance such as recent greasing. Ensure that tilt-system trailers have joints that are greased and that the appropriate locking devices are present.

6) Axles, wheel mounts and braking system

The remainder of the ground system, including a braking system if one exists, should be free of defects or signs of fatigue. Wheel mounts must look identical and must also be free of signs of wear such as metal filings, rust, paint chips or obvious metal fatigue.

7) Trailer Bed and tie-down points

The bed of the trailer should be of a sound, slip-free material, be clean and free of holes and be adequate for the anticipated load. Inspect the condition of tie-down points. Use of points that create bends greater than 90° in tie-down lines should be avoided, as should any points which cause excessive exposure of lines to the elements, particularly spray from tires.

Making the connection

Where possible, two people should connect a trailer to a vehicle. After a full pre-inspection, position the vehicle under the socket, and lower it until the full weight of the trailer is on the ball. The ball clasp should then be locked into place and tested for security. Testing can be done by hand or by a brake test.

Security

Cross the safety chains when connecting to the tow vehicle, with a view to supporting the tongue of the trailer should it release. Place the locking 'D' clasps so that the spines bear the weight, thus ensuring against an accidental release.

Loading and Unloading

The tilt bed or loading ramp must always be used if possible. Speeds appropriate to the length of trailer and the angle of incline should be used. Braking systems must be tested before wheeled machinery is loaded. Lifting of wheeled machinery is discouraged. Wheeled machinery should be left in gear and parking brakes utilized whenever possible. Winches should not be used to load, unload or tie down equipment unless designed specifically for those purposes. Loads should be centered on the trailer, both laterally and lengthwise. Ensure the vehicle and trailer are completely stationary and on the most level terrain available.

Securing the Load

Secure loads using approved materials and techniques that will withstand not just working loads, but also the force of an accident. Inspect webbing and ropes for wear. To safeguard against failure of a tie down, a minimum of two independent lines must be used. If using rope or webbing without cams or ratchets, use a tied-off Truckers Hitch to tension the lines.

Commercial tie downs must have a secondary locking device or be half-hitched for security. Tie downs must be attached to and from hard points, preferably 'strong points' on the main vehicle frame. If unsure, consult the Owner's Manuals for the correct points.

Circle check

A complete circle check should be conducted before commencing travel. Lights should be checked to ensure that they function consistently and in the same pattern as the vehicle. Conduct a brake check, testing for load shift. Another quick circle check should be conducted after traveling a short distance. If the road, weather conditions, or travel speed changes, then another circle check should be conducted. The trailer should be observed for crabbing or improper tracking. Mirror checks should occur at regular intervals. After scheduled stops or rest breaks, the trailer should be given a circle check before resuming travel.

Stopping Distances

Care should always be taken while braking. Braking distances and times vary depending on the composition and condition of the road surface and the tires, and on the vehicle load. The two-second rule should be increased to four seconds while trailering, to allow for the greater stopping time and distances. A mirror check should be conducted during application of the brakes, to take into consideration traffic and load security as well as trailer response.

Cornering & reversing

While turning, allowance must be made for the increased length of the tow vehicle-and trailer. Pay particular attention to the effect of trail-over, to avoid damage to the trailer from jumping the curb. Great caution must also be exercised when reversing a trailer, including use of a spotter whenever possible, and a full walk-around inspection of the terrain prior to reversing. Do not allow the trailer to jack-knife.

Winches, Cables and Tow Ropes

Should there be a need for a winch, cable or tow rope, then the following rules should be adhered to:

- Winch operations should only be carried out by those who have the proper training, and certainly only when it is safe to do so.
- Determine that the winch, cable and hook are serviceable.
- All personnel not directly involved should remain in the vehicle or in a safe location.
- The person in charge is the one completing the hook-up.
- Never let the cable slide through your hands, but rather, use hand over hand motions.
- Use gloves at all times, and keep hands away from the cable intake when spooling cable.
- Be certain the emergency response vehicle will support the object being winched.
- Do not step over a cable under tension.

- Do not stretch a cable over a roadway or street unless there are Flaggers available to alert oncoming traffic in both directions.
- After the cable has been attached, all personnel should move away to a location where they cannot possibly be hit, should the winch cable break or the winched object move unexpectedly.
- The operator should use a strong steady pull, in order to reduce stress on the winch and cable.
- The hook should only be removed when the operator signals it is safe to do so.
- Winching should be done only with the permission or notification of the on-site supervisor.
- Do not use man-made anchors. (Never anchor to telephone or utility poles, for example.)
- After each use, the winch cable should be run out fully and then inspected.

Minor Maintenance

At times, minor maintenance of a vehicle is necessary. Maintenance should be conducted as per the owner's manual and the scheduled maintenance logs. Minor repairs may be undertaken by the CERASTONE CANADA LTD. employee, provided that they have been reported and that the proposed work is well within the employee's skill to carry out. CERASTONE CANADA LTD. staff should ensure that any work conducted is completed correctly and to a satisfactory standard, as all responsibility for the vehicle lies ultimately with them. Seek out professional help should you deem it necessary.

Vehicle Height

Camper units mounted on trucks are 9'3" high, or 2.84 meters. Careful attention must be paid to avoid overhead hazards. The height of the vehicle is also noted on the dash.

Keys and Locks

Most new vehicles have ignition keys with an embedded microchip. Without the chip, the key will not start the vehicle. Extra keys can be cut for a vehicle, but these will only work on the doors. Ignition keys have to be programmed at a dealership, at considerable expense. All vehicles have two keys with chips, and one door-only key. The door key should be wired up under the bumper. Take great care never to lock yourself out of your vehicle.

* **NOTE:** Keep in mind that vehicles are not configured identically.

3.7 Universal Precautions

Smoking

All CERASTONE CANADA LTD. employees are to obey the Smoking policy of our clients, and are not to smoke anywhere that has been deemed Non-Smoking or Hazardous

Smoking is not permitted around liquid or compressed gas fuels, around explosives or in or around vehicles during refueling, repair or maintenance.

Matches, cigarette butts, and all other smoking materials must be contained in an ashtray or ground out. Always be extra careful when using smoking materials in the forest or prairie. No smoking is allowed when the fire hazard is High or Extreme.

Hydrogen Sulphide

All employees shall have taken approved H₂S Alive Training prior to commencing employment. H₂S Safety is regulated by provincial Workplace Health and Safety and Worker's Compensation Board Regulations. The following are the specified Threshold Limit Values (T.L.V.) or Occupational Exposure Limits (O.E.L., W.H.& S):

10 p.p.m.	8 hour Exposure Limit (O.E.L./T.L.V).
15 p.p.m	Short Term Exposure Limit (S.T.E.L.)
20 p.p.m	Ceiling Level (the maximum safe exposure concentration).

No employee shall work in an H₂S Designated Area unless they have:

1. Read and understood the standard for H₂S Designated Areas,
2. Had appropriate H₂S Alive training,
3. Have a continuous personal or on-site monitor, and
4. Access to and involvement with an H₂S Safety Watch.

Respiratory protection must be used in accordance with on-site procedures, and these must be determined at job start up. All equipment is to be fit tested prior to use, and shall be inspected daily.

Other Toxic Gases or Oxygen Deficiencies

Toxic gases or oxygen deficiencies cannot always be detected by sight or smell. Any suspect area or space must be evacuated and ventilated immediately. Before work can be resumed, the total area, from top to bottom, must be checked with the appropriate gas detection equipment, in the following order:

- Oxygen Content
- Combustible Gas (L.E.L.) content
- Toxic Hazard (H₂S, So₂ etc.)

3.8 Handling of Oxygen and Other Compressed Gases

Compressed-gas cylinders are extremely dangerous. Improper storage and use has the potential to cause serious injury. Follow these guidelines when transporting and handling oxygen or compressed gases:

Storage

- Mount or secure cylinders so that they are immobile.
- Never leave cylinders standing unsecured.
- Assess potential for cylinders to be thrown in an accident, and select storage accordingly.

- Never store cylinders in the vicinity of open flame or sources of heat.
- Never store cylinders in areas near corrosive substances.
- Never store cylinders in areas experiencing extreme temperature changes.

Handling

- Inspect cylinders for wear or other defects prior to use.
- Inspect the cylinder neck damage to seals.
- Check cylinders to ensure up-to-date inspection stamps.
- Inspect regulators for damage or wear.
- Ensure no brass exists on regulators attached to aluminum tanks.
- If a tank is dropped, ensure it is sent for an inspection.
- Keep protective caps in place until the cylinder is used.

3.9 Motorized Equipment - Support Vehicles

Many types of work vehicles are used in oilfield applications. Ancillary vehicles should never be used without a pre-trip inspection and proper vehicle orientation and training. Employees should be able to effectively operate all equipment on site. At a bare minimum, employees should be able to stop, start, and move equipment short distances. Most of the above-listed equipment will have an emergency shut-down switch, and the location of each should be known.

3.10 Confined Space Entry

Confined spaces will be identified during the initial JSA, and a set of written procedures governing entry should be prepared in advance of the need for access. All employees must complete an approved Confined Space Entry Course and receive specific on-site training, including at least one supervised entry, prior to the need for access to any confined space. Under no circumstances shall an employee enter a confined space prior to having training and approval.

3.11 Lock Out / Tag Out

When equipment is being repaired, it must be locked out. Locked-out equipment cannot move or be engaged, thus limiting the potential for injury. Locked-out equipment must never be abandoned without being tagged. Once equipment is tagged out, no one else may work on that equipment without the permission of the person who tagged it, or, in that person's absence, a supervisor. Never remove lock-out tags or unlock equipment without explicit instructions. Double blocking of a vehicle is considered a form of lock out.

3.12 Return-to-Work Program

The costs of an injury can be staggering. Consider the following list of direct costs: WCB premiums and benefit payments; disability benefits; drug plan costs and allowances; fees for transport to primary and follow-up care; expense of medical appliances and uninsured medical



treatments; insurance premiums; legal expenses, and the cost of legal liability; clean-up costs; damage to equipment and property; and rental costs for replacement equipment. Indirect costs include: lost productivity of the injured worker and other affected workers, hiring costs, and the cost of overtime and time invested in correction and analysis. Finally, there are intangible costs: for the company, these are costs such as lowered employee morale, damage to the company image or brand, and lost business; for the injured worker, these are the costs of pain, suffering, stress, loss of security, a reduced level of wellness, decreased physical capabilities, emotional impairments, and changes to family and quality of life.

The Management of CERASTONE CANADA LTD. believes that a strong Workplace Safety Program is essential for creating a safe work environment, and is further committed to taking a pro-active role in ensuring that workplace injuries are prevented and workers are protected. CERASTONE CANADA LTD. undertakes to accommodate the injured employee through early rehabilitation and, where possible and of benefit to both parties, subsequent work placement that is compatible with rehabilitation. Such a Return-To-Work (RTW) Program provides gradual and consistent rehabilitation for employees.

CERASTONE CANADA LTD. will make every reasonable effort to provide suitable employment to employees who are temporarily or permanently unable to return to their regular duties as a result of an occupational injury. This may include a modification of the employee's original position, or providing an alternative position, depending upon the employee's medical restrictions. Only work that is considered meaningful and productive will be considered for use in the RTW Program. Participants placed on RTW plans will be expected to provide feedback to aid in administration of the program. All employees, regardless of injury or illness, will be considered for placement through the RTW Program.

There are many benefits to a Return-To-Work Program. For employees, these include:

- Enhanced job and financial security, with greater subsequent financial independence
- Reduced medical expenses, lost-time costs and feelings of dependency
- Maintenance of benefit plan contributions, such as CPP, EI, and vacation pay
- Enhanced dignity and sense of self worth through focus on ability, not disability
- Maintenance of contact with the community and minimized impact on family life

For the company, there are also many benefits, not least:

- Improved productivity and employee morale, and a reduced staff turnover
- Lower hiring, training, and retraining costs
- Fewer grievances and arbitrations
- Participation in the recovery and rehabilitation process
- Opportunity to provide focused, coordinated treatment, and meaningful work alternatives
- Improved WCB rating
- Facilitation of priority setting and planning for operations
- Reduction of medical expenses and efficient use of health resources



Individual Return-To-Work Plan

Once the employer is informed of an injury, the Director will contact the worker or their family within 12 hours. The Director will ensure that care and treatment are available and are received by the injured worker. The Director will determine if further assistance is required. The Director will provide an opportunity to discuss the completion of any health assessment forms, the nature of the injury, the expected recovery time and the frequency and method of future contact. An employee will have the opportunity to participate in the RTW Program and shall complete the employee RTW package as the first step. The director will ensure that all documentation is complete, including as a minimum, a Health Care Professional Assessment Form. This form is used to determine capabilities and restrictions, but is not a medical diagnosis. If a medical diagnosis or treatment plan is required, a confidential Medical Release Form should be used.

Once restrictions have been identified, they are compared to a Job Task Analysis to determine whether the job can be modified or whether a suitable alternative exists.

Return-To-Work Planning

A meeting will be held with the injured worker to discuss goals, expectations, program duration and progression, and the intent of the RTW program. A written plan is developed to allow for gradual increases in duties, hours of work, and so forth. The plan will be forwarded to health care professionals or the WCB, as appropriate. Priorities for the plan will be (1) accommodation of the injury within the current job description, (2) selection of temporary alternative tasks, and (3) development of a new position. The RTW will include specific dates and timelines.

Contact with involved parties will be maintained and documented as necessary.

Monitoring & Follow-up

The Director shall monitor progress at regular intervals to ensure the plan is appropriate. Should a dispute arise that cannot be settled, it will be brought to mediation through an accredited mediator.

In the long term, the success or failure of the Program can only be gauged by whether the injured worker has returned to regular duties.

3.13 Enforcement Plan

Management intervention can be minimized by effective communication, proper supervision, a commitment to leadership, and by adhering to all safety policies and procedures. However, to ensure that company policies, government regulations, and all legislative requirements are followed, an Enforcement Plan is employed. Failure to comply will result in employee review and disciplinary action according to the following progression:

First Offense	Verbal warning
Second Offense	Written warning



Third Offence Suspension
Fourth Offence Dismissal

4.0 Training

4.1 Training & Orientation

CERASTONE CANADA LTD. is dedicated to training all employees for their respective positions, including in identification of workplace hazards. Bi-annual in-house training will occur for all staff. Ongoing training will also be conducted as needed.

Shop Hand & Support Staff Training

Support personnel will be trained in the same manner as front-line staff and will participate in field orientations where practical. Support persons will undertake specialized training as necessary.

Management Training

Management at CERASTONE CANADA LTD. will take training as required or when available, in the following:

- WCB PILR Program
- P.I.T.S. Supervisory Courses
- Alberta Safety Construction Association Supervisory or Certified Safety Officer Designation
- Industry related instructor (First Aid, WHMIS, TDG, ATV training, H₂S, etc.)
- Accident Investigation

4.1.1 Bi-Annual Training

Bi-annual training programs will be developed in concert with all staff. Priorities for training will be determined based on: recommendations from the Joint Health and Safety Committee; the occurrence of any incidents; the need for certification enhancement; and the views of CERASTONE CANADA LTD. Management, particularly with regard to any noted areas of consistent weakness. Requests for training will also be considered and should be forwarded to Management in a timely fashion.

4.2 Training Curricular

Workplace Hazardous Materials Information System

A WHMIS self-study program offered by Danatec, including the Competency Check.

Transport of Dangerous Goods

A TDG self-study program offered by Danatec, including the Competency Check.

Off-Highway Defensive Driving Program

A self-study program offered by Petroleum Industry Training Services, including the written testing.



H₂S Alive

An 8 Hour, Petroleum Industry Training Service-approved H₂S safety course, including PITS certification, or equivalent.

Personal Protective Equipment Care & Maintenance

A course covering the description and care of Personal Protective Equipment found on the worksite.

Hazard Identification & Inspection Techniques

A short course designed to introduce workers to common on-site hazards and the methods of identification and correction.

4.3 Job Direction

All staff work under, and are directly accountable to, the designated On-Site Supervisor, Client rep, or Contractor.

If there is any question contact CERASTONE CANADA LTD. management for clarity.

4.4 Visitors

Any CERASTONE CANADA LTD. visitors are directly accountable to the CERASTONE CANADA LTD. employee responsible for that worksite. All visitors must have permission of the CERASTONE CANADA LTD. Director to visit the site. All visitors must be oriented to the site prior to any work commencing. If the visitor is to be conducting work on behalf of CERASTONE CANADA LTD., they must be advised of any matters that may affect them or their performance. Visitor orientations must include a discussion of hazards, emergency procedures, protective equipment, the location of policy and procedure manuals (and review if necessary), drug and alcohol policy, and any other site-specific information. The On-Site Supervisor must be made aware of any visitors prior to their arrival if possible, and otherwise, upon their arrival. All visitors must be approved.

5.0 Communication

5.1 Communication Systems

Staff will be working in environments that present risk and danger; therefore safety is of paramount importance and is the responsibility of everyone. It is the primary goal of CERASTONE CANADA LTD. employees to be constantly aware of safety issues, both for the protection of CERASTONE CANADA LTD. staff, and to the staff of CERASTONE CANADA LTD. clients. All aspects of safety policy are to be as directed by the CERASTONE CANADA LTD. Safety Manual and by CACG Industry-Recognized Best Practices.

Through effective communication and cooperation, issues that arise can be identified and addressed before they lead to an Incident. Safety Meetings and Tailgate Meetings will be held on a regular basis, to ensure safety and hazard concerns are addressed. Yearly Safety Meetings



will also be held, along with Joint Health and Safety Committee Meetings, in an attempt to standardize safety procedures.

5.2 Safety Meetings & Reporting

All staff are to participate in a Weekly Safety Meeting and to document the meeting on the appropriate forms. If the Safety Meeting is conducted as part of an on-site meeting, a copy should be obtained or noted on the appropriate form. All Safety Meeting documents should be submitted on a regular basis. Failing a regular, face-to-face meeting being held, a meeting may also be conducted via phone as part of the weekly check-in. Staff must still make notes on an appropriate form and submit them in a timely manner.

5.3 Joint Health & Safety Committee

A Joint Health and Safety Committee will be formed and will meet on a bi-annual basis. The committee will be comprised of equal numbers of members from management, and from support, full-time, part-time, and contract workers. Committee membership is open. The committee will be responsible for the following:

1. Reviewing documents and analyzing trends, in order to address and prioritize risks and hazards.
2. Ensuring corrective actions have occurred with respect to (iii) above.
3. Reviewing the annual safety audit.
4. Annually reviewing policies and procedures and any relevant submissions.
5. Providing of feedback and input to management on the policy and procedure review.
6. Establishing sub-committees to conduct work, research or investigations on behalf of the company.
7. Canvassing employees and contractors for any health and safety concerns.
8. Liaising with any associations, regulatory or government bodies, and reporting on industry standards, hazards or relevant issues.
9. Consulting with management on an as-needed basis.
10. Reviewing all industry-relevant safety bulletins.
11. Posting minutes and distributing them for review.

At each meeting, an examination and review of the following shall occur:

P.I.T.S. Guiding Principles	Past JHSC Minutes
Joint Health & Safety Terms of Reference	Safety Concern Forms
Inspection Reports & Audits	Hazard Log
Summary of Safety & Tool Box Meetings	Relevant Policy
Safety Meeting Forms & Action List	Mock Scenarios
Daily/Weekly/Monthly Reports	Safe Work Procedure Review
Emergency Response/Contingency Response	Unsolicited Report Review
Memo & Mail	Investigation Reports
Risk Analysis	Statistical Trends Analysis

6.0 Incident and Accident Reporting and Investigation

6.1 Incident and Accident Reporting

Incident and Accident Reports can be a useful tool in identifying and determining areas in the work site that need correction and adjustment. Because reports are kept on file, they can be reviewed to (1) determine areas of high risk, which leads to better training, and (2) to raise awareness, to better protect employees and reduce losses. All report forms and documents should be filled out promptly to ensure there are no errors and that valuable information is not forgotten.

All accidents and incidents must be reported and recorded. This includes:

- fatalities, serious injuries or illnesses, or injuries or illnesses which necessitate transport to medical care
- injuries or occupational illnesses that can be treated at the work site but prevent a worker from the performance of regular tasks
- injuries or illnesses involving (non-trivial) treatment of any kind
- other emergencies or losses such as motor vehicle accidents, fire, explosions, vandalism and spills
- all other Incidents and Near Misses.

6.2 Investigation and Follow-up

Incident and Accident Investigations should always be conducted, regardless of the severity and who or what was injured or damaged. They aid in determining the effectiveness of the existing Safety Program by revealing omissions and areas of weaknesses. By determining the root causes of Accidents and Incidents, preventative measures can be taken to limit reoccurrence, and to improve communication systems, equipment, training requirements, work-site conditions, and work procedures.

Investigations will be conducted by employees trained in investigation techniques. Proper governing bodies and insurance personnel will be contacted as needed. All Procedural Guidelines must be followed to ensure a standard level of Incident Analysis is obtained. Proper documentation is critical, as is forwarding of applicable information to CERASTONE CANADA LTD. Management, to insurers, and to other relevant regulatory bodies.

7.0 Conditions of Employment

7.1 Qualifications

The personnel of CERASTONE CANADA LTD. are expected to possess the following skills and certification:

Experience:

- Work experience in the construction and stone mason trade;
- Proficient on general construction related tools and equipment;
- Some previous training or experience on construction sites;

- Some previous training or experience in the stone masonry trade.

c) Personal Characteristics:

- Good health, emotional maturity, and a strong personal and work ethic;
- Good judgment and the ability to make sound decisions and act responsibly;
- A positive attitude relative to the job and fellow work mates.

7.2 Pre-employment Documentation

All employees should ensure that the following documentation is current and on file at the CERASTONE CANADA LTD. Head Office:

- Resume, including references
- Copies of all First Aid and Safety certifications
- Contract of Employment, and any other applicable contracts
- Personal Medical History Questionnaire
- Criminal Record Check
- Driver's Abstract
- Payroll information
- Personal vehicle insurance carrier information, including policy number
- Liability Disclaimer
- CERASTONE CANADA LTD. Driver Training Test

7.3 Subcontractor Approval

All subcontractors shall follow, in its entirety, the Subcontractor Hire and Approval Process.

7.4 Contract

All employees are required to sign an Employment Contract. This includes sections relating to Non-Competition and Confidentiality, as well as a Statement of Commitment, an Evaluation Agreement, payroll information, and personal emergency contact information.

7.5 Salary

- Salary is as negotiated in advance, and is paid on a bi-weekly basis.
- The Probationary Period is 90 working days, after which time a Pay and Performance Review will occur.
- Increases in pay at that time are dependent upon the training requirements in Section 4.1.1 being met.
- All expenses for travel, meals and supplies will be paid out in a timely manner, providing documentation and receipts are submitted as soon as possible. Claims that are late, illegible or incomplete, or which lack supporting documentation or receipts, may be delayed or disallowed, at the discretion of CERASTONE CANADA LTD. Management.

7.6 Pay Scales

Pay and benefit scales are as follows:

- **Seasoned Employees:**
 - Wage increase every 90 working days to maximums set by Management.
 - Coverage for training courses and paid training time
 - Expenses paid upon submission of claims
 - Coverage for uniform and clothing costs
 - Paid AMA membership
 - Eligible for pay advances
 - Company commitment to advancement

- **Experienced New Hires:**
 - Probation for two full rotations
 - Training and uniform costs payable six months after start date
 - Expenses paid on payday
 - Entry period consists of a minimum of three months

- **Probationary Employees:**
 - Pay freeze
 - 10% wage decrease for every 90 days on probation (working or not)
 - No training or uniform subsidy
 - Payment for expenses at discretion of Management
 - Not eligible for advances
 - Fully responsible for any and all damages or losses, including lost time
 - Supervisors to complete shift evaluations
 - Company commitment to supervision

7.7 Performance Evaluations

A review of employee performance shall be conducted annually, at a minimum. Reviews will be based upon Client Feed-back Forms and a self-evaluation tool. Supervisor observations will also form an important part of the review process.

8.0 Operations

8.1 Daily Responsibilities

- Understand and comply with all aspects of the Client's Safety Manual.
- Understand and comply with all aspects of the CERASTONE CANADA LTD. Safety Manual.



- Represent CERASTONE CANADA LTD. professionally and in good faith, when dealing with both contractors and clients
- Be punctual at all times, and arrive at work prepared for the day.
- Abstain from consuming alcohol for 8 hours prior to commencement of shift
- Abstain from consuming controlled substances, AT ALL TIMES
- Be prepared for all possible weather conditions.

8.4 Bi-weekly Responsibilities

- All clients should be invoiced as directed.
- All clients should receive a Job Summary Form along with their Invoice.
- All paperwork packages should be compiled and sent to CERASTONE CANADA LTD. Head Office.

8.5 Responsibilities to Client & Contract

- All paperwork should be completed as described above.
- All equipment should be prepared and organized for travel.

9.1 Invoices and Billing

To ensure timely payment, complete Work Orders and submit them to the Client for approval as soon as possible: Each Client has a different billing procedure, so check with the On-Site Supervisor. Often, Work Orders must be approved daily. Once signed, one copy is retained by the On-Site Supervisor and one is left in the Work Order Book the remaining two are forwarded to CERASTONE CANADA LTD. Head Office, whereupon an Invoice is generated and submitted for payment. Work Orders serve as verification, so if they are incomplete, incorrect, illegible, or otherwise substandard, payment may be delayed.

10.0 Safety Policy

10.1 Field Audits

A Field Audit Form will be used to conduct an audit while working on-site. Unit audits shall be conducted on all or a portion of the fleet on a regular basis. Any trained employee may conduct audits, including self-audits.

10.2 Regulations

While in the employ of CERASTONE CANADA LTD., employees must comply with a great number of federal, provincial and municipal regulations. Should you be in the unfortunate situation of breaching any regulation, ignorance will not be considered an acceptable excuse. Ensure that you are familiar with all regulations that will have an effect on the operations you undertake.

10.3 Vehicle Service and Repairs

Vehicles are the largest and most expensive pieces of equipment operated by CERASTONE CANADA LTD. employees. Care and maintenance of vehicles are central to all operations. Due to the lengthy nature of operations and the high demands placed on vehicles, it is imperative they are serviced on a regular basis. It is the responsibility of the driver to ensure maintenance occurs. Any damages that occur must be reported and corrected as soon as possible. Damages of any nature will not be tolerated and will be the responsibility of the employee. It has been found that damage occurs less frequently when employees have a direct responsibility for the equipment in their care. Repeated damage will result in dismissal.

10.4 Scheduled maintenance

Equipment is subject to regular wear and tear. In order to maintain equipment, all equipment should be inspected regularly, in conformance with the Maintenance Schedule recommended by the Manufacturer. Particular attention should also be paid to P.P.E. and communication and navigation equipment. All employees are responsible for completing inspections and documenting damage and wear.

11.0 Business Operations

11.1 Accounts

CERASTONE CANADA LTD. has established a number of accounts within Calgary and Alberta. Before purchasing an item, first ensure that the item cannot be purchased within CERASTONE CANADA LTD's network of suppliers. All purchases must be approved prior to purchasing. There will be occasions where a purchase needs to be made to continue operations, and approval cannot be immediately obtained. CERASTONE CANADA LTD. expects all employees to use good judgment in these cases. If it is deemed that the purchase was inappropriate, CERASTONE CANADA LTD. reserves the right to collect the cost of the purchase from the employee.

11.2 Credit Cards

Credit cards are available on each vehicle for operational use. Employees are responsible for all purchases made. Non-operational use is prohibited. Non-operational expenses are considered those items that are not essential to operation of the vehicle or the operation at hand. Examples include items such as pop, chips, cigarettes, and books. The process of evaluating receipts and attempting to reference the cost back to an individual is far too time consuming, so cards may not be used for personal expenses regardless of the intent to later reimburse CERASTONE CANADA LTD.. There are no exceptions. Expenses incurred as the result of a lost, missing or stolen card will be the sole responsibility of the employee.

12.0 Judgment

One of the most difficult aspects of the CERASTONE CANADA LTD. employee position is in the use of judgment in conducting business on behalf of CERASTONE CANADA LTD. Unfortunately, sound judgment may take years of experience, and many mistakes, to develop. Of course,



mistakes are bound to happen; hopefully, we can learn from them as they arise and avoid repeating them in the future. Your actions should be well considered and reasonable. Remember: We are judged by a peer standard. Ask yourself, "Would my action be deemed prudent by my peers in industry?"

12.1 Diplomacy

As a representative of CERASTONE CANADA LTD., all employees should consider themselves to be diplomats.

12.2 Photographs

Each vehicle is equipped with a disposable camera. These are primarily of use for documenting damage in case of a vehicle accident, but staff is also encouraged to use them to obtain photographs which may be useful for training purposes (e.g. equipment, hazards) or for promotional purposes. All pictures are the property of CERASTONE CANADA LTD..

13.0 Substance Abuse Policy

The primary goal of CERASTONE CANADA LTD. is to ensure a safe and productive work environment at all work sites. CERASTONE CANADA LTD. therefore strictly prohibits the unlawful manufacture, distribution, dispensation, possession, sale of, or use of drugs or controlled substances on any company premises or worksites.

Moreover, working while under the influence of alcohol, illegally used drugs, or controlled substances, is prohibited. The company also strictly prohibits any visitor or contractor being on company premises or worksites while under the influence of alcohol, illegally used drugs, or controlled substances.

Any employee found in violation of the above-stated Substance Abuse Policy will be subject to discipline, including discharge. Any contractor or visitor found in violation of the Substance Abuse Policy will be refused entry onto, or removed from, company premises or worksites. Depending upon the circumstances, other actions, including notification of the appropriate law enforcement agencies, may also be taken by the company.

In order to maintain a safe working environment, promote efficient operations and encourage a drug-free workplace, the company has established a Drug-Free Awareness Program. This Program is to be used as a tool, and includes: testing for the illegal use of drugs; informing employees about the dangers of drug abuse in the workplace, the company's policy, and any available drug counseling or other employee-assistance programs; and the consequence of violation of the policy.

This policy reflects our commitment to the creation and maintenance of a drug-free work environment. This commitment extends not only to the health and well being of our employees, facilities and equipment, but also to the safety of our clients, customers and the public.



Searches, Inspection and Testing

Upon consent of the individual, the company reserves the right to conduct drug or alcohol testing and searches or inspections of employees and their personal effects, including any brief cases, tool boxes, lunch boxes, purses, baggage etc. located on company premises or worksites, or employee quarters if furnished by the company. Also, employees who refuse to consent will be subject to further discipline and, where appropriate, discharge. If consent is refused, the individual may be asked to leave the company premises or worksite, pending a full investigation of the matter.

The purpose of such searches, inspections or testing under this policy is to determine whether any employee is in possession of or engaged in the illegal use of drugs or controlled substances, or is under the influence of alcohol or illegally used drugs or controlled substances. Employees may be required to sign a written consent to such testing, searches or inspections at the time they occur, as well as upon initial employment. If consent is refused, the employee may be asked to leave the premises or work site and, following an investigation, may be subject to discipline, including discharge.

In reasonable circumstances, drug and alcohol testing, searches or inspections may be conducted at the discretion of the company, from time to time, without prior announcement. A search or inspection of the personal effects of an individual will be conducted by a person of the same sex as the employee being searched. Blood and urine specimens or breath samples may be taken and will be tested by a qualified company representative or by a laboratory for the presence of alcohol, illegally used drugs, and controlled substances.

Any employee who refuses to consent to a search or inspection, refuses to provide a sample of blood or urine, tampers or attempts to tamper with a test sample, or is found in unlawful possession of drugs or controlled substances or under the influence of alcohol or illegally used drugs or controlled substances will be subject to appropriate discipline, including discharge.

When appropriate, such items discovered throughout the company's searches or inspections may be taken into custody and may be turned over to the appropriate law enforcement authorities.

Over-the-Counter Drugs and Prescription Medications

Any person using a drug or other medication, whether prescribed by the employee's physician for a medical condition or an over-the-counter purchase, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or other management official prior to starting work or entering the company facilities. The supervisor or manager will decide if the employee can remain at work or on the company's premises or worksite and what work restrictions, if any, are deemed necessary. Any employee violating this policy will be subject to appropriate discipline, including discharge, and any visitor found in violation will be refused entry onto or removed from the company's premises or worksite.



Contractors and Visitors

Any visitor or contractor having business with the company or otherwise seeking access to company premises or worksites who refuses to submit to a search, who is found in unlawful possession of drugs or controlled substances, or who otherwise violates this policy, will be removed from the company's premises and will not be allowed future access to company premises or worksites.

Condition of Employment

Compliance with the company's substance abuse policy is a condition of employment. The failure or refusal of an employee to cooperate fully, to sign any required document or to submit to any search, inspection or test, will be grounds for appropriate discipline, including discharge.

Administration of Testing

All employees may be required to undergo substance testing under the following circumstances:

- a) The employee is involved in an on-the-job Accident, Near Miss or Incident, regardless of whether that individual sustained injury;
- b) Where a supervisor has reasonable cause to believe an employee has acted in contravention of this policy;
- c) During or after a rehabilitation program for a period of up to twenty four (24) months;
- d) When required in the ordinary course of business as stipulated in a contract between the company and a particular client;
- e) When required by federal or provincial statutes, regulations or orders.
- f) Periodic or site specific, when due to the nature of sensitive work assignments of
- g) employees, whose job duties could affect personal safety, co-workers safety, the safety of
- h) the public, or the safety of the environment.

Alcohol

When the use of alcohol is suspected, the employee is to be immediately relieved of duty and provided a Breathalyzer test. The maximum acceptable level will be 20 milligrams of alcohol per 100 milliliters of blood. In the event the test results exceed 20 mg of alcohol per 100 ml of blood, a second breath sample will be taken to ensure the accuracy of the original sample, and for the protection of the employee.

Positive Test Results

Any employee whose drug or alcohol test is confirmed positive will be subject to the following action:

- a) The individual shall be informed of the results by his or her direct supervisor, or other designated person, and will be suspended without pay immediately, and upon review, be subject to termination of employment;

- b) The individual will be informed that he or she has 48 hours from the time of notification to contact the EAP counselor to have the matter reviewed.
- c) The individual involved in a first offense will be provided the opportunity to attend substance abuse counseling. Refusal to attend and/or comply with the Substance Abuse Counselors' recommendations is grounds for discharge.
- d) Following the successful completion of counseling and/or treatment, the individual must provide a negative test result before returning to the workplace. He or she will be required to sign a written agreement stating that he or she agrees to remain free of alcohol and drugs while attending company business, on company premises or worksites.
- e) Any employee who returns to his or her position pursuant to paragraph (d) above, will be required to submit to random alcohol and drug testing at the request of the company, for a period of twenty four (24) months from the date of his or her return to work. This is a condition of continued employment with CERASTONE CANADA LTD.
- f) (f) Should any test during the twenty four (24) month period referred to in paragraph (e) above, be confirmed positive for alcohol or drugs, the employee will be subject to immediate discharge.

Employees, who are disciplined, restricted in their employment, or whose employment is terminated as a result of this policy, may request to have the matter reviewed by the Director. If upon review, it appears that the employee was unfairly treated, the decision will be reversed and the employee will be reinstated.

Definitions

"Under the influence" is defined as being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well being of the individual, other employees, the public or company property; and/or having any detectable level of prohibited substances in the body.

"Company premises" or "company property" for the purposes of this policy includes all property, facilities, buildings, structures, installations, work locations, work areas or vehicles owned, operated, leased or under the control of the company.

"Drugs" and/or "controlled substances" for the purpose of this policy include all substances which have mind or function-altering effects upon the human body, or that impair one's ability to safely perform their work, specifically including but not limited to: all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, all "synthetic or designer drugs", all "look alike" drugs, all drug paraphernalia, and all substances illegal under federal or provincial law. Prescription drugs, when taken as directed by the employee's doctor, are not included within the definition of the terms "drugs" or "controlled substances".



"Drug testing" as used in this policy refers to: (1) tests to determine the illegal use of drugs and/or controlled substances and (2) tests to determine the use of alcohol when such a test is job-related and consistent with business necessity.

"Rehabilitation" as used in this policy refers to individuals who (1) have successfully completed a supervised drug and/or alcohol rehabilitation program and are no longer engaging in the illegal use of drugs or abuse of alcohol, or have otherwise been rehabilitated successfully and are no longer engaging in such use or abuse; or (2) are participating in a supervised rehabilitation program and are no longer engaging in such use or abuse.

14.0 Purchase of Hazardous Materials

The purchasing of any hazardous products will be done by a single CERASTONE CANADA LTD. employee, such as a Shop Hand, as designated by the Director. The hazardous materials shall be evaluated and dispersed to crews or work sites with consideration given to requirements for PPE, transport, storage, and training requirements. Should any purchases have to be made in the field by CERASTONE CANADA LTD. staff, the same considerations must be given prior to use of the hazardous product. Purchase of any hazardous goods must be approved in advance.

I have read and understood this Policy and Safety manual and agree to comply as a condition of my employment with Cerastone Canada Ltd.

Signed and dated this _____ day of _____ 200__

Employee