



## SAFE WORK RULES

### LADDERS

- Inspect before each use for broken or damaged rungs, broken side rails or missing non-slip devices.
- Must be secured at the top, or otherwise held in place to the structure they are leaning against
- Do not work from the top two rungs of a portable ladder.
- Three-point contact must **be** maintained at all times while climbing or working from a ladder.

### ELECTRICAL OPERATIONS

- Only qualified personnel may perform electrical work.
- Equipment must be properly locked out and de-energized before performing maintenance.
- Maintain appropriate distances between overhead power lines and their equipment.
- All portable electric tools and lights must be used with ground fault circuit Interrupters (GFCI) or be Included In an assured grounding program.
- Electrical cables and extension cords must be run overhead, and not laid on the ground or deck where possible.

### LOCKOUT AND ISOLATION

- Every worker conducting maintenance or repairs must lock out all sources of energy that may affect the equipment being worked on, and test to ensure the Isolation Is effective.
- The worker must retain possession of the key while working on the equipment.
- The worker must remove the lock only when they have finished the repair/maintenance work and ensured that all other workers onsite will not be Injured when the equipment Is reactivated.

### MACHINE GUARDS

- Guards may only be removed if the machinery is locked out and de-energized.
- Hand-held grinders must have guards in place at all times.

### WASTE

- All waste (rags, materials, spill material, stained ground) Is to be contained, collected, and removed from the site. Rags are to be dried prior to disposal
- All waste must be properly classified, accurately documented, and disposed of by approved methods.
- Contractors must consider a waste minimization practice to reduce environmental impacts.

### CONFINED SPACE ENTRY

- A Confined Space Entry permit must be issued before any worker may enter a confined or restricted space.
- All persons entering the confined space or acting as a monitor must have proper training
- Confined space entry must be performed in accordance with OH&S Regulations and the requirements stated in the Confined Space entry permit

### CRANES AND HOISTS

- A hazard assessment must be conducted by a competent person for all lifts (method of lift and equipment used).
- Only qualified personnel are permitted to operate cranes and other hoisting equipment.
- Workers must never stand on or under suspended loads.
- Tag lines must be used, hooks must have safety latches, and all rigging must be performed by trained personnel.

### FALL PROTECTION - WORKING at HEIGHTS

- Any work performed at a height of 1.8 m or greater on a surface with an unprotected edge requires a written fall protection plan and 100% continuous fall protection.
- Before beginning work, all fall arrest equipment must be visually inspected. Any equipment found to be defective must **be** tag and removed from service.
- A site-specific rescue plan, rescue equipment and rescue personnel must be ready before beginning work at heights.

### GROUND DISTURBANCE

- Any personnel dealing with ground disturbance must hold a valid Ground Disturbance Ticket.
- A hazard assessment must **be** conducted, and a Ground Disturbance Permit obtained before excavating.
- Excavations exceeding 0.3 m a First can must be made 72hrs prior to excavations and is only valid for 14 days.
- Excavations exceeding 1.5 m in depth (1.4 m In SK and BC) cannot be entered unless properly shored or sloped and has properly located access/egress.
- Excavations must be adequately marked or barricaded to prevent accidental entry by personnel, livestock, or wildlife.

### DAMAGE PREVENTION

- The locations of buried facilities must be identified and marked, and all necessary crossing agreements obtained before a ground disturbance may begin.
- Buried facilities must be hand-exposed (visual confirmation) before mechanical excavation is permitted.
- Mechanical equipment Is not permitted within 60 cm of energized pipelines and electrical cables.
- All line contact must be reported Immediately.
- A Harding's Services Inc. franchisee representative must inspect the exposed facility and excavation prior to backfilling.

### VEHICLES - DRIVING AND TRANSPORTATION

- **Alli vehicles must carry safety/emergency equipment appropriate to operations (i.e., first aid kit, fire ext., emergency road kit, spill kit, etc.).**
- The use of cell phones, programming GPS equipment, operating a computer, reading, or writing anything is strictly prohibited while driving a vehicle
- All load types must be properly secured and must not exceed manufacturer's specs and legal limits for the vehicle.
- All required permits, Inspection forms, and shipping manifests must be onboard before departing.

### HAZARDOUS SUBSTANCES AND WHMIS

- Proper PPE Is required when working with materials that may contain, asbestos, benzene, Hantavirus, heavy metals, hydrogen sulphide, pesticides, radioactive materials, solvents, and acids. Workers must never be exposed to levels that exceed occupational exposure limits.
- Current SDS must be readily available for all hazardous materials brought onto, used, or generated at a worksite.
- Hazardous airborne substance exposure levels must be monitored by competent personnel.
- No hazardous substance shall be sprayed or used in a client's space with he client in the space

### HOUSEKEEPING

- Work areas must be kept dean and free of obstructions.
- Spilled materials must be cleaned up and waste must be disposed of according to government regulations.

### ALCOHOL AND DRUGS

- Workers must be "fit for duty". All workers are prohibited from:
  - o Using, trafficking, possessing, manufacturing, or storing an illegal drug or drug paraphernalia while in the course of employment or engaging in a company sponsored activity.
  - o Working or reporting to work, conducting company business or being on the premises or in a company vehicle while under the influence of an illegal drug, alcohol, or In an Impaired condition.
- Workers must notify their supervisor and the Harding's Services Inc. Franchisee representative if they are under the influence of prescription medication that may impair their judgment or response In any way.

## SUBCONTRACTOR RESPONSIBILITIES

**SubContractors (Including contractor supervisors and employees) have the responsibility to:**

- Everyone Is responsible for protecting the health and safety of people and preserving the quality of the environment.
- Comply with all applicable Harding's Services Inc. standards, OH&S legislation, and industry recommended practices.
- Upon request, provide documentation of employee training, equipment and work site Inspections, and field- level (pre-Job) hazard assessments.
- Ensure contractor employees are properly trained and are supervised by a competent and qualified Individual.
- Ensure employees are fit for duty (physically capable of performing task, well rested and alert, not under the Influence of alcohol and drugs).
- Correct all hazardous conditions created by contractor's operations. All hazards must be corrected before the safe work permit may be closed out.
- Conduct an Investigation of all Incidents Involving the contractor's employees on a Harding's Services Inc. worksite.
- Develop site-specific emergency response plans for all major scenarios Involving the contractor's operations.
- Stop work when an unsafe condition or behaviour could result in an undesirable event. Investigate all work refusals.
- Anticipate the potential for contaminating spills, drips, and leaks, and have appropriate spill kits readily available.
- Report all spills to the Harding's Services Inc. Representative and ensure "reportable" spills are reported to the appropriate regulatory agency.
- Smoking (including, e-cigarettes) Is permitted only in designated areas.
- Beards, goatees, or excessive facial hair is prohibited where this impedes respiratory protective equipment

**Note 1: The rules outlined in this guide are only a brief summary of all HSE requirements while performing work for a Harding's Services Inc. franchisee. All applicable OH&S legislation, industry regulations, and company policy must be adhered to - even if not stated in this guide.**

**Note 2: General contractors, subcontractors, contractor supervisors, consultants, and contractor employee must not prevent, discourage, or obstruct another person from carrying out a duty or right specified in provincial OH&S legislation.**



## Harding's Services Inc.

### OHS GUIDE

A Summary Guide for  
Subcontractors, Employees  
and Workers

#### GENERAL STANDARDS

##### REFUSING UNSAFE WORK

- Any worker has the ability to, and the obligation to, immediately stop work if they believe it is unsafe.
- Speak up if you spot something that is unsafe.
- When a safety concern is identified (such as missing PPE), **STOP THE TASK** and resolve the concern immediately.
- When a critical safety concern is identified, **STOP THE JOB**.
- Report it immediately to the attention of the Harding's Services Inc. Franchisee Representative or Field OHS Coordinator.

##### HAZARD ASSESSMENT AND CONTROL

- All personnel onsite must be made aware of all hazards associated with the planned tasks. All affected personnel must take part in the pre-job task hazard analysis.
- All pre-job task hazard analysis must be written. Hazard assessments must be updated when unplanned changes occur. Assessments must describe the task, identify the hazards, and specify the necessary controls.
- All identified hazards must be documented on a "Don't Walk By" and submitted to the Harding's Services Inc. Franchisee Representative.

##### Work-Site Hazard Assessment

- Hazard Assessment forms are used to ensure that all contractors are aware of the scope of the job and that hazard and safe operating procedures are identified. All contractors must obtain and perform a Hazard Assessment before beginning work.
- Hazard Assessments are also required for specific operations including but not limited to:
  - o Confined space entry,
  - o Ground Disturbance,
  - o LOTO,
  - o Electrical, and
  - o Hot Work (anything that has a spark/flare).

**Note: If conditions change from those outlined in the assessment, all work must stop until an assessment is conducted and a new permit is issued.**

##### INCIDENT REPORTING

- All incidents (injuries, spills, vehicle accidents, and fires, acts of violence, equipment damage, and near misses) must be reported to the Field OHS Coordinator as soon as possible.
- Contractors are required to complete their own incident report and investigation and submit their preliminary reports to Harding's Services Inc. within 24 hours at **1-833-423-9829**
- If a first aid attendant is onsite, all injuries must be reported to the attendant.

- Do not disturb the scene of an incident involving injury, except for the purpose of providing emergency first aid.

##### TRAINING AND CERTIFICATION

- All contractors must have the following minimum training certification:
  - o Standard First Aid and CPR
  - o WHMIS Training
- Where applicable, other required training certification may include, but are not limited to:
  - o H2S
  - o TDG
  - o Confined Space Entry
  - o Fall Protection
  - o ATV Training
  - o Ground Disturbance Level II

##### PERSONAL PROTECTIVE EQUIPMENT

All workers at Harding's Services Inc. work sites must wear the following PPE, as required by the scope of work:

- Hard hats\*,
- Footwear appropriate to the work being done\*,
- Gloves that are appropriate for the work being done.
- Fire resistant outer clothing.
- Sealed safety glasses. Face shields and sealed safety glasses required for grinding and lighting burners. Goggles for handling chemicals. \*
- Hearing protection in areas where signs indicate and where noise levels exceed 85 dBA.
- Respiratory protection appropriate to identified hazards. \*
- No hoodies on any Harding's Services Inc. site.  
*\*Equipment must be CSA compliant.*

##### EMERGENCY EQUIPMENT AND PROCEDURES

- Pre-Job safety meetings must include discussing site-specific Emergency Response Plans.
- In the event of an emergency, all work must be stopped immediately, and the Harding's Services Inc. Representative must be notified as soon as possible.
- All workers must be familiar with the different alarms used at each facility and their required actions upon hearing the alarm.
- All workers must know the location of the posted local emergency phone numbers, first aid kits/stations, eyewash/shower stations, fire extinguishers, SDS onsite, and any other emergency equipment required onsite.

##### SAFETY MEETINGS

- Pre-job safety meetings must be held prior to undertaking a potentially hazardous activity.
- Ensure all workers understand the work to be done, the potential hazards and the safety precautions to be taken.
- Document the meeting (including attendance) separately or as part of the work permit.

##### WORKING ALONE

- Hazards must be identified to the worker before they may work alone. The worker's supervisor must ensure hazards are eliminated or reduced to an acceptable level.
- Ensure workers working alone have an effective means of communication (radio, cell phone, visiting the worker) and a system to maintain regular contact. Check in at intervals appropriate to the hazard level and at the end of the shift.
- Ensure worker is trained and competent in duties, has appropriate PPE and emergency supplies (especially when travelling in conditions of extreme cold).

### Harding's Services Inc.

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Rocky View County, AB,  
T1X0R4

24-Hour Emergency Number

**1-833-423-9829**

