Purpose

The purpose of this procedure is to ensure that workers receive neither injuries due to nor exposure to workplace violence in Alberta.

Key Responsibilities

Safety Manager
Tecstar Computer Technologies Inc. has a written Workplace Violence program. Tecstar Computer Technologies Inc. has developed a policy and procedures respecting potential workplace violence in Alberta.

Site Manager

- Responsible for the implementation and maintenance of the plan for their site and ensuring all assets are made available for compliance with the plan.
- Enforcing by immediate, and with no hesitation, steps to immediately address any incident of workplace violence.

Employees

- All shall be familiar with this procedure and the local workplace violence plan.
- Shall immediately report any exposure to or knowledge of workplace violence to their supervisor.

Workplace Violence and Conduct Policy

Workers are informed of the company's policies and procedures on workplace violence. Tecstar Computer Technologies Inc. must ensure that workers are instructed in how to recognize workplace violence the policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence the appropriate response to workplace violence, including how to obtain assistance and procedures for reporting, investigating and documenting incidents of workplace violence.

Tecstar Computer Technologies Inc. must ensure, so far as is reasonably practicable, that no worker is subjected to violence in the workplace and Tecstar Computer Technologies Inc. will take corrective action respecting any person under our direction who subjects a worker to violence.

All managers, supervisors and workers are responsible for implementing and maintaining our WVPP Program. We encourage worker participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of the workplace violence policy for Tecstar Computer Technologies Inc. must be posted in the workplace. Tecstar Computer Technologies Inc. must post a copy of the violence prevention policy in a conspicuous place at the workplace and be readily available to all workers.

Our plan ensures that all workers, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions which create a security

hazard for others in the workplace. All workers, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly. The Plan will be reviewed and updated annually.

Definition
"violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

“improper activity or behaviour” also includes the attempted or actual exercise by a worker towards another worker using physical force to cause injury, and including any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury. Horseplay, practical jokes, unnecessary running or jumping or similar conduct will also not be tolerated in the workplace.

Tecstar Computer Technologies Inc.’s Responsibility to Inform Employees

- Tecstar Computer Technologies Inc. must inform workers who may be exposed to the risk of violence of the nature and extent of the risk. The duty to inform workers includes a duty to provide information when a risk of violence is identified related to the risk of violence from other known persons who have a known history of violent behaviour and/or whom workers are likely to encounter in the course of their work.
- Tecstar Computer Technologies Inc. will ensure that workers are instructed in how to recognize workplace violence, the policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence, the appropriate response to workplace violence, including how to obtain assistance and procedures for reporting, investigating and documenting incidents of workplace violence.

Risk Assessment

A risk assessment must be conducted to evaluate the risk of workplace violence. Tecstar Computer Technologies Inc. must identify and assess the risk of violence in the workplace in consultation with the committee at the workplace, the representative at the workplace or when there is no committee or representative, the workers at the workplace.

Workplace Hazard Control and Prevention

Tecstar Computer Technologies Inc. will identify and institute a combination of control measures designed to eliminate or mitigate the risks of violence incidents. Traditional methods of engineering and administrative controls include the following:

Engineering Controls
Engineering controls to consider for the local workplace violence plan include:

- Is lighting adequate to eliminate dark areas and heavy shadows and deter potential incidents from occurring?
- Are adequate escape and access routes present and known to the workers?
- Are all unused doors locked to limit access?
- Is access to work areas controlled and are there access procedures established for visitors?
- Is there a list of "restricted visitors" or trespassers and is it maintained?
- Is entry to the area/building controlled with carded entry or security staff?
- Are physical security devices required (e.g., Closed Circuit TV, door locks, panic alarms)?
- Is there an effective means of communication between the worker and persons capable of responding to the worker's needs?

Administrative Controls

Administrative controls to consider for the local workplace violence plan include:

- Are the duties that create a safety risk necessary? Can modification or elimination of these duties be made?
- Are work procedures developed?
- Is staff trained in work procedures?
- Is there sufficient and qualified staff coverage during times of greater risk?
- Can staff double-up for specific locations or situations where the probability of violence is higher?
- Can money handling be reduced or improved?
- Has the local workplace Working Alone Plan factored in workplace violence threats?
- Is an escort or buddy service required for workers working after hours?
- Can hours of operation be modified to close the workplace to the public during high-risk hours (late at night and early in the morning)?

Compliance

All workers are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

A person must not engage in any improper activity or behaviour at a workplace that might create or constitute a hazard to themselves or to any other person. Improper activity or behaviour must be reported and investigated.

Managers, supervisors and workers will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace. Managers and supervisors will:

- Inform workers, supervisors and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all workers in complying with our establishment's workplace security measures.
- Recognize workers who perform work practices which promote security in the workplace.
- Provide training and/or counselling to workers who need to improve work practices designed to ensure workplace security.
- Discipline workers for failure to comply with workplace security practices.
- Follow established workplace security directives, policies and procedures.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our workers without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New worker orientation on our establishment's workplace security policies, procedures and work practices.
- Periodic review of our Workplace Violence Prevention Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all workers, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for workers to inform management about workplace security hazards or threats of violence.
- Procedures for protecting workers who report threats from retaliation by the person making the threats.

Workplace Security Inspections

Inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed on the following schedule:

- Monthly
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur, and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in worker work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

By Strangers (Type 1)

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors or cameras.
- Posting of signs notifying the public that limited cash is kept on the premises.
- Procedures for worker response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Staffing levels during evening hours of operation and at other high risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking workers to their cars or mass transit stops at the end of the work day).
- Adequacy of lighting and security for designated parking lots or areas.

By Clients (Type 2)

- Access to and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance e.g. alarms or panic buttons.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking workers to their cars or mass transit stops at the end of the work day).
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of worker escape routes.

By Co-Workers (Type 3)

- How well our establishment's anti-violence policy has been communicated to workers, supervisors and managers.
- How well our establishment's management and workers communicate with each other.
- How well our workers, supervisors and managers know the warning signs of potential workplace violence.
- Access to and freedom of movement within, the workplace by non-workers, specifically recently discharged workers.
- Frequency and severity of worker-reported threats of physical or verbal abuse by managers, supervisors or other workers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Personal Relations

- Access to and freedom of movement within, the workplace by non-workers, specifically personal relations with whom one of our worker's is having a dispute.
- Frequency and severity of worker-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking workers to their cars or mass transit stops at the end of the work day).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of workers from the worksite and effectiveness of restraining orders.
- All workers who obtain a protective restraining order, which lists Tecstar Computer Technologies Inc. or client premises as being a protected area, must provide to their immediate supervisor a copy of any temporary or permanent protective or restraining order.
- Tecstar Computer Technologies Inc. understands the sensitivity of the information requested and has developed confidentiality procedures, which recognizes and respects the privacy of the worker(s).

Physician Consulting

Victims of workplace violence are advised to consult a health professional. Tecstar Computer Technologies Inc. must ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence.

Reporting and Investigation Procedure

Incidents of workplace violence must be reported and investigated. The following provides information on how to report an incident of violence and how an incident of violence will be investigated:

- In the event of workplace violence related incident any worker shall immediately contact the client or contracted security staff, local law enforcement agencies and the Tecstar Computer Technologies Inc. corporate Human Resourced department.
- The worksite will strictly follow Tecstar Computer Technologies Inc. policies and procedures for a thorough investigation of the incident.
- The Tecstar Computer Technologies Inc. Human Resources department shall lead the investigation with the assistance of those parties designated by the Human Resources department.

Investigation

Our procedures for investigating incidents of workplace violence—threats and physical injury—include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured workers and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behaviour by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.

Training and Instruction

Workers are provided workplace violence training. When a risk of violence in the workplace is identified Tecstar Computer Technologies Inc. must train workers in the violence prevention policy. We have established the following policy on training all workers with respect to workplace violence and security.

All workers, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided to all new workers and to other workers for whom training has not previously been provided. It shall also be provided to all workers, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever Tecstar Computer Technologies Inc. is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction include, but are not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace violence and security hazards including the risk factors associated with the types of violence.
- The policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon a worker.
- Post-event trauma counselling for those workers desiring such assistance.
- Personal security measures
- Ways of preventing or diffusing volatile situations or aggressive behaviour
- How to deal with hostile persons
- Techniques and skills to manage and resolve conflicts
- The importance of reporting, how to report incidents, and who to contact for support for assistance
- Specific instructions to all workers regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Supervisory and Safety Staff Training

- Methods to encourage workers to report incidents of violence
- Methods to support workers who report incidents
- Skill in handling crisis situations, identifying the warning signs of aggression
- Techniques and skills to manage and resolve conflicts
- Identifying precipitating factors (e.g., mental health issues, workplace stress, substance abuse)

Program Recordkeeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances
- Inspection information
- Other relevant records or information

Each Tecstar Computer Technologies Inc. worksite shall perform an annual review of the local worksite violence plan (in conjunction with the local Joint Health and Safety Committee) for improvement to the plan. A copy of the revised plan shall be forwarded to the Tecstar Computer Technologies Inc. Safety Manager.

Purpose

This program is intended to establish site specific procedures for checking the well-being of a worker assigned to work alone in Alberta.

Scope

This procedure applies to Tectsar Computer Technologies Inc. operations where Alberta employees may be exposed to working alone.

When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tectsar Computer Technologies Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Objectives

Tectsar Computer Technologies Inc. has a written Working Alone program. This applies if a worker is working alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill. Working alone is considered a hazard.

To minimize risk to employees who may work alone and assistance is not readily available Tectsar Computer Technologies Inc. will:

- Take measures to eliminate or control the hazards of working alone at Tectsar Computer Technologies Inc. worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who work alone and persons capable of assisting the employee.
- Ensure all incidents (working related or otherwise) are reported, investigated and documented.
- Review the Working Alone Program at least annually or more frequently if there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.

Key Responsibilities

Tectsar Computer Technologies Inc. Safety Manager

- Conducts a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment given the circumstances of the work when working alone
- Responsible for the review, implementation and maintenance of the local worksite Working Alone Program.
- Communicate this policy and its procedures to employees who work alone
- Annually review the effectiveness of the hazard controls and procedures and make improvements as required

Worksite Project Manager

- Responsible for the implementation and maintenance of the Working Alone Program for their facility and ensuring all assets are made available for compliance with the procedure.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.

Joint Health and Safety Committee

- Review the hazard assessment results and provide recommendations to management to minimize or eliminate identified working alone risks.
- Review annually the effectiveness of the policy and guidelines and make changes as required by consulting with management staff and employee representatives.
- Respond to employee concerns related to working alone and communicate these to management employees
- Report all incidents of work site incidents immediately to their supervisor as required by local regulatory requirements.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.
- Take every reasonable precaution when working alone.
- Shall follow the requirements of the Working Alone Program

Safe Work Procedures

Risk Assessment and Controls

A risk assessment must be conducted to evaluate the risk of working alone and identify appropriate control measures. Where a worker is required to work alone or at an isolated place of employment, Tectsar Computer Technologies Inc., in consultation with the workers, shall identify the risks arising from the conditions and circumstances of the worker's work or the isolation of the place of employment. It shall involve:

- A review of records, past incidents and identify measures or actions needed to correct any hazards.
- Participation by the committee at the workplace, the representative at the workplace, or when there is no committee or representative, the workers at the workplace.
- Participation by employees through methods such as one-on-one interviews, focus groups, employee surveys and work site inspections.
- The assessment will also collect and document information from employees about their experiences working alone, their current concerns, and their suggestions for improvement.
- Consideration for the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

Working Alone Program

Tectsar Computer Technologies Inc. must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

Tectsar Computer Technologies Inc. will post a copy of the safe work procedures in a conspicuous place at the workplace.

The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue. In addition to checks at regular intervals, a check at the end of the work shift must be done. The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable and with the worker assigned to work alone or in isolation.

Communication and Regular Contact Person System

Workers must carry a cellular phone or electronic monitoring device at all times while working alone. Tectsar Computer Technologies Inc. must, for any worker working alone, provide an effective communication system consisting of radio communication landline or cellular telephone communication or some other effective means of electronic communication that includes regular contact by Tectsar Computer Technologies Inc. or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

Each worksite's Working Alone Program shall address having an established contact person. A person must be designated to establish contact with the employee at predetermined intervals and the results must be recorded by the person.

Procedures to be followed if Electronic Communication is Not Practicable

If effective electronic communication is not practicable at the work site, Tectsar Computer Technologies Inc. must ensure that Tectsar Computer Technologies Inc. or designate visits the worker or the worker contacts Tectsar Computer Technologies Inc. or designate at intervals appropriate to the nature of the hazard associated with the worker's work. Example requirements include:

- Tectsar Computer Technologies Inc. must ensure that a representative of Tectsar Computer Technologies Inc. or another competent employee visits the employee or the employee contacts Tectsar Computer Technologies Inc. or another competent employee. These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee's work. As a minimum, contact shall occur no less than every four hours. In addition to checks at regular intervals, a check at the end of the work shift must also be done.
- Limitations on or Prohibitions of Specified Activities
    - No heavy equipment will be operated if a worker is alone.
    - No hot work will occur if a worker is alone.
    - No working at heights will occur if a work is alone and requiring a personal fall arrest system.
    - No working alone outside if temperatures are low enough to pose an imminent risk to the worker.
    - Other limitations will be placed based on the site specific hazard assessment

Minimum Training or Experience

All employees will be trained (if working alone is a hazard at that location) in:

- Any revision to the written local Working Alone Program and safe work practices.
- Being informed of working alone hazards at the Tectsar Computer Technologies Inc. worksite and the methods used to control or eliminate them.
- The methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that presents a potential risk.

- A worker required working alone and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.
- All training shall be documented.

Provisions of PPE

- Cold weather clothing shall be worn when appropriate if a worker is alone
- Additional PPE for workers working alone will be identified in the site specific hazard and PPE assessment process

Safe Work Practices

Controls implemented at Tectsar Computer Technologies Inc. worksites shall, as a minimum:

- Restricted building access to buildings - card keys or regular keys after regular working hours.
- Office doors are to be locked when working alone after hours.
- Have employees check road reports and weather forecast before traveling and NOT allow travel if road conditions are dangerous.
- Develop a travel plan that includes rest breaks, a procedure for tracking overdue employees and emergency contact information.
- Ensure all Tectsar Computer Technologies Inc. vehicles are to be equipped with cell phones or radios and first aid kits.
- Advise employees to travel with another employee when possible.
- Advise employees to park close to the building in the evening.
- Post signage, emergency contact information, and develop a communication system.
- Report suspicious activity to security or a supervisor.

Provision of Emergency Supplies

- All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- Workers working alone shall have spare batteries for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.

Review & Updating Working Alone Program

- The hazard assessment and Working Alone Program at each Tectsar Computer Technologies Inc. worksite must be reviewed at least on an annual basis or more frequently if there is a change in work processes or arrangements which could adversely affect an employee’s well-being are introduced or changed.
- The local Working Alone Program shall also be revised if there is any indication or report that the program is not working effectively or needs changing.

WORKING ALONE ASSESSMENT & GUIDELINES FOR TECTSAR COMPUTER TECHNOLOGIES INC. WORKSITES

Location:		
Evaluated By:		
Original Date:		Signature:
Revision Date:		Date:

Hazardous Activities

Hazard:	**Actions to minimize Risk:**
Indicate working alone hazards	*Indicate actions taken to minimize risks*

Emergency Phone Numbers

Number	**Contact:**	**For:**
Indicate #	*Indicate source information; i.e., security*	**ANY emergency:** medical, fire, etc.
		Suspicious Person
		General Inquiries
		Need for employee escort
		Maintenance Emergencies
		Information

Location of Resources

Indicate location	*(examples shown)*
	fire extinguisher
	first aid kit
	telephone
	telephone backup (radios or emergency buttons for worksite security)

Restricted activities when working Alone

Indicate restricted activities (no driving, locked doors, etc.)

A copy of this form shall be supplied to the Tectsar Computer Technologies Inc. Safety Manager and the Guidelines be reviewed no less than annually.

Controlled Product Inventory List

Controlled product Name/Identifier	Location(s) Stored	WHMIS Class	Label Attached?	MSDS Available?

Purpose

The purpose of this program is to provide fall protection procedures to prevent injury to employees while performing work assignments at elevated levels in Alberta.

Any changes to this Fall Protection Program must be approved by the Safety Manager, who is designated the Qualified Person. This is based on training received in fall protection planning and has demonstrated skills and knowledge in the preparation of fall programs, plans and the hazards involved.

Scope

When work is performed on a non-owned or operated site in Alberta, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

Operations Manager

It is the responsibility of the work site operations manager (designated competent person) to implement this Fall Protection Program. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. All jobs shall be pre-planned prior to the start of work.

Supervisor

- Supervisors shall make exposure determinations and shall discuss with their employees the extent to which scaffolds, ladders or vehicle mounted work platforms can be used.
- Ensure that fall protection equipment is available and in safe working condition.
- Provide for emergency rescue in the event of a fall. Pre-plan the job to ensure that employees have been properly trained in the use, limitations, inspections and rescue procedures and that training records are on file.

Employees

- Understand the potential hazards of working at elevated levels as well as gaining access to and from the work location.
- Understand the use and limitations of such equipment.
- Pre-plan the job with his/her supervisor to agree that the job can be done safely.
- Before using a lifeline or lanyard, a worker shall ensure that the lifeline or lanyard is free of imperfections, knots and splices other than end terminations, is protected by padding where the lifeline or lanyard passes over sharp edges and is protected from heat, flame or abrasive or corrosive materials during use.
- Before using a safety belt or full body harness a worker shall ensure that the safety belt or full body harness is properly adjusted to fit the worker securely and is attached by means of a connecting linkage to a fixed anchor or lifeline.
- Inspects the connecting linkage, personal fall arrest system, full-body harness or lifeline before each use and that where a defect or unsafe condition that may create a hazard to a worker is identified in a connecting linkage, personal fall arrest system, full-body harness or lifeline.

Drawing of Components

Figure A

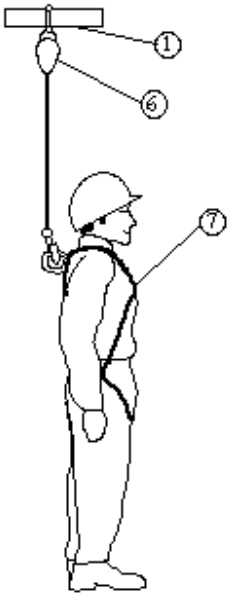

Figure B

1. Tie-off Point
2. Lifeline
3. Rope Grab
4. Shock Absorbing Lanyard
5. Cross-Arm Strap
6. Retractable Lifeline
7. Full-Body Harness
8. Restraining Belt
9. Restraining Lanyard
10. Carabineer

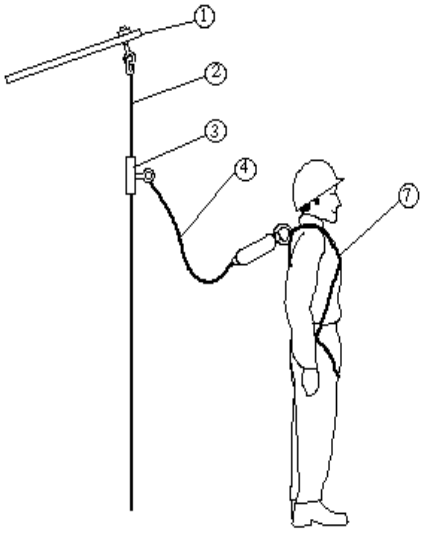

Figure C

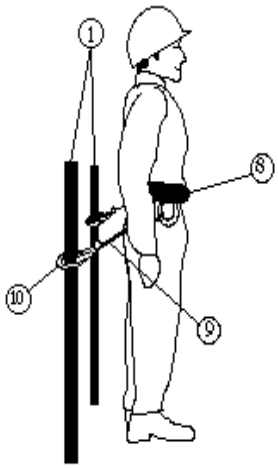

Figure D

Fall Protection Plan Requirement

Tecstar Computer Technologies Inc. has a written fall protection plan. Fall protection is required where workers are exposed to a potential fall of 3 m (10 ft.) or greater. Tecstar Computer Technologies Inc. must ensure that a worker is protected from falling at a temporary or permanent work area if a worker may fall a vertical distance of 3 meters or more, a vertical distance of less than 3 meters if there is an unusual possibility of injury or into or onto a hazardous substance or object, or through an opening in a work surface.

Safe Work Procedures

Use of Fall Protection

Tecstar Computer Technologies Inc. must ensure that:

- A worker using a personal fall arrest system must wear and use a full body harness.
- A worker uses a body belt only as part of a travel restraint system.
- A lanyard used by a worker is made of wire rope or other material appropriate to the hazard if a tool or corrosive agent that could sever, abrade or burn a lanyard is used in the work area.
- A personal fall arrest system consists of a full body harness and a lanyard equipped with a shock absorber or similar device.
- A carabineer or snap hook is self-closing and self-locking, may only be opened by at least two consecutive deliberate manual actions and is marked with its breaking strength in the major axis, and the name or trademark of the manufacturer.
- All components of a fall protection system are compatible with one another and with the environment in which they are used.
- A personal fall arrest system is arranged so that a worker cannot hit the ground, an object which poses an unusual possibility of injury or a level below the work area.

A worker shall be adequately protected by a guardrail system. If it is not reasonably possible to install a guardrail system, a worker shall be adequately protected by at least one of the following methods of fall protection:

- A travel restraint system
- A fall restricting system
- A fall arrest system
- A safety net

Prevention

Engineering controls shall always be used first to remove the hazard of injuries by falls. Examples include:

- Designing engineered access walkways vs. use of elevating platforms, scaffolds or climbing.
- Stairway units on scaffolds versus climbing a scaffolding ladder.

Use of guard rails, safety net, or personal fall arrest systems shall be used when the standard methods of protection are not feasible or a greater hazard would be created.

Where a guardrail is removed in order for work to be done Tecstar Computer Technologies Inc. and any contractor shall each ensure that adequate precautions are taken to ensure the safety of the employee doing the work and

any other employee, and the area is not left unguarded. An employee who removes a guardrail in order to do work shall replace the guardrail before leaving the area.

An opening into which an employee may fall, other than a hatchway, chute, pit or trap-door opening shall be guarded on all exposed sides by guardrails or by an adequately strong and supported cover secured over the opening.

Defects / Unsafe Conditions

Defective fall protection equipment must be removed from service. Tecstar Computer Technologies Inc. must ensure that equipment used as part of a fall protection system is removed from service and either returned to the manufacturer or destroyed if it is defective or it has come into contact with excessive heat, a chemical, or any other substance that may corrode or otherwise damage the fall protection system.

Requirements of Fall Protection Equipment

One or several of the following measures shall be taken by Tecstar Computer Technologies Inc. to ensure the safety of workers:

- Change the work position of workers so that they can work on the ground or on another surface from which they are not at risk of falling;
- Install guard-rails or a system which, by limiting the movements of workers, prevents them from being at risk of falling;
- Use common protective devices and equipment, such as safety nets;
- Ensure that workers wear safety harnesses when they are working; or
- Use another means that ensures equivalent safety for workers.

The wearing of a safety harness is mandatory for all workers exposed to falls of over 3 meters from their work stations, except if a worker is protected by some other device that ensures equivalent safety or by a safety net or when he is only using some means of access or egress. A safety harness shall be used with one of the following systems:

- a shock absorber attached to a lifeline preventing a fall in excess of 1.2 meters; or
- a harness retractor that includes a shock absorber or that is attached thereto.

All fall protection equipment meets CSA standards. All fall protection equipment- including full body harnesses, body belts, lanyards, shock absorbers, connectors, carabiners, and snap hooks, fall arrestors, self retracting devices, descent control devices, life safety ropes, adjustable lanyards for work positioning, rope adjustment devices for work positioning and wood pole climbing equipment must meet current CSA Standards. Refer to Part 9, sections 142-149 of the Alberta OHS Code for specific details.

The following are minimum standards for Tecstar Computer Technologies Inc. employee personal fall protection systems:

- Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.

- Where a snap hook is used as an integral component of a personal fall arrest system, connecting linkage, fall arresting device, full body harness or lifeline Tecstar Computer Technologies Inc. shall ensure that the snap hook is self-locking and is approved and maintained.
- A fall arrest system shall consist of a full body harness with adequate attachment points and a lanyard equipped with a shock absorber or similar device.
- The fall arrest system shall be attached by a lifeline or by the lanyard to an independent fixed support.
- A lanyard must be kept as short as work conditions permit, is constructed of nylon, polyester or polypropylene rope or webbing or wire rope that is equipped with an approved shock absorbing device, is equipped with suitable snap hooks and is approved and maintained.
- Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Where vertical lifelines are used, each employee shall be attached to a separate lifeline.
- Where the use of a lifeline is required Tecstar Computer Technologies Inc. shall ensure that the lifeline is suitable for the conditions in which the lifeline is to be used, having regard to factors including strength, abrasion resistance, extensibility and chemical stability. Tecstar Computer Technologies Inc. will ensure that a lifeline is made of wire rope or synthetic material, is free of imperfections, knots and splices, other than end terminations, is protected by padding where the lifeline passes over sharp edges, is protected from heat, flame or abrasive or corrosive materials during use and is maintained to manufacturer's recommendations.
- Systems used by an employee having a combined person and tool weight in excess of 310 pounds shall be modified to provide proper protection for such heavier loads.
- The attachment point of the body harness shall be located in the center of the wearer’s back near shoulder level, or above the wearer’s head, except when climbing.
- Full body harnesses requirements:
    - Full body harness and connecting linkage must be approved and maintained.
    - Properly fitted to the worker.
    - Worker is trained in the safe use of the full body harness.
    - All metal parts of the full-body harness and connecting linkage are of drop-forged steel 22.2 kilonewtons proof tested.
    - A protective thimble is used to protect ropes or straps from chafing whenever a rope or strap is connected to an eye or a D-ring used in the full body harness or connecting linkage.
    - The connecting linkage is attached to a personal fall arrest system, lifeline or secure anchor point to prevent the worker from falling more than 1.2 meters.
- Provide for prompt rescue of employees in the event of a fall or assure that employees are able to rescue themselves.
- Personal fall arrest systems shall not be attached to guardrail systems nor shall they be attached to hoists unless prior approval is obtained from a competent person.
- If and when a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Protection from Falling Objects

When employees are required to work in the near vicinity of others working with materials, tools, or equipment at elevated levels, Barricades around the immediate area of the overhead work shall be erected to prohibit employees from entering the barricaded area.

Employees performing work at elevated levels shall keep tools, materials, and equipment away from the edge to keep potential objects from falling over the side. Where practical, tools, etc. shall be secured with rope, wire, etc. to keep them from falling.

Portable Ladders

Three point climbing is required while ascending/descending ladders. While on ladders, both hands and one foot, or both feet and one hand shall always be in contact with the ladder.

Tools required to perform a task shall be transported by a mechanical carrier such as a tag line, suspended bucket or tool belt. Additionally:

- Tools shall not be carried by hand while climbing.
- Hands must be free to grip the ladder.
- Tools shall not be carried in clothing pockets.
- Tools shall be pulled up to the job site only after reaching the area of work.

Straight ladders shall be tied off at the top to prevent them from moving. A second person shall steady the ladder at the base while it is being tied off at the top by another employee. Do not tie off fall protection equipment to the ladder.

Storage

A dedicated storage area shall be provided for the storage of fall protection equipment and all components. The storage area shall keep the equipment clean, dry, and free from oils, chemicals, paints and excessive heat.

Inspections / Damage

Fall protection equipment must be inspected before use. Tecstar Computer Technologies Inc. must ensure that the equipment used as part of a fall protection system is inspected by the worker as required by the manufacturer before it is used on each work shift, kept free from substances and conditions that could contribute to deterioration of the equipment and re-certified as specified by the manufacturer.

Defective fall protection equipment must be removed from service. Tecstar Computer Technologies Inc. must ensure that equipment used as part of a fall protection system is removed from service and either returned to the manufacturer or destroyed if it is defective or it has come into contact with excessive heat, a chemical, or any other substance that may corrode or otherwise damage the fall protection system.

After a fall protection system has arrested the fall of a worker, it must be removed from service, and not be returned to service until it has been inspected and recertified as safe for use by the manufacturer or its authorized agent, or by a professional engineer.

Elevated Personnel Platforms

Work performed, regardless of the nature of the work, from personnel platforms raised by forklifts, cranes, scissor lifts, a boom elevating work platform, boom-supported aerial device, or telescopic forklift truck work platform requires a personal fall arrest system and the employee shall be connected to the platform.

Rescue

Before any use of a fall arrest system or a safety net by a worker at a project Tecstar Computer Technologies Inc. shall develop written procedures for rescuing the worker after his or her fall has been arrested. Prompt rescue of employees shall be provided in the event of a fall. The pre-planning stage prior to the beginning of each elevated work assignment shall be evaluated by the manager or Safety Manager to provide rescue of employees involved in a fall.

Controlled Access Zones

When used to control access to areas where leading edge or other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.

When control lines are used, they shall be erected not less than 3 meters nor more than 25 feet (7.5 m) from the unprotected or leading edge.

The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

The control line shall be connected on each side to a guardrail system or wall.

- Control lines shall consist of ropes, wires, tapes, or equivalent materials.
- Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.
- Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m).
- Each line shall have a minimum breaking strength of 200 pounds.

Only employees engaged in the related work shall be permitted in the controlled access zone.

Safety Monitoring System

When the use of conventional fall protection equipment is deemed infeasible or the use of this equipment creates a greater hazard a Fall Protection Plan which includes a safety monitoring system shall be implemented by the supervisor.

Supervisors shall designate a competent person to monitor the safety of other employees. The competent person shall be required to:

- Recognize fall hazards;
- Warn employees if they are unaware of fall hazard or are acting in an unsafe manner;
- Be on the same working surface and in visual contact of working employees;
- Stay close enough for verbal communication; and
- Not have other assignments that would take his/her attention from the monitoring function.

Training

Workers are provided fall protection training. Tecstar Computer Technologies Inc. must ensure that a worker is trained in the safe use of the fall protection system before allowing the worker to work in an area where a fall protection system must be used. The training must include the following:

- a review of current Alberta legislation pertaining to fall protection,
- an understanding of what a fall protection plan is,
- fall protection methods a worker is required to use at a work site,
- identification of fall hazards,
- assessment and selection of specific anchors that the worker may use,
- instructions for the correct use of connecting hardware,
- information about the effect of a fall on the human body, including
    - maximum arresting force
    - the purpose of shock and energy absorbers
    - swing fall and
    - free fall
- pre-use inspection,
- emergency response procedures to be used at the work site, if necessary, and
- practice in inspecting, fitting, adjusting and connecting fall protection systems and components and emergency response procedures.

Training must be conducted initially, and refresher training conducted annually or as needed due to deficiencies in training, changes in the workplace, changes in fall protection systems or procedures that render previous training obsolete or inadequacies in an employee's understanding of previous training.

Training must be documented in writing: who was trained, when and dates of training. Signature of person providing training and date training was deemed adequate.

Training records shall be retained in the local office.

Purpose

It is the policy of Tecstar Computer Technologies Inc. that special precautions are taken when manufacturing, using, handling, storing and disposing of controlled products. General and specific training is required for those employees who work with or in close proximity to controlled products in Alberta.

All employees who work with or near controlled products are provided WHMIS training. Tecstar Computer Technologies Inc. must ensure that a worker who works with or in proximity to a controlled product received from a supplier has access to all hazard information received from the supplier concerning that controlled product as well as any further hazard information of which Tecstar Computer Technologies Inc. is aware or ought to be aware concerning the use, storage and handling of that product.

Tecstar Computer Technologies Inc. will have a written Workplace Hazardous Materials Information System (WHMIS) program. Tecstar Computer Technologies Inc. must ensure that a controlled product is used, stored, and handled at a work site in accordance with Part 29 of the Alberta OHS Code.

Fulfilling the requirement for controlled products as defined in the Workplace Hazardous Materials Information System (WHMIS) regulations for Alberta will ensure that all potential hazards associated with the use, handling, storage, manufacturing and disposal of controlled products are identified, eliminated or minimized.

Scope

This program is applicable to all Tecstar Computer Technologies Inc. employees who may be exposed to controlled products in Alberta. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Hazardous Materials

- Can harm people, plants, animals and the environment.
- Long term exposure, even small quantities, may be harmful or cause permanent damage.
- Immediate exposure may cause acute symptoms.

Controlled Products

- Any product, material or substance that is included in any of the six WHMIS classes:
  - Compressed gas; Flammable and Combustible Material; Oxidizing Material
  - Poisonous and Infectious Material; Corrosive Material; Dangerously Reactive Chemicals.

Routes of Entry

- Toxic effects of the controlled product depend on how you come into contact with the hazardous material, which may enter the body through:
  - inhalation – breathing in dust particles, fumes, mists or vapours can irritate or burn air passages, e.g. formaldehyde
  - ingestion – eating, drinking, or smoking while handling controlled products
  - eye or skin absorption – splashes or spills can cause dermatitis,

inflammation, or irritation of the skin.

Degree of Hazard

- The amount or degree of hazard is determined by:
  1. Toxicity of a substance
  2. Dosage
  3. Duration of exposure.

Acute Poisoning

- Hazardous products can cause immediate harm e.g. H_2S.

Chronic Poisoning

- May take hours, days, years, or even decades before you are aware of the damage that has been done, as some hazardous products slowly cause irreversible damage e.g. asbestos.

Consumer Products

- Products purchased in a store for personal care or household use, not for use in the workplace. Even though it may be the same product, the intent is only to regulate controlled products in the workplace, not the home.

Responsibilities

Tecstar Computer Technologies Inc.

If controlled products are used in the workplace, Tecstar Computer Technologies Inc., in consultation with the joint committee or employee health and safety representative, as applicable, will establish and maintain an effective WHMIS program at each work site, as part of the overall workplace health and safety program, which addresses applicable WHMIS requirements including education and training, and is reviewed at least annually, or more frequently if required by a change in work conditions or available hazard information.

Managers

It is the responsibility of each manager to ensure WHMIS requirements are met in all locations under his or her authority, which includes:

- Labelling of all containers.
- Educating employees on WHMIS
- Providing personal protective equipment (PPE) and monitoring use.
- Ensuring Material Safety Data Sheets (MSDS) for all controlled products are current and available to employees.
- Maintaining an updated Controlled Product Inventory.
- Providing the designated supervisor with a copy of the current Controlled Product Inventory List.

Employees

- To reduce the risk of a controlled product exposure employees are expected to comply with WHMIS legislation and this program and therefore be familiar with labelling and material safety data sheets (MSDS) of controlled products used in the workplace.
- Employees shall follow all label and MSDS requirements.
- Employees will immediately report any concerns regarding the WHMIS program to their supervisor.

Procedure

- No WHMIS controlled products or materials will be allowed to be used unless there is a valid Material Safety Data Sheet available on-site and there is a supplier or workplace label on the container for any controlled product that is produced, manufactured or used at a Tecstar Computer Technologies Inc. site.
- Tecstar Computer Technologies Inc. will ensure the MSDS is obtained from the supplier when receiving a controlled product on each job site.
- Tecstar Computer Technologies Inc. will ensure that MSDS are filed at the work site where they will be readily accessible to employees.
- When a supplier MSDS obtained for a controlled product is 3 years old, Tecstar Computer Technologies Inc. must, if possible, obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace.
- Tecstar Computer Technologies Inc. will ensure that MSDS are available and posted near the work site where controlled products are used.
- Managers will ensure that employees are notified if a controlled product is to be used in an open area or where fumes may migrate.
- A Controlled Product Inventory List and Material Safety Data Sheets shall be kept at a main location and will be made available to employees for review.
- All hazardous waste is labeled and that workers are trained on safe handling of hazardous waste. If a controlled product is a hazardous waste generated at the work site, Tecstar Computer Technologies Inc. must ensure that it is stored and handled safely using a combination of any means of identification and instruction of workers on the safe handling of the hazardous waste.

Controlled Product Inventory List

- Tecstar Computer Technologies Inc. maintains a listing of all controlled products used at, or by each facility.
- This controlled product inventory list is updated as necessary and at least annually by the site WHMIS Coordinator or their designee.
- The facility controlled product inventory list must be available for review upon request.
- The Controlled Product Inventory List is maintained in a computer file folder in each location. The manager is responsible for seeing that the inventory is maintained, is current and is complete. He or she will review the inventory and the MSDS Book at least annually. He will sign and date the Review and Update section at the front of the MSDS Book when he completes his review. When a hazardous material has been permanently removed from the work place, its MSDS is to be removed from the MSDS Book and the Controlled Product Inventory List. A file copy is to be maintained in a "dead file".

Storage of Harmful Substances

All containers, used or handled at a workplace, which by reason of toxicity, flammability or reactivity create risk to the health or safety of employees shall be contained, so far as is reasonably practicable in a suitable container which is clearly labelled to identify the substance, the hazards associated with its use or handling, the workplace uses for which it is intended and protective measures to be taken by employees before, during and after its use.

Tecstar Computer Technologies Inc. will ensure that residue or waste from the substance or materials used for cleaning or wiping it is placed into suitably labelled containers for safe disposal.

Harmful substances are to be stored in a self-contained enclosure, room or building that is isolated from work-related areas and worksites and is adequately ventilated and protected from conditions, including excessive temperature, shock or vibration that could reduce the stability or increase the potential hazard of the substance.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are obtained for all controlled products. If Tecstar Computer Technologies Inc. acquires a controlled product for use at a work site must obtain a supplier material safety data sheet for that controlled product.

MSDS are readily available to employees. Tecstar Computer Technologies Inc. must ensure that the material safety data sheet is readily available at a work site to workers who may be exposed to a controlled product.

Material Safety Data Sheets are filed alphabetically, by material classification, in the MSDS Book. A Controlled Product Inventory List is provided in the front of the MSDS Book, listing all MSDS's contained therein. This inventory serves as the index of the MSDS Book. The MSDS Book is displayed in a prominent location at the work site where it is accessible to all employees.

A copy of a MSDS request form is located in the first section of the MSDS Book. An employee may use a copy of this form to request an MSDS or he may ask the operations manager for one. In either case the requested MSDS must be given to the employee within 24 hours.

MSDSs must be obtained for each required controlled product from the controlled product manufacturer, supplier or vendor. The purchasing of any potentially controlled product products from any supplier that does not provide an appropriate Material Safety Data Sheet in a timely fashion is prohibited.

The Material Safety Data Sheet must be kept in the MSDS library for as long as the controlled product is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain MSDS libraries and archives.

The joint health and safety committee, the employee health and safety representative, and the workplace health and safety designate have the right to request MSDS on any controlled product and it must be provided without any issues as well as any further hazard information of which Tecstar Computer Technologies Inc. is aware or ought to be aware concerning the use, storage and handling of that product.

Labels, Labelling and Warnings

All controlled products are labelled with either a supplier label or a work site label. Tecstar Computer Technologies Inc. has a procedure to ensure that a controlled product or its container at a work site has a supplier label or a work site label on it.

Supplier labels must be affixed to the original containers of controlled products. If labels are missing or illegible, they should be replaced with workplace labels. Tecstar Computer Technologies Inc. must not remove, modify or alter a supplier label on a container in which a controlled product is received from a supplier if any amount of the controlled product remains in the container. If the supplier label on a controlled product or its container is illegible

or is removed or detached, Tecstar Computer Technologies Inc. must immediately replace the label with another supplier label or a work site label.

If Tecstar Computer Technologies Inc. produces a controlled product in a workplace it shall ensure that the controlled product or the container of the controlled product has a workplace label.

Employees who are unsure of the contents of any container, vessel or piping must contact their supervisor for information regarding the substance including:

- The name of the substance
- The hazards related to the substance
- The safety precautions required for working with the substance.

Labels, tags or markings on containers shall list as a minimum:

- Words, pictures, symbols or combinations thereof may be used.
- The trade name of the product as listed on the Material Safety Data Sheet.
- Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.
- Labels provided by controlled product manufacturers, distributors, and importers must also list the name and address of the manufacturer, importer, or vendor responsible for the controlled product, and from whom more information about the controlled product can be obtained.

Workplace labels must be affixed to controlled products that have been transferred from the original container into another container. If a controlled product is decanted at a work site into a container other than the container in which it was received from a supplier, Tecstar Computer Technologies Inc. must ensure that a work site label is applied to the container.

Personnel in the Shipping and Receiving Departments are responsible for proper labelling of all containers shipped by Tecstar Computer Technologies Inc. and for the inspection of all incoming materials to ensure correct labelling. Controlled products received from vendors that are not properly labelled must be rejected.

Training

All workers who work with or near controlled products are provided WHMIS training. Tecstar Computer Technologies Inc. must ensure that a worker who works with or near a controlled product is trained in the content required to be on a supplier label and a work site label and the purpose and significance of the information on the label, the content required to be on a material safety data sheet and the purpose and significance of the information on the material safety data sheet, procedures for safely storing, using, and handling the controlled product and the procedures to be followed in case of an emergency involving the controlled product.

Tecstar Computer Technologies Inc. shall review at least annually or more frequently if required by a change in work conditions or available hazard information, and in consultation with the joint health and safety committee, the employee health and safety representative or the workplace health and safety designate, the instruction and training provided to employees concerning controlled products. The documented training shall, as a minimum, include:

- Requirements and rights and responsibilities of Tecstar Computer Technologies Inc. and of the employee as contained in the WHMIS Regulation.
- Operations and work areas where controlled products are present.
- Location and elements of the written WHMIS Program, and the Controlled Product Inventory List.
- How to access MSDS's or MSDS information.
- How to read labels and Material Safety Data Sheets for pertinent hazard information.
- Content required on supplier labels, work site label and the purpose and significance of the information on the label.
- Content required being on a MSDS and the purpose and significance of the information on the MSDS.
- Procedures for safely storing, using and handling the controlled product.
- How to determine the presence or release of a hazardous substance or fugitive emissions when working with a controlled product.
- Major hazards of the controlled products in use in the workplace.
- Physical and health effects of over exposure to hazardous substances in the workplace and how to work safely with the controlled product.
- How personnel can protect themselves or prevent exposure to hazardous substances, through the use of protective equipment, proper work practices and engineering or environmental controls.
- The proactive steps Tecstar Computer Technologies Inc. has taken to prevent exposure to hazardous substances and non-routine tasks.
- Emergency procedures involving a controlled product and emergency first aid procedures to follow for exposure or harm caused by hazardous substances.

Additional training will be provided whenever a new controlled product hazard is introduced into the work area. To reinforce the importance of handling controlled products properly when performing new or non-routine tasks, Supervision will conduct supplementary training as needed.

Formal training will be conducted by facility employees or individuals who are knowledgeable in the WHMIS program.

When an outside contractor, such as a pest control employee or a carpenter enters a Tecstar Computer Technologies Inc. site to perform a service for the company, he must first present MSDS's for any and all controlled products he will use. These MSDS's will be treated as above with the same training requirements. The operations manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning controlled product hazards the contractor is bringing into the work place.

WHMIS Classifications and Pictograms/Symbols

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

PPE Matrix

For Tecstar Computer Technologies Inc. **Location: ___Sample___**

D = Depends on situation M = Mandatory - = Not Mandatory unless hazards become present

SUBJECT TO CHANGE BASED ON INDIVIDUAL WORKSITE HAZARD ASSESSMENT

CATEGORY	EQUIPMENT	HAZARD	INSPECTION	MAINTENANCE	Job/Task: Field Tech	Housekeeping	Shop Work	Driving	Office	Winter Conditions
Head Protection:										
	Hard Hat (Class G or E Only)	Striking Head or Falling Objects	Each use	Dispose	-	-	D	-	-	-
Eye and Face Protection:										
	Safety Glasses w/shields	Objects Striking Eyes	Each use	Dispose	D	D	M	*	-	M
	Impact Vented Goggles	Small Particles in Eyes	Each use	Dispose	-	-	D	-	-	D
	Chemical Splash Goggles	Chemicals or Oil in Eyes	Each use	Dispose	D	D	D	-	-	-
Hearing Protection:										
	Disposable Earplugs	Damage to Hearing (85 db)	Each use	Dispose	D	D	D	-	-	-
	Ear Muffs (w/Disposables)	Damage to Hearing (105 db)	Each use	Dispose	D	D	D	-	-	-
Personal Protective Clothing:										
	Cold Weather Clothing	Cold Temperature	Each use	Clean & Repair	D	D	D	D	-	D
	Rainwear	Wet body	Each use	Dispose	-	-	D	-	-	-
	Protective Sleeves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-
Foot Protection:										
	Slip Resistant Footwear	Injury to Body	Each use	Replace	M	M	M	-	-	-
	Anti-Slip Cleats during Winter	Injury to Body	Each use	Dispose	M	M	M	-	-	M
Hand Protection:										
	Anti-cut Gloves	Cuts	Each use	Dispose	M	D	M	-	-	-
	Vinyl Disposable Gloves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-
	Heavy Duty Gloves	Injuries to Hands	Each use	Dispose	-	-	M	-	-	-
	Cold weather Gloves	Environmental Exposure	Each use	Dispose	-	-	-	-	-	M
	Rubber Gloves	Hot Water Burns	Each use	Dispose	M	-	-	-	-	-

PPE Hazard Assessment Certification Form

Name of work place: _____

Work place address: _____

Work area(s): _____

Assessment conducted by: _____

Signature of Assessor: _____

Date of Signature: _____

(Use a separate sheet for each job/task or work area)

EYES

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ abrasive blasting ☐ chopping ☐ cutting ☐ drilling ☐ welding ☐ soldering ☐ torch brazing ☐ working outdoors ☐ computer work ☐ punch press operations ☐ other:	☐ airborne dust ☐ dirt ☐ UV ☐ flying particles/objects ☐ blood splashes ☐ hazardous liquid chemicals mists ☐ chemical splashes ☐ molten metal splashes ☐ glare/high intensity lights ☐ laser operations ☐ intense light ☐ hot sparks ☐ other:	If no, use: With: ☐ Safety glasses ☐ Safety goggles ☐ Face shield ☐ Dust-tight goggles ☐ Impact goggles ☐ Welding helmet/shield ☐ Chemical goggles ☐ Chemical splash goggles ☐ Laser goggles ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:

FACE

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ cleaning ☐ cooking ☐ siphoning ☐ painting ☐ dip tank operations ☐ metal pouring ☐ other:	☐ hazardous liquid chemicals ☐ extreme heat ☐ extreme cold ☐ potential irritants: ☐ other:	If no, use: ☐ Face shield ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:

HEAD

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ building maintenance ☐ confined space operations ☐ construction ☐ electrical wiring ☐ walking/working under catwalks ☐ walking/working on catwalks ☐ walking/working under conveyor belts ☐ working with/around conveyor belts ☐ walking/working under crane loads ☐ other:	☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	☐ Protective Helmet ☐ Type A (low voltage) ☐ Type B (high voltage) ☐ Type C ☐ Bump cap (not ANSI-approved) ☐ Hair net or soft cap ☐ Other:

HANDS/ARMS

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ baking ☐ cooking ☐ grinding ☐ welding ☐ working with glass ☐ using power tools ☐ using computers ☐ working outdoors ☐ using knives ☐ dental and health care services ☐ garbage disposal ☐ computer work ☐ other:	☐ blood ☐ irritating chemicals ☐ tools or materials that could scrape or cut ☐ extreme heat ☐ extreme cold ☐ animal bites ☐ electric shock ☐ vibration ☐ musculoskeletal disorders ☐ sharps injury ☐ other:	☐ Gloves ☐ Chemical resistance ☐ Liquid/leak resistance ☐ Temperature resistance ☐ Abrasion/cut resistance ☐ Slip resistance ☐ Latex or nitrile ☐ Anti-vibration ☐ Protective sleeves ☐ Ergonomic equipment_____ ☐ Other:

FEET/LEGS

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ building maintenance ☐ construction ☐ demolition ☐ food processing ☐ foundry work ☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	☐ explosive atmospheres ☐ explosives ☐ exposed electrical wiring or components ☐ heavy equipment ☐ slippery surfaces ☐ impact from objects ☐ pinch points ☐ crushing ☐ slippery/wet surface ☐ sharps injury ☐ blood ☐ chemical splash ☐ chemical penetration ☐ extreme heat/cold ☐ fall ☐ other:	☐ Safety shoes or boots ☐ Toe protection ☐ Electrical protection ☐ Heat/cold protection ☐ Puncture resistance ☐ Chemical resistance ☐ Anti-slip soles ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other:

BODY/SKIN

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:	With:
☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	☐ Vest, Jacket ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance ☐ Other:	☐ Long sleeves

BODY/WHOLE

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: / With:
☐ building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	☐ working from heights of 10 feet or more ☐ impact from flying objects ☐ impact from moving vehicles ☐ sharps injury ☐ blood ☐ electrical/static discharge ☐ hot metal ☐ musculoskeletal disorders ☐ sparks ☐ chemicals ☐ extreme heat/cold ☐ elevated walking/working surface ☐ working near water ☐ injury from slip/trip/fall ☐ other:	☐ Fall Arrest/Restraint — ☐ Hood ☐ Traffic vest — ☐ Full sleeves ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ Hoists/lifts ☐ ergonomic equipment: _____ ☐ Other:

LUNGS/RESPIRATORY

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: / With/Type:
☐ cleaning ☐ mixing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	☐ dust or particulate ☐ toxic gas/vapour ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos ☐ pesticides ☐ organic vapours ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	☐ Dust mask ☐ Disposable particulate respirator ☐ Replaceable filter particulate w/cartridge _____ ☐ half faced ☐ full face ☐ PAPR (Air recycle) ☐ PPSA (Air supply)

EARS/HEARING		
Work activities such as: ☐ generator ☐ ventilation fans ☐ motors ☐ sanding ☐ pneumatic equipment ☐ punch or brake presses ☐ use of conveyors ☐ other: ☐ grinding ☐ machining ☐ routers ☐ sawing ☐ sparks	Work-related exposure to: ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or brake presses ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ ear muffs ☐ ear plugs ☐ leather welding hood

Purpose

This Personal Protective Equipment procedure provides direction to managers, supervisors and workers about their responsibilities in the selection, use, care, disposal and safe work procedures related to personal protective equipment in Alberta.

Scope

This program is applicable to all employees in Alberta.

When work is performed on a non-owned or operated site, the client's program shall take precedence and shall be abided by. However, this document covers Tecstar Computer Technologies Inc. employees and contractors and shall be used on owned premises, or when a client's program doesn't exist or is less stringent.

Key Responsibilities

Safety Manger

- Assists in the selection of appropriate PPE.
- Where it is not reasonably practicable to protect the health and safety of workers by design of facility and work processes, suitable work practices, engineering or administrative controls Tecstar Computer Technologies Inc. shall ensure that every worker wears or uses suitable and adequate personal protective equipment.
- The Safety Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Workers need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected.
- Assists supervisor and project managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - Initially and as needed to assess the need for PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout.
- Tecstar Computer Technologies Inc. has a written Personal Protective Equipment (PPE) policy. If the hazard assessment indicates the need for personal protective equipment, Tecstar Computer Technologies Inc. must ensure that workers wear personal protective equipment that is correct for the hazard and protects workers, workers properly use and wear the personal protective equipment and the personal protective equipment is in a condition to perform the function for which it was designed.
- Tecstar Computer Technologies Inc. must ensure that:
    - PPE is correct for the hazard and protects the workers, be selected and is used in accordance with recognized standards.
    - The PPE is in a condition to perform the function for which it was designed and is at the worksite before work begins.
    - Be compatible, so that one item of personal protective equipment does not make another item ineffective.
    - Ensure that the use of PPE does not in itself create a hazard to or endanger the worker.

  - Be maintained in good working order and in a sanitary condition.
- Certifies in writing the tasks evaluated, hazards found and PPE required to protect workers against hazards and ensures exposed workers are made aware of hazards and required PPE before they are assigned to the hazardous task.

Project Managers & Supervisors

- Supervisors and project managers shall regularly monitor workers for correct use and care of PPE, and obtain follow-up training if required to ensure each worker has adequate skill, knowledge, and ability to use PPE.
- Supervisors and project managers shall enforce PPE safety rules following provisions of the Tecstar Computer Technologies Inc. progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

Workers

- Workers must wear the required PPE. The worker shall wear or use, as the case may be, the individual or collective protective means and equipment. Wearing of required PPE is a condition of employment.
- Inspect the equipment before use,
- Reporting any reporting defective equipment or malfunction to the supervisor or Tecstar Computer Technologies Inc..
- A worker who is assigned responsibility for cleaning, maintaining or storing personal protective equipment must do so in accordance with training and instruction provided.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Take reasonable steps to prevent damage to the PPE.

Procedure

Worksite Hazard Assessment

During a hazard assessment Tecstar Computer Technologies Inc. looks for the following sample hazard sources:

- High or low temperatures; Chemical exposures (use MSDSs for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects
- Employee falling from a height of 6’ or more
- Sharp objects; Rolling or pinching that could crush the hands or feet; Electrical hazards

Where these hazards could cause injury to workers, personal protective equipment must be selected to substantially eliminate the injury potential. A certification of worksite hazard assessment form is located in each site specific HSE plan that the Safety Manager uses to identify potential workplace hazards.

Provisioning

Workers are responsible for providing clothing needed for protection against the natural elements, general purpose work gloves, and appropriate footwear including safety footwear and safety headgear.

Tecstar Computer Technologies Inc. is responsible for providing, at no cost to the worker, all other items of personal protective equipment required by local regulatory requirements.

Tecstar Computer Technologies Inc. must ensure that PPE is stored in a location that is clean, secure, and readily accessible by the worker, immediately repaired or replaced if it is rendered ineffective to provide protection it was indeed for, contaminated or defective with clean or decontaminated equipment.

Where PPE provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall return the PPE to Tecstar Computer Technologies Inc. or contractor and inform Tecstar Computer Technologies Inc. or contractor of the defect or other reason why the PPE does not provide the protection that it was intended to provide. Tecstar Computer Technologies Inc. or contractor shall immediately repair or replace any PPE returned.

General

Where there is danger of contact with moving parts of machinery the clothing of the worker shall fit closely about the body. Dangling neckwear, bracelets, wristwatches, rings or like articles shall not be worn and head and facial hair shall be completely confined or cut short so as not to extend to the shirt collar.

PPE Equipment Matrix

Each worksite has a PPE Equipment Matrix based on the worksite hazard assessment. This matrix is included in the site specific HSE plan. See the last page of this procedure for a sample PPE Matrix.

Selection of PPE

Eye and Face Protection. Workers exposed to eye hazards must wear eye protection. If a worker's eyes may be injured or irritated at a work site, Tecstar Computer Technologies Inc. must ensure that the worker wears properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07, Eye and Face Protectors (or current version). Prescription safety eyewear having glass lenses must not be used if there is danger of impact unless it is worn behind safety glasses that meet the standard.

Head Protection. Workers exposed to head hazards must wear protective headgear. If there is a foreseeable danger of injury to a worker's head at a work site, Tecstar Computer Technologies Inc. must ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05, Industrial Protective Headwear (or current version).

Foot Protection. Workers exposed to foot hazards must wear foot protection. Tecstar Computer Technologies Inc. must ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site. If the hazard assessment identifies that protective footwear needs to have toe protection, a puncture resistant sole, metatarsal protection, electrical protection, chainsaw protection, or any combination of these, Tecstar Computer Technologies Inc. must ensure that the worker wears protective footwear that is approved to CSA Standard Z195-02, Protective Footwear (or current version).

Hand Protection. All workers must use gloves when handling objects that could injure the hands. If there is a danger that a worker's hand may be injured, Tecstar Computer Technologies Inc. must ensure that the worker wears properly fitting hand protective equipment that is appropriate to the work, the work site and the hazards identified.

Fall Protection. Fall protection must be provided when workers are exposed to a vertical fall of six feet or more over a lower level (1.83 meters). Fall protection must comply with CAN/CSA Z259.10-M90 (R1998), Full Body Harnesses.

CSA CERTIFICATION MARK FOR CANADA Indicates footwear is CSA-certified to Canadian national requirements **CLASSES OF PROTECTION** One or more of these markings will appear on the outer side or the tongue of the right shoe		
	Green triangle indicates sole puncture protection with a Grade 1 protective toe to withstand impacts up to 125 Joules.	For any industry, especially construction and heavy work environments, where sharp objects, such as nails are present.
	Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m. Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For light industrial work environments requiring puncture protection as well as toe protection.
	Blue rectangle indicates Grade 1 protective toe without sole puncture protection. Grade 1 protective toe withstands impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m.	For industrial work environments not requiring puncture protection.
	Grey rectangle indicates Grade 2 protective toe without sole puncture protection. Grade 2 protective toe withstands impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m.	For institutional and non-industrial work environments not requiring puncture protection.
	White label with green fir tree symbol indicates chainsaw protective footwear. Protective features are designed into the boots to prevent a running chainsaw from cutting all the way through the boot uppers so as to protect the shins, ankles, feet and toes.	For forestry workers and others exposed to hand-held chain saws or other cutting tools.
	White rectangle with orange Greek letter omega indicates soles that provide resistance to electric shock. Such certified footwear contains a sole and heel design assembly that, at the point of manufacturing, has electrical insulating properties intended to withstand 18,000 Volts and a leakage current not exceeding 1 mA.	For any industry where accidental contact with live electrical conductors can occur.
	Yellow rectangle with green “SD” and grounding symbol indicates soles are static-dissipative. The outer soles are made from an antistatic compound, chemically bound into the bottom components, capable of dissipating an electrostatic charge in a controlled manner.	For any industry where a static discharge can create a hazard for workers or equipment.
	Red rectangle with black “C” and grounding symbol indicates soles are electrically conductive. The outer soles are made from a conductive compound that is permanently bound to the bottom components to provide electrical grounding of each foot. Test criteria are 0 to 500,000 Ohms.	For any industry where static discharge may create a hazard of explosion.

Skin Protection. Workers exposed to skin hazards must wear protective equipment. Tecstar Computer Technologies Inc. must ensure that a worker’s skin is protected from a harmful substance that may injure the skin on contact or may adversely affect a worker’s health if it is absorbed through the skin.

Respiratory Protection. The use of respirators is not allowed unless approved by the Safety Manager who will insure all legally required respiratory protection procedures are completed. Product substitution is required to eliminate hazards protected by respirators.

Caustics. Workers handling or using acids, caustics and other harmful substances shall use personal protective equipment, or other means shall be adopted that will provide equivalent protection against these hazards.

Hazardous Substances. Where workers are routinely exposed to a hazardous material or substance Tecstar Computer Technologies Inc. shall provide and require workers to use, protective clothing, gloves and eyewear or face shields that are adequate to prevent exposure of a worker's skin and mucous membranes to the hazardous material or substances.

Visibility Protection. A worker exposed to the danger of moving vehicles traveling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel.

Flame Resistant Clothing. Flame resistant clothing is worn by workers if they may be exposed to a flash fire or electrical equipment flashover. If a worker may be exposed to a flash fire or electrical equipment flashover, Tecstar Computer Technologies Inc. must ensure that the worker wears flame resistant outerwear and uses other protective equipment appropriate to the hazard.

Hearing Protection. All hearing protective equipment must conform to CSA standard Z94.2-94, "Hearing Protectors" (or current version).

Training

Workers are trained on the selection, use and care of PPE. Tecstar Computer Technologies Inc. must ensure that workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment. Each worker must be trained to know at least the following:

- When and why personal protective equipment is necessary
- What personal protective equipment is necessary
- How to properly inspect before use, adjust and wear personal protective equipment
- Refrain from wearing protective equipment outside of the work area where it is required if to do so would constitute a hazard,
- Report any equipment malfunction to the supervisor or Tecstar Computer Technologies Inc.
- The limitations of the personal protective equipment
- Proper wearing of flame resistant clothing if used
- The proper use, care, cleaning, storage, assigned maintenance duties, useful life and disposal of the personal protective equipment to be used, and
- To not use any PPE unable to perform the function for which it is designed.

Each worker shall demonstrate an understanding of the training and the ability to use personal protective equipment properly before being allowed to perform work requiring the use of PPE. When Tecstar Computer Technologies Inc. has reason to believe that any affected worker who has already been trained does not have the understanding and skill required to use PPE Tecstar Computer Technologies Inc. shall retrain the worker.

Monitoring

Supervisors and project managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Manager who then conducts a hazard assessment for

appropriate PPE. The Safety Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Annual Review

The personal protective equipment program must be reviewed annually.

Purpose

The purpose of this program is to establish procedures for affixing appropriate lockout/tagout equipment in Alberta to energy isolating devices and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy to prevent injury or incident.

Scope

This program covers the servicing and maintenance of machines and equipment in Alberta where the unexpected energization or start-up of the machine or equipment, or the release of stored energy could cause an incident. This program establishes minimum performance requirements for the control of such hazardous energy.

When work is performed on a nonowned or operated site, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. workers and contractors in Alberta and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Managers and Supervisors

- Responsible to enforce this plan and to see that all their workers and contractors that are affected by lockout/tagout procedures, have the knowledge and understanding required for safe application, usage, and removal of all energy controls and devices.
- Ensure workers are competent as demonstrated by being qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

- Employees who are affected by this program are required to attend training on an annual basis.
- Are required to follow the provisions of this program.

Written Procedures for Lockout Tagout

General

Lockout Tagout is performed by a competent person. If work is to be done that may endanger a worker, Tecstar Computer Technologies Inc. shall ensure that the work is done by a worker who is competent to do the work. Workers who may be required to use safety equipment shall be competent in the application, care, use, maintenance and limitations of that equipment. Training must be completed before isolation of energy tasks are allowed.

When lockout of energy isolating devices is required, the devices must be secured in the safe position using locks in accordance with procedures that are made available to all workers who are required to work on the machinery or equipment.

Power tools may be maintained, repaired, tested or adjusted without applying isolation control if the work doesn't put the worker at risk by isolating the energy source from the power tool, dissipating any residual energy in the power tool and the energy source remains isolated during the activity.

Energy sources must be turned off, disconnected and/or released before maintenance is performed. If machinery, equipment, or powered mobile equipment is to be serviced, repaired, tested, adjusted, or inspected, Tecstar Computer Technologies Inc. must ensure that no worker performs such work on the machinery, equipment, or powered mobile equipment until it has come to a complete stop and all hazardous energy at the location at which the work is to be carried out is isolated by activation of an energy isolating device and the energy isolating device is secured, or the machinery, equipment, or powered mobile equipment is otherwise rendered inoperative in a manner that prevents its accidental activation and provides equal or greater protection.

Devices

Locks

- Each site shall have the same type of lock as specified by Tecstar Computer Technologies Inc..
- Are made available to all workers who are required to work on the machinery or equipment and shall be provided at the expense of Tecstar Computer Technologies Inc..
- Combination locks must not be used for lockout. Each personal lock must be marked or tagged to identify the person applying it.

Keys

Tecstar Computer Technologies Inc. shall:

- Issue to each worker who is required or permitted to work on a machine a lock that is operable only by that worker's key or a duplicate key,
- Designate an worker to keep the duplicate key,
- Ensure that the duplicate key is accessible only to the designated worker,
- Ensure that the lock used has a unique mark or identification tag on it that identifies the worker to whom the lock is assigned, and
- Ensure that a logbook is kept to record the use of the duplicate key and the reasons for that use each time the duplicate key is used.

Tagout Device – If an energy source cannot be locked out with a lockout device then a tagout device shall be used. Tagout devices is a warning only level of protection and shall be weather and chemical resistant, standardized in color with clear written warning of hazardous energy; i.e. Do Not Operate, Do Not Start, Do Not Energize, etc. Each site shall have the same style of tags specified by Tecstar Computer Technologies Inc.. Each tag will identify the worker who attached it.

Requirements for Tags

If a tag is used as a means of communication, the tag:

- Shall be made of non-conducting material,
- Shall be secured to prevent its inadvertent removal,
- Shall be placed in a conspicuous location,

- Shall state the reason the switch is disconnected and locked out,
- Shall show the name of the worker who disconnected and locked out the switch, and
- Shall show the date on which the switch was disconnected and locked out.

Requirements for Performing Maintenance While Equipment is in Operation

Tecstar Computer Technologies Inc. will develop and implement procedures and controls that ensure the machinery, equipment, or powered mobile equipment is serviced, repaired, tested, adjusted or inspected safely if the manufacturer's specifications require the machinery, equipment or powered mobile equipment to remain operative while it is being serviced, repaired, tested, adjusted or inspected, or there are no manufacturer's specifications and it is not reasonably practicable to stop or render the machinery, equipment, or powered mobile equipment inoperative.

In all cases Tecstar Computer Technologies Inc. requires a written authorization to proceed from senior management due to the increased risk exposure of performing maintenance on operating equipment.

Maintenance Procedures

- Energy sources must be locked out and tagged out before maintenance is performed. Once all energy isolating devices have been activated to control hazardous energy Tecstar Computer Technologies Inc. must ensure that a worker involved in work at each location requiring control of hazardous energy secures each energy isolating device with a personal lock. Tecstar Computer Technologies Inc. must ensure that each personal lock used has a unique mark or identification tag on it to identify it as belonging to the worker to whom it is assigned.
- A written, step-by-step isolation procedure for shutdown and start up shall be prepared for each type of machine or piece of equipment.
- This procedure shall include:
    - Equipment number if assigned.
    - Equipment location.
    - Energy Source(s) (i.e. electrical, hydraulic, gas pressure, etc.)
    - Location of isolating controls (i.e. breaker switches, valves, etc.)
    - Quantity of isolating controls
    - Quantity of locks required to isolate the equipment
    - Other hardware required to isolate the equipment (i.e. chains, valve covers, blocks, etc.)
    - List any residual energy required to be dissipated before work begins.

Specific Sequence for Application of Energy Control

1. Notification

Authorized workers must notify all other affected workers of the application and removal of lockout/tagout devices. Notification shall be given before the controls are applied and before they are removed from the machine or equipment.

2. Preparation for Shutdown

Before an authorized or affected worker shuts down a machine or equipment, the authorized worker shall have the knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means (locks) to control the energy sources.

3. Machine or Equipment Shutdown

The machine or equipment shall be shut down using the procedures established for that machine or piece of equipment. The shutdown shall be orderly to avoid any addition hazards to workers as a result of the stoppage.

4. Machine or Equipment Isolation

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

5. Lockout/Tagout Devices and Application

- Each authorized worker shall have the proper number of locks and devices to be able to independently of each other perform proper lockout/tagout procedures for machines or equipment that they may be working on.
- Lockout or tagout devices shall be affixed to each energy isolating device by authorized workers.
- Each lockout and tagout devices shall include the name of the individual placing the device.
- Lockout devices shall be affixed in a manner to hold the energy isolating devices in a safe or off position.
- Tagout devices shall be affixed in a manner that will clearly indicate that the operation or movement of isolating devices to the safe or off position and prohibiting the operation of the control device.
- Tagout devices used with energy isolating devices with the capability of being locked out shall be fastened at the same point at which the lock would have been attached. If a tag cannot be directly attached to the energy isolation device it shall be located as close as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
- Each energy source shall be locked out completely isolating the equipment.
- If more than one worker is involved, the worker who disconnected and locked out the power supply shall communicate the purpose and status of the disconnecting and locking out.
- Isolating machines or equipment shall include, but are not limited to:
    - Pumps, compressors, generators, electric distribution, storage tanks, etc.
    - Each type of equipment, including isolating pipes and pipelines, to be isolated shall have specific documented procedures for isolation, i.e. for compressors: suction, discharge, power, starting, fuel, dumps shall be closed, locked and tagged out properly.
    - For pipes and pipelines see #8.

6. Requirements for Verification of a State of Zero Energy

A state of zero energy must be verified after a lockout device is installed. A worker will not perform work on machinery, equipment or powered mobile equipment to be serviced, repaired, tested, adjusted or inspected until energy sources are isolated, the machinery, equipment, or powered mobile equipment is tested to verify that it is inoperative and the worker is satisfied that it is inoperative.

7. Isolating Energy Sources on Piping, Pipelines or Process Systems

If piping, a pipeline or a process system containing a harmful substance under pressure is to be serviced, repaired, tested, adjusted or inspected Tecstar Computer Technologies Inc. must ensure that no worker performs such work on the piping, pipeline or process system until flow in the piping, pipeline or process system has been stopped or regulated to a safe level, and the location at which the work is to be carried out is isolated and secured. Consideration of automated valve mechanisms that are controlled from remote sites must be factored into the energy control method.

In order to ensure that harmful substances under pressure are not released Tecstar Computer Technologies Inc. will utilize the following methods (with Disconnection/Misalign as the preferred method):

- Blinding - Install full-rated blind(s).
- Disconnection/Misalign - This involves physically removing part of the equipment, or misaligning piping. Isolation devices shall then be attached as close to the energy source as possible and listed on the Energy Isolation Log.
- Double Block and Bleed - This involves three valves: two block valves and a bleed valve in between. For Energy Isolation purposes, all three valves shall be tagged with a "Danger" tag and listed on the Energy Isolation Log. In addition, the two block valves shall be locked.
- Single Block - This involves closing one block valve, then applying locks and tags. Note, this option requires the prior approval of the supervisor.

Note: Control valves shall not be used for energy isolation.
Remote operated valves, designed for positive pressure containment, can be used provided they are disconnected from all energy sources and manually closed.

Multiple Workers / Group Lockout

All workers involved in the maintenance activity must place their own lock and tag on each energy control point. If more than one worker is working at each location requiring hazardous energy to be controlled, each worker must attach a personal lock to each energy isolating device.

- A tailgate meeting shall be conducted to review the written group lockout procedure and other information as required for safe work to continue. The written group lockout procedure must be conspicuously posted at the place where the system is in use.
- An authorized worker will isolate the equipment.
- All workers will then place their locks on the device's group lockout or tagout device after they have verified the procedure.

Release from Lockout/Tagout

When servicing or maintenance is completed or when Lockout / Tagout devices must be temporarily removed, the equipment requires testing and the machine or equipment is ready for testing or to return to normal operating conditions, the following steps shall be taken, in this order:

- Check the machine or equipment and the immediate area surrounding the machine or equipment to ensure that all nonessential items such as tools have been removed and that the machine or equipment components are operationally intact.

- Check the work area to verify that no worker is in danger before an worker removes the securing devices and the machinery, equipment, powered mobile equipment, piping, pipeline or process systems is returned to operation.
- Remove the Lockout/Tagout device.
- Energize and proceed with testing.
- Deenergize and reapply control methods including Lockout / Tagout devices.
- Document the procedure by use of the completed isolation log and provide to supervisor for filing.

Procedures that Must be Followed in the Event a Worker's Lock Must be Removed

A person must not remove a personal lock or other securing device unless the person is the worker who installed it. In an emergency, or if the worker who installed a lock or other securing device is not available, a worker designated by Tecstar Computer Technologies Inc. may remove the lock or other securing device in accordance with a procedure that includes verifying that no worker will be in danger due to the removal.

Tecstar Computer Technologies Inc. must ensure that securing devices are not removed until each involved worker is accounted for, any personal locks placed by workers are removed and procedures are implemented to verify that no worker is in danger before a worker removes the securing devices and the machinery, equipment, powered mobile equipment, piping, pipeline or process system is returned to operation.

The following procedures shall be followed to allow for the emergency removal of a lock that another person has applied:

- If the key(s) cannot be made available, the worker who requests removal of the lock shall contact their supervisor.
- Every reasonable effort shall be made by the manager or supervisor to contact the authorized worker who applied the lock to obtain the key(s).
- The manager or supervisor shall ensure that the machinery or equipment can be operated safely before removing the lock and no workers will be in danger if it is removed.
- The competent person removing the lock shall document the lock(s) were removed with permission by manager or supervisor.
- All reasonable efforts will be made by supervisor to notify that worker their lock has been removed, and ensuring that the authorized worker is notified at the start of his or her next shift if the worker's personal lock(s) have been removed since the worker's previous shift.
- If the equipment is client owned, the supervisor or worker requesting to remove the lock(s) shall contact the client to get the lock removed. Clients must remove their lock(s).
- NOTE: Tecstar Computer Technologies Inc. workers shall not remove any client locks.

Shift or Personnel Changes

In the event shift or personnel changes occur during maintenance and/or repair activities, the designated Tecstar Computer Technologies Inc. worker in charge shall take the necessary steps to maintain the continuity of the lockout/tagout protection. This includes maintaining that all provisions in this procedure are adhered to and the transfer of lockout/tagout devices between authorized workers is accomplished in an orderly manner.

Procedures must be implemented for shift or personnel changes, including the orderly transfer of control of locked out energy isolating devices between outgoing and incoming workers.

Contractors

Contractors performing lockout procedures on Tecstar Computer Technologies Inc. property shall comply with this procedure. Contractors shall supply their own locks.

Tecstar Computer Technologies Inc. shall initially lockout Tecstar Computer Technologies Inc. machines and equipment before the contractor will be allowed to apply their own lock in addition to the one assigned to Tecstar Computer Technologies Inc..

Annual Audits

Each year the manager or supervisor, or his representative, will perform an inspection of the Lockout Tagout Program in their respective areas to verify the effectiveness of the program. An authorized worker other than the one(s) utilizing the energy control procedure being inspected shall perform the audit and shall verify that:

- Each authorized and/or affected worker has been trained as required.
- Any new equipment added has specific lockout procedures developed and documented.
- Current procedures are adequate for performing complete isolation of equipment and resulting in a zero energy state.
- The annual audit will be certified in writing and a copy of the audit maintained on file at the managers/supervisors office.

Training

Employees are provided Lockout Tagout training. Tecstar Computer Technologies Inc. shall ensure that a worker who may have to lock out a machine has been adequately trained to lock out the machine. The training shall include the following:

- The recognition of applicable hazardous energy (lockout/tagout) sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- The purpose and use of energy control procedures.
- When tagout systems are used, workers shall also be trained in the following limitations of tags:
    - Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
    - When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
    - Tags must be legible and understandable by all authorized workers, affected workers, and all other workers whose work operations are or may be in the area, in order to be effective.
    - Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
    - Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

All other workers whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Retraining

Retraining shall be conducted whenever a periodic inspection reveals, or whenever Tecstar Computer Technologies Inc. has reason to believe that there are deviations from or inadequacies in the worker's knowledge or use of the energy control procedures. The retraining shall re-establish worker proficiency and introduce new or revised control methods and procedures, as necessary.

Training Documentation

Tecstar Computer Technologies Inc. shall certify that worker training has been accomplished and is being kept up to date. The certification shall contain each worker's name and dates of training.

SPECIFIC EQUIPMENT LOCKOUT PROCEDURES

Department_____

Equipment No._____

Energy Source_____

Procedure for Shutdown and Isolation:

(List number of steps required to isolate machine or equipment - write N/A on lines not used or add additional steps if necessary)

STEP NO.

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____

Additional Information:_____
_____
_____
_____

Prepared By:_____ Date:_____

(This procedure to be communicated to all authorized and affected workers and kept on file at location of machine or equipment)

SAMPLE TAG

WARNING

MINIMUM LOCK/OUT – TAG/OUT PROCEDURES

Inlet Suction Block Valve Discharge Block Valve
Fuel Gas Valve Start Gas Valve
Liquid Dump Line Blow Down (Lock Open)

When working on this compressor package the following items must be **LOCKED OUT & TAGGED OUT**. Residual pressure must be blown down. Open all valves on surge bottles and piping to relieve any pressure that may be trapped.

Side Stream (For Units Set up with Side Streams)

When working on the compressor each person must lock and tag the compressor package!

ISOLATION LOG

Date of Isolation:

Description of Work:

List of Equipment out of Service:

Necessary Requirements of Clear Isolation:

Authorized Worker Signature: _____

Person Continuing Work Signature: _____

Locks/Tags for GROUP LOCKOUT or Multiple Locks/Tags

Lock # or Tag	Date Installed	Date Removed	Print Name (for Group Lockout)	Signature

(If additional space is needed, please attach an additional page)

ANNUAL AUDIT OF THE LOCKOUT TAGOUT PROGRAM

I certify that an audit of the Tecstar Computer Technologies Inc. Lockout Tagout Program was conducted and that each worker has been trained in the recognition and procedures to lockout equipment they may be required to work on or may be affected by.

I further acknowledge that the current procedure is adequate to safely lockout equipment in this department for servicing and maintenance.

Department: _____

Manager (or representative): _____

Date: _____

Original to file: _____

Purpose

The purpose of the program is to prescribe rules and establish minimum requirements for the construction, care, and use of the common types of ladders in Alberta.

All ladders that are purchased and placed into service; or, any ladders that are engineered, manufactured and installed on any Tecstar Computer Technologies Inc. equipment in Alberta shall follow the requirements set forth by this program.

Scope

This program is applicable to all employees who may utilize ladders in Alberta. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Managers and Supervisors

- Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection of ladders in accordance to the manufactures guidelines.
- Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and taken out of service.

Employees

- Employees shall inspect ladders prior, during and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.
- Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

Procedure

Ladders should not be used if a safer means of accessing an elevated work area is available. Tecstar Computer Technologies Inc. shall ensure that workers do not use a ladder to enter or leave an elevated or sub-level work area if the area has another safe and recognizable way to enter or leave it.

If work cannot be done from a ladder without hazard to a worker, a work platform must be provided. A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe.

Inspection, Care and Safe Work Practices of Ladders

Inspection

Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. The following requirements apply:

- A ladder must be inspected before use on each shift, and after any modification and any condition that might endanger workers must be remedied before the equipment is used.
- Ladder rungs, cleats and steps shall be parallel, level and uniformly spaced.
- If an extension ladder is used by a worker is must be equipped with locks that securely hold the sections of the ladder in the extended position.
- No ladder shall be lashed to another ladder to increase its length.
- Portable ladders used by the Tecstar Computer Technologies Inc. employees must be CSA certified. Tecstar Computer Technologies Inc. must ensure that a portable ladder meets the requirements of CSA Standard CAN3-Z11-M81 (R2005), Portable Ladders.
- A stepladder shall have legs that are securely held in position by metal braces or an equivalent rigid support.
- A manufactured portable ladder must be marked for the grade of material used to construct the ladder and the use for which the ladder is constructed.
- Portable single or extension ladders shall be equipped with a non-slip type base or shall be held, tied or otherwise secured to prevent slipping.
- A ladder found to be broken or defective may not be used until it has been repaired and restored to its original design specifications. Any ladder that has developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."
- If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.
- Ladders with loose, broken or missing rungs, split side rails or other hazard producing defects shall not be used. Improvised repairs shall not be made.
- All wood parts shall be free from sharp edges and splinters; sound and free from accepted visual inspection from shake, or other irregularities. Wooden ladders must not be painted.

Care

- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- Rungs shall be kept free of grease and oil.
- Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

Safe Work Practices

- Ladders shall be used only for the intended purpose for which they were designed.

- Ladders used when servicing energized electrical equipment must be non-conductive. Tecstar Computer Technologies Inc. shall ensure that a ladder used during the servicing of energized or potentially energized electrical equipment is made of non- conductive material. Metal ladders or wire reinforced wooden ladders shall not be used in proximity to energized electrical equipment.
- The ladder shall be secured at the top or held by another person at the base to prevent movement.
- Portable ladders in use are secured against movement and placed on a stable base. A worker must ensure that a portable ladder is secured against movement and placed on a base that is stable.
- Incline of Portable Ladders - Portable ladders are placed against the top support at a minimum 4:1 incline. A worker must ensure that the base of an inclined portable ladder is no further from the base of the wall or structure than one quarter of the distance between the base of the ladder and the place where the ladder contacts the wall.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.
- Ladders shall not be used by more than one worker at a time.
- The upper supports of ladders used to access elevated work areas must extend a minimum of one meter above the elevated surface. A worker must ensure that the side rails of a portable ladder extend at least 1 metre above a platform, landing or parapet if the ladder is used as a means of access to the platform, landing or parapet.
- Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.
- Performing work from the top two rungs of a portable ladder is prohibited. A worker must not perform work from either of the top two rungs, steps, or cleats of a portable ladder unless the manufacturer's specifications allow the worker to do so.
- The employee shall maintain a three (3)-point grip on the ladder at all times and carry tools/equipment on a belt or hoist up. Do not carry anything in the hands that could cause injury in case of fall.
- The employee shall face the ladder while ascending or descending.
- The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.
- The ladder shall not be moved while occupied.

Training

All employees will be trained for this ladder safety program contents prior to using a ladder.

Purpose

The purpose of this program is to establish minimum requirements for site specific H2S safety in Alberta.

Scope

This program sets forth accepted practices for Hydrogen Sulfide (H2S) in Alberta. This program applies to all workers of Tecstar Computer Technologies Inc., temporary workers, and any contractors working for Tecstar Computer Technologies Inc.. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. workers and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. If a worker is, or may be, exposed to H2S Tecstar Computer Technologies Inc. must conduct monitoring of the substance on a regular basis.

Worker Exposure to H2S

The potential for worker exposure to H2S will be identified during the hazard assessment conducted by Tecstar Computer Technologies Inc.. Tecstar Computer Technologies Inc. must ensure that a worker's exposure to H2S is kept as low as reasonably achievable. Workers must not be exposed to airborne concentrations of H2S in excess of 10 ppm over an 8 hour time period. Atmospheric testing results will be assessed before a worker is exposed.

Tecstar Computer Technologies Inc. must ensure that workers who may be exposed to H2S gas are able to recognize its lethal effects. Procedures must be in place for activities where H2S may be present as well as to ensure that victims who are overcome are rescued and given first aid.

Key Responsibilities

Managers and Supervisors

- Shall ensure all workers who are to be assigned to work at locations where hydrogen sulfide is known to be present, or suspected to be present in any concentration, have been trained in hydrogen sulfide safety.
- To ensure workers have been medically approved to wear respirators and trained on the safe use of respirators, including a respirator fit test in accordance with the Tecstar Computer Technologies Inc. Respiratory Protection Program.
- To ensure workers have been trained and familiar with personal H2S monitors and gas detection instruments.
- To have been provided with the client's safety procedures.
- To ensure the necessary respiratory equipment to perform the work safely is available.
- That each worker has been provided with a copy of this program.
- The Tecstar Computer Technologies Inc. safety manager is responsible for the code of practice preparation, the manager and supervisors for enforcement and all staff are responsible for following its guidelines and requirements.

Workers

- When workers must wear personal protective equipment, they must use the appropriate equipment. They must not use personal protective equipment that is not in a condition to perform the function for which it was designed.
- Workers with equipment under their control that does not comply with the OHS Code must remove that equipment from service.
- Workers must be aware of the "Code of Practice" developed for jobs involving confined space entry and must not enter or remain in a confined space if control measures are not in place.
- Workers must participate in training programs provided by Tecstar Computer Technologies Inc..
- Workers are responsible to comply with this program.

Code of Practice

A site specific code of practice is required for work sites where there may be more than 10 kg of hydrogen sulphide present as a pure substance, or in a mixture in a concentration over 0.1% by weight and at least 10 kg of hydrogen sulfide in aggregate and shall govern the storage, handling, use and disposal of H2S if there is a potential for exposure. Tecstar Computer Technologies Inc. must, in consultation with the safety committee, develop a written procedure that meets the Alberta requirements. The site specific code of practice will include:

- Tecstar Computer Technologies Inc. policy and persons responsible for the code of practice
- Control measures to prevent worker exposure to H2S, and procedures to be followed in the event of an uncontrolled release of H2S. The program must include control measures to prevent worker exposure to H2S and the procedures to be followed if there is an uncontrolled release.
- Safe work procedures to be followed in the event of an uncontrolled release of H2S (evacuate, alarm, assess, protect, rescue, revive and medical aid)
- Required personal protective equipment
- Worker training requirements
- Emergency procedures and designated emergency personnel.

A written procedure must identify the substances to which a worker may be exposed, the conditions under which a worker will be required or permitted to work, including the frequency, quantity and duration of exposure to the substances and the steps that Tecstar Computer Technologies Inc. will take.

Physical Effects of Hydrogen Sulfide

- H2S paralyzes the sense of smell. Do Not Rely on Smell To Detect H2s – Rely Strictly on Instruments Designed To Measure Concentrations of H2s.
- Hydrogen sulfide is a very dangerous and deadly gas - it is colorless and heavier than air and water soluble.
- It is flammable and can explode in a 4.3 to 46.0 percent by volume concentration.
- It can accumulate in low places and in small concentrations it has a strong, pungent, somewhat distasteful odour similar to rotten eggs. In higher concentrations, it can deaden the sense of smell (olfactory nerve).

Toxic Effects of Hydrogen Sulfide

CONCENTRATION	PHYSICAL EFFECT
.01 PPM	Can smell odour.

CONCENTRATION	PHYSICAL EFFECT
10 PPM	Obvious and unpleasant odour. Beginning eye irritation. Permissible exposure level for 8 hours. Alberta's Occupational Exposure Limit (OEL).
15 PPM	Alberta's Ceiling OEL. An unprotected worker may not be exposed above this concentration.
20 PPM	Severe eye irritation. Nose, throat and lung irritation. Loss of appetite.
100 -200 PPM	Severe nose, throat and lung irritation. Ability to smell odour completely disappears (150 ppm).
500 PPM	Severe lung irritation, headaches, dizziness, staggering, collapse.
500-1000 PPM	Respiratory paralysis, irregular heartbeat, collapse or death.

Places Where H2S is Found

- Gas Plants, refineries, petro-chemical plants, sulphur recovery plants
- Underground mines
- Tank cars, tank trucks
- Oil and gas wells, battery stations
- Commercial laboratories
- Septic tanks, sewers, manure handling areas
- Pulp and paper mills
- Pipelines

Safe Work Procedures

- Maintain compliance with permit requirements of Tecstar Computer Technologies Inc. and any requirements by the client.
- Verify that proper safety equipment is available, functioning properly and is utilized.
- Check and remain aware of wind conditions and direction.
- Perform a thorough check of the downwind area prior to the start of any potentially hazardous work activity.
- Check for other personnel and ignition sources.
- Ventilate work areas by venting and purging lines and vessels prior to beginning any work activities.
- Keep all non-essential personnel away from work areas.
- Immediately vacate the area when any H2S monitor sounds.
- Each person entering a H2S designated location, regardless of the concentration, shall wear a personal H2S monitor that is set to alarm at 10 PPM and shall carry a 5-minute escape pack with them at all times.
- Workers must not be exposed to a concentration of H2S exceeding 10 ppm over an 8 hour time period. Tecstar Computer Technologies Inc. must ensure that a worker's exposure to H2S is kept as low as reasonably achievable. Tecstar Computer Technologies Inc. must ensure that a worker's exposure to H2S does not exceed its occupational exposure limit of 10 ppm over an 8 hour time period.
- Workers must not be exposed to a concentration of H2S exceeding 15 ppm at any time. A worker may not be exposed to H2S at a concentration exceeding its ceiling limit of 15 ppm at any time.

Equipment

The following equipment shall be provided and used as required by this program:

- Personal H2S monitor set to alarm at permissible exposure limit of 10 PPM. Fixed monitors may be present as well at the same alarm setting.
- Portable H2S gas testing instrument, either electronic or manual pump operated, capable of testing the suspected concentrations of H2S in the system.
- Each testing instrument must be capable of testing the suspected concentrations of H2S by using the manufacturer's recommended calibrated tube or other means of measuring the concentration of gas.
- Testing instruments shall be calibrated periodically according to the manufacturer's recommendation, and at least annually.
- Calibration kits with regulator for calibrating the personal monitor.
- Calibration gas cylinder for testing the personal monitor.
- 5-minute escape pack.
- Full face, air supplied, positive pressure hose line respirator, with 5 minute escape pack attached, or;
- A self-contained breathing apparatus (SCBA) (air pack) with a minimum of a 30-minute air supply.
- Respirator wearers requiring corrective eyewear will be fitted with spectacle kits according to the respirator manufacturer, at no expense to the worker.
- Respirators and their components, including all fittings of hoses, shall not be interchanged, which if done, would violate the approval rating of said respirator or related equipment.

Monitors and Gas Detector Calibration

Each personal H2S monitor shall be calibrated at least monthly and the results recorded on the calibration log.

Those monitors that do not require calibrating shall be bump checked with calibration gas to test alarms, monthly or prior to use if not used routinely.

Education and Training for Workers

Workers are provided training on the hazards of H2S and safe work procedures. Tecstar Computer Technologies Inc. must ensure that a worker who may be exposed to H2S is informed of the health hazards associated with exposure to that substance, is informed of measurements made of airborne concentrations of harmful substances at the work site and is trained in procedures developed by Tecstar Computer Technologies Inc. to minimize the worker's exposure.

Training shall consist of:

- Physical and chemical properties of H2S
- Sources of H2S
- Human physiology
- Health hazards associated with exposure to H2S, signs and symptoms of H2S exposure, acute and chronic toxicity
- Symptomatology of H2S exposure
- Medical evaluation
- Work procedures
- Personal protective equipment required working around H2S
- Use of contingency plans and emergency response and procedures developed to minimize the worker's exposure.
- Regulatory requirements

- Rescue techniques, first aid, and post exposure evaluation
- Use, care, and calibration of personal monitors and gas detection instruments and concentrations of harmful substances at the work site
- Respirator inspections and record keeping

Required Personal Protective Equipment

Each respirator wearer will complete respiratory protection training and a respirator fit test, after being given a medical clearance and before entering any H2S location.

Respirator Inspections
Respirators will be inspected by the worker before each use and at least monthly.

The inspection will include the respirator face piece, hose, harness, 5 minute escape pack cylinder and all other components of the air supply systems used.

Monthly inspections will be documented as per Tecstar Computer Technologies Inc. Respiratory Protection Program, and will be kept on file at the local office for review during safety audits.

Medical
Each worker shall have completed a medical evaluation by a physician or licensed health care professional to determine the worker's ability to wear a respirator as required by the Tecstar Computer Technologies Inc. Respiratory Protection Program.

Each worker will successfully complete the medical questionnaire and examination before being allowed to be fit tested with a respirator.

Procedures to be Followed in the Event of an H2S Release

Tecstar Computer Technologies Inc. requires these procedures to be followed if there is an H2S release. There are seven steps to take during an H2S emergency:

- Step One: Evacuate immediately. An H2S alarm indicates that there may be hazardous concentrations in the building or area. Get to a safe new area immediately by moving upwind or crosswind from the release. Move to higher ground in possible.
- Step Two: Sound the alarm. Immediately notify someone that there is an H2S release, relay any information you may have and that you may require assistance.
- Step Three: Assess the situation. Do a head count and consider other hazards.
- Step Four: Protect rescue personnel. Put on SCBA/SABA to protect rescue personnel. If necessary, shut down the plant.
- Step Five: Rescue victim. Start by ventilating the building with fans or by opening all doors. If safe, you may perform the rescue by yourself with backup or with assistance. Enter the area and remove the victim to fresh air (upwind if possible).
- Step Six: Revive victim. Apply artificial respiration or CPR on the victim until the victim revives or until help arrives. Only qualified personnel may use mechanical resuscitators or oxygen.

- Step Seven: Get medical aid. All H2S victims require medical attention. Even if they revive quickly, there is still a possibility that the lungs may collect fluid some hours after exposure. Arrange a transport of the victim to medical aid and provide the necessary information to Emergency Medical Services.

Additional Precautions

Workers and other personnel visiting H2S locations who will not be involved in the work shall be briefed on the following prior to entering:

- Site-specific sources of H2S
- Health hazards of H2S
- Routes of egress
- Emergency assembly areas
- Applicable alarm signals and
- How to respond in the event of an emergency.

Workers working under the buddy system shall pre-plan an emergency rescue and/or evacuation procedure prior to commencing work, and arrange for periodic communications with his/her supervisor, and document the discussion on each worker's service report.

Rescue will only be performed by trained rescue personnel who are wearing appropriate PPE for this emergency situation. If an exposed person has been overcome, notify the host-facility employer's designated rescue service or personnel. Do not attempt to rescue overcome personnel without the proper equipment or assistance.

When work requires opening any equipment on location that has the potential of releasing concentrations of H2S at 100 PPM or higher, two or more H2S competently trained persons (rescue service) shall be present and follow these procedures prior to and during the opening of the equipment:

- Each person entering the H2S location shall don a personal H2S monitor prior to entry.
- A tailgate meeting will be held with everyone on location to discuss the work plan, the responsibilities of each person and the site specific contingency plan.
- Each rescue person shall have either a self-contained breathing apparatus (SCBA) or a supplied airline respirator equipped with a 5-minute escape pack, and shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up wind, within 100 feet and in clear view of the workers.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the Tecstar Computer Technologies Inc. manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided the proper respiratory equipment.
    - Only Tecstar Computer Technologies Inc. workers may wear Tecstar Computer Technologies Inc. respirator equipment.
    - If Tecstar Computer Technologies Inc. workers will use client or other third party equipment, the equipment must be inspected to ensure it is safe to use and meets Tecstar Computer Technologies Inc.'s requirements.

- After the equipment has been locked and tagged out (per Tecstar Computer Technologies Inc. Lockout/Tagout Program), opened and the H2S concentration has been cleared to less than 10 PPM, work may then be performed without respiratory equipment, except for the required 5-minute escape pack.

All special precautions to be taken when performing work inside of a confined space are listed in the Tecstar Computer Technologies Inc. Confined Space Program.

WORKSITE HAZARD ASSESSMENT FORM

CERTIFICATE OF HAZARD ASSESSMENT STATEMENT FOR _*form shall be signed*_ SITE

I certify a worksite hazard assessment was performed for this facility on *date* by the Tecstar Computer Technologies Inc. Safety Manager. *(Signature on File)*

Task: Indicate Task Group *(Additional Tasks shall be listed in each site specific HSE plan)*

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
List individual task	***Use Risk Matrix***	***Identify hazards associated with task***	• ***List procedures that apply*** • ***List appropriate engineering controls*** • ***List procedures or other administrative controls***	***List appropriate PPE***
Example: Washing Parts	MED	Chemical Exposure (Skin, Eyes, Body)	• Tecstar Computer Technologies Inc. PPE Procedure • No smoking;	Chemical gloves, splash proof goggles chemical apron
			•	
			•	
			•	
			•	
			•	
			•	

JOB SAFETY ANALYSIS FORM

Location / Dept:		**Date:**	**New?** ☐	**Revision** ☐	**JSA NO:**
Task			**Supervisor:**		
			Analysis By:		
Team Members			**Reviewed By:**		
			Approved By:		

Specific rules and procedures to be followed (Safe Work Practice Number ____):

Sequence of Basic Job Steps	Potential Injury or Hazards	Recommendations to Eliminate or Reduce Potential Hazards.

CHECK ITEMS REQUIRED TO DO THIS JOB:

Safety Glasses	☐	Leather Gloves	☐	Face Shield	☐	Fire Extinguisher	☐	Atmospheric Testing	☐
Hard Hats	☐	Work Vest	☐	Goggles (type?)	☐	Lockout/Tagout	☐	Traffic Control	☐
Safety Shoes	☐	Fall Harness	☐	Flame Resistant Clothing	☐	Warning signs	☐	Other	☐

INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employees play an important role in helping you identify job steps and hazards. In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.

Be sure to list all the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.

POTENTIAL HAZARDS

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by or between objects? Is there a potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapour, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.

Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) ensure good ergonomics (positioning the person in relation to the machine or other elements).

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

Purpose

The purpose of this program is to provide guidelines for identifying, assessing and controlling workplace hazard, to ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace and to identify the jobs/tasks which require risk assessment in Alberta.

Scope

When work is performed on a non-owned or operated site in Alberta, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

As specified within this program.

Hazard and Risk Identification

A hazard assessment is completed before work begins. Tecstar Computer Technologies Inc. must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site

The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

All hazard assessments are documented. Tecstar Computer Technologies Inc. must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Hazards identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving

- General Safety Precautions
- And any other established policy or procedure by Tecstar Computer Technologies Inc.
- Any other site specific work scope

Policies are in place to identify potential hazards by the use of JSA, JHA, FLRA, work permits, inspections by department, site or company audits, toolbox meetings, incident notices, safety observations and incident investigations.

All identified hazards are then assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

At existing locations employees and/or subcontractors are actively involved in the identification of hazards. All employees and subcontractors affected by hazards identified in the hazard assessment process are informed of the hazards and the methods used to control or eliminate the hazard. Worker names and participation in the process shall be documented either on the written hazard assessment reports or in tool box meeting forms. Workers will be trained in the hazard identification process including the use and care of proper PPE, how to complete FLRA, JHAs, etc.

Workers participate in the hazard assessment process. Tecstar Computer Technologies Inc. must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

Review of Hazard Assessment

All hazard assessments are kept current. Tecstar Computer Technologies Inc. must ensure that the hazard assessment is repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, when a work process or operation changes or before the construction of significant additions or alterations to a work site.

Hazard assessments are reviewed with affected workers. Tecstar Computer Technologies Inc. must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Risk Assessment

Each identified hazard is assessed for risk based on potential consequences of effecting injury to people, damage to assets, the environment or reputation of Tecstar Computer Technologies Inc.. The frequency of risk exposure is then considered.

Following risk assessment steps each risk assessed becomes classified as low, medium or high in accordance with the Tecstar Computer Technologies Inc. Risk Assessment Matrix shown below. The risk level of the hazard is recorded with the associated work task within the site specific HSE plan for the job site.

TECSTAR COMPUTER TECHNOLOGIES INC. RISK ASSESSMENT MATRIX

CONSEQUENCE					FREQUENCY				
					A	B	C	D	E
Severity	People	Assets	Environment	Reputation	Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)

Risk Controls

Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.

All controls for hazards include engineering, administrative, and PPE. If an existing or potential hazard to workers is identified during a hazard assessment, Tecstar Computer Technologies Inc. must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, Tecstar Computer Technologies Inc. must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, Tecstar Computer Technologies Inc. must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, Tecstar Computer Technologies Inc. must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard.

Tecstar Computer Technologies Inc. may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard. Tecstar Computer Technologies Inc. will make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

Certification of Hazard Assessment

The Safety Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. All hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

Site Specific HSE Plan (SSSP)

Each work location has a site specific HSE plan. Each employee reporting to a location shall receive a documented orientation from a Tecstar Computer Technologies Inc. supervisor that includes the SSSP for that site. The SSSP contains the Tecstar Computer Technologies Inc. Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site specific worksite hazard assessment for that location, which the Tecstar Computer Technologies Inc. has a responsibility to provide.

Review Process

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

The safety committee shall be involved in the review process as well.

Purpose

This program is written to be in compliance with Alberta requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of Tecstar Computer Technologies Inc. facilities as related to the indicated general safety requirements.

Scope

This program applies to all employees of Tecstar Computer Technologies Inc., temporary employees and any contractors working for Tecstar Computer Technologies Inc. in Alberta. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Tecstar Computer Technologies Inc. Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the General Safety Requirements program. These procedures are kept in the designated safety manager's office.

Site Manager

- Responsible for the implementation and maintenance of the plan for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar with this procedure and the local workplace General Safety Requirements program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Shall use the safeguards, safety appliances and personal protective equipment while following all safe work practices and procedures for the workplace.

Health and Safety Policy

Tecstar Computer Technologies Inc. has a written Health and Safety Policy. Tecstar Computer Technologies Inc. states its company policy in writing for the protection and maintenance of the health and safety of our workers on the work site. Our Health and Safety policy:

The management of Tecstar Computer Technologies Inc. declares and commits to the prevention of injury and ill health of our workers and our guiding principles which include that health and safety shall never be compromised for our workers. The following points summarize our corporate overall health and safety goals:

- Tecstar Computer Technologies Inc. management declares a commitment to health and safety.
- Tecstar Computer Technologies Inc. shall comply with applicable government regulations.
- Tecstar Computer Technologies Inc. shall comply with our own health and safety standards.
- To have a healthy and safe place to work composed of individuals who choose to make safe decisions, follow requirements and contribute to the process of health and safety.

- Our documented safety management system shall form the basis for all operations undertaken by Tecstar Computer Technologies Inc..
- Tecstar Computer Technologies Inc. will provide appropriate training in use of equipment, safe work practices and procedures and handling of hazardous materials.

Our overall health and safety objectives are:

- Workers at all levels are responsible and accountable for Tecstar Computer Technologies Inc. health and safety. Active participation by everyone, every day, and in every job, is necessary for health and safety excellence and is the expectation at Tecstar Computer Technologies Inc. for every work site.
- All management, workers, contractors and visitors shall promptly report all work related near misses, injuries, diseases, incidents, unsafe acts and conditions and actively participate in our health and safety process and attend all required health and safety training.
- Everyone shall follow safety rules, safe work policies and procedures and cooperate with Tecstar Computer Technologies Inc. in working towards improved safety.
- All managers will accept direct responsibility and accountability for all matters relating to health and safety for the workers and/or contractors they supervise directly and/or indirectly.
- All supervisors and managers will deal promptly with worker and contractor health and safety concerns and will advise workers and/or contractors of actual and potential hazards that are known by the manager or supervisor.
- All supervisors, managers and contractors will review any incident investigation and facilitate the corresponding corrective action plan.
- All supervisors, managers and contractors will implement and enforce health and safety rules, regulations, policies, procedures and prescribed instructions in a fair and consistent manner.
- Workers will be involved in writing or revising our health and safety policy. Changes will be disseminated in the same manner.
- We will ensure this policy is communicated to all workers and/or contractors under our control. This policy is to be posted on all Tecstar Computer Technologies Inc. bulletin boards, reception areas, included in worker handbooks and discussed during new worker orientation.

Tecstar Computer Technologies Inc. Employer Responsibilities and Requirements

Tecstar Computer Technologies Inc. will provide workers with ready access to a copy of the Alberta OHS Regulations.

The general duties of Tecstar Computer Technologies Inc. as an Tecstar Computer Technologies Inc. at a place of employment in Alberta include:

- the provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety, and welfare at work of the Tecstar Computer Technologies Inc.'s workers;
- arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;
- the provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work; and

- the provision and maintenance of a safe means of entrance to and exit from the place of employment and all worksites and work-related areas in or on the place of employment.

A supervisor shall ensure that a worker works in the manner and with the protective devices, measures and procedures required by the appropriate provincial or territorial safety act and the appropriate regulations and uses or wears the equipment, protective devices or clothing that Tecstar Computer Technologies Inc. requires to be used or worn.

Tecstar Computer Technologies Inc. Employee General Duties

A worker shall use the safeguards, safety appliances, and personal protective equipment provided in accordance with the Alberta OHS Regulations and any other regulations made pursuant to the Act and follow the safe work practices and procedures required by or developed pursuant to the OHS Regulations and any other regulations made pursuant to the Act.

Competency and Training

Workers are qualified and trained to perform their job tasks. If work is to be done that may endanger a worker, Tecstar Computer Technologies Inc. must ensure that the work is done by a worker who is competent to do the work or by a worker who is working under the direct supervision of a worker who is competent to do the work. Tecstar Computer Technologies Inc. must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.

Training must include procedures to be taken in the event of a fire or other emergency, the location of first aid facilities, identification of prohibited or restricted areas, precautions to be taken for the protection of the worker from physical, chemical or biological hazards, any procedures, plans, policies and programs that Tecstar Computer Technologies Inc. is required to develop and any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.

Inspections

Tecstar Computer Technologies Inc. shall ensure that regular inspections of the workplace and of work processes and procedures at the workplace are conducted to identify any risk to the safety or health of any person at the workplace.

Tecstar Computer Technologies Inc. shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible.

Tecstar Computer Technologies Inc. must ensure that if a risk is identified we will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

Tecstar Computer Technologies Inc. shall ensure that every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible.

Tecstar Computer Technologies Inc. shall enable members of a committee or a representative to inspect a place of employment at reasonable intervals determined by the committee or the representative and Tecstar Computer Technologies Inc..

Tecstar Computer Technologies Inc. shall prepare a written report that includes a description of the dangerous occurrence, any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence, the immediate corrective action taken and any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action.

Incidents and Investigations

Except to the extent necessary to free a trapped person or to avoid the creation of an additional hazard, Tecstar Computer Technologies Inc. must ensure that nothing involved in a serious incident is altered or moved until at least 24 hours after the notice is given.

Tecstar Computer Technologies Inc. shall prepare a written report that includes a description of the incident, any graphics photographs or other evidence that may assist in determining the cause or causes of the incident, an explanation of the cause or causes of the incident, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar incident or the reasons for not taking action.

Tecstar Computer Technologies Inc. must ensure that each of the following is investigated as soon as reasonably practicable after it occurs: a serious incident, an incident that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more, an accident or other dangerous occurrence that injures a person, and results in the person requiring medical treatment or that had the potential to cause a serious incident.

Refusal to Work

A worker may refuse to work or do particular work where he or she has reason to believe that any equipment, machine, device or thing the worker is to use or operate or the physical condition of the workplace in which he or she works or is to work is likely to endanger himself, herself or another worker.

General Facility Requirements

Housekeeping

The work site is kept free of hazards that could cause slips, trips, or falls. Tecstar Computer Technologies Inc. must ensure that a work site is kept clean and free from materials or equipment that could cause workers to slip or trip.

Tecstar Computer Technologies Inc. requires that a worksite is sanitary and kept as clean as is reasonably practicable and shall ensure, to the extent that is reasonably practicable that each site meets the appropriate local provincial or territorial act or standards.

A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers.

Safe Equipment Maintenance

Tecstar Computer Technologies Inc. is responsible to provide equipment that is maintained in a safe condition and is appropriate to the work performed. Tecstar Computer Technologies Inc. must ensure that all equipment used at a work site is maintained in a condition that will not compromise the health or safety of workers using or transporting it, will safely perform the function for which it is intended or was designed, it is of adequate strength for its purpose and is free from obvious defects.

Defective equipment is removed from service immediately. Where a defect is found in equipment, Tecstar Computer Technologies Inc. shall ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected and the defect is corrected by a competent person as soon as is reasonably practicable.

Workers must report hazards to their supervisor. A worker who knows or has reason to believe that equipment under the worker's control is not in a safe condition shall immediately report the condition of the equipment to the Tecstar Computer Technologies Inc. and repair the equipment if the worker is authorized and competent to do so.

Whenever workers are present at a worksite Tecstar Computer Technologies Inc. will provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite.

No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

Improper Conduct

All workers shall engage in proper activity or behaviour. Improper behaviour that might create or constitute a hazard to any person is not acceptable. Improper activity or behaviour includes horseplay, scuffling, fighting, practical jokes, and unnecessary running or jumping.

Industrial Hygiene

Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.

A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained to use the precautions and procedures to be followed in the handling, use and storage of the agent, in the proper use and care of required personal protective equipment, and in the proper use of emergency measures and procedures.

No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.

Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

Where a worker is exposed to a sound level of ninety decibels or greater measures shall be taken to reduce the sound level below local provincial or territorial prescribed exposure levels of noise, and where such measures are not practicable the duration of exposure shall not exceed the duration shown for the particular sound level or the person shall wear hearing protection.

Workers who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.

Purpose

The purpose of this program is to provide procedures for first aid equipment and procedures when performing work in Alberta.

Scope

When work is performed on a non-owned or operated site in Alberta, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

Safety Manager

- Develops and/or approves local first aid plans or procedures for all worksites in accordance with this procedure and ensures employees are aware of the requirements of the first aid plans or procedures.

Worksite Project Manager

- Responsible for the implementation and maintenance of the first aid procedure for their facility and ensuring all assets are made available for compliance with the procedure.

Workers

- Workers must report injuries and illnesses immediately after they occur. If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer as soon as is practicable.

Procedure

Assessment for First Aid

A site specific assessment for first aid shall be developed for each project. The Tecstar Computer Technologies Inc. Safety Manager will perform a written assessment review and this review will include, but not be limited to, the following areas:

- The number of employees who may require first aid at any time.
- The nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low risk of injury.
- The types of injuries likely to occur.
- Any barriers to first aid being provided to an injured employee.
- The time that may be required to obtain transportation and to transport an injured employee to medical treatment.
- Tecstar Computer Technologies Inc. must review the first aid assessment within 12 months after the previous assessment and whenever a significant change affecting the prior assessment occurs in the worksite.

Posting Requirements

- Each site shall post, at conspicuous places at the work site, in the vicinity of first aid kits or first aid room, signs indicating the location of first aid services, equipment and supplies or, if posting of signs is not practicable, ensure that each worker knows the location of first aid services, equipment and supplies.
- A list of all qualified first aid attendants, qualifications and work locations will be posted, revised as needed and annually, and be contained with the site specific safety plan.
- The first aid procedures and a telephone list or other instructions for reaching the nearest police, ambulance, fire station, hospital or physician.
- In a conspicuous position at a workplace a written notice which outlines a policy and procedure for the reporting of injuries.
- The list of first aid attendants shall be provided to the safety committee or representative.

Availability of First Aid Personnel

- Workers certified in first aid are readily available to assist injured workers. Tecstar Computer Technologies Inc. must ensure that the number of first aiders at a work site and their qualifications and training comply with Schedule 2, Tables 5, 6 or 7 of the Alberta Occupational Health and Safety Code - 2009.
- Tecstar Computer Technologies Inc. must make sure that at least one first-aider is present at all times during working hours where there are 50 or less workers on a shift and another first-aider for every additional 100 workers or fraction thereof assigned to the shift.
- The Emergency Response Plan and list of first aid personnel will be made available in new employee orientations and training.

First Aid Attendant Qualifications

All first aid providers are certified. A worker who successfully completes the training of an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid, or advanced first aid that are adopted by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board.

First Aid Attendant Responsibilities

- The first aid attendant must promptly provide injured employees with a level of care only within the scope of the attendant's training.
- Objectively record observed or reported signs and symptoms of injuries and exposures to contaminants based on local regulatory requirements.
- Refer for medical treatment employees with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training.

First Aid Equipment and Storage Requirements for First Aid Supplies

- All first aid supplies are readily available. An employer must ensure that first aid services, first aid equipment, and supplies required by the Alberta OHS Code (Schedule 2) are located at or near the work site they are intended to serve, and available and accessible during all working hours.
- Tecstar Computer Technologies Inc. must ensure that first aid equipment and supplies are maintained in a clean, dry, and serviceable condition, contained in a material that protects the contents from the environment and clearly identified as first aid equipment and supplies.

- On a monthly basis the site manager or the designated person will conduct an inspection of the first aid facilities (if Tecstar Computer Technologies Inc. is providing) and supplies to ensure that they meet Alberta regulatory requirements as related to the type, number and specification of required kits. These inspections shall be documented by marking an inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection
- Tecstar Computer Technologies Inc. shall ensure that anything in the workplace that has been contaminated by blood or bodily fluids is disposed of or cleaned by a competent person in a manner that prevents an employee from being exposed to the blood or bodily fluids.

How to Summon First Aid Services

- Tecstar Computer Technologies Inc. and prime contractor will ensure that an emergency communication system is in place for workers to summon first aid services. The emergency communication plan will be contained within the Tecstar Computer Technologies Inc. site specific Emergency Response for each worksite.
- This shall include an effective means for communication between the first aid attendant and the employees served and the first aid attendant's ability to call for assistance. Examples include: radio, telephone, etc.
- The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.

Preparing for Transportation to the Nearest Health Care Facility in the Event of an Injury or Illness

- Before workers are sent to a work site, Tecstar Computer Technologies Inc. must ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility.
- Tecstar Computer Technologies Inc. must ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Tecstar Computer Technologies Inc. must ensure that other transportation is available that:
  - is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site,
  - protects occupants from the weather,
  - has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken, and
  - can accommodate a stretcher and an accompanying person if required to.
- Transportation arrangements need to be approved in advance by the Safety Manager.

Documentation

- All work related injuries and illnesses are documented.
- Tecstar Computer Technologies Inc. must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as is practicable after the illness or injury is reported to Tecstar Computer Technologies Inc..
- A record must include the following:
  - the name of the worker;
  - the name and qualifications of the person giving first aid;

- a description of the illness or injury;
- the first aid given to the worker;
- the date and time of the illness or injury;
- the date and time the illness or injury was reported;
- where at the work site the incident occurred and
- the work-related cause of the incident, if any.

- Tecstar Computer Technologies Inc. must retain the records for three years from the date the incident is recorded.
- All first aid records are to be kept confidential and may not be disclosed except as permitted by law.

Purpose

The purpose of this program is to reduce if not eliminate injuries due to manual material handling in Alberta.

Scope

When work is performed on a non-owned or operated site in Alberta, the operator's program shall take precedence, however, this document covers Tecstar Computer Technologies Inc. employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Tecstar Computer Technologies Inc. Safety Manager
Develops local Manual Material Handling procedure for all worksites in accordance with this procedure and ensures all employees are aware of the requirements of the local Manual Material Handling procedure.

Site Manager
Responsible for the review, implementation and maintenance of the local worksite Manual Material Handling procedure and shall:

- Communicate, promote and support the Manual Material Handling procedure.
- Maintain records of training that they provide in a manner that supports accuracy and ease of access for monitoring purposes.
- Monitor corrective actions taken as identified on incident reports.
- Assist in the investigation of incidents to address injury hazards.
- Bring to the attention of Tecstar Computer Technologies Inc. management any hazards identified during their investigations, audits or inspections.
- Provide input into purchasing specifications for new tools, equipment and furniture as needed to reduce lifting hazards.
- Provide input into the development of safe work procedures to reduce lifting hazards.

Employees

- Shall attend all related training for the task they are performing.
- Comply with safe work procedures.
- Correctly use the equipment provided by Tecstar Computer Technologies Inc. according to manufacturers' recommendations.
- Report to the supervisor any unsafe acts, unsafe conditions or equipment.
- Provide suggestions to supervisors and/or the JHSC for their review regarding MSD prevention or control measures, e.g., purchasing specifications for equipment and furniture.

Procedure

Tecstar Computer Technologies Inc. requires each worksite to establish and maintain a Manual Material Handling procedure with the following elements:

- Ongoing training of management, supervisors, and employees (including new hires) on lifting and manual handling awareness hazards and control measures.
- Training of specialized staff (designated Tecstar Computer Technologies Inc. Representative, JHSC members) on lifting or manual handling hazard assessment and control measures
- Tracking of MSD statistics
- MSD hazard identification and assessment (see MSD Hazard Identification form)
- Control of MSD hazards through the application of engineering and/or administrative controls
- Implementation of the Manual Material Handling procedure by incorporating ergonomic control principles into the purchasing process, i.e., by proactively integrating ergonomics principles into purchasing equipment and furniture
- Proactively integrating ergonomics principles into workplace design and work techniques
- Ongoing evaluation (no less than annually) of the local Manual Material Handling procedure implementation and effectiveness
- A realization that personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

Tecstar Computer Technologies Inc. must ensure that every worker who may be exposed to a risk of musculoskeletal injury is informed of the risk and of the signs and common symptoms of any musculoskeletal injury associated with their work.

Worksite Assessment

A hazard assessment must be performed before manually lifting and handling a load. Before a worker manually lifts, lowers, pushes, pulls, carries, handles, or transports a load that could injure the worker, Tecstar Computer Technologies Inc. must perform a hazard assessment that considers the weight of the load, the size of the load, the shape of the load, the number of times the load will be moved and the manner in which the load will be moved. The assessment shall include the following factors must be considered, where applicable:

- Physical Demands
  - Neck Back Shoulder Wrist
  - Hand
  - Knee Ankle/
  - Feet
- Force Required and Working Distance
  - Do employees push, pull, lift, lower, or carry objects that are too heavy or require too much force; away from the center of the body or in a jerky or twisting manner?
- Work Postures
  - Is the back is curved too much or in a stooped position?
  - Is the back is twisted during movements?
  - Is the neck bent or twisted?
  - Are the arms away from the body?
  - Are the wrists flexed, extended or pinched positions?

- Repetitive Use of Similar Muscles
  - Do employees perform movements over and over in the same way
- Static Muscle Use and Duration
  - Do employees hold any of the above work postures for > 20 sec.?
  - Stand for long periods with their knees locked?
  - Stand in one position without moving or stretching?
- Contact Stress
  - Do employees put localized pressure on any part of their body?
- Work Space Layout and Conditions
  - Are there working heights, reaches in workspace, equipment, tool design, storage conditions, etc., that cause or contribute to employees experiencing any of the physical demands risk factors?
  - Also consider seating, floor surfaces, the characteristics of objects handled, including size and shape, load condition and weight distribution, and container as well as tool and equipment handles.
- Organization of Work
  - Are there work processes, monotonous job tasks, work recovery cycles, task variability, work rate, machine paced tasks or peak activity demands that cause or contribute to rushing, frustration, fatigue or other visible signs of stress?
- Environmental Conditions
  - Are employees exposed to poor lighting, vibration, cold or hot air/wind/water?

Mechanized Equipment

Mechanized equipment is provided, wherever practicable, to assist with material handling and should be used for material handling, whenever practicable. Tecstar Computer Technologies Inc. must provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Handling Heavy or Awkward Loads

Tecstar Computer Technologies Inc. will take all practicable means to adapt the heavy or awkward loads to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required. Those include:

- Employees shall not attempt to lift more than they can comfortably taking and absolutely not more than 18kg without assistance from another employee or use of mechanical aids (pallet jack, hand dolly, etc.) to lift the load.
- All loads carried on handcarts shall be secured.
- All awkward type loads shall be secured to prevent tippage.
- Additional methods include:
  - reducing the weight of the load by dividing it into two or more manageable loads

- increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required
- reducing the capacity of the container
- reducing the distance the load must be held away from the body by reducing the size of the packaging
- providing hand holds
- team lift the object with two or more workers
- improve the layout of the work process to minimize the need to move materials
- reorganize the work method(s) to eliminate or reduce repeated handling of the same object
- rotate workers to jobs with light or no manual handling
- Use mobile storage racks to avoid unnecessary loading and unloading.

Review & Updating Manual Material Handling Procedure

- Each worksite will review the effectiveness of the Manual Material Handling procedure at least annually. Any injuries will be reviewed for MSI and Manual Material Handling procedure deficiencies and those factors must be corrected without undue delay and the MSD and Manual Material Handling procedure revised. When the monitoring required identifies deficiencies, they must be corrected without undue delay.
- Any revision must involve retraining of employees at the effect of the corrective actions.

Training

Workers are provided ergonomics training. Tecstar Computer Technologies Inc. will ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility.

Tecstar Computer Technologies Inc. must ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. Tecstar Computer Technologies Inc. must ensure that the training includes identification of factors that could lead to a musculoskeletal injury, the early signs and symptoms of musculoskeletal injury and their potential health effects and preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.

Training shall be documented and must remain in the worker's training file.

Purpose

Tecstar Computer Technologies Inc. must establish an emergency response plan for responding to an emergency that may require rescue or evacuation. This document establishes our Emergency Response Plan.

Emergency Response Plan Guidelines

Emergency procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

The Tecstar Computer Technologies Inc. Emergency Response Plan will address that potential emergencies are identified. It includes the identification of potential emergencies.

This Emergency Response Plan has been established, implemented, reviewed, maintained and will be updated annually in conjunction with:

- Joint Health & Safety Committee consultation or the employee health and safety representative.
- Client emergency services department requirements.
- Tecstar Computer Technologies Inc. safety staff and management.

The Emergency Response Plan must be kept current.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation and products or services which warrant new emergencies situations.

Identified Potential Emergencies are Identified

An emergency response plan must include the identification of potential emergencies. Medical emergencies and fire are common to all work sites and are included in this plan. They include:

- Fire
- Gas Leaks/Chemical Spills
- Bomb Threats
- Medical Emergencies
- Explosion
- Workplace Violence

Response Procedures for all of the Identified Potential Emergencies

An emergency response plan must include procedures for dealing with the identified potential emergencies. This Emergency Response Plan addresses response procedures for all the identified potential emergencies.

Fire

- Warn others in the immediate area. Notify the appropriate emergency response personnel (911) by phone or and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Gas Leaks/Chemical Spills - Upon smelling or noticing a gas leak or unusual vapours, or a chemical spill:

- Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit.
- Proceed to the Emergency Muster Point.
- Contact local emergency response personnel (911) by phone and the Tecstar Computer Technologies Inc. site manager or member of management.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

If employees are required to control a release of a hazardous substance, to perform clean-up of a spill, or to carry out testing before re-entry, Tecstar Computer Technologies Inc. shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

Bomb Threats

- If a threat is received by phone, mail or other means, get as much information as possible.
- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel (911) by phone.
- If a suspicious device is identified, evacuate the immediate area and notify the police (911) and Tecstar Computer Technologies Inc. management.

Medical Emergencies

- Call for assistance by phone (911). Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
- Notify Tecstar Computer Technologies Inc. management of the situation.

Explosions

- Get down on the floor, take shelter under tables or desks and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Muster Point.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Workplace Violence

- Notify security immediately by phone and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

Identification and Location of Emergency Equipment

An emergency response plan must include the identification and location of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities. Emergency equipment and locations include:

- Smoke detectors with the office and shop areas.
- Emergency interior lighting and exit door signs.
- First aid kits located throughout the facility with identification signs and in all vehicles.
- Portable fire extinguishers are located within each building and every 75 feet and clearly marked.

Inspection & Maintenance Records

Maintenance records are kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation or training purposes.

Facilities will be inspected monthly and a member of the Joint Health and Safety Committee (JHSC) is to participate in all inspections.

The Tecstar Computer Technologies Inc. designated representative will perform and maintain the Tecstar Computer Technologies Inc. Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

Training

Workers are trained on emergency response. Tecstar Computer Technologies Inc. shall ensure training for this Emergency Response Plan is delivered, documented and prepares the staff and facility for emergency conditions. Emergency response training requirements include:

- Rescue and evacuation drills shall be held at least once a year. These drills are to be adapted to risks found in the Tecstar Computer Technologies Inc. establishment as well as to the nature of activities carried on there.
- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- Tecstar Computer Technologies Inc. shall provide an Emergency Response Plan orientation to all new/transferred personnel before they begin work at this site. The Emergency Response Plan Orientation Check List (see form) shall be completed after orientation and the record maintained in the individual's training records.

- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

Fire Protection & Response

Protection

- Smoking is not permitted except in designated 'SMOKING" areas.
- Facilities are maintained in accordance with local fire code and regulations.
- Fire extinguishing equipment is readily available. Portable fire extinguishers are installed in all buildings so that action may be taken in the early stages of a fire. Additional fire extinguishers are installed in places where there is a localized risk of fire.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor immediately.
- Facilities shall be inspected by use of the Tecstar Computer Technologies Inc. Emergency Inspection Checklist

Response

In the event of a fire**,** personnel working in facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Who to Call in the Event of an Emergency

An emergency response plan must include the location and use of emergency facilities. For off-site locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities.

A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. It includes:

- 911 (Initial Responder for All Emergencies)
- Poison Center (Poison Response) 1-800-332-1414
- The designated on duty Tecstar Computer Technologies Inc. Emergency Coordinator name and phone number.
- On Duty designated responders by training (First Aid, Spill Control, etc.).

Alarm & Emergency Communications Requirements

A means of communication is readily available to notify emergency services of an emergency. An emergency response plan must include the alarm and emergency communication requirements. For off-site locations, the

method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

Alarm System
To activate the alarm systems pull the fire alarm switch for fire emergencies, if present.

Otherwise use a phone to contact the front desk or Emergency Coordinator to report the emergency. If there is no answer then call 911 if fire or police are required.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise.

Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

Communications
Tecstar Computer Technologies Inc. Fire Wardens and designated response members use telephones, cell phones and radios (if issued) in conjunction with emergency responses.

Emergency Evacuation Procedures

An emergency response plan must include procedures for evacuation.

Procedures for Rescue
It is the position of Tecstar Computer Technologies Inc. that all rescue duties for this site are performed by local governmental responders (police and fire). For off-site locations, evacuation procedures and methods of rescue should be identified and reviewed with workers prior to commencing work activities.

Effective communications must be maintained between the responders and our employees engaged in evacuation and support persons.

Emergency Evacuation Procedures Planning and Procedures
This site evacuation procedure is appropriate to the risks and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency.
- Evacuate employees safely.
- Check and confirm the safe evacuation of all employees, and
- Notify the police, fire department or other emergency responders.

Preparation for Evacuation
The Tecstar Computer Technologies Inc. designated Emergency Coordinator will maintain an active list of all Tecstar Computer Technologies Inc. emergency responders.

Essential Services Management

Staff designated to remain in the facility to shut down or supervise essential operations or equipment will be specifically trained and authorized by management to perform their duties

Evacuation Drills

At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

Emergency training and drills will be coordinated within a Tecstar Computer Technologies Inc. facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

Emergency Evacuation Notification and Routes

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate internal or external responders and initiate emergency notification within the building.
- Evacuate all persons to the identified primary muster point (front parking lot) and account for everyone including visitors and clients. If the front parking lot is not safe then the secondary muster point of the area to the rear of the main building will be established.

Sweep Check by Tecstar Computer Technologies Inc. Designated Responders

- Tecstar Computer Technologies Inc. trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified primary muster point for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the emergency services personnel.
- Meet the emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.
- In the event of inclement weather, Tecstar Computer Technologies Inc. will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

Evacuation or Drill Evaluation

Following an evacuation or drill a response review shall be conducted and documented by the Tecstar Computer Technologies Inc. Emergency Coordinator and lessons learned share with the appropriate responders and staff using the Tecstar Computer Technologies Inc. Evacuation Report.

Emergency Response Program Management

The Tecstar Computer Technologies Inc. site manager will have the overall accountability for administering this Emergency Response Plan.

The Emergency Coordinator will be designated by the Tecstar Computer Technologies Inc. site manager. His/her alternate will be the Tecstar Computer Technologies Inc. Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

Duties

Tecstar Computer Technologies Inc. Emergency Coordinator

The Tecstar Computer Technologies Inc. Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the Tecstar Computer Technologies Inc. Emergency Coordinator:

- Coordinates activities in accordance with the local authorities as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the Tecstar Computer Technologies Inc. Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

Tecstar Computer Technologies Inc. Safety Manager

- Assist the Tecstar Computer Technologies Inc. Emergency Coordinator when requested.

Fire Wardens

- Be equipped with radios and reflective vests. The equipment is to be handed into the Tecstar Computer Technologies Inc. Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster points for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.

- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- Complete a head count and reconcile the evacuees with the daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

Contractors and Visitors

- All employees, users, contractors and visitors will follow the instructions of the Tecstar Computer Technologies Inc. Fire Wardens, Security, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the primary muster point for the building.

Tecstar Computer Technologies Inc. Emergency Inspection Checklist

Department:	Location:	Date of Inspection:
Inspected by:	Title:	Ext:

This form is to be used monthly.

	N/A	Yes	No
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?			
Are exits signs lit?			
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?			
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?			
Do exit doors swing out?			
Are means of egress at least 28 inches at any point and adequate width for the number of people?			
Are egresses kept clear of obstructions and materials at all times?			
Is there proper lighting for emergency exiting? (i.e. during a power failure)			
Are at least two exits by separate ways of travel available for each occupant?			
Is the minimum width of any exit way no less than 28 inches?			
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?			
Are explosive and highly flammable furnishings or decorations prohibited?			
Are evacuation maps posted in readily accessible places?			
Do employees know where their muster point is located?			
Do employees know area hazards, the nearest exit and alternate routes of escape?			
Do employees know the preferred means of reporting emergencies?			
Do employees know the site emergency number(s)?			
Is the site emergency number posted on or by the phone?			
Do employees know what signal indicates evacuation?			

This form is to be used monthly.

	N/A	Yes	No
Can all personnel perceive the employee alarm?			
Do employees with special assistance needs been addressed?			
Employees questioned know where the emergency shut off is for the natural gas			
Are fire hydrants accessible?			
Are fire hydrants inspected yearly and records maintained to show the date?			
Are control and operating valves locked open or electronically supervised?			
Are fire hoses maintained and periodically tested?			
Are combustible materials kept away from ignition sources?			
Are standpipe and hose system components visually inspected quarterly?			
Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?			
All product, supplies, merchandise etc. not piled within 18” of Sprinkler heads			
No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels			
All Compressed Gas Cylinders tied or chained to eliminate tipping			
Are detection systems installed and maintained?			
Are all trouble alarms and fire signals investigated?			
Do detection/alarm systems shut down or reverse HVAC systems for smoke control?			
Do detection/alarm systems close smoke or fire doors?			
Do detection/alarm systems activate local alarms?			
Are alarm and PA systems periodically tested?			
Does everyone know where the nearest fire extinguisher is stored?			
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?			
Are fire extinguishers accessible and the proper type for the fire hazard?			
Are employees trained in how to use fire extinguishers?			
Is there a fire extinguisher mounted within 75 ft of any point in an area?			

This form is to be used monthly.

	N/A	Yes	No
Are the extinguishers clean and well cared for?			
Is the seal and lock pin in place?			
Clear access to extinguishers? Not blocked			
Is the extinguisher location plainly marked, so as to be visible at a distance?			
Is the extinguisher class marked on the extinguisher?			
Are first aid supplies stocked, clean, accessible and sanitary?			
Are there eye/body wash facilities near injurious corrosive materials?			
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?			
Are AEDs present and operators trained?			
Condition of First Aid Kits Acceptable			
Are employees/subcontractors familiar with the incident/accident reporting process?			
Do employees/subcontractors know where accident/incident forms are located?			

Date of last inspection of sprinkler system (required yearly) _____

Comment/Actions:

Tecstar Computer Technologies Inc. Evacuation Report

This form is to be used to record all emergency evacuations (including drills).

Building Details

Building Name _____ Number of Floors (including ground) _____

Designated Muster Station _____ Person Completing Form _____

Evacuation Details

Evacuation Date/Time: _____/_____ Evacuation Drill Yes ☐ No ☐

Trigger for Evacuation: Fire Alarm Activated ___ Drill ___ ERT ___ Security ___

Emergency Situation: _____

_____

Condition: Staff Only ____ All Occupants ____ After Hours ____ Unoccupied ___ Weather _____

Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes

Evacuation was orderly with no panic		Yes ☐	No ☐
Mobility-impaired persons present (sight, hearing, physical, etc.)?		Yes ☐	No ☐
The majority of evacuees went to the mustering points?		Yes ☐	No ☐
Were the building occupants notified of this drill?	Not a drill ☐	Yes ☐	No ☐

Emergency Control Organization

Emergency Coordinator _____ Deputy Emergency Coordinator _____

Emergency Coordinators were stationed at the proper emergency control point?	Yes ☐	No ☐
All Fire Wardens reported to the Emergency Coordinator?	Yes ☐	No ☐
If not, who did not report in? _____		
All Fire Wardens were identifiable (vests, hard hats, flash lights)?	Yes ☐	No ☐
Control of external building exits achieved?	Yes ☐	No ☐
Did the Fire Wardens perform their duties correctly?	Yes ☐	No ☐
Evacuation maps and emergency procedures posters are up-to-date?	Yes ☐	No ☐

Building Fire & Emergency Equipment

Was the evacuation signal audible throughout the building?	Yes ☐	No ☐
Automatic closing fire doors closed when the fire alarm activated?	Yes ☐	No ☐
Card access doors automatically released when the fire alarm activated?	Yes ☐	No ☐
Fire doors and emergency exits unobstructed?	Yes ☐	No ☐

Emergency Response Members

Maintenance ☐ Security ☐ Tecstar Computer Technologies Inc. Emergency Coordinator ☐ Safety ☐

Emergency Response Team Fire ☐ Ambulance ☐ Police or RMCP ☐ Other: _____

Tecstar Computer Technologies Inc. Action Sheet

Issue(s)	Action(s) Required	By Who	By When	Sign Off/Date

Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.

Emergency Response Plan Orientation Check List

Employee Name _____ Department _____

Hire/Transfer Date _____ Orientation Date _____

[ ] Emergency Procedures

[ ] Evacuation route(s) from assigned work area

[ ] Evacuation from an unfamiliar area

[ ] Location of primary muster point

[ ] Receiving and following instructions during an emergency

[ ] ALL CLEAR and re-entry procedure

[ ] Reporting hazards and/or substandard conditions

[ ] Advising anyone who may require assistance during an emergency evacuation

[ ] Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature: _____

Orientation Conducted by: _____

Job Position/Title: _____