



## **General Safety for ALL personnel working with/for Roadbridge Services Ltd. (RBS)**

### **Personal Protection**

All personnel will be responsible to make themselves familiar with the Personal Protective Equipment (PPE) required for the designated area or task(s) at company-operated and customer facilities. Keep in mind that the use of PPE is considered the last line of defense against hazards.

As a minimum, all personnel working on behalf of RBS must adhere to the following where applicable:

- CSA approved hardhat;
- CSA approved safety footwear;
- CSA approved glasses and/or goggles;
- CSA approved Fire-Retardant Reflective Coveralls;
- Adequate Hand protection.

### **Personal Appearance**

In maintaining the image of "professionalism" to customers, the general public and industry, all personnel are required to present themselves in a "professional" manner.

Workers who may be required to wear respiratory equipment must be clean-shaven. Under no circumstances are beards, Vandyke's, goatees, or Manchurians acceptable.

These directly interfere with the ability to obtain a seal with air masks and/or resuscitation equipment. Long hair, jewelry or other potential snagging material shall be removed or otherwise contained while working in the presence of rotating/moving equipment or potential sources of ignition.

Loose or tattered clothing must not be worn while working around moving equipment and/or rotating machinery.

All workers must wear proper clothing to protect themselves in each circumstance.

Where there is danger of contact with moving parts of machinery, long hair and any facial hair must be confined or worn short enough (not past the nape of the neck) to prevent obstructing vision, becoming snagged in moving parts or catching on fire from a welding spark. The permitted hair length is determined by an authorized representative who evaluates the hazards, circumstances, or the operator of the site.

This practice is not meant to prohibit any particular hairstyle. Its purpose is to ensure safety around rotating machinery.

## **Personal Conduct**

RBS sub-contractors are strongly encouraged to reflect a professional image for RBS. When arriving at the client's work site personnel shall be ready to do the job in a professional manner. We want to be the first choice of hire because of the quality of our work and the high standards used to achieve this. We can accomplish this by:

- Conducting ourselves in a manner that will portray a positive corporate image for the company and industry;
- Project a professional attitude and behavior by not using foul or abusive language on radio or any communication with fellow employees, customers or suppliers. Show personal respect towards everyone;
- Know the policies and procedures of the company and follow them. If in doubt, ask before acting;
- Abide by all applicable laws and regulations that apply to the company and you;
- Wear your protective equipment and safety clothing. Remember: Think of your personal safety;
- Report any incident and / or injury to a supervisor immediately. Make sure pictures are taken of the scene and equipment to support the reason it occurred.
- Alcohol and illicit drugs are strictly prohibited; RBS has a **zero-tolerance** policy.
  - No worker shall report to or remain on the job or the shop area while in possession of/or under the influence of illegal drugs or alcohol.
  - No worker already on shift may accept relief from another worker if in the opinion of the on-shift worker, or his supervisor, the relieving worker is in any way impaired or unfit to perform any aspect of their work;
  - Workers are obligated to advise their supervisors regarding any prescription or over the counter drugs that may affect safe work performance.
- Refrain from doing practical jokes, playful activities, fighting or wrestling or any horseplay. This can result in an injury to workers and may cause equipment damage or work delays;
- Ensure no firearms or related equipment be kept on company premises or carried within company vehicles at any time;
- Workers are required to be medically and physically fit and to have sufficient rest to perform in a safe and satisfactory manner.

## **Housekeeping**

Good housekeeping is a basic part of accident and fire prevention and good customer relations. All personnel must practice good housekeeping, as a part of their regular duties, to ensure an efficient, healthy, and safe work site.

- Accumulated debris from any operation or from repair and maintenance procedures must be picked up and removed to an approved disposal container or site;
- All equipment or vehicles must be maintained in a manner that would ensure any loose articles are secured and debris properly disposed of;
- Walkways and points of access and egress must remain clear at all times.
- Proper containers for garbage and oily rags etc. will be provided at the shop and most customers' battery locations.

## **Smoking**

- "No Smoking" rules are to be adhered to at all company-operated or customer facilities and wherever "No Smoking" signs are posted. When in doubt, Put it out!
- Smoking, as well as matches and lighters, may present a serious hazard. Smoking is permitted only in designated areas. Employees and contractors must comply with applicable RBS company policies and legislated requirements;
- No lighters, matches or smoking materials will be permitted within hazardous areas (i.e. batteries, well sites, terminals etc.).

## **Hazardous Conditions**

- It is the responsibility of all personnel to immediately report, to their Supervisor or Management, any hazardous conditions(s) in their work area. The condition can be reported verbally, as well as documented on a "Hazard Identification Report".

## **Near Miss Situations**

- A near miss is an incident without the damage. It is an undesired event that, under slightly different circumstances, may have resulted in injury, property or environmental damage or loss of life.
- All near misses must be reported to RBS Health and Safety Officer Carmen @ 780-902-5835 AND carmen@roadbridge.ca, as they serve as a warning that something may be wrong with the system and needs to be corrected before injury, damage or death occurs.

## **Collisions**

A collision is an unforeseen or unplanned occurrence in a sequence of events that may result in injury, death, or property damage. All collisions, regardless of how minor, must be immediately reported to dispatch and management along with a collision report completed within 24 hours. Any time a vehicle is involved in a collision where there appears to be more

than \$1000.00 damage, personal injury, or damage to public property the RCMP/Police must be contacted.

If in doubt, contact your supervisor or the office. Follow the procedures as outlined in Section 8 Incident Investigation procedures. In all collisions, it is recommended that no one leaves the site until authorized to do so by the Management.

Injuries resulting from a hazardous condition or a collision must be reported immediately and "First Aid" treatment, where applicable, is to be obtained promptly.

In case of an accident the driver should:

1. Pull off the road, if possible, to avoid obstructing traffic;
2. Place warning reflectors on the road as necessary;
3. Render first aid to any injured person;
4. Refrain from entering into an argument or dispute with the driver of the other vehicle, pedestrians, or bystanders;
5. Make no admission of liability or offer any settlement of claims;
6. Advise dispatch immediately.

### **Vehicle Equipment**

Employees have the responsibility to ensure that any vehicle assigned to them is properly equipped and maintained, including associated equipment required for any task.

- A first aid kit that meets the legislated need of the job.
- Warning Devices are in all company vehicles Procedures for placing them on a highway are located in Section 9 Emergency Response Program:
- Fire Extinguishers;
- Tow Ropes must be of sufficient strength to tow vehicle and load. Nylon ropes are acceptable for pick-ups only.

### **Vehicle Operation**

The signs on our vehicles are a means of advertising for the company. It is important that the public has a good impression of us.

All equipment must be driven in a manner that is compliant with Local, Provincial, Federal, Oil Company and Land Owner Rules and Regulations. No person will operate equipment in a manner that would jeopardize the health, safety, or property of a customer, the public, the environment, themselves, and/or other company personnel.

Be a "professional;" drive defensively, don't make assumptions regarding the behavior of the other motorists. Be prepared for the unpredictable actions of other drivers. The practice of driving defensively, at all times, protects the driver and the general motoring public from injury, costly property damage and unscheduled delays. The company and industry are often

judged by the actions of the driver behind the wheel.

- Obey all traffic laws and govern speed by traffic, weather, road conditions;
- Drive with headlights on at all times; it contributes to reducing accidents;
- Lights, reflectors, windows, and mirrors must be kept clean at all times;
- Ensure mirrors are adjusted before the trip starts;
- Know the vehicle's blind spots; take them into consideration when making any maneuver;
- Tailgating or following too close is extremely dangerous, as well as illegal, and will not be tolerated;
- Eliminate backing up as much as possible. Always check the conditions of the area, before backing into it. Use a reliable spotter if required. RBS c
- Company vehicles are equipped with back up alarms; be sure yours is working.  
**Remember:** The driver is responsible when a collision occurs during a backing process;
- Approach all railway crossings with caution and at a reduced speed; **any time is train time** and railway crossings are often rough;
- Never pass on a hill, at a curve, in an intersection, when approaching a bridge or when prohibited by markings or signs;
- Always park equipment in a manner that will not obstruct other traffic or create a hazardous situation;
- No person shall attempt to get on or off equipment, while the equipment is mobile or in operation;
- **Workers must always ensure they have their driver's license, safety tickets and any other pertinent certifications with them at all times;**
- With the exception of decals, documents shall be contained in a document folder located in each vehicle. The driver will not remove any current documents from the vehicle unless instructed to do so by management or legal authority;
- Vehicles will be operated in a reasonable and safe manner;
- Unauthorized employees must not drive company vehicles;
- Always park your vehicle so as not to obstruct traffic or create a hazardous situation;
- Never work under vehicles without wheels chocked;
- Driving is a full-time job—keep your mind on the job when behind the wheel;
- Drivers are personally liable and responsible for the consequences of provincial and community violations including being overweight;
- Jumping down from the cab of trucks or other equipment is hazardous and will not be permitted.

With the various activities the Company performs, it is the worker's responsibility to notify their supervisor if they have not been trained to perform the task assigned to them.

### **Driver's Licenses**

- RBS workers and sub-contractors must maintain a valid driver's licenses in their province of residence;
- Proof of a valid license and/or driving abstract may be requested at any time and a copy must be maintained on file, current within the last twelve (12) months;
- Suspension of driving privileges in any way, including restricted licenses, must be reported to management immediately. Failure to comply may be considered grounds

for termination;

- All drivers shall report to RBS and supply copies of any convictions, written warnings, accidents, and on-road or terminal inspections within a 24-hour period of time including those incurring in personal vehicles.
- A review of driver's licenses will be conducted monthly by the Safety Officer and will become an agenda item at the General Safety Meeting;
- Drivers with delinquent licenses will have to produce a copy of a current driver's license before they can continue work.

### **Vehicle Speed**

The primary purpose of this rule is to ensure that a high standard of service and safety, to our customers and the general public, is maintained. Violation of this rule may result in disciplinary action.

This rule applies to all personnel who may operate equipment or vehicles owned, leased or are otherwise operating on behalf of RBS.

As a minimum standard, RBS vehicle speed policy is:

- Posted speed limit for all highways, secondary highways and urban areas; - Less than posted speed limit, due to adverse driving conditions; - Customer posted speed limits when on private roadways.

Vehicle operation and speed will be monitored by:

- Random observation by management;
- Information received from customer(s), the general public or enforcement personnel;
- Vehicle ECM information.

Management will review all applicable records, on a periodic basis, to ensure compliance.

### **POSTED SPEEDS ONLY APPLY WHEN ALL CONDITIONS ARE FAVORABLE**

All RBS Workers and Sub-contractors must abide by traffic speeds as posted by government regulated public roads or by client's regulation on private job sites.

All RBS Workers and Sub-contractors will drive so as not to be a danger to other road users. In circumstances where no speed regulation is posted all employees will travel at a speed that is consistent with the cargo, company equipment or highway systems.

### **General Safety Rules**

- All RBS Workers and Sub-contractors have the obligation to refuse work that they feel is dangerous;
- Follow instructions, do not take chances. If you do not know: ASK;
- ALL Incidents, injuries or near misses, regardless of severity, must be promptly

reported to immediate supervisor before leaving work site - as well as RBS' Health and Safety Officer - Carmen @ 780-902-5835 AND carmen@roadbridge.ca;

- Appropriate Personal Protective Equipment (PPE) must be worn on the job by all personnel;
- Jewelry must not be worn where it presents a safety risk;
- Running is not permitted anywhere, anytime, except in the case of an emergency;
- All electrical hand tools must be grounded or double insulated;
- Tools and equipment must be used only by persons who have been instructed and trained in their safe use; All workers are trained to be competent to perform in their job tasks assigned to them.
- Welding and burning operations will be carried out only by authorized personnel wearing appropriate personal protective equipment and must not be done without a Hot Work Permit being issued by the Prime Contractor;
- No riders are allowed in the back of trucks or on any equipment not designed to carry passengers;
- All hazard warning signs must be adhered to;
- Never alter or remove guards from equipment or machinery;
- Inspect all ladders prior to using;
- The company requires all drivers to drive in accordance with the law;
- Workers shall not operate equipment which is defective, or which is not in compliance with the law;
- Employed or contracted workers vehicles are not allowed in the shop without permission from the shop foreman;
- In the event that trailer tires have been damaged as a result of being skidded:
  - Drivers will be required to file an incident report.
  - Contract drivers will have the tires prorated as to wear and the resultant damages will be charged back to the contractor.
- Attendance at the monthly general safety meeting is mandatory for all employed and contract drivers;
- Under no circumstances will any employed, or contract worker enter into a confined space;
- Unauthorized use of shop equipment and tools is not permitted;

- Any unsafe condition requiring more than a simple cleanup should be brought to the supervisor's attention;
- Dispose of all oily materials, such as rags, in non-flammable containers (covered garbage cans);
- All vehicles must be jacked and blocked before work;
- Workers will use extreme caution when grinding near fuel tanks by either grinding away from them or placing a barrier in between the surface to be ground and the tank;
- Whenever signals are used, the signaler must be clearly distinguishable, highly visible, and competent in giving signals.

### **Site Facility Rules**

Customer rules must be strictly adhered to. Remember THE CUSTOMER IS ALWAYS RIGHT.

### **Seat Belt**

- All equipment owned or leased by RBS is equipped with seat belts. Their use is mandatory by regulation and our policies.
- Seat belts must be fastened before putting the vehicle in motion.

### **Alcohol and Drugs**

- Alcohol and illicit drugs are strictly prohibited. **No** worker shall report to or remain on the job or the shop area while in possession of/under the influence of illegal drugs or alcohol.
- Workers are obligated to advise their supervisors regarding any prescription or over the counter drugs that may affect safe work performance.

### **Work Preparedness**

Workers are required to be medically and physically fit and to have sufficient rest to perform in a safe and satisfactory manner.

### **Load Securement**

- Load securement must prevent the load or loose material from shifting, slipping, blowing off or falling off while being transported;
- No tools, materials, or other objects may be carried loose in the passenger compartment.



## **Driving Times**

- Hours of service must match times given to dispatch and driver's trip sheets.

## **Defensive Driving**

### **Driving as a Professional:**

- Driving requires knowledge, skill, and Proper Attitude
- Recognize your personal limitations
  - eyesight
  - hearing
  - strength
  - co-ordination
  - fatigue – "Sleep is the only remedy for drowsiness"

### Respect your vehicle

- Perform proper trip inspections - follow maintenance schedule
- Complete repairs appropriately

### Respect others on the road and treat others as you would like to be treated

- Use courtesy and caution

### Communication Skills

- Use Turn Signals well in advance
- Ask questions when uncertain – get directions
- Remain calm when tense situations develop
- Speak clearly and positively – do not "bad mouth" others
- Use electronic devices appropriately

### Professional Drivers teach their knowledge and skills to fellow workers

## **Defensive Driving Skills:**

- Develop good driving habits
- 3 second rule at stop lights – look both ways before proceeding on green light
- Look left, right, left when approaching intersections
- Always expect the unexpected
- 4 second rule when following – Do not tailgate

"The most common collision is a Rear-ender"

### Be aware of Driving Distractions – focus must remain on operation of vehicle

- Route problems – focusing on destination only, looking for an address, uncertain of where to turn
- Mental Disturbances – hurrying, worrying, boredom, fatigue
- Scenery – Collision scenes, Billboards and Neon signs, Natural landscape

- In Vehicle – cell phone and radio use, eating, unfamiliar vehicle, etc.
- Unfamiliar Driving Conditions – gravel roads, icy or wet, new pavement, etc.

### **Responsible Driver Knows:**

- Scan Ahead – rotate your focus through 3 driving zones
  - Action Zone (4 -6 seconds ahead of the vehicle)
  - Seeing Zone (12-15 seconds ahead of the vehicle)
  - Planning Zone (30-120 seconds ahead of the vehicle)
- Look beyond your headlights at night
- Avoid fixed stare driving – move your eyes every 2 seconds
- Check all mirrors frequently, and prior to applying the brakes
- Be Visible – use daytime lights
- Make eye contact with other drivers and pedestrians
- Anticipate Hazards
  - Monitor wheel to ground movement to determine speed of other vehicles
  - Recognize other driver actions – anticipate their next move
  - Be aware of changing conditions – stale green light, approaching vehicles, etc.
- Maintain a space cushion – avoid travelling in another drivers' blind spot or following too closely for road/traffic conditions
- When parking – allow forward movement when exiting
- Tap the horn when backing
- Plan your moves – know where you are going
  - If you miss a turn – proceed to safe location to turn around
  - Be aware of approaching turns and indicate intentions early
- When Passing
  - Allow space behind vehicle for visibility and acceleration prior to beginning pass
  - Be certain pass is safe to make; do not hesitate
  - Do Not SPEED to pass
  - Return to proper driving lane when safe to do so; avoid “cutting off” the vehicle

**Before passing; ask yourself “Do I really need to pass this vehicle”?**

### **Collision Avoidance Techniques:**

- Rotate your focus through all 3 driving zones
- Maintain reasonable and legal speed – reduce speed early
- Avoid continual driving in left lane on multi lane highway; especially at night
- When braking hard: maintain wheels straight ahead; release brakes to regain steering control
- Move to the right as far as possible – drive off the road if necessary and reasonably safe to do so
- Alarm approaching driver - flash lights or blow horn
- Be Courteous!! – avoid road rage

## **Skid Control**

- Counter-steering – turn wheels gently in the direction of the skid
- Avoid braking – causes vehicle to lose traction completely
- Avoid excessive acceleration – apply power gradually when necessary
- Apply slight acceleration when entering a curve – holds vehicle in the corner

**Hydroplaning occurs when tires ride upon a wave of water pushed by the tires!**

**Slow Down!!!!**

## **Vehicle Stopping Distance**

- Perception Time – distance travelled while recognizing situation
- Reaction Time – distance travelled while moving foot to brake pedal
- Braking Time – distance travelled after vehicle brakes apply\*

Note: Air brake equipped vehicles will also experience Lag Time prior to actual brake application

A vehicle weighing 62,500 kg (fully loaded super bee) requires more than 200 meters to stop when travelling at 120 km/h

**Your vehicle travels 26 meters/second when travelling at 100 km/h Speed is the Leading Cause of ALL Collisions...Slow Down!!!!**

## **Tool Box Meetings**

- Documented tail gate meetings must be conducted before starting new projects to discuss special needs, hazardous conditions, and job safe procedures.
- Any operator concerns should be discussed with the appropriate supervisor.
- Communication on the job is essential to create awareness of hazards.

## **Hours of Service**

### **Time Records for Radius Operation:**

Time records for radius operation within 160 kilometers must be completed as identified in the following example that meets regulatory requirements (copies of completed form/example must be attached).

Instruction will be given on time record completion as per Alberta Drivers' Hours of Service Regulation (AR 317/2002) Section 12.

Driver does not require a daily log when ALL of the following conditions are met:

- driver/vehicle does not operate beyond 160-kilometer radius of the home terminal;
- record accurate work shift start and end times;
- return to home terminal (start and end at the same location);
- released from work within 15 hours from the start of the work shift;
- the company will, for each driver employed, maintain, and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

Note: If one of the conditions ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

### **Daily Log Completion:**

The following information must be entered in a daily log:

- Graph grid in the form set out in the schedule;
- Date;
- Odometer reading at the commencement of driving;
- Total number of kilometers or miles driven by the driver during the work day;
- In the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- Vehicle's unit or licence plate number;
- Name of the carrier for whom the driver worked during the work day;
- Name and signature of the driver;
- Name of any co-driver;
- Time of commencement of the work shift and the location at which the driver commenced the work shift;
- Address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- Each change of duty status enters the name of city, town or village or highway location and name of province or state;
- Name of city, town or village or highway when fueling in Alberta and number of litres or gallons of fuel;
- Total number of hours of each duty status and aggregate of these hours;
- Driver signature on the daily log at the end of the driver's work shift.

Log books/time records must be turned into the home terminal within 20 days of completion and kept in chronological order for 6 months for each driver.

It is the Company's responsibility to ensure that the all drivers, including new drivers, comply with the Regulations.



### **Hours of Service: Non-Commercial Drivers/Employees**

The Company follows Alberta Employment Standards legislation to ensure employees are appropriately compensated for their work.

In adherence to this legislation the Company has implemented a policy to ensure employees do not work excessive hours to prevent fatigue related incidents.

Employees will not be permitted to:

- Work in excess of 15 hours per day;
- Work in excess of 75 hours per week.

All employees will be monitored to ensure these hours are not exceeded.

I \_\_\_\_\_(name) from \_\_\_\_\_(company) have read and understood the General Safety Rules set out in this document.

I \_\_\_\_\_(name) from \_\_\_\_\_(company) understand that if any of our actions are not in accordance with the General Safety rules set forth in this document that an individual from \_\_\_\_\_(company) or the whole company may be subject of disciplinary actions from Roadbridge Services Ltd.

\_\_\_\_\_  
signature of sub-contractor

\_\_\_\_\_  
signature of RBS Manager

\_\_\_\_\_  
date

\_\_\_\_\_  
date