

Section 1 **Managements**
Commitment & Leadership

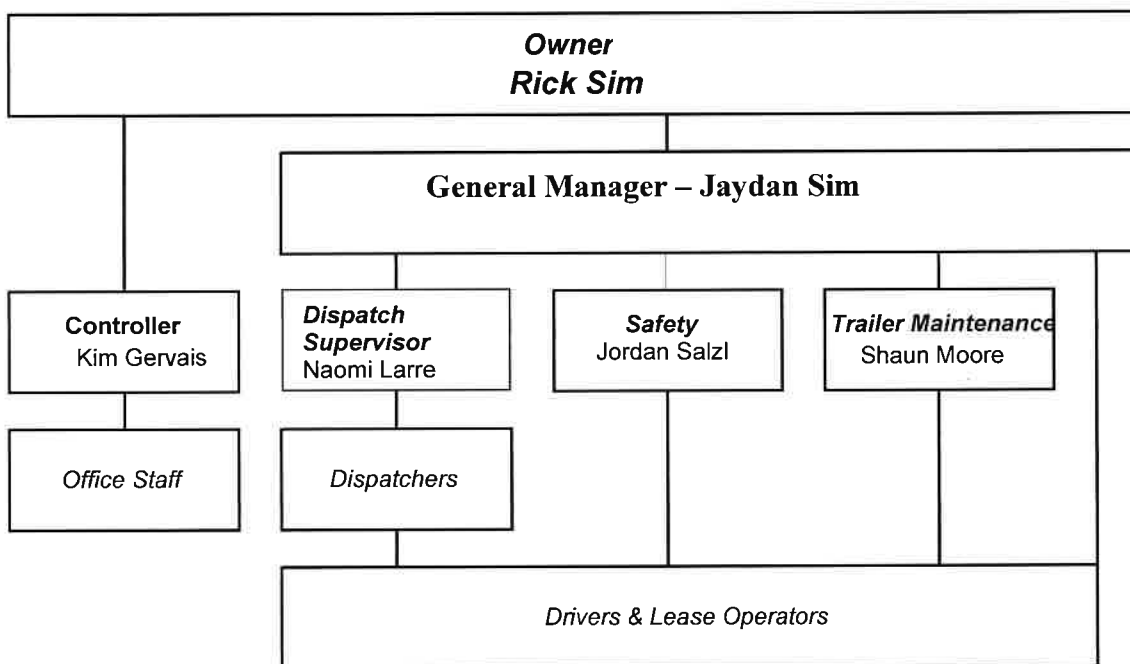


1.01 CORPORATE PROFILE & STRUCTURE

Rick Sim started RICK SIM TRUCKING INC. in 1997 as an owner/operator venture. The company specializes in oil and water hauling and primarily works in Saskatchewan.

The shop and yard compound in St. Walburg, Saskatchewan provides a place for the trailer maintenance coordinator to perform maintenance on the Rick Sim Trucking fleet. The company has units stationed at various locations to better meet the needs of the customers they serve. Rick Sim Trucking offers a 24 hour dispatch service which operates from their main office facility in St. Walburg, SK.

CORPORATE STRUCTURE



1.02 HEALTH, SAFETY & ENVIRONMENTAL ACCOUNTABILITY

WHAT IS SAFETY?

Safety is an integral part of our company's operations. It is intended to protect our workers, clients, property, the environment and the public from accidental and unnecessary losses.

WHY IS SAFETY IMPORTANT TO THE COMPANY?

There are many costs to accidents and unsafe work practices. The greatest costs are human costs. By protecting our workers we are also protecting their friends, families, fellow workers, management, the public and the environment from the far-reaching effects of serious accidents. Rick Sim Trucking strives to protect and maintain the physical, psychological, and social well being of our employees. We are also protecting our ability to continue doing business and employing people. In addition to protecting lives, our safety program contributes to worker morale and pride because our workers participate in identifying safety needs and developing safe work procedures.

WHAT ARE THE ALTERNATIVES TO SAFETY?

Workers, contractors and sub-contractors who knowingly violate safety rules will face disciplinary action, dismissal or legal action. Visitors may also face legal action if they knowingly disobey safety rules. In addition, the company may face legal action and fines for violations of regulatory requirements. Those individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.


WHO IS RESPONSIBLE?

Managers are responsible for providing sufficient budgetary resources to the supervisors and safety department. This will ensure that safety equipment and supplies are available to fulfill safety responsibilities and will also ensure that equipment is properly maintained.

Supervisors are responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and accidents, providing training, supplying or wearing appropriate safety and personal protective equipment and ensuring that all equipment is properly maintained and meets legislated safety standards. Their role is supported by input from all workers.

All Rick Sim Trucking Inc. workers and others on company work sites are responsible for obeying all safety rules, following established safe work practices and procedures, wearing and using personal protective equipment as required, participating in safety training programs and informing supervisors of any unsafe work conditions that may exist. Management and all workers must also comply with federal, provincial, and municipal regulations as well as industry recommended practices. Everyone has the right and responsibility to refuse to work when it is unsafe to continue. Each worker, from management down, is responsible for working safely and for working with an equal concern for the safety of their fellow workers.

By fulfilling our safety responsibilities with due diligence, everyone who works for our company will share the benefits of a safe workplace.



Rick Sim

Date

1.03 DRUG & ALCOHOL PLAN

RICK SIM TRUCKING, also noted herein as "RST" is committed to protecting the health and safety of their employees. The use of illicit drugs and the misuse of alcohol, medications, and other substances, can and does cause serious and detrimental effects on the employee's health, safety and work performance. The nature of our business demands that we do everything possible to ensure the safety of not only our employees, but the public as well.


To achieve this goal, this Drug and Alcohol Policy and Program has been developed to aid both RICK SIM TRUCKING and its employees in ensuring an alcohol and drug-free work place. Pre Employment Drug Screening is mandatory for all new hires at RST

The supervisor's role is to identify symptoms, document performance, discuss performance, listen and learn and know when to activate the program or refer. Supervisors will be provided training on the proper ways to identify impairment and how to respond appropriately

Due to the safety-sensitive nature of the work they are to perform, workers are to ensure that they are fit for work and inform their immediate supervisor when their judgment may be impaired due to the use of medications, drugs or alcohol.

Any employee or supervisor that is required to work in a safety sensitive position or job site will be required to be tested for drugs and alcohol as per hiring clients' requirements.

The success of this program is dependent upon each one of us accepting our responsibility to comply with and promote this program.



Rick Sims, President

Date

1.04 DRUG & ALCOHOL POLICY

An employee of Rick Sim Trucking Inc. may not:

Use, possess or offer for sale alcohol and drugs while on company property or a company workplace.

Report to work with an alcohol level that exceeds forty milligrams of alcohol in one hundred milliliters of blood, breath, urine or saliva or:

with a drug level for the drugs set out below but not limited to, more than the concentration set out below as per the Enform Drug and Alcohol Policy Model:

<u>Drugs or classes of drugs</u>	<u>Concentration more than ng/ml</u>
Marijuana metabolites	50
Cocaine metabolites	150
Opiate metabolites	2000
Phencyclidine	25
Amphetamine	500
Methamphetamine	500
MDMA	500
MDA	500
Codeine	2000
Morphine	2000
6-Acetylmorphine	10

Or both,

Refuse to comply with a request made by a company representative and/or owner of Rick Sim Trucking Inc.

Comply with a request to submit to an alcohol and drug test made under this policy. Provide a sample for an alcohol and drug test under this policy or,

Tamper with a sample for an alcohol and drug test given under this policy_

An employee is in compliance if he or she is in possession of prescription drugs prescribed for him or her. It will be used as directed and intended purpose, does not adversely affect his ability to safety perform duties and will notify the supervisor of any side effects associated.

Employees at the work site are often working independently and with equipment or material that pose a threat to the safety of the workforce and the property if handled without proper care and attention. This policy reminds employees of the risks associated with the use of alcohol and drugs and will provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

There are no other reasonable alternative available to the company which impose a smaller burden on any rights an employee may have under Canada's Human Rights and at the same time are equally effective in promoting the purposes of the alcohol and drug policy. Education

Rick Sim Trucking Inc. is committed to informing employees of this policy and steps to inform employees of the risks associated with the use of and the assistance available under this policy.

A supervisor who is concerned about an employees ability to comply with the policy must:

Take employee for drug and alcohol test – no work to be performed until results are back. If results are positive supervisor must

Inform the employee of the assistance available to him and encourage them to use the resources available to them

Inform the employee that if he fails to utilize the assistance plan the company may insist that the employee submit to the following:

- a. a medical assessment conducted by a physician
- b. alcohol and drug testing or both

Failure to do so may result in termination of his employment

An employee who believes he may be unable to comply and requests help will not be disciplined for requesting help. He will contact a supervisor or owner, inform a family member or friend, or inform a coworker or representative of the company of his wish for assistance.

While receiving assistance must comply with all components of the policy as a condition of his continued employment and if he is at work and enrolled in the assistance plan must comply with the alcohol and drug policy.

Safety Sensitive Positions/Worksites

Rick Sim Trucking Inc. employees shall be required to have a drug and alcohol test done when it is required by the prime contractor to work on their sites. This includes frontline workers, supervisors, and upper management. No access to safety sensitive sites will be allowed without a current drug and alcohol test.

Safety sensitive sites include but are not limited to refineries, upgraders, thermal plants and well sites. No access will be allowed to these sites without drug and alcohol test if it is required by the prime contractor.

Possession

The owner or representative who has reasonable grounds to believe that employee may not be in compliance must request an employee to confirm that they are in compliance of the policy and must explain why the request has been made.

Observation

The owner or representative who has reasonable grounds to believe, based on observations of conduct or other indicators, that an employee may be unable to work safe because of suspected alcohol and/or drugs must request the employee submit to an A and D test and explain why the request is being made.

Accidents, near misses

Rick Sim Trucking Inc. requires that all employees involved in an incident or near miss be sent for a drug and alcohol test. Employee will be taken from the site by a Rick Sim Trucking supervisor to Assure Occupational Testing for testing. Supervisor can decide if a test is required after discussing incident near miss with employee.

Testing

Rick Sim Trucking Inc. agrees to conduct alcohol testing in accordance with the Enform Alcohol and Drug Policy Model to ensure the accuracy and confidentiality of test results. If breath alcohol testing devices are not available, the company agrees to conduct testing using a procedure incorporating initial saliva and confirmatory urine testing. If the employee requests and it is practical to comply, a blood alcohol test. Testing will be conducted within 4 - 8 hrs of the incident.

Alcohol and drug testing is conducted to determine the presence of marijuana metabolites, cocaine, opiates, phencyclidine, amphetamines and ethanol in the specimen.

Results

A report from the medical officer to the company representative, that the employee sample produced

a negative result means that the employee complied with the policy. The company representative will notify the employee and no other steps are required.

A confidential written report from the medical officer to the company representative that the employee sample produced a positive result means that the employee failed to comply with this policy.

To preserve confidentiality of test results, the company representative must not disclose the results to any other person than the person responsible for that crew member or owner of this company to discharge an obligation under this policy. Results are to be locked in filing cabinet in drivers file and only made accessible to senior safety personnel.

Consequences

Rick Sim Trucking Inc. may discipline or terminate for cause the employment of an employee who fails to comply with the alcohol and drug policy. The appropriate consequence depends on the facts of the case, including the nature of the violation, existence of prior violations, response to prior corrective programs and the seriousness of the violation.

The following are minimum consequences for failure to comply:

Failure to comply with this policy shall result in the immediate termination of employment Where an employee is found in violation of this policy, the will face the following as a minimum

1st time violation - employee shall be suspended without pay for 1 week and be requested to seek help for possible problems. On return to work must agree to testing, both prior to and random testing.

2nd time violation - termination for 3 months and only re-instated after the following compliance.

3rd time violation - Immediate and permanent termination

Re-employment after termination

If employment of an employee who failed to comply with this policy, it may give the person who failed to comply written notice that the company will not employ him unless he provides the following:

A certificate issued: by a rehabilitation program of successful completion or
by a physician certifying that said person is able to safety perform the duties as assigned by
company supervisors and,

A statement from the employee that he or she agrees to re-employment rules of Rick Sim Trucking Inc. which includes testing on demand.

The owner may give the person who failed to comply written notice that the employee not enter the workplace until the owner gives that person written notice of the terms of re-employment
The owner is not obligated to give this person who has been denied permission to enter the workplace another opportunity to work on the premises.

Alcohol Testing

In general the donor is the person whom a breath, saliva or urine sample is collected. The donor is directed to a collection site near the workplace. Identification of donor is needed. The collection person explains the procedures. The company will store the test information securely. The test will occur within 8 hrs of the incident.

Drug testing

The donor is directed to attend at a collection site in order to give a urine sample. A clean sample

container is given and the sample is provided in private, in most circumstances. The sample must contain at least 45 ml. Behaviors, volume and temperature is determined. Unusual findings are noted, collection persons splits the sample, acknowledgment of sample given is noted. The sample is shipped to the lab for testing.

Initial tests producing negatives are complete, on positives a confirmatory test uses gas chromatography/mass spectrometry. Complete if negative.

A certifying scientist reviews the test results and the lab reports are forwarded to the medical officer. If medical officer is satisfied that there is no satisfactory explanation of a positive test result, will inform company owner or representative of the positive result

The medical officer must give the employee opportunity to discuss the results. The employee may ask the lab to test the second sample.

The test results will be declared negative if the results from the second sample were negative.

Social Hosting

Any social or business hosting shall be conducted off business property and transportation home will be offered by Rick Sim Trucking Inc .. Rick Sim Trucking Inc. will provide a safe workplace for employees and contractors.

1.05 DRUG AND ALCOHOL SIGN OFF



ALCOHOL POLICY DRIVER NOTIFICATION

I, _____ hereby certify by signing this Drug & Alcohol Policy Employee Notification, that I have read and received a copy of RICK SIM TRUCKING Drug & Alcohol Policy. My signing also signifies that, I have been informed and understand that as a condition of my employment with RST, I must comply with the policy guidelines as set out in the policy and that any breach of the policy may result in the termination of my employment. Furthermore, termination of employment resulting from my violation of the Drug and Alcohol Policy will be considered termination with just cause and I wave all rights to compensation for pay in lieu of notice.

Employee Name

Employee Signature

Date

Authorized RST Representative

Representative's Signature

Date



1.06 DISCIPLINARY & ENFORCEMENT POLICY

POLICY

This Rick Sim Trucking policy contains three main requirements.

1. Workers must be aware of the company's safety rules, safe work practices and job procedures.
2. Management must reinforce safe work performance.
3. Violations of safety rules, safe work practices or job procedures must be immediately corrected.

The goal of this policy is to reinforce the benefits of safe work performance. When violations of rules, regulations or procedures occur, management should look for the reasons behind the violations before determining appropriate corrective actions. In most cases, violations result from a lack of training or proper instruction. In these cases, a review of safety rules, safe work practices and procedures will prevent similar violations in the future.

RESPONSIBILITY

Any worker who knowingly violates safety rules may face disciplinary action, dismissal and/or legal action. Those individuals who do not fulfill their safety responsibilities will become accountable for any problems or negligence created by their actions and may be liable under the law.

Any worker who knowingly or repeatedly violates government or company safety policies or regulations will be subject to disciplinary action. Disciplinary action should also be taken if company property, funds or sensitive information are stolen or misused, or if relations between the company, its workers, clients or the general public suffer as a result of unsafe job performance.

All workers are expected to report any infractions of the safety policy to management's attention. Supervisors may be held accountable for the workers actions while under their supervision.

CORRECTION AND NOTIFICATION

Appropriate corrective actions for these instances are described below in order of severity and in the order they would be administered in most cases. Note that discharge is always dependent on the severity of the infraction, and the order may not necessarily apply in all cases. For example, a worker could be discharged for the first offence, if it was a serious one.

First Offence - verbal reprimand, which includes discussion of the violation and a warning of more severe disciplinary action should the offence be repeated.

Additional Offences - Service improvement form will be written up and gone through with the employee. A total of three service improvements will be filled out. After the third service improvement employee will be told that if the offence occurs again their job with Rick Sim Trucking will be terminated. Employee will have to sign off on all service improvements.

All warnings will be documented on a WARNINGS/DISCIPLINARY ACTION REPORT and kept in the worker or lease operator's file. Service improvements will include detail of the non-compliance or reason for the warning, service improvement plan and timelines for improvement.



Rick Sim

Date

1.07 ENVIRONMENTAL CODE OF PRACTICE & POLICY

Rick Sim Trucking is committed to protecting the environment and to maintaining public health and safety during all phases of operation, in order to preserve the quality of the environment for future generations.

The following statements shall guide our company in environmental protection.

PLANNING

Rick Sim Trucking will assess the potential impacts of their operations on the environment and will prevent or mitigate these effects as much as possible by introducing protective measures into the planning process.

COMPLIANCE

Rick Sim Trucking will adopt standards that comply with environmental legislation and comply with all applicable laws and regulations of the jurisdiction within which it is operating. Workers, lease operators and contractors will be informed of such laws and their responsibility under the laws and operations will be monitored on an ongoing basis to ensure compliance. To reduce the possibility of spills and to ensure drivers are not over-filling their trailers during the winter when weight limits are higher, a Trailer Over-filling Policy was developed.

TRAILER OVER- FILLING POLICY

This policy will be in effect every year when winter weights are in effect, usually from December 1st to March 1st when weights are increased to approximately 30m³.

- 1st Spill - Driver is on probation and is only able to haul 24m³ loads for next 7 days.
- 2nd Spill - Driver is on probation and is only able to haul 24m³ loads for next 60 days.
- *Anyone on probation hauling over 24m³ while will be immediately terminated.
- 3rd Spill - Immediate termination

Winterization and Draining of Equipment

Rick Sim Trucking realizes that the winter months can present more challenges for our owner operators.

When possible we want our owner operators to have their product pumps insulated and heat traced. In extreme cold weather all trucks should drain their pumps at the end of the day. When hauling into a battery facility that has truck pits we are to drain our equipment into the truck pits. When hauling into a disposal facility we have to drain our equipment into a five gallon pail and dump it into the catch tray that is located in the pump shack at most disposal facilities. The disposal operator will clean this tray out when the disposal is checked the following day. If you are not sure where to drain your equipment please contact Rick Sim Trucking and we will go through it with you.

All drivers at Rick Sim Trucking are required to follow all rules and regulations that pertain to the oil industry and are required to report any spill regardless of the amount. Draining of equipment on any roadway or lease is an unacceptable practice and will result in disciplinary action.

CORRECTIVE ACTION

Rick Sim Trucking will correct procedures as necessary to minimize negative environmental impacts caused by company activities.

EMERGENCY PREPAREDNESS

Rick Sim Trucking has developed emergency response procedures to minimize environmental impacts caused by emergency situations and has adequately trained personnel to ensure an effective response.



 Rick Sim

 Date

1.08 HARASSMENT POLICY

DEFINITION

"Harassment" means "any objectionable conduct, comment, or display by a person that:

- (i) is directed at a worker
- (ii) is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- (iii) constitutes a threat to the health and safety of the worker."

WORKER'S RIGHT

All workers shall be made aware of the company's intolerance of any form of harassment or violence to workers or by workers to ensure a safe workplace for all. Every worker is entitled to a working environment that is free of harassment and violence. Workers are encouraged to consult a health professional for treatment or referral if exposed to workplace violence.

EMPLOYER OBLIGATION

This employer will ensure, through the orientation process and posting of this policy, that no worker is subjected to harassment or violence at this place of employment as per the Saskatchewan Human Rights Commission. By informing workers how to recognize workplace violence/harassment and communicating the policy, procedures and workplace arrangements, workplace harassment/violence should be effectively minimized or eliminated. Supervisors will be instructed in the appropriate response to workplace violence, including how to obtain assistance for workers and procedures for reporting, investigating and documenting incidents of workplace violence.

WORKER OBLIGATION

No worker shall cause or participate in harassment of other workers and will report immediately any harassment or violent acts witnessed.

PROCEDURE FOR DEALING WITH HARASSMENT CONCERNS

All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment and violent acts internally.

1. A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
2. Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the employer or to one of the persons designated by the employer to receive complaints.
3. Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.
4. The employer will notify the alleged harasser of the complaint, provide the alleged harasser with information concerning the circumstances of the complaint, and undertake a confidential investigation.
5. All incidents will be documented on the company's Incident/Accident Report. The procedures for reporting, investigating and documenting incidents of workplace harassment/violence will be the same as any other incident.
6. Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the result of the investigation. A copy of all incidents will be kept in the workers file.

RESOLUTION AND CORRECTIVE ACTION


Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

CONFIDENTIALITY

This employer will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

EXTERNAL COMPLAINTS

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Workplace Health and Safety Division in Saskatchewan. Workers are advised to consult a health professional for treatment or referral if exposed to workplace violence. A worker retains the right to exercise any other legal avenues available.



Rick Sim

Date:

1.09 Violence Policy

It is the policy of Rick Sim Trucking and the responsibility of managers, supervisors and every employee to maintain a workplace that is free from threats and acts of violence.

Every employee and everyone that we work around deserves to be treated with courtesy and respect.

Rick Sim Trucking does not tolerate any type of workplace violence committed by or against any employee. Some examples of a violent act include the following:

- Causing physical injury to another person
- Making threatening remarks
- Acting out in aggressive or hostile manner that creates a reasonable fear of injury to another person or creates emotional distress to individual.
- Intentionally damaging employer or employee property
- Possessing a weapon while on company property or while on company business
- Committing acts motivated by or related to sexual harassment or domestic violence

Reporting

Any potentially dangerous situation must be reported to supervisor. Any report of workplace violence will be investigated accordingly. Reports or incidents will be handled appropriately and information resulting from investigation into complaint will be kept confidential.

Emergency Situations

Any employee who encounters an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make eye contact and talk to the dangerous individual. If it is possible a supervisor should be made aware of the dangerous situation. This should only be done if it can be without endangering the safety of the employee or others.

Enforcement

Threats, threatening conduct, or any other acts of aggression in the workplace will not be tolerated by Rick Sim Trucking. Any employee that commits such acts will be subject to disciplinary action as per Rick Sim Trucking's disciplinary and enforcement policy.



Rick Sim

Date:

POLICY

A primary consideration in conducting Rick Sim Trucking operations is the protection of personnel, the environment and the prevention of the loss of assets for the properties we operate. The company will identify all formal and informal inspection and maintenance requirements on all facilities, systems, equipment, job-sites and worker behavior.

All inspections and maintenance reports will define what is to be inspected (equipment, system, facility, workers), type of inspection, frequency, documentation requirements, assign responsibility and identify how deficiencies are to be corrected. The type and frequency of inspection/maintenance will depend on the severity of the hazards associated with the work being performed or equipment type as well as manufacturer guidelines and industry and legislative requirements. The Inspection / Maintenance Program Matrix will be included in the HS&E Manual as well as posted to ensure all workers have access to and have knowledge of the Inspection/Maintenance Program.

Rick Sim Trucking will ensure that all equipment, including lease operator equipment, is maintained to the company's Inspection and Maintenance Program and that all inspection/maintenance supporting documentation will be retained on file.

RESPONSIBILITIES

The managers are responsible for the overall operation of the program.

The managers and safety coordinator are responsible for directing formal and informal inspections on job-sites, equipment and workers that they control. As well, they are responsible for ensuring that company and lease operator supporting documentation will be retained at the office and organized in a logical, easily accessible fashion. Where applicable, Department of Transportation record keeping guidelines will be followed.

Workers and lease operators are responsible for participating in and contributing to the Inspection and Maintenance Program.

It is the responsibility of management, supervisors, workers and lease operators to ensure that the established Inspection and Maintenance Program is completed to the required schedules and manufacturer specifications. Any concerns that arise regarding any and all equipment must be reported as soon as it is practical to do so.

All workers are responsible for checking their tools and equipment before usage. Any missing tools and equipment found to be defective will be taken out of service, tagged and reported to the proper personnel immediately.



Rick Sim

Date

1.10 INVESTIGATION POLICY

PURPOSE

To investigate incidents and accidents so that causes can be determined and corrective actions can be implemented to prevent reoccurrence.

In this company, the following types of incidents shall be investigated:

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property or equipment damage or interrupt operations.
3. Incidents that have the potential to result in (1) or (2) above.
4. All incidents that, by regulation, must be reported to OH&S, WCB or other regulatory agencies.


RESPONSIBILITIES

All workers shall report all incidents to their immediate superior.

Supervisors shall conduct initial investigations and submit their reports to the safety supervisor promptly.

The safety supervisor and safety committee shall review all reports, determine corrective action to be taken, and ensure that such action is implemented.

The senior manager will be kept informed of all accidents and review and sign off on all incident and accident reports to indicate that he has knowledge of the event and that he is satisfied with the outcome of the investigation.



Rick Sim

Date

1.11 MODIFIED WORK POLICY/RETURN TO WORK

POLICY

Rick Sim Trucking will maintain a modified work program to assist in the rehabilitation and early return to work of all workers who have suffered an occupational injury or illness. Every reasonable effort will be made to provide suitable temporary employment to any worker unable to perform their regular duties. This may include a modification or alternate position depending on the medical restrictions.

All workers suffering an occupational injury will be considered for placement in modified work. The worker will be accompanied to medical aid if at all possible. A modified work program to assist in the rehabilitation and early return to work of a worker will enable the company to reduce the associated costs.

RICK SIM TRUCKING'S RESPONSIBILITIES

As the employer, Rick Sim Trucking will:

- treat all parties, including the worker, with respect and dignity,
- comply with the duty to accommodate, by accommodating injured or ill workers in safe, suitable, meaningful and productive modified work positions,
- ensure that supervisors, health and safety personnel, and workers are adequately trained about the modified work program,
- identify suitable modified work positions/tasks and the demands for each position,
- provide support to, and work with, supervisors to address modified work issues, including any impacts on the work unit from the placement of workers on modified work programs (e.g. productivity, safety), and
- ensure supervisors and health and safety personnel monitor workers on modified work programs.

TYPES OF MODIFIED WORK

Modified work may consist of the following:

- Modifying the existing job - change parts of the job in which the worker is currently unable to function because of the injury.
- Providing transitional work and rescheduling - perform original duties but for shorter time periods.
- Providing alternate jobs - given duties other than the worker's usual ones.
- Training - send for training to enhance job skills.
- Any combination of the above - training combined by alternate work.

A physician's note will provide restrictions, which Rick Sim Trucking will abide by and will use to offer appropriate modified work to the worker. The employer and worker together will determine what options are available to provide the worker with reasonable and productive work given the worker's restrictions.



Rick Sim

Date

1.13 PURCHASING POLICY

POLICY

When purchasing equipment, tools or product to be used by workers, the company will ensure that hazards associated with the item or process have been assessed. Where possible, the company will substitute equipment, tools or products that have the least potential for hazard to the worker and are ergonomically friendly. All purchases must be made from credible suppliers that provide products and equipment that meet all applicable standards and legislative guidelines and support their products with appropriate safety certification and documentation.

PURPOSE

Performance of risk assessments is an important component of the employer's duty to take all reasonable precautions to prevent injury to, or illness of, their workers. Before hazards can be controlled, they must first be identified. Proper risk assessments consist of determining the potential for harm by physical, chemical, biological or ergonomic means from each task, process or product in use, and assigning a corresponding rating according to the severity potential of each hazard identified. Additionally, determining the risks associated with new processes or products before they are utilized can allow substitutions or modifications to be made that would eliminate or minimize the potential hazards identified. All identified risks must be scheduled for corrective action and responsibility assigned.

MANAGEMENT RESPONSIBILITY

The management is responsible to ensure that the risk associated with new and potentially hazardous products are determined before purchasing them. This includes purchasing certified equipment and products that meet CSA or other industry codes or have MSDS, and ensuring that engineering controls have been satisfied when acquiring any equipment to be used by the workers. Where possible, products will be selected which are less harmful to users and the environment. Owners reference manuals, manufacturers reference guides and product MSDS are to be kept on location and accessible to the workers. MSDS will be reviewed prior to use to ensure that PPE is made available to workers and is appropriate to the application as per MSDS and manufacturers specification and recommendations.

The management is responsible to ensure that appropriate signage is posted to warn workers of potential hazards and provide training to ensure safe operation and use.

Rick Sim



Date

1.14 WORK ALONE POLICY

POLICY

This policy was developed for the protection of all workers and lease operators under Rick Sim Trucking's control shall be made aware of the working alone requirements and do everything within reason to work in a safe manner. In this policy, "to work alone" means to work alone at a work sites or while traveling between locations or at remote locations where assistance is not readily available in the event of an injury, illness or emergency.

MANAGEMENT RESPONSIBILITY

Management shall inform all workers and lease operators of their work alone requirements, perform per job lease assessments and convey any hazards to the worker and dispatch, provide written safe work procedures for hazardous work, ensure all equipment is maintained and in good working condition, ensure that first aid and emergency supplies are available on the units, ensure that workers are adequately trained, ensure workers have an effective means of communication with dispatch and that a system is in place and implemented to monitor, track and follow up on overdue workers. Effective means of communication means radio, telephone or other electronic communication device. Provide good lighting around the exterior of the building for office workers.

Follow up on any reports from the dispatcher that a driver has not reported in and may involve driving to last known locations and areas of work, or activating the public Emergency Measure System or EMS to assist in the search as required.

DISPATCHERS RESPONSIBILITY

The dispatcher shall advise workers of any hazard noted during lease assessments done by management. Lease Assessment reports will be filed at the office and will be made available to dispatchers. The dispatcher shall either monitor the units via GPS or by cellular phone contact at intervals of every load as drivers are required to send in ticket after every load hauled.. This monitoring should be documented. If electronic communication is not practical or readily available, the supervisor or another driver in the same area shall visit the worker and report back to the dispatcher. The dispatcher will notify the Safety Supervisor / Manager if a driver fails to report in at the end of the day or at a given or expected time, or if the unit has not changed locations for an extended period of time and the driver cannot be accessed by phone.

DRIVER RESPONSIBILITY

The worker shall accompany the supervisor wherever practical to conduct the hazard assessment of the work site prior to work being conducted and be aware of all control measures that may be required to work safely on the site. All drivers must always carry a cellular phone. The drivers shall contact the dispatcher at intervals appropriate to the nature of the hazards associated with the work conducted. In areas where there is inadequate communication coverage or areas with high potentials for H2S, the driver is to contact the dispatcher prior to leaving range or going on lease, give an approximate callback time and contact dispatch again once the job is completed or the driver is in range.

All drivers are to call the dispatcher at the start and end of their shift. Drivers are required to send in a picture of load ticket at the end of each load .

Any worker working alone is required to call into the office upon arrival to and departure from their destination so that a timeline can be established and monitored.

WORKING ALONE IN THE OFFICE

When working alone, workers are to lock all office doors to the outside of the building. Verify any visitors before opening the door. In the event of a worker feeling unsafe, the management, RCMP and/or nearest neighbors can be called. Keep on the line until someone shows up.



Rick Sim

Date

1.15 GENERAL SAFETY RESPONSIBILITIES

Every person in the employment of Rick Sim Trucking as well as all contractors, subcontractors, and visitors, share a responsibility towards safety. For each element of the safety program, responsibilities will be identified for the employer, managers, supervisors, workers, contractors, subcontractors and visitors as they apply. Everyone under the Rick Sim Trucking umbrella will be made aware of their responsibilities and the expectations to fulfill their safety responsibilities. These responsibilities are also shared by Rick Sim Trucking as an employer. The following are general guidelines for the employer and workers.

EMPLOYER RESPONSIBILITIES UNDER THE SASKATCHEWAN LAW

This section defines the general duties of employers under the Occupational Health and Safety Act of Saskatchewan. According to Chapter 1 of the Occupational Health and Safety Act and Regulations, 1996, "Sec 3; Every employer shall:

- a) *ensure, insofar as is reasonably practicable, the health and safety and welfare at work of all of the employers' workers;*
- b) *consult and co-operate with any occupational health committee or the occupational health and safety representative at the place of employment for the purpose of resolving concerns on matters of health, safety and welfare at work;*
- c) *ensure, insofar as is reasonably practicable, that the employers' workers are not exposed to harassment at the place of employment;*
- d) *co-operate with any other person exercising a duty imposed by this Act or the regulations; and*
- e) *comply with this Act and the regulations.*

Sec 12; *The duties of an employer at a place of employment include:*

- a) *the provision and maintenance of plant, of work and working environments that ensure, as far as reasonably practical, help, safety and welfare at work to be in foyer is workers;*
- b) *arrangements for the use, handling, storage and transportation of articles and substances in a manner that protects the health and safety of workers;*
- c) *the provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work; and*
- d) *the provision and maintenance of his safety means of entrance to and exit from the place of employment at all workers and work related areas in or on the place of employment."*

Worker Responsibilities under the Saskatchewan Law

This section defines the general duties of workers under the Occupational Health and Safety Act of Saskatchewan. According to Chapter 1 of the Occupational Health and Safety Act and Regulations, 1996, "Sec 4; Every worker while at work shall:

- a) *take reasonable care to protect his or her health and safety and the health and safety of other workers who may be affected by his or her acts or omissions;*
- b) *refrain from causing or participating in the harassment of another worker;*
- c) *co-operate with any other person exercising a duty imposed by this Act or the regulations; and*
- d) *comply with this Act and the regulations.*

Sec 13; *A worker shall:*

- a) *use the safeguards, safety appliance and PPE provided in accordance with these regulations and any other regulations made pursuant to the act; and*
- b) *follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.*

1.16 GOVERNING BODIES & LEGISLATIVE COMPLIANCE

The equipment and services Rick Sim Trucking provides are regulated and/or guided by the following agencies and bodies:

- Transport Canada - Transportation of Dangerous Goods, National Safety Code and Traffic Safety Act
- EUB - Energy Utilities Board
- OHS - SK Occupational Health and Safety Act and Regulations

Chapter 1 - Key Responsibilities & General Duties
Chapter 2-5 - Actions for Employers to Ensure OHS Due Diligence

SK Occupational Health and Safety Regulations

Part I - Preliminary Matters
Part II - Notice Requirements
Part III - General Duties
Part IV - Committees and Representatives
Part V - First Aid
Part VI - General Health Requirements
Part VII - Personal Protective Equipment 86-100
Part VIII - Noise Control and Hearing Conservation 109-114
Part IX - Safeguards, Storage, Warnings Signs and Signals 116, 121-123, 127-133
Part X - Machine Safety 113-145
Part XI - Powered Mobile Equipment 153-164
Part XVI - Entrances, Exits and Ladders 248-255
Part XVIII - Confined Space Entry
Part XIX - Work in Compressed Air
Part XXI - Chemical and Biological Substances 302-314
Part XXII - Control Products WHMIS 315-327
Part XXV - Fire and Explosion Hazards 359-373
Part XXIX - Oil and Gas 421- 422, 424,446,447, 441

- D.O.T. - Department of Transportation
- SK WCB –Saskatchewan Worker's Compensation Board
- Saskatchewan Regulation – Safety Codes Act, Pressure Equipment Safety Regulation, Electrical Protection Act and Regulations, Fire Prevention Act and Regulations
- ENFORM COR Certifying Partner - Industry Recommended Practices (IRP)
 - IRP Volume 1 - Critical Sour Drilling
 - IRP Volume 4 - Well Testing and Fluid Hauling
 - IRP Volume 9 - Basic Safety Program
 - IRP Volume 10 - Return to Work Program
 - IRP Volume 12 - Hand Signal for Directing Vehicles
 - IRP Volume 16 - Basic Safety Awareness Training
 - IRP Volume 18 - Explosive Atmosphere in Vessels, Tanks and Piping Systems
- Client / Prime Contractor HSE Program and Safe Work Permits
- All policies and procedures found in this Rick Sim Trucking Inc. HSE Program Manual.

It is the company's responsibility to understand and know what legislation, regulations, acts, codes, industry recognized practices and prime contractor expectations are applicable to the company's scope of work and ensure that the company's obligations to these governing bodies are met.