



2.1 SCOPE

This section describes the program developed by CDN. Power Pac to assess and control hazards during the operation of the Company.

2.2 INSPECTIONS

Worksite inspections are an integral part of this program in order to verify compliance at the field level. Informal inspections should be completed on an ongoing basis by all supervisors and crewmembers. Formal inspections must be completed in a systemic manner in order to achieve effectiveness. Each division will plan inspections and develop a system to ensure that follow up on deficiencies is carried out in a timely and complete manner.

There are two formalized inspections that must be carried out and documented.

2.2.1 Planned Inspections

Management and Supervisors of the Company are to conduct regular planned inspections that affect People, Equipment, Materials, and Environment on a regular basis. The Company has a standard form that can be used, if a company or division wishes to use their own document, the following must at least be included:

- Date of Inspection;
- Location and description;
- Hazard Classification;
- Action required by;
- Hazard previously noted (yes or no / complete or incomplete);
- Name of person conducting the inspection; and,
- Site inspected.

2.2.2 Site Visit Reviews

In accordance with the Site Inspection Policy contained within the policy section of the Health and Safety Manual, Managers, Supervisors, Health and Safety Personnel, and employees must conduct regular Site Inspections. The Company has a standard Site Inspection form that should be used for site inspections.

**Note: Inspections must be kept for a minimum of 5 years; and a copy of each inspection must be kept at the division office.*



2.3 HAZARD REPORTS AND CONTROL

- 2.3.1 All personnel should submit reports of any hazards on the work site relating to people, equipment, materials, or environment on an "Incident/Near Miss Report Form" or the "Near Miss Cards".
- 2.3.2 Hazard reports are to be dealt with promptly, with preventative measures or procedures developed to control or eliminate the hazard. When an imminent hazard exists that cannot be immediately abated without endangering workers and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- 2.3.3 Feedback from the report must be communicated back to the originator where requested.

2.4 PURCHASING CONTROLS

This section describes the responsibility and the relationship between departments necessary to maintain purchasing control.

2.4.1 PURCHASING STANDARDS

The purchasing department is responsible for maintaining standards of quality, efficiency, and price ensuring that safety has received adequate attention in the design, manufacturing and shipping of items to reduce hazards associated with operations. All safety equipment purchased by the Company must meet a recognized standard such as CSA, NIOSH, ANSI, etc.; and must be in accordance with all Codes of Practice, such as *CDN. Power Pac Code of Practice #5 Personal Protective Equipment*.

2.4.2 COMMUNICATION BETWEEN DEPARTMENTS

Divisions are responsible for indicating to the purchasing department what equipment and materials meet their approval.

Health & Safety Advisors should have excellent liaison with the Purchasing Department as well as the Site Foreman to ensure standards have been met.



2.4.3 PURCHASING COMPLIANCE

The Purchasing Department must make certain that all items comply with Federal and Provincial Government Regulations and Codes, guided by Codes and Standards of the Canadian Standards Association, Occupational Health and Safety, American National Standards Institute, NIOSH and other standards or specific groups that may apply.

Harold Kinsey

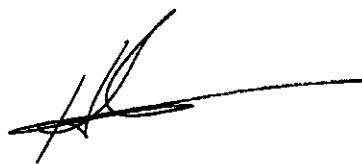
March 15, 2010

2.5 QUALITY ASSURANCE POLICY:

CDN. Power Pac continues to be committed to meeting or exceeding our customer's expectations and contractual requirements, offering a pro-active approach with continuous improvements.

QUALITY OBJECTIVES:

1. We will communicate with our customers regularly to develop an understanding of their requirements and to appraise our performance in meeting those requirements.
2. Provide employees with the training, tools and authority necessary to enable them to provide our customers with the highest level of quality possible.
3. Continuously improve products, processes and services through teamwork.
4. Immediately communicate the discovery if product or service problems to the level appropriate in order to find the root cause and implement corrective measures to prevent reoccurrence.
5. Purchase goods and services from sources that are committed to providing CDN. Power Pac with the highest level of quality. In addition, we will clearly communicate our requirements to supplier, and will support them in attaining mutual quality goals.
6. We will deliver our products as per customer requirements.
7. Clearly communicate quality policies and goals throughout the organization. Each employee has the responsibility to comply with the policies and to ensure that goals are achieved.



Harold Kinsey

March 15, 2010



2.6 SAFETY AUDITS

This section describes the frequency of **Health & Safety Program Audits**. Safety Program Audits are essential in order to verify the effectiveness of the Health & Safety Program. All divisions have implemented this Health & Safety Program and are expected to participate in the annual Company audit.

2.6.1 FREQUENCY OF AUDITS

Safety Audits are conducted once per year within the Company, unless circumstances demand an audit prior to the regularly scheduled annual audit. The protocol used for audits must meet a recognized standard, or be approved by the company.

2.6.2 AUDIT MANDATE

The audit is based on and conducted through Documentation, Observation, and Employee Interviews. The content includes, but is not limited to:

- Hazard Assessment;
- Reference to Legislation;
- Safe Work Procedures;
- Job Procedures;
- Company Rules;
- Personal Protective Equipment Policy;
- Maintenance Policy;
- Training Policy;
- Inspection Policy;
- Investigation Policy;
- Emergency Preparedness Information;
- Record and Statistics Keeping;
- Legislation;
- Job Site Analysis;
- Equipment Evaluation; and,
- Physical Site Evaluation.



2.6.3 AUDIT EVALUATION

Upon completion of annual audits conducted by the Health & Safety Advisor, results and recommendations are discussed with employees, reviewed with management, and then forwarded to the President and Health & Safety Advisor for further evaluation.

2.7 HAZARD CONTROL

Hazard control must be a team effort by all divisions within the Company.

Worksite Hazards must be controlled in the following order on all CDN. Power Pac Job Sites:

1. Engineering Controls - when engineering controls are not possible or reasonably practicable, then the company must consider,
2. Administrative Controls - when administrative controls are not possible or reasonably practicable, then the company may consider,
3. Personal Protective Equipment as a last resort.

Harold Kinsey

March 15, 2010

Site/Area: _____ Supervisor: _____
 Inspected By: _____ Date: _____

EMERGENCY and HAZARD INFORMATION	YES	NO	N/A
1. Emergency procedures are posted and legible
2. Monthly inspections posted and up-to-date
3. Fire extinguisher present and accessible
4. Fire extinguisher seal intact; date tested
5. First Aid available and clearly marked
6. First Aid record kept/kit re-stocked
7. First-aid Attendant's qualification current
8. Solvent recycling container clearly identified
9. MSDS sheets available and current

Comments: _____

HOUSEKEEPING	YES	NO	N/A
10. Bench tops and sink areas are tidy
11. Tripping hazards are absent
12. All exits and passageways are clear of obstruction
13. Step-ladder available for out-of-reach items
14. "No Eating/Drinking/Smoking" signs posted
15. Burnt out light bulbs absent
16. Floor free of slippery substances

Comments: _____

MACHINE SAFEGUARDS	YES	NO	N/A
17. All hazardous moving parts of the machine, including auxiliary parts have safeguards: gears, sprockets, pulleys, flywheels and chain drives
18. Safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts
19. Safeguards have not been tampered with, altered or removed
20. Powered machinery/equipment <ul style="list-style-type: none"> • has start and stop controls located within easy reach of the operator • has controls and switches whose functions are clearly identified
21. Physical hazards are marked in a manner that clearly identifies the hazard

Comments: _____

PROTECTIVE EQUIPMENT	YES	NO	N/A
22. Metal or wood chips, scrap, or turnings from machine tool work are contained
23. Protective equipment required is appropriate for the job, used and in good condition <ul style="list-style-type: none"> • Ear protection, goggles/glasses
24. Operators are dressed safely <ul style="list-style-type: none"> • no loose-fitting-clothing or jewelry • Proper Foot Protection
25. Specialty PPE available if necessary (respiratory, fall protection, etc)

Comments: _____

LOCK-OUT	YES	NO	N/A
26. Lock-out procedures are posted and used	---	---	---
27. Machines are locked out from their power sources before repairs are begun	---	---	---
28. Effective means of verifying lock-out are provided	---	---	---

Comments:

ELECTRICAL and AIR SUPPLIES	YES	NO	N/A
29. There are no loose or damaged cords or connections	---	---	---
30. Machines are properly grounded	---	---	---
31. Air hose in good condition with end fittings secured	---	---	---

Comments:

LADDERS & RIGGING	YES	NO	N/A
32. All ladders and rigging equipment (slings, shackles) are in good repair and have legible load ratings	---	---	---
33. Have all ladders and rigging been inspected on regular intervals	---	---	---

Comments:

TRAINING	YES	NO	N/A
34. Workers are trained in and work procedures are available for the safe use of: <ul style="list-style-type: none"> • Stationary power tools, Hand operated power tools, Hand tool 	---	---	---
35. Machines and equipment are operated in accordance with the manufacturer's recommendations and instructions and with WCB Regulation	---	---	---
36. Are there any workers trained in the use of fire extinguishers.	---	---	---
37. Are the company elected fire wardens / back up wardens, aware of their responsibilities in this position?	---	---	---

Comments:

Action Items	Assigned to	Due Date

Site/Area: CPEC Supervisor: FRED STEERY
 Inspected By: FRED STEERY Date: FEB/12/10

EMERGENCY and HAZARD INFORMATION	YES	NO	N/A
1. Emergency procedures are posted and legible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Monthly inspections posted and up-to-date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire extinguisher present and accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire extinguisher seal intact; date tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. First Aid available and clearly marked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. First Aid record kept/kit re-stocked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. First-aid Attendant's qualification current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Solvent recycling container clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. MSDS sheets available and current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

HOUSEKEEPING	YES	NO	N/A
10. Bench tops and sink areas are tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Tripping hazards are absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All exits and passageways are clear of obstruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Step-ladder available for out-of-reach items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. "No Eating/Drinking/Smoking" signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Burnt out light bulbs absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Floor free of slippery substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

MACHINE SAFEGUARDS	YES	NO	N/A
17. All hazardous moving parts of the machine, including auxiliary parts have safeguards: gears, sprockets, pulleys, flywheels and chain drives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Safeguards have not been tampered with, altered or removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Powered machinery/equipment <ul style="list-style-type: none"> • has start and stop controls located within easy reach of the operator • has controls and switches whose functions are clearly identified 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Physical hazards are marked in a manner that clearly identifies the hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PROTECTIVE EQUIPMENT	YES	NO	N/A
22. Metal or wood chips, scrap, or turnings from machine tool work are contained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Protective equipment required is appropriate for the job, used and in good condition <ul style="list-style-type: none"> • Ear protection, goggles/glasses 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Operators are dressed safely <ul style="list-style-type: none"> • no loose-fitting-clothing or jewelry • Proper Foot Protection 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Specialty PPE available if necessary (respiratory, fall protection, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

LOCK-OUT	YES	NO	N/A
26. Lock-out procedures are posted and used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Machines are locked out from their power sources before repairs are begun	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. Effective means of verifying lock-out are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

ELECTRICAL and AIR SUPPLIES	YES	NO	N/A
29. There are no loose or damaged cords or connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Machines are properly grounded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Air hose in good condition with end fittings secured	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

LADDERS & RIGGING	YES	NO	N/A
32. All ladders and rigging equipment (slings, shackles) are in good repair and have legible load ratings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Have all ladders and rigging been inspected on regular intervals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

TRAINING	YES	NO	N/A
34. Workers are trained in and work procedures are available for the safe use of: <ul style="list-style-type: none"> Stationary power tools, Hand operated power tools, Hand tool 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Machines and equipment are operated in accordance with the manufacturer's recommendations and instructions and with WCB Regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Are there any workers trained in the use of fire extinguishers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Are the company elected fire wardens / back up wardens, aware of their responsibilities in this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

Action Items	Assigned to	Due Date

Site/Area: _____ Supervisor: _____
 Conducted By: _____ Date: _____

SCOPE OF WORK

TOPICS FOR DISCUSSION

Worker Comments / Concerns:	Action Req'd:	Assigned To:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of Worker	Signature of Worker

Reviewed by: _____ Date: _____