

Contents

Contents

SECTION – A - Company Health and safety	5
Purpose for the Safety Manual Policy	5
Safety Policy	6
Responsibility and Accountability	7
Hazard Assessment Policy	8
Working alone Policy	9
Personal Protective Equipment Policy.....	10
Maintenance Policy.....	10
Incident / Accident Investigation Policy.....	12
Emergency Response Plan Policy.....	13
Environmental Waste Management Policy.....	14
SECTION - B - Hazard Identification and Risk Control.....	15
Hazard priority Ranking	15
Risk Identification and Assessment.....	15
Risk Identification and Assessment of Potential Hazards	16
Journey management/working Alone	16
H2S Exposure	16
Environmental hazards.....	16
Fires/Explosions/Wild Fires.....	17
Compressed Gases	17
Hazard Assessment Checklist Form	18
Workplace Hazard Assessment Corrective Action Form	19
SECTION - C - Safe Job Practices	21
Handling and Transferring Hazardous Goods	21
Speed limit Highways	21
Rig Roads/Forest Service Roads.....	21
Animals	21
Fires / Fire Extinguishers	22
Types of Fires:	22
Right to Refuse Work:	22
Operating a Cobra Crane	23
Training.....	23
Before Starting a Cobra Crane.....	24
Safety Distances from electrical power lines.....	24
Each day and before use, inspect the wire rope for the following conditions:	25
General Rules for Operating winch	26
Observe these rules when operating the Air compressor:.....	27
Working Alone/Isolation – Call In Sheet.....	28
Dispatch/Orientation Information Form	29
Travel / Journey Management Plan form.....	30
SECTION – D - Safe Job Procedures	31
Operating a Fire Extinguisher	32
Manual Lifting	32

Fuelling Trucks / Equipment	32
Compressed Gas Cylinder Safe Handling, Use and Storage	33
Attaching a Regulator	33
Opening and Closing Cylinder Valves	34
Air Compressor	35
Adjusting the Pressure Regulator.....	35
Adding Oil to the System.....	35
Section -E- Safety Rules	37
Professional Conduct	37
SECTION –F- Personal Protective Equipment.....	39
PPE Cleaning, Replacing, Care and Maintenance	39
Fire Retardant Clothing:	39
Hard hats	39
SECTION –G-Preventive Maintenance.....	41
Maintenance Schedule	41
Gas Cylinder System Maintenance	43
Testing for Leaks	43
Wire Rope Lubrication	44
Air Compressor Maintenance Schedule.....	44
Daily Vehicle Report	45
Daily Crane Report	46
Daily Air Compressor	46
Daily Fire Extinguisher.....	47
SECTION –H- Training and Communication	47
Emergency Response Plan	47
Safety and Legislation.....	47
Safety Meeting Records File.....	48
Health and Safety Self Meeting	49
Acknowledgement to Receipt of Drug and Alcohol Policy.....	50
Training Certificates That Are Required	50
Keys Heavy Equipment Repairs Ltd. Training Expiry Date List	51
SECTION - I - Inspections	51
Overview of Inspections	51
Worksite Inspections.....	51
Inspection Reports	52
Compressed Gas Inspections	52
Function Testing of Regulators.....	52
Check for Regulator Pressure Creep.....	53
Cobra Crane	54
Inspect the wire rope monthly as follows:	54
The following reasons are sufficient justification for consideration of rope replacement	54
Worksite Health and Safety Inspection Report.....	55
Fire Safety Checklist.....	56
Monthly Crane Report	57
Monthly Fire Extinguisher Report	58
Monthly Air Compressor Report	58

Monthly Compressed Gas Report.....	59
SECTION – J – Investigations and Reporting.....	59
Incident and Accident Investigation and Reporting.....	59
Incident (Near Miss):	59
Accident:	59
Incident and Accident Reporting	59
Types of Events to Report.....	60
Reporting.....	60
When to Prepare Reports	60
Report Form	60
Investigation Procedure	61
Investigation Kit.....	61
Stages of Investigation.....	62
Pre accident.....	62
Accident	62
Post accident	62
Post Investigation Review.....	62
Incident Investigation Report.....	63
Incident Witness Statement.....	66
Near Miss / Incident / Investigation Report.....	67
Section –K- Emergency Preparedness	68
Emergency Response	68
Emergency Procedures.....	68
General Emergency Response Plan Procedures	68
Rescue Operations Response Plan for Injured Worker.....	68
The first person on the scene of an emergency should:	68
When an injured worker is found, the rescuer should:	69
Fire / Explosion Control Response Plan	69
Procedures for spill cleanup and re-entry	69
Small Spill Procedures (Less than 100 litres).....	69
Large Spill Procedures (over 100Litres).....	70
H2S Emergency Response Plan.....	71
Evaluate.....	71
Alarm	72
Assess.....	72
Protect	72
Rescue	72
Revive	72
Medical Aid	72
Post-Emergency Response Plan Cleanup	72
Return to work	73
Contacting Officials	73
Emergency Response Plan / Emergency Transport Procedures	73
Local EMS	74
Emergency Response Plan / Emergency transportation Procedures Form.....	75
Annual Review Of Company Policy.....	76

Annual Review Of Safe Work Practices.....	76
Annual Review Of Safe Work Procedures	77