



# FIRST NATIONS ENERGY



**HEALTH, SAFETY, AND  
ENVIRONMENT MANUAL**

# Health, Safety and Environment Manual

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## Disclaimer

The Health, Safety and Environment Management System detailed in this publication includes the policies and procedures for First Nation Energy and its affiliates and is applicable within all organizations except where prime contractor or legislation require more stringent measures.

### Acronyms/Abbreviations/Terms

The following acronyms, abbreviations or terms are used throughout this manual:

**First Nations Energy or “The Company” or “We” or “Our”** – First Nations Energy

**AMS** – Asset Management System

**BBO** – Behavioral Based Observations

**COR** – Certificate of Recognition

**ERP** – Emergency Response Plan

**HSE-MS** – Health, Safety and Environment Management System

**IMS** – Incident Management System

**JHA** – Job Hazard Analysis

**LOTO** – Lock Out/Tag Out

**LTIF** – Lost Time Injury Frequency

**MOC** – Management of Change

**OH&S or OHS** – Occupational Health & Safety

**PPE** – Personal Protective Equipment

**SSEP** – Site Specific Environmental Plan

**SJP** – Safe Job Procedure

**SWP** – Safe Work Practice

**TDG** – Transportation of Dangerous Goods

**TRIF** – Total Recordable Injury Frequency

**WCB** – Workers’ Compensation Board (Alberta)

**WHMIS** – Workplace Hazardous Materials Information System

### Employee Handbook

The First Nations Energy HSE Manual is implemented in conjunction with First Nations Energy Employee Handbook, thus no program/system is more stringent over the other.

## **Signed Acknowledgement of the HSE Management System**

I acknowledge my responsibility to read and understand the contents of this Health, Safety and Environment Management System Manual.

As an employee of First Nations Energy, I agree to follow all rules, regulations and procedures to the best of my ability.

I will use this manual as a guideline to help me work safely, and to identify and help correct any safety hazards or unsafe conditions in my work area.

I acknowledge that every action I take reflects on the company. As a representative of First Nations Energy, it is my intention to follow policies reflecting co-operation, respect, knowledge, and integrity. I acknowledge and accept that I alone am responsible for ensuring my safety actions and conduct. It is my responsibility to foster good working relations with other workers, subcontractors, owners and prime contractors.

Use of this Health, Safety and Environment Management System throughout all First Nations Energy operating entities is required and ensures that standards, policies and practices are applied consistently to all aspects of our business.

I understand and accept that it is my responsibility to know and follow the Health, Safety and Environment Management System. I hereby affirm I will comply with the intention of this program while conducting my work on behalf of First Nation Energy.

\_\_\_\_\_  
**Employee/Subcontractor Name (Print)**

\_\_\_\_\_  
**Employee/Subcontractor Signature**

\_\_\_\_\_  
**Manager or Field Supervisor**

\_\_\_\_\_  
**Date**

## **Signed Acknowledgement of Alcohol and Drug Program**

All employees and subcontractors are expected to work together for the safety of all First Nation Energy work sites. If any employee or subcontractor has concerns about alcohol or drugs for themselves or another employee or subcontractor, they will raise the concern with their field supervisor.

Subcontractors working for First Nation Energy are encouraged to have an Employee Assistance Program (EAP) in place.

### **Confidentiality and Record Keeping**

All alcohol and drug test results are confidential, will be maintained in a secure manner, and will be released only to a senior management representative of First Nation Energy. Confidential information from a Substance Abuse Professional (SAP) will be handled in accordance with Personal Information and Privacy Legislation, Health Information Legislation and Canadian Human rights Legislation. Information such as type of substance, quantity or addiction shall not be disclosed to any other party at any time.

### **Acknowledgement**

All employees and subcontractors will acknowledge they are aware of First Nation Energy Alcohol and Drug Program and the Work Rules. Management or alternate, and any individual handling confidential records generated by this program, must sign and acknowledge a confidentiality agreement specifically related to alcohol and drug information disclosure.

\_\_\_\_\_  
**Employee/Subcontractor Name (Print)**

\_\_\_\_\_  
**Employee/Subcontractor Signature**

\_\_\_\_\_  
**Manager or Field Supervisor**

\_\_\_\_\_  
**Date**

## Health and Safety Policy

First Nation Energy Health, Safety and Environment Management System demonstrates our commitment to protecting and promoting the safety and well-being of employees, subcontractors, visitors, communities and the environment.

We are committed to acting responsibly and proactively on environmental, social, health and safety issues. All business will be conducted in a manner that is consistent with the values and behaviours expressed in our Policies and Procedures.

In fulfilling this commitment to protect both persons and properties, management will:

- Provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Strive to eliminate or control any foreseeable hazards which may result in property damage, accidents, personal injury or illness.
- Employ personnel with knowledge, skills, training, and equipment required to complete their job, in a safe and satisfactory manner.
- Utilize practices and procedures which meet regulatory or recognized industry standards.

First Nation Energy will continue to encourage the active involvement and support of employees at all levels within the organization in promoting and implementing an effective Health, Safety and Environment Management System.

All employees will be equally responsible for eliminating incidents within our work sites. Safe work practices and procedures will be clearly defined in the Health, Safety and Environment Management System manual for all employees to follow.

Risks will be minimized, preventing occupational injuries and illness, through proper work planning, health and safety training, hazard identification, inspection and incident investigation. First Nation Energy has established policies, practices and procedures that are compliant with legislation.

The training and development of First Nation Energy employees and subcontractors are critical part of the Health, Safety and Environment Management System. Management is responsible for providing ongoing health and safety training, to facilitate employees in acquiring the knowledge and required skills, to protect themselves, and others, from potential harm.

First Nation Energy management, workers, subcontractors and visitors are responsible and accountable for providing a safe working environment and fostering safe working attitudes and habits. All employees share the company's genuine commitment to health and safety, supported by a firm, fair and consistent enforcement policy. Subcontractors are required to follow the Health, Safety and Environment Management System and enhance their own safe work practices and procedures, where applicable.

Frontline management will ensure and enforce compliance with all policies, procedures and applicable legislation. Compliance will be achieved through leadership, mentorship and training of employees. Appropriate actions will be taken by field supervisors in matters of non-compliance.

Unintended loss can be controlled through good management, in combination with active employee involvement. Safety is the direct responsibility of all management, field supervisors, field safety advisors, workers, subcontractors and visitors.

Active participation in the Health, Safety and Environment Management System will assist First Nation Energy in achieving the objective of zero injury. First Nation Energy is committed to providing a positive and safe work environment for everyone.

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Rod Saddleback/President

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Date



## **Workplace Violence and Harassment Policy**

It is the policy of First Nation Energy to provide all its workers a work site free of harassment and violence.

**There is a Zero Tolerance Policy with workplace violence, harassment, or bullying.**

First Nation Energy is committed to ensuring that all workers feel safe and are provided with all the opportunities to succeed.

First Nation Energy recognizes the potential for workplace violence, harassment, bullying or other aggressive behaviors directed at workers or subcontractors working on First Nation Energy's behalf. First Nation Energy will not tolerate inappropriate conduct or abusive behavior directed at any employee or subcontractor. First Nation Energy will act fairly, swiftly and decisively to protect employees from workplace violence, harassment or bullying. Complaints will be investigated, resolved quickly and responsibly and with integrity and confidentiality.

Workers will be advised of this policy and educated on its application. This will be done at the new employee orientation, with bulletin board postings and at regular safety meetings.

Victims of workplace violence and/ or harassment will be advised by supervisors and management to consult a health care professional.

\_\_\_\_\_  
Rod Saddleback/President

\_\_\_\_\_  
Date

## Discipline Policy

### Purpose

The purpose of this policy is to establish a framework for applying and documenting employee corrective action. The intended purpose of employee corrective action is to provide an employee feedback and advance notice, if appropriate, of unsatisfactory work-related conduct or performance in order to afford the employee an opportunity to correct or improve their behavior or conduct should there be an issue.

This policy also protects employees from injuries associated with failure to follow safe work practices, safe work procedures, lockout procedures and guidelines as set out in First Nation Energy's Health, Safety and Environment Management System Manual.

### Scope

This policy applies to all First Nation Energy employees.

### Corrective Actions and Progressive Discipline Sequence

Over the course of a person's employment, there may be times when an employee's actions or conduct does not meet the expectations of First Nation Energy. This policy outlines a series of corrective actions available to Managers and supervisors to ensure that employees are given the opportunity to improve less than acceptable conduct and performance. The available steps include: Coaching and Counseling, Verbal Warning, Written Warning, Final Written Warning and Termination. Although corrective action may be described as progressive in nature, the corrective action steps undertaken may vary depending on the nature of the problem or the circumstances. Depending on the circumstances specific to the individual situation or past work history, the process may be accelerated or steps in the progressive discipline sequence may be skipped.

Any corrective action should reflect the seriousness of the conduct and may involve some combination of the following stages in this progressive discipline sequence:

**Coaching/Counseling** – This is often most effective when done informally and, in the event of unsatisfactory behavior or work, is necessary so that the employee realizes what is expected in terms of improvement. Ideally, counseling is conducted before the misconduct or work performance problem reaches a serious level. Counseling may be provided more formally with a department head or other third party sitting down and discussing the performance with the employee if necessary. Supervisors should avoid counseling with employees relative to personal problems. Professional counseling is more appropriate when alcohol, drugs or personal problems are the source of an employee's work-related problem.

**Verbal Warning** – Is a formal meeting between an employee and their supervisor or other management representative to discuss a work-related performance or conduct issue and the action to be taken to correct the problem. Employees should be advised that the verbal warning is disciplinary in nature and that failure to improve will result in further discipline. Formal documentation of corrective action begins with this step.

**Written Warning** – Is a meeting, usually subsequent to a verbal warning, between an employee and their supervisor or other management representative, to discuss a persistent work-related performance or conduct issue and the action to be taken to correct the problem. A plan of action may be prepared to correct the problem specifying a date on which progress will be reviewed. Employees should be advised that this warning is disciplinary in nature and that failure to improve will result in further discipline up to and including termination.

**Final Written Warning** – In most circumstances this is the final step before terminating the employee. Here a supervisor or Manager communicates to an employee in writing the unacceptable behavior or conduct including specific improvements required and a time frame for making these improvements. The employee will also be informed that consequences of inadequate improvement in their performance and conduct will result in the termination of employment.

To ensure that a final written warning is appropriate and uniformly applied, the company representative must approve this action prior to meeting with the employee.

Prior to an employee being removed from a final written warning, the supervisor should consult with the company representative. If an employee is removed from being under a final written warning, the supervisor should forward supporting documentation to the company representative to be placed in the employee's personnel file.

**Termination** – For very serious misconduct, termination may be the appropriate first corrective action step. However, in most cases termination is imposed when other attempts to correct the problem, and less severe forms of corrective action, have failed. The company representative must approve this action prior to meeting with the employee. A third party should attend the termination meeting with the employee and their supervisor.

**Examples of Serious Misconduct** – These instances would be in cases when the behavior of the employee is sufficiently damaging to First Nation Energy for First Nation Energy to have “just cause” to terminate an employee without notice or pay in lieu of notice. These infractions are serious in nature and include things like theft, falsifying records or information, failing to work in a safe manner and fighting.

**Modifications** – Supervisors, with the approval of the company representative, may modify the above steps of progressive discipline sequence to reflect the circumstances including the employee's seniority or employee's employment history. Modifications include additional warnings and accelerated corrective action as appropriate.

## Procedure

### ***Approvals***

When corrective action is not appropriately documented or is not consistent or unfairly applied, it can expose a company to significant legal liabilities including claims for wrongful dismissal. Therefore, the company representative must approve, in advance, any final written warning or termination.

### ***Documentation***

With the exception of counseling, each step must be fully documented, utilizing First Nation Energy's Corrective Action Report and forwarded to the company representative to be included in the employee's official personnel file. The Corrective Action Report should be signed and dated by the employee and their supervisor. The employee should also be given the opportunity to provide comments on the document. All employee requests to obtain a copy of their corrective action document(s) should be forwarded to the company representative.

In the event an employee indicates that they will not sign the document during the meeting, the supervisor should note that fact on the Corrective Action Report and sign their name in the presence of a witness. The witness should preferably be the company representative or a member of senior management.

### ***Investigations/Suspensions***

The company representative may conduct the investigation of all serious infractions and recommend the appropriate corrective action, if any, to senior management. Suspension with pay of the employee under suspicion is usually the preferred immediate action until an investigation is completed. Such investigations should be timely. Ordinarily, an investigation should not take more than five (5) business days.

### ***Extenuating Circumstances***

There may be occasions when a situation occurs and there is no one to assist the supervisor in the corrective action process. Further, some serious circumstances may require immediate action. Under these circumstances, the priority for the supervisor is the immediate safety of all employees. In such cases, the supervisor should immediately suspend, with pay, the subject employee until an investigation can determine the circumstances of the episode.

The supervisor should advise the subject employee with a witness present if at all possible. The subject employee should be escorted off company premises or, if applicable, the police called and the employee taken into custody. Once the employee is confirmed off the premises, the supervisor should ask for written witness statements from all those witnessing the alleged act and the subsequent suspension.

### ***Employee Compensation***

Corrective action meetings will be held during the employee's established working hours and on company premises. Meetings will not be held during break times, lunch periods or any other paid rest time given to the employee.

In the event the employee is paid on an hourly basis and if business dictates that corrective action meetings occur before or after the employee's established working hours, the employee will be compensated for the period of time spent in the meeting.

### ***Confidentiality***

Any discussion or documentation involving corrective action of an employee must be held strictly confidential and only be given to, and used by, appropriate decision-makers on a need-to-know basis. All original documentation must be forwarded to the company representative to be maintained in the official personnel file.

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Rod Saddleback/President

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Date

## Anti-Bribery and Anti-Corruption Policy

### Purpose and Scope

The intent of this Anti-Bribery and Anti-Corruption Policy is to confirm First Nation Energy's commitment to full compliance by the company, its affiliates, and its officers, directors, employees, and agents with Canada's Corruption of Foreign Public Officials Act (CFPOA) and any local anti-bribery or anti-corruption laws or entities we are contracted under that may be applicable. This policy supplements any existing standards within the company regarding business conduct and ethics and provides guidelines for compliance with the CFPOA and company policies applicable to First Nation Energy operations.

First Nation Energy is committed to utilizing an effective approach to the management of risk in business with regard to bribery and corruption in its activities in Canada. First Nation Energy has a zero tolerance principle for bribery and corruption and requires all company employees, including officers, directors (collectively referred to as "First Nation Energy personnel") and third parties (see Definitions) at all times to act and comply with this principle by fully conforming to all procedures and policies adopted by the company to prevent bribery and corruption at First Nation Energy.

### Definitions

**Bribery** – Is an act of directly or indirectly giving, offering, or agreeing to give or offer, a loan, reward, advantage or benefit of any kind to, or for the benefit of, a third party (see Definitions) in order to obtain or retain some advantage; or, an act of giving, offering or agreeing to give or offer with the intent that a person who is trusted to or expected to act in good faith or with impartiality will perform that function improperly. For the purposes of this policy bribery will include kickbacks (see Definitions) known to be initiated by the payee, the payer or both.

**Corruption** – Is an act of dishonestly obtaining, offering, or giving an advantage from or to a third party (see Definitions) or company employee by abusing an entrusted power for private gain, being monetary, material, status, information or any other tangible or intangible benefit.

**Kickback** – Is the payment, promise to pay, or the authorization of the payment of a portion of contract consideration to a person employed by or associated with another contracting party. This includes the improper utilization of sub-contracts, purchase orders, consulting agreements or gifts to channel payments to principals, employees, or other representatives of another contracting party, or to their relatives or business associates.

## **Public Official** means:

- Any person employed or appointed by a government, state, province, municipality, or public international organization.
- Any owner, director, officer or employee of an organization that performs a governmental function.
- Any person employed or appointed by an agency, department, corporation, board, commission or enterprise that is controlled by a government, state, province, municipality, or public international organization. Any person acting in an official capacity for a government, state, province, municipality, or public international organization, or for an agency, department, corporation, board, commission or enterprise that is owned, in whole or in part, or controlled by a government, state, province, municipality, or public international organization.
- Any person acting for or on behalf of a government, state, province, municipality, or public international organization, or for an agency, department, corporation, board, commission, or enterprise that is owned, in whole or in part, or controlled by a government, state, province, municipality, or public international organization.
- Elected officials, candidates for public office, political parties, and offices, employees, representatives and agents of political parties.

**“Third Party” or “Third Parties”** – Includes representatives of First Nation Energy whom act on or behalf of the company before or with, or whom may be reasonably expected to have contact, directly or indirectly, with public officials (see Definitions); and also includes, intermediaries, external consultants, subcontractors, brokers, distributors, suppliers, joint venture partners, lobbyists, activists, and any other acting for or providing services to, First Nation Energy.

## **Responsibilities**

Senior Management has overall responsibility for the promotion and dissemination of an anti-bribery and anti-corruption policy.

- This policy is communicated to all First Nation Energy personnel and is implemented in full, and that appropriate procedures are put in place to ensure the communication of, and implementation of, this policy with, third parties and volunteers.
- First Nation Energy personnel have the necessary training in order to comply with their obligations.
- Appropriate legal and disciplinary action is taken against the perpetrators of any actual or attempted corruption or bribery.
- Recommendations for control improvements following any investigations are properly implemented.
- Guidance is provided on the measures to be taken by senior management in order to implement this policy.
- Arrangement for reported incidents of actual or suspected corruption or bribery to be promptly and appropriately reported, and investigated in conjunction with the appropriate Managers.

- Arrangement, where applicable, of internal audits for the prevention and detection of processes and internal controls put into place by management.
- Review and monitor compliance with this policy and update it as necessary, and as applicable, in accordance with the First Nation Energy standards, applicable laws and current best practice for Canadian private organizations.
- Senior management is fully engaged in all investigations into the suspected occurrence of any actual or attempted acts of corruption or bribery unless senior management involvement with the occurrence is suspected.

Frontline Management at First Nation Energy are responsible for, within their areas of accountability:

- Assessing the types of corruption and bribery risk involved in the operations of their relevant departments.
- Ensuring that an adequate system of internal control exists and that these controls are effective.
- Regularly reviewing these control systems to ensure compliance and to satisfy themselves of the system's continued effective operation.

Frontline Management is responsible for being fully engaged in any investigation into non-compliance with this policy unless actions taken by frontline management resulted in the necessary initiation of an investigation by another. First Nation Energy Personnel and third parties are required to report to their superior or primary point of contact any and all suspicion of corruption or bribery including that which is outlined as Suspect Indicators below.

## **Suspect Indicators**

Unusual events or transactions may be symptoms of corruption or bribery. The required system of internal control within a First Nation Energy's area of accountability must monitor for the following events and conditions and indication of their existence must be reported to the President and an investigation initiated immediately:

- Unusual or inadequately documented payments
- Purchases which have not passed through First Nation Energy's standard procedure for obtaining estimates or purchasing
- Excessive rates of remuneration paid to consultants
- Use of government officials as consultants or the provision of travel grants to government officials
- Excessive fuel usage for vehicles
- Sale of assets to Third Parties which do not follow customary First Nation Energy's procedures



## Standards

The company, First Nation Energy personnel and third parties shall not, either directly or through any intermediary:

- Demand, solicit or accept a bribe as an act of bribery.
- Engage in any corrupt activities as defined as acts of corruption.
- Meet the conditions above unless:
  - The act is a service or fee for routine government actions which would otherwise be lawful and proper.
  - The employee or Third Party engaged in the activity believes their health or safety to be at imminent risk and believes the payment to be absolutely necessary to preserve their health or safety.

The activity is reported to the concerned superior, together with the President and is properly recorded in reasonable detail which accurately and fairly reflects any transactions made and includes such information as the quantity, nature, and purpose of such payment, offer or acceptance of entertainment, gifts, favours, hospitality, or reimbursement of travel or other expenses that renders one in non-compliance with this policy, any other policy or standard of the company, or the policies of the employers of any others engaged in the offer or acceptance.

## Training

All First Nation Energy personnel and third parties will be made aware of the content of this policy prior to engaging in any work on behalf of the company. Due diligence must be exercised in order to ensure a thorough understanding of the provisions of this policy and follow-up through systems of internal control is conducted of the training and compliance with the content of this policy.

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Rod Saddleback/President

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Date

## Incident Management Standard

### Purpose

This Standard is to enable the detailed instructions and directive regarding post incident activities. First Nation Energy will ensure that all incidents are investigated to determine steps to be taken to prevent recurring incidents from the same or similar hazards.

1. This standard is based on three facts:
2. Incidents are caused.
3. Incidents are prevented if cause is eliminated.
4. If causes are not eliminated, incidents will happen again.

Corrective actions will be taken to address substandard conditions and behaviors that may have contributed to the occurrence of the incident and the severity of the incident.

Incidents to be reported and investigated, based on management directions, are:

- Near misses (based on potential severity)
- First Aid and Medical Aids
- Equipment and property damage
- Environmental spills or environmental contamination

Field Supervisors are responsible for conducting a preliminary investigation and recording the findings. For more serious incidents the field supervisor is responsible to ensure that are conducted, the casual factors are identified, the root cause is identified and corrective actions are assigned to persons having the authority to act.

Incidents will be reported to governmental agencies and departments where requires by legislation.

Incidents will be reported to clients in accordance with clients requirements.

Injury incidents will be reported, documented and forwarded to the Workers' Compensation Board as per the Workers' Compensation Board Act.

## Communications and Training Standard

### Purpose

Communications and training at all levels of the company is a vital component of the Health, Safety and Environmental Management System. First Nation Energy will address and evaluate program performance annually along with the goals and objectives pertaining to the HSE-MS program improvements.

The communication component will be delivered using the following:

- Toolbox Meetings
- Hazard Assessment and Control
- Safety Meetings
- Industry-specific bulletins and company memorandums
- Post-incident reviews
- Learning from incidents
- Work site Inspections

Training will include:

- Orientation
- Specialized PPE
- Emergency response
- Hazards present on the work site
- Task specific training as and when required

Prior to commencing work or tasks, employees and subcontractors must review and acknowledge the job-related activities, duties and responsibilities. This could be in the form of company specific, client specific, and site specific orientations.

If any employee or subcontractor is in doubt about their safety role or responsibilities, they are to contact their field supervisor for clarification before starting or continuing any work-related activities.

Field supervisors have the responsibility to ensure workers are competent to undertake the task safely and follow correct procedures.

## Personal Protective Equipment Standard

### Purpose

First Nation Energy is committed to ensuring all employees and subcontractors adhere to the Personal Protective Equipment (PPE) Policy as per legislation and other regulatory requirements. First Nation Energy will confirm that the use of PPE does not itself endanger the employee or subcontractor.

First Nation Energy is responsible for ensuring employees and subcontractors are aware of the necessity of PPE and appropriate clothing that is in accordance with CSA Standards. PPE will be provided when considered necessary due to the specific demands of on-site job conditions. The Hazard Assessment and Control, as well as the Safe Work Practices and Procedures and Codes of Practice, can be used to determine the necessary type of PPE to be worn.

Employees and subcontractors are responsible for adhering to the requirements for proper use, care, maintenance and storage of PPE, and training in these areas will be carried out. The field supervisor will instruct employees and subcontractors to select and use equipment appropriate to the hazards on the work site and to follow the manufacturer's specifications for the fitting and wearing of PPE.

It is essential that employees and subcontractors understand the situations which require PPE and safety equipment. Employees and subcontractors will not use equipment that is not in safe working condition to perform the function for which it was designed. PPE that has been removed from service will be destroyed or tagged "Out of Service." Any PPE tagged in this way will not be returned until it is repaired and inspected by a qualified competent person.

Employees have the responsibility to wear and use the correct PPE as intended and within its limitations or capacity.

### PPE Use:

When a hazard assessment indicates a requirement for PPE, First Nation Energy will ensure that workers:

- Wear PPE that is correct for the hazard and protects the worker
- Properly use and wear the PPE
- The PPE is in good condition to perform the function for which it was designed, and
- That the use of the PPE does not itself endanger the worker

## **Eye Protection:**

When worker's eyes might be injured or irritated at a work site, First Nation Energy will ensure that the worker wears properly fitting eye protection equipment. The equipment will be appropriate to the work being done and the hazard involved, and meets CSA standards. Prescription eyewear may be worn if it is safety eyewear that complies with CSA standards. Prescription eyewear having glass lenses may NOT be worn at the worksite unless worn behind safety glasses that meet the CSA standards. (CSA Standard Z94.3.1-02)

**Note:** If wearing contact lenses poses a hazard to the worker's eyes during work (eg. due to chemicals, dust, fumes), the worker will be advised of the hazards and alternatives to wearing contact lenses.

## **Hand Protection:**

When workers may be exposed to hazards that have potential to injure the hands, First Nation Energy will insure properly-fitting hand protection (gloves), suitable to the task, the work site and able to protect against the identified hazards, is worn by workers.

## **Flame Resistant Clothing:**

When workers may be exposed to a flash fire or electrical equipment flashover, First Nation Energy will ensure that workers wear flame resistant outerwear and use other PPE appropriate to the hazard. First Nation Energy ensures workers will have a procedure to ensure that the clothing worn beneath the outerwear and against the skin is made of flame resistant materials or natural fibres that will not melt when exposed to heat (eg. cotton, wool, silk).

## **Footwear:**

First Nation Energy will ensure that worker's footwear is appropriate to the hazards of the work being performed and to conditions of the worksite. All footwear will meet CSA Standard Z195-14 "Protective Footwear".

## **Head Protection:**

When there is a potential danger of injury to a worker's head at a worksite, either from an overhead or lateral impact, First Nation Energy will ensure that workers wear appropriate industrial headwear able to protect against the hazards. Such headwear will meet CSA Z94.1 – 05.

## **Body Protection:**

When there exists a danger that a worker's hand, arm, leg or torso may be injured, First Nation Energy will ensure the worker wears properly fitting hand, arm leg or body protecting equipment that is appropriate to the:

- Type of work
- The worksite, and
- The identified hazards

The worker's skin will be protected from harmful substances that may cause injury on contact or may negatively affect the health of the worker if it is absorbed through the skin.

## **PPE Training:**

First Nation Energy will provide workers training and instruction on PPE in the following areas:

- Choosing appropriate PPE and its proper use and wear
- Inspection requirements of PPE prior to its use
- Ensuring PPE unable to protect against the hazard is NOT used

## Preventative Maintenance Standard

### Purpose

This policy is to ensure all tools, equipment, vehicles and office equipment used by First Nation Energy's employees and subcontractors are properly maintained according to manufacturer's specifications and regulatory standards to reduce or eliminate the potential losses of hazards arising from defects.

First Nation Energy is committed to creating a safe working environment, including supplying the correct tools and equipment for the task. Employees and subcontractors will take full responsibility for the proper and safe use of tools and equipment. It is essential that tools and equipment be operated in a safe manner and not be tampered with in any way.

All tools and equipment will be properly maintained in order to reduce injury to employees and subcontractors or damage to property. Field Supervisors will guarantee that only qualified, competent persons carry out all maintenance work and all records are to be maintained and kept on file for three years.

Any tool or equipment found to be defective will be removed from service and clearly tagged "Out of Service" for either repair or disposal.

Vehicles must be inspected for operational and safety defects daily using the specified documents. Defects or damage found through inspection or operation must be reported as soon as possible. Vehicle logs must be updated daily and any repairs or maintenance work must be signed by the competent person doing the work.

All employees and subcontractors are subject to tool and equipment inspection by the field supervisor.

## Inspection Standard

### Purpose

Inspections are a critical part of a comprehensive Health, Safety and Environment Management System. They assist in controlling losses to individuals, equipment, materials and the environment through identifying and correcting unsafe conditions, events, acts and behaviours.

Monitoring includes locating hazards that could cause injury or damage and developing plans for corrective action. If inspection deficiencies are not analyzed for causes, core problems will usually not be addressed.

There are two classifications of inspections to be completed in the workplace:

**Formal Inspections** – Planned inspections that use established procedures, checklists and are often on a set schedule.

**Informal Inspections** – Ongoing inspections not on a set schedule, procedure or definitive checklist (such as the visual inspection of Personal Protective Equipment (PPE)).

All formal inspections will be documented and the information retained for three years. First Nation Energy will identify deficiencies and implement corrective action.



## Infection Control Policy

### Infection Control

Infection prevention and control is defined as "a program that limits the spread, or prevents the occurrence, of infections within the environment."

The use of infection prevention and control routine practices for every employee will result in: Decrease in First Nation Energy exposures and infections.

- Decrease in risk of staff becoming infected.
- Decrease in morbidity and mortality.
- Raising the standard of First Nation Energy staff personnel care.
- Increasing staff safety

Infectious agents that cause disease are:

- Bacteria
- Viruses
- Fungi and Mould
- Parasites

First Nation Energy personnel and all employees should be familiar with:

- Modes of transmission.
- Signs and symptoms of communicable disease.
- Exposure risk factors.
- Personal Protective Equipment.
- Barrier precautions.
- Proper hand hygiene.
- Cleaning and sanitizing techniques.

### Purpose

The purpose of Infection Control is to develop awareness of the risks associated with Blood Borne pathogens in employees who are not exposed to blood and other infectious substances during the performance of their normal work duties.

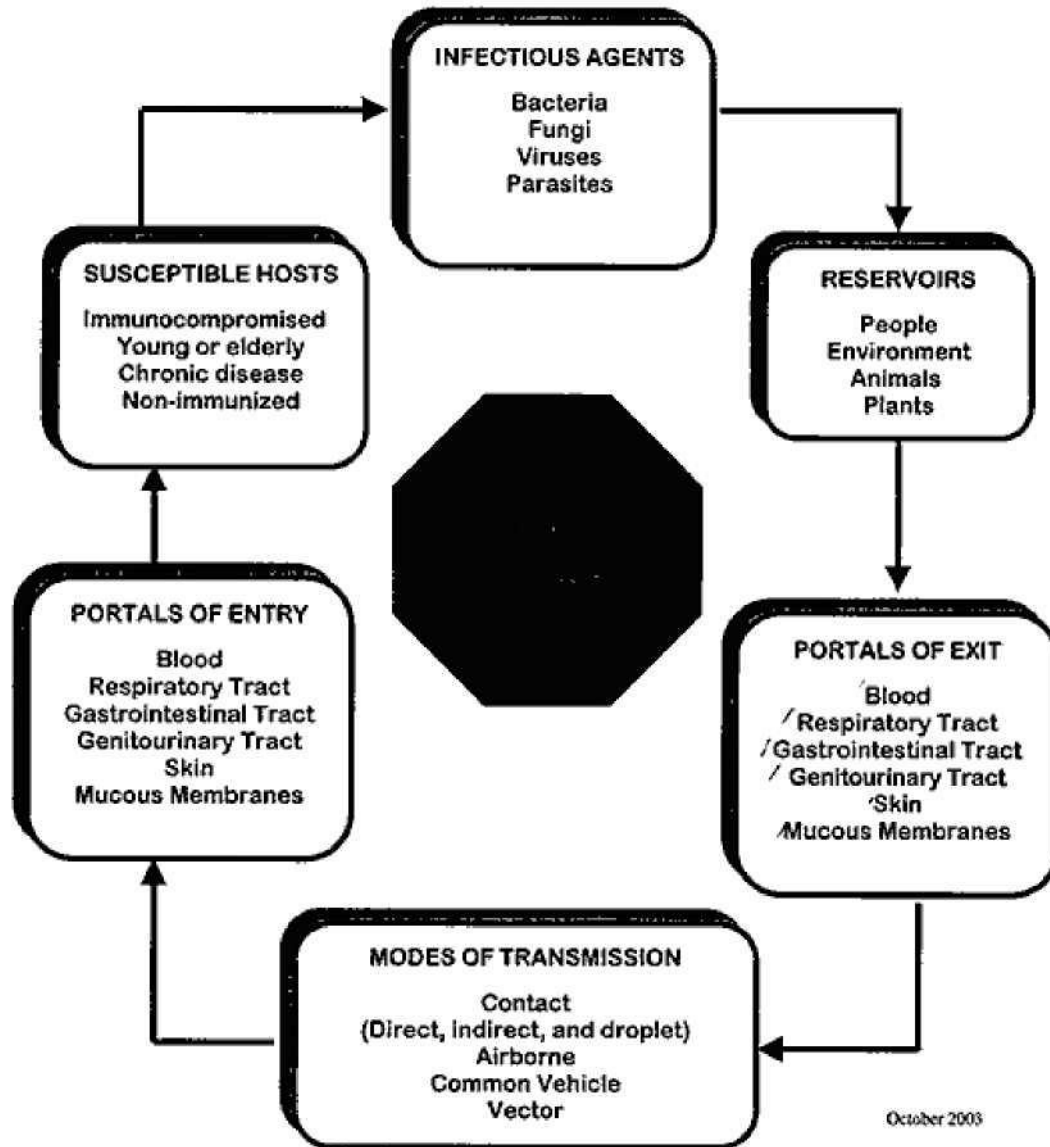
### Scope

This program applies to all our company employees, all sub-contractors and vendors performing work on company property as well as all other individuals who are visiting or have business with our company. The program extends to all First Nation Energy employees working at the office and all clients site locations.

## Responsibilities

Management is responsible for the development and review of this program. Management is also responsible for appropriate employee training. Management and supervisors are responsible for the enforcement of this program. Employees must comply with all procedures outlined in this policy. Contractors and vendors must comply with all procedures outlined in this policy.

### The Six Components of the Chain of Infection



## Routine Practices

Employees should take steps to implement routine practices whenever they are unsure of their health status.

The components of routine practices include:

- Hand hygiene.
- Personal protective equipment (PPE).
- Sharps safety.
- Routine cleaning of equipment.
- Routine cleaning of the environment.
- Cough etiquette.

## Hand Hygiene

Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands while maintaining good skin integrity.

Hand Hygiene should be performed:

- Before and after contact (blood, body fluids, patients).
- During and after PPE removal.
- Before and after invasive procedures.
- After vehicle check
- Before and after handling food.
- Before and after smoking.
- After using the bathroom or other personal body functions (sneezing, coughing if into hands)
- Any time hands are visibly contaminated
- Before and after your shift
- Any time you cannot remember when hands were last washed

## Procedure

- Before handling any bloodborne pathogen ensure appropriate PPE (gloves, eye protection, mask)
- Do not provide medical assistance to an employee or patient before donning PPE
- Call for help (get assistance from EMR, Paramedic, medical staff)
- Any fluid or blood spill must be cleaned with 1 part bleach 9 parts water
- Let bleach solution remain on contaminated area for 20 minutes and then wipe up remaining bleach solution
- Any sharps, needles, found near patient/employee or at site request sharps container from medical personnel
- Render any appropriate first aid to anyone requiring assistance
- After contact with any potential bloodborne pathogen or infection disease use alcohol based hand rub

**Recommended Procedure For Handwashing**

# How to Handwash



1. Wet hands with warm water



2. Apply soap and lather thoroughly



Vigorous rubbing of hands (steps 3 & 4) must take at least 15 seconds



3. Rub palms, spaces between fingers, backs of hands and wrists



4. Rub fingers, fingertips and thumbs



5. Rinse under running water

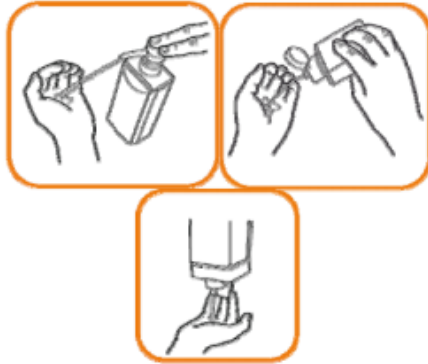


6. Pat hands dry with paper towel



7. Turn off tap with paper towel

# How to Use Alcohol-based Hand Rub



Hands must remain moist with product for at least 15 seconds

1. Apply product to palm of one hand



2. Rub all the surfaces of your hands and wrists



3. Include fingertips and thumbs



4. Rub until hands are completely dry

