Section 1

Policies
And
Assignment of Responsibilities

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1.1 HEALTH AND SAFETY POLICY

All-Can Engineering & Surveys (1976) Ltd values the protection and maintenance of the health and safety (including physical, psychological and social well-being) of all employees, contractors and visitors in the workplace. Safety is our goal, our responsibility and our first priority in the performance of our work. The protection of people, equipment, property is an attitude which is emphasized and rewarded in all of our operations.

The economic benefits of working safely far outweigh the costs of non-compliance. The greatest cost is the human cost. By protecting our employees, All-Can is also protecting their friends, families, fellow workers, management, the public and the environment.

Protection of one's livelihood is first and foremost with our safety program. Management will provide a healthy and safe workplace to protect worker well-being. Management leads the program and supports all members of the workplace to ensure its success. Management reviews this policy and enforces the policy in the workplace.

All-Can will ensure that recognized health and safety standards are met and government legislation (e.g. Alberta OHS, WCB) are complied with through the provision of adequate facilities, equipment, procedures, training and management systems.

Everyone employed by All-Can is responsible for maintaining our safety program. Managers and 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 all equipment is properly maintained and meets legislated safety standards. Their role is supported by input from all employees.

All company employees, contractors and visitors at the workplace and on company worksites are responsible for obeying all safety rules and applicable legislation. Everyone has the right and responsibility to refuse to do work when unsafe conditions exist and the responsibility to report unsafe work or conditions.

All-Can takes the approach that safety, and all of the implications of a health and safety program are part of an overall attitude expressed by all of its employees, managers and supervisors. An open and ongoing dialogue on all aspects of loss prevention is paramount to the well-being of all concerned. By fulfilling our safety responsibilities, everyone who works for our company will share the benefits of a safe workplace.

This policy will be posted in all of our offices and worksites and will be reviewed with all employees on an annual basis.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Feb 14, 2026

1.2 ENVIRONMENTAL POLICY

All-Can Engineering & Surveys (1976) Ltd. is committed to the protection of the environment and to the association of environmental and economic issues in all aspects of its business. We consider environmental protection to be an important and integral part of conducting business. In co-operation with others within the industry, All-Can will promote methods and practices that have the potential for improving environment protection.

Our extensive exposure to environmentally sensitive areas has given us a greater respect for the need to carry out our work with a minimum impact on the environment.

As a minimum All-Can will:

- To limit greenhouse gas emissions – promote the use of low-emission vehicles, public transit and carpooling. This includes the efficient use of vehicles to ensure minimal impact, such as preventative maintenance measures, the use of alternative fuels, and any other measure that will reduce the environmental impact.

- While conducting its work, shall consider the appropriate protection of humans, animals, plant life, air, water, and soil. Workers must consider the effect of their activities on the local habitat, and have a plan in place to minimize the impact. Local authorities should be consulted for any questions or concerns.

- Manage its business responsibly to ensure that environmental and legal requirements are met.

- Adopt company standards to comply with environmental legislation.

- Ensure that the company's activities are carried out in an "environmentally friendly" fashion, and ensure it stays current with evolving "environmentally friendly" technology, including the procurement of alternative products/services where possible to reduce our environmental impact..

- Respond quickly and effectively to incidents resulting from its operations.

- Reduce, Reuse, Recycle – Reduce the use and abundance of wasteful material; Reuse materials whenever possible; Recycle and promote the use of recycled products. This includes the use of energy efficient materials and equipment, shutting off lights and equipment when not in use, and adopting energy efficient technology whenever possible. This also includes limiting the unnecessary use and waste of water in day to day operations.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: July 29, 2024

1.3 GUIDING PRINCIPLES FOR WORKER SAFETY

All-Can Engineering & Surveys (1976) Ltd. has a responsibility to protect all workers engaged in its activities from personal injury and health hazards. To meet our responsibility, we will operate under the following guiding principles:

Responsibility

All-Can is responsible for co-ordination and general supervision of all activities at its work site, including activities carried out by subcontractors and suppliers. While all parties have a responsibility to promote worker safety, All-Can recognizes its leadership role in promoting worker health and safety on the basis that it has the greatest power to influence work site situations.

Priority

Activities will be conducted on the basis that safety of all personnel is of vital importance, whether those personnel are employed by an operating company, a contractor, subcontractor or supplier.

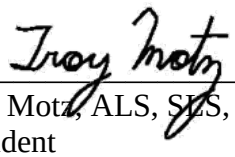
Recognition

The process of selecting contractors, subcontractors and suppliers, and the administration of contracts, will include recognition and support of good safety performance. Support and recognition based on good safety performance will also be provided by All-Can to its employees.

Improvement

All-Can, in co-operation with others within the industry, will promote methods and practices that have the potential for improving safety performance.

This policy will be posted in all of our offices and worksites and will be reviewed with all employees on a annual basis.

Signed:  Date: Oct 15, 2025

Troy Motz, ALS, SLS, P. Eng.
President

1.4 ASSIGNMENT OF SAFETY RESPONSIBILITY

1.4.1 Company President

1. The Company President is responsible and accountable for the overall implementation, direction, and continual improvement of the All-Can Health & Safety Program.
2. The Company President shall ensure that adequate financial, human, and material resources are allocated for the effective implementation of the All-Can Health & Safety Program.
3. The Company President shall provide visible leadership and promote a positive safety culture throughout the organization.
4. The Company President shall ensure, as far as it is reasonably practicable to do so:
   - the health, safety, and welfare of workers engaged in work of All-Can, other workers not employed by All-Can but at the worksite, and any visitors or public present at the worksite;
   - that All-Can's workers are aware of their rights and duties under the OHS Act, Regulations, and Code and of any health and safety issues arising from the work being conducted at the work site;
   - that none of All-Can's workers are subjected to or participate in harassment or violence at the work site.

5. The Company President shall appoint competent Managers and Supervisors and ensure they are familiar with and capable of carrying out the OHS Act, Regulations, and Code applicable to the work performed.

6. The Company President shall review, at least annually, the overall performance of the All-Can Health & Safety Program and approve objectives and targets for continual improvement.

7. The Company President shall attend or review the minutes of key safety meetings, including quarterly Joint Worksite Health and Safety Committee (JWSHSC) meetings and bi-annual company-wide safety reviews.

8. The Company President shall comply with the OHS Act, Regulations, and Code, and cooperate with any person exercising a duty imposed by the OHS Act, Regulations, and Code.

9. The Company President shall ensure that external audits or inspections by authorities are fully supported and that resulting recommendations are addressed.

Signed: Troy Motz Date: Oct 15, 2025

Troy Motz, ALS, SLS, P. Eng.
President

ASSIGNMENT OF SAFETY RESPONSIBILITY – Continued

1.4.2 Managers

1. All-Can Managers are responsible and accountable for the implementation of the All-Can Health & Safety Program within their areas of responsibility.
2. All-Can Managers will actively participate in monthly safety meetings with Supervisors and Workers, and have attendance equal to fifty percent and participation at the quarterly meetings of the Joint Worksite Health and Safety Committee.
3. Managers shall ensure, as far as it is reasonably practicable to do so,:
   - the health and safety and welfare of workers engaged in work of All-Can, other workers not employed by All-Can but at the worksite and any visitors or public present at the worksite.
   - that All-Can's workers are aware of their rights and duties under the OHS Act, Regulations and Code and of any health and safety issues arising from the work being conducted at the work site,
   - that none of All-Can's workers are subjected to or participate in harassment or violence at the work site,
   - that All-Can's workers are supervised by a person who
     - is competent, and
     - is familiar with the OHS Act, Regulations and Code that apply to the work performed at the work site,
   - that Management consults and cooperates with the ACES Joint Worksite Health and Safety Committee to exchange information on health and safety matters and to resolve health and safety concerns,
   - that health and safety concerns raised by workers, supervisors, self-employed persons and the ACES Joint Worksite Health and Safety Committee are resolved in a timely manner.
4. Managers shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker
   - begins performing a work activity,
   - performs a new work activity, uses new equipment or performs new processes, or
   - is moved to another area or work site.
5. Managers shall verify that subcontractors and third-party workers meet All-Can's safety standards before work commences.
6. Management shall evaluate all supervisors and workers annually in accordance with the All-Can Inspection Policy.
7. All-Can Management shall comply with the OHS Act, Regulations and Code, and shall cooperate with any person exercising a duty imposed by the OHS Act, Regulations and Code.

1.4.3 Supervisors

Every supervisor shall:

1. read, understand and comply with All-Can's Health and Safety policy, safe work practices, safe job procedures and rules.
2. as far as it is reasonably practicable for the supervisor to do so,
   - ensure that the supervisor is competent to supervise every worker under the supervisor's supervision,
   - take all precautions necessary to protect the health and safety of every worker under the supervisor's supervision,
   - ensure that a worker under the supervisor's supervision works in the manner and in accordance with the procedures and measures required by the OHS Act, Regulations and Code,
   - ensure that every worker under the supervisor's supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by the OHS Act, Regulations and Code, and
   - ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,
2. advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,
3. report to the All-Can Management a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
4. ensure that a worker under the supervisor's supervision participates in all hazard assessments, inspections and investigations,
5. ensure that a worker under the supervisor's supervision is aware of All-Can's 'Right to Refuse Dangerous Work' Policy,
6. carry out on-the-job training and health and safety performance evaluations of the workers under the supervisor's supervision in accordance with the All-Can Training Policy,
7. comply with the OHS Act, Regulations and Code
8. cooperate with any person exercising a duty imposed by the OHS Act, Regulations and Code

1.4.4 Workers

1. Every worker shall, while engaged in an occupation,

- read, understand and comply with All-Can's Health and Safety policy, safe work practices, safe job procedures and rules.
- take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working,
- cooperate with the worker's supervisor or All-Can Management or any other person for the purposes of protecting the health and safety of
    - the worker,
    - other workers engaged in the work of All-Can, and
    - other workers not engaged in the work of All-Can but present at the work site at which that work is being carried out,
- at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker's protection by All-Can or required to be used when worn by the worker by the OHS Act, Regulations and Code
- refrain from causing or participating in harassment or violence,
- report to All-Can Management or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- participate in any health and safety related tasks; including hazard assessments (communicating hazards, filling out and reviewing), inspections, investigations, and ACES JWSHSC tasks or duties,
- be aware of All-Can's 'Right to Refuse Dangerous Work' Policy,
- comply with the OHS Act, Regulations and Code
- cooperate with any person exercising a duty imposed by the OHS Act, Regulations and Code

ASSIGNMENT OF SAFETY RESPONSIBILITY – Continued

1.4.5 Contractors/Subcontractors/Suppliers/Visitors

1. Participate in All-Can's safety orientation and follow rules and safety procedures when on company's worksites.

2. Refer to All-Can’s Contractor and Visitor Management Policy

3. Visitors must:

    - Follow instructions of Supervisor or escort.

    - Wear appropriate PPE as required.

    - Never walk about work site unescorted.

1.4.6 ACES Joint Worksite Health & Safety Committee

The duties of the ACES JWCHSC include the following:

- the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
- participation in the identification and control of hazards to workers or other persons arising out of or in connection with activities at the work site;
- the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
- cooperation with an officer exercising duties under the OHS Act, Regulations and Code;
- the development and promotion of programs for education and information concerning OHS, health and safety;
- the making of recommendations to All-Can Management respecting the health and safety of workers;
- the inspection of the work site at regular intervals and prior to the quarterly meetings of the JWSHSC;
- the participation in investigations of serious injuries and incidents at the work site in accordance with Alberta OHS Section 40(1);
- the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;
- such other duties as may be specified in the OHS Act, Regulations and Code.

ASSIGNMENT OF SAFETY RESPONSIBILITY – Continued

1.4.7 Safety Coordinator

1. To conduct internal safety audits.
2. To assist in the development of procedures relevant to safety.
3. To ensure accurate documentation and record-keeping of all safety training, inspections, incidents, and corrective actions.
4. Ensure timely communication of serious incidents or regulatory updates to all Managers

ALCOHOL & DRUG POLICY FOR SAFETY SENSITIVE POSITION

POLICY

All-Can is committed to protecting the health, safety, and wellness of its employees, contractors, and the public. Employees have the responsibility to report to work capable of performing their tasks productively and safely. We recognize that the use of alcohol and drugs can adversely affect job performance, the work environment and the safety of our employees, contractors, and the general public.
This policy and its related practices apply to all employees and / or contractors used by All-Can when they are engaged in Company business, working on or off Company premises, and when driving Company vehicles.
To minimize the risk of unsafe and unsatisfactory performance due to alcohol or drugs, staff are expected to report fit for work and remain fit for work throughout their workday or shift and when on scheduled call.

In addition, no worker who is functioning in a safety sensitive position, shall be at work with any alcohol in their system or with detectable levels of any drug in their body as outline in the Construction Owners Association of Alberta (COAA) Alcohol and Drug Guidelines and Work Rule unless that drug has been prescribed by a registered physician and such drug has been disclosed to a site Occupational Nurse or Paramedic.

RESPONSIBILITIES

Accountability for prevention of and response to consumption of alcohol and use of drugs in safety sensitive positions is shared across all disciplines of All-Can.

Senior Management

- Ensure All-Can's Alcohol and Drug Testing Protocol for Safety Sensitive Positions is known and in place across All-Can
- Ensure necessary resources including people, equipment, materials and time are available to accomplish the objectives of this protocol
- Ensure management and supervisors are provided training of recognition and appropriate response procedures

Managers

- Understand how this protocol applies to workers in their area of responsibility and enforce adherence to this protocol
- Ensure workers receive required training, skills, knowledge and understanding to comply with this protocol
- Monitor the performance of workers, coaching employees to make the appropriate decisions about alcohol and drug use

- Ensure employees are aware of the Employee Assistance Program
- When workers ask for help in dealing with alcohol and drug dependencies, guide them to appropriate resources
- Take actions on reported or suspected alcohol or drug use by workers
- If necessary, remove any workers not following All-Can's drug and alcohol policy
- When alcohol and drug tests are required post-incident or for reasonable grounds, initiate alcohol and drug testing as soon as possible. Alcohol tests should ideally be conducted within 2 hours after an event and in any, must be conducted within 8 hours after an event
- Ensure resources are available to put this protocol into practice

Safety Coordinator

- Assist management with identifying safety sensitive positions
- Oversee and effect any required changes to this protocol
- Provide workers with advice and support to facilitate compliance with this protocol
- Provide technical resources and tools for this for the application of this protocol
- Monitor compliance with this protocol through the audit process

Supervisors and Workers in Safety Sensitive Positions

- Read, understand and comply with All-Can's drug and alcohol policy
- Be fit for work in compliance with All-Can's drug and alcohol policy
    - Upon arrival at the worksite
    - Throughout the workday or shift
    - When on scheduled call
    - When assisting emergency response efforts
- Completed required training with respect to All-Can's drug and alcohol policy
- Provide feedback for continuous improvement of this policy
- Take responsibility to ensure workplace safety and the safety of other workers
- Take appropriate measures to ensure that any worker who appears unfit for work does not perform work by immediately informing supervisors
- Follow all required treatment for substance dependencies
- Report to supervisor of any prescribe medication taken while at work
- Do not tamper with a sample for an alcohol and drug test

ALCOHOL & DRUG WORK RULE

An employee shall not:

1. While on Company property, at a Company worksite, or on Company time, possess or offer for sale:

a) Alcohol, other than at a company sponsored event*
b) Drugs other than those permitted under the Alcohol and Drug Work Rule (4)
c) Drug paraphernalia, or
d) Any product or device that could tamper with any sample for an alcohol or drug test.

*All-Can recognizes that the moderate consumption of alcohol at Company sponsored social events will occur. All-Can reminds its employees that the Company Code of Conduct is still in effect at Company sponsored social events and All-Can strongly encourages the moderate consumption of alcohol. All-Can has a zero tolerance policy with respect to the use of vehicles while an employee is intoxicated and the Company will arrange for alternate transportation for employees in such circumstances.

2. Report to work, or work:

a)

Safety Sensitive Position	Non-Safety Sensitive Position
Above detection limits*	At or above 0.04%

** 0.020 grams/210 liters of breath in accordance with U.S. DOT requirements*

b) With a drug level equal to or in excess of the concentration for the drugs set out below:

Drug	Initial test levels (ng/ml)	Confirmation test levels (ng/ml
Marijuana	50	15
Cocaine	150	100
Opiates		
Morphine	2000	2000
Codeine	2000	2000
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	250
Methamphetamine		250
MDMA (Ecstasy)	500	250
MDA		250
MDEA		250

or

c) While the employees ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug.

3. Tamper with a sample for an alcohol or drug test.

4. This work rule permits the possession or use of prescription and non-prescription drugs under the following conditions:

a) Any prescription drug in the employees possession or used by the employee is prescribed to the employee;
b) The employee is using the prescription or non-prescription drug for its intended purpose, and in the manner directed by the employees physician or pharmacist or the manufacturer of the drug;

c) The use of the prescription or non-prescription drug does not adversely affect the employees ability to safely perform his or her duties; and
d) In safety sensitive positions, the employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

TESTING

"Safety Sensitive Positions" is a position in which an individual has a key and direct role in a field operation where any action or decision they make, if not carried out properly, could result in a serious incident. The potential consequences of such an incident may include fatalities, serious life altering injury to workers, customers, visitors or the public, significant property damage, or significant environmental damage. Office based workers are not considered to occupy "safety sensitive positions" unless they are required to enter operating areas unescorted or drive to or between field sites.

Individuals occupying or applying for positions classified safety sensitive will be informed that the positions are classified as such and testing will be conducted for the following reasons:

1. Pre-employment Testing
New hires will be required to undergo a pre-employment drug test as part of the pre-employment assessment, after a conditional offer of employment has been made.

2. Maintenance Testing for Existing Employees
All existing employees are required to re-test on an annual basis.

3. Reasonable Grounds Testing
A supervisor or a manager of an employee must request that an employee submit to alcohol and / or drug testing if the supervisor or manager and the next level of management, have reasonable grounds to believe that the employee is or may be unable to work in a safe manner due to impairment.

4. Incident and Near Miss Testing
A supervisor or a manager of an employee must request that an employee submit to alcohol and / or drug testing if the supervisor or manager and the next level of management, have reasonable grounds to believe that impairment contributed to the cause of an incident or near miss.

5. Rehab (Post-Reinstatement) Testing
Any employee may be required to submit to alcohol and / or drug testing, following suspension, as part of an accommodation for a substance abuse-related disability and return to work plan, as determined in the substance abuse assessment for that employee.

COMPLIANCE

Failure to comply with the Alcohol & Drug Work Rule

All-Can will discipline an employee who fails to comply with the Alcohol & Drug Work Rule set-out above. Discipline may include a variety of reasonable measures, up to and including termination for cause. Determination of the appropriate disciplinary measure will depend on the facts surrounding each case, including the nature of the violation, prior violations, response to corrective programs and the gravity of the violation.

Refusal to Test

The refusal to be tested or refusal to comply with any aspect of this policy will be considered insubordination. All-Can will discipline an employee who fails to comply with this policy. Discipline may include a variety of reasonable measures, up to and including termination for cause.

Positive Test Results

A conditional offer made to an applicant who tests positive for drug or alcohol usage, will be immediately revoked. The applicant is encouraged to apply for future opportunities, and will again be asked to complete a pre-employment alcohol & drug test.

Any worker who tests positive for alcohol and / or drug usage will be immediately suspended from work without pay until further investigations can be conducted. All-Can will make all reasonable efforts to accommodate any employee with a dependence or substance-abuse problem to the point of undue hardship, including substance abuse assessments, substance abuse counseling, employee and family assistance programs, and residential treatment facilities. Each case will be reviewed on a case by case basis. A verified positive test result or failure to participate in a rehabilitation or treatment program may be just cause for termination.

ASSISTANCE AND ACCOMMODATION

Assistance

Employees who believe that they have developed a substance abuse problem are fully encouraged to seek help from their supervisor without fear of discrimination. All-Can will provide guidance to employees and contractors with alcohol or other drug dependencies through our association with Alberta Construction Safety Association.

GENERAL

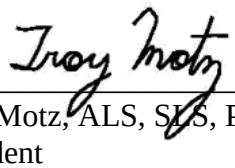
Test Procedures

1. A certified lab will conduct all testing in accordance with DOT standards.
2. All tests will be reviewed by a physician to ensure that there are no other factors that could influence the test results.

3. If an employee has a known drug or alcohol issue, the employee will be accommodated as a disabled, and is expected to work in partnership with All-Can to create and engage in a rehabilitation program.

Confidentiality

All testing will be performed in accordance with specific procedures designed to ensure privacy, confidentiality, and integrity of the test results. The test results will only be disclosed to authorized All-Can employees, medical and legal professionals, and as required by law, without the explicit written consent of the employee.

Signed:  Date: Feb 1, 2025

Troy Motz, ALS, SLS, P. Eng.
President

CONTRACTOR AND VISITOR MANAGEMENT POLICY

Purpose

Ensure the health and safety of contractors (other employers, self-employed persons) and visitors (public, external worksite parties) at All-Can worksites.

Ensure that contractors are deemed competent prior to entering All-Can worksites.

Scope

Applies to all contractors and visitors. This policy is also posted on the Safety Board at the All-Can Head Office.

Policy

Health and safety orientations are provided to contractors and visitors prior to entering work site. Contractors and visitors must be informed of their health and safety responsibilities, worksite hazards and controls, and when conditions change during orientations. Contractors are deemed competent through All-Can Contractor Selection Procedure. All-Can refers to the contractor non-compliance disciplinary procedure for actions of non-compliance.

Contractors and Visitors entering Calgary Head Office working areas must receive an orientation that identifies, at a minimum:

Hazards or site specific safety procedures

- Stairs, doorways, slippery floors during inclement weather.
- Emergency evacuation in case of fire or alarm system event.

Control measures or restricted areas

- All Visitors and Service Contractors must use ‘Sign in / out form’ at Reception desk.
- Visitors must be given an orientation (including evacuation procedure) and be accompanied by an All-Can employee at all times.
- Service Contractors must be given an orientation (including evacuation procedure).

Procedures in the event of an emergency

- Evacuation procedure
- Location of evacuation route signs
- Location of exits
- Location of muster point

Required PPE, provided by the visitor or by All-Can

- Normally no PPE required for office visits.

Service Contractors, Delivery Personnel and Clients are excluded from the definition of "visitor" if they are restricted to the Reception area, Main Floor Courier area or Garage Loading areas ONLY.

CONTRACTOR SELECTION AND MONITORING PROCEDURE

Purpose or Explanation

Ensure contractors are competent for the tasks they are performing.

Procedure

1.0 Contractor Selection

1.1 General information, including contact and insurance information must be collected.

1.2 Workers Compensation Board and statistical data for the previous three years is written into the contractor selection and monitoring form.

2.0 Contractor Monitoring

2.1 Statistical information for the last 3 years must be supplied.

2.2 Determine if the contractor has met all the requirements stated under the agreement below.

2.3 Ensure they are participating in required training and maintaining of the competency levels required for their job using All-Can's Competency Procedures.

CONTRACTOR HEALTH AND SAFETY AGREEMENT

- ❑ Liability Insurance Coverage (minimum $2,000,000)
- ❑ Workers Compensation Coverage WCB# _____
- ❑ WCB Clearance Letter
- ❑ GST Tax Number _____

Non-compliance shall be grounds for temporary or permanent termination of the contract. Compliance with the Health and Safety Agreement is a continuing requirement.

Acknowledgements of Health and Safety Requirements

Contractors must:

1. Understand their health and safety responsibilities. Contractor surveyors shall follow the same responsibilities of All-Can Supervisors.
2. Understand and follow All-Can's health and safety management system.
3. Ensure workers and subcontractors receive a safety orientation.
4. Provide themselves with appropriate environmental, health and safety training as per All-Can's policies as specified in the safety manual.
5. Provide themselves with appropriate functional safety and personal protective equipment and ensure that such equipment is used and maintained.
6. Be responsible for ensuring their training needs are met, and that they meet the requirements to work for All-Can.
7. Have a health and safety program that is compliant to Alberta legislation or agree to abide by All-Can's Health and Safety Program.
8. Be assessed to ensure they are participating in required training or maintaining of the competency levels required for their job using All-Can's Competency Procedures.
9. Immediately report near-miss incidents, work refusals, lost-time, medical aid, and fatalities to All-Can Management.
10. Ensure workers and subcontractors are competent.
11. Ensure workers have proper Personal Protective Equipment (PPE).
12. Ensure the participation in hazard assessments and pre-job meetings.

The Contractor Health and Safety Agreement has been read and its conditions are hereby accepted by the Contractor and all parties under the contractors' direct control.

The signers assume full responsibility to inform its employees and subcontractors the terms provided in the program. The signers acknowledge that compliance with the Contactor Health and Safety Agreement is a continuing requirement and is valid from the start to end of every job.

Contractor's Signature: _____ Date: _____

All-Can Manager's Signature: _____ Date: _____

FATIGUE MANAGEMENT PROGRAM

Purpose

The purpose of the Fatigue Management Program (**FMP**) is to ensure that all Management, Supervisory personnel and employees understand what fatigue is, how extended hours of work or extended consecutive days of work can affect fatigue levels. Its goal is to educate and recommend appropriate and proactive methods of effectively dealing and managing worker fatigue so as to further assist in a controlled and safely executed project.

Training

All All-Can employees are required to receive FMP education. This educational awareness will consist of some or all of the following aspects, dependent upon the employee's responsibilities.

- What is fatigue
- Signs, symptoms and consequences of fatigue
- Roles and responsibilities
- Preventive methods for dealing with fatigue
- Reporting procedures
- Monitoring methods
- Program review processes

Fatigue

As defined by Alberta Workplace Health & Safety, "fatigue is a state of being tired. It can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, and combinations of these factors." The signs, symptoms and affect fatigue has on workers varies from one person to the next, however fatigue may affect the individual worker's ability to perform mental and physical tasks. At times it may be required to extend the consecutive work hours and or days of our workforce. It is extremely important that we recognize the possible consequences of fatigue and take proactive approach to effectively deal care for our work force. The implementation and continual monitoring provided through this Fatigue Management Program will ensure we are providing a safe and healthy work environment for all of our workers. Worker's must never operate motor vehicles and/or heavy equipment while excessively fatigued.

Signs, symptoms, factors and performance impairments

Some of the possible physical signs and symptoms are as follows (courtesy of Alberta Workplace Health & Safety):

- Tiredness
- Sleepiness
- Irritability
- Depression
- Giddiness
- Loss of appetite
- Digestive problems
- An increased susceptibility to illness

Some possible performance impairments are:

- Slowed reactions – physical reaction speed and speed of thought
- Failure to respond – to stimuli, changes in the surroundings, information provided
- Incorrect actions – either physical or mental
- Flawed logic and judgment and an increase in memory errors, including forgetfulness
- Decreased in vigilance
- Reduced motivation
- Increased tendency for risk-taking

Factors which may have an influence on fatigue

- Time of day
- Temperature
- Working alone
- Repetitive or "boring" functions
- Being inactive
- Length and frequency of breaks
- Availability of food and water
- Duration of the extended hours/consecutive days
- Days off
- Type of work
- Job stressors
- Home stressors

Some ways workers cope with fatigue in the following ways:

- Working more slowly
- Checking work more thoroughly
- Using more memory cues or reminders
- Relying on fellow workers
- Choosing to carry out less critical tasks

RESPONSIBILITIES

Project Management

- To ensure the FMP is implemented on all All-Can projects
- Provide instructional awareness in fatigue identification
- Communicate employer expectations
- Monitor hours worked by each crew
- Review the impact of extended hours/days of work in relation to accidents, incidents, quality and quantity of work
- Support employees who are experiencing concerns with fatigue
- Inspect the workplace and review FMP with employees
- Review FMP on a yearly basis

Supervisors

- Ensure all new crewmembers understand the FMP
- Conduct safety meetings discussing fatigue and the FMP
- Promote the FMP
- Ensure tasks are performed in as safe a manner as possible
- Be aware of the risks associated with extended hours / days of work
- Give workers as much notice as possible if extended hours / days of work are anticipated
- Observe how individuals respond to extended hours / days of work
- Recognize symptoms of fatigue
- Get feedback from individual crewmembers and the crew as a whole
- Take prompt action if a risk develops
- Relay information to and from Project Management & workers
- Report any FMP problems, concerns and/or issues

Workers

- Actively participate in FMP training
- Recognize symptoms of fatigue
- Promptly report any fatigue related problems or concerns
- Report any individual medical or personal situations, which may have an affect on fatigue
- Take personal responsibility to get proper rest during time off
- Take personal responsibility to deal with home stressors

Preventive methods for dealing with fatigue

- Inform all workers of the FMP
- Minimize extended hours of work when possible
- Plan for rest days
- Assess and control hazards and risks
- Provide an honest, open and healthy work environment
- Provide information and assistance
- Recognize individual and crew fatigue
- Give as much advance notice of extended hours as possible
- Define whether the work is urgent or not
- Ensure crewmembers have access to food and water
- Take short frequent breaks
- Allow employees options such as transfer to less busy crew, job sharing, etc.
- Solicit short-term help to minimize the need for extended hours
- Have crewmembers rotate and perform various functions of short duration during extended hours
- Perform complex tasks earlier in the shift if possible
- After a long day, possibly start later the next day

- Utilize the buddy system
- Account for employees returning from sickness, absences and/or modified work
- In conjunction with employees, identify any health problems which may affect their ability to work extended hours, i.e. diabetes
- Be flexible and supportive when dealing with an employee with problems at home
- Consider travel time to and from work
- It is project management and the Senior Management and Party chief's responsibility to ensure that Workers participating in extended hours and days of work are be polled on a regular basis to inquire as to their own personal need or desire for 'unscheduled' days of rest.
- Where workers are presented with a situation where they may be required, due to a job process, to work extended hours, Supervisory personnel shall at all times ensure the workers will receive 8 hours of rest between shifts
- Example: Where a worker or crew were required to work for an extended shift, finishing for example at midnight, that worker or crew would not be required to commence their next shift until at least 8am the following day. As part of this Fatigue Management Program an absolute minimum of 8 full hours of rest between work shifts is always achievable. All-Can Management is fully committed to this plan.

Reporting procedures

- Include time of day on all accident/incident and near miss reports
- Determine if crew was working extended hours when incident occurred and if it was a factor in the incident
- Report any unsafe acts
- Inform Senior Management if there is a crew or individual problem working extended hours
- Implement a workable process so that the LPMS identifies when crew is working extended hours and/or excessive consecutive days and notifies Senior Management.

Monitoring methods

- Party Chiefs to monitor their crew's hours of work
- Senior Management to determine the need for extended hours
- Party Chiefs are to inspect crew when working extended hours for fatigue related concerns
- Party Chiefs are to ask crewmembers if they have any concerns when working extended hours
- Party Chiefs and senior management are to monitor both the quantity and quality of the output of crews performing extended hours of work and extended days of work; as a decline in these areas may be a leading indicator of worker fatigue.

Program review processes (yearly)

- Review FMP policy and procedures
- Review ratio of crews working extended hours / days of work to those not working extended hours / days of work
- Determine the rational for working extended hours
- Review accident/incident/near miss reports of all situations relating to extended hours
- Review quantity and quality of work when extended hours / days have been worked
- Review the effectiveness of FMP awareness training program
- Review the factors affecting the need for extended hours / days of work
- Discuss possible alternatives to extended hours / days of work

FIT FOR DUTY POLICY

General

- All-Can expects its employees and sub-contractors to report to work fit for duty, meaning everyone is able to perform their job duties in a safe, appropriate, and effective manner free from adverse effects of physical, mental, or emotional problems.
- All-Can will apply this policy to all employees and sub-contractors.
- It is All-Can's goal to provide a safe workplace for all workers, to accomplish the set goal; All-Can has adopted the following fit for duty policy requirements.

Competent

Workers are to be competent to perform their job duties. All-Can will ensure that all workers have the required education, experience, and training to perform all related job tasks.

Physically Capable

Workers must be physically capable to perform all job related tasks. During a pre-employment interview, the physical demands of the job position will be discussed.

Medication Reporting

Workers are to notify their direct supervisor if any prescription or over-the-counter medication is being taken that may impair their ability to work safely. Over-the-counter medication such as flu, cold, or allergy can impair the ability of a worker and must be reported to a supervisor.

Monitoring

All employees are responsible for monitoring their co-workers for unsafe behaviors or tendencies, any unsafe act must be reported immediately to a supervisor at which point it will be determined if the employee(s) should be removed from their job site. This is to include the use of alcohol or drugs. Alcohol and drugs are strictly prohibited at the workplace, for more information refer to Alcohol & Drug Policy, Appendix C.

Employee Assistance

All-Can will provide assistance to workers who are unable to safely perform their duties. If it has been determined that an employee is unfit for duty, a process is in place to provide assistance to the employee to obtain counseling and/or guidance. This may include, but not limited to transferring the worker to another role, or providing a leave of absence. Each matter will be reviewed on a case by case basis.

Training

The fit for duty policies and procedures will be communicated during an employee's orientation process. All-Can will ensure that all employees are trained on fit for duty policies.

The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Feb 1, 2025

GREEN HANDS PROGRAM

General

Young, new and inexperienced workers with their new roles and responsibilities are at a disadvantage when it comes to worksite hazards. Being unconscious of the hazards or lacking the competency to manage the risks from their associated duties and surrounding work environment increases their potential and severity of incidents and injuries.

"Young workers are at a much higher risk of injury than workers of any other age group. More than half of the serious injuries and fatalities involving workers aged 15 to 24 occur during the first six months on the job. And almost 20 percent occur during the first month on the job" (Worksafe BC, New and Young Worker Orientation and Training Requirements FAQ)

Identifying the increased risk young, new and inexperienced workers are exposed is a fundamental element of hazard assessment. The workers potential for injury is increased as they are new to their assigned tasks and especially unaware of the hazards. This situation of unconscious incompetence can be managed with two elements of the safety management system.

Effective orientation of a worker to the company, work site, the work site hazards, and the hazards of their required tasks raises the workers awareness of the risks. This enables them to make conscious decisions to prevent incidents. Further education and on the job training prepare the worker to hone their understanding of the hazards associated with their tasks and their working environment. With orientation and training programs, a worker can move from an unconscious incompetent state to a worker that is consciously competent.

All-Can will make this transition happen, however it requires leadership and identification of the worker.

Green Hand

Young, new and inexperienced workers may be referred to as green workers but are more commonly referred to as green hands in the oil and gas industry.

Green Hand Program – A Preferred Practice

An effective program to manage the green hands within an organization requires both the development of the workers skills and the ability to manage workplace and task hazards. Orientation and training programs for the development progression is included in our safety management system. During the worker's development progression, supervisors and co-workers must mentor and coach the green hands in their daily tasks.

In line with the principles of behaviour-based safety, developing green workers through supervision, mentoring and coaching is easier when a worker is identifiable as "green".

One of the most common ways to readily identify a green worker to have the worker wear a green hard hat or a green hand sticker on their hard hat.

Visible identification of a green hand worker means that worker can have the benefit of increased guidance from experienced supervisors and co-workers. Identifying green hands should prevent co-workers from making potentially dangerous assumptions about the green workers' experience or skills.

For example, green hands should not be expected to:

- Do their tasks as efficiently as an experienced worker or know the site-specific practices and procedures
- Be familiar with site “permit to work” or similar company specific controls for keeping the workplace safe
- Be familiar with operations, especially in an emergency
- Know tasks hazards and activity related hazards or how to manage them

Supervisors of green hands should follow these guidelines:

- Ensuring the green worker is aware of their legislated occupational health and safety rights and obligations
- Ensuring reporting procedures direct supervisors are understood
- Tracking of green hands to know where they are working and the tasks being conducted
- Green worker supervision until deemed competent to work with direct supervision
- A buddy system for emergency situations
- Encouraging green hands to ask questions and get feedback to gauge their understanding (green hands are often unsure of what to do but are reluctant to ask questions)

With any effective safety program, success of a green hand program will depend on positive management involvement and frontline supervisor support. Their leadership and commitment to develop green workers safely can ensure that green workers are singled out for help, not for initiations or practical jokes.

To be a consistent preferred practice for utilization in multiple employer workplaces, the identification of green hands on a job site needs to be done in a way that everyone understands the method used and their mentoring opportunities.

After demonstrating competency, conscious decision making and commitment, a green hand can remove the green hand sticker or change to a different color hard hat. The demonstration of skills, understanding and abilities is managed by the safety management systems element on training and competency assessment. All-Can will deem the green hand as competent during annual competency evaluations or skill sign-off as the trigger.

Creating a green hand program can bridge the elements of a safety management system together to integrate the tools used to decrease the risk of incidents and injuries with young, new and inexperienced workers.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

INCIDENT INVESTIGATION POLICY

Purpose

Ensure all incidents, near misses, occupational illnesses and work refusals are investigated and reported.

Scope

Applies to all workers and contractors.

Incidents reported by visitors, self-employed personnel, or others on our worksites are investigated.

Policy

All incidents, near misses, occupational illnesses and work refusals are investigated.

All incidents, near misses, occupational illnesses and work refusals must be reported to All-Can JWSHSC or All-Can Management immediately or as soon as possible after the occurrence.

All-Can reports serious incidents (per s.40(1) of the OH&S Act) to Alberta OH&S.

All-Can reports incidents to WCB as required.

Incidents are reported by following the Incident Report Form. Near Misses will use the Near Miss Report Form.

Corrective actions identified in investigations are implemented as soon as possible.

Signed: Troy Motz Date: Sept 15, 2025

Troy Motz, ALS, SLS, P. Eng,
President

INSPECTION POLICY

This company will maintain a comprehensive program of safety inspections at all facilities and job-sites to control loss by identifying and correcting unsafe acts and conditions.

Responsibilities:

All-Can Management is responsible for the overall operation of the inspection program and training of the employees participating in the inspections.

Supervisors and workers shall participation in the inspection process.

Party Chiefs are responsible for conducting ongoing informal inspections of areas where their crews are working.

Workers are responsible for participating in and contributing to the inspection program.

Signed: Troy Motz Date: Sept 15, 2025

Troy Motz, ALS, SLS, P. Eng,
President

JOURNEY MANAGEMENT PROGRAM

Introduction –

All-Can Engineering & Surveys (1976) Ltd. is involved in operations that span the entire province of Alberta. Transportation is an integral part of our business, especially amongst the field crews. It is also one of the biggest hazards we face in our day to day operations.

All-Can's Journey Management Plan (JMP) is a safety measure to help avoid accident/injury resulting from transportation. The objective of the JMP is to ultimately eliminate driving related accidents that cause fatalities and injuries to employees, contractors and third parties and minimize damage to equipment through careful management of all phases of the transportation process.

The result of this JMP training program is to have our staff better prepared to safely deal with unplanned events/circumstances during routine trips that may occur. This includes:

- Identifying and managing hazards and unnecessary exposure through active journey management
- Preventing and mitigating the risk through the proper selection and preparation of people, vehicles, equipment and routes.

Journey Management Procedure –

There are 3 stages in the JMP: ***Preparation, Implementation, and Follow Up***.

Preparation – This is the planning stage of the journey and is the most important aspect of the JMP. Most accidents and injuries are avoidable, and in the case that an accident/injury does occur, proper planning will provide a means of effectively dealing with the situation and lessening the severity.

Typically the survey crew consists of the party chief (PC) and survey assistant (SA) driving a truck loaded with quads/sleds and survey equipment. The crew should be well equipped with fuel, maps, GPS receivers, first-aid/emergency rations, roadside emergency kits and functioning communication equipment. A brief inventory of the equipment and an inspection of the truck (i.e. tires, quads strapped down, etc.) must always be done pre-trip.

It is essential that the PC, with the help of the SA, determine the logistics of the trip before leaving. A number of details should be addressed in a *pre-trip meeting* including:

- Destination, determine what trips are necessary
- Routes, preferred and alternates, eliminate any unnecessary driving
- weather conditions, if harsh conditions are forecasted, considering cancelling or rescheduling the trip
- timing considerations, attempt to travel during daylight hours as much as possible
- communications devices & emergency contacts
- emergency response procedures

When working on jobs requiring similar procedures on a day to day basis, pre-trip meetings should be done in accordance with the daily tailgate meetings. During these meetings, all potential journey risks should be assessed and steps to mitigate these risks should be outlined. The pre-trip meeting should determine whether a trip is *routine* or *non-routine*, as this will affect the degree of preparation required.

Routine Trip: Routine trips are the most common trips we make as surveyors, and are also the lowest risk. They involve travel within a pre-determined locale such as a plant site, to and from hotel to a job site, trips around town/city. Typically a routine trip will not involve the use of maps or GPS, and will not subject the crew to any unforeseeable hazards.

Non-routine Trip: Non-routine trips involve travel outside of a pre-determined locale and pose a significantly higher risk. Trips are identified as non-routine in the pre-trip meeting and can involve any number of escalating factors. Some examples of escalating factors are:

- weather conditions
- fog or smoke
- mud, snow and ice
- cross winds/ blowing snow
- night driving
- forestry roads/ one way traffic
- low angle sun
- deterioration of road surface
- wild life
- fatigue
- windshield condition/visibility
- road closures or accidents

Fatigue – Fatigued driving is essentially impaired driving. It slows reaction time, decreases awareness and impairs judgement. Be sure to assess your fatigue level prior to departing on a trip. When driving long distances, drivers must stop for sufficient breaks to prevent fatigue. DO NOT DRIVE IF YOU ARE TIRED. For more information refer to the "Fatigue Management" Section of the Safety Manual.

Implementation – This is the actual travel stage of the journey. Crews must be diligent in sticking to the guidelines set forth in the preparation stage. In the case that an unexpected situation arises, the crew should re-evaluate their plan accordingly.

When driving, whether by truck or quad, all rules and safe procedures must be followed. The Off Highway Defensive Driving booklet contains many valuable driving strategies which are outlined in Appendix A.

There a few golden rules to abide by in case of an emergency:

1) If you have broken down or become hurt in a remote area several kilometres from any settlement – Do not leave the vehicle. Call for help and remain at your geographic location.

2) Refer to the Emergency Response Plan for a list of emergency phone numbers in your area.
3) Always carry a handheld GPS or similar device in the vehicle so your location can be related to others. Both the PC and SA must know the exact location and be able to readily relate this information.
4) Communication with the field crew manager at the head office is essential. Always provide details of the accident as quickly as possible. Elapsed time tends to cause errors with respect to memory of the incident.
5) Agree on a check-in schedule for the duration of the trip with the field crew manager.
6) If working alone, ensure that the location (e.g. GPS coordinates) of you and your vehicle are known to those responsible for you during your trip.
7) If you change your directions from pre-planned routes you need to communicate the new plan to the field crew manager.
8) Remember if you cannot do the task in a safe manner then stop, evaluate the risk and find a method to control the hazard.

Follow Up – The follow up procedure is the final step in the JMP. If all goes well then there should be little follow up to be done. Notes can also be made in regards to any near misses or potential hazards and how they were avoided when next communicating with the office.

In the case that an accident/injury does occur, we must ensure a thorough follow up investigation is done. The purpose of this is to address where things went wrong and how this accident/injury could be avoided in the future. This investigation would involve the PC, SA, field crew manager and any other parties affected.

Conclusion

Journey management involves knowing what is involved in a trip; it is really a record of a complete planning process. Our JMP is about taking the time to develop a plan of attack and prepare for any potential diversions along the way, and making sure we arrive home safely every day.

Appendix A – Off Highway Defensive Driving Strategy

1) **Plan Your Trip**
   - Select a Route
   - Identify road conditions
   - Identify weather conditions
   - Advise others of your destination, route and ETA
2) **Conduct Pre-Trip Inspections**
   - Inspect vehicle operating condition
   - Inspect basic vehicle equipment
   - Inspect safety equipment
   - Inspect survival equipment
3) **Recognize and Anticipate Hazards**
   - Identify road hazards
   - Identify adverse driving conditions
4) **Reduce Speed**
   - Less traction then paved highways
   - Greater limitations in road design
   - Inconsistent road surfaces
5) **Drive Defensively**
   - Demonstrate a good driving attitude
   - Use road courtesy
   - Follow traffic laws and regulations
   - Maintain communications

JOINT WORK SITE HEALTH & SAFETY COMMITTEE

Rules of Procedure / Terms of Reference

1. Name of the Committee

ACES-JWSHSC

2. Constituency

The constituency identifies the different departments or groups represented on the committee. Members are elected in a manner to provide appropriate representation of all departments, groups, or areas to address all relevant occupational health and safety concerns at the work site.

Representative Name	Department
Andrew Corry	Drafting
Danielle Duguay	Accounting
Curtis Wazney	Project Management
Mike Mraz	HSE Coordinator

3. Purpose

The primary purpose of the ACES-JWSHSC is to identify and resolve safety concerns within the workplace. Additionally the committee will promote a healthy and safe working environment and provide a network of communication between workers and employers.

4. Duties and Functions

The duties and functions of the committee are identified below.

- Receive and consider concerns regarding health and safety
- Respond to and find solutions for worker concerns
- Participate in hazard assessments
- Develop corrective actions
- Monitor and follow up on corrective action
- Promote overall health and safety at the work site
- Cooperate with OHS officers
- Make recommendations regarding health and safety
- Inspect the work site
- Participate in investigations of incidents and serious incidents
- Maintain records of matters related to the duties of the committee
- Other duties as may be specified the OHS Act, Regulations, and Code

Duties shall be performed during normal working hours.

5. Records

The committee will keep accurate records of all activities conducted and all items addressed by the committee.

Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.

The employer must maintain copies of meeting minutes and any other relevant health and safety document for at least 3 years.

6. Meetings

The committee shall meet as stated below.

- Within 10 days of being established
- At least quarterly
- If requested by a co-chair
- If requested by an OHS Officer

Meetings shall be held during normal working hours. A quorum is required to hold a meeting.

7. Agenda and Meeting Minutes

Meeting agendas and minutes will adhere to the guidelines below.

- Agendas and minutes will follow the approved templates
- Agenda will be prepared by the co-chairs and distributed to members prior to the meeting
- The co-chairs must ensure meeting minutes are recorded
- The co-chairs must ensure meeting minutes are approved and given to the employer within 7 days of the meeting
- The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

8. Composition

The committee's composition will follow the requirements below.

- The committee shall consist of 4 members.

One All-Can representative will be appointed/elected from each of the following departments:
a) Management
b) Administration

One worker representative will be elected from each of the following departments:
a) Drafting
b) Accounting

9. Co-Chairs

Two co-chairs will be selected by the members of the committee.

- The worker representatives shall select one co-chair
- The All-Can representatives shall select one co-chair

Co-chair responsibilities are listed below.

- Alternate in serving as chair at committee meetings
- Participate in all decision of the committee
- Ensure the meeting minutes are recorded
- Ensure that copies of meeting minutes are approved by the committee and given to the employer within 7 days of the meeting
- Ensure that copies of meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held
  Either co-chair may call a special meeting.

10. Quorum

The composition of the quorum shall follow the requirements below.

- Consist of 3 members (three-quarters of the members)
- Both worker and All-Can members must be present
- At least one half of members present must be workers

A quorum is required to conduct a meeting or make valid recommendations and decisions.

11. Terms of Office

The terms of office for HSC members are specified below.

- Not less than one year
- May be longer than one year until a successor is selected or appointed

12. Replacing a Member During a Term of Office

A recommended procedure for replacing a member of a HSC is specified below.

- Announce the departure of the leaving member to the committee
- Determine the demographic represented by the leaving member
- Announce the departure at the work site
- Hold an election to replace the member (ensuring the appropriate demographic)
- Announce the new member to the HSC and the work site
- Amend any documentation to reflect the change

13. Recommendations to the Employer

Recommendations to the employer should follow the requirements stated below.

- Written using the approved template
- Directly related to health and safety
- Reasonable
- Clear and complete

14. Dispute Resolution – Failure to Reach Consensus

With All-Can Management

As per s.21 of the OHS Act, when a matter cannot be resolved after written reasons are given by All-Can; All-Can, ACES JWSHSC, or a member of ACES JWSHSC may refer the concern to an OHS Officer.

Within the ACES-JWSHSC

When the committee is unable to reach an agreement regarding a health and safety matter (recommendation) the committee will contact Alberta OHS.

15. Amendments

These Rules of Procedure may be amended by vote of the committee members.

16. Status of Rules of Procedure

Status	Created/Approved By	Date (MM/DD/YY)
Drafted	Andrew Corry / James Sloan	05/22/19
Reviewed	Andrew Corry / ACES-JWSHSC	03/04/21
Amendment #1		

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

MAINTENANCE PROGRAM POLICY

It is the policy of this company to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, a "Maintenance Program" shall be maintained and shall include the following components:

- adherence to applicable regulations, standards and manufacturers specifications;
- services of appropriately qualified maintenance personnel; and
- scheduling and documentation of all maintenance work.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work should have the appropriate skills, accreditation and/ or certification. This certification applies to both the company employees and to contracted maintenance services.

The manager/party chief shall be responsible for regular inspection of vehicles, ATV's and technical equipment as well as the application of the maintenance program in his/ her area of responsibility.

**** The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations***

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

MANAGEMENT OF CHANGE POLICY

Objective

This Management of Change (MOC) Policy is intended to identify and control potential hazards or impacts associated with change that may affect health, safety or the environment. MOC ensures that the impact of changes are properly recognized, reviewed, approved, communicated, and documented.

Changes, even very simple ones, have caused accidents, near misses and environmental harm. We have developed this policy to mitigate the potential for harm resulting in a change of process.

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed a Management of Change process is completed.

There are five different changes where this policy should be used:

1. **Physical Change;** Any physical change, except replace-in-kind, or any deviation from documented safe operating limits or procedures.
2. **Personnel Change;** Change in organizational structure, such as a change in personnel that supervise, that may lead to a loss or transfer of personnel with specific knowledge or experience.
3. **Replacement-In-Kind;** An item (equipment, chemical, procedure, etc.) that is quite similar to an existing product currently used.
4. **Temporary Change;** Any change that will not remain in effect indefinitely. A point in time will be specified when temporary change will be returned to original conditions. A temporary change will be subject to the same evaluation as permanent changes.
5. **Emergency Change;** Action necessary to remedy an emergency situation that poses imminent impact to safety, health, or the environment.

Procedure / Process

While no single procedure is recommended for all changes, the process to manage each change should address:

- Analysis of safety and environmental implications
- Communication of potential consequences and required compensating measures
- Training, if required
- Authority approval of changes

The process begins when the need for change is identified. The proposed change must be clearly communicated to appropriate Management, including a description of and reason for the change. Management will evaluate merits of the change and determine the additional action required to properly address the change. Input from other workers and supervisors should be used, as appropriate, to determine if the changes are required.

When a proposed change has been identified it must be evaluated for potential safety, health and environmental implications. A review should be conducted to assess hazards associated with implanting a change. The review should also ensure that all codes, standards, design specifications, compatibility assessments, and generally accepted engineering practices have been met. In addition to hazards, the review should also address all the benefits associated with the change.

Management is required to authorize the change before implantation. This must be done in writing.

Prior to implementation, the change must be properly communicated to affected workers; this can be accomplished through pre-job safety meetings. Any training requirements should be formally identified and completed prior to start-up.

After the change has been implemented, Management is responsible for verifying that the change was performed as intended.

If the change is temporary, time limits must be set. Management must ensure that these time limits and any other stipulations of the temporary change are not violated.

In extreme emergency, it may be necessary to carry out a modification or procedural change before normal MOC procedures can be followed. In these cases, the change shall be permitted only on verbal authority of the designated person in charge. However, the emergency change should be subjected to the normal MOC procedures at the earliest possible time.

MANAGEMENT OF CHANGE FORM

Requestor of Change	
Description of Change	
Reason for Change	
Person Implement Change	
Implication of Change	
Type of Change	Physical, Replacement in Kind, Temporary, Emergency
Equipment Removed (Make, Model, Serial #)	
Equipment installed (make Model, Serial #)	
Date of Change	
Date of Removal of Temporary Change	
Approval	

MODIFIED WORK PROGRAM

When an employee is injured at work it is the goal of this company to deal with the situation in the most effective and efficient way possible. In order to do this it is important to ensure all staff are aware of the general goals associated with the Workers' Compensation Board (WCB) which include:

1. To provide employees with access to quality medical care for work-related injuries.
2. To facilitate prompt payment of benefits during the time employees are unable to work.
3. To speed recovery through the use of modified duties to return injured employees to full duty as soon as possible.

To help us achieve these goals, we have developed a temporary modified duty program where injured employees are placed in temporary jobs that meet the physical limitations established by a physician. At all times the employees health records will be kept confidential in accordance with provincial laws, all documentation related to the incident will be maintained by the employer in such a manner.

Procedure:

If you are injured on the job, immediately report your injury to your supervisor.

1. If necessary, your supervisor will assist you in accessing medical attention.
2. Inform the doctor that the injury took place at work.
3. At the time of your first visit provide the doctor with the "Letter To Medical Provider" that is located in your Safety Manual.
4. Collect the pink copy of the physicians report for WCB before you leave the doctor's office.
5. The company will make every effort to find temporary work within the restrictions specified by your medical provider. Your temporary assignment will be meaningful but may be unrelated to your regular position.
6. As you recover, your modified duties may change based on the limitations prescribed by your doctor. You will be returned to regular duties when you have been cleared to do so by a physician. Management reserves the right to delay return to regular duties earlier than stated on the WCB Physician's Report if it is felt that there is a high possibility of aggravation or re-injury.
7. You will be returned to your regular duties or, in the case of permanent disability, permanent reassignment of duties will be discussed.

**NOTE: Failure to accept reasonable modified duties may require a further examination be made by the industry injury clinics as designated by All-Can.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

COMMUNICATION WITH MEDICAL PERSONNEL

Date:

All-Can Engineering & Surveys (1976) Ltd.
1928 – 10th Ave. SW.
Calgary, Alberta
T3C 0J8

MODIFIED WORK PROGRAM

Dear Doctor,

In the best interest of our employees and in an effort to contain costs, our company has instituted a modified work program. We are prepared to provide alternate or reduced work to ill and injured employees, providing meaningful duties are available, and will not interfere with their recovery.

To implement this effectively, we need your assistance and co-operation. Keeping safety in mind, we request that you advise us if this employee is fit to return to some form of work. We need to know specifically what modifications you suggest so we can identify appropriate meaningful duties. As much as possible in our diverse work locations, we are prepared to accommodate reduced hours, time off for treatment, reduced responsibilities and changes to the physical aspects of the job.

Please indicate on the attached form any restrictions of work or other limitations necessary for this worker. If you require any information regarding our program or the modified work available please contact the undersigned at the number below.

Mike Mraz
Health, Safety & Environment
Ph: 403-244-2131
Fax: 403-244-6488
Email: mike.mraz@all-can.com

RETURN TO WORK STATUS FORM

(To be completed by health care provider)

All-Can is committed to doing everything we can to achieve a successful recovery and return to work for our employee's. All-Can's Modified Work Program is designed to help an employee return to work safely and at the earliest opportunity, using appropriate modified work alternatives.

Employee Name:	**Date:**

Authorization to Release Information, I hereby authorize you to furnish All-Can Engineering & Surveys (1976) Ltd. with information regarding my present medical condition.

Employee Signature: _____

Diagnosis (please indicate any medications or prescribed therapy treatment)

Please indicate one of the following, the worker is:

- ☐ **Not fit** for any type of employment How long? _____
- ☐ Fit for **regular work,** no restrictions
- ☐ Fit for **modified work** (see page 2 for description)

Additional Comments

Estimated date fit for regular work: _____ Next appointment: _____

Physician's Name: _____

Address: _____

Phone Number: _____ Fax: _____

Physician's Signature: _____ Date: _____

Your assistance with the worker's rehabilitation is appreciated

LIST OF MODIFIED WORK

We feel that if someone is injured and is able to participate in the modified work program that each case needs to be dealt with on an individual basis.

Due to the different types of occupations, responsibilities, residence locations (commuting miles), type of injuries, seriousness of injuries, medication prescribed, age, physical condition, available work at time of injury, etc. it is very difficult to develop a definite list of modified work that will pertain to any one situation.

We feel a more effective way to deal with this is to discuss with the injured person and the physician at the time of consultation. The consultation must be completed immediately after the injury to determine what the restrictions are; and then develop a list of duties, if required, that is satisfactory to everyone.

We have developed a list of examples that may be considered for modified work, they are as follows:

- Training courses
- Safe job procedure review and development
- Safety equipment checks
- Equipment inspections
- Train the trainer programs
- Facilitate safety meetings
- Job observations
- Plan checking
- Calculations
- Equipment maintenance
- GPS training
- Line locating
- As-builts
- Field notes
- Flagging line
- Incident investigation follow ups
- Safety audits
- Contractor orientations / managements duties
- Computer based training
- General maintenance
- Safety manual review

PHYSICAL DEMANDS ANALYSIS
* FIELD POSITION *

Name:	**Date:**
Position:	**Hours per week:**

Note: *Due to the different types of survey jobs and demographics a survey crew may be exposed to, the physical demands and hours worked can drastically vary day to day. The physical demands analysis was completed on what is to be considered an average work day.*

1. In a ten hour day, an employee may be doing the following activities for an intermittent or constant amount of time:

Activity	Hours									
Sitting	1	2	3	④	5	6	7	8	9	10
Standing	1	2	3	4	5	⑥	7	8	9	10
Walking	1	2	3	4	5	⑥	7	8	9	10
Driving	1	2	③	4	5	6	7	8	9	10

2. Ergonomics required:

- Squatting
- Crouching
- Kneeling
- Bending
- Reaching
- Pulling
- Twisting
- Walking on rough ground

3. Requires lifting:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☐	☒
11 – 24 lb (5 – 11 kg)	☐	☐	☐	☒	☐
25 – 34 lb (12 – 15 kg)	☐	☐	☐	☒	☐
35 – 50 lb (16 -23 kg)	☐	☐	☒	☐	☐
51 – 74 lb (24 – 32 kg)	☐	☒	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☐	☒	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

4. Requires to carry:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☐	☒
11 – 24 lb (5 – 11 kg)	☐	☐	☐	☒	☐
25 – 34 lb (12 – 15 kg)	☐	☐	☐	☒	☐
35 – 50 lb (16 -23 kg)	☐	☐	☒	☐	☐
51 – 74 lb (24 – 32 kg)	☐	☒	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☐	☒	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

5. Requires pushing:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☐	☒
11 – 24 lb (5 – 11 kg)	☐	☐	☐	☒	☐
25 – 34 lb (12 – 15 kg)	☐	☐	☐	☒	☐
35 – 50 lb (16 -23 kg)	☐	☐	☒	☐	☐
51 – 74 lb (24 – 32 kg)	☐	☒	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☐	☒	☐	☐	☐
> 100 lb (45 kg)	☐	☒	☐	☐	☐

6. Requires pulling:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☐	☒
11 – 24 lb (5 – 11 kg)	☐	☐	☐	☒	☐
25 – 34 lb (12 – 15 kg)	☐	☐	☐	☒	☐
35 – 50 lb (16 -23 kg)	☐	☐	☐	☐	☐
51 – 74 lb (24 – 32 kg)	☐	☒	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☐	☒	☐	☐	☐
> 100 lb (45 kg)	☐	☒	☐	☐	☐

7. Other aspects and physical demands of the job

- Exposure to all weather conditions
- Use of ATV / Snow mobile on rough terrain
- Use of shovel and/or frost pin
- Use of jack hammer (+/- 80 lbs)
- Staking for construction (repetitive hammering, 4 lb hammer)
- Planting / Removing of monuments (requires use of sledge hammer)
- Chainsaw operations

PHYSICAL DEMANDS ANALYSIS
* OFFICE POSITION *

Name:	**Date:**
Position:	**Hours per week:**

1. In an eight hour day, an employee may be doing the following activities for an intermittent or constant amount of time:

Activity	Hours							
Sitting	1	2	3	4	5	6	⑦	8
Standing	①	2	3	4	5	6	7	8
Walking	①	2	3	4	5	6	7	8
Driving	①	2	3	4	5	6	7	8

2. Ergonomics required:

- Squatting
- Crouching
- Kneeling
- Bending
- Reaching
- Pulling
- Twisting
- Climbing stairs

3. Requires lifting:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☒	☐
11 – 24 lb (5 – 11 kg)	☐	☐	☒	☐	☐
25 – 34 lb (12 – 15 kg)	☐	☒	☐	☐	☐
35 – 50 lb (16 -23 kg)	☐	☒	☐	☐	☐
51 – 74 lb (24 – 32 kg)	☒	☐	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☒	☐	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

4. Requires to carry:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☒	☐
11 – 24 lb (5 – 11 kg)	☐	☐	☒	☐	☐
25 – 34 lb (12 – 15 kg)	☐	☒	☐	☐	☐
35 – 50 lb (16 -23 kg)	☐	☒	☐	☐	☐
51 – 74 lb (24 – 32 kg)	☒	☐	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☒	☐	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

5. Requires pushing:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☒	☐
11 – 24 lb (5 – 11 kg)	☐	☐	☒	☐	☐
25 – 34 lb (12 – 15 kg)	☐	☒	☐	☐	☐
35 – 50 lb (16 -23 kg)	☐	☒	☐	☐	☐
51 – 74 lb (24 – 32 kg)	☒	☐	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☒	☐	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

6. Requires pulling:

Weight Lifted	Never	Rare	Occasional	Frequent	Continuous
< 10 lb (4.5 kg)	☐	☐	☐	☒	☐
11 – 24 lb (5 – 11 kg)	☐	☐	☒	☐	☐
25 – 34 lb (12 – 15 kg)	☐	☒	☐	☐	☐
35 – 50 lb (16 -23 kg)	☐	☒	☐	☐	☐
51 – 74 lb (24 – 32 kg)	☒	☐	☐	☐	☐
75 – 100 lb (33 – 45 kg)	☒	☐	☐	☐	☐
> 100 lb (45 kg)	☒	☐	☐	☐	☐

OFFER OF MODIFIED WORK

Employee Name: _____ **Date (D/M/Y):** _____

In keeping with our policy to consider suitable employment for any employee to perform their regular work due to injury, we are offering the following modified work placement.

Job Position: _____ **Location:** _____

Specific Duties: _____

_____

_____

_____

_____

_____

Hours of work per day: _____ **Number of days per week:** _____

Start date: _____ **End date:** _____

During the modified work placement, your supervisor will be: _____

It is expected you will only perform the duties outlined above. Your supervisor will monitor your progress and meet with you weekly to adjust and /or length of placement as required based on your ability and relevant fitness information. If you have any difficulties performing the modified work, please notify your supervisor immediately.

Offer accepted ☐

Offer rejected ☐ **(Reason)** _____

_____

_____

Employee Signature: _____ **Date:** _____

Employer Signature: _____ **Position:** ☐ _____

RIGHT TO REFUSE DANGEROUS WORK POLICY

Worker Rights and Responsibilities

- Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right. All-Can will not take or threaten discriminatory action against a worker for exercising their rights and duties under the OH&S legislation.
- Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace.
- Workers have the right to be:
    - involved in health and safety discussions
    - participate in health and safety committees

No worker shall:

- Carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site,
- Operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

Imminent Danger

Under Section 35(2) of Alberta's Occupational Health and Safety Act imminent danger is defined in relation to any occupation as:

- A danger that is not normal for that occupation, or
- A danger under which a person engaged in that occupation would not normally carry out the person's work.

Notification of Refusal of Work

1. The worker must immediately inform the supervisor, or an appropriate designate, of a work refusal with an explanation of the circumstances they believe put them in danger.
2. The refusing worker must remain in a safe place near the site/workstation and available to the supervisor or employer for the purposes of investigation until an investigation has been completed. If the situation is resolved at this point then the worker will return to work.

Investigating / Mitigating

As soon as notified, All-Can Management will immediately investigate and resolve the situation in a timely manner.

Pending an investigation and a decision from the Inspector, no worker will be assigned to use or operate the machine, equipment, or tool, or work in the workplace or the workstation being investigated, unless that individual has been advised of the previous worker's refusal and their reasons for the refusal and there is no risk of imminent danger.

A written record of the worker's notification will be prepared and include the conclusion of the investigation and actions taken. The worker(s) who gave the notification will also get a copy of the record.

After Inspection

If controls have been put in place or it was deemed that the activity does not constitute imminent danger, the work will be continued. If the worker(s) still thinks that imminent danger exists, it would be advised to further discuss with management; if the situation cannot be resolved, the worker, employer, or a representative of either must notify an Occupational Health and Safety Alberta officer. They can be reached at the toll free number 1-866-415-8690.

Training

All new and existing employees will attend training on the work refusal policy and procedure. Work refusal training will be provided to all newly hired management and workers at orientation. Training records will be maintained by the HSE Coordinator. Management/Supervisors will be responsible to ensure that workers complete all mandatory training and understand the process for work refusal.

REFUSAL OF UNSAFE WORK FORM

Employee Name:	**Supervisor:**
Date:	**Location:**
Nature of Refusal:	
Corrective Action:	
Agreement of Corrective Action: **Employee Signature:**	**Supervisor Signature:**
Management Signature:	
Complaint filed to OH&S ☐ **Yes** ☐ **No** **Date:**	

SHORT SERVICE EMPLOYEE PROGRAM

Short Service Employee (SSE) – is defined as any employee or contractor with less than six months experience within the same job type.

Objective

To ensure that hired SSE are identified, appropriately supervised, trained, mentored, and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, or property damage. This program will apply to all employees and subcontractors hired for service by All-Can

Policy

Working Alone – A SSE may not work alone until the SSE identifier has been removed by the employer..

Identification – SSE will be visually identified by a green ACSA sticker on their hard hat which will include the SSE start date. When working on any job site where All-Can is not the prime contractor, the SSE will be communicated to the prime contractor and will follow any guidelines set by the prime contractor.

Mentoring – SSE will be designated one or more individuals to serve as *mentor*. Mentor being defined as an experienced company employee who is well regarded by the company. The mentor will be available to the SSE to answer questions, offer guidance, and to provide support and encouragement.

Monitoring – SSE will be continuously monitored, if at the end of the six month period the SSE has worked safely and adhered to HES policies, the SSE identifier can be removed at the employer's discretion.

Contractors – The SSE program will be followed by any contractors working under All-Can as a stipulation of their work agreement.

The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

SPILL RESPONSE POLICY

Purpose
The purpose of this policy is to provide the information necessary to address any spill that may occur and to ensure minimal impact to the land or water environment in the immediate surrounding area.

Reporting
Any spill, release, or emergency that may cause, is causing, or has caused an adverse effect to the environment must be immediately reported to Alberta Environment and/or applicable authority. An adverse effect is defined as:

- Any third party impact (off-site impact)
- Un-recovered spilled substance likely to contaminate surface or groundwater
- Groundwater and/or surface water that is contaminated
- Toxic or flammable release to air going offsite

Alberta 1-800-222-6514
Saskatchewan 1-800-667-7525
British Columbia 1-800-663-3456

All-Can management is to be notified of any spill or release regardless of severity

Prevention and Maintenance
All-can will place high priority on spill prevention to reduce the risk of spills and minimize environmental damage. In order to lower the risk of leaks or spills occurring, workers are to incorporate into safety inspections a check for any signs that equipment may be leaking or is in a condition that future leakage may occur.

Response
The initial response to any spill is to:

- Protect yourself, public, and environment
- Stop the flow of hazardous material if it is safe to do so
- Secure and isolate the spill area
- Assess the situation

General Procedures
The first action for clean up of land based spills, is to prevent the spread to watercourses or drainage ditches through containment and damming. If necessary, the spill area should be marked off to prevent wildlife or livestock from entering the area. Report spill to a regulatory agency when exceeding the classifications. Once the spill has been contained, steps than can be taken to collect all contaminated soil for later disposal.

The information in this policy does not take precedence over applicable government legislation, for more information please refer to current OH&S Regulations

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

Spill Report # _____

Name of Client: _____ Date &Time_____

Reported By: _____ Area: _____Phone #: _____

Reported To: _____ Area: _____Phone #: _____

Location of Spill: _____Type of Product_____

PIN #: _____ Approximate Quantify: _____ Is there a toxic odor? □ Yes □ No

How did the spill occur?	
Is spill ongoing? □ No □ Yes □ Not known (If yes, Provide Details)	
Incident Classification: **Class 3 □ Minor (No significant adverse impact)** **Class 2 □ Serious (Causes or likely to cause an adverse impact)** **Class 1 □ Major (Confined major impact)**	
Is Spill contained? □ No □ Yes □ Not Known	
Response Details	**Investigative Details**
Corrective Action Taken:	**Cause of Spill**
Government Agencies: (Please list)	**Nature and extent of damages**
Spill control services involved	**Follow-up required**
Report Prepared By:	**Date:**
Manager/ Party Chief's Signature:	**Date:**
Client's Representative's Signature:	**Date:**

TRAINING POLICY

The company will provide and employees will participate in all safety and related training that is necessary to minimize losses of human and physical resources of the company.

This training will include, but not be limited to:

- New hire safety orientations;
- On the job training;
- Safety training for supervisors and management;
- Task and trade-specific training and certification;
- Specialized safety and related training.

Current training records will be kept in each Employee's file and summarized in a training matrix to ensure legislative and company policy compliance.

This policy will be reviewed during the orientation process, posted in our offices and work sites and reviewed with all our employees on a regular basis.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

VEHICLE POLICY

Purpose: The purpose of this policy is to provide employees with specific guidelines regarding the use of company and personal vehicles while conducting company business with All-Can Engineering & Surveys (1976) Ltd.

Scope: This policy applies to all employees who utilize company or personal vehicles for business purposes and employees that park vehicles on company property.

Background: This policy has been established to mitigate legal and insurance risk for employees and this company.

Personal Vehicles:

1. All-Can will not be responsible for damage or loss of any vehicle parked on company property. Employees may utilize available parking, but do so at their own risk.
2. All-Can requires that employees that operate vehicles on a continuous basis for business purposes have insurance suitable for this purpose and must obtain a minimum of $1,000,000.00 personal liability coverage for their vehicle.
3. Employees must provide the Controller with a copy of their current drivers' license and proof of insurance, prior to operating personal vehicles for business purposes. Employees must forward updated documents on a yearly basis or whenever a change takes place. (suspensions, loss of driving license or insurance coverage)
4. Employees operating their personal vehicle for business purposes are expected to follow safe driving practices and abide by the law, including the use of seatbelts while underway. Cargo and items stored in the bed or cab of the vehicle must be secured to prevent loss or injury from conditions ranging between accidents and normal operation. Mobile devices are not to be used by the driver while underway, pull over where safe to do so or have a passenger operate them, hands free phone use is encouraged in a similar manner. Unsafe or unlawful practices or driving under the influence of drugs or alcohol will not be tolerated and will lead to disciplinary action, up to and including termination.
5. On site vehicle parking is encouraged in a pull-through manner where the exit will be obstruction free; if such an orientation is not available please utilize backing into parking stalls for trouble free egress.
6. All issues and incidents relating to vehicle operation while conducting All-Can business must be reported directly to the employee's manager.

Company Vehicles:

1. Company vehicles must not be utilized by any employee without prior approval from the Controller.
2. Employees must submit a copy of their current drivers' license and drivers abstract. Employees must forward updated documents on a yearly basis or whenever a change takes place.
3. Employees operating a vehicle for business purposes are expected to follow safe driving practices and abide by the law, including the use of seatbelts while underway. Cargo and items stored in the bed or cab of the vehicle must be secured to prevent loss or injury from conditions ranging between accidents and normal operation. Mobile devices are not to be used by the driver while underway, pull over where safe to do so or have a passenger operate them, hands free phone use is encouraged in a similar manner. Unsafe or unlawful practices or driving under the influence of drugs or will not be tolerated and will lead to disciplinary action, up to and including termination.
4. On site vehicle parking is encouraged in a pull-through manner where the exit will be obstruction free; if such an orientation is not available please utilize backing into parking stalls for trouble free egress.
5. All issues and incidents relating to vehicle operation must be reported directly to the employee's manager.
6. All-Can will not be responsible for any traffic violations incurred by an employee while operating a company vehicle for company business. The employee will be responsible for any expenses incurred for parking or moving violations.

Company Work Trucks:

1. Company Work Trucks are to be used for work purposes only.
2. As a part of tailgates an inspection of the vehicle before use should be conducted to include the operating/safety systems, immediate concerns should be addressed before use.
3. Any personal use must have prior approval from the Controller.
4. Logbooks must be maintained daily for all work purposes. Please see example below.
5. For tax purposes, the employees are charged a taxable benefit on personal use of company work trucks. To facilitate the calculation of the personal benefit, the employee is responsible to maintain a logbook that includes breakdown, in writing, for personal and business use. This document to be submitted to the Controller on December 31 of each year. This benefit will appear on your annual T4 Statement of Earnings.

Other Company Owned Vehicles:

1. All Company Owned Vehicles must be maintained to a minimum of the manufactures specifications.
2. Logbooks must be maintained daily for all use. Please see example below.
6. For tax purposes, the employees are charged a taxable benefit on personal use of all company owned vehicles. To facilitate the calculation of the personal benefit, the employee is responsible to maintain a logbook that includes breakdown, in writing, for personal and business use. This document to be submitted to the Controller on December 31 of each year. This benefit will appear on your annual T4 Statement of Earnings.

Vehicle Mileage/Expense Log Year_____ Odometer on Jan. 1 _____

Date	Mileage Start	Mileage End	Mileage Total	Business Purpose	Park$	Tolls$	Other$

WORKING ALONE POLICY

Policy – All-Can is committed to take all reasonable and practical steps to eliminate or reduce the risk of working alone and to respond quickly and effectively to any incidents or emergencies. At a worksite where only one worker is present, an effective means of communication between the worker working alone and the persons capable of responding to the worker's needs must always be established.

Working Alone – Means to work alone at a worksite as the only worker of the employer or contractor at that worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

An Employer Shall – For any worker working alone, provide an effective communication system consisting of radio, telephone or some other effective means of electronic communication. This includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work. If electronic communication is not practicable at the work site, the employer must ensure that the employer or designate visits the worker or the worker contacts the employer or designate at intervals appropriate to the nature of the work.

Working Alone Procedures

Hazard Assessment – First conduct a written hazard assessment of the work site to identify existing or potential hazards and take all reasonable steps to eliminate any hazard identified.

Communication – All-Can employees working alone must ensure that communications are established with either a company contact or other designate. The employee's specific location must be communicated to the contact. Employees working alone must follow the communication procedure:

- Contact Prior to departure
- Contact at minimal, four hour increments
- Contact when changing locations
- Contact in emergencies
- Contact upon completion

All-Can will ensure tools are available to every employee that may work in a working alone environment, these communication tools may include but are not limited to:

- Cell phone
- Satellite phone
- SPOT GPS tracking system
- Two way radio

Emergency Preparedness – To ensure prompt action in cases of emergency, All-Can has set the following procedures in place that must be followed. If communication at the scheduled check-in or at the end of the day has not been established, the follow up procedures will be:

1. Attempt to contact employee for a maximum of 15 minutes.
2. While attempting to contact, check for employees or field representatives in the same area and dispatch to last known location of the no contact employee. Constant contact must be kept with dispatched employee until arriving at last known location of the no contact employee.
3. The search must continue until the no contact employee is located.
4. In case of an emergency, the emergency response plan will be followed and contact will be made with the necessary rescue departments.

WORKPLACE VIOLENCE / HARASSMENT AND PREVENTION POLICY

Purpose

All-Can Engineering & Surveys (1976) Ltd has zero tolerance for workplace violence or harassment of any kind and will be proactive in the prevention of workplace violence and harassment. All-Can is committed to investigating reported incidents of violence and harassment in an objective and timely manner, taking necessary action; and providing appropriate support for victims.

Scope

Applicable to all employees, other employers, self-employed persons, visitors and external workplace parties affected by All-Can's work activities.

Policy

All-Can Engineering & Surveys (1976) Ltd commits to eliminating violence and harassment at our workplaces. Any instances of violence or harassment will be investigated. All employees will have a work environment that is free of violence or harassment of any kind, whether it arises from another employee or any other person visiting the workplace, or interacting with staff.

This policy will ensure that:

- Individuals are aware of, and understand that, acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Signed: Troy Motz

Troy Motz, ALS, SLS, P. Eng,
President

Date: Sept 15, 2025

Definitions

Workplace Harassment

The OHS Act defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

- conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.

Workplace harassment is behaviour intended to intimidate, offend, degrade or humiliate a particular person or group.

It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers. Harassing behaviour can include:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours);
- deliberate misgendering (i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender);
- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling);
- exclusion or isolation of individuals;
- intimidation (i.e. standing too close or making inappropriate gestures/comments);
- cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or email);
- deliberately setting the individual up to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause; and
- displaying or circulating offensive pictures or materials in print or electronic form.

What isn't workplace harassment?

- Reasonable actions taken by an employer or supervisor while managing and directing workers are not considered harassment. Reasonable actions considered to be part of a manager's or supervisor's work functions include changing work assignments, scheduling, assessing and evaluating work performance, inspecting workplaces, implementing health and safety measures, and taking disciplinary action such as

dismissing, suspending, demoting, or reprimanding with just cause. Done reasonably and fairly, these actions should not be considered to be workplace harassment.

- Differences of opinion or minor disagreements between co-workers are also not generally considered to be workplace harassment but can turn into harassment if no steps are taken to resolve the conflict. Similarly, difficult conditions of employment such as professional practice limitations, organizational changes, or financial restrictions are not considered harassment. Work-related stress, on its own, does not constitute harassment. However, an accumulation of stress factors resulted from harassing behaviours such as those described earlier may result in a harassment situation.

Workplace Violence

Violence, whether at a work site or work related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Workplace violence can include:

- physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);
- threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle, destroying property or throwing objects);
- verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; and
- sexual violence.

Domestic Violence

Domestic violence is a pattern of behaviour used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace. It may put the targeted worker at risk, and may pose a threat to co-workers.

Domestic violence can occur between, but not limited to:

- current or former intimate partners;
- people of all ages;
- family members;
- people of all racial, economic, educational and religious backgrounds; and
- people in heterosexual and same-sex relationships.

Nature of the relationships could be:

- living together or separately;
- married or unmarried; or
- in short- or long-term relationships.

Sexual Violence

- Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work related setting.
- Sexual violence exists on a continuum from obscene name-calling to rape and/or homicide, and includes on-line forms of sexual violence (e.g. Internet threats and harassment) and sexual exploitation.

If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee involved will face discipline which may include up to and including immediate termination.

Responsibilities

President

It is the responsibility of the President of All-Can Engineering & Surveys (1976) Ltd to ensure that:

- All reasonable preventative measures to protect employees and others at All-Can from workplace violence and harassment;
- A workplace violence risk assessment is conducted;
- Advise the Health & Safety Committee of the assessment results and provide a copy in writing;
- Establish procedures, policies and work environment arrangements to eliminate the risk to employees from violence;
- Ensure all employees are trained on this policy;
- Review at least every three years, and sooner where required. This includes initiating a review following incidents that indicate a need for reassessment, when changes occur to the work or work site, or upon request by the Health and Safety Committee;
- Reporting procedures are established with respect to workplace violence and harassment;
- Process is in place for responding to, and investigating incidents of workplace violence and harassment; and
- This policy and procedure is posted and communicated to all staff.

Managers/Supervisors

It is the responsibility of Managers and Supervisors at All-Can to ensure that:

- This policy is properly enforced and communicated to the employees;
- All employees within their department are adequately trained in All-Can's procedures addressing workplace violence and harassment risk factors;
- Encourage employees to report complaints or incidents of workplace violence and harassment;
- All reports/complaints/incidents of workplace violence and/or harassment will be addressed in an appropriate and timely manner in confidentiality; and
- All complaints or incidents of workplace violence and/or harassment will be reported promptly to senior management and investigated immediately.

Employees

It is the responsibility of every employee or contract personnel to:

- Comply with this policy and all related procedures at all times for their own protection and the protection of others within the workplace;
- Immediately report any violent or potentially violent incident to their manager/supervisor. In the event of an extreme or imminent threat of physical harm to themselves or any person at All-Can, the worker should contact Emergency Services; and
- Fully cooperate in any investigation of complaints or incidents of workplace violence or harassment as indicated within this policy.

Procedures

Risk Assessment for Workplace Violence

Besides taking into consideration the general layout/environment of the workplace, the following risk factors will be taken into consideration as well when All-Can completes their workplace violence risk assessment:

- Mobile workplaces
- Contact with clients
- Transporting people and/or goods
- Working alone or in small numbers

Zero Tolerance

All-Can Engineering & Surveys (1976) Ltd will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employees, other employers, self-employed persons, visitors and external workplace parties affected by All-Can's work activities. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:

- Removal from the property;
- Discipline or dismissal;

- Police involvement.

All physical assaults involving an employee or occurring at All-Can will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

Domestic Violence

Any employee, or knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their manager/supervisor so that necessary preventative precautions may be taken to protect all employees.

Response to a Violent or Harassment Event or Complaint

Any employee who observes workplace violence or harassment, or is a victim thereof, shall immediately go to a safe location and report it to their Manager or the President. All-Can Management ensures the confidentiality of individuals who report instances of workplace harassment or violence. At the discretion of management, the police may need to be contacted. In the event that the President is not available, staff shall contact the police if they feel it is necessary.

All complaints and incidents are to be recorded in writing using the Violence and Harassment Reporting Form, by the reporting person or employee, providing a copy to the supervisor/manager and the Human Resources Department.

One or more of the above managers will promptly carry out an investigation. All reports will be investigated and information will be kept confidential, to the extent possible.

Management or the Human Resources department will undertake:

- A documented interview with the complainant and/or victim;
- A documented interview with the alleged perpetrator(s);
- A documented interview with any witnesses with relevant information to provide; and
- Any other step the investigator(s) deems relevant to the investigation of the complaint or incident.

At the conclusion of the investigation of a complaint or incident, the manager or Human Resources department will provide a written report of the findings and provide any recommendations to prevent a recurrence, to senior management. Following the investigation, the appropriate corrective action will be determined by the President and the Manager(s) of the employee(s) involved. This report and corrective actions must be provided to OHS officers upon request. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken.

All employees who are subject to workplace violence or harassment also have the option of pursuing recourse through the Alberta Human Rights Tribunal, the Criminal Code and/or the Victims of Crime Financial Benefits Program.

External Reporting

The police may need to be contacted (if they have not been contacted already) if the conclusion of the investigation involves crimes that fall under the Criminal Code.

Support

While All-Can Engineering & Surveys (1976) Ltd will provide support to victims of violence or harassment to the best of its abilities. A worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral. There will be no loss of pay or benefits during treatment of an incident.

Summoning Immediate Assistance

Emergency Telephone Numbers are posted on each floor at All-Can. Follow Emergency Procedures for all contacts under the Emergency Plan.

Reprisals

If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be protected from reprisals as long as they have acted in good faith and they have complied with the *OH&S Act*..

Communication and Training

All-Can's Workplace Violence and Harassment Prevention Policy Statement shall be posted in the workplace on the Health and Safety Bulletin Board. In addition, all new or returning employees (leave of absence of six months or more) at All-Can will be train on the contents of this policy during the orientation process. All existing employees, as well as managers at all levels will be trained on the contents of this violence prevention policy and program during a safety meeting. Managers and the President need to make themselves aware of all legislation applicable to violence in the workplace in order to take the appropriate steps during and after violent situations.

Applicable legislation may include the *Occupational Health & Safety Act*, Criminal Code of Canada, Alberta Human Rights Act and Workers Compensation Board.

Non-compliance with these requirements may result in stop-work orders and administrative penalties of up to $10,000 per incident.

Monitoring of the Program

The Workplace Violence and Harassment Policy and program will be reviewed every three years or as needed with the Health & Safety Committee to ensure any new violence or harassment hazards are identified and employees are properly protected from these hazards. This policy should be reviewed after any violent events take place to determine if changes need to be made.

Identifying Risk Factors and Control Measures – Violence

Risk Factor	Definition	Examples	Control Measures
Mobile workplaces	Workers required to travel in a vehicle most of their workday to provide a service at a client's company with limited communication with their own office	Sales people, Field workers, contractors	Prepare a daily work plan, so that you and others know where and when you are expected somewhere. Identify a designated contact at the office and a back-up. Keep your designated contact informed of your location and consistently adhere to the call-in schedule. Check the credentials of clients. Use the "buddy system", especially when you feel your personal safety may be threatened. DO NOT enter any situation or location where you feel threatened or unsafe. Engage your supervisor or manager.
Contact with clients	Workers required to provide a product or service to clients in a fixed location	All workers	
Transporting people and/or goods	Workers required to transfer goods of all kinds in trucks and mid-sized vehicles, and people by shuttle service	Sales, Field and Delivery workers	
Working alone or in small numbers	Workers required to work alone or with very few other workers at a fixed location	Field and Office workers	

Identifying a Potentially Violent Person

Signs that a person is potentially violent may include, but are not limited to:

- Their face is turning red or white.
- Their expression is angry, sneering, or glaring.
- They are pacing, making nervous, repetitive, or violent movements, shaking, clenching jaw or fists,
- approaching too near, or perspiring heavily.
- They are using a loud voice and/or abusive language.
- Their breathing is shallow or rapid.
- If you notice these signs, TAKE ACTION. Get help from your manager immediately!

Communicating with a Potentially Violent Person

- DO NOT confront the person by glaring or staring.
- Remain calm and use a calm manner.
- Speak slowly and clearly in a sure tone.
- DO NOT attempt complicated explanations during a tense situation.
- Ask the person to talk and pay close attention.
- DO NOT advise the person to relax or be calm.
- Use silence to placate the person.
- DO NOT defy, criticize, insult, interrupt or patronize.
- DO NOT crowd the person. Allow them about 2 to 4 feet of space.
- DO NOT fight with the person. Leave the situation and if necessary, get help from the police.

Problem Solving with a Potentially Violent Person

- Try to see the situation from the person's point of view in order to figure out how to fix the problem.
- DO NOT take the situation lightly.
- Direct the person's attention to the issue.
- Ask the person how to fix the problem.
- Be positive about criticism. If you agree with it, admit this. If you disagree, try to discuss the situation.
- DO NOT lie or make unreasonable commitments.
- Make minor requests, such as taking the discussion to a quiet area.
- Divide the problem into smaller chunks and deal with them one at a time.
- Be clear about the consequences of violence and provide other options.
- If the person is an employee, do not discuss discipline until the situation is more stable.
- DO NOT immediately turn down the person's request.
- DO NOT try to negotiate with someone who is making threats. End the conversation calmly and if necessary, get assistance.

Ending an Abusive Telephone Call

- Interrupt in a courteous but firm tone.
- Make it clear that abusive behaviour is not acceptable, and that you will end the conversation if they don't stop. Report the abusive call to your manager.
- Halt the call in a courteous but firm tone if the abusive person calls again.
- Make it clear that abusive behaviour is not acceptable, and that you will forward the call to your manager if they don't stop.
- Put the caller on hold.
- Report the holding caller to your manager.
- Forward the caller to your manager.

Road Rage Situations

- Employees are reminded to avoid potential road rage situations. The following are some best practices for avoiding road rage:
- Plan your route in advance (frustration or erratic behaviour is more likely if you are lost);
- If you feel yourself getting upset, open the window, breathe deeply and listen to relaxing music;
- Consciously decide not to let traffic delays or other peoples' driving habits affect your driving;
- Acknowledge your mistakes which can reduce conflict;
- Be courteous and considerate;
- Do not compete or retaliate;
- Leave traffic enforcement to the police;
- Avoid heavy meals before driving which can make you lethargic;
- Avoid honking your horn unless necessary, and;
- Stay in your vehicle, lock the doors and call the police if you are being physically threatened, Dial 911 to reach emergency services.
- If you are being followed, do not drive to your home. Drive to the nearest service, police or fire station, remain in your vehicle and honk your horn repeatedly until someone assists you.