Section 7

Training and Safety Meetings

Table of Contents

7.1 TRAINING POLICY 2

7.2 WORKER TRAINING 3

7.2.1 Safety Orientation / Basic Training 3

7.2.2 Contractor / Subcontractor Selection 3

7.2.3 Specialized Safety Training 4

7.2.4 On-the-Job Training 5

7.2.5 H2S Awareness 7

7.3 SAFETY MEETINGS 9

7.3.1 General Safety Meetings 9

7.3.2 Daily Hazard Assessments / Tailgate Meetings 9

ALL-CAN TRAINING REQUIREMENTS 10

ALL-CAN EMPLOYEE TRAINING RECORD 11

ALL-CAN EMPLOYEE ORIENTATION ACKNOWLEDGEMENT FORM 12

ALL-CAN ORIENTATION / WHMIS QUIZ 13

ON THE JOB / COMPETENCY TRAINING RECORD - FIELD PERSONNEL 15

ALL-CAN DAILY TAILGATE MEETING/HAZARD ASSESSMENT 17

ALL-CAN GENERAL SAFETY MEETING 18

7.1 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;
- Competency 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 and reviewed with all our employees on a regular basis.

Signed: _____ Date: May 1, 2020
Troy Motz, ALS, SLS, P. Eng,
President

7.2 WORKER TRAINING

Training is an important part of our safety program. It ensures employees have the necessary skills, explains the need for safe operations, improves communication and gives employees the confidence to work properly and safely. All-Can provides comprehensive training programs for its new workers, ongoing training for existing members and makes sure that training for all new policies/procedures are available when necessary.

All-Can requires all of its employees, contractors and subcontractors to complete a number of orientations and courses. A complete list of training requirements can be found on Form SM-7-001. Records of training are kept in the head office and shown on Form SM-7-002.

An organizational chart has been established for each role within the Company; minimum qualifications have been determined for each position and must be met by each employee before hire or placement into a new role. Qualifications may include a combination education, in-house training or related work experience. Documentation of education or training will be kept on file for each employee to ensure each worker meets the qualifications of his/her role

7.2.1 Safety Orientation / Basic Training

Safety orientations help new and transferred workers become familiar with the company's safety program, work site and safety rules. All new and existing employees, contractors and subcontractors of All-Can will receive safety orientations and training to familiarize themselves with new and updated safety rules and safety programs.

To provide consistency and documentation of the orientations, the attached form (SM-7-003) will be utilized as a minimum guide for employees, contractors and subcontractor orientations. All existing and future employees, contractors and subcontractors will complete this form. The acknowledgement forms will then be submitted to accounting as no new employees will be placed on the payroll without receipt of these forms. A copy of the acknowledgement form will then be forwarded from payroll to the safety co-ordinator for record purposes.

Training records / certificates are kept on file and tracked using a safety training matrix. The safety matrix is updated regularly and allows us to determine any deficiencies in our employees training records as well as certification expiry dates.

7.2.2 Contractor / Subcontractor Selection

All-Can requires its contractors and subcontractors to adhere to all safety requirements and standards that are followed by its employees. This includes having a valid Workers Compensation coverage. All subcontractors are required to comply with All-Can’s Health and Safety Manual, as well as all client policies and directives (including their Drug and Alcohol Policies). All-Can will ensure that all client policies and directives are communicated and understood by subcontractors. There are a number of criteria used in selecting eligible contractors/subcontractors including:

- Safety records and past performance
- Safety training
- Certifications
- WCB past performance

7.2.3 Specialized Safety Training (Rural Crews)

Additional specialized safety training will be required. This should include items such as:

- ATV Training;
- CPR;
- Chainsaw Safety;
- CSTS / WHMIS 2015
- Defensive Driving / Off Road Driving;
- First Aid (Standard);
- Ground Disturbance;
- H_2S Alive;

Dedicated City crews training requirements will differ from the rural crews, as such that H_2S Alive, ATV Training, Chainsaw Safety are not required. For further questions about training differences between urban/rural crews please contact the Safety Coordinator.

Our safety program realizes the need for safety training for our management and supervisors. Such training should include the specialized training mentioned above. It may also include training in such areas as:

- Incident Investigation;
- Leadership for Safety Excellence;
- Loss Control Management;
- WCB Claims Management.

7.2.4 On-the-Job Training

Competent worker
A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent.

On-the-job training ensures that each employee can do the job and knows how to do it right. This type of training should be conducted:

- at time of hire; evaluate their understanding of safety and
- when an employee is assigned new or different work;
- when an employee is moved to a new site or location; and
- when there are new processes, methods and/or equipment.

Procedure
In every case the approach is the same. On-the-job training should be conducted by employees familiar with the worksite and competent in the particular task for which they are providing training or by the employee's immediate manager / party chief. The manager / party chief should:

- review with the employee the company's "Safe Work Practices" and any " Safe Job Procedures" that apply to the specific job;
- bring all known safety hazards that may affect the employee to his / her attention;
- determine just what the employee can do and how he / she does it. This includes both discussion with the employee and observation of how he / she does the work;
- provide the employee all information that is necessary for the employee to do the job safely and correctly
- Start record keeping on Form SM-7-004 (Sec 7-15) of the new or reassigned workers progress. Make notes of any areas needing improvement and then re-evaluate until the procedure is observed in an approved manner.

Topics for ongoing training:

- company and regulatory requirements
- standard work procedures
- critical tasks
- equipment operation
- proper use of tools
- effective use of manuals, checklists and records
- use of personal protective equipment
- emergency response procedures
- first aid skills
- signs, hand signals, codes etc.

Depending on the complexity of the job and the employee's skill / experience level, on-the-job training may take anywhere from a few minutes to several months.

The jobs that require the highest priority for training are those:

- with serious hazards
- that are done frequently
- where there is high staff turn-over
- where accidents frequently occur

Records

On-the-job training records should be kept along with records of orientations and other forms of specialized safety training. Records should also indicate any past industry or job-related experience. Training records can be used to track past training and plan future training needs. **Form SM-7-004 should be completed before a worker is considered competent and capable of working safely without supervision.**

7.2.5 Hydrogen Sulphide (H2S) Awareness Orientation

The following content is a brief summary of H2S regulation and policies, rural crews and others deemed necessary will be provided with industry training such as "H2S Alive" to further their understanding and improve their safety as well as to cover rescue and the use of testing/respiratory equipment.

Introduction:
H2S is a gas commonly found during the drilling and production of crude oil and natural gas, plus in wastewater treatment and utility facilities and sewers. The gas is produced as a result of the microbial breakdown of organic materials in the absence of oxygen. Colorless, flammable, poisonous and corrosive, H2S gas is noticeable by its rotten egg smell at low concentrations. With toxicity similar to carbon monoxide, which prevents cellular respiration, monitoring and early detection of H2S could mean the difference between life and death.

Properties:

1. Normally encountered as a gas
2. Colourless
3. Slightly heavier than air (1.9 compared to 1.0 for air)
4. Flammable
5. Soluble in water, sludge, emulsions, well fluids and molten sulphur.

Location:

- Sources
    - General sources of H_2S: geological formations, organic material and chemically produced.
    - Specific sources of H_2S: drilling, well stimulation, well servicing, field production facilities, trucking & pipeline operations, petro-chemical facilities.
- Location factors (i.e. wind, traps, shacks or buildings, confined spaces, sour spills, pit and low spots and bermed or diked areas. etc)

Measurement: H_2S is included in Schedule1, Table2, (CAS 7783-06-4) and has an Occupational Exposure Limit (OEL) of 10 ppm and ceiling level of 15 ppm. (Alberta OH&S Code, Part 4, Section 16, 1-4)

- OEL's Worker exposure measured over any 15-minute period must not exceed 15 OEL. Worker exposure to this substance measured over successive 15-minute periods at a concentration above its 8-hour OEL, *must not happen more than four times per day*. There must be at least 60 minutes between successive exposure periods in this concentration range and the 8-hour OEL may not be exceeded for the work shift.
- *H_2S Alive Course, sponsored by Oil & Gas associations does not differentiate between OEL of 10 ppm and Occupational Exposure Ceiling Level of 15 ppm and adheres to 10 ppm as a standard for acceptable exposure over an eight hour shift. Workers use SCBA for testing and emergency rescue.*

Toxicity levels and scales of measurement: 1ppm = 0.0001%

CONCENTRATION (PPM)	POSSIBLE HEALTH EFFECTS
Less than 1	You can smell it
10 AB / Zero BC	8 hour occupational exposure limit.
15 AB / 10 BC	Ceiling of occupational exposure limit. Workers must wear breathing apparatus.
100	Loss of smell in 2-15 minutes. May burn throat, cause headache and nausea.
200	Sense of smell lost rapidly. Burns eyes and throat.
500	Loss of reasoning and balance. Respiratory arrest in 2 to 15 minutes. Prompt resuscitation needed.
700	Immediate unconsciousness. Causes seizures, loss of bladder and bowel control. Immediate resuscitation needed.
1000	Causes immediate stoppage of breathing. Death or permanent brain damage will result unless rescued promptly. Death from cardiac arrest or permanent brain damage will result within 4 to 6 minutes after breathing stops.

- Codes of practice addressing storage, handling, use and disposal of substances listed in Schedule 1 Table 2, including H_2S, in excess of 10 kilograms or in a mixture in which the amount exceeds 10 kilograms and at a concentration of 0.1 percent or more *are not required* as a measure to prevent the uncontrolled release of these substances and the procedures to be followed if there is an uncontrolled release. The prime contractor requires a separate ERP as a pre-requisite to licensing that specifically addresses sour gas and oil releases and All-Can would come under respective controls of prime contractors who would address these issues during orientation process. Refer to CPPA Guidelines, (Manual,10-9)

Response strategy

Discuss what to do in the event of a man down or H_2S release

- get out of the area
- sound an alarm
- Assess
- don SCBA
- rescue victim(s)
- revive victim(s)
- seek medical attention

7.3 SAFETY MEETINGS

Safety meetings offer opportunities for effective two-way sharing of information among employees, contractors and subcontractors. Safety meetings:

- increase general safety awareness among participants;
- increase worker awareness of company and government safety requirements for specific jobs or projects;
- provide training in safety and procedures;
- encourage participants to provide feedback on safety matters, especially in regards to hazard assessment and control

7.3.1 General Safety Meetings

Management Team
General safety meetings are held on a monthly basis with all Senior Management. These meetings are held to discuss new or changing policies and Company goals. Meetings are also used to discuss Company performance. Any action items or safety concerns discussed in the meeting will be forwarded on to all employees vial email. Records of the meeting will be kept on file.

Office Personnel
Office safety meetings will be held bi-annually or as required. An agenda will be sent out by the Safety Coordinator indicating place, time and date of meeting. These meetings are used to introduce new policies and procedures. Topics can include anything relevant to worker health and safety, both on the job or at home. Records of the meeting will be kept on file.

Field Personnel
Safety meetings with field personnel are held on an annual basis or as required. Meetings are held to permit two-way communication between management and field personnel. Management uses the meetings to introduce new or changing policy and procedures and to discuss Company performance. Field workers are encouraged to inform management of any problems impeding implementation of management policies or goals. Records will be kept on file.

7.3.2 Daily Hazard Assessments / Tailgate Meetings

The primary vehicle for ongoing safety awareness and exchange of safety information is the daily tailgate meeting. This meeting involves workers and their immediate manager / party chief. The tailgate meeting is to be held on a daily basis before starting work or when the scope of work changes. The manager / party chief should prepare the meeting.

Tailgate meetings must be done by party chiefs every day whether they are employees, contractors, or subcontractors. Managers / party chiefs will ensure that anyone assigned a follow-up activity will be required to report on progress by set guidelines.
.

ALL-CAN TRAINING REQUIREMENTS

TYPE OF COURSE	CERTIFICATE ISSUED BY	TRAINING TIME (HRS)	RENEWAL FREQUENCY	REQUIRED BY	INTENT	CONTACT
All-Can Orientation	Management	3	3 years	All Employees	To provide all workers with fundamental knowledge of the Company and the Company's safety program.	Safety Coordinator and All-Can Safety Manual
Wildlife or Bear Awareness	ACSA	1	Initially and as required	Rural Field Personnel	To provide workers with a basic understanding of bears and wildlife and the risks associated with working in bear country.	ACSA (403) 291-3710
Defensive Driving & Off Road Driving	ACSA	4	Initially and as required	All Field Personnel	To provide all personnel who operate a vehicle, with defensive driving principles & familiarization with off-road driving principles	ACSA
ATV	CATV Instructor	4	Initially	Rural Field Personnel	To give all employees who operate an ATV(Quad) basic knowledge on ATV safety	Canada Safety Council
Standard First Aid / CPR	First Aid Instructor	16	3 years	All Field Personnel	To give key personnel thorough knowledge on first aid procedures & also to comply with legislative requirements	Certified First Aid Provider
Ground Disturbance Level II	ACSA/Global Training	6.5	3 Years	As requested by the client	To Familiarize Field Personnel with Controlled/Search Areas of underground facilities and excavation procedures	Global Training Centre or ACSA
Line Locating	ACSA/Global Training	6.5	3 Years	As requested by the client	To Familiarize Field Personnel with procedures for locating underground facilities	Global Training Centre or ACSA
Oil & Gas Certified Faller	Enform	TBD	5 years	All employees who will operate a chainsaw	To give all employees who operate a chainsaw basic knowledge on chainsaw safety	Enform QST
Petroleum Safety Training or Construction Safety Training or Common Safety	ACSA / ESC	3	Initially	All Field Personnel	To provide all workers with fundamental knowledge of oilfield and workplace safety.	ACSA / Energy Safety Canada
WHMIS 2015	ACSA	Life	Initially	All Employees	To provide all emplyees an introduction to the Workplace Material Information System/	ACSA (403) 291-3710
H2S Alive	ACSA	8	3 years	Rural Field Personnel	To give all employees basic knowledge of H2S when working in sour fields	ACSA (403) 291-3710
Leadership for Safety Excellence	ACSA	16	Ongoing	All senior management personnel	To provide management with safety principles which will assist them in managing safety	ACSA (403) 291-3710

ALL-CAN EMPLOYEE TRAINING RECORD

Employee Name: _____Trade/Occupation: _____

Date of Hire: _____

Course #	Name of Course/ Orientation	Date Completed	Date of Expiry
	All-Can Orientation		
	First Aid / CPR		
	H_2S Alive		
	PST		
	WHMIS		
	ATV Training		
	Ground Disturbance		
	Bear Awareness		
	Defensive Driving/Off Road Driving		
	Oil & Gas Faller		
	Line Locating		
	Other		

ALL-CAN EMPLOYEE ORIENTATION ACKNOWLEDGEMENT FORM

Policies / Procedures / Rules	Hazard Management
☐ Health and Safety Policy	☐ Hazard Identification
☐ Environmental Policy	☐ Hazard Controls
☐ Guiding Principles for Worker Safety	☐ Hazard Assessments
☐ Rights & Responsibilities	**Emergency Response**
☐ PPE Requirements	☐ Emergency Response Plan
☐ Company Rules	☐ Emergency Transportation Plan
☐ Incident, Near Miss and Spill Reporting	☐ Accident Response
☐ Alcohol & Drug Policy	☐ Emergency Response
☐ Driving	**Fire Prevention & Extinguishers**
☐ Environmental / Wildlife Awareness	☐ Fire Prevention
☐ Fatigue	☐ Fire Extinguishers
☐ Fit For Duty	☐ PASS System
☐ Hand Tools	**Safety Communication**
☐ Harassment / Violence	☐ Orientations
☐ Housekeeping	☐ Safety Meetings
☐ Jewelry / Long Hair	☐ Pre-Job Hazard Assessments
☐ Lifting	**Worker Training**
☐ Modified Work Program	☐ Job Description
☐ Portable Electronics	☐ Criteria For Advancement
☐ Potential H2S	☐ Training Requirements
☐ Right To Refuse Dangerous Work	☐ WHMIS
☐ Working Alone	**Other**
☐ Safe Work Procedures	☐
☐ Safety Enforcement	☐

I understand and accept my responsibilities as outlined in the Employee Orientation. I understand any failure on my part to adhere to any of All-Can's policies and procedures may subject me to disciplinary action up to and including termination of employment with All-Can.

Employee Name _____ Employee Signature _____

Hire Date _____ Orientation Date _____

Safety Supervisor Name _____ Safety Supervisor Signature _____

ALL-CAN ORIENTATION / WHMIS QUIZ

Name: _____ Date: _____
Company: _____ Grade: _____

1. Ensuring health and safety at the worksite is the responsibility of:
   a) Management
   b) Supervisors
   c) Employees
   d) All of the above

2. What are the four steps in the hazard management process:

   1. _____
   2. _____
   3. _____
   4. _____

3. Describe a job safety analysis (JSA) and when is it required?

   _____

4. List three objectives of an inspection process:

   1. _____
   2. _____
   3. _____

5. Two-way communication is a good form of risk management.
   □ True □ False

6. All-Can will give an orientation to:
   a) Employees
   b) Contactors
   c) Visitors, depending on their exposure to workplace hazards
   d) All of the above

7. An _____ is an undesired event that results in physical harm or damage to property.

8. List the three levels of disciplinary action:

   1. _____
   2. _____
   3. _____

9. The purpose of a WHMIS label is to:
   a) Identify the hazardous material to be used
   b) Warn people of hazards
   c) Draw attention to the MSDS
   d) All of the above

10. Under WHMIS legislation, there are two types of labels
    a) _____
    b) _____

11. How many pieces of information are needed on a workplace label?
    a) 1 b) 3 c) 8

12. Workplace labels must be put in place:
    a) When products are put in smaller containers
    b) When a product is mixed together for the job site
    c) If the supplier's label is removed or defaced
    d) All of the above

13. The purpose of a MSDS is
    a) Give more information than a supplier label
    b) Identify hazardous ingredients
    c) Give information on protective measures
    d) All of the above

14. An SDS must be accessible to employees at the workplace.
    □ True □ False

15. You observe an unsafe condition on the site, you should:

    a) Wait for the daily tailgate meeting
    b) Report it immediately to your supervisor
    c) Let someone else worry about it

16. All injuries, regardless of how minor, must be reported to your immediate supervisor.
    □ True □ False

17. Tools and equipment whose guards are inoperative or missing are okay to use just this once.
    □ True □ False

18. You find yourself in what you think is an unsafe work situation:
    a) Do it anyway
    b) Quit your job
    c) Inform supervisor regarding your thoughts

19. WCB has to be notified for fatalities, not serious injuries.
    □ True □ False

20. The Name and Position of your immediate supervisor is _____

I understand and accept my responsibilities as outlined in the All-Can Employee /Contractor Orientation.

Employee Signature: _____

Date of Orientation: _____

Position: _____

Date Employee Started Work: _____

Safety Manager/Supervisor: _____

ON THE JOB / COMPETENCY TRAINING RECORD - FIELD PERSONNEL

Employee Name: _____ Email: _____ Date of Birth: _____

Position: _____ Date of Hire: _____

Advancement: _____ Date: _____

Education / Job Related Experience: _____

_____

Procedure	Procedure Explained	Procedure Observed	Procedure Approved
Hazard Identification/Management	- Use of hazard identification form - Use of daily tailgates - How to control hazards		
Emergency Response	- What to do in the event of - Location of contacts - Location of first aid kit		
Safe Work Practices Safe Job Procedures	- Where to locate - How to use - How to create		
Working in Extreme Weather Hot/Cold Conditions	- How to prepare - Potential hazards - Reference to SJP		
General Labour	- Importance of ergonomics - Potential hazards		
Personal Protective Equipment	- The proper use of - Where to find requirements		
Operating ATV	- Potential hazards - Proper riding posture - General rules		

ON THE JOB / COMPETENCY TRAINING RECORD - FIELD PERSONNEL

**In addition to training as shown on page 1, Crew Chiefs must also be deemed competent in the following areas*

Procedure	Procedure Explained	Procedure Observed	Procedure Approved
*Operating Chainsaw	- PPE requirements - Potential hazards - ERP		
*GPS RTK Operations	- Components - Set-up - Basic troubleshooting		
*Data Collector	- Job, raw, ASCII files - PPP Downloads - Grid to Ground conversions		
*Theodolite Surveys	- Instrument set-up and settings - Proper technique - Note keeping		
*Levelling	- Level loops - Checks - Note keeping		
*Line Locating	- Equipment familiarization - Techniques - Troubleshooting		
*Evidence Re-Establishment	- Search Techniques - Procedures - Evidence Reports		
*Administrative	- Timesheet, mileage, expense reports - Vehicle/ATV logbooks - Insurance requirements		

ALL-CAN DAILY TAILGATE MEETING/HAZARD ASSESSMENT

JOB # _____CLIENT _____ DATE _____ TIME_____

 # ATTENDING _____ Wellsite _____ Pipeline _____ Other _____

JOB DESCRIPTION:_____

SEC _____ TWP _____ RGE _____ W _____ COORDS: LAT _____

MUSTER POINT LOCATION_____ LONG_____

EMERGENCY NUMBERS: CLIENT_____ AMBULANCE_____

ALL-CAN_____ STARS / SITE#_____

COMMUNICATION: Cell Phone _____ Radios _____ Sat. Phone _____ SPOT _____

JOURNEY / EMERGENCY RESPONSE PLAN: _____

_____

WEATHER CONDITIONS

Temp: High _____ Low _____

Sky Conditions: _____

Wind: _____

Vehicle Inspected (Refer to SM-8-003)	☐Yes	☐No
ATV Inspected (Refer to SM-8-004)	☐Yes	☐No
Chainsaw Inspected (Refer to SM-8-006)	☐Yes	☐No
Equipment Inspected	☐Yes	☐No
PPE Inspected	☐Yes	☐No

POTENTIAL SITE HAZARDS

Active Well	☐Yes	☐No
Sour Well	☐Yes	☐No
Traffic	☐Yes	☐No
Noise	☐Yes	☐No
Livestock	☐Yes	☐No
Wildlife	☐Yes	☐No
Dry Conditions (Fire Risk)	☐Yes	☐No
*** Construction**	☐Yes	☐No
***Well Servicing**	☐Yes	☐No
***Manned Facilities**	☐Yes	☐No
***If Yes, was a representative contacted**	☐Yes	☐No

JOB / TASK ANALYSIS

#	JOB / TASK	HAZARDS/ CONTROLS	SAFE JOB PROCEDURE (refer to Safety Manual)

Additional Notes: _____

_____

PARTY CHIEF _____ WORKERS _____ CLIENT _____

ALL-CAN GENERAL SAFETY MEETING

Location:	Number Attending:
Review Last Meeting:	
Meeting Agenda: (hazards, unsafe conditions, polices, use of PPE).	Signature of Each Attendee
Safety Recommendations:	
Action(s) to be Taken (by whom and when)	
Incidents/Accidents Reviewed:	
Manager/Party Chief's Remarks:	
Signature:	**Date:**