

## Health & Safety Policy

Management of Save On fuel is vitally interested in its employees' health and safety. Protecting employees from injury or occupational disease is a major continuing objective. Save On Fuel will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to continuing to reduce the risk of injury.

Save On Fuel, as employer, is ultimately responsible for worker health and safety. As owner/operator of Save On Fuel I guarantee that every reasonable precaution will be taken to protect our workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed: *Jason Barnes*

Date: 2015 06 02

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owner/operator

## Workplace Hazard Assessment



### Step 1.

A hazard is something with the potential to cause harm. This can include hazards such as chemicals, infectious diseases, plant, manual tasks and noise. This step involves identifying all the possible situations or events which could harm people in the workplace. Activities, which may help in the hazard identification process, include workplace inspections, checklists, records of past accidents or near misses, information from manufacturers, employee consultation and Alberta/Nova Scotia Standards.

### Step 2.

Risk is the likelihood that harm might result because of the hazard. In assessing risk, you should consider the likelihood of an incident occurring at the workplace and the consequences of an incident occurring. The more likely it is that an incident will occur and /or the more serious the consequences,

### Step 3.

Control measures should be based on the hierarchy of control. This considers control measures in descending order of priority. Higher order controls include elimination, substitution, isolation and engineering controls.

### Step 4.

Ensure that the control measure can operate effectively by developing appropriate work procedures. Communicate with, and supervise employees to ensure the control measures are used correctly.

### Step 5.

The last step involves checking that the control measures have been implemented. Ensuring that they have eliminated or reduced the risks and that they haven't created any new hazards.

## Driving

### SAFE WORK PRACTICE

<b>APPLICATION</b>	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedure Highway Safety Act Company Rules
<b>SELECTION AND USE</b>	As per safe work procedure Company Rules Manufacturers Recommendations
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you have a valid operators licence.</li><li>2. Be conversant with traffic laws and applicable regulations.</li><li>3. Drive defensively.</li><li>4. Back in when practical.</li><li>5. Ensure the vehicle has an emergency road kit.</li><li>6. Ensure you are not under the influence of alcohol or drugs.</li><li>7. Avoid driving when fatigued.</li><li>8. Ensure seatbelts are worn at all times when the vehicle is being operated.</li><li>9. Be familiar with the vehicle and its' capabilities.</li><li>10. Offering rides to strangers or hitchhikers is prohibited.</li><li>11. Perform a "walk around" inspection prior to travelling.</li><li>12. Use good judgement and understand of the basic recovery skills appropriate to the vehicle you are driving.</li><li>13. Do not operate a cell phone while driving.</li></ol>

## Winter Driving

### SAFE WORK PRACTICE

<b>APPLICATION</b>	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
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## Manual Lifting and Carrying

### SAFE WORK PRACTICE

<b>APPLICATION</b>	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
<b>PROTECTIVE MECHANISMS</b>	Permit system Safe work procedure Safe lifting procedures PPE
<b>SELECTION AND USE</b>	As per safe work procedure
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure that you know your physical limitations and the approximate weight of materials.</li><li>2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.</li><li>3. Obtain assistance in lifting heavy objects.</li><li>4. Ensure a good grip before lifting and employ proper lifting technique.</li><li>5. Avoid reaching out.</li><li>6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.</li><li>7. Be aware of hazardous and unsafe conditions.</li></ol>

## Office Safety

### SAFE WORK PRACTICE

<b>APPLICATION</b>	To ensure employees are aware of the potential and existing hazards
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Alberta Fire Code Local Legislation MSDS Working Alone Policy
<b>SELECTION AND USE</b>	As per safe work procedure ERP MSDS
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li> <li>3. Ensure that computer monitors are adjusted to correct height and kept clean.</li> <li>4. Ensure fans/space heaters are used to manufacturer specifications.</li> <li>5. Ensure floors and aisles are kept clear and not cluttered.</li> <li>6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li> <li>7. Ensure proper type of fire extinguisher is available.</li> <li>8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.</li> <li>9. Operate microwave according to manufacturers specifications.</li> <li>10. Ensure coffee makers are used according to manufacturer specifications.</li> <li>11. Ensure photocopier is maintained according to manufacturers specifications.</li> <li>12. Ensure chairs are in good repair.</li> <li>13. Ensure rugs are kept clean and in good repair – free of tripping hazard.</li> <li>14. Ensure paper cutter blade is placed in closed lock position.</li> <li>15. Ensure all loose clothing is tied back when using paper shredder.</li> </ol>

## **Company Rules**

1. Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company job-site, is prohibited.
2. Theft, vandalism or any other abuse or misuse of company property is prohibited.
3. All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervision promptly.
4. All incidents that result in damage or injury are to be reported to your supervisor immediately.
5. Clothing and personal protective equipment(PPE) shall be appropriate to tasks being performed.
6. All work shall be carried out in accordance with appropriate safe work practices and your supervisor's direction.
7. Only those tools that are in good repair, with all guards and safety devices in place shall be used.
8. Every worker shall keep his/her work truck, clean and orderly.
9. Every driver is responsible to keep track of their own hours of service as laid out in appendix A.

Appendix A.  
**Hours of Service**

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 13 hours of driving time in a day.

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 14 hours of on-duty time in a day.

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 13 hours of driving time unless the driver takes at least 8 consecutive hours of off-duty time before driving again.

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 14 hours of on-duty time unless the driver takes at least 8 consecutive hours of off-duty time before driving again.

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after 16 hours of time have elapsed between the conclusion of the most recent period of 8 or more consecutive hours of off-duty time and the beginning of the next period of 8 or more consecutive hours of off-duty time.

A motor carrier shall ensure that a driver takes and the driver shall take at least 10 hours of off-duty time in a day.

Off-duty time other than the mandatory 8 consecutive hours may be distributed throughout the day in blocks of no less than 30 minutes each.

The off-duty time shall be at least two hours and may be added to the mandatory eight consecutive hours of off-duty time but cannot form part of it.

A driver may defer a maximum of 2 hours of the daily off-duty time to the following day if:

the off-duty time deferred is not part of the mandatory 8 consecutive hours of off-duty time;

the total off-duty time taken in the 2 days is at least 20 hours;

the off-duty time deferred is added to the 8 consecutive hours of off-duty time taken in the second day;

the total driving time in the 2 days does not exceed 26 hours; and

there is a declaration in the "Remarks" section of the daily log that states that the driver is deferring off-duty time under this section and that clearly indicates whether the driver is driving under day one or day two of that time.

An operator shall require that each driver follows either a 7-day or a 14-day cycle, as designated by the operator for the driver. A driver who is following a 14-day cycle shall not drive again in that cycle after accumulating 120 hours of on-duty time during any period of 14 days or during the period beginning on the day on which the cycle was reset.



## **Drug and Alcohol policy**

Drug and alcohol abuse is not acceptable in the workplace. The Company acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers. This policy provides for the testing of employees for drug/alcohol abuse, assisting employees who voluntarily seek help for problems relating to alcohol and/or drugs, and educating employees on the dangers of drug and alcohol abuse. The Drug and Alcohol policy applies to all employees of Save on Fuel. This policy may also be extended to subcontractors. For the purposes of this policy, the following are prohibited:

1. Being impaired by alcohol/drugs while at work.
2. The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles.
3. The presence in the body of illicit drugs (or their metabolites) while at work.
4. Refusal to submit to drug/alcohol testing, failure to report to a Company-designated facility for a drug/alcohol test, or tampering or attempting to tamper with a test sample.

## **Personal Protective Equipment**

Personnel working for Save on fuel will use the right PPE for the job they are doing at all time.

Required PPE:

- Hard hat, Steel toed boots, Fire retardant coveralls, Gloves, Safety glasses

## **Training**

Every employee working for Save on Fuel as a driver, will at all times have an up to date Workplace Hazardous Materials Information System (WHMIS), Up to date Transportation of Dangerous Goods (TDG), Up to date Canadian Fuel Association ticket (CPPI), Along with the Imperial oil site orientation for all rack's they are loading at.

## **Inspection of trucks**

Every truck that is operated by Save on Fuel is inspected and held to the highest government standards, are trucks are B620 certified every year, Meters are calibrated every two years, safety inspected every year.

## **CSA-B620 What is the scope of the standard?**

The CSA-B620 standard sets out the requirements for design, construction, certification, assembly, modification, repair, testing, inspection, periodic re-testing, maintenance, and marking of highway tanks (tank trucks) and TC portable tanks for the transportation of dangerous goods. The standard also prescribes requirements for registration by Transport Canada of facilities, design review agencies and design engineers for conducting the activities within the scope of the standard.

## **Emergency Preparedness**

Every Save on Fuel employee will know and understand what to do in an emergency, whether it be a fuel spill or a motor vehicle accident, the actions taken in the initial minutes of an emergency are critical. A call for help to public emergency services that provides full and accurate information will help the dispatcher send the right responders and equipment. An employee trained to administer first aid or perform CPR can be lifesaving. Action by employees with knowledge of the fuel truck and the situation can help control a leak and minimize damage to a facility and the environment.

## **Emergency Numbers**

Emergency telephone number- **911**

Fuel spill Emergency Numbers (Alberta Ministry of Environment and Parks) 1-800-222-6514 or 780-422-4505

## Table of contents

-Page 1 - Health & Safety Policy

-Page 2 - Workplace Hazard Assessment

-Page 3 - Driving

-Page 4 - Winter Driving

-Page 5- Manual Lifting and Carrying

-Page 6 - Office Safety

-Page 7- Company Rules

-Page 8- Hours of Service

-Page 10- Drug and Alcohol policy

-Page 10- Personal Protective Equipment

-Page 10- Training

-Page 10- Inspection of trucks

-Page 10- CSA-8620 What is the scope of the standard

-Page 10- Emergency Preparedness

-Page 10- Emergency Numbers

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# **Save on Fuel Safety Manual**