

Windwalker Enterprises LTD.

Box 1585

Whitecourt, Alberta

T7S-1P4

Phone-780-778-5866

Cell-780-706-5461

Fax-780-706-2594

Corporate Safety Manual

WINDWALKER ENTERPRISES LTD.

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WINDWALKER ENTERPRISES LTD.

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I trust that all of you will join me in a unified commitment to make safety a way of life.

Signed: _____

ED FENN

Dated: _____

May 20 / 06



9912 - 107 Street
PO Box 2415
Edmonton, Alberta T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

March 03, 2008

Reference Number: 4188257

WINDWALKER ENTERPRISES LTD.
PO BOX 1585 STN MAIN
WHITECOURT, AB T7S1P4

Dear Sir or Madam:

Re: WINDWALKER ENTERPRISES LTD.
PO BOX 1585 STN MAIN
WHITECOURT AB T7S1P4

The above named subcontractor has an account with the WCB - Alberta in the following industry(ies):

account	trade name(s)/industry	effective date	personal coverage holders
4188257	OILFIELD & BULK CEMENT HAULING	Jun 23, 2000	None

Please accept this letter as a clearance for this subcontractor under Section 126 of the Workers' Compensation Act, for work completed between the effective date of the account and the date of this letter, for the industry(ies) listed. If the subcontractor's account is closed, the clearance is effective for work done up to the close date. If work has not yet begun, obtain a clearance prior to releasing final payment.

Section 126 states that you have a responsibility to ensure that your subcontractors' accounts are in good standing. To ensure this clearance has been issued for the correct subcontractor, please verify the subcontractor's address and industry information listed above.

Any holdback on this account may be released for contracts completed, or for work completed to the date of this letter.

If the subcontractor is performing work for you outside Alberta, contact the WCB in that jurisdiction to determine your clearance and other WCB requirements.

Any alteration of this document is strictly prohibited and subject to a penalty up to \$5,000 on the first offense and \$5,000 for each additional offense, up to a maximum \$25,000.

Yours truly,

eBusiness Support Team (3157941)

CERTIFICATE NUMBER

000090817

NSC NUMBER

AB057-5522

MVID

0446-90410

OPERATING STATUS

Federal

CERTIFICATE HOLDER

Windwalker Enterprises Ltd.
5535 47 St
Whitecourt AB T7S 1B1

EFFECTIVE

January 05, 2006

EXPIRY (THIS CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED)

Continuous

This Carrier holds a **SATISFACTORY UNAUDITED** Safety Fitness Rating
in the Province of Alberta.

This Certificate is issued pursuant to the Motor Vehicle Transport Act and the Traffic Safety Act. This Certificate is valid anywhere in Canada and applies to commercial vehicles registered for a gross weight of more than 4,500 kilograms, or designed with a seating capacity of 11 or more persons including the driver. This includes trips operated point-to-point within Canada or from/to the US border. This Certificate is not valid outside of Canada.

This Certificate may be cancelled where the holder has not operated a commercial vehicle in respect of which the certificate is issued for a 12 month period.

The Registrar may cancel or suspend this Certificate at any time where the holder fails to comply with transportation legislation.


EXECUTIVE DIRECTOR ALBERTA INFRASTRUCTURE AND TRANSPORTATION


Partnerships

IN HEALTH AND SAFETY

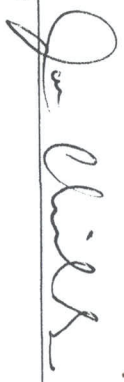
This certificate recognizes that
WINDWALKER ENTERPRISES LTD.

In keeping with the principles of *Partnerships* has:

- Completed training in the basics of a health and safety system,
- developed and implemented a health and safety system demonstrating worker health and safety as a prime consideration in their daily operation, and
- met the small employer standard for *Partnerships* through an evaluation of their health and safety system.


Alberta Motor Transport Association
Partner in Health and Safety

Certificate # 20060530-SE0833
WCB Industry Code(s): 50720


Joe Chiids
Director, Workplace Partnerships
Expiry Date: May 30, 2009

SMALL
EMPLOYER
CERTIFICATE
OF
RECOGNITION



*Insurance
Brokers*

**FOSTER PARK BASKETT
INSURANCE LTD.**

Suite 200, 17704 - 103 Avenue
Edmonton, Alberta T5S 1J9
(780) 489-4961 TELEPHONE
(780) 486-0169 FAX
1-800-668-3213 TOLL FREE
fpb@fpb.ca EMAIL

Facsimile Lead Sheet

Date: May 12, 2008

To: Windwalker Enterprises Ltd.

Fax No. 780-706-2594

Attn: Mr. Ed Fenn

From: Jolene Dumont-Schaub, CIP

**RE: Commercial Package Policy #81135526
Aviva Insurance Company**

Hi Ed;

Please note a \$1,000,000 cargo limit has been placed on the above-mentioned policy as per the terms and conditions outlined in our May 9, 2008 quote.

Thank you.

Number of Pages including Cover Sheet: 1

Quality Assurance Review of SECOR Audits

- New COR (Year 1) Recertification (Year 4)
 Maintenance audit (Year 2/3)

Audit Started: May 5, 2008 Audit Ended: May 16, 2008
Number of days to complete audit: 12 Days

Date Received by AMTA: May 20, 2008
Number of days to receive audit from completion date: 4 Days

Employer: *Windwalker Enterprises Ltd.*

WCB Acct #: 4188257 Industry Code (s)#: 50720

Existing COR #: 20060530-SE0833
COR Expiry Date: May 30, 2009

Number of Employees (including owner): 3

Date TSB Completed: April 7, 2008
Person attending TSB: Ed Fenn
Auditor: Ed Fenn
Consultants name (if applicable): N/A

Based on the QA Review of this audit, the following action is recommended:

- Issue COR
 6 Month (please state reason below)
 One Year (please state reason below)
 3 Year
 COR Maintained
 Return for Re-submission
 Reject (please clearly state reason)

Comments:

Audit score (%) verified as: 100 %
QA Rating: 98 %
NSC Quiz: 96 %

QA Reviewer ID#: 2008-02-21

Date QA completed: May 21, 2008

Data Entered _____
Date/Initials

101 Updated. H.C.S. Permit.



Permit No: 08-125-6299

0446-90410

Page 1 of 4

PURSUANT TO THE AUTHORITY VESTED IN THE REGISTRAR UNDER THE PROVISIONS OF THE TRAFFIC SAFETY ACT, PERMISSION IS HEREBY GRANTED TO:

Windwalker Enterprises Ltd.
PO Box 1585 STN Main
Whitecourt, AB T7S 1P4
Canada

Requested by: Ed Fenn by Mail

Effective Date: October 22, 2008

Expiry Date: October 21, 2009

Issued On: October 6, 2008 at 10:15 AM

Last Revised On: October 6, 2008 at 10:15 AM

Issued By: Carrier Services

Permit Type: Federal Hours of Service Cycle Exemption

In accordance with the provisions of Section 63 of the federal Commercial Vehicle Drivers Hours of Service Regulations, (SOR/2005-313), Sections 24 to 29 and 49 to 54 of this regulation, being the cycle requirements, do not apply to Oil Well Service vehicles, provided that the holder of this permit complies with the following conditions.

In addition, the permit holder must hold a valid operating status of "Federal" issued by Alberta Transportation. This permit only applies to vehicles base-plated in Alberta.

Total Fee: \$55.00

THIS IS NOT AN INVOICE.
THIS IS A COPY FOR YOUR RECORDS.

Conditions:

- * This permit is only valid when operating point to point in Alberta, or operating to, from, or within British Columbia, Saskatchewan, & Northwest Territories.
- * DRIVER
- * Drivers operating under this permit must have successfully completed training directly related to safety requirements associated with operating within the field services sector of the oil or natural gas industry. This includes General Oilfield Driver Improvement (GODI) and any other courses related to the job that the driver is doing.
- * Drivers operating under this permit must have successfully completed hours of service and fatigue management training to ensure the safety and health of the public, the driver, or the employees of the motor carrier are not or are unlikely to be jeopardized.
- * No driver shall drive:
 - a) when their faculties are impaired and it is unsafe for the driver to do so;
 - b) where the driver has not received the required training
- * Drivers operating under this permit must complete a daily log that accounts for the driver's on-duty time and off-duty time for each day. When operating under this permit the driver must comply with all log book requirements not referred to in this permit.
- * The driver shall clearly document on each daily log when this permit is being used.
- * Drivers must have taken at least 3 days off in the preceding 24 days, on the first day that this permit will be used.

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WINDWALKER ENTERPRISES LTD.

INTRODUCTION

The information contained in this manual is for the protection of all staff, both management and employees. A unified commitment will assist in the recognition of safety hazards that affect our employees, equipment, and the environment.

The management recognizes that a safe workplace is a profitable workplace. The regulations of **WINDWALKER ENTERPRISES LTD.** will be strictly adhered to at all times, as well as the O.H.&S. Act, it's Regulations, and the requirements of our customers.

All staff, both management and employees will actively participate in this health and safety program for the mutual benefit of a safe workplace.

WINDWALKER ENTERPRISES LTD.

COMPANY SAFETY POLICY

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I trust that all of you will join me in a unified commitment to make safety a way of life.

Signed:


ED FENN

Dated:

March / 03

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Signed:


ED FENN

Dated:

Oct /04

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ED FENN

Dated: _____

March 05

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May 20 / 06

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April 8/08

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March 10 / 09

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Signed:  Dated:
ED PENN



Box 1585
Whitecourt, Alberta T7S 1P4

EMPLOYEE LIST AS OF OCTOBER 1, 2012

Ed Fenn	Director of Windwaker Enterprises Ltd., and Manager 780-706-5461
Shawna Roche	Contract Safety 780-779-0855
Gladys House	Office Manager 780-778-5866
Colin Colburne	Contract Driver/Mechanic 780-779-7470

6.2.

WINDWALKER ENTERPRISES LTD.

Box 1585
Whitecourt, AB
T7S 1P4
(780) 778 – 5866

SMALL EMPLOYER SAFETY AUDIT FOR A.M.T.A.
2005

Compiled by:

Ed Fenn Director of Windwalker Enterprises Ltd.
1. (780) 706 – 5461

With assistance from:

Dave Fraser Contract Safety Supervisor
2. (780) 778 – 1464

Louanne Hawkins Office Manager
3. (780) 778 – 5866

Rod Freake Driver/Mechanic
4. (780) 706 – 0067

Allison McIvor Band Aide/Gal Friday
5. (780) 706 – 7604

WINDWALKER ENTERPRISES LTD.

ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY

1 MANAGEMENT

1. Establish a safety policy.
2. Provide a safe workplace.
3. Maintain a safety program.
4. Ensure proper training of workers.
5. Ensure PPE is available.
6. Ensure regular inspections are completed.
7. Correct unsafe conditions.
8. Provide first aid supplies.
9. Investigate all accidents.
10. Report injuries to W.C.B.
11. Ensure compliance with regulations.
12. Set a good example.
13. The manager will conduct monthly safety audits.

2 SUPERVISOR/TRUCK PUSH

1. Promote safety awareness.
2. Establish safe work procedures.
3. Instruct workers.
4. Correct unsafe practices.
5. Detect troubled employees.
6. Correct unsafe conditions.
7. Enforce safety rules.
8. The supervisor will conduct planned inspections.
9. Investigate all accidents.
10. Ensure proper maintenance.
11. Comply with regulations.
12. Set a good example.

3 DRIVERS/WORKERS

1. Use safe work procedures.
2. Report unsafe conditions.
3. Correct unsafe conditions.
4. Report unsafe acts.
5. Report any injury.
6. Comply with rules and regulations.
7. Make safety suggestions.
8. Set a good example.

WINDWALKER ENTERPRISES LTD.

R.C.M.P. EMERGENCY TELEPHONE NUMBERS

Airdrie	948-2431	Fairview	835-2211
Andrew	365-3533	Faust	355-3609
Assumption	321-3753	Foremost	867-3550
Athabasca	675-4252	Forestburg	582-3737
Banff	762-3923	Fort Chip	697-3665
Barrhead	426-4091	Fort McLeod	553-4407
Bashaw	372-3793	Fort McMurray	743-2351
Bassano	641-3684	Ft. Saskatchewan	998.3737
Beaverlodge	354-2485	Fort Vermilion	927-3255
Beiseker	947-3429	Fox Creek	622-3740
Bonnyville	826-3350	Gleichen	734-3056
Bow Island	545-2784	Grande Cache	827-3344
Boyle	689-3622	Grand Centre	594-3301
Breton	696-3520	Grande Prairie	532-5701
Brooks	362-5655	Grimshaw	332-4666
Calgary	230-6400	Hanna	854-3392
Camrose	672-3342	High Level	926-2226
Canmore	678-5519	Hifh Prairie	523-3378
Cardston	653-4932	High River	652-2357
Claresholm	625-4445	Hinton	865-2455
Cochrane	923-2214	Innisfail	227-3341
Cold Lake	594-3301	Innisfail Kenl.	227-3346
Consort	577-3001	Jasper	852-4421
Coronation	578-3666	Kananaskis	591-7707
Crowsnest Pass	562-2867	Kitscoty	846-2897
Desmarais	891-3765	Lac La Biche	623-4012
Devon Mun.	987-3413	Lacombe	347-5591
Didsbury	335-3382	Lake Louise	522-3812
Drayton Valley	542-4456	Leduc	986-2203
Drumheller	823-7590	Lethbridge	328-1734
Edmonton Emergency	911	Lloydminster	825-2005
Edson	723-8800	Magrath	758-3488
Elk Point	724-3829	Manning	836-3007
Evansburg	727-3654	Mannville	763-3790

WINDWALKER ENTERPRISES LTD.

R.C.M.P. EMERGENCY TELEPHONE NUMBERS

Mayerthorpe	786-2800	Tofield	622-3352
McLennan	324-3061	Turner Valley	933-7227
Medicine Hat	527-8182	Two Hills	657-2760
Milk River	647-2427	Valleyview	524-3343
Morinville	939-4520	Vauxhall	654-2447
Nanton	646-5722	Vegreville	632-2223
Okotoks	938-4964	Vermilion	853-4441
Olds	556-3323	Viking	336-3434
Oyen	664-3505	Vulcan	485-2267
Peace River	624-2010	Wainwright	842-4461
Picture Butte	732-4449	Waterton	859-2244
Pincher Creek	627-4425	Westlock	349-4492
Ponoka	783-4471	Wetaskiwin Mun.	352-2218
Provost	753-2215	Whitecourt	778-5454
Raymond	752-4747		
Red Deer	347-5591		
Red Deer City	346-1161		
Red Earth Creek	649-3990		
Red Water	942-3600		
Rimbey	843-2224		
Rocky Mtn House	845-2881		
St. Albert	458-7700		
St. Paul	645-4431		
Sherwood Park	467-7741		
Slave Lake	849-3045		
Smokey Lake	656-3691		
Spirit River	864-3533		
Spruce Grove	962-2222		
Stettler	742-3382		
Stony Plain	963-2217		
Strathmore	934-3506		
Sundre	638-3655		
Swan Hills	333-4459		
Sylvan Lake	887-3334		
Taber	223-4447		
Thorsby	789-3951		

WINDWALKER ENTERPRISES LTD.

ALBERTA AMBULANCE SERVICE

Airdrie	948-5555	Fort Sask	998-4466
Athabasca	675-2261	Fox Creek	622-3000
Banff	786-2746	Grande Cache	827-3362
Barrhead	674-3188	Grande Prairie	538-9511
Bashaw	372-3731	Grimshaw	332-1155
Bassano	641-3520	Hanna	854-3331
Beaverlodge	354-2154	High Level	926-2515
Blairmore	562-2831	High Prairie	523-3341
Bon Accord	921-3777	High River	652-3111
Bonnyville	826-3311	Hinton	865-4111
Boyle	689-4171	Hobbema	585-4001
Brooks	362-3456	Innisfail	227-3272
Camrose	672-5115	Jasper	852-3100
Canmore	678-6199	Lacombe	782-6555
Cardston	653-4411	La Crete	928-3779
Caroline	722-3766	Lac La Biche	623-2142
Castor	882-3141	Leduc	986-2231
Claresholm	625-2614	Lethbridge	320-3800
Coaldale	345-4709	Linden	546-3777
Cochrane	932-2222	Lloydminster	825-2211
Cold Lake	639-3322	Manning	836-3391
Coronation	578-3777	Mayerthorpe	786-2100
Devon	987-3376	Medicine Hat	529-8000
Didsbury	335-3577	Morinville	939-4422
Drayton Valley	542-5188	Mulhurst	389-2151
Drumheller	823-6100	McLennan	324-3730
Eckville	746-2201	Nanton	646-2526
Edmonton	911	Olds	556-4141
Edson	723-3137	Oyen	664-2456
Elk Point	724-4040	Parkland 31	489-5378
Fairview	835-4941	Peace River	624-2551
Foremost	867-3511	Pincher Creek	627-4411
Fort MacLeod	553-4044	Ponoka	783-3100
Fort McMurray	743-7063	Provost	753-2291

WINDWALKER ENTERPRISES LTD.

ALBERTA AMBULANCE - Cont.

Radway	736-3822
Rainbow Lake	956-3757
Red Deer	346-5511
Redwater	942-3932
Rimbey	843-2271
Rocky Mtn. House	845-3002
Saddle Lake	726-3798
Sedgewick	384-2167
Sherwood Park	467-5100
Slave Lake	849-3614
Smith	829-3765
Smokey Lake	656-3000
Spirit River	864-3993
St. Albert	459-7021
Standoff	737-3922
Stettler	742-3321
Stony Plain	963-9111
St. Paul	645-3256
Stratmore	934-3639
Sundre	638-3551
Sylvan Lake	887-3232
Taber	223-2112
Tofield	662-3263
Turner Valley	933-2222
Two Hills	657-3522
Valleyview	524-3607
Vegreville	632-3104
Viking	336-4786
Vulcan	485-2206
Wabamun	489-5378
Wabasca	891-3628
Wainwright	842-3324
Westlock	349-4301
Wetaskiwin	352-3371
Whitecourt	778-4911
Wildwood	325-3852

WINDWALKER ENTERPRISES LTD.

EMERGENCY HOSPITAL CONTACTS

Athabasca	675-6000
Barrhead	674-2221
Boyle	689-3731
Breton	696-3731
Clyde	349-3301
Drayton Valley	542-5321
Edson	723-3331
Fox Creek	622-3545
Grande Cache	827-3701
Grande Prairie	538-7100
Hinton	865-3333
Leduc	986-7711
Mayerthorpe	786-2261
Red Water	942-3932
St. Albert	459-5501
Slave Lake	849-3732
Stony Plain	963-2241
Swan Hills	333-7000
Three Hills	443-2444
Valleyview	524-3356
Westlock	349-3301
Whitecourt	778-2285

WINDWALKER ENTERPRISES LTD.

MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

4 Wing Cold Lake	Bighorn No. 8, M.D.
Acme, Village	Bigstone Cree Nation
Airdrie, City	Birch Hills County
Alberta Beach	Birchcliff, S.V.
Alix, Village	Bittern Lake, Village
Alliance, Village	Black Diamond, Town
Amisk, Village	Blackfalds, Town
Andrew, Village	Bon Accord, Town
Argentia Beach, S.V.	Bondiss, S.V.
Arrowwood, Village	Bonnyville Beach, S.V.
Athabasca No. 12, County	Bonnyville No.87, M.D.
Athabasca, Town	Bonnyville, Town
Banff, I.D. No. 9	Botha, Village
Banff, Town	Bow Island, Town
Barnwell, Village	Bowden, Town
Barons, Village	Boyle, Village
Barrhead No. 11, County	Brazeau No. 77, M.D.
Barrhead, Town	Breton, Village
Bashaw, Town	Brooke, Town
Bassano, Town	Bruderheim, Town
Bawlf, Village	Burdett, Village
Beaumont, Town	Burnstick Lake, S.V.
Beaver No. 9, County	Calgary, City
Beaverlodge, Town	Calmar, Town
Beiseker, Village	Camrose No. 22, County
Bentley, Village	Camrose, City
Berwyn, Village	Canmore, Town
Betula Beach, S.V.	Carbon, Village
Big Lakes, M.D.	Carmangay, Village
Big Valley, Village	Caroline, Village

WINDWALKER ENTERPRISES LTD.

MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

Carstairs, Town	Drayton Valley, Town
Castle Island, S.V.	Driftpile First Nation
Castor, Town	Drumheller, Town
Cereal, Village	Duchess, Village
CFB Detachment Wainwright	East Peace No. 131, M.D.
CFB Edmonton	Eckville, Town
Champion, Village	Edberg, Village
Chauvin, Village	Edgerton, Village
Chestermere, Town	Edmonton International Airport
Claresholm, Town	Edson, Town
Clear Hills No. 21, M.D.	Elizabeth Netis Settlement
Clearwater No. 99, M.D.	Elk Island, I.D. No. 13
Clive, Village	Elk Point, Town
Clyde, Village	Elnora, Village
Coaldale, Town	Empress, Village
Coalhurst, Town	Entwistle, Village
Cochrane, Town	Fairview No. 136, M.D.
Cold Lake First Nation	Fairview, Town
Cold Lake, City	Falher, Town
Consort, Village	Ferintosh, Village
Coronation, Town	Fishing Lake Metis Settlement
Coutts, Village	Flagstaff County
Cowley, Village	Foothills No. 31, M.D.
Cremona, Village	Foremost, Village
Crossfield, Town	Forestburg, Village
Crowsnest Pass, Municipality	Fort MacLeod, Town
Crystal Springs, S.V.	Fort Saskatchewan, City
Cypress, M.D.	Forty Mile No. 8, County
Czar, Village	Gadsby, Village
Daysland, Town	Galahad, Village
Delburne, Village	Gibbons, Town
Delia, Village	Gift Lake Metis Settlement
Derwent, Village	Girouxville, Village
Devon, Town	Glendon, Village
Dewberry, Village	Golden Days, S.V.
Didsbury, Town	Grande Cache, Town
Donalda, Village	Grande Prairie No. 1, County
Donnelly, Village	Grande Prairie, City

WINDWALKER ENTERPRISES LTD.

MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

Grandview, S.V.	Kinuso, Village
Granum, Town	Kitscoty, Village
Greenview No. 16, M.D.	Kneehill County
Grimshaw, Town	Lac La Biche, Town
Gull Lake, S.V.	Lac Ste. Anne County
Half Moon Bay, S.V.	Lacombe County
Halkirk, Village	Lacombe, Town
Hanna, Town	Lakeland County
Hardisty, Town	Lakeview, S.V.
Hay Lakes, Village	Lamont No. 30, County
Heisler, Village	Lamont, Town
High Level, Town	Larkspur, S.V.
High Prairie, Town	Lavoy, Village
High River, Town	Leduc County
Hines Creek, Village	Leduc, City
Hinton, Town	Legal, Village
Holden, Village	Lesser Slave River No. 124
Horse Lake Band	Lethbridge No.26, County
Horseshoe Bay, S.V.	Lethbridge, City
Hughenden, Village	Linden, Village
Hussar, Village	Lomond, Village
Hythe, Village	Longview, Village
Innisfail, Town	Lougheed, Village
Innisfree, Village	Ma Me O Beach, S.V.
Irma, Village	MacKenzie No. 23, M.D.
Irricana, Village	Manning, Town
Island Lake South, S.V.	Mannville, Village
Island Lake, S.V.	Marwayne, Village
Itaska Beach, S.V.	Mayerthorpe, Town
Jarvis Bay, S.V.	McLennan, Town
Jasper Improvement District	Medicine Hat, City
Jasper, I.D. No. 12	Mewatha Beach, S.V.
Kananaskis, I.D. No. 5	Milk River, Town
Kapasiwin, S.V.	Millet, Town
Kehewin Cree Nation	Milo, Village
Killam, Town	Minburn No. 27A, County

WINDWALKER ENTERPRISES LTD.

MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

Minburn No. 27B, County	Pincher Creek No. 9, M.D.
Minburn, Village	Pincher Creek, Town
Mirror, Village	Plamondon, Village
Morinville, Town	Point Allison, S.V.
Morrin, Village	Ponoka No. 3, County
Mountain View County	Ponoka, Town
Mundare, Town	Poplar Bay, S.V.
Munson, Village	Provost No. 52, M.D.
Myrnam, Villabe	Provost, Town
Nampa, Village	Rainbow Lake, Town
Nanton, Town	Ranchland No. 66, M.D.
New Norway, Village	Raymond, Town
New Sarepta, Village	Red Deer No. 23, County
Newell No.4, County	Red Deer, City
Nobleford, Village	Redcliff, Town
Norglenwold, S.V.	Redwater, Town
Norris Beach, S.V.	Redwood Meadows
Northern Lights No. 22, M.D.	Rimbey, Town
Okotoks, Town	Rochon Sands, S.V.
Olds, Town	Rocky Mountain House, Town
Onoway, Village	Rocky View No. 44, M.D.
Opportunity No. 17, M.D.	Rockyford, Village
Oyen, Town	Rosalind, Village
Paddle Prairie Metis Settlement	Rosemary, Village
Paintearth No. 18, County	Ross Haven, S.V.
Paradise Valley, Village	Rycroft, Village
Parkland Beach, S.V.	Ryley, Village
Parkland County	Saddle Hills No. 20, M.D.
Peace No. 135, M.D.	Sandy Beach, S.V.
Peace River, Town	Sangudo, Village
Peigan Nation	Sawridge Band
Pelican Narrows, S.V.	Seba Beach, S.V.
Penhold, Town	Sedgewick, Town
Picture Butte, Town	Sexsmith, Town

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MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

Silver Beach, S.V.	Sunrise Beach, S.V.
Silver Sands, S.V.	Sunset Beach, S.V.
Slave Lake, Town	Sunset Point, S.V.
Smoky Lake No. 13, County	Swan Hills, Town
Smoky Lake, Town	Swan River First Nation
Smoky River No. 130, M.D.	Sylvan Lake, Town
South Baptiste, S.V.	Taber No. 14, M.D.
South View, S.V.	Taber, Town
Special Areas (2, 3, and 4)	Thorhild No.7, County
Special Areas (2, 3, and 4)	Thorhild, Village
Special Areas (2, 3, and 4)	Thorsby, Village
Spirit River No. 133, M.D.	Three Hills, Town
Spirit River, Town	Tilley, Village
Spring Lake, Village	Tofield, Town
Spruce Grove, City	Trochu, Town
St. Albert, City	Tsuu T'ina Nation
St. Paul No. 19, County	Turner Valley, Town
St. Paul, Town	Two Hills No. 21, County
Standard, Village	Two Hills, Town
Starland County	Val Quentin, S.V.
Stavelly, Town	Valleyview, Town
Stettler No. 6, County	Vauxhall, Town
Stettler, Town	Vegreville, Town
Stirling, Village	Vermilion River No. 24, County
Stony Plain, Town	Vermilion, Town
Strathcona County	Veteran, Village
Strathmore, Town	Viking, Town
Strome, Village	Vilna, Village
Sturgeon Lake Band	Vulcan No. 2, County
Sturgeon No. 90, M.D.	Vulcan, Town
Sucker Creek Band	Wabamun, Village
Sunbreaker Cove, S.V.	Wainwright No. 61, M.D.
Sundance Beach, S.V.	Wainwright, Town
Sundre, Town	Waiparous, S.V.

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MUNICIPALITIES SUBSCRIBING TO 911 SERVICE

Wanham, Village
Warburg, Village
Warner No. 5, County
Warner, Village
Warspite, Village
Waskatenau, Village
Wembley, Town
West Baptiste, S.V.
West Cove, S.V.
Westlock County
Westlock, Town
Wetaskiwin No. 10, County
Wetaskiwin, City
Wheatland No. 16, County
Whispering Hills, S.V.
White Gull, S.V.
White Sands, S.V.
Whitecourt Town
Willingdon, Village
Willow Creek No 26, M.D.
Wood Buffalo, R.M.
Woodland Cree Band
Woodlands County
Yellowhead County
Yellowstone, S.V.
Youngstown, Village

6.2.

WINDWALKER ENTERPRISES LTD.

Box 1585
Whitecourt, AB
T7S 1P4
(780) 778 - 5866

SMALL EMPLOYER SAFETY AUDIT FOR A.M.T.A.
2005

Compiled by:

Ed Fenn Director of Windwalker Enterprises Ltd.
1. (780) 706 - 5461

With assistance from:

Dave Fraser Contract Safety Supervisor
2. (780) 778 - 1464

Louanne Hawkins Office Manager
3. (780) 778 - 5866

Rod Freake Driver/Mechanic
4. (780) 706 - 0067

Allison McIvor Band Aide/Gal Friday
5. (780) 706 - 7604

WINDWALKER ENTERPRISES LTD.

ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY

1 MANAGEMENT

1. Establish a safety policy.
2. Provide a safe workplace.
3. Maintain a safety program.
4. Ensure proper training of workers.
5. Ensure PPE is available.
6. Ensure regular inspections are completed.
7. Correct unsafe conditions.
8. Provide first aid supplies.
9. Investigate all accidents.
10. Report injuries to W.C.B.
11. Ensure compliance with regulations.
12. Set a good example.
13. The manager will conduct monthly safety audits.

2 SUPERVISOR/TRUCK PUSH

1. Promote safety awareness.
2. Establish safe work procedures.
3. Instruct workers.
4. Correct unsafe practices.
5. Detect troubled employees.
6. Correct unsafe conditions.
7. Enforce safety rules.
8. The supervisor will conduct planned inspections.
9. Investigate all accidents.
10. Ensure proper maintenance.
11. Comply with regulations.
12. Set a good example.

3 DRIVERS/WORKERS

1. Use safe work procedures.
2. Report unsafe conditions.
3. Correct unsafe conditions.
4. Report unsafe acts.
5. Report any injury.
6. Comply with rules and regulations.
7. Make safety suggestions.
8. Set a good example.

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Emergency Response Procedures

Office Staff

In the event of notification of a serious incident or accident, the following procedures shall be used, it is important to remain calm.

- 1) Receive call – instruct caller to remain calm and speak clearly.
- 2) Ask the following questions:
 - a) Type of incident or accident
 - b) Name or names if necessary
 - c) Condition of the injured
 - d) Time of incident or accident
 - e) Exact location – get directions if necessary
 - f) Ask if medical attention or other assistance is required.

At the completion of receiving call, the following procedures shall be used:

- 1) Call for ambulance, fire trucks, and or medical assistance.
- 2) Notify hospital, police, and customer representative.
- 3) Life threatening incidents or potential fatalities must be reported to OH&S at **780-422-6608 IMMEDIATELY!!**
- 4) Where possible have the most senior company representative go to the scene.
- 5) Keep records of your actions in proper sequence.

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Emergency Response Procedures

Drivers / Workers

In the event of an incident or accident that is of a serious the following procedures will be used "at all times". Note; it is important to remain calm.

- 1) Contact Windwalker Enterprises Ltd., Ed Fenn
Office - 780-778-5866
Cell – 780-706-5461

- 2) State the nature of the incident and its severity.
- 3) State the workers name and condition.
- 4) State the exact location – be sure that you have left no room for doubt.
- 5) State what you believe is required, etc. ambulance, fire trucks, mechanical assistance and or medical assistance at location.
- 6) Make sure you have been understood.

Emergency Preparedness

Emergency Planning and Procedures

Procedures for emergencies must be in place before an emergency occurs.

Each situation and work site is different and should have its own set of emergency shut down procedures, which should contain;

Employee responsibilities, evacuation, location of fire fighting equipment, medical and emergency contacts will comply with any legislated emergency procedures such as those listed for critical sour wells in O.H.&S. Regulations.

When you arrive at the job location prior to commencing work you will make contact with the company representative as to the emergency numbers to be used in that area, evacuation routes to be taken, company safety and emergency regulations to be followed.

Establish your exact responsibility in the event of an emergency and familiar with the obligations of others you are working with.

Preparedness for emergencies will help minimize injury and loss of life and will be thoroughly discussed and improved upon with every safety meeting as to keep the response plans current and up to date.

Windwalker Enterprises will train upon hire and review employees knowledge annually on all our safety equipment and emergency preparedness for units and shop. This training will be done by a hired third party safety hand (Safeway consulting, Whitecourt, Alberta). The following is a list of all safety equipment that Windwalker enterprises purchases for shop or field:

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List of Safety Equipment

- Fire Extinguisher
- First Aid Kit
- Eye Wash (Bottles)
- Eye Wash (pressure cans-trucks-)
- Dust Masks
- Safety Glasses
- Coveralls
- Gloves
- Hard Hat
- Fall Arrest Harness
- Ear Plugs
- Full Fitted Face Masks
- Road/Emergency Flares

Third party certified safety supervisor will Train/Fit all Windwalker Enterprise's new hires and annual review to ensure proper training and housekeeping are done for all above listed items.

(Safeway Consulting Services INC.)

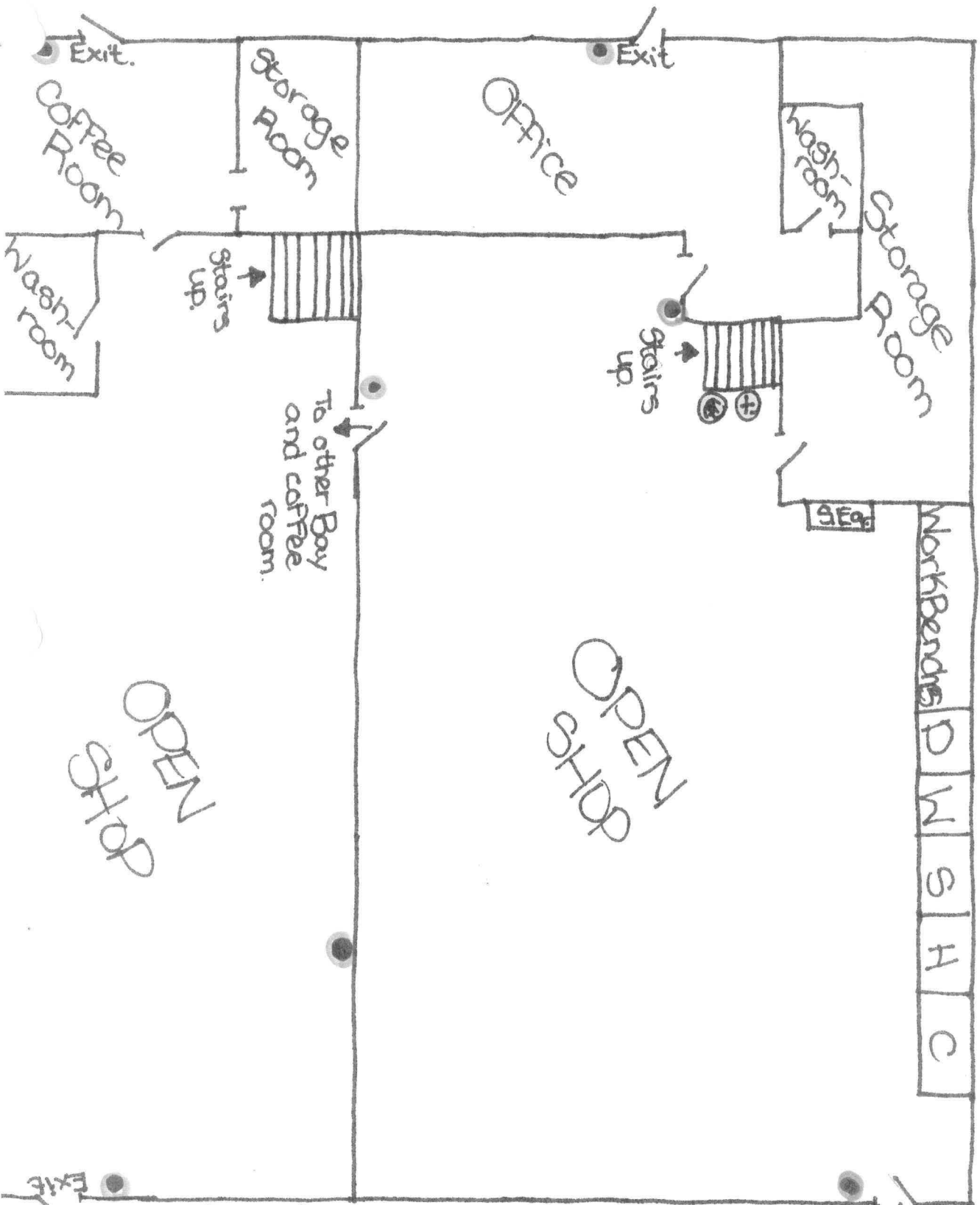
Safeway Consulting will also Train all employees in PROPER Emergency response procedures for injurys, accidents, safety equipment ect. and report back to Windwalker to insure employees are compitent for handleing all emergiencies that we may incur in our field of work.

(office and field).

Any injured or affected employees will consult with third party safety hand as to help prevent and upgrade, Windwalkers emergency response plan and to maintain a safe working enviornment for all employee's.

SHOP and OFFICE MAP: Whitecourt.

Not to Scale.



OPEN SHOP

OPEN SHOP

- Legend
- = Fire extinguisher
 - ⊕ = First aid Kit
 - ⊗ = eye wash station
 - W = washer
 - D = dryer
 - S = sink
 - H = hose
 - C = compressor
 - SEq = Safety Equipment
 - ★ = Muster point.

4.5

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SHOP E.R.P.

In the event of an emergency (fire/personal injury) occurring at the shop, the following measure will be undertaken immediately.

1. Fire:
 - a. Ensure that all workers evacuate the shop through identified exit doors. (North/South)
 - b. South mustering point is in south-east corner of lot.
 - c. North mustering point is in north-east corner of lot.

Workers will call 911 and give appropriate information:

- Street address – corner of 42nd Ave. and 41st St.
- Worker's name
- Worker's cell number
- Type and size of fire
- Any injuries
- Render First Aid if possible to any injured parties

Upon completion of call to 911, the worker/workers will remain at the appropriate mustering point until the Fire Department or Ambulance arrives on the scene and assumes control!

Workers are not to re-enter shop under any condition. Workers will not leave scene until released by company management. If management is not present, notify Ed Fenn @ cell: (780)706-5461/office: (780)778-5866.

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Windwalker Enterprises and ALL it's prime contractor's ensure that first aid services, first aid equipment, supplies and the first aid room required by this Code are located at or near the work site they are intended to serve, and available and accessible during all working hours.

Windwalker Enterprises and it's prime contractor's will ensure that the first aid equipment and supplies are maintained in a clean, dry and serviceable condition, contained in a material that protects the contents from the environment, and clearly identified as first aid equipment and supplies.

Windwalker Enterprises and it's prime contractor's must ensure that an emergency communication system is in place for workers to summon first aid services.

Windwalker will retain ALL first aid records for 3 years from the date the incident is recorded.

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Potential emergencies

- Fire
- Overdue or missing employee
- Tornado
- Veichle Accident

All potential emergencies are unpredictable and any action by untrained personal could endanger the persons suitation more so, the following procedure will be fowllowed as to increase saftey of our employee's, the suitation and the enviroment. All Windwalker units are issued a condensed emergency contact list for western canada that includes all hospitals, fire departments, RCMP ect and adresses and phone numbers. All Windwalker employees will have full access to this information in office and shop as well.

Employee – Call supervisor on duty and explain the suitation (please remain calm) if in the case of supervisor can't be reached ALL employees are required to contact the local law enforcement and abide by their commands. If any employee takes the suitation in their own hands and are not qualified in that area of expertice disciplinary actions will result up to and including termanation.

Supervisor – Recive all information possible about the suitation, advise the employee to remain calm and not panic. The supervisor KNOWING ALL EMPLOYEES TRAINING will instruct the employee to start actions like CPR, Removing another from imminante danger ect. The supervisor will then contact the local and applicable agincies(Fire, Police, Ambulance ect) again using the contact list as to avoid any delays. All Windwalker supervisors are trained to take and handle emergincies.

The preceding response plan is for emergincies that an employee may come in contact with during the average work day away from base(trucking) for any office or shop emergincies please follow those ERP's. In the case of a disaster like a tornado or fire at shop evacuate all employees to a safe place and follow ERP for shop/office.

Windwalker purchaces air horn bottles for an emergency alarm basis. They are located inside the drivers doors on all units and 1 bottle on each wall in the shop as well as in First aid kits for a spare. If at any point an airhorn should sound all Employees will evacuate the area and meet at the muster point as shown on shop map posted in shop and office then notify the proper agincies(fire dep., police ect). These are ment for alarm purposes and are not for controlled emergincies(no immediate danger of life or limb).

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HAZARD ASSESSMENT AND CONTROLS

RECOGNIZING HAZARDS

Recognizing potential hazards and taking steps to control them is a high priority of Windwalker Enterprises Ltd. Safety Program. This requires full participation of all Management, Supervisors and Employees. They must take responsibility for identifying hazards within their work areas. The following activities are integral to assessment and control:

INSPECTION

Supervisors and employees must conduct regular inspections of equipment, work site conditions, employee actions and job procedures to identify potential hazards. All new job sites should be inspected prior to work, and weekly inspections for regular sites.

Employees should promptly submit reports of any hazards observed on the work site. Hazardous conditions are to be corrected quickly by management, before they cause a near miss or incident.

EQUIPMENT MAINTENANCE

Proper equipment maintenance is a preventative measure against incidents and costly breakdowns. Supervisors and management will ensure all equipment is inspected and serviced regularly, and that all maintenance records are kept for all equipment.

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PURCHASING CONTROLS

Windwalker Enterprises Ltd., maintains high standards when purchasing equipment and supplies. All purchases or rentals will be done by approved personnel. All applicable government regulations will be adhered to when purchasing hazardous materials of any kind. Only certified personal protective equipment is to be utilized.

ENGINEERING CONTROLS

All equipment, parts machinery, and facilities must meet or exceed government requirements. Windwalker Enterprises Ltd., standards and requirements are taken from the following:

- Canadian Standards Association
- American National Standards Institute
- American Petroleum Institute
- National Fire Protection Association
- Energy Resources Conservation Board
- Manufactures Safe Operating Specifications

SAFETY AUDITS

Windwalker Enterprises Ltd., work sites and procedures are audited to measure the effectiveness of the Safety Program and to ensure it is being used correctly. Results will be compared to past audits to ensure company standards are being met or improved on a continual basis. The company will keep all audit records on file for five years.

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HAZARD CONTROLS

All hazards on all sites can be controlled by using properly designed and maintained equipment, safe procedures, properly trained workers and proper use of PPE.

All Windwalker employees who are competently trained for filling out Hazard Assessments must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and the methods used to control or eliminate the hazards.

All Windwalker employees must be trained and must address procedures to deal with an emergency (dangerous to the safety or health of themselves or others) to ensure only those workers competent in correcting the condition, and the minimum number of workers necessary to correct the condition may be exposed to the hazard. Every reasonable effort must be made to control the hazard while the condition is being corrected.

All Windwalker employees have not only the right but the responsibility to refuse work they consider unsafe. An employee must refuse work that they have reason to believe may cause injury or illness to themselves or any other person. Any work refusals must be reported to a supervisor and immediately investigated.

Once an employee has "stopped the job" or has refused what they believe to be an unsafe job or task, then the employee will report the situation immediately to a supervisor and perform a hazard assessment and work with the supervisor to assist in a safe conclusion or corrective action to eliminate or manage that hazard.

No work will be completed until the hazard is eliminated or can be completed in a safe manner. The customer must be notified of the hazard and may request a copy of the corrective actions.

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Employees have to responsibility to utilize the program and shall not be reprimanded for refusing work due to unsafe conditions or complying with this policy.

All documentaion will need to be turned into the manager so that they can review and assess the document, to determine the corrective actions. It is our desire to identify safety concerns and address them to the satisfaction of our employees and clients prior to commencing work. Most issues may be resolved on location in a timely manner and corrective actions may be determined.

Employees are made aware of hazard control measures by way of the following:

1. Hazardous Job Procedures
2. Pre-job safety meetings with prime contractor representative
3. Direct communication with company representative as per company Hazardous Job Procedures
4. At some work-sites, our employees must complete a safety orientatin (ie. Cold Lake Weapons Range)
5. Open discussions at company safety meetings
6. Use of prime contractor's safety hand books

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Hazard Assessment

Once hazards have been identified, you also have to assess the risk associated with that hazard.

Risk is made up of two factors; the probability that an event may occur, and the severity of the consequences of that event. The risk level indicates which jobs pose either a low, moderate, or risk.

Severity x Probability = Risk

Severity can be rated as high, moderate, or low.

High Fatality, serious injury and/or major property loss.

Moderate Medical aid required or property loss.

Low First aid or minor property loss.

Probability refers to how likely an event is to occur. Again, this can be high, moderate or low.

High The event is likely to occur often.

Moderate The event will occur sometimes.

Low The event is unlikely to occur.

When you look at the risk, you need to consider both factors. For example, an incident is likely to occur often (without precautions) should be considered high risk even if the severity of the consequences is moderate to low.

An incident that is likely to result in serious injury should be rated as high risk, even if the probability is moderate to low.

You also need to look at incidents that have occurred in the past. Any task with a history of loss or serious near-miss should be thoroughly assessed.

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Different operations may require modifications to the hazard assessment process. For example, you may wish to include frequency of exposure as in the following example.

Hazard Identification Rating Table

Frequency of Exposure

Three	(3)	One or more times each day
Two	(2)	Two/Three times a week
One	(1)	Less than once a week

Potential Consequence

Three	(3)	Serious injury or death
Two	(2)	Time loss / Medical Aid
One	(1)	No injury likely / First Aid

Hazard Probability

Three	(3)	Could very likely occur
Two	(2)	Some chance of occurring
One	(1)	Not likely to happen

Using the Table

Determine the factor for each category. Start with Frequency of Exposure, move to Potential Consequences, and then Hazard Probability. Rate each activity identified on the Hazard Identified Checklist. When you have finished, each activity will have three numbers assigned to it. Add the three numbers together to determine hazard priority. Nine is the highest priority.

Rearrange the list from highest (most hazardous) to lowest (least hazardous). The ones at the top of the list are your first priority.

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The next step is to examine each of these activities to determine what Control Measures are in place that will either eliminate, neutralizes, or reduces the hazard associated with it. For those that do not have a Control Measure in place, determine what needs to be done to prevent an incident from occurring.

Once the measures to control the hazard have developed, the results must be recorded and communicated to all workers who are involved in the job.

Usually the results of a JSA are converted into a Safe Work Procedure format. A risk assessment can also be carried out to identify the risk level for each job. This will result in a step by step procedure that provides workers and contractors with information on how to carry out the tasks involved in the job, the sequence for carrying out the tasks, the hazards identified for each task and the hazard control measures to be implemented for each task. The equipment required for the job and the PPE required ensuring the worker is protected should all be listed for each step. A record of all Safe Work Procedures must be kept and made available to all workers.

The JSA process will be reviewed and updated as a part of the overall review of the Health and Safety Management System, whenever the applicable OH&S legislation is updated, in the event of a serious incident, when there are any changes to the work being done and if new equipment or materials are acquired.

WORKING ALONE

Windwalker Enterprises Ltd. will whenever possible, eliminate the risk of employees working alone, as well as comply with the working alone provisions for operations where employees must work alone. An employee is considered to be working alone if the employee works alone at a work site in circumstances where assistance is not readily available when needed. In this instance the employer must:

Conduct a Hazard Assessment

Closely examine and identify existing or potential safety hazards in the workplace. The assessment must be in writing and communicated to all affected staff.

Windwalker will also involve employees in conducting hazard assessments, and in the elimination, reduction or control of the identified hazards.

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Eliminate or Reduce Risks:

Windwalker will take practical steps to eliminate the hazards identified. If it is not practicable to do so, Windwalker will implement procedures to reduce or control the hazards.

Establish an Effective means of Communication:

Windwalker has a communication system for employees to contact other people who can respond to the employees' need. The system will be appropriate to the hazards involved.

Ensure Employees are Trained and Educated:

Windwalker will ensure their employees are trained and educated so they can perform their jobs safely. Employees must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks.

These rules take into account a variety of situations where staffs work alone. Their intent is to consider the hazards specific to their worksites and to adopt safety measures that address these hazards.

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FIRE AND HAZARDOUS MATERIALS

PRECAUTIONS

1. All employees shall be familiar with the location and operations of the fire protection equipment.
2. Vehicle extinguishers shall be checked weekly to maintain proper charge.
3. Fire extinguishers are not to be removed from locations except in case of emergency or maintenance.
4. Fire extinguisher locations shall be kept clear and accessible at all times.
5. Smoking is prohibited in areas designated as "non-smoking" areas, to prevent fire or explosions, when:
 - A. fueling vehicles or equipment;
 - B. within 12 meters (40 ft) of all fuel pumps;
 - C. within 30 meters (100 ft) of tank cleaning area;
 - D. within 46 meters (150 ft) of any well head or gas facility in the field.
6. Employees must know what is in a tank prior to:
 - A. loading;
 - B. being visibly checked;
 - C. cleaning spills, if any;
 - D. documentation and labeling.
7. Do not let liquid propane come in contact with your skin; it may readily produce a painful frostbite on exposed area.
8. To work on a vehicle, close the liquid service valve at the tank, then start the engine and let it run until it stalls. The engine will then have burned off any remaining vapour in the fuel.

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FIRE AND HAZARDOUS MATERIALS

PRECAUTIONS – cont.

9. Never fill a propane tank to more than 80% of capacity. If a full tank of liquid fuel is exposed to high temperatures, the relief valve could open causing gas or liquid to escape. In the event of an accident, shut off the liquid service valve at the fuel tank.
10. When fueling a vehicle, always shut off the engine.

DO NOT SMOKE OR PERMIT OPEN FLAMES NEARBY.

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FIRE AND HAZARDOUS MATERIALS

EXPLOSIVES LIMITS OF GASES AND VAPOURS

Percentage of Gas in Air

	Lower Explosive Limit (LEL)	Upper Explosive Limit (UEL)
Acetylene	2.5	81.0
Butane	1.9	8.5
Ethane	3.0	12.5
Gasoline	1.4	7.5
Hexane	1.2	7.5
Methane	5.3	14.0
Pentane	1.5	7.8
Propane	2.2	9.5

WINDWALKER ENTERPRISES LTD.

FIRE AND HAZARDOUS MATERIALS

HYDROGEN SULPHIDE (H₂S) HIGHLY TOXIC GAS

Hydrogen sulphide is a colourless, flammable gas having an extremely offensive odour (rotten eggs) and easily recognizable, this gas will quickly deaden a person's sense of smell. It is extremely toxic and hazardous because it is heavier than air. Hydrogen Sulphide is explosive when it is in concentrations of 4.3 to 46% by volume in air. H₂s has an auto ignition temperature of 260C. H₂S is water soluble.

Whenever, there is any doubt, your supervisor shall be asked to check on concentrations present. This may require the job being shut down until safe conditions prevail.

CAUTION: Watch out when working in the area of vent lines that are attached to tanks.

Windwalker Enterprises Ltd

Explosive Atmospheres

Windwalker Enterprises employee's should never encounter an explosive atmosphere in our day to day operations due to type of work that Windwalker employ's but still may occur. In these situations a qualified Safety person will be present. All Windwalker employee's must follow direction of safety personal and abide by their orders. All safety personal should give Windwalker employees a current atmosphere reading and work will ONLY commence if readings are UNDER 20% of the LEL (lower explosive limit). Windwalker DOES NOT purchase any atmosphere testing devicies there for should ANY employee smell/sence a gas or vapour is present ALL WORK IS TO SHUT DOWN UNTIL a proper reading is taken. All Employees are trained in H2S and use this training to get to a safe area (crosswind uphill) and call customer/management and have a qualified person come and ensure safe levels obtained and givin the OK to commence work once again.

All Windwalker units have a list of possible gases and vapours that are comonly used in the oilfeild and lists the LEL and UEL of substances.

All Windwalker employees are trained on how to take an atmosphere reading with the usual devices used today by Licenced training facility and also is included in H2S courses in the case that they may need to take a reading. Under no circumstance should an employee take a reading without FIRST contacting management and advising them of the situation and obtain aproval to do so for WCB may not cover the employee in a case of an accident/incodient was to occur and employee took it upon themselves to proceed. Should an employee not follow this step it will be grounds for immediate dismissal.

Windwalker Enterprises LTD

Safe Work Practices Special Notes

For all safe work practices

1. While working with or around power tools, equipment and machinery all employees must make sure all personal items such as clothing or jewelry cannot be snagged, caught, hooked by tying, taping, tucking these items up safely as to avoid injury or loss of life. A hazard assessment must be completed prior to work as a means of control and safety.
2. All employees/ operators/ mechanic's must do a complete walkaround visual and verbal for any personal or lockout items prior to starting or operating any equipment or machinery.
3. All employees/ operators/ mechanic's working on any equipment must LOCK OUT item as to avoid injury or accidental fire. Here are suggestions for locking out items.
 - Take all IGN keys
 - Disconnect power (Batteries, Breaker)
 - Unplug fuse
 - Use door magnets
 - Use key lock
 - Red flag item (straps, magnets, ties)

The following items and machinery has rotating parts and ALL clothing and jewelry items must be removed or tied up as not to be caught in tools.

Any Power/Air tools (grinders, drills, rec.saws, tablesaws, ect.)

Any Engine compartment/ driveline work(only if running/testing)

Windwalker Enterprises will train all employees on the danger of loose clothing around these daily used items and any non-compliance in these matters will result in disciplinary actions.

(Windwalker Ent. Ltd)

WORKING ALONE

LEGISLATIVE COMPLIANCE – Safe Work Practices

GENERAL

Legislation References

All applicable Federal and Provincial Government acts, regulations, laws and codes shall be followed and take precedence over any safety information contained in this manual.

All management personnel and workers shall be aware of the contents and requirement regarding serious injuries and accidents, as Part 28 of the Alberta Occupational Health and Safety Act. In addition, all management and workers shall be aware of the workers right to refuse work Chapter 4{3.0} of the Alberta Occupational Health and safety Act.

WINDWALKER ENTERPRISES LTD.

WORKING ALONE BEST PRACTICES

Alberta Human Resources and Employment has amended the General Safety Regulation to reflect the employer's responsibilities for minimizing and eliminating risks associated with employees working alone.

Under the General Safety Regulation – Working Alone section, employers are required to assess their workplace and take preventative measures that eliminate or minimize risks when their employees work alone.

Working Alone Situations that May put Employees at Risk

1. Employees who travel away from the base office/facility to meet clients.
2. Employees who do hazardous work but have no routine interaction with customers or the public.
3. Employees who travel alone but have no routine interaction with customers or the public.

Each of the situations listed above has different hazards and ways to control them. These situations have been addressed individually and have also been incorporated into the Standard Work Procedures in this manual.

Windwalker Enterprises LTD.

FATIGUE MANAGEMENT POLICY

As an employee of Windwalker Enterprises Ltd., all drivers will be trained not only by G.O.D.I. in fatigue management but follow all of the company fatigue management policies.

Driver fatigue is one of the most significant safety hazards facing the road transport industry worldwide. Truck crashes are dangerous and costly to all road users, and fatigue is a major contributor. The human brain has limited ability to effectively detect the onset of micro sleeps. Fatigue means a gradual loss of alertness, which leads to occasional nodding off and then sleep. Fatigue causes drowsy driving, and drowsy drivers are more likely to have crashes by running off the road or having a head-on collision. Employees will **NEVER** operate a motor vehicle or heavy equipment while overly fatigued.

The three main causes of drowsy driving are:

1. Too little sleep
2. Driving when you would normally be sleeping
3. Working or being awake for very long hours

Other factors like highway boredom, road conditions, weather conditions and emotional and mental stress compound these major causes.

To prevent fatigue related crashes there are a number of things management and staff at Windwalker Enterprises Ltd., can do to properly manage fatigue. These include but are not limited too:

1. Correct scheduling by management and dispatch.
2. Drivers and management need to evaluate each job task.
3. Employees will take periodic breaks to ensure that they minimize fatigue and increase mental awareness and fitness. **“PULL INTO REST STOPS WHEN TIRED, LET MANAGEMENT KNOW AND HAVE A REST IF FATIGUED.”**

Windwalker Enterprises LTD.

4. Employees will report they are fatigued immediately to dispatch and management.
5. G.O.D.I. training and education will be taken.
6. Employees **will not** work more than 14 hours per day with no less than 10 hours off-duty time. This will give employees the time required to relax and get a good night sleep, so that they are able to be mentally alert and able to preform their job safely.

Driver Log Books are mandatory and must be completed daily and properly. Dispatch will keep an on-going record of each employee's time and days on and off to ensure that no one will go over their time. Windwalker Enterprises Ltd., adheres to OH & S Regulations we as an employee will work no more than 21 days with a minimum for 4 consecutive days off, although the company prefers for all employees to work 14 days and 4 days off. The company makes the employees aware at the time off hire that extra time off is available upon request with 24 hours notice.

Windwalker Enterprises LTD.

Rescue Work in Traffic Areas

Windwalker Enterprises will supply all necessary safety equipment to its employees for working in a high traffic area. The following safety equipment and procedures must be in place prior to commencing work in these areas. Any and all traffic must be aware of work ahead and employees must take all precautions to be aware of traffic and assume that the traffic is NOT AWARE of them.

- Reflective striping vest or coveralls
- Safety boots
- Eye protection
- Hand protection
- Head protection (hard hat, bump cap)
- Use 4 way flashers and beacons (must be on day or night prior to work)
- Backup alarms and horns working for any "reverse" work. (Blow your horn for 1 time for every 10ft of movement in reverse)
- Use flag person, Emergency triangles, or local emergency personnel (RCMP, Fire Dept) if located on paved roadway. Use of barricades etc. May be used if only if necessary.

Windwalker Enterprises LTD.

Manual Lifting

All Windwalker employees must perform a hazard assessment before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker.

Windwalker will provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads. All loads must be assessed and in case of special equipment being needed to conform to assessment Windwalker will Hire a company with proper equipment and operators for the job. ANY and ALL NONCONFORMANCE will result in disciplinary action.

All Windwalker employees will use proper lifting equipment for any and all heavy or awkward loads. NO employee should EVER lift more than 40lb at a time. In case of awkward load (cementing iron) 2 or more people must be used and 40lb a person as a rule MAX.

If any Windwalker employee at any time should report symptoms of a musculoskeletal injury, management must promptly review the activities of that worker and of other workers doing similar tasks, to identify work-related causes of the symptoms, if any and take corrective measures to avoid further injuries if the causes of the symptoms are work related.

Noise Exposure

All Windwalker employees must ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of a work site where workers may be present.

Windwalker Management will conduct a noise assessment where workers are or may be exposed to noise levels in excess of the occupational exposure limits shown in Table 1 of Schedule 3 and exceed a noise level of 85 dBA Lex. If a noise exposure assessment confirms that employees are exposed to excess noise at a work site, the Windwalker must implement a noise management program that will permitly stay at the site. (sign for hearing protection required and max decible reached)

In the event the employee has no control over the noise source all employees must abide by the Clients signage.

Windwalker Enterprises will provide employees with training in the selection, use and maintenance of hearing protection equipment required to be used at a work site in accordance with the manufacturers specification. Any disregard to hearing protection will result in disiplinary action.

Windwalker will ensure all hearing protection equipment provided to employee exposed to excess noise meets the requirements of CSA Standard Z94.2-02, "Hearing Protection Devices-Performance, Selection, Care, and Use", is of the appropriate class and grade described in Schedule 3 Table 2.

Windwalker Enterprises Ltd

Overhead Powerlines

All Windwalker operators must determine the a safe approach distance for overhead lines. Windwalker will contact the power line operator before work is done or equipment is operated within 7.0 metres of an energized overhead power line. This will determine the voltage of the power line, and to establish the appropriate safe limit of approach distance.

Windwalker will notify the operator of an energized overhead power line before work is done or equipment is operated in the vicinity of the power line at distances less than the safe limit of approach distances and obtain the operators assistance as to protect workers involved. Any disregard of powerline operator instructions for working in the vicinity Will result in disciplinary actions.

Windwalker employees must follow the direction of the employer (customer) in maintaining the appropriate safe clearance when working in the vicinity of an overhead power line. OH&S standards must be followed by ALL parties and all Windwalker employees MUST refuse any work that is unsafe regardless of customer/operators request to continue.

The safe limit of approach distances apply to a load, equipment or building that is transported under energized overhead power lines when the total height, including truck and equipment is greater than 4.15 metres. They do not apply below 4.15 metres. Windwalker does not usually transport any overheight loads and in the event that any employee should be contracted to do so all employees involved and management will be advised and appropriate operators and safety hands will be sent out to oversee proper limits and procedures.

Windwalker Enterprises LTD.

Musculoskeletal Injuries

Windwalker Enterprises will train or ensure previous up to date training is provided for all employees who may be exposed to injury.

Minimum training must include

- Identification of factors that could lead to a musculoskeletal injury.
- The early signs and symptoms of musculoskeletal injury and their potential health side effects.
- Preventive measures including, use of altered work procedures, mechanical aids, and use of P.P.E.

All Windwalker employees MUST report any signs or symptoms of musculoskeletal injury's or ANY work related task that may cause such an injury to Management or Supervisor Immediately , The Manager/Supervisor must then promptly,

- Review the activities of that employee and all other employee's conducting similar jobs or tasks as to identify the cause of symptoms or injury's.
- Take full corrective actions to avoid further or any injury's if cause of symptoms or injury is indeed from work related jobs or tasks.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURES

General

Critical task job procedures have been developed for the safety of **WINDWALKER ENTERPRISES LTD.** management, workers, and sub-contractors, as well as the safety of others on the worksite.

The safety information in this policy does not take precedence over OH&S Regulations or other Provincial or Federal laws. All management, workers, and sub-contractors shall have access to and should be familiar with the OH&S Act and Regulations.

Employees who travel away from the base office to meet clients

WINDWALKER ENTERPRISES LTD. employees who meet with clients away from the office may face an unfamiliar environment and unpredictable client behavior.

Examples of when an employee may have to travel away from the base office to meet clients; sales or promotional appointment, project or job pre-quote meeting, technical meeting, pre-job meeting, or meeting with a client in conjunction with performing a job or task.

Risks in such situations include assault, robbery and verbal abuse.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employee Should Consider the Following:

- **HISTORY**

Is **WINDWALKER ENTERPRISES LTD.** familiar with this client?

Does the client have a history of displaying an aggressive temper or other potentially threatening behavioral tendencies?

- **LOCATION**

Will the meeting take place in a safe area? (isolation, poor lighting, unlit parking lot, unsafe building).

Clients are large industrial (Oil & Gas, Petrochemical, Refining, Pulp & Paper, Lumber) only. As a rule **WINDWALKER ENTERPRISES LTD.** employees are generally not in as high a “risk” situation as employees of other employers when considering possible hazardous situations such as: assault, robbery and verbal abuse.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees who travel away from the base office to meet clients –cont.

However, the following procedure should still be followed in order to minimize the risks to “employees who travel away from the base office to meet clients”.

1. Employee should advise at least one other co-worker or management that he/she will be meeting a client away from the office. The employee should always consider minimizing risks associated with this situation by
 - Meeting the client in a non isolated area if at all possible,
 - Discussing specific details on communications with the office (another employee or management) regarding communications immediately prior to and after the meeting.
 - Discussing with the client an expected length of the meeting and providing that information to **WINDWALKER ENTERPRISES LTD.** office,
 - Having some means of direct communication with the office (cell phone),
 - Calling the office should the meeting extend longer than expected having the client provide the employee with a contact phone for the meeting location.

2. If the employee is unfamiliar with the client, the employee should consult others at **WINDWALKER ENTERPRISES LTD.** who may be familiar with the client.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees who travel away from the base office to meet clients – cont.

3. If the employee is unfamiliar with the client and discussions with others at **WINDWALKER ENTERPRISES LTD.** suggest that the client has displayed an aggressive temper or other potentially threatening behavioral tendencies, then the employee should.
 - Plan to meet the client only during regular work hours, and in an office environment or public location where others will be present (not an isolated area).

OR

 - Have another employee from **WINDWALKER ENTERPRISES LTD.** accompany you to the meeting location.

OR

 - Make arrangements for the client to meet with the employee at the **WINDWALKER ENTERPRISES LTD.** office during regular working hours.

4. If the employee is unfamiliar with the client and discussions with others at **WINDWALKER ENTERPRISES LTD.** suggest that the client is professional and courteous, the employee should always consider minimizing risks associated with this situation by;
 - Meeting the client in a non isolated area if at all possible,
 - Discussing specific details on communications with the office (another employee or management) regarding communications immediately prior to and after the meeting.
 - Discussing with the client an expected length of the meeting and providing that information to the office,
 - Having some means of direct communication with the office (cell phone),
 - Calling the office should the meeting extend longer than expected,
 - Having the client provide the employee with a contact phone # for the meeting location.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees Who Perform Hazardous Work

Hazardous Work performed by **WINDWALKER ENTERPRISES LTD.** Employees on a “working alone” basis has been incorporated in each “Standard Work Procedure Critical Task”.

Although the standard work procedures for all critical tasks are outlined in this section and have taken into account the “working alone legislation”, the employee should always take additional precautionary measures when performing hazardous work while working alone. The procedure should be followed, however if the employee feels the area, situation, or task is unsafe to perform the hazardous work alone, then the employee has the right and is also encouraged to refuse the work and inform management or the client of that decision.

Employees Who Travel Alone

WINDWALKER ENTERPRISES LTD. employees who travel alone may face various risks such as; injuries from motor vehicle accidents, motor vehicle maintenance problems, accidents with wildlife, and fatigue.

Examples of when an employee may have to travel alone, sales or promotional appointment, project or job pre-quote meeting, and service work.

Employee Should Consider the Following;

- **Equipment And Supplies**

The vehicle should be well maintained. The vehicle inspection should be completed and recorded as required by this manual.

The vehicle should also be equipped with a cell phone, first aid kit, and emergency supplies (including a fire extinguisher).

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

- **Equipment And Supplies**

The employee should also have clothing and footwear that is suitable for the outdoor conditions, in addition to clothing and footwear that is suitable for the meeting/job/task.

- **Planning The Trip**

The employee and the trip scheduler should consider the following:

- length of travel required
- current or expected weather
- portions of the trip to be completed after daylight hours
- portion of the trip to be completed on secondary, gravel, or single lane roads.

WINDWALKER ENTERPRISES LTD. employees often "travel alone" in order to complete their job/tasks. The following procedure should be followed in order to minimize the risks to "employees who travel alone".

Employees should advise at least one other co-worker, management, responsible family member or friend, that he/she will be traveling alone. The employee should always consider minimizing risks associated with this situation by;

Set up a contact person prior to leaving base for work. Employees must set contact times either by a phone call or pre arranged meeting place and times to report. This is to maintain contact with person who is working alone and to be shure they are in no danger and for progress reports on job.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees Who Travel Alone – cont.

- Ensure the vehicle inspections and required maintenance has been performed.
- Ensure the cell phone is working, first aid kit and emergency supplies are available in the vehicle.
- Discuss the routing with another employee, management responsible family member or friend.
- Provide an employee, management, responsible family member or friend, with your expected arrival time at your end destination and check in with that individual after arrival to that destination.
- For “travel alone” where the trip will exceed 200 kms from the base, the employee should check in with an employee, management, and responsible family member or friend every 2 hours so that the employees whereabouts will be known.

Special Consideration – Air Travel

Employee should advise a co-worker, management, reliable family member or friend of the;

- flight itinerary including,
- airline company
- departure location and time
- arrival location and time

Employee should also call the designated co-worker, management, reliable family member or friend when possible during the itinerary (when changing planes at connecting airports, if time permits) or at a minimum at the end destination (hotel or job-site).

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees Working Alone at the Office After Hours

Employees who are working alone at the office after normal work hours may face various risks such as; inability to call for help in the event of an injury to themselves, or in the event of fire or other emergency, physical attack by intruders, vandals, unfamiliar client, or others.

Employees working alone at the office after hours in order to complete their job/tasks should follow this procedure in order to minimize the risks:

Employee should advise at least one other co-worker, management, responsible family member or friend, that he/she will be working alone at the office after hours, and provide a time estimate for your expected return home. The employee should always consider minimizing risks associated with this situation by:

- Park your vehicle directly near a well lit facility entrance.
- Ensure all the office and shop facility doors are locked once you are inside.
- Ensure the telephone system is working.
- Communicate with the other co-worker, management, responsible family member or friend at least every 2 hours, and provide an update on when you plan on returning home.
- **Do Not** unlock the door to let any unexpected visitors in the facility.
- Once you have finished, ensure the doors to the facility are locked.
- Once you've returned home safely, notify the other co-worker, management, responsible family member or friend.

Employees Working Alone at the Shop After Hours

Employees who are working alone at the shop after normal work hours may face various risks such as: inability to call for help in the event of an injury to themselves, or in the event of fire or other emergency, physical attack by intruders, vandals, unfamiliar client, or others.

WINDWALKER ENTERPRISES LTD.

STANDARD JOB PROCEDURE

Employees Working Alone at the Shop After Hours – cont.

Employees working alone at the Shop after hours in order to complete their job/tasks should follow this procedure in order to minimize the risks .

Employees should advise at least one other co-worker, management, responsible family member or friend, that he/she will be working alone at the office after hours, and provide a time estimate for your expected return home. The employee should always consider minimizing risks associated with this situation by:

- Park your vehicle directly near a well lit facility entrance.
- Ensure all office and shop facility doors are locked once your are inside.
- Ensure the telephone system is working.
- Communicate with the other co-worker, management, responsible family member or friend at least every 2 hours, and provide an update on when you plan on returning home.
- **Do Not** unlock the door to let any unexpected visitors in the facility.
- Once you have finished, ensure the doors to the facility are locked.
- Once you've returned home safely, notify the other co-worker, management, responsible family member or friend.

Special Considerations for Working Alone in the Shop

Some tasks performed in the fabrication shop environment require additional levels of caution and safety when performed on a “working alone” basis.

Please refer to each **critical task** for details on any special working alone considerations.

NOTE: that some task regarding rigging & hoisting and overhead crane operations are **PROHIBITED** while “working alone”.

Windwalker Enterprises LTD.

Powered Mobile Equipment

Windwalker will insure that the operator of powered mobile equipment must report to the employer any conditions affecting the safe operation of the equipment, operate the equipment safely, maintain full control of the equipment at all times, use the seat belts and other safety equipment, ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment, keep the powered mobile equipment free of objects that could interfere with the operation or create hazards.

All Windwalker Employees must address that before operating any powered mobile equipment the operator must complete a visual inspection of the equipment and the surrounding area to ensure that the equipment is in a safe operating condition and that no worker, including the operator is endangered when the equipment is started up.

Any Windwalker Employees must not operate powered mobile equipment (forklift, pile driving equipment, all terrain vehicles and tank trucks) unless competently trained. Windwalker will supply all necessary training/ apprentice all applicable employees in their fields.

All Windwalker employees must ensure that a record of the inspections and maintenance carried out is kept at the work site and readily available to a worker who operated the equipment. All Windwalker operators and employees must not leave the controls unless the equipment is secured against unintentional movement by an effective method of immobilizing the equipment.

Any windwalker employee must not smoke within 7.5 metres of a vehicle while it is being refuelled or refuel a vehicle when there is a source of ignition within 7.5 metres of that vehicle. This is a FEDERAL LAW and any reports of non-compliance to this will result in immediate disciplinary action. Windwalker Enterprises does not own, licence, or operate any R.O.P.S. offroad vehicles. All of Windwalker's equipment must have safety restraints installed as to conform to all Highway Act's of North America and conform to all ARTEC regulations.

WINDWALKER ENTERPRISES LTD.

HEAVY EQUIPMENT

GENERAL

1. Personnel who are required to load and unload heavy equipment shall be competent in heavy equipment operations.
2. Heavy equipment operators shall at all times be aware of workers near the respective machine in operation.
3. Operation of equipment without authority is strictly forbidden.
4. Operators will perform a "WALK AROUND CHECK" before mounting equipment.
5. Operator will face machine when mounting or dismounting. Make sure that both hands are free for a safe action.
6. Operators will operate equipment with lights "ON" at all times when travelling.
7. Operators will use seat belts where provided on equipment.
8. Operators will ensure that during backing procedures a clear view is maintained. When view is obstructed, a competent signal person is required.
9. Operators will ensure that no riders are permitted.

WINDWALKER ENTERPRISES LTD.

PIPE HANDLING

GENERAL

1. Operators of hoisting equipment shall be in possession of a valid journeyman certification.
2. Operators shall make every attempt to locate hoisting equipment so as to achieve a good line of sight in relation to workers and pipe.
3. Operators will use one competent signal person when visual contact with workers or pipe is obstructed.
4. Drivers will ensure that all pipe is properly secured by means of chain and boomers.
5. Pipe slings and hooks shall be inspected before pipe moving commences.
6. Tag lines shall be used by workers when loading, unloading or relocating pipe. When required, tag lines will be of a sufficient length to allow workers to stand clear of pipe.
7. Workers will not climb on trailer deck while pipe is being moved.
8. Workers will not walk on blind side of equipment operators .

Windwalker Enterprises LTD.

Picker Truck Operations

General

1. Operators of hoisting equipment shall be in possession of a valid journeyman certification and prove competency prior to operation of unit. Only fully trained/ticketed operators are to operate any hoisting device.
2. Operators will take the necessary precautions to ensure the safety of all personnel working in the area of hoisting operations.
3. Operators and signal person shall be knowledgeable of accepted hand signals.
4. Operators shall ensure that outriggers are fully extended before hoisting. Outriggers are to be fully retracted before moving.
5. Operators will examine hoisting cables, slings, hooks for wear prior to hoisting. Also all cables, slings, hooks must be tagged with load ratings or are not to be used.
6. Operators will ensure that no personnel stand under the load or the boom when load is hoisted.
7. Personnel in lift area must be in view of operators at all times.
8. Operators will ensure that load remains as close to the ground when boom is in motion.
9. Tag lines will be utilized where it is practical to do so.
10. Tag lines will be of sufficient length to permit worker to stand clear of load.
11. Operators must fill out "Hoist Log Book" and be familiar with all previous entries of log prior to hoisting objects (bill of lading will be sufficient for knuckle boom trucks).
12. Operators MUST inspect equipment prior to use. All equipment decals for CVSA, WLL, Controls MUST be legible and in good condition. Also company Permit/Insurance books are in order and IN THE UNIT.
13. No operator shall lift, move, drop a load until he/she has been fully assured conditions are safe to do so and he/she is satisfied.

WINDWALKER ENTERPRISES LTD.

PROPER LIFTING PRACTICES - HOISTING

EVALUATING THE LOAD

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

BALANCE LOADS

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity.

LANDING THE LOAD

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

1. Select only alloy chain slings and **NEVER** exceed the working load limits.
- For all weight limits consult your W.L.L. pages in unit.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
4. Never permit anyone to ride the lifting hook or the load.
5. Make sure all personnel stand clear from the load being lifted.
6. Never work under a suspended load.
7. Never leave a load suspended when the hoist or crane is unattended.
8. Inspect all slings thoroughly at specified intervals and maintain them in good condition.

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PROPER LIFTING PRACTICES - HOISTING

LANDING OF LOAD – cont.

9. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.
10. Ensure that safety latches on hooks are in good working condition.
11. Ensure that the signal person is properly identified and understands techniques of proper signalling.
12. Make sure a tag line is used to control the load.

WINDWALKER ENTERPRISES LTD.

USE OF PORTABLE GRINDERS

GENERAL

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.
2. Ensure proper guards are in place and that **safety glasses, face shields, gloves and safety boots** are worn when using portable grinders.
3. Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
4. When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
5. Before grinding, run newly mounted wheels at operating speed to check for vibrations.
6. Do not use grinders near flammable materials.
7. Never use the grinder for jobs for which it is not designed, such as cutting.

WINDWALKER ENTERPRISES LTD.

GRINDING

GENERAL

Severe injury may occur if proper protective equipment is not used and properly maintained.

1. Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm.
2. Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm. clearance.
3. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
4. Protect your **eyes with safety glasses** or a face shield at all times when grinding.
5. Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
6. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.
7. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
8. Do not stand directly in front of grinding wheel when it is first started

WINDWALKER ENTERPRISES LTD.

USE OF PORTABLE LADDERS

GENERAL

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

1. When setting up a ladder, secure the base and "walk" the ladder up into place.
2. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one (1) metre above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't over reach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one (1) metre unless the manufacturer specifies the overlap.
9. Keep both metal and wood ladders, away from electrical sources.

WINDWALKER ENTERPRISES LTD.

USE OF STEP LADDERS

GENERAL

As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job to be done.

Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two steps of a step ladder, counting the top platform as a rung.
2. When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
3. The step ladder is only to be used in the fully opened position with the spreader bars locked.
4. Tops of step ladders are not to be used as a support for scaffolds
5. Don't over-reach while on the ladder. Climb down and move the ladder over to a new position.
6. Only CSA Standard ladders will be used.

WINDWALKER ENTERPRISES LTD.

USE OF TIGER TORCHES

GENERAL

Tiger torches, although valuable to a job-site, are sometimes misused in a manner that can make them dangerous.

Tiger torches are only to be used for preheating prior to welding.

1. When a torch is used, an adequate fire extinguisher must be present.
2. Torches are not to be used for heating of work areas or thawing of lines and equipment, etc. when not in use.
3. Ensure that the propane bottles are properly shut off, when not in use.
4. Fuel lines are to have regulators.
5. Propane bottles shall be secured in an upright position.

WINDWALKER ENTERPRISES LTD.

WELDING, CUTTING AND BURNING

GENERAL

Work involving welding, cutting and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work.

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of "screens".
3. Never start work without proper authorization.
4. Always have fire fighting or prevention equipment on-hand before starting welding, cutting or burning.
5. Check the work area for combustible material and possible flammable vapors before starting work.
6. A welder should never work alone. A fire or spark watch should be maintained.
7. Check cables and hoses to protect them from slag or sparks. **(Never use oil or grease on oxygen lines or fittings connected to a torch).**
8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out.
9. Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.

WINDWALKER ENTERPRISES LTD.

WELDING, CUTTING AND BURNING

GENERAL

10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

WINDWALKER ENTERPRISES LTD.

USE OF PROPANE

GENERAL

Since propane is heavier than air and invisible, it is a special concern when it is used on the job-site. All installations and use of this product on the job-site must comply with the Government Legislation set out for its safe use. Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

1. Nylon slings must be used in a "choker" fashion when loading, off-loading or lifting propane tanks.
2. **"Lifting lugs" provided on tanks are not to be used.** Slings are to be wrapped around the shell of the tank.
3. Regulators are to be removed from the tank prior to any movement of the tank.
4. Crane hooks shall be equipped with a "safety latch".
5. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
6. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
7. Tanks are not to be heated to increase flow.
8. When in use, propane bottles are to be securely held in an upright position.
9. Tanks are not to be hooked up and used without proper regulators.

Windwalker Enterprises LTD

Rigging

All Windwalker employees must be trained to ensure rigging is not subjected to loads more than outlined in legislative requirements. Windwalker management will ensure the maximum load rating of the rigging is available to the employee's at the work site located in the units binder information book or at the shop in safety manual.

Windwalker will only purchase MARKED LEDGIBLE equipment to ensure that wire rope, alloy steel chain, synthetic fiber rope, metal mesh slings meet the requirements of ASME Standard B30.9-1996, Slings.

All Windwalker operators must ensure that rigging to be used during a work shift is inspected thoroughly at the beginning of the shift to ensure that it is functional and safe. If in doubt DO NOT use.

Any and all equipment that may not meet spec. must be brought into shop foreman and thoroughly inspected and either fixed or thrown out. AMSE, WLL, OH'S standards will be met on all rigging.

WINDWALKER ENTERPRISES LTD.

FIRE AND USE OF FIRE EXTINGUISHERS

GENERAL

Good Housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

i. TYPES OF FIRES

CLASS A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers

Water from a hose, pump type water can, or pressurized extinguisher and soda acid extinguishers.

Fighting the Fire

Soak the fire completely - even the smoking embers.

CLASS B: Flammable liquids, oil and grease

Recommended Extinguishers

ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

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FIRE AND USE OF FIRE EXTINGUISHERS

TYPES OF FIRES – cont.

CLASS C: Electrical equipment

Recommended Extinguishers

Carbon Dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire

Use short bursts on the fire, when the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

WINDWALKER ENTERPRISES LTD.

DEFECTIVE TOOLS

GENERAL

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT. Be aware of problems like:

- chisels and wedges with mushroomed heads split or cracked handles;
- chipped or broken drill bits;
- wrenches with worn out jaws;
- tools which are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. never use a defective tool;
2. double check all tools prior to use; and
3. ensure defective tools are repaired.

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

- broken or inoperative guards;
- insufficient or improper grounding due to damage on double insulated tools;
- no ground wire (on plug) or cords of standard tools;
- the on/off switch not in good working order;
- tool blade is cracked;
- the wrong grinder wheel is being used; or
- the guard has been wedged back on a power saw.

WINDWALKER ENTERPRISES LTD.

RIGGING

GENERAL

Rigging looks like an easy operation that requires no particular skill or experience. But if you have an idea that just anybody can do it, you're on the wrong track. Too many men have lost fingers or hands or have suffered more serious injuries because they thought, "Anybody can do that".

Here are some do's and don'ts to remember:

1. Name one member of the crew to act as a signal person, and instruct the equipment operator to recognize signals from that person only. The signal person must be careful not to order a move until he/she has received the "all ready" signal from each member of the crew.
2. Each rigger must be sure he/she is in the clear before they give an "all ready" to the signal person. When you have positioned the sling or choker you're using, release it, before you give the "all ready" signal .
3. If you must hold the sling or choker in position, be sure your hand is clear of pinch points. In fact, your hand should be far enough away so there's no possibility of a frayed wire catching your glove and jerking your hand into a pinch point. Frayed cables should never be used.
4. Watch out for the roll or swing of the load. Since it's almost impossible to position the hook exactly over the load centre, there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it.
5. Never place yourself between material, equipment or any stationary object and the load swing. Also, stay away from iron stacked material that may be knocked over by a swinging load.

WINDWALKER ENTERPRISES LTD.

RIGGING

GENERAL – cont.

6. Never stand under the load, and keep from under the boom as much as possible. Chances are that nothing will break, but something might.
7. Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load.
8. When lowering or setting the load, be sure your feet and all other parts of your body are out from under the load. Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from.
9. Identify the designated signal person with the use of distinctive vests, armlets, etc.
10. Use tag lines to control the loads.

WINDWALKER ENTERPRISES LTD.

USE OF COMPRESSED AIR

GENERAL

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a powerful enemy rather than a servant.

1. Compressed air must not be used to blow debris or to clean dirt from any worker's clothes.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
4. Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
5. Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced.
6. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
7. The correct air supply hoses must be used for the tool/equipment being used.
8. The equipment must be properly maintained according to the manufacturers requirements.
9. Follow manufacturer's general instructions and comply with legislated safety requirements.

Windwalker Enterprises LTD.

Use of Flammable and cleaning solvents

General

Cleaning solvents are used in the day-to-day work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic. The foreman must be aware of all flammable/cleaning solvents that are used on the job, and be sure that all workers that use these materials have been instructed in their proper use and any hazard they may pose. The following instructions or rules apply when flammable/cleaning solvents used;

1. Use non-flammable solvents for general cleaning
2. When flammable liquids are used, make sure that no hot work is permitted in that area. (engines, torches, grinders)
3. Store flammable and solvents in special storage areas.
4. Check toxic hazards of all solvents prior to use. (MSDS)
5. Provide adequate ventilation where all flammable and solvents are being used.
6. Use goggles or face shields to protect the face from splashes or sprays.
7. Use rubber gloves to protect hands.
8. Wear protective clothing to prevent contamination of workers clothes.
9. When breathing hazards exist, use appropriate respiratory protection.
10. Never leave solvents in open tubs or vats- return them to storage drums or tanks

Windwalker Enterprises LTD.

Use of Flammable and Cleaning Solvents

General – cont

11. Ensure that proper containers are used for transportation, storage and field use of flammable/cleaning solvents.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in the Workplace Hazardous Materials System. Ensure all WHIMIS requirements are met.
13. Any skin or clothing that become contaminated with any flammable or solvents must be IMMEDIATELY decontaminated as per MSDS, OH&S regulations and procedures
14. Any flammable/solvents that Must Be Used near an internal combustion engine, The engine must be vented/exhausted to minimize chances of fire and or explosion.
15. All materials, solvents, ect. must be stored in proper CSA approved containers and clearly marked as per MSDS regulations.
16. Any Flammable, Explosive material must be stored 30 meters away from ANY source of ignition, heat, in CSA approved containers and clearly marked.

Windwalker Enterprises LTD.

Company Safety Rules

REGULATIONS

Due to the scope of the profession in which Windwalker Enterprises Ltd. is engaged; this section will be presented in three sections. Failure to comply with any of the regulations contained in these sections will result in disciplinary action and or dismissal.

SECTION A

General Company Safety Rules are to be observed at all times:

1. The possession of intoxicating liquor, or illegal drugs or being under the influence of such while on company property or on a work site will constitute grounds for immediate termination of employment. Employees must notify their supervisor if they are taking prescription or over-the-counter medication that may impair their ability to work safely.
2. Horseplay on company property or on job site is strictly prohibited.
3. Appropriate personal protective equipment will be worn at all times, in shop, and out on job sites.

LOCATION MINIMUMS

1. Hard Hat
2. Safety Toed Boots
3. Safety Glasses – where required (CSA approved)
4. Fire Retardant Clothing – where required
5. Hearing Protection
6. Reflective Vest in ALL/ANY traffic (everywhere but the truck)

Windwalker Enterprises LTD.

4. Hair must be kept at a reasonable length. It should not interfere with the performance of your job or compromise your safety.
 5. The employee must be clean shaven while performing his duties, mustache appropriately trimmed so that it doesn't interfere with the use of the PPE.
 6. Company vehicles will be operated in a safe and courteous manner in compliance with Private, Local, Provincial, and Federal Regulations.
 7. Company vehicles will be driven at speeds consistent with road and weather conditions as well as visibility and traffic density,
 8. All vehicle operators must do a final vehicle inspection immediately before departing for a job location, checking:
 - Lights
 - Turn Signals
 - Back up lights
 - Audio back up indicator
 - Brakes
 - Emergency Brakes
 - Pre-trip inspection
- And ensure that road safety equipment (i.e. Flares, chains, etc.) are in the vehicle.
9. All company vehicles must be driven with their head lights on at all times to ensure they can be seen by oncoming traffic. "LIGHT UP & LIVE".
 10. Any misuse of company equipment or tools will result in disciplinary action and possible dismissal.
 11. Company policy insists that you the employee will follow all safe work procedures. "WORK SAFE, WORK SMART".

Windwalker Enterprises LTD.

12. All work shall be carried out in accordance with appropriate safe work practices and your supervisor's direction.
13. Keep yourself physically and mentally fit.
14. If you do not know how to do a job or operate a piece of equipment, DO NOT, under any circumstances guess or take a chance, consult your supervisor for the safe procedure before starting the job task.
15. First Aid Treatment is to be obtained immediately for any injury and reported to the supervisor.
16. All accidents and near misses will be written up immediately and presented to your immediate supervisor for discussion and follow up. Document all factors and events using Accident description and reports at the end of this section.
17. Customer safety practices will be posted in WINDWALKER ENTERPRISES LTD., office and are to be read and adhered to on a regular basis to monitor any changes in customer safety policy and procedures.

Windwalker Enterprises LTD.

Shop Safety Procedures

SECTION B

Safety procedures and guidelines for the proper use of shop equipment and jobs performed will ensure a safe work environment.

1. The use of proper PPE is imperative when operating shop equipment.
2. Know the equipment you are using, its use, limitations and safety precautions needed to operate it safely.
3. Eye protection must be worn when workers are exposed to equipment or materials able to injure eyes, such as grinders, working under vehicles, pressure washers, drill pipe etc.
4. Hand protection shall be worn where such protection is warranted.
5. All vehicles must be jacked up and blocked securely prior to commencing work on vehicles.
6. All spills such as oil, brake fluid etc. are to be cleaned up immediately.
7. All oily rags and materials must be placed in a non-combustible container.
8. Do not leave equipment or tools lying about, as this may cause a slip, trip, fall hazard. When finished with a tool or piece of equipment, return it to its proper place of storage.
9. Be sure all tools are clean and in good working condition (jaws on pipe wrenches, heads on hammers etc.). If something is not in proper condition, take it out of service and repair or replace it.
10. Maintain a clean and tidy floor space, clean up spills immediately, sweep and wash muddy floors; this promotes a clean and safe work environment.
11. When pressure testing equipment, make sure the maximum pressure for that piece is NOT exceeded.
12. Avoid wearing loose fitting clothing and dangling jewelry.
13. Areas that are considered unsafe must be reported immediately to your supervisor.

Windwalker Enterprises LTD.

Clothing Policy

SECTION C

This section will deal with clothing rules as set out by Windwalker Enterprises Ltd., for the protection and safe well being of its staff.

1. Company employees will use fire retardant coveralls as required.
2. All employees will wear C.S.A. Class 1 approved footwear while working in the shop or out on job sites of Windwalker Enterprises Ltd. "NO STEEL TOED RUNNING SHOES".
3. All company personnel will have and use C.S.A. approved hard hats.
4. If inclement weather dictates a different type of clothing such as rubber or vinyl rain wear use C.S.A. approved cotton or wool hard hat liners, leather or cotton mittens, gloves and fire retardant winter coveralls.
5. Windwalker Enterprises Ltd., will provide safety glasses or goggles for its employees as a regular safety measure. "EYE PROTECTION MUST BE WORN ON LOCATION AS REQUIRED".

EMPLOYEE GUIDANCE PROGRAM

The management of Windwalker Enterprises Ltd., realize that today's lifestyle can present problems for its employees. It is our policy that administrative assistance will be available to all employees who request help for alcohol and drug problems.

Windwalker Enterprises Ltd.

WHIMIS

All Windwalker Employees WILL be trained and competent in Whimis prior to full hire. Must be logged in employee training record.

All windwalker employees must follow proper procedure to ensure that a controlled product is used, stored, handled or manufactured at a work site in accordance with WHMIS. Reference WHIMIS book as to find the proper ways to handle, store, use controlled products located in shop, field work areas. Windwalker will supply a quick reference whimis book to all employees upon hire, training period and is theirs to keep and use.

All Controlled products must be properly marked, stored, handled as per Whimis training and regulations. Any containers that CAN'T be identified must be disposed of and treated as hazardous waste. Use of a proper waste bin for chemicals must be used or turned over to local constabulary waste site (landfill).

All Windwalker employees must ensure that a controlled product or its container at a work site has a supplier label or a work site label on it.

Windwalker Enterprises Ltd.

All Windwalker Management and employees, contractors must address if controlled product is a hazardous waste generated at the work site, windwalker employees must ensure that it is stored and handled safely using a combination of any means of identification and instruction of workers on the safe handling of the hazardous waste. As a reminder if any employees should come across an unmarked product and do not know what it is, they MUST REPORT it to the nearest supervisor and start an action plan as to identify and control a unknown product and must be treated as an AIRBOURNE HAZARDOUS product that any air movement may contain H₂S or an equally harmful substance.

Windwalker employees must be familiar with MSDS of controlled products being used and what is the first aid treatments of these products.

Windwalker management will have ALL MSDS sheets located at office/shop premises at all times, also any new controlled products, chemicals will be updated in MSDS / WHIMIS books. Any employees who would like a copy windwalker management will make a quick reference book for them to keep. Windwalker employees must fill out blank MSDS/WHIMIS labels for any product that has not been labeled or unreadable.

Transportation

All Windwalker driver's shall retain a duplicate of all of the daily logs maintained by the driver for a period of at least 6 months from the date that the information is recorded in the daily log.

Windwalker ensures all driver's or carrier's will ensure that cargo transported by a Windwalker commercial vehicle is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or manoeuvrability is adversely affected.

Windwalker ent. is Federally regulated company and no supervisor, dispatcher, management, employee 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. Windwalker ent. shall not 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.

Windwalker enterprises is also H.O.S. exempt witch allows a driver to accumlate up to 15 hours of srevice but shall not exceed more than 13hours of driving.

Windwalker ent. Will keep all drivers records for 5years and includes all training, drivers logs, policys, ect. (anything that has reference to the employee)

Employee Industry Record Keeping

All Windwalker Employees must complete and fill in all necessary documents required for Transportation and Site specific JSA's or equivalent. This pertains to but not limited to (trainers);

- Drivers Logs (NSC training)
- Load Securement (NSC)
- B.O.L. (in house)
- T.D.G. (Safeway)
- J.S.A. (NSC, Safeway, In house)
- Tailgate Meetings (in house)
- P.P.E. Housekeeping (in house)

All paperwork or extra information must be turned into office daily, trip, or a maximum of 14 days if worker is out of town. If any employee fills out paperwork incorrectly they will be notified and retrained on proper procedures for filling out information.

It is recommended that all employees retain a copy of all information handed in for 1 year. Windwalker Enterprises will copy or print any of the employees files that they may require a copy of.

Windwalker Enterprises will retain copies for a min of 1yr on In house items and a maximum of 5y on Government Leg. Items.

Windwalker Enterprises Ltd.

Office: 780-778-5866

Whitecourt, Alberta
Cell: 780-706-5461

Pager: 780-706-1258

EMPLOYMENT ORIENTATION

Name:

Date & Time:

Drivers Licence #

Licence Class:

This is to verify:

- 1) That the **Fit for Duty, Safety and Work Procedures** have been full explained to me by **Windwalker Enterprises Ltd.**
- 2) That I clearly understand that the procedures outlined, and the possible hazards that may exist on the job sites.
- 3) That I know, in case of an emergency, where the **Fire Extinguisher** and **First Aid Kits** are, and who the **First Aid Personnel** are.
- 4) That I will actively participate in the Company Health & Safety Program.
- 5) The the company has explained to me that I have, **THE RIGHT TO REFUSE WORK WHICH I BELIEVE POSES "EMINENT DANGER"**.

All of the above has been satisfactorily explained to me and I understand my responsibbility in carrying out the safe working procedures of **Windwalker Enterprises Ltd.**, in accordance with Occupational Health & Safety.

Should I neglect any of the Safety and Working Procedures outlined, I understand that disciplinary action maybe taken against me.

I the above named, understand and have agreed to all of the above mentioned and to the **Fit for Duty, Safety and Working Procedures of Windwalker Enterprises Ltd.**

Employee Signature

Date

Employers Signature

Date

Windwalker Enterprises Ltd.

Name: _____ Hire Date: _____

Position: _____ Location: _____

Supervisor / Foreman: _____

TOPICS DISCUSSED

Company Safety Policy _____

Health and Safety Responsibilities _____

Occupational Health & Safety Legislation/Regulations _____

Company Rules _____

Consequences for Non-Compliance to Company Rules _____

Personal Protective Equipment (Use maintenance & care of)
Hard Hats _____ Foot Wear _____
Hearing Protection _____ Safety Glasses _____
Coverals & Gloves _____ Other _____

Job Procedures & Safe Work Practices _____

Tool Box / Safety Meetings _____

Reporting Near Misses, Incidents & Injuries _____

First Aid _____

Emergency Response / Numbers _____

Fire Extinguishers _____

Trainer Signature: _____

Employee Signature: _____

Orientation & Training Date: _____

WINDWALKER ENTERPRISES

FIRST AID RECORD

Date of injury or illness: _____ Time: _____ AM
Day Month Year PM

Date injury or illness REPORTED: _____ Time: _____ AM
Day Month Year PM

Full name of injured or ill worker: _____
First Name Middle Initial Last Name

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? Yes (if yes, complete the rest of this page) No

Name of first aider: _____
First Name Middle Initial Last Name

First Aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician – Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician – Ambulance	<input type="checkbox"/>
Advance First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Nurse	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>

First aid provided: _____

Keep this record for at least 3 years from the date of injury or illness

WINDWALKER ENTERPRISES

FIRST AID RECORD

Date of injury or illness: _____ Time: _____ AM
Day Month Year PM

Date injury or illness REPORTED: _____ Time: _____ AM
Day Month Year PM

Full name of injured or ill worker: _____
First Name Middle Initial Last Name

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? Yes (if yes, complete the rest of this page) No

Name of first aider: _____
First Name Middle Initial Last Name

First Aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician – Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician – Ambulance	<input type="checkbox"/>
Advance First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Nurse	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>

First aid provided: _____

Keep this record for at least 3 years from the date of injury or illness

WINDWALKER ENTERPRISES

FIRST AID RECORD

Date of injury or illness: _____ Time: _____ AM
Day Month Year PM

Date injury or illness REPORTED: _____ Time: _____ AM
Day Month Year PM

Full name of injured or ill worker: _____
First Name Middle Initial Last Name

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? Yes (if yes, complete the rest of this page) No

Name of first aider: _____
First Name Middle Initial Last Name

First Aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician – Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician – Ambulance	<input type="checkbox"/>
Advance First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Nurse	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>

First aid provided: _____

Keep this record for at least 3 years from the date of injury or illness

WINDWALKER ENTERPRISES

FIRST AID RECORD

Date of injury or illness: _____ Time: _____ AM
Day Month Year PM

Date injury or illness REPORTED: _____ Time: _____ AM
Day Month Year PM

Full name of injured or ill worker: _____
First Name Middle Initial Last Name

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? Yes (if yes, complete the rest of this page) No

Name of first aider: _____
First Name Middle Initial Last Name

First Aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician – Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician – Ambulance	<input type="checkbox"/>
Advance First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Nurse	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>

First aid provided: _____

Keep this record for at least 3 years from the date of injury or illness

WINDWALKER ENTERPRISES LTD.

Appendix A



Dated: June 23, 2008

Subject: Penalties for several violations on personal driver license.

To all Drivers:

The following will be the penalties to undergo if you choose to drive unsafe in your personal vehicle and/or Windwalker Enterprises Ltd. units:

Major violations such as:

DUI

License Suspension of any kind.

Demerits exceeding 8.

Will result in termination of your driver position at Windwalker Enterprises Ltd.

Minor violations such as:

Will be dealt with according to their severity of the violation.

****Please note****

All violations whether in personal or company units **MUST** be reported to the Office Manager ~~Fessa Perrin~~ as soon as they occur.

Thanks,
Ed Fenn

A handwritten signature in black ink, appearing to be "Ed Fenn", written over a horizontal line.

Director of Windwalker Enterprises Ltd.



Date: October 15, 2008
Subject: NEW POLICY

Internal Conflict Policy and Management Waiver

As of this date our company's policy to resolve employee conflict is as follows

1. All parties are to bring up their concerns to management as soon as possible.
2. Once announced to management there will be a meeting between all parties involved and management to discuss the conflict.
3. There will be no harassment of any employee involved in the conflict whether on company time or off company time.
4. If management receives confirmation of personal employee slander on or off of company time, the management will give a meeting to resolve the conflict more in-depth and all parties to whom have slandered other employee[s] will have to undergo disciplinary action.

These steps should ensure that the conflict will be resolved. Please note the following steps to undergo if the employee chooses not to abide by this policy.

1. Verbal and written notification to the employee directly from management.
2. Termination

Management at Windwalker Enterprises Ltd.

Driver's Name: _____

Driver's Signature: _____

Windwalker Enterprises LTD.

Workplace Violence

Windwalker Enterprises has developed policies and procedures respecting potential workplace violence. Windwalker management must ensure that workplace violence is considered a hazard for the purposes of Hazard Assessment, Elimination, and Control. All staff upon act being committed must be brought to the immediate attention of management and a Workplace Violence Hazard assesment must be filled out and put into place IMMEDIATELY for monitoring to begin. Any and all Windwalker employees affected by any workplace violence will be advised to seek a health profesional for refferal or teatment . Windwalker management must ensure that all employees are trained in how to recognize workplace violence, the policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence, the appropriate response to workplace violence, including how to obtain assistance and procedures for reporting, investigating and documenting incidents of workplace violence.(follow steps on hazard assment and report to management)

WINDWALKER ENTERPRISES LTD.

DISCIPLINARY ACTION

SECOND OFFENCE

DATE: _____

EMPLOYEE NAME: _____

LOCATION OF OFFENCE: _____

NATURE OF OFFENCE: _____

FACTORS LEADING TO THE OFFENCE: _____

EMPLOYEE'S STATEMENT: _____

EMPLOYER/EMPLOYEE DISCUSSION: _____

WINDWALKER ENTERPRISES LTD.

DISCIPLINARY ACTION

SECOND OFFENCE

CONCLUSION: _____

DISCIPLINARY ACTION TAKEN: _____

EMPLOYER'S SIGNATURE: _____

EMPLOYEE'S SIGNATURE: _____

NB: this record shall be placed in the employee's personnel file.

WINDWALKER ENTERPRISES LTD.

Appendix B

WINDWALKER ENTERPRISES LTD.

DISCIPLINARY ACTION

THIRD OFFENCE

DATE: _____

EMPLOYEE NAME: _____

LOCATION OF OFFENCE: _____

NATURE OF OFFENCE: _____

FACTORS LEADING TO THE OFFENCE: _____

EMPLOYEE'S STATEMENT: _____

EMPLOYER/EMPLOYEE DISCUSSION: _____

WINDWALKER ENTERPRISES LTD.

DISCIPLINARY ACTION

THIRD OFFENCE

CONCLUSION: _____

DISCIPLINARY ACTION TAKEN: _____

EMPLOYER'S SIGNATURE: _____

EMPLOYEE'S SIGNATURE: _____

NB: this record shall be placed in the employee's personnel file

Windwalker Enterprises LTD.

Safety Training

To ensure all company personnel are properly trained, WINDWALKER ENTERPRISES LTD., will provide to employees courses which will help to increase their knowledge of the job, job procedures and safety procedures. These will include, but not be limited to:

- H2S Alive – All field employees
- Standard first aid and CPR – All employees
- WHIMIS – All employees
- Transportation of dangerous goods (TDG) – All drivers
- General Oilfield Driver Improvement (GODI) – All drivers
- NSC fundamentals – All drivers
- NSC as applied in Alberta – All office/management employees
- Professional Driver Improvement Course (PDIC) – All drivers

After new employees receive shop and job orientation training, employee orientation to ensure they understand company policies and procedures. Employees will also receive in house training for:

- Use and care for PPE.
- Examination and explanation of oilfield rig equipment.
- Under go a Drivers will also be given an on road driving evaluation to make sure they are competent and qualified to perform their job.

Windwalker Enterprises LTD.

Supervisors will monitor staff for unsafe behaviors, and remove staff from the site when necessary. Training will be provided to staff that are unable to perform their job duties.

All truck swamper's will be provided with company paid training after an employment probationary period.

All safety training will be conducted by a recognized safety training agency. The following is a list of companies that provide this training:

1. Safeway Consulting –
 - H2S Alive
 - First Aid
 - WHIMIS
 - TDG
 - GODI
2. KPS consulting
 - NSC fundamentals
 - NSC as applied in Alberta
3. Comply Works
 - Online Training

WINDWALKER ENTERPRISES

ON ROAD DRIVING EVALUATION

This on road driver evaluation must be completed before any driver is approved for employment.

DRIVERS NAME: _____ DATE: _____

START TIME: _____

DRIVERS LISCENCE NO. _____ FINISH TIME: _____

Item/Manoeuvre	First attempt			Second Attempt		
	U	M	S	U	M	S
Pre-Trip Paperwork						
Starting/Flat/Hills						
Lane Changes						
Following Distance						
Passed/Being Passed						
Shifting Gears/Clutch						
Uphill/Downhill						
Braking/Foot/Hand						
Traffic Control Devices						
Cornering (highway)						
Left Turns (Urban)						
Right Turns (Urban)						
Use of Mirrors						
Railway Crossing Cont/Uncont.						
Acceleration Deceleration/Lanes						
Speed Control						
Stopping Distance Skill/Control						
Defensive Driving Awareness						
Attitude Professionalism						
Off-Track Awareness						
Backing/Driver side Blindside						
Downhill Backing						
Proper Use of Engine Brake						
Lane Selection						
Post Trip						
Couple/Uncouple						
Vehicle Size Awareness						

WINDWALKER ENTERPRISES

ON ROAD DRIVING EVALUATION

First Attempt Evaluator Comments:

Second Attempt Evaluator Comments:

First Attempt: _____	U - Unsatisfactory
Second Attempt: _____	M - Marginal
(Evaluator Signature)	S - Satisfactory
Drivers Signature: _____	Supervisor Name: _____

WINDWALKER ENTERPRISES

ON ROAD DRIVING EVALUATION

This on road driver evaluation must be completed before any driver is approved for employment.

DRIVERS NAME: _____ DATE: _____
 START TIME: _____
 DRIVERS LICENCE NO. _____ FINISH TIME: _____

Item/Manoeuvre	First attempt			Second Attempt		
	U	M	S	U	M	S
Pre-Trip Paperwork						
Starting/Flat/Hills						
Lane Changes						
Following Distance						
Passed/Being Passed						
Shifting Gears/Clutch						
Uphill/Downhill						
Braking/Foot/Hand						
Traffic Control Devices						
Cornering (highway)						
Left Turns (Urban)						
Right Turns (Urban)						
Use of Mirrors						
Railway Crossing Cont/Uncont.						
Acceleration Deceleration/Lanes						
Speed Control						
Stopping Distance Skill/Control						
Defensive Driving Awareness						
Attitude Professionalism						
Off-Track Awareness						
Backing/Driver side Blindside						
Downhill Backing						
Proper Use of Engine Brake						
Lane Selection						
Post Trip						
Couple/Uncouple						
Vehicle Size Awareness						

WINDWALKER ENTERPRISES LTD.

SAFETY MEETINGS

It is **WINDWALKER ENTERPRISES LTD.** policy that regular monthly safety meetings will be conducted to ensure all personnel are well acquainted with the company and industry safety regulations. Also bringing forward new policy changes and discussing new procedures and equipment.

Safety meetings are the primary vehicle for ongoing safety awareness and exchange of safety information. They improve communication between all departments and are necessary to improve work procedures and safety.

Safety meetings are effective ways to cover immediate and long term safety concerns. Tail gate or pre-job meetings are to be used to discuss safety concerns specific to the particular job at hand.

WINDWALKER ENTERPRISES LTD. will use safety meetings for additional training to encourage worker input into all aspects of safety.

Employees must attend at least one safety meeting a month.

All safety meetings will be documented, attendance records will be kept on file and each employee will be encouraged to keep their own records.

WINDWALKER ENTERPRISES LTD.

SAFETY MEETING SHEET

DATE: _____

LOCATION: _____

CHAIR PERSON: _____

TOPICS: _____

ATTENDANCE: _____

MINUTES: _____

SAFETY SUPERVISOR: _____

Windwalker Enterprises LTD.

Investigation Policy

The management of Windwalker Enterprises Ltd. is committed to a Policy of Investigating all incidents that result or could have resulted in physical injury, environmental damage or property damage. Upon the conclusion of any investigations, the contributing factors and root causes will be thoroughly examined and documented. Corrective actions and control measures will be implemented immediately to eliminate the possibility of a similar incident occurring.

When the company is working for a prime contractor, we are required to report any injury to them. The prime contractor will report to the WCB any injury that requires medical aid or causes the worker to be away from work for longer than the accident date, this will be reported within 24 hours of notification. If not reported within 72 hours there can be a penalty.

The accident must be reported if the worker needs medical aid not covered under basic health services, (etc. drugs, dressings, prosthetic replacement, dental repair or eyeglass replacement). Injuries or occupational diseases can be reported by telephone, fax or email.

Types of injuries and accidents to be reported if they:

1. Result in death
2. Cause a worker to be admitted to hospital for more than 2 days
3. Involve an unplanned or uncontrolled explosion, fire or flood that causes a serious injury (or has the potential of causing serious injury).
4. Involve the collapse or upset of a crane, derrick, or hoist
5. Involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

Reporting Incidents and Injuries

The following information refers to regulations specific to Alberta; other jurisdictions may have substantially different regulations.

Windwalker Enterprises LTD.

Section 13 of the OH&S Act of Alberta defines a company's responsibilities for reporting workplace accidents and injuries and investigating such an event.

Types of injuries and accidents to be reported:

According to Alberta OH&S Act Section 18, injuries and accidents have to be reported if they:

1. Result in death
2. Cause a worker to be admitted to hospital for more than 2 days
3. Involve an unplanned or uncontrolled explosion, fire or flood that causes a serious injury (or has the potential of causing serious injury).
4. Involve the collapse or upset of a crane, derrick, or hoist
5. Involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

Responsibility for reporting injuries and accidents:

It is the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the worksite.

When to report the accident or injury:

Immediately, or at the first opportunity given the circumstances. Be prepared to provide information indicating the time, place, and nature of the accident or injury. If you are unsure about whether to report an injury or accident, call it in.

Who to report the accident or injury to:

Notify the nearest Workplace Health and Safety regional office. The telephone number for each office is listed after the following example forms. Each office is able to handle calls outside of normal business hours.

Windwalker Enterprises LTD.

Incident Investigation Reports:

When one of the previously listed accidents or injuries occurs, an investigation report must be completed. An investigation report also has to be completed for other serious injuries or accidents, including ones that had the potential to cause a serious injury or accident. These do not require contacting a Workplace Health and Safety office but do need to be documented in an investigation report.

Responsibility for Investigation Reports:

It is the responsibility of the prime contractor, or if there is no prime contractor, the the contractor or employer responsible for the worksite.

Purpose of the Investigation:

Discovering what happened and why it happened can help prevent a recurrence of the same or similar accident or injury.

What to do with the completed Investigation Report:

The investigation report must be kept on company file. It is not necessary to forward a copy to Workplace Health & Safety. The report must be available to Occupational Health & Safety officers if they come to the worksite.

How long to keep the Report on File:

Two years following the injury or accident.

Investigation Report as court Evidence:

The investigation report can not be used in court as evidence except in the case of prosecution for perjury or for the giving of contradictory evidence.

Windwalker Enterprises LTD.

Distrubing the scene of an accident or injury:

You can't distrub the scene of an accident involving reportable accidents or injuries unless:

1. You are permitted to do so by an OH&S officer or peace officer.
2. You have to attend to someone who has been injured or killed.
3. You have to prevent further injuries.
4. You have to protect property endangered because of the accident.

Format of an Investigation Report:

The following pages contain an Incident Investigation Guide and an Incident Invetigation Report Form developed by Alberta Human Resaources and Employment Workplace Health and Safety. The guide explains the requirements and how to complete the form. If your company already has an incident report form, check to make sure that it contains all necessary elements.

The workers' Compensation Board injury report form is not an investigation report. A separate invewstigation report must be completed.

Investigations

Accident Investigation Steps

1. Visit the scene;
2. Talk to injured, witness and others;
3. Accumulate and analyze the facts;
4. Identify the causes;
5. Take corrective actions;
6. Prepare the accident or injury report.

Windwalker Enterprises LTD.

The Five W's of Accident Investigation

WHO was involved in the accident and **WHO** were the witnesses?

WHAT was each person doing immediately before, during and after the accident?

WHEN did the accident occur? (date / shift / time)

WHERE precisely did the accident occur?

WHY did the accident happen?

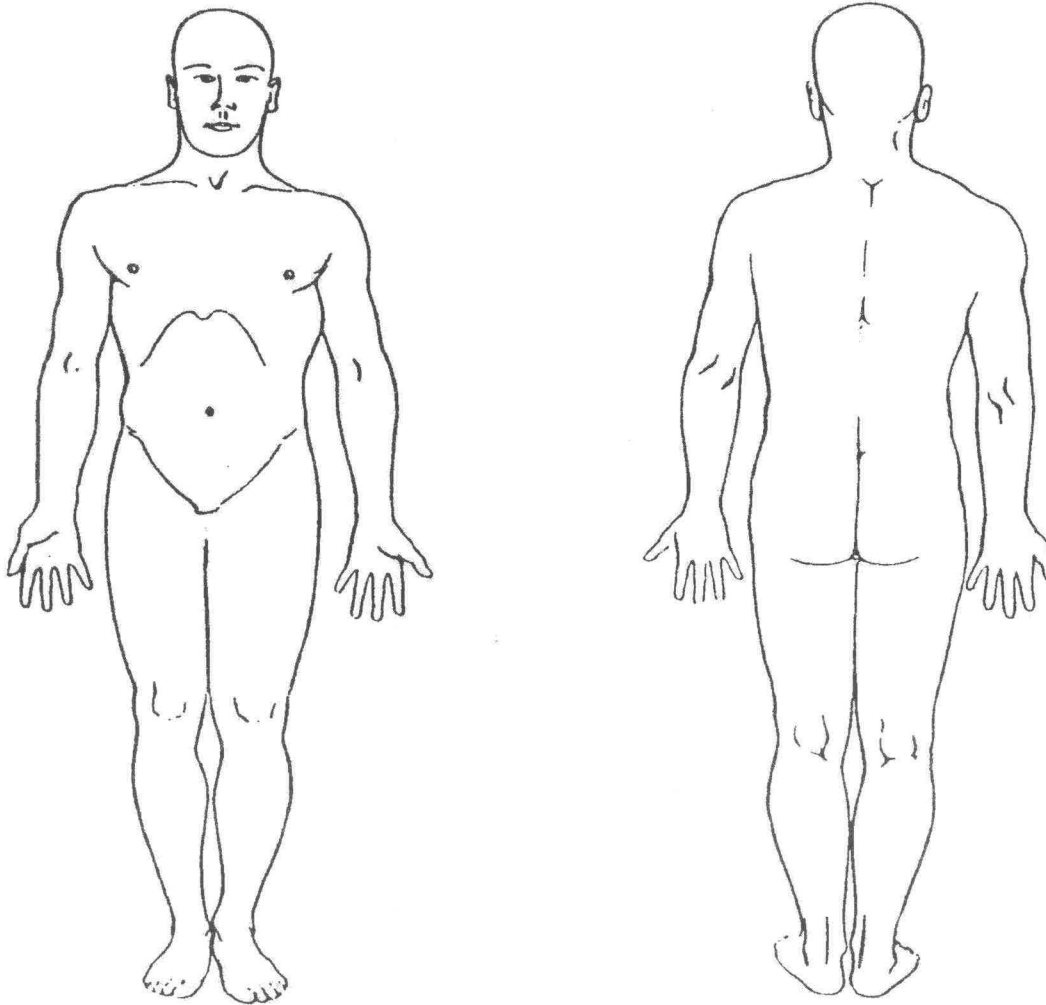
WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

Clarification of Terminology in Section A

A. The 'A' section refers to various parts of the body injured in the accident. The specific body parts are identified and no further clarification should be needed.

A-SECTION – The Human Body



WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY IN SECTION B

B. TYPE OF INJURY

MEANS

- | | |
|---------------------------|--|
| 1. Fracture or Contusion | Broken bones or bruises |
| 2. Burns | 1st, 2nd, or 3rd degree
from temperatures extreme or chemical |
| 3. Foreign Body | Such as trash that may be in eye,
splinter in hand. |
| 4. Puncture | Puncture type wound where skin is
broken; could be caused by insect sting,
chisel, drill, etc. |
| 5. Laceration or Abrasion | Tearing type wound or scratch or
scrape type injury |
| 6. Dermatitis | Skin rash can be caused by chemical,
poison plant, allergy. |
| 7. Amputation | Where a portion of the body has been
severed . |
| 8. Infection | Inflammation of an injury usually
caused by lack of prompt or proper
first aid treatment. |

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY IN SECTION B – cont.

B TYPE OF INJURY

MEANS

9. Sprain	As when a joint has been wrenched such as a twisted ankle.
Strain	Injury to muscles from tension, over exertion.
Hernia (Inguinal)	Protrusion of the hernial sac containing the intestine.
10. Respirator	Respiratory system primarily involving lungs. (air passage)
11. Noise Induced Trauma	Reduction in ability to hear caused by prolonged exposure to excessive noise.
12. Over-Exposure (Heat/Cold)	Refers to heat exhaustion, heat stroke, frost bite.

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY SECTION C

C. TYPE OF ACCIDENT

MEANS

- | | |
|-----------------------------|--|
| 1. Over-Exertion | Such as a person lifting an object that is too heavy, working too fast, or in an awkward position. |
| 2. Temperature
(extreme) | Working environment is either too hot or cold, such as in a kiln, hot sun, or boiler. |
| 3. Struck by | Being hit by <u>anything</u> from an insect to a vehicle. |
| 4. Inhalation | Inhaling a toxic dust, fume, vapour. |
| Absorption | Absorbing a substance through the skin. |
| Ingestion | Drinking a substance. |
| 5. Caught in or between | Caught in nip point between a chain & sprocket belt & pulley, or between two objects. |
| 6. Recurrence | As happening to the same person more than once. |
| 7. Electrical
Shock | Coming in contact with an energized source. |

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY SECTION C – cont.

C TYPE OF ACCIDENT

MEANS

- | | |
|--|--|
| 8. Struck Against | Striking any part of your body against any object, such as swinging your arm against a rail. |
| 9. No Accident Indicated
(an “accident” means an unexpected or unusual event or result that arises out of & in the course of employment). | You have failed to associate the injured physical condition with the job and question the validity of the claim. |
| 10. Slips/Slip-Fall | Losing balance or footing & either partially or completely falling. |
| 11. Environmental Exposure | Such as excessive noise, toxic substances such as pesticides, solvent vapours, harmful dust, welding fumes. |
| 12. Spill-Spray | Accident caused by the spilling or spraying of a hazardous substance. |

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY IN SECTION D

D. AGENCY

MEANS

- | | |
|-------------------------------------|--|
| 1. Belts, Gear
Drivers, Nips | Drive or conveyor belts, gears,
sprockets, couplings, etc. |
| 2. Chemical | Liquid, powder, or solid substance that
may be harmful or cause a reaction,
could be oil, acid, toluene, paint or
paint thinner, pesticide, herbicide, etc. |
| 3. Machinery | Usually a piece of production
equipment in a stationary location,
such as a drill press, hydraulic press
and cut off saw. |
| 4. Tools | Any type portable hand or power tool
- even a wheel barrel. |
| 5. Handling Material | Refers to handling materials
by hand such as pipe. |
| 6. Ladders,
Scaffolds,
Stairs | Refers to either portable or
fixed ladders, scaffolds,
stairs, work platforms. |
| 7. Non-Mechanical | Non-operating such as a skid or pallet. |
| 8. Vehicles | From cars and trucks, to D-6's to
cranes. |

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY IN SECTION D

D. AGENCY

MEANS

9. Flying &
Falling Objects

Anything from a dust particle in the air to a falling object.

10. Electricity

Alternating or direct current, or static type.

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY SECTION E

E. CAUSES

MEANS

- | | |
|---|---|
| 1. Unsafe, Unguarded
Improperly Guarded
Equipment | Running machinery or open hole not guarded, or machinery partially guarded a work table with splinters a defective tool such as a cracked hammer handle. |
| 2. No Personal
Protective
Equipment | Failure to wear eye protection, gloves, hard hat, etc., or failing to wear the proper type of protection that is adequate for the exposure. |
| 3. Working on
Moving Machine
Machine | Failing to shut machine down before either placing a part of the body where a running part may strike the person, or unplugging a jam-up when the machine can cause unexpected sudden movement of the material. |
| 4. Violation of
Established
Safe Procedure | Failing to comply with a safety rule or an identified safe procedure |
| 5. Unsafe
Position or
Load | Either the person has placed himself in an unsafe position making him more apt to be hurt such as improper Lifting or twisting, or the load is positioned unsafely as in uneven stacking or improper rigging. |

WINDWALKER ENTERPRISES LTD.

INVESTIGATIONS

CLARIFICATION OF TERMINOLOGY IN SECTION E – cont.

E CAUSES

MEANS

- | | |
|---------------------------------|--|
| 6. Other | This means that you are unable to identify the cause with any of the other 10 reasons; the asterisk (*) indicates that <u>YOU ARE TO SPECIFY A CAUSE</u> where indicated. |
| 7. Horseplay | Playing a practical joke that causes a fellow worker to be startled. |
| 8. Improper | Inattention to the job, not properly or seriously concerned about his/her personal safety or safety of others, or the person has not received proper training or instruction regarding his/her assigned task. |
| 9. Unsafe Speed | Running when he should have been walking, trying to work too fast, taking ill-advised short cuts. |
| 10. Operating Without Authority | Starting equipment, driving a vehicle, etc. without proper authority. |
| 11. Poor House-Keeping | Any type of debris or equipment on walking surface that a person could slip on, trip over, or become entangled in. Also applies to accumulations of combustible materials that may contribute to a fire situation. |

WINDWALKER ENTERPRISES LTD.

INSPECTION POLICY

The management of **WINDWALKER ENTERPRISES LTD.** acknowledges that company operations include the exposure to hazards in the workplace. The policy of on going inspections is an effective tool in reducing exposure to such hazards. Formal facility inspections will be conducted by management. Job location inspections will be conducted and documented by supervisors.

Employees will report any potential hazards to their supervisor for corrective action.

All drivers are required to complete inspection reports, time tickets and any other documentation required by Federal or Provincial Legislation (ie: pre/post trip inspection reports, daily logs, bills of lading and T.D.G. documentation.

All paperwork to be returned to office within 10 days & problems brought to managements attn. immediately.

The company will maintain a file for each driver, containing the following.

- Confidential employee history (application form).
- Copy of driver abstract
- Copy of current driver license
- Copy of all safety training certificates WHMIS, T.D.G., FA/CPR, H2S.
- Record of Provincial & Federal convictions relating to the operation of a motor vehicle
- Record of collisions involving driver that must be reported to a peace officer
- Medical*

The company will retain on file a copy of all inspection, maintenance reports, driver records, lubrication records and repair records for a period of four (4) years plus the current calendar year. These records will be kept at the company's principal place of business and be accessible for inspection and audit purpose.

First Aid Records must be retained for a minimum for 3 years.

Drivers daily truck inspections must be done pre/post trip to ensure everything can be fixed prior to problems, or incidents arise.

Any defective equipment

Inspection for Wear

Chains, load binder attachments, and anchor points must be maintained in good condition. A complete listing of what constitutes defective securing devices can be found in the Commercial Vehicle Safety Alliance's (CVSA) Cargo Securement Tiedown Requirements and Out-of-Service criteria. Here are some commonly cited deficiencies that would prohibit the use of tiedown equipment.

The following conditions in tiedowns are **not** acceptable for load securement:

- ◆ Chain containing cracked welds or links
- ◆ Chain containing bent, twisted, stretched, or collapsed links
- ◆ Chain links weakened by gouges, nicks or pits
- ◆ Chains incorrectly repaired
- ◆ Links obviously worn or showing other visible evidence of loss of strength
- ◆ Knots in any portion of the chain, wire rope, or webbing
- ◆ Spread or disturbed grabhooks
- ◆ Cuts, nicks, or splits in nylon webbing
- ◆ Wire cable with missing strands or wraps
- ◆ An anchor point that is weakened or shows loss of strength due to cracks, breaks, or distortion
- ◆ Split lumber that is used as dunnage to prevent movement or distribute the load.

Note - All rigging used for Any load bearing must conform to AMSE Standards for Slings ect. If these items do not meet these standards All operators are to report this to management and discard or do not use.

General Cargo Securement Requirements: Equipment and Methods

Chain

Size	Working Load Limit				
	Grade 30 proof coil	Grade 43 High test	Grade 70 Transport	Grade 80 Alloy	Grade 100 Alloy
7 mm (1/4 in)	580 kg (1300 lb)	1180 kg (2600 lb)	1430 kg (3150 lb)	1570 kg (3500 lb)	1950 kg (4300 lb)
8 mm (5/16 in)	860 kg (1900 lb)	1770 kg (3900 lb)	2130 kg (4700 lb)	2000 kg (4500 lb)	2600 kg (5700 lb)
10 mm (3/8 in)	1200 kg (2650 lb)	2450 kg (5400 lb)	2990 kg (6600 lb)	3200 kg (7100 lb)	4000 kg (8600 lb)
11 mm (7/16 in)	1680 kg (3700 lb)	3270 kg (7200 lb)	3970 kg (8750 lb)	-	-
13 mm (1/2 in)	2030 kg (4500 lb)	4170 kg (9200 lb)	5130 kg (11300 lb)	5440 kg (12000 lb)	6800 kg (15000 lb)
16 mm (5/8 in)	3130 kg (6900 lb)	5910 kg (13000 lb)	7170 kg (15800 lb)	8200 kg (18100 lb)	10300 kg (22600 lb)
Chain Marks					
Example 1	3	4	7	8	10
Example 2	30	40	70	80	100
Example 3	300	400	700	800	1000

Note: Chain that is not marked is considered Grade 30.

Synthetic Webbing

Width	WLL
45 mm (1-3/4 in)	790 kg (1750 lb)
50 mm (2 in)	910 kg (2000 lb)
75 mm (3 in)	1360 kg (3000 lb)
100 mm (4 in)	1810 kg (4000 lb)

Wire Rope (6 x 37, Fiber Core)

Diameter	WLL
7 mm (1/4 in)	640 kg (1400 lb)
8 mm 5/16 in)	950 kg (2100 lb)
10 mm (3/8 in)	1360 kg (3000 lb)
11 mm (7/16 in)	1860 kg (4100 lb)
13 mm (1/2 in)	2400 kg (5300 lb)
16 mm (5/8 in)	3770 kg (8300 lb)
20 mm (3/4 in)	4940 kg (10900 lb)
22 mm (7/8 in)	7300 kg (16100 lb)
25 mm (1 in)	9480 kg (20900 lb)

Manila Rope

Diameter	WLL
10 mm (3/8 in)	90 kg (205 lb)
11 mm (7/16 in)	120 kg (265 lb)
13 mm (1/2 in)	150 kg (315 lb)
16 mm (5/8 in)	210 kg (465 lb)
20 mm (3/4 in)	290 kg (640 lb)
25 mm (1 in)	480 kg (1050 lb)

Polypropylene Fiber Rope (3-Strand and 8-Strand Constructions)

Diameter	WLL
10 mm (3/8 in)	180 kg (400 lb)
11 mm (7/16 in)	240 kg (525 lb)
13 mm (1/2 in)	280 kg (625 lb)
16 mm (5/8 in)	420 kg (925 lb)
20 mm (3/4 in)	580 kg (1275 lb)
25 mm (1 in)	950 kg (2100 lb)

Polyester Fiber Rope (3-Strand and 8-Strand Constructions)

Diameter	WLL
10 mm (3/8 in)	250 kg (555 lb)
11 mm (7/16 in)	340 kg (750 lb)
13 mm (1/2 in)	440 kg (960 lb)
16 mm (5/8 in)	680 kg (1500 lb)
20 mm (3/4 in)	850 kg (1880 lb)
25 mm (1 in)	1500 kg (3300 lb)

Nylon Rope

Diameter	WLL
10 mm (3/8 in)	130 kg (278 lb)
11 mm (7/16 in)	190 kg (410 lb)
13 mm (1/2 in)	240 kg (525 lb)
16 mm (5/8 in)	420 kg (935 lb)
20 mm (3/4 in)	640 kg (1420 lb)
25 mm (1 in)	1140 kg (2520 lb)

Double Braided Nylon Rope

Diameter	WLL
10 mm (3/8 in)	150 kg (336 lb)
11 mm (7/16 in)	230 kg (502 lb)
13 mm (1/2 in)	300 kg (655 lb)
16 mm (5/8 in)	510 kg (1130 lb)
20 mm (3/4 in)	830 kg (1840 lb)
25 mm (1 in)	1470 kg (3250 lb)

Steel Strapping

Width-thickness mm (in)	WLL
31.7 x 0.74 (1-1/4 x 0.029)	540 kg (1190 lb)
31.7 x 0.79 (1-1/4 x 0.031)	540 kg (1190 lb)
31.7 x 0.89 (1-1/4 x 0.035)	540 kg (1190 lb)
31.7 x 1.12 (1-1/4 x 0.044)	770 kg (1690 lb)
31.7 x 1.27 (1-1/4 x 0.050)	770 kg (1690 lb)
31.7 x 1.5 (1-1/4 x 0.057)	870 kg (1925 lb)
50.8 x 1.12 (2 x 0.044)	1200 kg (2650 lb)
50.8 x 1.27 (2 x 0.050)	1200 kg (2650 lb)

WINDWALKER ENTERPRISES LTD.

** SAFETY INSPECTION REPORT **

DATE: _____

Scope of Work and Location: _____

CODES: 1 - Satisfactory 2 - Safety Violation
 3 - Not Applicable 4 - Inadequate

1. Hard Hats _____
2. Fire Extinguishers _____
3. Breathing Apparatus _____
4. Hearing Protection _____
5. Protective Clothing _____
6. Eye Protection _____
7. Dust Protection _____
8. Safety Harness _____
9. Combustible Gas Monitors _____
10. Toxic Gas Monitors _____
11. Oxygen/Acetylene Storage _____
12. Workers Knowledge of Permit _____
13. Radiography Barricades Signs _____
14. Lockout of Electrical Systems _____
15. Lockout Pressure Systems _____
16. Safe Work Permit Documentation _____
17. Safe Work Permit On-Site _____
18. Positive Air Shut-Offs _____
19. Emergency Egress _____
20. Smoking Restrictions _____
21. Lifting Equipment (Slings etc) _____
22. Roll-Over Protection Structures _____
23. First Aid Equipment _____
24. Excavations Properly Back Sloped _____
25. Excavation Properly Shored _____
26. Excavation Egress _____
27. Overhead Power Line Signs _____
28. Workers Knowledge of Safety Equipment _____
29. Housekeeping _____

- 30. Conflicting Work Activities _____
- 31. Locating of Buried Structures _____
- 32. Applicable COM's On-Site Available _____
- 33. Overhead Work Warning Signs _____
- 34. Ladders _____
- 35. Workers Knowledge of H2S _____
- 36. Scaffolding Properly Installed _____
- 37. Surface Structure Barricades _____
- 38. Excavation Barricades _____
- 39. Design Deficiencies _____
- 40. Oxygen Deficiency Monitor _____
- 41. Safety Warning Signs _____
- 42. Winter Heating & Hoarding _____
- 43. Portable Grinders & Guards _____
- 44. Power Tools and Cords _____

Shop Safety Inspection

Terminal: _____

Inspected by: _____ Date: _____

Yes	No	Safe Work Practices:	Note location, nature of violation, and recommendation for improvement
		Employees in good health, dressed for the job	
		Smoking rules obeyed	
		Use of proper equipment handling techniques (safe lifting and moving)	
		Use of equipment guards as needed	
		Use of personal protective equipment as needed	
		Air pressure for cleaning reduced to 30 PSI	
		No evidence of horseplay or improper climbing, jumping, running, or other unsafe acts	
		Employee work places clean and orderly (free of spills, oil, grease, trash, etc.)	
		Tools and machines used properly	
		Tools and machines properly maintained	
		Flame or spark producing operations isolated from flammable liquids or materials	
		Flammables in proper containers, stored properly	
		Welding operations accomplished safely (employee dressed properly, have inspected hoses, provided ventilation, secured cylinder, turned off valves when finished, caps in place, cylinder chained)	
		Containers bonded when transferring flammable liquids	
		Dip tanks closed when not in use	
		Flammable liquid spills cleaned up immediately	
		Proper use of stands to support vehicles (not jacks)	
		Safe procedures followed when moving vehicles	
		Ventilating devices used when engines running	

Yes	No	Housekeeping:	Note location, nature of violation, and recommendation for improvement
		Floors clean, free of defects, grease, or oil spills	
		Signs show maximum floor loading	
		Trash containers sufficient and free from overflow	
		Permanent aisle marked and free of obstructions	
		Stairs clear and in good repair	
		Permanent ladders firmly attached and in good repair	
		Cleaning supplies readily available	
		Storage areas kept neat	
		Ladders stored properly and free of defects	

Yes	No	Fire Control:	Note location, nature of violation, and recommendation for improvement
		Fire doors closed, free of obstructions	
		Exits properly marked, "No Exit's" clearly marked	
		Fire instructions posted	
		No smoking areas designated and signs posted	
		Fire extinguishers in good shape, at proper height, visible, accessible, securely mounted, marked and tagged	
		Hazardous materials located away from heat, flame, or water damage	
		Flammable liquids stored properly, provision for bonding, and materials available to clean up spills	
		Hazardous operations isolated (welding, grinding, etc)	
		Combustible materials safely stored away from flames or sparks	

Yes	No	Electrical:	Note location, nature of violation, and recommendation for improvement
		Permanent wiring boxes, switches, outlets, and lights secure and free of defects	
		Breaker and fuse boxes clean and proper	
		Machines, tools, vending and water coolers grounded and working properly	
		Wiring for extension cords, portable lights, and tools free of cuts, kinks, wear, used properly and plugs tight	
		Protective guards and devices for equipment in use	
		Lighting sufficient and free from glare	

Yes	No	Health and Sanitation:	Note location, nature of violation, and recommendation for improvement
		Food areas clean and maintained	
		Bathroom areas clean and equipped	
		Noise level not excessive, noise protectors and controls in use	
		Lighting system adequate for general and special needs	
		Ventilation good, includes special venting if needed	
		Hazardous processes separated	
		First aid kit available and maintained, first aider on duty	
		Water for quick wash off in battery room	
		Protective equipment adequate, stored properly, accessible and used	

WINDWALKER ENTERPRISES LTD.

** SAFETY INSPECTION REPORT **

DATE: _____ 19 ____

Scope of Work and Location: _____

CODES: 1 - Satisfactory 2 - Safety Violation
 3 - Not Applicable 4 - Inadequate

- 1. Hard Hats _____
- 2. Fire Extinguishers _____
- 3. Breathing Apparatus _____
- 4. Hearing Protection _____
- 5. Protective Clothing _____
- 6. Eye Protection _____
- 7. Dust Protection _____
- 8. Safety Harness _____
- 9. Combustible Gas Monitors _____
- 10. Toxic Gas Monitors _____
- 11. Oxygen/Acetylene Storage _____
- 12. Workers Knowledge of Permit _____
- 13. Radiography Barricades Signs _____
- 14. Lockout of Electrical Systems _____
- 15. Lockout Pressure Systems _____
- 16. Safe Work Permit Documentation _____
- 17. Safe Work Permit On-Site _____
- 18. Positive Air Shut-Offs _____
- 19. Emergency Egress _____
- 20. Smoking Restrictions _____
- 21. Lifting Equipment (Slings etc) _____
- 22. Roll-Over Protection Structures _____
- 23. First Aid Equipment _____
- 24. Excavations Properly Back Sloped _____
- 25. Excavation Properly Shored _____
- 26. Excavation Egress _____
- 27. Overhead Power Line Signs _____
- 28. Workers Knowledge of Safety Equipment _____
- 29. Housekeeping _____

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- 34. Ladders _____
- 35. Workers Knowledge of H2S _____
- 36. Scaffolding Properly Installed _____
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- 40. Oxygen Deficiency Monitor _____
- 41. Safety Warning Signs _____
- 42. Winter Heating & Hoarding _____
- 43. Portable Grinders & Guards _____
- 44. Power Tools and Cords _____

Shop Safety Inspection

Terminal: _____

Inspected by: _____ Date: _____

Yes	No	Safe Work Practices:	Note location, nature of violation, and recommendation for improvement
		Employees in good health, dressed for the job	
		Smoking rules obeyed	
		Use of proper equipment handling techniques (safe lifting and moving)	
		Use of equipment guards as needed	
		Use of personal protective equipment as needed	
		Air pressure for cleaning reduced to 30 PSI	
		No evidence of horseplay or improper climbing, jumping, running, or other unsafe acts	
		Employee work places clean and orderly (free of spills, oil, grease, trash, etc.)	
		Tools and machines used properly	
		Tools and machines properly maintained	
		Flame or spark producing operations isolated from flammable liquids or materials	
		Flammables in proper containers, stored properly	
		Welding operations accomplished safely (employee dressed properly, have inspected hoses, provided ventilation, secured cylinder, turned off valves when finished, caps in place, cylinder chained)	
		Containers bonded when transferring flammable liquids	
		Dip tanks closed when not in use	
		Flammable liquid spills cleaned up immediately	
		Proper use of stands to support vehicles (not jacks)	
		Safe procedures followed when moving vehicles	
		Ventilating devices used when engines running	

Yes	No	Housekeeping:	Note location, nature of violation, and recommendation for improvement
		Floors clean, free of defects, grease, or oil spills	
		Signs show maximum floor loading	
		Trash containers sufficient and free from overflow	
		Permanent aisle marked and free of obstructions	
		Stairs clear and in good repair	
		Permanent ladders firmly attached and in good repair	
		Cleaning supplies readily available	
		Storage areas kept neat	
		Ladders stored properly and free of defects	

Yes	No	Fire Control:	Note location, nature of violation, and recommendation for improvement
		Fire doors closed, free of obstructions	
		Exits properly marked, "No Exit's" clearly marked	
		Fire instructions posted	
		No smoking areas designated and signs posted	
		Fire extinguishers in good shape, at proper height, visible, accessible, securely mounted, marked and tagged	
		Hazardous materials located away from heat, flame, or water damage	
		Flammable liquids stored properly, provision for bonding, and materials available to clean up spills	
		Hazardous operations isolated (welding, grinding, etc)	
		Combustible materials safely stored away from flames or sparks	

Yes	No	Electrical:	Note location, nature of violation, and recommendation for improvement
		Permanent wiring boxes, switches, outlets, and lights secure and free of defects	
		Breaker and fuse boxes clean and proper	
		Machines, tools, vending and water coolers grounded and working properly	
		Wiring for extension cords, portable lights, and tools free of cuts, kinks, wear, used properly and plugs tight	
		Protective guards and devices for equipment in use	
		Lighting sufficient and free from glare	

Yes	No	Health and Sanitation:	Note location, nature of violation, and recommendation for improvement
		Food areas clean and maintained	
		Bathroom areas clean and equipped	
		Noise level not excessive, noise protectors and controls in use	
		Lighting system adequate for general and special needs	
		Ventilation good, includes special venting if needed	
		Hazardous processes separated	
		First aid kit available and maintained, first aider on duty	
		Water for quick wash off in battery room	
		Protective equipment adequate, stored properly, accessible and used	



Dated: Tuesday November 4, 2008

RE: New safety equipment for 2008 and continuous.

Problem being addressed: eye wash bottle needs to be a product that cannot freeze and does not have to be changed out every three months.

Solution: Windwalker Enterprises Ltd. purchased for all units and shop areas, a product from Northern Metallic. *** BIO MED WASH*** this product does not freeze and remains good until used. Please see invoice # 600-048704.

Problem being addressed: Potential eye injury may occur due to safety glasses only stopping solid pieces not tiny particles given off by cement dust.

Solution: Windwalker Enterprises Ltd. purchased for all drivers and spares in shop, a full protection eye goggle for cement jobs, or any other job contains dried products from Northern Metallic.*** SPLASH GOGGLES*** this product seals the eyes from any particles in the air created from the dried products like cement. Please see invoice # 600-048704.

WindwalkerEnterprises LTD.

Maintenance Policy

Windwalker Enterprises LTD is committed to a policy that includes regular maintenance of equipment owned and operated by the company. The maintenance work will be performed by qualified workers who are skilled and licenced in their appropriate profession. The recording of such maintenance shall be documented and retained for 5 years. Maintenance work performed on equipment will be completed with safety compliance as a priority. The following is a list of regular maintenance to be performed and recorded:

- Pre and Post Trip as per use (daily)
- Weekly visual inspection
- Monthly - 150/hr A service (grease, inspection)
 - 300/hr B service (full oil, grease, filters, inspection, brakes inspection for wear, ECT)
- Annual CVIP/CVSA

Any and all defects to equipment must be documented in pre/post trip and addressed immediately with management and sent for repair. No Windwalker equipment is to be operated if major defect is found. Only trained licenced shops are to allowed to maintain the following

- Tire and Wheel assembly's
- Brakes (r+r)
- Open engine repairs
- Structural Welding (holds weight)

Windwalker Enterprises is not a licenced mechanical shop and no employees are allowed to do anymore than regular maintaince on units in Windwalker's shop. All employees must follow this or will lead to disiplinary actions up to UNEMPLOYMENT.

MAINTENANCE AND INSPECTION PROGRAM TRUCKS, TRUCK-TRACTOR AND TRAILERS

Application:

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
 - the registered owner must indicate the maintenance and inspection program is "acceptable";
 - the registered owner must monitor the lease operator to ensure the maintenance program and inspection program is being implemented.

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The company's written maintenance and inspection program will be kept at the company's principal place of business in Alberta. Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out. A copy of the maintenance and inspection program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.

The company's vehicle maintenance and inspection program will be implemented as follows:

Scheduled Vehicle Maintenance:

- Applicable vehicle components must also be routinely inspected as required by Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009), Alberta's *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of NSC Standard 13 Part 2 (daily trip Inspection).
- Components to be inspected are described in Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of NSC Standard 13 Part 2 (daily trip Inspection) (copy attached and/or direct internet access available).
- Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

Our company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Schedule 1 of NSC Standard 13 part 2

A copy of the trip inspection requirement for a truck, tractor and trailer is shown below.

Appendix 1

Part 2 – Schedules

Schedule 1 – Truck, Tractor & Trailers

Application:

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg.

1. Air Brake System	
Defect(s) <ul style="list-style-type: none"> Audible air leak. Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> Pushrod stroke of any brake exceeds the adjustment limit. Air loss rate exceeds prescribed limit. Inoperative towing vehicle (tractor) protection system. Low air warning system fails or system is activated. Inoperative service, parking or emergency brake.
2. Cab	
Defect(s) <ul style="list-style-type: none"> Occupant compartment door fails to open. 	Major Defect(s) <ul style="list-style-type: none"> Any cab or sleeper door fails to close securely.
3. Cargo Securement	
Defect(s) <ul style="list-style-type: none"> Insecure or improper load covering (e.g. wrong type or flapping in the wind). 	Major Defect(s) <ul style="list-style-type: none"> Insecure cargo. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> Coupler or mounting has loose or missing fastener. 	Major Defect(s) <ul style="list-style-type: none"> Coupler is insecure or movement exceeds prescribed limit. Coupling or locking mechanism is damaged or fails to lock. Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) <ul style="list-style-type: none"> Dangerous goods requirements not met.
6. Driver Controls	
Defect(s) <ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	

Inspection Type	Vehicle Type	Inspection Interval (State Kilometres, Time or Hours)	Comments
Daily Trip Inspection:	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Greasing Interval:	Trucks:	Every 100 hours	
	Tractors:	Every 100 hours	
	Trailers:	Every 100 hours	
Oil Change Interval:	Trucks:	Every 400 hours	
	Tractors:	Every 400 hours	
	Trailers:		
Scheduled Maintenance Inspection:	Trucks:	Every 200 hours	
	Tractors:	Every 200 hours	
	Trailers:	Every 200 hours	
“CVIP” Inspection:	All Types (Truck, Tractor, Trailers)	Semi-Annually	Required every 12 months before next CVIP expires - to be completed by a Certified CVIP Station.

Date: _____ Time: _____ Inspector's Name: _____
 Address of Inspection Shop: _____
 Licence Plate Number(s): _____ Vehicle Unit Number: _____
 Odometer: _____ Hour Meter: _____ Signature: _____

- Body and Seats (S. 1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Driver Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

Note: The items listed in this inspection and maintenance program are items that may be required to be inspected and maintained. Specific vehicles may be equipped or required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s).

Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

Daily Trip Inspections:

Production of Schedule 1 of NSC Standard 13 Part 2:

- except when specifically **exempted** a carrier (an owner of a commercial vehicle that holds, is issued or is required to hold a certificate) shall ensure that a copy of the Schedule 1 of NSC Standard 13 Part 2 including any modifications made to the Schedule is located within the vehicle and a driver shall produce the schedule when requested to a peace officer.
- a daily trip inspection shall be conducted on all commercial vehicles or combination of commercial vehicles registered for more than 4,500 kilograms.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report.
- Vehicle components will be inspected in a Daily Trip Inspection as required by section 10 (4) (a) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 1 of NSC Standard 13 Part 2 (copy attached and/or direct internet access available).
- any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".

Completion and Production of the Daily Trip Inspection Report:

- except when specifically **exempted** the person conducting the "Daily Trip Inspection" shall prepare a trip inspection report;
- the trip inspection report must contain the following information;
 - the licence plate, identification number or unit number,
 - the odometer or hub meter at the time of inspection,
 - the name of the carrier operating the commercial vehicle,
 - the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
 - any defect related to the operation of any item required to be inspected or that no defect was detected,
 - the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with *section 10* of the *Commercial Vehicle Safety Regulation* (AR 121/2009)
 - the name and signature of the person making the report.

- The driver shall, when requested, produce a copy of the report to a peace officer.

Exemption by Registrar:

- when operating commercial vehicles registered solely or in combination for less than 11794 kilograms the driver or carrier is not required to carry or produce a copy of NSC Standard 13, Part 2 or prepare or produce a trip inspection report.
- this exemption expires on December 1, 2014.

Defects Observed During Operation of the Vehicle:

- regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report the defect to the carrier as required.
- the driver shall produce this trip inspection report or other document when requested to a peace officer.

Distribution and Retention of Trip Inspection Reports

- the driver must forward the trip inspection reports to the home terminal of the carrier responsible for the commercial vehicle within 20 days of completion of the trip inspection report
- the carrier will ensure the driver submits the trip inspection report, as required, and deposit the original trip inspection report at the carrier's principal place of business with 30 days of receiving the report from the driver,
- the original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects:

- no person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 1 of NSC Standard 13 part 2 for a description of a major defect),
- a person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report,
- the carrier or a person authorized by the carrier to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary,

- if a driver or person authorized by the carrier to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;
 - without delay if the defect is a major defect, or
 - in a timely manner but not later than the next required daily trip inspection in all other cases

7. Driver Seat	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Seat is damaged or fails to remain in set position. 	<ul style="list-style-type: none"> Seatbelt or tether belt is insecure, missing or malfunctions.
8. Electric Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Loose or insecure wiring or electrical connection. 	<ul style="list-style-type: none"> Inoperative breakaway device. Inoperative brake.
9. Emergency Equipment & Safety Devices	
Defect(s)	
<ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
10. Exhaust System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Exhaust leak. 	<ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Damaged frame or cargo body. 	<ul style="list-style-type: none"> Visibly shifted, cracked, collapsing or sagging frame member(s).
12. Fuel System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Missing fuel tank cap. 	<ul style="list-style-type: none"> Insecure fuel tank. Dripping fuel leak.
13. General	
	Major Defect(s)
	<ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
14. Glass and Mirrors	
Defect(s)	
<ul style="list-style-type: none"> Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. Required mirror or glass has broken or damaged attachments onto vehicle body. 	
15. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Control or system failure. 	<ul style="list-style-type: none"> Defroster fails to provide unobstructed view through the windshield.
16. Horn	
Defect(s)	
<ul style="list-style-type: none"> Vehicle has no operative horn. 	
17. Hydraulic Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<ul style="list-style-type: none"> Parking brake is inoperative Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.

18. Lamps and Reflectors	
Defect(s) <ul style="list-style-type: none"> • Required lamp does not function as intended. • Required reflector is missing or partially missing. 	Major Defect(s) <i>When lamps are required:</i> <ul style="list-style-type: none"> • Failure of both low-beam headlamps. • Failure of both rearmost tail lamps. <i>At all times:</i> <ul style="list-style-type: none"> • Failure of a rearmost turn-indicator lamp. • Failure of both rearmost brake lamps.
19. Steering	
Defect(s) <ul style="list-style-type: none"> • Steering wheel lash (free-play) is greater than normal. 	Major Defect(s) <ul style="list-style-type: none"> • Steering wheel is insecure, or does not respond normally. • Steering wheel lash (free-play) exceeds required limit.
20. Suspension System	
Defect(s) <ul style="list-style-type: none"> • Air leak in air suspension system. • Broken spring leaf. • Suspension fastener is loose, missing or broken. 	Major Defect(s) <ul style="list-style-type: none"> • Damaged¹ or deflated air bag. • Cracked or broken main spring leaf or more than one broken spring leaf. • Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. • Loose U-bolt. ¹ patched, cut, bruised, cracked to braid, mounted insecurely.
21. Tires	
Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (if leak can be felt or heard, tire is to be treated as flat). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked "Not for highway use". • Tire has exposed cords in the tread or outer side wall area.
22. Wheels, Hubs and Fasteners	
Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
23. Windshield Wiper/Washer	
Defect(s) <ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	Major Defect(s) <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> • Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

A sample trip inspection form for truck, tractor and trailer is shown below:

TRUCK/TRAILER TRIP INSPECTION REPORT

Carrier's name (as per registration) : _____

Truck plate number: _____ Trailer plate number: _____

Trailer plate number(s): _____

Location of inspection (Municipality or location on highway) : _____

Odometer reading: _____ or Hub reading: _____

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation*, (AR 121/2009) and report the following:

No defects were found

Defects Detected (Mark "√" for a minor defect, and "X" for a major defect)

- | | |
|--|--|
| 1. <input type="checkbox"/> Air Brake System | 12. <input type="checkbox"/> Fuel System |
| 2. <input type="checkbox"/> Cab | 13. <input type="checkbox"/> General |
| 3. <input type="checkbox"/> Cargo Securement | 14. <input type="checkbox"/> Glass and Mirrors |
| 4. <input type="checkbox"/> Coupling Device | 15. <input type="checkbox"/> Heater/Defroster |
| 5. <input type="checkbox"/> Dangerous Goods | 16. <input type="checkbox"/> Horn |
| 6. <input type="checkbox"/> Driver Controls | 17. <input type="checkbox"/> Hydraulic Brake System |
| 7. <input type="checkbox"/> Driver Seat | 18. <input type="checkbox"/> Lamps and Reflectors |
| 8. <input type="checkbox"/> Electric brake system | 19. <input type="checkbox"/> Steering |
| 9. <input type="checkbox"/> Emergency Equipment & Safety Devices | 20. <input type="checkbox"/> Suspension System |
| 10. <input type="checkbox"/> Exhaust System | 21. <input type="checkbox"/> Tires |
| 11. <input type="checkbox"/> Frame and Cargo Body | 22. <input type="checkbox"/> Wheels Hubs and Fasteners |
| | 23. <input type="checkbox"/> Windshield Wipers/Washer |

Provide details of defect(s) detected and which vehicle detected on (truck; trailer 1; trailer 2):

Name of person completing inspection (Print name) Signature of person completing inspection Date and Time of Certification

Provide details of defect(s) detected at any other time(s):

Name of person identifying defect(s) (Print name) Signature of person identifying defect(s) Date and Time of Certification

Certification of Repairs Completed:

I certify all defects have been repaired I certify repair(s) were unnecessary

Remarks:

Print Certifier's Name

Certifier's Signature

Date and Time of Certification

Record Keeping:

OPTION 1:

- Vehicle records will be maintained on file as required by Sections 37, 38 and 39 of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) (copy of legislation is attached and/or direct internet access available).

Our company will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required.

OPTION 2:

Our company will maintain the following records pertaining to each commercial vehicle used in the carrier's business:

1. an identification of the vehicle, including
 - a) a unit number, the manufacturer's serial number or a similar identifying mark,
 - b) the make of the vehicle, and
 - c) the year of manufacture;
2. a record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including
 - a) the nature of the inspection or work performed on the vehicle, and
 - b) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;

3. notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
4. trip inspection reports prepared under section 12 of Alberta's *Commercial Vehicle Safety Regulation* .
5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

We shall ensure that the records required to be maintained under this section are true, accurate and legible.

Trip inspection reports will be retained for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by the carrier to conduct a daily trip inspection shall certify on the trip inspection or report that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.

Windwalker Enterprises LTD.

Box 1585

Whitecourt, AB.

T7S-1P4

Employee List

- Ed Fenn - Director/manager/ driver
780-778-5866/780-706-5461
- Brett Larsen - Asst. manager/ driver/ mechanic
780-778-5866/780-706-5170
- Zene Chadd - Lease operator/ millwright/ welder
780-778-5866/ 780-706-7755
- Fred sutherland - Driver
780-706-4599
- Jermey House - Driver
780-779-1588
- Leah Fenn - Driver
780-706-0344

FEB.09

Windwalker Enterprises Ltd.

Box 1585
Whitecourt, AB
T7S 1P4

EMPLOYEE LIST

Ed Fenn - Director	(780) 778 - 5866	778 - 6105	706 - 5461
Louanne Hawkins - office manager	(780) 778 - 5866	778 - 1231	
Rod Freake - driver/mechanic	(780) 706 - 0067		
Allison Melvor - BandAide/misc.	(780) 706 - 7604		

April 5 / 05
Ed.



Dated: June 23, 2008

Subject: Drivers Abstract Recall System

To all Drivers:

This is our new policy to implement a recall system on our computer, and also to make the drivers aware that there will be penalties to having several violations on your personal drivers abstract. This is due solely to keep our drivers running their units under our company's safety policies to ensure our Carrier Profile and our safety record stays in good standings.

We will be obtaining a new driver abstract at least annually, for ALL drivers operating company equipment. It is our intension to do it twice a year [spring, fall].

Thanks,
Ed Fenn
Director of Windwalker Enterprises Ltd.

A handwritten signature in black ink, appearing to read "Ed Fenn", is written over the typed name.

STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

Owner/operators that have **never** had any full-time or part-time drivers are not required to address this policy.

Authorized Drivers:

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- managers/owners who drive;
- lease operators who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.
- Under NO circumstances is a driver to call or text while driving any company vehicle unless they are using a hands free device. If on customer property or site refrain from using cell phones until parked.

SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

Speed Limits:

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use:

- Anyone, while operating or travelling as a passenger in our company vehicles, must use their seat belt(s) (it's the law) at all times.

Drug and Alcohol Use:

- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

Defensive Driving:

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Load Securement:

- The carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.
- The carrier or driver shall ensure that all cargo transported on a commercial vehicle is contained, immobilized or secured so that it cannot:
 - leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle, or
 - shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

- Drivers must inspect the cargo and its securing devices within the first 80 kilometers after beginning a trip. Drivers must re-inspect when any one of the following occurs:
 - change of duty status (e.g. from “driving” to “on-duty not driving”);
 - after driving for 3 hours; or after driving 240 kilometers.

- A employee or driver will not use any vehicle to transport goods unless;
 - the vehicle is constructed to carry the goods, and
 - there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle unless transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or **temporarily** attached to the vehicle for the purpose of transporting the goods.

Fuelling:

- Before fuelling, the driver must:
 - shut off engine;
 - not smoke;
 - check for fuel leaks;
 - not overfill the tank;
 - not leave nozzle unattended; and
 - replace filler cap when finished fuelling.

Traffic Safety Laws:

Drivers must **ALWAYS** follow **ALL** Federal and Provincial Traffic Laws

PROPER RECORD COMPLETION

Owner/operators who have never had any full or part-time drivers are not required to have written instructions on how to complete the following types of records included in their safety program, unless they have on-road violations related to improper record completion.

The company will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips **as required**. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

All drivers will hold a valid drivers license, a drivers abstract will be reviewed on a yearly basis

