



Health, Safety & Environmental Policy Statement

The safety of all personnel and protection of the environment are integral parts of the business operations of **Silver Tide Holdings Ltd.** Management is committed to ensuring the Company will operate in a manner that minimizes adverse effects to the environment and protects the health and safety of its workers, contractors and the public.

In support of this policy, **Silver Tide Holdings Ltd.** shall:

- ✦ Ensure that practical safety, health and environmental programs are in place for all workers and contractors;
- ✦ Monitor activities to ensure operations are conducted in compliance with applicable laws, regulations, industry standards and Company policies;
- ✦ Maintain documented emergency response procedures that allow personnel to respond promptly and effectively to all emergencies;
- ✦ Maintain training and mentoring programs that ensure workers receive appropriate training, relative to their job functions;
- ✦ Consider prior safety performance when selecting contractors, suppliers or other external services;
- ✦ Report, identify and investigate promptly all hazards, incidents and environmental Concerns.

Management, Supervisors and all Workers are responsible for maintaining the Corporate Safety and Environmental System. It is the responsibility of all personnel working under the direction of **Silver Tide Holdings Ltd.** to be familiar with the contents of the Corporate Safety System and to comply with the regulations, rules, policies and procedures therein.

President

Date



General Responsibilities & Policies

As outlined in the company safety policy, it is the responsibility of all personnel to continually strive for and apply the highest level of safety standards in day-to-day operations. The responsibilities of each person will vary from time to time, depending on specific situations.

As a rental supply company, **Silver Tide Holdings Ltd.** has the opportunity to work with many different companies. In addition to complying with their own safety program all companies must adhere to the Policies and Procedures as defined in the **Silver Tide Holdings Ltd.** Safety Management System.

This includes in summary:

- ✓ Pre-planning projects;
- ✓ Effective and efficient scheduling of personnel and equipment;
- ✓ Selection and training of personnel;
- ✓ Safe material handling and control;
- ✓ Supervising operations;
- ✓ Inspecting processes and equipment;
- ✓ Maintaining the established preventative maintenance program;
- ✓ Promoting the importance of reporting “near miss”, incident and collision situations and ensuring they are investigated in a timely manner;
- ✓ Knowing and complying with applicable customer and company policies and/or procedures, as well as municipal, provincial and federal legislation;
- ✓ Interpreting company policy to personnel, where necessary.

Federal, Provincial & Municipal Regulations:

Safety legislation is designed to protect the workers, the public and the environment. Compliance with legislative standards helps prevent personal injuries, fines and legal action.

Regulatory requirements include all acts, regulations, policies, practices and procedures administered by the governments and their agencies. Copies of relevant legislation is available at the work site for you to review and understand. In a number of cases, the industry practices and the accepted practices of all related associations are also considered 'legislative requirements'.

Rules, especially company rules, will be reviewed and / or updated as required so they remain current. Reviews will occur when operations or regulatory requirements change or these procedures are found to be unsuccessful.

Listed below are a few of examples of regulations the company and its personnel are responsible to comply with, at all times.

- ✓ Alberta & Saskatchewan Occupational Health & Safety Acts, Regulations & Codes;
- ✓ Commercial Vehicle Hours of Service Regulations;
- ✓ Worker's Compensation Act;
- ✓ Traffic Safety Act & applicable Commercial Vehicle Regulations;
- ✓ Applicable CSA Standards;
- ✓ Hazardous Product Act;



Responsibilities:

Senior Management Responsibilities:

It is the responsibility of management to promote a healthy and safe work environment for all personnel by:

- ✓ Providing:
 - A Statement of Policy relating to the Safety Program;
 - A Safe Workplace;
 - Competent supervisors at every worksite;
- ✓ Ensuring:
 - All persons under their direct supervision adhere to Federal, Provincial and Municipal Regulations, company policies and customer requirements;
 - Copies of all applicable regulations and the company Health and Safety Program are readily available;
 - Company policies and procedures are implemented, administered and enforced, as well as introduced through regularly scheduled meetings, and copies are provided to all personnel;
 - The company disciplinary rules are enforced;
 - Training needs are identified and met and employees are adequately trained to perform their work;
 - Equipment is well maintained and safe to operate;
 - Feedback from the employees are followed up on and recognized as the Company recognizes their input is essential to a safe work environment;
- ✓ **Setting a good example;**

Safety Supervisor Responsibilities:

The Safety Supervisor is responsible to maintain a safe work environment for all personnel within the company and visitors by:

- ✓ Ensuring compliance with the applicable legislation, safety laws and Company policies/procedures
- ✓ Maintaining and monitoring the Safety Program to ensure it is effective, current and obtainable;
- ✓ Ensuring the highest standards of performance, with respect to safety, is maintained during each project and/or at each job-site;
- ✓ Recommending disciplinary action, as necessary, to ensure compliance with applicable rules and/or regulations;
- ✓ Posting all safety-related bulletins, posters, rules and regulations, etc;
- ✓ Investigating near miss, incident and collision situations to determine the underlying causes (a thorough investigation must be conducted, "root cause" identified and preventability determined);
- ✓ Being aware of and communicating hazards that may exist for "new hire" personnel who are unfamiliar with the services the company provides;
- ✓ Reviewing Safety meeting minutes and subsequent "follow-up" to the meeting action plan;
- ✓ Reporting to Management on all safety related matters.
- ✓ **Setting a good example;**



Supervisor Responsibilities:

Supervisor is responsible to maintain a safe work site for all personnel under his/her supervision by:

- ✓ Becoming familiar with the company's policies and procedures;
Ensuring all regulations and safety policies are implemented, administered, enforced and communicated to all personnel under their supervision;
- ✓ Performing pre-job meetings with all required workers in attendance to identify all known and potential hazards;
- ✓ Assisting with investigations, reporting, making appropriate recommendations and conducting a "follow-up information meeting" of all near miss, incident, collision and/or hazardous condition situations;
- ✓ Ensuring the equipment under their supervision is capable of and designed for the task in which it is being used;
- ✓ Using communication and assistance from the Safety Department and Management to ensure all personnel under their supervision maintain current and / or valid "Certificates of Training";
- ✓ Conducting safety inspections and pre-job inspections, to observe working conditions, as well as ensuring safe work procedures are practiced;
- ✓ Being a resource person to Management and the Safety Department, in the continuing development of the Health and Safety Program and / or any other health and safety related issues;
- ✓ Being aware of and reporting to Management and / or the Safety Department, any situations and/or actions that indicate an individual may be experiencing personal or job related problems that could lead to a more serious situation for the individual or the company, if not promptly addressed;
- ✓ Reviewing and being familiar with meeting minutes and subsequent "follow-up" to the meeting action plan;
- ✓ Following all company policies and procedures applicable to this position and to perform all other duties as assigned.
- ✓ **Setting a good example;**

Worker Responsibilities:

It is the responsibility of all personnel to ensure their actions do not create a hazard for themselves, other personnel, customers, the environment or the public. This shall be accomplished by:

- ✓ Becoming thoroughly familiar with and actively participating in the Health & Safety Program;
- ✓ Attending Safety Meetings as required;
- ✓ Reporting all near-misses and incidents;
- ✓ Knowing and complying with all government regulations, company policies, customer requirements and safe work practices and procedures;
- ✓ **Refusing to perform a task, job, or assignment if, on reasonable and probable grounds, they believe there exists an imminent danger to the health and safety of themselves or fellow employees and reporting this concern to their supervisor immediately;**



- ✓ Properly using, caring for and understanding the limitations of the personal protective equipment they may be using;
- ✓ **Refusing to use any equipment or tool that has not been properly inspected, maintained or is in a condition that will not allow it to perform the task it was designed for;**
- ✓ Attending training sessions as required in order to maintain their competency level;
- ✓ Knowing the location, type, and effective operation of emergency equipment
- ✓ Immediately reporting, in writing, all near miss, incident and / or collision situations (this must be completed in a timely manner and be as detailed as possible, using the required forms) to the Safety Department or your supervisor;
- ✓ Writing down all work-related injuries in the record book kept in the first aid kits;
- ✓ Immediately informing their supervisor of any injury to themselves or their co-workers;
- ✓ Completing the employee's copy of the Workers' Compensation Board form, as soon as is physically possible, after a work-related injury occurs;
- ✓ Being aware of and reporting any situations and / or actions that indicates an individual may be experiencing personal or job-related problems that could lead to a more serious situation for the individual or the company, if not promptly addressed;
- ✓ Reviewing and being familiar with meeting minutes and subsequent "follow-up" to the meeting action plan;
- ✓ Following all company policies and procedures applicable to this position and to perform all other duties as assigned.

Contractors' Responsibilities:

Contractors and Consultants will be responsible to adhere to **Silver Tide Holdings Ltd.** Policies and Procedures by ensuring:

- ✓ Employees know, understand and comply with the **Silver Tide Holdings Ltd.** Safety Management System and are competent to do their work properly;
- ✓ Their actions do not create a hazard for themselves, other on site personnel, customers or the general public;
- ✓ Provide requested documents to Silver Tide Holdings Ltd. Including proof of insurance, WCB, Safety Program Policies and Procedures and proof of achieving their Certificate of Recognition or equivalent;
- ✓ Employees consistently follow the safety requirements while on a Silver Tide Holdings Ltd. site;
- ✓ **Silver Tide Holdings Ltd.** management and/or the site supervisor are made aware of any unsafe condition and/or act that may exist at any location;
- ✓ Conducting regular inspections of their equipment to insure a healthy and safe environment for all personnel;
- ✓ Attending **Silver Tide Holdings Ltd.** scheduled meetings, where practical, for the purpose of acquiring safety education and communicating that knowledge to their personnel, where applicable.



Office Administration Responsibilities:

It is the responsibility of all personnel to ensure their actions do not create a hazard for themselves, other personnel, customers, the environment or the public. This shall be accomplished by:

- ✓ Becoming familiar with and actively participate in the Health & Safety Program;
- ✓ Attend Safety Meetings as required;
- ✓ Reporting all near-misses and incidents;
- ✓ Knowing and complying with all government regulations, company policies, customer requirements and safe work practices and procedures;
- ✓ **Refusing to perform a task, job, or assignment if, on reasonable and probable grounds, they believe there exists an imminent danger to the health and safety of themselves or fellow employees and reporting this concern to their supervisor immediately;**
- ✓ Attending training sessions as required in order to maintain their competency level;
- ✓ Knowing the location, type, and effective operation of emergency equipment
- ✓ Immediately reporting, in writing, all near miss, incident and / or collision situations (this must be completed in a timely manner and be as detailed as possible, using the required forms) to the Safety Department or your supervisor;
- ✓ Writing down all work-related injuries in the record book kept in the first aid kits;
- ✓ Immediately informing their supervisor of any injury to themselves or their co-workers;
- ✓ Completing the employee's copy of the Workers' Compensation Board form, as soon as is physically possible, after a work-related injury occurs;
- ✓ Being aware of and reporting any situations and / or actions that indicates an individual may be experiencing personal or job-related problems that could lead to a more serious situation for the individual or the company, if not promptly addressed;
- ✓ Following all company policies and procedures applicable to this position and to perform all other duties as assigned.
- ✓ Maintaining and providing, when requested, all required safety records and/or reports;

Visitor Responsibilities:

At company locations, owned, leased and / or operated by **Silver Tide Holdings Ltd.**, visitors will be required to:

- ✓ Upon arrival, immediately report to the office or site supervisor;
- ✓ Wear personal protective equipment, as required by the location;
- ✓ Follow the direction of site personnel, while at the location and be escorted by **Silver Tide Holdings Ltd.** personnel at all times;
- ✓ Complete a company site specific orientation that includes all potential hazards that may be encountered and an Emergency Response Plan;

An acknowledgement must be signed stating the visitor understands and accepts the obligations and responsibilities as a visitor to **Silver Tide Holdings Ltd.** Premises