



# Health, Safety & Environmental Manual

At this location the branch manager or delegate is responsible for implementation of this manual and enclosed plan.

**Date:**

A printed copy of this manual must be kept up to date and made available to all Pine locations.

*All employees to review this HSE manual, sign and date [employee acknowledgment](#) in the back under [Appendix 3](#) and return to Human Resources.*

**CONTENTS**

<b>1.0</b>	Policy	<a href="#">5</a>
<b>2.0</b>	Organization and Responsibility	<a href="#">6</a>
<b>3.0</b>	Risk Assessment and Risk Control	<a href="#">7</a>
	What is a risk assessment	<a href="#">7</a>
	Risk Control	<a href="#">7</a>
	Determining Risk	<a href="#">9</a>
	Estimating Risk and Further Action	<a href="#">9</a>
	Risk Control Measures	<a href="#">10</a>
	Hazard Assessment Review	<a href="#">10</a>
<b>4.0</b>	First Aid	<a href="#">11</a>
	First Aid Personnel	<a href="#">11</a>
	First Aid Provision	<a href="#">11</a>
	First Aid Kit/Box	<a href="#">11</a>
<b>5.0</b>	Injury and Illness Recording & Reporting Requirements	<a href="#">13</a>
	General	<a href="#">13</a>
	Recording and Reporting Injuries and Illnesses	<a href="#">13</a>
<b>6.0</b>	Personal Protective Equipment (P.P.E)	<a href="#">15</a>
	PPE General	<a href="#">15</a>
	Determination	<a href="#">15</a>
	Failure to use PPE	<a href="#">15</a>
	Issue & Replacement	<a href="#">15</a>
<b>7.0</b>	Control of Hazardous Chemicals and Materials	<a href="#">16</a>
	General	<a href="#">16</a>
	Regulations	<a href="#">16</a>
	Hazardous Chemical Definition	<a href="#">16</a>
	Training	<a href="#">17</a>
	Container Labelling	<a href="#">17</a>
	Hazard Communication Label	<a href="#">17</a>
	Hazard Communication Standard Pictogram	<a href="#">19</a>
	SDS Chemical Register	<a href="#">19</a>
	Understanding Safety Data Sheets	<a href="#">19</a>
<b>8.0</b>	Radiation Protection Program	<a href="#">21</a>
	General	<a href="#">21</a>
	Scope	<a href="#">21</a>
	Responsibilities	<a href="#">21</a>
	Safe Operating Procedures	<a href="#">21</a>
	Emergency Procedures	<a href="#">22</a>
	Radiation Safety Training	<a href="#">22</a>
	Personnel Monitoring	<a href="#">22</a>
	Posting and Labelling	<a href="#">23</a>

	Record Keeping	23
<b>9.0</b>	Housekeeping	24
	General	24
	Responsibilities	24
	Inspection Maintenance Plans	24
<b>10.0</b>	Emergency Procedures / Plan	25
	General	25
	Emergency Response Support	25
	Emergency Priorities	25
	Responsibilities	25
	Evacuation Procedure	26
	Emergency Plans	27
<b>11.0</b>	Fleet Management Safety	32
	General	32
	Scope	32
	Driver Authorization	32
	Driver Responsibilities	33
	Vehicle Inspection & Maintenance	33
	Use of Personal Vehicles	34
	Vehicle Accident/Reporting & Investigation	34
	Vehicle Use Acknowledgement Form	35
<b>12.0</b>	Powered Industrial Trucks (Forklifts)	36
	General	36
	Personnel Affected - Training Requirements	36
	Procedures	37
	Responsibilities	39
<b>13.0</b>	Compressed Gases	40
	Purpose	40
	Administrative Duties	40
	Personal Protective Equipment	40
	Inspection Procedures	40
	Training Program	41
	Handling Procedures	41
	Storage Procedures	42
	Usage Procedures	43
	Compressed Gas Emergency Procedures	44
	Record Keeping	44
	Disciplinary Procedures	44
	Program Evaluation	44



<b>APPENDIX 1</b>	
Reporting Incidents to Authorities .....	<a href="#">45</a>
<b>APPENDIX 2</b>	
Personal Protective Equipment (PPE) Requirements .....	<a href="#">46</a>
<b>APPENDIX 3</b>	
Employee Acknowledgment .....	<a href="#">48</a>
<b>INDEX</b> .....	<a href="#">49</a>

## 1.0 POLICY

Pine's health and safety policy is displayed at all locations with copies available on the E-Library <L:\Health, Safety & Environmental\HS Policy\Health & Safety Policy.pdf>

The policy will be reviewed as part of the management review process annually.

## 2.0 ORGANIZATION AND RESPONSIBILITY

All employees have a personal responsibility for their own safety and for the health and safety of others.

Details relating to our health and safety systems will be contained within this manual and will be available for reference by all personnel through the E-[Library L:\Health, Safety & Environmental\HSE Manual\HSE Manual\\_Rev 1.2.pdf](E:\Library L:\Health, Safety & Environmental\HSE Manual\HSE Manual_Rev 1.2.pdf)

A positive health and safety culture will be promoted at all levels of the business and form part of all decisions making processes. Employee involvement will be encouraged by integrating health and safety considerations into all management processes including management's performance meeting.

Induction training will cover health and safety for all new employees and recorded on [P01 Training Matrix](#). Training matrix must be completed within the first month of employment and filed in the employee folder for future reference and updating. Any HSE training certificates obtained, a copy will also be filed in the folder, such as forklift, first aid/cpr, defensive driving and any e-learning courses.

Additional training will be identified and organized for any employee as required to ensure their competency e.g.

- Lifting
- Transport of Hazardous Materials
- Health and safety appreciation
- First Aid
- Forklift Operations
- Driving
- Emergency Action Plan
- Safety Policy
- Hazardous Communications

The overall responsibility for all employees and others health and safety lies with the senior representatives of the company. The safety performance for each location lies in its senior representatives, namely the branch managers and or delegate.

All support office managers and senior management will be responsible for the implementation of the health and safety processes and for providing adequate supervision to ensure that,

- A positive culture in health and safety exists.
- All persons are carrying out their duties properly and as far as reasonably practical do not create any health or safety hazards.
- All persons are adequately informed, instructed, trained and supervised in the work they do.
- Accidents and incidents are properly recorded and reported to supervisors and appropriate authorities when required.
- Health and safety objectives are achieved.
- Processes are updated to reflect statutory or standards requirements.

### 3.0 RISK ASSESSMENT AND RISK CONTROL

The purpose of the risk assessment and control is to understand the hazards that do or could arise within the organization and to ensure that any risks to people arising are acceptable or tolerable.

Care should be taken to ensure that assessments relate to instances of a risk or hazard and not activities which could normally be perceived as being over-zealous.

Where a risk is identified a hazard assessment form will be completed on the E-Library <L:\Health, Safety & Environmental\HSE Forms\HSE13 Risk Assessment & Risk Control Blank.pdf>

The form will request all the necessary information to allow an accurate assessment to be made and identify where risks need to be further reduced.

A single risk assessment will be raised for risk hazards that are common to all locations detailing the control measures that must be implemented. Risks that are unique for single locations will require local risk assessments to be performed.

#### What is a Risk Assessment?

Risk assessments are done to,

- Identify hazards and make an estimate of the actual risk levels (What do we do that could hurt us or other people?)
- Determining whether these risks are tolerable. (How likely is it to happen and will it really hurt?)
- Determining whether a further analysis is required to determine if risks are tolerable. (Do we actually have a problem?)
- Devising improved risk controls where these are required. (How do we reduce the risk?)

#### Risk Control

We all naturally perform risk assessments on a daily bases and hopefully take appropriate action to reduce the possibility of injury or accidents e.g.

- You look and check that you will have enough time between cars when crossing roads
- Checking water temperature before getting into the bath
- Switching off electrical switches before changing light bulbs

This action is the risk control that makes an unacceptable risk acceptable.

The risk assessment is this natural process formulized so that it covers all the activities within our company.

#### Who can do risk assessments?

Generally anyone with a good practical knowledge of the work activity will be capable of performing an assessment. In certain circumstances e.g. areas covered by additional legislation it may be necessary to obtain specialist external advice to establish applicable risk controls.

#### When are assessments done?

Assessments should form an integral part of the decision process of the business.

Risk Assessments will cover the existing work activity, planned changes or improvements to systems and any temporary activity scheduled.

## What are typical hazards?

The following list is not exhaustive but identifies some examples of the main areas of risk that should be considered if the hazard exists.

### 1. Physical Hazards

- a) Slippery or uneven ground - leading to slips or falls.
- b) Working at heights – Also leading to falls.
- c) Tools or equipment falling from a vast height, maybe from their storage location - leading to impacts.
- d) Inadequate space to work, such as low headroom – Leading to head impacts.
- e) Poor ergonomics (e.g. bad posture or repetitive work) – Leading to acute or chronic health effects.
- f) Manual lifting/handling of materials – potential for back, hand and foot injuries.
- g) Trappings, entanglements, burns and other hazards arising from equipment being operated.
- h) Transport hazards either on the road or on premises.
- i) Fire and explosion – Linked to the amount and nature of flammable material stored.
- j) Harmful energy source such as electricity, radiation, noise or vibration.
- k) Stored energy e.g. pressure systems or capacitive electrical circuits.
- l) Frequently repeated tasks
- m) Unsuitable thermal environment – Leading to possible hypothermia or heat stress
- n) Violence in staff
- o) Ionizing radiation e.g. x-ray, gamma or radioactive substances.
- p) Non Ionizing radiation e.g. light, magnetic or radio waves

### 2. Chemical Hazards

- a) Substances hazardous to health or safety due to inhalation
- b) Contact with, or being absorbed through the body
- c) Ingestion
- d) Stored material that degrades over time e.g. oxidizers.
- e) Lack of oxygen

### 3. Biological Hazards - Agents such as bacteria or viruses that may be

- a) Inhaled
- b) Transmitted via contact with bodily fluids
- c) Ingested e.g. via contaminated food products

### 4. Psychological Hazards

- a) Excessive workload, lack of communication or control, workplace physical environment – Leading to stress
- b) Physical violence, bullying or intimidation within the workplace – Leading to stress
- c) Involvement in a major incident – Leading to post traumatic stress



**Determining Risk**

When estimating the risk both its severity and the likelihood of occurring are evaluated. This allows us to rank risks and prioritize establishing controls to minimize the chances of severe issues resulting. Risks should be categorized taking into account any existing controls in place.

**Harm Severity Categories and examples**

Risks will be categorized by the following harm levels.

HARM CATEGORY	SLIGHT HARM	MODERATE HARM	EXTREME HARM
HEALTH	Nuisance and irritation (e.g. headaches) Temporary ill health leading to discomfort (e.g. diarrhea)	Partial hearing loss, dermatitis, asthma, work related upper limb disorders, ill health leading to permanent minor disability.	Acute fatal diseases severe life shortening diseases, permanent substantial disability.
SAFETY	Superficial injuries, minor cuts and bruises	Lacerations, burns, concussions, serious sprains, minor fractures	Fatal injuries, amputations, multiple injuries, major fractures.

**Likelihood of harm categories**

CATEGORIES FOR LIKELIHOOD OF HARM.	VERY LIKELY	LIKELY	UNLIKELY	VERY UNLIKELY
Typical Occurrence Estimate	Typically experienced at least once every six months	Typically experienced once every five years by an individual	Typically experienced once during the working lifetime of an individual	Less than 1% chance of being experienced during their working lifetime.

**Estimating Risk and Further Action**

Risks are estimated according to their likelihood and potential severity of harm. The following table is used to determine the overall estimate for each risk recorded.

Likelihood of Harm	Severity of harm		
	Slight Harm	Moderate Harm	Extreme Harm
Very Unlikely	Very Low Risk	Very Low Risk	High Risk
Unlikely	Very Low Risk	Medium Risk	Very High Risk
Likely	Low Risk	High Risk	Very High Risk
Very Likely	Low Risk	Very High Risk	Very High Risk

Once each risk has been allocated a risk category the following table will determine the risk tolerability and whether further action is required to reduce the risk to an acceptable level.

Where further action is required the details will be recorded as a corrective action will detail the action and timescale required for completion.

RISK LEVEL	TOLERABILITY	FOLLOW UP ACTION
Very Low	These risks are considered acceptable.	No further action.
Low	No additional controls are required unless they can be implemented at very low cost.	Where controls can be added at very low cost a corrective action should be raised. Where corrective action has been completed the risk should be reassessed.
Medium	Consideration should be given as to whether the risks can be lowered to an acceptable level, but the costs of reduction measures should be taken into account.	Where the level of risk can be sensibly reduced a corrective action should be raised. The controls in place will be monitored as part of a maintenance plan and subject to audit.
High	Substantial efforts will be made to reduce the risk. Risk reduction measures will be introduced urgently within a defined time period. Consideration to be given to suspending or restricting the activity until this has been completed.	A corrective action should be raised and risk reassessed once completed. The controls in place will be monitored as part of a maintenance plan and subject to audit.
Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary and the work activity must be halted until risk controls are implemented. If it is not possible to reduce risk the work should remain prohibited	The process must be stopped. A corrective action should be raised and risk reassessed once completed. The controls in place will be monitored as part of a maintenance plan and subject to audit.

### Risk Control Measures

The details of action required to reduce risk levels will be recorded on a Corrective Action.

The measures set to reduce the risk level should identify,

- Any restrictions that are to be implemented in the meantime until completion.
- What needs to be done?
- How these changes are to be introduced and enforced.
- Timescale prioritizing higher risk activities.

Once a risk control measure has been completed the risk will be reassessed to identify whether the control has successfully reduced the risk and ensure that no new hazard has been created.

### Hazard Assessment Review

Hazard assessments will be reviewed as part of the maintenance plan completed by each location.

## 4.0 FIRST AID

### First Aid Personnel

It is company policy that each location has trained first aid personnel. The number required will depend on the total number of personnel at each location. First Aid personnel will be certified to nationally acceptable levels and be subject to refresher training.

PERSONNEL NUMBERS	MINIMUM NUMBER OF TRAINED FIRST AID
1-3	1
4-10	2
11-20	3
21+	3 + 1 extra for each additional 20 employees

### First Aid Qualifications

Location	Qualification Required	Refresher
Canada	St. John Ambulance Emergency First Aid Certificate or its equivalent	3 Years
US	American Red Cross at Basic, Standard or Advanced Level Plus CPR.	3 Years CPR - Annually

*Note: Online First Aid & CPR Training*

*Online training alone would not meet the requirements of these training standards. The word "train" is defined as "[t]o make proficient with special instruction and practice standards require training in physical skills, such as bandaging and CPR. The only way these physical skills can be learned is by actually practicing them. OSHA's Best Practices Guide: Fundamentals of a Workplace First-Aid Program, 2006, p. 11, states that a first-aid training program should have trainees develop hands-on skills through the use of mannequins and partner practice.*

### First Aid Provision

First aid personnel will be identified on form [HSE01](#) First Aid Personnel, prominently displayed in all locations plus the location of the first aid kit.

### First Aid Kit

Each location will have a first aid kit displayed and clearly marked. The first Aid Kit contents form [HSE02](#) (US) [HSE03](#) (Canada) will record the minimum quantities required for each item which will then be checked and replaced each month. At no time will Pine employees dispense medicine.

The minimum contents of each first aid kit will be set by the first aid personnel to match the requirements of each location. The following indicates the minimum requirements to meet statutory requirements.

REGION	FIRST AID KIT MINIMUM FILL REQUIREMENTS	
<b>UNITED STATES</b>	<b>Description</b>	<b>Min Qty</b>
	Adhesive Bandages, (1 x 3 in.)	16
	Adhesive tape, (2.5 yd.)	1
	Antibiotic Application, (0.5g)	10
	Antiseptic Application, (0.5g)	10
	Breathing Barrier	1
	Burn Dressing - Gel Soaked, (4 x 4 in.)	1
	Burn Treatment, (0.9g)	10
	Cold Pack, (4 x 5 in.)	1
	Eye Covering with Means of Attachment, (2.9 sq. in.)	2
	Eye/Skin Wash, (1 fl. oz)	1
	First Aid Guide	1
	Hand Sanitizer, (0.9g)	6
	Medical Exam Gloves (Pair)	2
	Roller Bandage, (2 in x 4 yd.)	1
	Scissors	1
	Sterile Pad, (3 x 3 in.)	2
	Trauma Pad, (5 x 9 in.)	2
	Triangular Bandage, (40 x 40 x 56 in.)	1
	Eye Wash Station- ( <i>Ensure solution is in date</i> )	1
ANSI/ISEA Z308. 1-12015, CLASS A (Recommended)		
<b>CANADA</b>	<b>Description</b>	<b>Min Qty</b>
	Record Book: First Aid	1
	Dressings: Compress 7.5 cm x 12 cm	1
	Bandages: Adhesive Strips	12
	Dressings: Gauze sterile 10.4 cm x 10.4 cm	4
	Dressings: Gauze, Non-sterile 10.4 cm x 10.4 cm	10
	Forceps: Splinter	1
	Scissors: Bandage	1
	Bandages: Triangular Folded, 100cm	2
	Self-Adhering Gauze bandage: 7.5 cm x 4.5 m	2
	Tape: Adhesive, 2.5 cm x 4.5m	1
	Eye Wash Station ( <i>Ensure solution is in date</i> )	1
	Antiseptic Swabs (10-pack)	1
	Blanket, emergency pocket size	1
	First Aid Kit Container	1
	Disposable Gloves	4
	Mouth-to mouth resuscitation mask with one-way valve	2
	The above meets the minimum requirements for 2-5 employees. See <a href="http://www.justice.gc.ca/eng/">http://www.justice.gc.ca/eng/</a> for 6+ employees.	

## 5.0 INJURY AND ILLNESS RECORDING & REPORTING REQUIREMENTS

### General

All work related fatalities, injuries and illnesses must be reported and recorded; Human Resources plus HSE manager must be notified **on the day of the incident**.

### What is a work related injury

A work related injury is an event or exposure in the work environment that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.

### Legislation Considerations

In addition there is statutory legislation in place to record certain types of accidents, injuries, diseases and dangerous occurrences. The specific requirements and regulation authority is dependent on the region that your location is based.

LOCATION	AUTHORITY	REGULATIONS
US	Occupational Safety and Health Administration. - OSHA	Recording and Reporting Occupational Injuries and Illness
CANADA	Ministry / Department of Labor	Occupational Health & Safety Act Workplace Safety and Insurance Act

### Recording and Reporting Injuries and Illnesses

#### General

All employees will notify their direct supervisor of any accident, injury or illness.

Branch managers will ensure all accidents, fatalities, injuries or illnesses be recorded for all work related incidents that occur and directly report to Human Resources plus HSE manager **on the day of the incident**.

Incident report form ([HSE05](#)) will be completed by the branch manager and Injury, Illness & Near miss report form ([HSE14](#)), ensuring the affected individual/s also complete their part/s within this document. Once completed both will be sent to Human Resources and HSE manager including a copy of the [OSHA form \(301\)](#) if required.

All OSHA log forms will also be completed when required to do so. The above forms are available on the E-Library [L:\Health, Safety & Environmental\HSE Forms](#).

HSE Manager/Human Resources will complete the OSHA Form 300A Summary of work related injuries and illnesses for the prior year and will submit to each branch manager for posting within the branch by February 1<sup>st</sup> of every year even if no incidents occurred. This needs to be retained for at least 5 years.

#### **Additional Statutory Requirements**

The following specific actions needs to be completed where there is an incident as detailed in [Appendix 1](#) – “Reporting Incidents to Authorities”. Branch Managers will notify Human Resources and HSE Manager who will notify either OSHA or The Canadian Department of Labor.

**United States**

Contact the OSHA Office nearest you, [see map of offices](#), <https://osha.gov/html/RAmap.html> or, contact our toll free number: 1-800-321-OSHA (6742). TTY 1-877-889-5627. You can also file a complaint [online](#) to report unsafe working conditions. It is confidential.

<https://osha.gov/pls/osha7/eComplaintForm.html>

OSHA Form 301 “Injuries and Illnesses Incident Report” must be completed within 7 days of the incident. OSHA Form 301 is available on the E-Library [L:\Health Safety & Environment\HSE Forms\OSHA](#)

**Canada**

- Contact the police and ambulance services immediately
- Immediately contact by telephone or fax the local office of the ministry of labor and the employee’s union (If applicable). Within 48 hours, you must also notify in writing, the ministry of labor giving the circumstances of the incident.
- Contact your customer service representative or account manager, or call the occupational disease and survivor benefits program at (416) 344-1010 or 1-800-465-9646. We can provide a WSIB Crisis intervention Counsellor to help you and your employees deal with the incident.

Reporting requirements will change in line with national regulations so will need to be confirmed at the time of the incident.

## 6.0 PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

### **PPE General**

Personal Protective Equipment (**P.P.E**) provides a method of reducing the possibility of injury or illness occurring and is available to all employees including temporary members of staff.

### **Determination**

Tasks where **PPE** is required will only be carried out after a suitable job hazard analysis has been completed. The use of **PPE** should only be considered and accepted where all other forms of reducing the hazards have been considered.

All jobs/tasks must have a job hazard analysis performed prior to beginning work which includes a **PPE** assessment. Jobs including chemicals should include reviewing the SDS for manufacturers **PPE** recommendations.

Where it is decided that **PPE** must be used to complete a task then clear instruction and signs informing all personnel must be put in place.

### **FAILURE TO USE PPE**

Failure to use appropriate **PPE** will lead to disciplinary action being taken. Supervisors and Managers are responsible for promoting and supervising the safe use of PPE equipment.

### **Issue & Replacement**

**PPE** can either be issued to individuals or located near where it is required for anyone to use. **PPE** should only be shared where there is no health hazard in sharing equipment. Individuals are responsible for looking after **PPE** and ensuring that there is a sufficient quantity and stock available.

[Appendix 2](#) details minimum requirements for **PPE** throughout Pine and copies will be printed in all workshops and notice boards at each location.

- All **PPE** must be used only for the intended purpose and be kept in a sanitary state when not in use.

## 7.0 CONTROL OF HAZARDOUS CHEMICALS AND MATERIALS

### General

All supplies, manufactures, distributors and vendors are required to provide Safety Data Sheets as well as appropriate labelling to the containers.

All employees have a right to know all known hazards associated with the chemicals we are working with. It is everyone's responsibility to learn how to use the information provided.

All employees must review the SDS prior to beginning work with chemicals. Recommended P.P.E should be considered.

Various types and forms of chemicals are used within Pine including,

- Cleaning Fluids
- Test/Calibration Gases
- Calibration Fluids
- Oils and Lubricants
- Ultrasound Couplant
- Water Quality Calibration Fluids

In all case it is vital that we are aware of any dangers involved with these chemicals and have taken appropriate action to minimize the likelihood of accidents or illness.

### **Regulations**

The use of chemicals is controlled by the following regulations.

LOCATION	REGULATIONS
US	OSHA's Hazard Communication Standard
CANADA	Occupational Health and Safety Act

These laws require us to,

- 1) List all hazardous materials
- 2) Make safety data sheets readily available for review
- 3) Review hazards and complete an assessment
- 4) Take appropriate measure to minimize risks to health and safety
- 5) Provide training
- 6) Review measures taken to ensure ongoing effectiveness.

### **Hazardous Chemical Definition**

A hazardous chemical is defined by OSHA as any chemical that is a **health hazard** or a **physical hazard**.

• **HEALTH HAZARD:** OSHA defines a health hazard as a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. Chemicals covered by this definition include carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.



• **PHYSICAL HAZARD:** OSHA defines a physical hazard as a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.

**Training:** In addition to this manual all employees will also complete the online Hazard Communication Standard Program.

• **ADDITIONAL HAZARDOUS CHEMICALS:** The broad definition OSHA uses to define hazardous chemicals includes not only generic chemicals, but also paints, cleaning compounds, inks, dyes, and many other common substances. Chemical manufacturers and importers are required to determine if the chemicals they produce or repackage meet the definition of a hazardous chemical. A chemical mixture may be considered as a whole or by its ingredients to determine its hazards. It may be considered as a whole if it has been tested as a whole and a Safety Data Sheet (SDS) has been issued accordingly. Otherwise, the mixture must be evaluated by its components. If the mixture contains 1.0% or more of a hazardous chemical or 0.1% of an ingredient listed as a carcinogen or suspected carcinogen, the whole mixture is assumed to have the same health and/or carcinogenic hazards as its components.

### Container Labelling

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, storage tanks or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

### Hazard Communication Label


The label must contain the following,

- **Name, Address, and Telephone Number** of the chemical manufacturer, importer or other responsible party
- **Product Identifier** – how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number.
- **Signal Words** are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, “Danger” and “Warning”. Within a specific hazard class, “Danger” is used for the more severe hazards and “Warning” is used for the less severe hazards.
- **Hazard Statements** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability.
- **Precautionary Statements** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response and first-aid); storage; and disposal.
- **Pictogram(s)** are graphic symbols used to communicate specific information about the hazards of a chemical. There are nine pictograms; however, OSHA will not enforce the use of the “environment” pictogram. See pictograms and their descriptions under this section.

All secondary containers shall be labeled. The information must include details of all chemicals, which are in the referenced container. I.e., ultrasonic couplant, water quality calibration fluids/solutions.










**EXEMPTIONS TO LABELING:** A portable chemical container filled from a labeled container by an employee who uses it immediately or during his or her work shift does not have to be labeled. However, if any of the material is left at the end of the work shift, it must be labeled or returned to a labeled container. Pipes and piping systems do not have to be labeled.

**EXAMPLE LABEL:**

<b>SAMPLE LABEL</b>	
<p style="text-align: center;"><b>PRODUCT IDENTIFIER</b></p> <p>CODE _____  <b>Product Name</b> _____</p> <p style="text-align: center;"><b>SUPPLIER IDENTIFICATION</b></p> <p><b>Company Name</b> _____            Street Address _____            City _____ State _____            Postal Code _____ Country _____            Emergency Phone Number _____</p> <p style="text-align: center;"><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.            Keep away from heat/sparks/open flame. No smoking.            Only use non-sparking tools.            Use explosion-proof electrical equipment.            Take precautionary measure against static discharge.            Ground and bond container and receiving equipment.            Do not breathe vapors.            Wear Protective gloves.            Do not eat, drink or smoke when using this product.            Wash hands thoroughly after handling.            Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b>            If exposed call Poison Center.            If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;"><b>HAZARD PICTOGRAMS</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>SIGNAL WORD</b> <b>Danger</b></p> <p style="text-align: center;"><b>HAZARD STATEMENT</b> <b>Highly flammable liquid and vapor.</b> <b>May cause liver and kidney damage.</b></p> <p style="text-align: center;"><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b>            _____            _____            _____</p> <p>Fill weight: _____ Lot Number _____            Gross weight: _____ Fill Date: _____            Expiration Date: _____</p>

## HCS – Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

### SDS Chemical Register

A list of all the chemicals and materials used at each location will be maintained on the chemical register form [HSE04](#). The chemical register will be sequentially numbered and identify each product name. Chemicals added to the register will be evaluated as above to ensure that adequate precautions are in place for use. The register will identify the applicable Risk Assessment for the chemical.

The chemical register will contain the register form and also the manufacturers SDS. The SDS's are filed alphabetically. The chemical register must be maintained in a location that remains unlocked and is in the immediate area of the workshop or warehouse. SDS cannot be located in areas that require keys, codes, or special knowledge to access.

### Understanding Safety Data Sheets

The best way to learn how to use chemicals safely is to obtain and become familiar with its safety data sheets (SDS's) (Formerly known as Material Safety Data Sheets or MSDS's). These short documents provide information regarding the physical and chemical characteristics of the material, emergency response instructions and the hazards specific to the substance.

All manufacturers, distributors or importers are to provide Safety Data Sheets to communicate the hazards of hazardous chemical products. It's important for everyone to review and understand these documents. The format of the SDS is standardized covering a 16 section uniform format as follows,

### Safety Data Sheets

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

Prior to using any chemical or material its SDS sheet must be assessed in particular consideration should be given to establishing that –

- Is there a safer alternative.
- The SDS sheet related to the material in composition and quantity.
- In the event of First Aid any material required, e.g. eye washes are readily available.
- Correct types of firefighting extinguisher are available.
- Potential spills can be adequately controlled with any emergency clean up equipment and Personal Protective Equipment (PPE) is readily available.
- Facilities available to correctly store materials.
- Material can be used safely and that any Personal Protective Equipment (PPE) is readily available.
- Unused and used materials and containers can be safely and environmentally disposed of.

The review of the hazardous chemical & material is to be recorded as a risk assessment as detailed in section 3. Where a single Risk Assessment is raised to cover a range of chemicals with similar properties then the Risk Control Measures taken must be sufficiently stringent to apply to the worst situation.

Where **PPE** or special requirements for use are identified then these must be made available and communicated to personnel.

*Note: Old MSDS's must be retained for record/reference.*

## 8.0 RADIATION PROTECTION PROGRAM

### General

The purpose of this radiation protection program is to keep radiation exposures to workers at Pine to levels that are “as low as reasonably achievable” (**ALARA**), and ensure that use of equipment is in compliance with all applicable national and local regulations.

Any additional or local regulatory requirements will be included and implemented at the locations where they apply.

### Scope

This Radiation Protection Program, (**RPP**) applies to any use of X-Ray tube or ionizing radiation based analyzers or equipment at all Pine locations.

### Responsibilities

Branch managers are responsible for appointing a Radiation Safety Officer (**RSO**) in each Pine location where equipment with ionizing radiation is used, stored and tested.

The **RSO** shall be designated as the individual in charge of this **RPP**. The **RSO** will be responsible for maintaining and implementing the **RPP** and ensuring compliance with national and local requirements. The specific actions to be performed by the **RSO** are as follows,

- Have attended and passed an appropriate Radiation Safety Training course.
- Maintain a list of authorized users and ensure that only authorized users operate the analyzers
- Notify staff of additions to or subtractions from the authorized list
- Schedule and/or conduct training and update records for employees prior to authorizing their use of the x-ray tube based analyzers without direct supervision. Training shall include Radiation Safety, Operational and Emergency Procedures.
- Maintaining personal dosimeter records.
- Supervise incidents where equipment is damaged and correctly dispose of equipment no longer required.
- Inspect equipment and liaise with manufacturers for assistance in repairs, labelling or routine maintenance.
- Supervise equipment storage and security arrangements.
- Maintaining records.

All users must have received appropriate training and be authorized by the **RSO**. User’s responsibilities include.

- Following proper operating procedures as described in training and manufacturers manuals and ensures other individuals also adhere to these requirements.
- Ensure that the label on the analyzer is intact and legible.
- Ensure proper use of radiation dosimetry.
- Be familiar with emergency procedures and know how to recognize and terminate unsafe operations.
- Ensure all unauthorized personnel are restricted from entering into areas of potential exposure to radiation

### Safe Operating Procedures

A copy of the user’s manual or operating and emergency procedures shall be made available to all workers using ionizing radiation equipment. A copy will be kept with the analyzer and another copy shall be kept on file.

Only authorized personnel with training on federal, state, county or province regulations, operating and emergency procedures shall be allowed to operate such equipment.

All authorized personnel are responsible for complying with the requirements of this **RPP** and will report any and all incidents involving the X-ray tube and source based analyzer to the **RSO**.

### **Emergency Procedures**

In the event of any emergency the **RSO** and branch manager must be informed as soon as it is possible.

#### **Faulty or damaged equipment**

##### X-Ray tube devices

In any case where one suspects that the x-ray tube remains on when the measurement is terminated,

- Disconnect the battery pack immediately to turn off the x-ray tube
- Call the manufacturers service department in the country you are located

#### **Material Ionizing Radiation devices**

- Where equipment is returned and radiation is detected then it should be segregated.

#### **Suspect accidental exposure to primary beam**

- Notify the **RSO** and branch manager
- Individual in charge will assess impact and call the manufacturer for assistance if necessary or seek professional medical advise

The branch manager or support office manager will complete an Incident report form [HSE05](#).

### **Radiation Safety Training**

The branch manager is responsible for ensuring that the appointed **RSO** has completed appropriate ionizing radiation training as required by national and local ionizing radiation regulations. The **RSO** will identify training requirements for users of ionizing radiation equipment based on national and local regulations.

### **Personnel Monitoring**

Personal exposure levels will be monitored utilizing dosimetry providers accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) or alternative.

- Dosimeters shall only be worn by the individuals they are issued to and shall only be worn during PMI usage. Never wear the badge during non-occupational exposures such as during medical x-rays or any medical procedures involving radiation.
- Dosimeters should be protected from extremes of heat, moisture, sunlight and pressure.
- Dosimeters shall be stored in a protected area to prevent loss, damage, and other sources of radiation.

The **RSO** will be responsible for coordinating issue and collection of dosimeter badges and retaining monitoring records.

**Posting and Labelling**

There is a relatively low radiation hazard associated with the analyzer and because the authorized user will be with the analyzer at all times it is operational, posting radiation area signs may not be necessary however check with the local authority.

A copy of the state notice to employees or equivalent will be kept in the analyzer case as well as posted at all Pine locations and will be available for review at any time.

The label on the analyzer will be checked periodically by the individual in charge as well as the workers using the analyzer. The label will be checked for integrity and legibility. If the label becomes faded, worn, damaged or defaced, the analyzer will be promptly returned to the manufacturers for relabeling.

**Record Keeping**

The **RSO** will be responsible for all the records associated with the **RPP**. These records will be kept in an identified location and will be made available for review by any worker or state official or equivalent upon request.

The following is a list of records that will be kept,

- List of authorized users
- State or equivalent analytical x-ray regulations and notice to radiation workers
- Personnel Dosimetry Records

The branch manager is responsible for ensuring that all training records and equipment history files are maintained and up to date.

## 9.0 HOUSEKEEPING

### General

Housekeeping is fundamental to eliminating some workplace hazards and reducing the likelihood of accidents occurring.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards and removal of wastes materials (e.g. paper, cardboard, chemicals and old equipment) and other fire hazards. It also requires paying attention to important details such as the layout of the workplace, aisle marking and the adequacy of storage facilities.

### Responsibilities

The branch manager or support manager will ensure that “good housekeeping” is continually practiced throughout the workday. All employees are responsible for ensuring that,

- Work areas are kept clean, neat and orderly.
- Designated Fire exits, firefighting equipment and aisles are clear of obstructions.
- Equipment, materials and tools are correctly stored in their assigned locations.
- Trash is placed in suitable containers.
- Spills are promptly clean up.
- Hazards such as damaged flooring, cracks, faulty lights, damaged equipment are reported.
- Areas are free from slip and trip hazards e.g. power cords, cables, packaging and boxes.
- Washroom facilities remain clean and hygienic.
- Food and drink is not consumed where toxic materials are handled.
- Hazardous materials are suitably stored when not in use.

### Inspection – Maintenance Plans

Checklists have been created so that routine maintenance is planned and problems that otherwise may be overlooked can be identified.

Each maintenance plan needs to be completed as per the following schedule.

FORM	TITLE	SCHEDULE
<a href="#">HSE06</a>	General facilities and Safety Review Building Inspection	Monthly

Branch manager will review each checklist and where deficiencies are recorded a corrective action will be raised to ensure that steps are taken to resolve. All forms are to be filed at the branch.



## 10.0 EMERGENCY PROCEDURES / PLAN

### General

Emergencies can arise as a result of various situations and the aim of this manual is to ensure that wherever possible we are prepared and ready to take appropriate actions.

Through a proactive attitude towards the prevention of hazards will reduce the opportunities for emergencies. No amount of planning can totally prevent such occurrences. Emergencies could take the form of:-

- Death or serious injury to Employees, Customer or third parties
- Fire
- Medical
- Chemical Spill
- Security Threat
- Weather Incident
- Property Damage

Where emergency situations do occur it is vital that appropriate action is taken by Pine personnel to mitigate any emergency.

In any emergency situation a member of the Emergency Response Support team will be contacted at the earliest opportunity.

### Emergency Response Support

Pine Emergency Response Support team will be responsible for,

- Implementing these emergency procedures
- Assisting in decision making processes
- Coordinating and expecting the return to normal operations

Pine emergency response team will be headed up by the divisional officer (CEO, CFO, COO or vice president) who will then delegate and/or draft in additional resources as required to manage incidents.

The death or serious injury of any employee or customer must be reported to the HSE manager, Human Resources plus divisional officer within 4 hours.

### Emergency Priorities

The priorities during any emergency will be to:-

- Protect the health and safety of all employees and others.
- Prevention of loss and damage to equipment and property.

### Responsibilities

It is the responsibility of Pine and all employees to prepare for an emergency situation.

The branch manager or delegate is responsible for ensuring that all staff are made aware of and receive adequate training to implement these emergency procedures.

**Evacuation Procedure**

Certain emergencies will require evacuation of the premises.

**Preparation**

- Emergency exit signs in place to correctly identify exit routes from all areas in the building. (*this must be tested on a monthly basis as per [HSE06](#)*)
- Emergency Assembly Point established for people to gather.
- Alarm or method to instigate evacuation established.
- Emergency Exit instructions issued on form [HSE09](#)
- Schedule Evacuation drills
- Schedule Evacuation signal test.

Evacuation drills will be scheduled no greater than quarterly with the signal tested at least monthly. Evacuation and signal tests will be recorded on “Emergency Evacuation Test” form [HSE10](#)

**Emergency Evacuation Instructions**

The Fire and Evacuation Instructions form [HSE09](#) will be completed and posted within each building.

ALL PERSONNEL WILL EXIT THE BUILDING WHEN THE EMERGENCY EVACUATION SIGNAL IS GIVEN.

On hearing the evacuation signal the branch manager or delegate in each department will coordinate the evacuation of the building. Where possible electrical equipment should be switched off.

Personnel and visitors will be accounted for. Any persons not accounted for will be immediately reported to the emergency services.

## Emergency Plans

### Fire / Explosions

Consult your local Fire authority / chief to establish what certificates and inspections are required.

Firefighting equipment will be provided and maintained by suitably qualified and trained third party specialists. All personnel must receive annual training covering the operation of the firefighting equipment at your location.

The Fire and Evacuation Instructions form [HSE09](#) will be completed to identify,

- Emergency services telephone number e.g. 9-1-1 (Include any exchange code required to access outside line)
- Locations address and zip / post codes
- Evacuation Signal description e.g. continuous bell or horn etc.
- Assembly Point Location

These instructions will be posted in reception areas, workshops and break rooms.

### Fire Fighting

Firefighting equipment will be provided and maintained at each location. Fires discovered that are considered easily manageable should be extinguished utilizing the fire-fighting equipment available. Where fires are being or potentially could become, fueled by the release of chemicals and it is safe to do so the source should be switched off. The evacuation procedure must be followed where fires can not immediately be extinguished.

If safe to do so the list of Safety Data Sheets should be removed from the building to provide guidance to the emergency services.

Once the evacuation signal has been given the branch manager or delegate in each department will coordinate the evacuation of the building.

Follow all instructions from the emergency services.

### Fire Extinguished

When the fire is extinguished and the emergency services authorize re-entry to the building begin the process of restoring operations to normal. Replace any used firefighting equipment.

The branch manager or delegate will complete an incident report form [HSE05](#)

### Injury or Death to employee, customer or others

The emergency response team will be notified within 4 hours of any report of injury or death to an employee, customer or other party.

The branch manager or delegate will complete an Incident report form [HSE05](#) and Injury, illness & Near miss Report form ([HSE14](#))

### **Medical Incidents**

The locations trained first aid person will immediately be informed of the incident. Medical incidents will become the sole priority for first aid personnel.

The first aid person will take control of the situation and will,

- Administer first aid as appropriate
- Organize additional medical assistance as required.
- Call **9-1-1** to report incident if an ambulance, fire department or police if required.

In the absence of first aid personnel the branch manager or delegate will take control of the situation and co-ordinate medical assistance.

The branch manager or delegate and first aid trained personnel attending will complete and Incident report form [HSE05](#) and Injury, illness & Near miss Report form ([HSE14](#))

Where appropriate injuries and accident will be reported as detailed in section 5.0 Injury and Illness, Recording & Reporting Requirements.

### **Chemical Spill**

In the event of a chemical spill all personnel must clear the immediate area. If in any doubt about the severity of the spill, there is a health risk and/or there is an increased fire/explosion risk then evacuate the building.

The spill needs to be assessed as below to determine what action is required:-

- Immediate Risks – Refer to the materials SDS.
- What Personal Protective Equipment (**P.P.E**) will be required? If uncertain about the level of protection required to respond to a spill always choose the highest possible level of protection.
- Assistance – Can the spill be cleaned up ourselves? If not contact suitable hazardous clean up company or emergency services immediately.
- Spill Containment – Only once suitably protected begin to contain the spread of the spill. Stop the source of the spill to prevent its growth. If drains are at risk seal them off.
- Clean Up – Treat the spill as appropriate by neutralizing. Absorb the spill working from the outside in. Clear out the whole area to ensure that spills have not collected in pools or in cracks in unseen areas. Wash the area of the spill, where possible to ensure no residue remains.
- Disposal – Collect all waste and cleaning materials and suitably dispose of. This may involve a specialist hazard waste disposal company.
- Call **9-1-1** to report incident if an ambulance, fire department or police if required.

Where as a result of a chemical spill the property can no longer support an operation then refer to the Business Continuity Plan.

Once a spill has been cleaned up replace all equipment used during spill response immediately.

The branch manager or delegate will complete and Incident report form [HSE05](#)

### **Ionizing Radiation**

Refer to Radiation Protection Program.

### **Security Threat**

Security threats could be caused by various means and though unlikely the following guidance is given.

- Intruders  
(Where intruders have made forcible entry then)
  - Immediately contact emergency services and request law enforcement. Call **9-1-1**.
  - Advise branch manager or delegate.
  - Do not enter building until law enforcement officers have arrived.
  - When investigation is complete organize for building to be made secure.
  - As soon as possible after the event an asset stock check should be completed to identify missing items.
- Bomb Threat
  - Call **9-1-1** to report incident if an ambulance, fire department or police if required.
  - Instigate Evacuation Procedure.
  - Immediately call emergency services.
- Workplace Violence
  - Call **9-1-1** to report incident if an ambulance, fire department or police if required.
  - Contact local law enforcement.
  - Clear immediate area or instigate evacuation plan as appropriate.
  - Do not attempt to immobilize or apprehend aggressive or violent persons.
- Sabotage / Terrorism
  - Call **9-1-1** to report incident if an ambulance, fire department or police if required.
  - All staff should be made aware to be constantly alert e.g. assets being tampered with, persons acting suspiciously or as a result of information released by authorities.
  - Where sabotage or terrorism is suspected then the emergency services needs to be immediately informed.
  - If appropriate instigate the evacuation plan.
  - Immediately suspend issuing rental equipment until it has been fully examined and found to be un-tampered with.
  - Do not approach any suspected saboteurs or terrorists.

The Branch manager or delegate will complete Incident report form [HSE05](#).

### **Weather Incident**

- Call **9-1-1** to report incident if an ambulance, fire department or police if required.
- Snow, tornados, hurricanes, lightening and severe wind are typical examples of weather incidents that need be considered.
- Advice issued by local authorities should be reviewed and considered.
- Where local conditions dictate the branch manager or delegate may decide to partially or completely close the facility.
- Areas prone to tornados need to establish a designated storm fallout area where personnel should remain until the all clear signal is issued.
- Where time before incident allows buildings and equipment should be suitable prepared to protect against likely damage.

Where the base as a result of weather damage to the property or surrounding area can no longer support an operation then refer to the Business Continuity Plan.

The branch manager or delegate will complete an Incident report form [HSE05](#)

## **Earthquakes**

Where a location is prone to earthquakes the following steps must be taken,

- Call **9-1-1** to report incident if an ambulance, fire department or police if required.
- Prepare an emergency kit of food, water, flashlight, portable radio and batteries.
- Know the safe spots in each room – Under sturdy tables, desks or against interior walls.
- Know the danger spots – near windows, mirrors, hanging objects, tall unsecured furniture or shelving.
- Learn how to shut of electricity, water and gas.
- Organize storage so that heavy, breakable, flammable or hazardous items are in closed cabinets or lower shelves.

When earthquakes occur

- Call **9-1-1** to report incident if an ambulance, fire department or police if required.
- If indoors, stay there, Get under a desk, table or stand in the corner.

After an earthquake

- Call **9-1-1** to report incident if an ambulance, fire department or police if required.
- Unless there is an imminent, life threatening, emergency do not attempt to use the telephone.
- Check for gas and water leaks, broken electrical wiring or sewerage lines. If there is damage turn the utility off and immediately report gas leaks to the utility company. Check for downed power line and warn others to stay away.
- Refer to property damage below
- Turn on portable radio for instruction and news reports. Cooperate with public safety officials and follow instruction.
- Do not use your vehicle; keep the streets clear for emergency services.
- Be prepared for aftershocks.

The branch manager or delegate will complete an Incident report form [HSE05](#).

## **Property Damage**

- Call 9-1-1 to report incident if an ambulance, fire department or police if required.
- Where property is damaged or fails then the immediate area should be cleared or if appropriate the evacuation plan implemented.
- The extent of the damage needs to be assessed, without taking any risks and where appropriate repairs completed or specialist assistance organized.
- Gas, Water and electrical supplies should be switched off, where is safe to do so.
- No one should work in an area suffering damage or where damage blocks emergency exits. Where as a result of damage the property can no longer support an operation then refer to the Business Continuity Plan.

The branch manager or delegate will complete an Incident report form [HSE05](#).

## **Business Continuity Plan**

### **Computer Operation**

M3, Outlook, Web, Documents, Clouddesk, One Drive, Pro-Cal are backed up every night with copies retained and securely stored off site.

### **Bases**

In the event of a base becoming inoperable the following will be implemented,

The branch would relocate to one of the following,

- Another Pine location
- Temporary Premises

The following to be contacted,

- Emergency Response Support team
- Telephone and network providers – redirection of the telephone lines
- IT Support – Organize remote accesses coordinate with network providers, identify hardware requirements.
- Other managers in the appropriate division to advice of immediate potential customer requirements.
- Insurance Company
- Health & safety audit to be completed to ensure the new arrangements meet current statutory requirements.

### **Customers**

Major customers are to be contacted and advised of the temporary arrangements to meet their needs.

### **Equipment**

Equipment is to be transferred to temporary premises from the nearest bases to meet local requirements.

### **Ongoing**

The aim is to be up and running ASAP to give a seamless service to our customers as much as possible, once this has been established a longer view should be taken. The following to be contacted or re-contacted,

In the case of repairing the property

- The landlord makes appropriate repairs
- Insurance reclaim
- Utility providers

## 11.0 FLEET MANAGEMENT SAFETY

### General

Pine management has vital interests in maintaining safe, healthy and efficient working conditions for its employees and has defined standards of conduct and established requirements for employees that operate motor vehicles whilst conducting company business.

The primary goal is to prevent accidents and minimize the risk of personal injury and property to any Pine employee, customer and the general public.

### Scope

The Fleet Safety Program applies to all company owned, leased and rented motor vehicles and all Pine branches that have responsibility for these vehicles.

**ALL** individuals driving (this includes the driver checking out the vehicle, and **ANY EMPLOYEE** that may drive at **ANY** time the vehicle is in use) must be qualified under this program.

### Driver Authorization

- All drivers must review the company's fleet safety procedure and sign the vehicle use acknowledgment form. (See form [HSE11](#) Vehicle Use Acknowledgement form)
- All drivers must agree to a review of their MVR (Motor Vehicle Record) once a year.
- Drivers must agree to take the company's online defensive driving course after their driver's license review is complete. The online course must be completed prior to driving any Pine vehicle.
- All drivers of company vehicles must be at least 21 years of age to drive one of the vehicles.

### Motor Vehicle Record

Acceptable driving records will consist of the following:

- No DUI, DWI or similar alcohol or drug related offences within the past (5) years.
- No other serious offences that should not be on the driving record within the past (3) years include:
  - 1) Reckless or Careless Driving
  - 2) Speeding 15 miles above the limit
  - 3) Fleeing or eluding a police officer
  - 4) Chemical test refusal
  - 5) Failure to stop and render aid
  - 6) Driving after suspension or revocation of license
  - 7) Passing a stopped school bus or emergency vehicle
  - 8) Vehicular Homicide
  - 9) Running a stop sign or red traffic light
  - 10) Drag or street racing
  - 11) Driving without insurance
  - 12) Displaying or possessing a driver license or identification card that is fictitious or altered.

Unacceptable driving records would contain any three of the above within the last 2 years. Any driver found to have the aforementioned will be terminated from the company. MVR's will be reviewed at least annually.



**Driver Responsibilities**

Drivers must:-

- All drivers must be authorized to operate a company owned or insured vehicle.
- Drivers shall be alcohol and drug free.
- Smoking is forbidden in any company owned or rented vehicle.
- Drivers must not drive when driving conditions are extremely hazardous (this includes but is not limited to fog, heavy rain, snow, high winds, or icy conditions)
- Windows and mirrors must be clear. (This includes but is not limited to frost/snow and or luggage/equipment obstructions)
- Use of cell phones or other hand-held electronic devices for calling, text messaging, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data is strictly prohibited. (*This does not include glancing at or listening to a navigational device that is secured in a designed holder affixed to the vehicle, provided that the destination and route are preprogrammed into the device before operating the vehicle.*) In case of emergency, drivers should pull over to the side of the road before using a cell phone.
- Drivers are required to conduct a visual pre-trip inspection prior to the operation of the vehicle. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (Such as leaking gas lines, flat tire, windshield damage or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made.
- ALL Drivers are to complete the hazardous and dangerous goods training before the operation of any company motor vehicle. Training can be found on the LMS.
- Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (Tickets) that may be issued as a result of operating a company owned or insured vehicle.
- Drivers are responsible to ensure that the vehicle is used only for company business. Drivers shall not pick up or transport family members, customers, hitchhikers, friends or any other person not on official company business.
- Drivers are responsible for the security and safety of the vehicle until it is returned to the designated location at the branch. The vehicle's engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.
- All persons must wear their seatbelts. Drivers must only transport the number of persons for which there are seatbelts in the vehicle.
- Drivers are to report to his/her direct supervisor any change in the status of his/her driver's license.
- On weekends company vehicles should not be seen on the road except for business purposes.
- Each delivery driver is responsible for a travel log and is expected to keep it up to date on a daily basis.
- The purchase and/or transporting of any substance or item unrelated to company business including but not limited to alcohol, tobacco, firearms etc. while on Pine business or in a company vehicle is strictly forbidden.

**Vehicle Inspection & Maintenance**

- Employees must perform a thorough "Walk-around" pre-trip inspection of the vehicle before starting or moving the vehicle. The following will be checked for proper operation: All Lights including turn signals, horn, all brakes, windshield & wipers, mirrors, engine performance, and tires. If the vehicle is not in a safe operating condition, it is the employee's responsibility to report the condition to the supervisor.

- All goods transported are to be properly stowed and secured to reduce movement. Fire extinguisher, warning triangles, first aid kit and spare tire and jack must also be present.
- Monthly vehicle inspections will be documented on [HSE08](#) Vehicle Inspection form and turned in to the supervisor. Record and report any serious mechanical problems immediately to your supervisor. (This form can be found on the e-library)
- The Company reserves the right to inspect and/or search an employee, his or her possessions, or work area, while on Company premises or using a company's vehicle, if there is reason to believe drugs or alcohol may be present.
- Vehicle maintenance must follow the approved schedule suggested by the auto manufacturer.

### **Use of personal vehicles**

When employees use a personal vehicle while on company business, their personal auto insurance is primary and there is no reimbursement for damage to a personal vehicle. Employees are required to comply with all state regulations when operating a vehicle on company business including maintaining the applicable state mandated minimum amount of insurance coverage.

### **Vehicle Accident Reporting /Investigation**

- Drivers must report all accidents, regardless of damage. Accidents must be reported immediately to the appropriate law enforcement agency (9-1-1) as soon as practical and immediately to company supervisor, Human Resources and or HSE Manager.
- A police report number must also be forwarded along with Incident report form ([HSE05](#)) to the immediate supervisor, Human Resources and HSE Manager for follow up.
- Injury, illness & Near miss Report form ([HSE14](#)) will be completed by the injured employee and handed to the supervisor/manager for further processing.

### **What you should do after an accident**

Take immediate action to prevent further damage or injury at the scene of the accident and obtain all pertinent information and report it accurately.

- Pull onto shoulder or side of the road IF safe to do so.
- Actuate four way flashers and place warning signs promptly and properly IF safe to do so.
- Assist any injured person, but don't move them unless they're in immediate danger of further injury.
- Call the Police, if someone is injured request medical assistance and possibly the fire department.
- Do not leave the vehicle or scene unless in an extreme emergency
- The driver should give identifying information to the other party involved.
- If the vehicle is inoperable due to the accident, inform the police and they will arrange to have the vehicle towed and will arrange alternate transportation.
- If there are no injuries and the vehicle is operable and can be driven in a safe manner, the driver will contact his/her supervisor and HSE Manager as soon as practical and submit the completed Emergency Incident report form. (See [HSE05](#) Incident Form)

### **Post-Accident Drug Testing**

- In the event of a motor vehicle accident the company will reserve the right to send the employee for a drug and alcohol test.

**Vehicle use acknowledgement form**

**ALL** individuals driving (this includes the driver checking out the vehicle, and **ANY** employee that may drive at **ANY** time the vehicle is in use) Pine owned or insured vehicles must sign this form.

- **Safe Driving Requirement**

I acknowledge that I must operate any vehicle used on company business in a safe, responsible manner and in compliance with the law. I will use vehicles on company business only as authorized by my Supervisor.

I have read and agree to follow the Fleet Safety guidelines as outlined in the Health, Safety & Environmental Manual.

I will also complete on a monthly basis the required vehicle inspection form, return to my superior and will not operate the vehicle if I find any serious deficiencies that may affect the health or safety to me or any other individual.

- **Physical Condition**

I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my Supervisor immediately.

- **Motor Vehicle License**

I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify my Supervisor if a police authority impounds my license, suspended, revoked or expires. I authorize Pine to obtain a copy of my driving history, the current status of my license and any traffic convictions. I further authorize the company to make this information available to the insurance company. I further authorize the company to obtain updates of this information during my employment or status as a driver.

- **Accidents and Traffic Citations**

I shall report any accident involving a company owned or insured vehicle immediately to the appropriate law enforcement agency (9-1-1). I will also notify my Supervisor as soon as possible. I will complete all accident forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a company vehicle to my Supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while operating a company owned or insured vehicle.

- **Pine Insurance**

I have been informed that any authorized driver of a company vehicle is covered by Pine's insurance, but that it will not cover a driver who intentionally caused injury or damage.

I am 21 years of age or older and have read and fully understand the provisions of the Fleet Management Safety Program.

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Print Full Name	Signature	Date
Branch		Supervisor

E-mail or print this form and attach with a copy of your driver's license to Human Resources before using a company owned or insured motor vehicle

## **12.0 POWERED INDUSTRIAL TRUCKS (FORKLIFTS)**

### **General**

Material handling is a significant safety concern. During the movement of products and materials, there are a number of opportunities for injuries and property damage. Powered industrial trucks, (Inc. manually operated versions) better known as forklifts, pallet jacks and stand-up riding reach trucks are essential tools in handling materials. This program has been created to minimize the risk of injury to operators, bystanders and to avoid damaging property.

Branches assigned this equipment will utilize this program to increase operators awareness of recognized safety standards. Qualified trainers will be used to provide all training activities. Written records will be kept in the respective branches and by HSE to document all training. Specific responsibilities for monitoring the effectiveness of this program are assigned to branches, supervisor, operators and HSE.

This program will be reviewed annually by those branches affected by these requirements. The annual review will assess the current level of program compliance, the program's effectiveness in reducing injuries and property damage, and address program improvement along with being in compliance with federal and state regulations.

### **Personnel Affected**

Branches assigned powered industrial trucks (Inc. manual versions) must ensure that supervisors and operators comply with all aspects of this safety program. All employees must successfully complete a training program and receive certification prior to the operation of any powered industrial truck.

### **Scope**

This program applies to the operation of all powered industrial trucks, forklifts, skid steers, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines by collect employees and contractors engaged in college projects plus manually operated versions of the above.

### **Training Requirements:**

Employees who are authorized to operate powered industrial trucks must receive training prior to engaging in their duties and at least every three (3) years thereafter. The training is to ensure that the Powered Industrial Truck Program is understood.

The supervisor will also ensure that authorized powered industrial truck operators have acquired the necessary practical skills for safe operation. Training is organized by branch manager or HSE.

### **Initial Training**

The trainee will:

- Receive instruction on the intended purpose and function of each control from an authorized accredited trainer.
- Prior to operating any powered industrial truck, read and understand the manufacturers operating instruction and user's safety rules and receive training by a qualified person on the contents of the manufacturer operating instruction and users safety rules.
- Be informed of the powered industrial truck operating limitations and restrictions as defined by the manufacturer.

- Understand by reading or having a qualified person explain all decals, warnings and instructions displayed on the powered industrial truck.
- During operator training may operate a powered industrial truck only under direct supervision of authorized trainers and where such operation does not endanger trainer or other employees.
- Complete all training and evaluation before they are permitted to use a powered industrial truck without continual and close supervision.
- Each employee will hold on their person a copy of their forklift license.

**Refresher Training (Every 3 years) must include at least the following:**

- Review of the pre-use powered industrial truck inspection and maintenance record
- Review of Procedures section
- Updated information on new equipment.
- Review of Pine's written program

*Refresher training must be provided when*

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safety operation of the truck.

**Training Records**

- Each branch must maintain a record of all individual training including,
  - ✓ Date & Subject of training
  - ✓ Name of individual trained
  - ✓ Name of person providing training
  - ✓ Training records must be maintained by the branch and HSE for a minimum of 3 years.

**Procedures****Pre-Use Inspection**

- Prior to the operation of any powered industrial truck (Inc. manual versions) the pre-inspection checklist (Form [HSE07](#)) must be completed. This applies at the beginning of every work period and whenever a new equipment operator takes control of the powered industrial truck.
- All checklists are to be turned into the Branch Manager for review and filing every time.
- Any safety defects such as hydraulic fluid leaks, defective brakes, steering, lights or horn and or missing fire extinguisher, lights, seat belt or back-up alarm must be reported for immediate repair. They must be locked and tagged and removed from service until repaired.

**Operation**

- Operators must wear seat belts if equipped at all times.
- Operators must sound the horn and use extreme caution when backing up, meeting pedestrians, making turns and cornering.
- Passengers are not allowed to ride on an industrial truck unless the truck has an extra seat that allows the passenger to buckle up while riding.
- Arms or legs may not be placed between the uprights of the mast or outside the running lines of the truck.
- Person/s are not allowed to stand or pass under any elevated portion of the truck.

- Person/s are never to be lifted or lowered on the forks, attached cage, pallet or any other platform at any time.



- Travel-ways must be maintained free from obstructions, aisles must be wide enough (six foot minimum) for vehicle operation.
- Maintain sufficient headroom under overhead installations such as, lights, pipes, sprinkler systems etc.
- An overhead guard must be used as a protection against falling objects.
- Lift capacity must be marked on all powered industrial trucks. Operators must assure the load does not exceed rated weight limits.
- When a powered industrial truck is left unattended (More than 25ft away or out of sight), load engaging means must be fully lowered, controls neutralized, power shut off and brakes set. Wheels must be blocked if the truck is parked on an incline.
- All modifications must be approved by the manufacturer, and new rated load capacities determined and posted on the truck. Written approval is required.
- Operators must report all accidents, regardless of fault and severity to their supervisor.
- No climbing on any part of the pallet racking at any time. Always use ladders

### Loading

- Only handle loads within the rated capacity of the truck.
- Loads should be safely arranged, stable, and centered. Always use caution when handling loads. Adjust long or high (Including multiple-tiered) loads that may affect capacity.
- Trucks equipped with attachments must be operated as partially loaded trucks even when not handling a load.
- A load engaging means must be placed under the load as far as possible. The mast must be carefully tilted backward to stabilize the load.
- Operators should ensure the maximum load of any shelves or overhead storage is not less than the material to be unloaded. Shelves are to be bolted to the ground.
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except when the load is in a deposit position. When stacking or tiering use only enough backward tilt to stabilize the load.

### Traveling

- The driver must slow down and **SOUND THE HORN** at cross aisles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the driver must travel with the load trailing.
- Loads must be tilted back and carried no more than four inches above the ground.
- The driver must look in the direction of and keep a clear view of the path of travel.
- Grades must be ascended and descended slowly. Position the load uphill relative to the operator when ascending or descending grades.

- Stunt driving and horse play is strictly prohibited.
- While negotiating turns, reduce speed and turn the hand steering wheel in a smooth, sweeping motion.

### **Maintenance**

- Any power-operated industrial truck including manually operated versions not in a safe operating condition must be removed from service and tagged. Authorized personnel must make all repairs.
- Trucks in need of repairs to the electrical system must have the battery disconnected before such repairs.
- Only use replacement parts that are currently recommend by the manufacturer.
- Forklift trucks must be inspected by a third party vendor for mechanical safety and routine maintenance **at least once a year**.

### **Responsibilities**

#### **Branches utilizing powered industrial trucks and manually operated versions:**

- Must implement and administer the powered industrial truck program
- Review the powered industrial truck program annually for compliance and effectiveness
- Verify that all employees who operate or work near powered industrial trucks are properly trained.
- Maintain written records of operator training on each model of a powered industrial Truck and the name of the trainer.
- Maintain annual inspection performed by the branch, including the date any problems are found. The date when fixed and the name of the person performing the repairs.
- Maintain written records of the name and purchaser of each powered industrial truck.
- Make recommendations for revisions if necessary.

### **Supervisors**

- Coordinate employee training, and certify that all operators receive training including, but not limited to, the items listed under program evaluation.
- Ensure that only trained and qualified individuals use powered industrial trucks.
- Verify employee compliance with the principles and practices outlined in the Powered Industrial Truck Program.
- Provide specific operational training for each powered industrial truck in their branch.
- Observe the operation of powered industrial trucks in your branch and correct unsafe practices.
- Define appropriate eyewash facilities for battery charging/changing areas.

### **Operators**

- Complete the Powered Industrial Truck training program.
- Complete the daily pre-use inspection checklist (Form [HSE07](#)) before operating any powered industrial truck including manually operated versions.
- At least annually review the procedure's outlined under procedures in this document.
- Observe the operation of powered industrial trucks in your department and report unsafe practices to your supervisor.

### **Health, Safety & Environmental Manager**

- Annually review and update the powered Industrial Truck program as necessary.
- Provide general safety training requirements for program.
- Monitor effectiveness of program by receiving copies of inspection checklists.
- Report unsafe operation practices to supervisor.



## 13.0 COMPRESSED GASES

### Purpose

It is the policy of Pine to permit only trained and authorized employees to handle, store, use, and inspect compressed gases and equipment at any time. This policy is applicable to daily users and those who only occasionally have cause to use the equipment.

This written Compressed Gas Plan describes methods and practices for care and use of compressed gases that can be read and understood by all managers, supervisors, and employees at Pine. This written plan is intended to be used to:

- Create an awareness of the hazards among our workforce
- Standardize procedures for use and care of the equipment
- Provide a consistent format for training employees on the proper procedures to be used
- Minimize the possibility of injury or harm to our employees
- Demonstrate Pine's compliance with OSHA's compressed gas requirements.

### Administrative Duties

The company's HSE manager is responsible for developing and maintaining this written Compressed Gas Plan. This person is responsible for all facets of the plan and has authority to make necessary decisions to ensure the success of this plan. This individual is also qualified, by appropriate training and or experience that is commensurate with this plan, to administer or oversee our compressed gas safety program and conduct the required evaluations.

If, after reading this plan, you find that improvements can be made, please contact your direct supervisor, manager or HSE manager. We encourage all suggestions because we are committed to creating a safe workplace for all our employees, and a safe and effective compressed gas safety program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company. Branch managers are ultimately responsible for compliance with compressed gas requirements.

### Personal Protective Equipment

We have assessed the hazards associated with the compressed gases and equipment at Pine and have taken measures to eliminate or reduce their presence with engineering and administrative controls. Where these controls were not enough for employee protection, our company provides all necessary personal protective equipment (**P.P.E**) according to our personal protective equipment (**P.P.E**) programs. See the **P.P.E** program for details on PPE selection and [Appendix 2](#).

### Inspection Procedures

Any person who has completed the online training and reviewed this compressed gas cylinder program is qualified to determine that compressed gas cylinders at the company are in a safe condition to the extent that can be determined by visual inspection.

Inspections of cylinders are conducted during the monthly building checks and each time a cylinder is used. Any cylinder found to be unfit in its present condition will be red tagged and the immediate supervisor will be informed and also recorded on the building inspection form.



**Training Program**

Branch Managers are responsible for training personnel who will handle, store, or use a compressed gas. Under no circumstances will an employee handle, store, or use a compressed gas until he/she has successfully completed the company's compressed gas training program. This includes all new employees who will handle, store, and use compressed gases, regardless of claimed previous experience.

Individuals in the following departments will receive compulsory training: Technicians, Drivers & Warehouse personnel. Branch managers will determine if other personnel require such training.

Branch Managers or delegate is responsible for identifying all new employees in our Employee Orientation Program and making arrangements to schedule the instruction for those employees previously identified in this policy as needing training.

General training elements include the following:

- Compressed gases and equipment at the company
- Hazards of compressed gases and equipment at the company.
- Personal protective equipment.
- Inspection procedures.
- Handling procedures.
- Storage procedures.
- Usage procedures.
- Gas-specific safety procedures.
- Compressed gas emergency procedures.
- Security awareness, procedures, and responsibilities.

**Handling Procedures**

Compressed gases are considered to be handled when employees perform any of the following activities:

- Identify contents;
- Fill, transfill, change gas service, maintain and move containers;
- Connect containers and withdraw content.

We follow the safe handling procedures found in the CGA pamphlet series, including the P-1-1991 pamphlet along with OSHA and NFPA. Our handling procedures include the following:

- ✓ Identify a gas and its dangers before using it. Look for this information on labels, safety data sheets, and cylinder markings. If you don't know what's in a cylinder, don't use it.
- ✓ Examine cylinders as soon as you receive them. If you detect signs of damage or leakage, move them to a safe, isolated area and return them to the supplier as soon as possible.
- ✓ Use only regulators, pressure relief devices, valves, hoses, and other auxiliary equipment that is designed for the specific container and compressed gas/cryogenic liquid to be used.
- ✓ Make sure valves, hoses, connectors, and regulators are in good condition. Don't use cylinders without them.
- ✓ Use pressure relief devices and safety devices to help maintain cylinder or system pressure at the desired levels. (Exceeding the desired pressure could damage the cylinder or system.)
- ✓ Check to see if regulators, hoses, and gauges can be used with different gases. Assume they cannot.

- ✓ Never open valves until regulators are drained of gas and pressure-adjusting devices are released. When opening cylinders, point outlets away from people and sources of ignition, such as sparks or flames. Open valves slowly. On valves without hand wheels, use only supplier-recommended wrenches. On valves with hand wheels, never use wrenches.
- ✓ Do not tamper with connections and do not force connections together.
- ✓ Do not hammer valves open or closed.
- ✓ Do not drop, bang, slide, clank, or roll cylinders. Cylinders may be rolled along the bottom rim.
- ✓ Don't let cylinders fall or have things fall on them.
- ✓ Don't lift a cylinder by its cap unless using hand trucks so designed.
- ✓ Use carts or other material handling equipment to move cylinders. Use ropes and chains to move a cylinder only if the cylinder has special lugs to accommodate this. Some cylinders may require special hand trucks.
- ✓ Keep cylinders secured and upright. (But never secure cylinders to conduit carrying electrical wiring.)
- ✓ When transporting compressed gas cylinders, be sure the vehicle is adequately equipped to haul compressed gases safely. Stop the engine while loading or unloading flammable compressed gases.
- ✓ Don't drive a vehicle hauling liquefied hydrogen through a tunnel.
- ✓ Know accident procedures.
- ✓ When compressed air is used for cleaning purposes it must be regulated at 30 PSI.

### **Storage Procedures**

The following activities are involved in safely storing compressed gases:

- Post areas where gases are present
- Group gases
- Separate combustibles
- Avoid corrosives or areas where container damage can occur
- Position containers properly
- Use indoor and outdoor storage appropriately
- Store cylinders upright.
- When a cylinder is in storage, keep the steel protective cap screwed on. This step reduces the chance that a blow to the valve will allow gas to escape.
- Group cylinders by types of gas.
- Store full and empty cylinders apart.
- Store gases so that old stock is removed and used first.
- To keep cylinders from falling over, secure them with chains or cables.
- Store compressed gas containers in dry, well-ventilated areas away from exits and stairways. If outside, store containers off the ground and out of extremely hot or cold environments.
- Do not store compressed gas containers in high pedestrian and vehicle traffic areas. (Containers are more likely to be damaged there.)
- Store oxygen cylinders at least 20 feet from flammables or combustibles or separate them by a 5-foot, fire-resistant barrier.
- Keep oil and grease away from oxygen cylinders, valves, and hoses.
- If your hands, gloves, or clothing are oily, do not handle oxygen cylinders.
- Make sure fire extinguishers near the storage area are appropriate for gases stored there.
- Post signs stating the name(s) of gas present and NO SMOKING where gases are stored.

Signage required at compressed gas cylinder storage locations should include all of the items below.



### Usage Procedures

Safe use of compressed gases involves the following activities:

- Properly handle leaking containers
- Prevent abuse
- Identify contents
- Properly use container and valve caps and plugs
- Return ALL empty containers and do not allow a stockpile to accumulate.
- Remove any leaking containers to a well-ventilated area and post a warning of the hazard.
- Shut a leaking valve and tighten the valve gland or nut. Then try opening the valve; if it still leaks, close it and tag the container unserviceable.
- Make sure labels are legible before using containers; otherwise, return the containers to the supplier.
- Do not misuse containers (i.e., using them for support); only use them as they were intended.
- Keep containers away from fire, sparks, and electricity.
- Don't smoke or allow others to smoke in the vicinity of flammable compressed gas containers.
- Do not subject containers to extreme heat or cold.
- Contact the manufacturer/supplier with questions about safe handling.
- Always keep removable caps and valve outlet caps/plugs on containers except when connecting to dispensing equipment.
- Do not use oxygen and compressed air interchangeably. They are not the same.
- When empty, close and return cylinders. **Empty cylinders must be marked MT or Empty.** Empty acetylene cylinders must be so labeled.
- Be sure valves are closed when not using the container and before returning containers. Properly label returning containers.
- Do not refill non-refillable containers once they are empty.

### Compressed Gas Emergency Procedures

In an emergency you can seek advice from the Chemical Emergency Response System, known as **INFOTRAC**, which can be reached 24 hours a day by dialing (800) 535-5053. (US & Canada)

Refer to our written emergency action plan for employee escape procedures and assignments during an emergency.

**Record keeping**

Branch manager or delegate is responsible for maintaining records of cylinder inspections. These records are kept at the branch and are part of the monthly building checks.

Branch manager is responsible for maintaining records of individuals trained and certified for handling, storage, and use of compressed gases and equipment. These records are kept in the personnel file and electronically via the Learning Management System. (LMS)

**Disciplinary Procedures**

Constant awareness of and respect for compressed gas safety procedures and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this compressed gas safety program.

**Program Evaluation**

Although we may not be able to eliminate all problems, we try to eliminate as many as possible to improve employee protection and encourage employee safe practices. Therefore the HSE manager is responsible for evaluating and updating this written plan annually. The evaluation will include a review of reported accidents, as well as near misses, to identify areas where additional safety measures need to be taken.

Branch managers will also conduct a periodic review to determine the effectiveness of the program. This review may include:

- A walk-through of the facility
- Interviews with employees to determine whether they are familiar with the requirements of this program and if safety measures are being practiced.

**APPENDIX 1****Reporting Incidents to Authorities**

Categories of Accidents, Injuries or Diseases that must be reported to the authorities as mentioned below. Senior management will inform OSHA or The Canadian Department of Labor when the completed forms are reviewed from the respective Branch managers where the incident occurred.

**UNITED STATES**Accident / Injury / Diseases

- **All work related fatalities within 8 hours.**
- **Within 24 hours, all work related**
  - Inpatient hospitalizations
  - Amputations
  - All Losses of an eye

By telephone to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742).

**CANADA**Accident / Injury / Diseases**Critical Incidents**

A workplace fatality or other critical incident requires that you must,

- Contact the police and ambulance services immediately
- Immediately contact by telephone, telegram or fax the local office of the ministry of labor and the employees union if applicable. Within 48 hours you must also notify, in writing, the ministry of labor giving the circumstance of the incident.

Contact your customer service representative or account manager, or call the Occupational Disease and Survivor Benefits Program at (416) 344-1010 or 1-800-465-9646. They can provide a WSIB crisis Intervention Counsellor to help you and your employees deal with the incident.

You must report the incident to the WSIB within 3 days if your worker,

- Loses time from work or
- Earns less than a regular day's pay or
- Gets health care treatment

You don't need to report the incident if your worker

- Only needs first aid.

You can wait on reporting the incident for up to 7 calendar days only if your worker

- Receives modified work at full pay and
- Needs nothing beyond first aid.

You must keep a record of the incident and what happens during the time your worker recovers. You must report workplace injuries or illnesses that go past the 7 calendar days of modified work.

**Dangerous Occurrences / Exposure to Infectious Diseases**

You must report all cases where a worker suffers a needle stick injury or other possible exposure to an infectious disease.

**APPENDIX 2**
**PERSONAL PROTECTIVE EQUIPMENT (P.P.E) ASSESSMENT**

Personal Protective Equipment (P.P.E) will be issued in response to individual risk assessments, see section 6 of the HSE manual. The following identifies the minimum level of PPE that will be used at all locations.

ACTIVITY	MANDATORY PPE REQUIRED
<b>General Requirements</b>	
Work areas used to test or repair 110v Electrical / Electronic equipment.	<ul style="list-style-type: none"> <li>• GFCI (Ground Fault Circuit Interrupter)</li> <li>• Rubber Floor Mat</li> <li>• Buddy System</li> </ul>
All mains 110v power extension cables greater than 5ft.	<ul style="list-style-type: none"> <li>• GFCI (Ground Fault Circuit Interrupter)</li> </ul>
Operating all power tools e.g. electric drill, sanders, grinders.	<ul style="list-style-type: none"> <li>• Safety Glasses</li> <li>• Leather Gloves</li> </ul>
Operating airlines and air compressors.	<ul style="list-style-type: none"> <li>• Safety Glasses</li> <li>• Gloves</li> </ul>
<b>Testing &amp; Repairing Equipment</b>	
Handling and inspecting returned equipment.	<ul style="list-style-type: none"> <li>• Chemical resistant gloves</li> <li>• (Hepatitis A &amp; B and tetanus vaccination for pipe inspection systems)</li> </ul>
Testing of Mercury Analyzers.	<ul style="list-style-type: none"> <li>• Fume Hood</li> <li>• Test mercury stored in flask then plastic container</li> <li>• Suction equipment suitable to clean up spills</li> <li>• Latex Gloves</li> <li>• Lab Coat</li> <li>• Chemical goggles</li> </ul>
Batteries, handling leaks.	<ul style="list-style-type: none"> <li>• Chemical resistant gloves</li> </ul>
Positive Material Identification (PMI) – All types	<ul style="list-style-type: none"> <li>• Storage in a secure area</li> <li>• Dosimeter badge/ring worn on the body/hand opposite from that is operating equipment.</li> </ul>
Positive Material Identification (PMI) – Radiation source equipment	<ul style="list-style-type: none"> <li>• Radiation survey meter</li> <li>• Dosimeter badge/ring worn on the body/hand opposite from that is operating equipment.</li> </ul>
Testing equipment using all compressed gases.	<ul style="list-style-type: none"> <li>• Safety Glasses</li> <li>• + Full face shield (If using large cylinders)</li> </ul>

ACTIVITY	MANDATORY PPE REQUIRED
Storage and Handling.	<ul style="list-style-type: none"> <li>• Cylinder Trolleys</li> </ul>
Compressed Gas Cylinders – Handling.	<ul style="list-style-type: none"> <li>• Safety Shoes</li> <li>• Full Face Shield</li> </ul>
Compressed Gas Cylinders – Connecting / Disconnecting.	<ul style="list-style-type: none"> <li>• Full Face Shield</li> <li>• Chemical Resistant Gloves</li> </ul>
Chemical and Materials.	<ul style="list-style-type: none"> <li>• Goggles</li> <li>• Chemical resistant gloves</li> <li>• Appropriate spill containment and clean up kit</li> </ul>

ACTIVITY	RECOMMENDED PPE
Handling items greater than 33lbs.	<ul style="list-style-type: none"> <li>• Handling Gloves</li> </ul>

All PPE needs to comply with local standards; Goggles must be capable of stopping liquids splashing into eyes.

The branch manager or delegate is responsible for identifying and completing risk assessments for any additional services or activities they perform and issuing appropriate PPE instructions.

Branches offering Positive Material Identification (PMI) equipment must have an appointed and trained Radiation Safety Officer with units being stored in a secure and locked area.

**FAILURE TO USE ALL PPE WILL LEAD TO DISCIPLINARY ACTION BEING TAKEN.**

**APPENDIX 3****EMPLOYEE ACKNOWLEDGEMENT**

I, the undersigned employee, acknowledge that I have received, read, and understand the written Pine HSE program and agree to abide by its established guidelines.

I acknowledge and understand that Pine enforces mandatory use of Personal Protective Equipment (**P.P.E**) where required and also listed in [Appendix 2](#). I understand that additional Personal Protection Equipment (**P.P.E**) is available and it is my responsibility to use **PPE**, as appropriate.

I understand that I have the right to view records relating to potentially toxic materials or harmful physical agents. I will be provided with information by means of Safety Data Sheets (SDS), and/or equivalent training that is designed for informing employees on how to use hazardous substances safely. If I have not received training on the safe handling of a specific substance, I agree to advise my supervisor immediately.

In the event an accident or injury occurs, I understand that I am required to immediately notify management or my supervisor.

I understand that in accordance with all federal, state, province and regulatory requirements, Pine has a disciplinary policy in place to enforce compliance with company policies and procedures. I understand that any violation(s) on my part or anyone working under my direct supervision will be grounds for disciplinary action and/or cause for discharge.

I agree to actively participate in the efforts established to maintain a safe and healthy workplace. I understand my right to refuse to perform work that would violate any occupational safety or health standard, without jeopardizing my employment.

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witnessed By** \_\_\_\_\_



**INDEX**

**3**  
300A.....13

**A**  
Accidents .....3, 6, 7, 16, 24, 32, 34,35, 38, 44, 45  
Acknowledgement .....3, 32, 35  
Affected .....3, 36  
Aid..... 2, 6, 11, 12, 20  
Alcohol..... 32, 33, 34  
Assessment ..... 2, 7, 15, 16, 20  
Authorities .....4, 13, 45

**B**  
Brakes .....33, 37, 38  
Biological.....8  
Bomb Threat .....29  
Business Continuity Plan..... 28, 29, 30, 31

**C**  
Chemical ..... 2, 8, 16, 17, 18, 19, 20, 25, 28, 32, 44, 46, 47  
Chemical Hazard .....19  
Chemical Register .....2, 19  
Cleanliness .....24  
Compressed Gases..... 17, 40, 41, 42, 43, 44, 46, 47  
Container Labelling .....2, 17  
Control.....2, 7, 10  
Control of Hazardous Chemicals .....2  
Critical Incidents .....45

**D**  
Damaged Flooring.....24  
Dangerous Occurrences.....45  
Death .....25, 27  
Disciplinary .....3, 44  
Diseases .....9, 13, 14, 45  
Disposed .....20  
Driver ..... 32, 33, 34, 35, 38  
Driver Authorization .....3, 32  
Driver Responsibilities .....33  
DUI .....32  
Duties.....3, 40  
DWI .....32

**E**  
Earthquakes ..... 30  
Emergency 2, 3, 6, 11, 12, 13, 17,20, 21, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33,34, 41, 44  
Emergency Procedures.....2, 3, 21, 22, 44  
Employees .....25, 33, 34, 36  
Employee Acknowledgement..... 1, 48  
Environmental .....1, 5, 6, 13, 35  
Evacuation.....3, 26, 27, 29  
Evacuation Procedure ..... 3, 26, 29  
Evacuation signal..... 26, 27  
Exposure..... 20, 45

**F**  
Failure ..... 2, 15, 32  
Fatal..... 9  
Fire ..... 8, 20, 24, 25, 26, 27, 28, 29, 30, 34, 43  
Fire-Fighting ..... 20  
First Aid ..... 11  
Fleet ..... 3, 32, 35  
Fleet Management Safety ..... 32  
Food and Drink ..... 24  
Forklifts ..... 36

**G**  
Gas .....3, 30, 40, 41, 44, 47  
Gases ..... 3, 16, 40, 41, 42, 43, 44, 46

**H**  
Handling Procedures ..... 3, 41  
Hazard Assessment ..... 2, 10  
Hazard Communication.....2, 16, 17, 19  
Hazard Communication Standard.....16, 17, 19, 49  
Hazard Communication Standard Pictogram ..... 2, 19  
Hazardous .....2, 6, 16, 24  
Hazards..... 6, 7, 8, 15, 16, 17, 19, 20, 24, 25, 40  
HCS ..... 19  
Health..... 1, 6, 13, 16, 31, 35, 39  
Health and Safety .....5, 6, 16, 25  
Health Hazard..... 15, 16  
Housekeeping..... 3, 24  
HSE ..... 1, 13, 25, 34, 36, 37, 40, 44, 46, 48

**I**

Illnesses.....13, 45  
 Incident.....8, 13, 14, 22, 27, 28, 29, 30, 34, 37, 45  
 Induction Training.....6  
 Infectious .....45  
 Injuries ..... 2, 8, 9, 13, 28, 34, 36, 45  
 Injury.....13  
 Inspection .....3, 24, 33, 34, 35, 37, 39, 40, 41, 46  
 Inspection Maintenance Plans.....3  
 Intruders .....29

**L**

Labelling..... 2, 16, 21, 23  
 Legislation.....7, 13  
 License ..... 32, 33, 35, 37  
 Loading .....38

**M**

Maintenance.....3, 24, 39  
 Maintenance Plan.....10, 24  
 Management Review .....5  
 Maximum.....38  
 Measures ..... 7, 10, 16, 17, 20, 40, 44  
 Medical ..... 22, 28, 34  
 Medical Incidents.....28  
 Minimum ..... 11, 12, 15, 34, 37, 38, 46  
 Monitoring.....2, 22  
 Monthly ..... 26, 35, 40, 44  
 Motor Vehicle License .....35  
 Motor Vehicles.....32  
 Monthly Vehicle Inspections.....34  
 Motor Vehicles Record .....32  
 Movement ..... 34, 36

**O**

Operation.....31, 37  
 Operators.....36, 37, 38, 39  
 Organization .....2  
 OSHA..... 11, 13, 16, 17, 20, 40, 41, 42, 43, 45, 48

**P**

Personal Protective Equipment.....2, 3, 4, 15, 20, 28, 40, 46, 48  
 Physical Condition.....35  
 Physical Hazard .....16, 17  
 Pine Insurance .....35  
 Policy..... 5, 11, 40, 41, 48  
 Powered Industrial Trucks ..... 36, 37, 38, 39

PPE ..... 2, 4, 15, 20, 28, 40, 46, 47, 48  
 Procedures .....3, 37, 40, 42, 43, 44  
 Program Evaluation..... 3, 44  
 Property Damage ..... 25, 30  
 Provision..... 2, 11  
 Psychological Hazards ..... 8  
 Purpose ..... 3, 40

**Q**

Qualification ..... 11

**R**

Record Keeping ..... 3, 23  
 Recording ..... 2, 13, 28  
 Regulations..... 2, 13, 16  
 Replacement ..... 2, 15  
 Reporting Requirements ..... 2, 28  
 Requirement ..... 35  
 Responsibilities..... 2, 3, 21, 24, 25, 33, 39  
 Responsibility ..... 2, 6  
 Risk ..... 2, 7, 8, 9, 10, 19, 20, 28, 32, 36, 46, 47  
 Risk Control ..... 2, 20

**S**

Sabotage / Terrorism..... 29  
 Safe.....2, 21, 35, 43  
 Safe Operating Procedures..... 2, 21  
 Safety .... 1, 2, 3, 6, 13, 16, 17, 19, 20, 21, 22, 24, 27, 32, 35, 37, 38, 39, 42, 44, 46, 47, 48  
 Safety Data Sheets.....16, 19, 20, 27, 41, 48  
 Scope.....2, 3, 21, 32, 36  
 SDS ..... 2, 15, 16, 17, 19, 20, 28, 48  
 Seatbelts..... 33  
 Security Threat ..... 25, 29  
 Slip..... 24  
 Snow..... 29  
 Spills ..... 20, 28, 46  
 Statutory Requirements ..... 11, 31  
 Storage ....3, 8, 17, 20, 21, 24, 30, 38, 41, 42, 43, 44, 46, 47  
 Storage Procedures.....41, 42  
 Support Office ..... 6, 22

**T**

Terrorism..... 29  
 Tornados ..... 29  
 Toxicological..... 20  
 Traffic Citations ..... 35  
 Trained ..... 11



HEALTH, SAFETY & ENVIRONMENTAL MANUAL

Training .....2, 3, 11, 17, 21, 22, 33, 36, 37, 41  
 Trash .....24  
 Travel .....38  
 Traveling .....38  
 Trip.....24, 33  
 Trucks.....3, 38, 39

**U**

Usage .....3, 41, 43

**V**

Vehicle .....3, 30, 32, 33, 34, 35, 37, 38, 42

Vehicle Inspection & Maintenance ..... 3, 33  
 Versions..... 36, 37, 39  
 Visitors..... 26

**W**

Washroom Facilities ..... 24  
 Waste ..... 28  
 Weather Incident ..... 25, 29  
 Wind ..... 29  
 Workplace .....8, 24, 37, 40, 45, 48  
 Workshops ..... 15, 27