



SAFETY MANUAL

SAFETY TRAINING POLICY

POLICY

All new, transferred and promoted workers shall receive adequate safety orientation on policies, safe work practices and procedures as well as the Health and Safety Program prior to the commencement of their work.

The company will provide and ensure that all employees receive the following training:

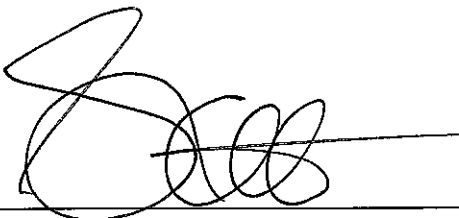
- Safety Orientation - to be completed on the employee's first day of work, first day of transfer, first day of promotion/change of position or first re-hire day
- Job Specific Training
- Refresher and Update Training to confirm competency
- WHMIS Training (if required)
- First Aid Training (if required)

Training records will be maintained electronically and monitored by the Safety Administrator for expiration dates. A list of employees with expired or soon to be expired courses will be provided to the appropriate Manager or Supervisor of the employee on a monthly basis. Each Manager and Supervisor will be held accountable to ensure that all workers are adequately trained to satisfy the occupational health and safety definition of "competent" worker.

A "competent" worker is someone that is adequately qualified, suitably trained and with sufficient experience, to safely perform the work by them or with only a minimal degree of supervision.

Safety meetings will be conducted at least twelve times during a year. Attendance to the meetings is mandatory. If an employee is unable to attend the safety meeting, it is the Supervisor's responsibility to inform the employee of missed information.

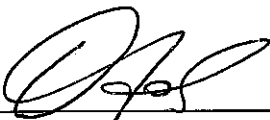
President



Date:

Aug 19/19

CFO



Date:

Aug 19/19



SAFETY MANUAL

SAFETY ORIENTATION CHECKLIST

INSTRUCTION TO HEALTH AND SAFETY TRAINER

1. Use this checklist to orient all new employees on the first day of employment. This includes employees that have been transferred, promoted, have had a change of position or rehired.
2. Only check off each subject when you are sure that the employee fully understands it.
3. Once finished, have the employee sign the bottom. This is to indicate they have received the orientation.
4. The Supervisor will also sign the bottom to indicate the orientation has been given.
5. Once the orientation is completed, the original will be scanned into the employee's personal file.

Employee Name:	
Health and Safety Trainer:	
Date of Hire:	
Orientation Date:	

ORIENTATION TOPICS		
<input type="checkbox"/> Employee Handbook	<input type="checkbox"/> Company Safety Policy Statement	<input type="checkbox"/> Assignment of Responsibility and Accountability (OH&S Rights)
<input checked="" type="checkbox"/> Work Specific Site Hazards (JHA's)	<input type="checkbox"/> Safe Work Practices and Procedures	<input type="checkbox"/> General Safety Rules
<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Disciplinary Actions	<input type="checkbox"/> Training Requirements
<input type="checkbox"/> Emergency Response Procedures	<input type="checkbox"/> Right to Know and Refuse Unsafe Work	<input type="checkbox"/> Reporting Obligations for Incidents/Unsafe Acts/Health Concerns
<input type="checkbox"/> Disability Management Program	<input type="checkbox"/> Company Emergency Contacts and First Aiders	<input type="checkbox"/> Working Alone Policy
<input type="checkbox"/> Location of Safety Manual and Location of OH&S Act, Regulation and Code	<input type="checkbox"/> Tour of Building (including fire extinguishers, exits, man down horns)	<input type="checkbox"/> Location of Work Station

By signing this form, I am stating that the above points have been explained to me and that I agree to adhere to each element of Electric Motor Service Limited's Safety Program.

Employee Signature:	
Supervisor Signature:	
Date:	





FORKLIFT/HOISTING & RIGGING QUESTIONNAIRE

Name of Employee: _____

FORKLIFT QUESTIONNAIRE

	YES	NO
Have you had any formal Forklift Training?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, by whom? _____ when _____ please provide a copy of certification for files</i>		

If no , Have you ever operated a Forklift before?	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident in operating a Forklift?	<input type="checkbox"/>	<input type="checkbox"/>

To be completed by Safety Representative

Does the employee need to undergo forklift training?	<input type="checkbox"/>	<input type="checkbox"/>
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Employee Signature _____

Safety Representatives Signature _____ Date _____

HOISTING & RIGGING QUESTIONNAIRE

	YES	NO
Have you had any formal Hoisting & Rigging Training?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, by whom? _____ when _____ please provide a copy of certification for files</i>		

If no , Have you ever operated an Overhead Crane before?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, what size? _____</i>		

Are you confident in operating an Overhead Crane?	<input type="checkbox"/>	<input type="checkbox"/>
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To be completed by Safety Representative

Does the employee need to undergo Hoisting & Rigging training?	<input type="checkbox"/>	<input type="checkbox"/>
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Employee Signature _____

Safety Representatives Signature _____ Date _____



SAFETY MANUAL

PERSONAL PROTECTIVE EQUIPMENT POLICY

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a circular flourish and a final stroke.

POLICY

Electric Motor Service Limited is committed to the health and safety of workers through the use of personal protective equipment.

Wherever possible, workplace hazards will be eliminated through engineering controls and administrative controls. When it is determined that a work site hazard cannot be controlled through either of these measures, use of personal protective equipment will become mandatory.

Where there is, or may be, danger to a worker, it is the employer's responsibility to ensure that required personal protective equipment is used and it is all workers' responsibility to comply with the employer's requirement.

EMSL will take reasonable steps to enforce the use of required personal protective equipment, in compliance with this policy.

On this basis, it has been identified that the following personal protective equipment may be used when setting up or tearing down stages, or when completing maintenance functions:

1. Protective footwear – CSA approved, meeting CSA Standard CAN/CSA-Z195-M92 (green label);
2. Safety glasses – CSA approved, meeting CSA Standard CAN/CSA-Z94.3-92; and
3. Hearing Protection – Class A or B (Noise Reduction Rating of 24-32 dB).
4. Gloves – type to be determined based on jobs being performed or through material safety data sheet requirements.

Working from heights above 3.5 meters on a temporary platform or 1.2 meters on a permanent platform must ensure that they are protected from falling by the use of one of the following protective methods:

1. Guardrail around work area;
2. Safety net;
3. Fall arrest equipment; and/or
4. Safety belt or harness.

All equipment must be maintained in and used according to the manufacturer's specifications. Any equipment not maintained to the manufacturer's specifications must be taken out of service.

Workers shall be properly dressed at all times, according to the conditions of the job. Close fitting clothing is recommended to prevent being caught in any moving equipment. Torn, ragged or sloppy clothing is unsafe. Easily combustible clothing or any type or material that melts when heated should be avoided.



SAFETY MANUAL

PERSONAL PROTECTIVE EQUIPMENT POLICY

Selecting the Appropriate PPE:

PPE	Hazard
Coverall, Apron	Compressed Gases, Other Chemical Exposure, Silica Dust, Solvent Exposure
Ear Plugs and/or Muffs	Noise
Eye Goggles	Compressed Gases, Cuts/Scrapes, Electrical, Eye Injury, Falling Objects, Material Handling, Moving Equipment, Chemical Exposure, Silica Dust, Slips/Trips, Falls, Solvent Exposure
Face Mask (Particle/Charcoal)	Compressed Gases, Eye Injury, Chemical Exposure, Solvent Exposure
Face Shield	Burn, Compressed Gases, Eye Injury, Fire, Chemical Exposure, Solvent Exposure
Fall Protection	Slips/Trips, Falls, Working at Heights (over 3m)
Gloves (Chemical Resistant, Leather, Rubber, Latex, Standard)	Burn, Compressed Gases, Cuts/Scrapes, Electrical, Fire, Material Handling, Moving Equipment, Chemical Exposure, Pinch Point, Powered Vehicles, Silica Dust, Slips/Trips, Falls, Solvent Exposure
Respirators (Air-Purifying or Air-Supplying)	Compressed Gases, Chemical Exposure, Silica Dust, Solvent Exposure
Steel Toed Boots/Shoes	Compressed Gases, Cuts/Scrapes, Falling Objects, Illumination, Material Handling, Moving Equipment, Chemical Exposure, Pinch Point, Powered Vehicles, Slips/Trips, Solvent Exposure

USE, CARE AND MAINTENANCE OF PPE

All PPE will be inspected by the employee at the time of issue and before each use. All PPE that is of questionable reliability, damaged or in need of service or repair will be removed from service, will be tagged out, reported to their supervisor and will not be returned to service until tagged "serviced or repaired" by a qualified person.

All PPE shall be stored and maintained according to the manufacturer's instructions.

No item of PPE may be modified or used contrary to its manufacturer's instructions or specifications or applicable legislation and regulations.

Employees who require PPE will maintain a record template for the PPE which will include a purchase date, inspection dates, as per manufacturer's instructions, and replacement dates. These records are to be reviewed annually by the supervisor.

Eyewear Care:

- Clean safety glasses and goggles regularly with mild soap and water.
- Wash lenses with solution or water before wiping to prevent scratching.



SAFETY MANUAL

PERSONAL PROTECTIVE EQUIPMENT POLICY

- Store eye protection preferably in a clean dust-proof case or in a safe place such as the top shelf of a locker where they will not get scratched or damaged.
- Replace safety glasses if frames are bent, and replace goggles if headbands are loose, twisted, knotted, or worn. Replace any kind of eye protection if the lenses are scratched or pitted and impair vision.

Hearing Protection:

- Wipe earmuffs with a damp cloth after each use, store them in a safe place, and replace cushions when they lose their resilience.
- Dispose of one-time-use earplugs immediately after use.

Respirators:

- Clean and disinfect them according to manufacturer's instructions.
- Check for holes, cracks, deterioration, and any other problems that could interfere with the effectiveness of protection.
- Store in a safe location, protected from dust, light, heat, cold moisture, and chemicals.
- Place the respirator so that rubber and plastic parts are in a normal position and hold their shape.

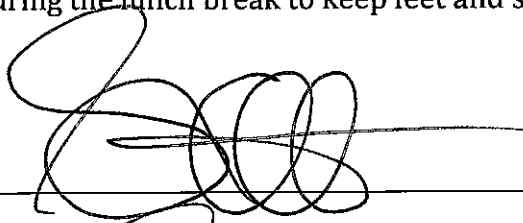
Gloves

- Be sure to tell workers whether particular gloves are reusable or not and, if reusable, how long they can safely be worn before they should be replaced.
- Keep gloves clean and dry.
- Have a backup pair in case gloves get wet (or must be washed) and need to dry.
- Check for holes, cracks, and other damage before each use.
- Replace worn or damaged gloves right away.

Foot Protection:

- Wipe wet or soiled shoes with a clean cloth or paper towel.
- Air out work shoes after work, and check regularly for signs of damage or wear.
- Have worn or damaged shoes repaired, or replace them.
- Change socks during the lunch break to keep feet and shoes dry if feet sweat a lot.

President



Date:

04/09/19.

CFO



Date:

04/04/19



SAFETY MANUAL

RESPIRATORY POLICY



PURPOSE

Alberta Occupational Health & Safety Legislation requires that an employer establish a Respiratory Code of Practice where respirators are used at work sites. The following procedures are based on the requirements established by the Canadian Standards Association standard CSA-Z94.4 "Selection, Use and Care of Respirators".

POLICY

It is the policy of Electric Motor Service Limited to provide its workers with a safe and healthy work environment. The procedures in this program are designed to reduce worker exposure to airborne contaminants. The primary objective is to prevent excessive exposure to dusts, fumes, mists, gases, and vapors. This is accomplished as far as feasible by accepted engineering and work practice control measures. When effective engineering controls are not feasible, or while they are being implemented or evaluated, respiratory protection may be required to achieve this goal. In these situations, respiratory protection and training are provided to the workers.

EMPLOYER RESPONSIBILITIES

It is Electric Motor Service Limited's responsibility to determine the specific applications that require the use of respiratory protective equipment. Employers must then provide proper respiratory protective equipment to meet the needs of each specific application. Workers must also be provided with adequate training and instruction on the selection, use and care of respiratory equipment.

SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. They are responsible for ensuring that all elements of the respiratory protection program, including respirator use, inspection and maintenance are followed.

WORKER RESPONSIBILITIES

Workers must be familiar with the Code of Practice and respiratory protection requirements for their work areas. Workers are responsible for wearing the appropriate respiratory protective equipment according to instructors and for maintaining the equipment in a clean and operable condition.

RESPIRATOR FIT TESTING

Fit testing is necessary for all negative or positive pressure tight-fitting face piece respirators. Fit testing will be performed before a worker first wears a respirator in the work environment. Electric Motor Service Limited will follow the CSA standard for qualitative fit testing. Subsequent fit tests shall be conducted every two years, if the worker's physical condition changes or conditions change so that different respiratory protection is required.

INSPECTION AND MAINTENANCE

The wearer of a respirator will inspect it prior to use and during cleaning according to manufacturer's instructions. The face piece, the inhalation and exhalation valve covers, the head straps and the filter gaskets must be inspected and confirmed to be in good condition. The use of defective respirators will not be permitted. During cleaning and maintenance, respirators that do not pass inspection will be replaced immediately. No attempt will be made to replace components or make adjustments, modifications or repairs of the respirator. Replacement respirators are kept in the PPE cabinet, workers are to replace face pieces, filters, and cartridges as needed.

CLEANING & STORAGE

Respirators not discarded after one shift use will be cleaned on a daily basis (or after each use if not used daily) according to the manufacturer's instructions. After removal of the cartridges or filters, respirator cleaning wipes can be used to clean the respirator. After cleaning, the respirator should be placed in a bag and stored at the worker's bench. No weight should be placed on the respirator



SAFETY MANUAL

RESPIRATORY POLICY

[Handwritten initials]

EQUIPMENT

All masks are provided by Electric Motor Service Limited. If an employee wishes to bring in their own mask it must first be approved by Shop Management before being utilized in the shop.

1. **Silicon ½ mask respirator** must be used in work tasks or in emergency situations when the breathing atmosphere is made toxic by any substance including but not limited to:
 - a. Spray Painting
 - b. Sandblasting
 - c. Grinding
 - d. Stripping Motors
 - e. Cleaning Stators
 - f. Working near the VPI tank

2. **Dust Masks** must be used in work tasks when the breathing atmosphere is made irritable by substances such as dust, grass clippings, etc. These tasks include but are not limited to:
 - a. Sweeping
 - b. Cleaning/Re-organizing Dusty Area's
 - c. Mowing the grass

MAINTENANCE & INSPECTION

Silicon ½ mask respirators are inspected on a regular basis by employees and supervisors for cracks, fractures, or the improper filtration. If a mask is deemed broken or not fit for duty, the mask will be immediately removed from the floor to prevent further usage and a new mask will be assigned.

FACIAL HAIR POLICY

The amount of protection afforded by a respirator is called the protection factor. The actual protection factor achieved with tight fitting face piece respirators depends mainly on the seal between the worker's face and the respirator. In order to obtain the best possible seal, workers must be clean-shaven where the respirator face piece contacts the face.

OTHER

None of the conditions in the shop are considered IDLH.

General Manager

[Handwritten Signature]

Date:

[Handwritten Date]
