
HEALTH & SAFETY MANAGEMENT SYSTEM DEFINITIONS;

Approved - As applied to electrical equipment, means that the equipment meets the requirements of the Electrical Safety Regulation.

Arc Flash - A release of thermal energy from an electric arc by the vaporization and ionization of materials, reaching temperatures up to 35,000 °F. Exposure to these extreme temperatures both burns the skin directly and causes ignition of clothing.

Approved Equipment - (1) CSA-listed equipment being used in accordance with its listing or labeling for the manufacturer's intended purpose; or (2) electrical equipment that is approved by the CSA as safe for its intended purpose.

Authorized - Any person having the required certification, training and/or experience to perform a specific task.

Barricade - A physical obstruction such as tapes, cones, or A-frame-type wood or metal structures intended to provide a warning about and to limit access to a hazardous area.

Barrier - A physical obstruction that is intended to prevent contact with equipment or live parts or to prevent unauthorized access to a work area.

Bird Caged - To flatten and spread the strands in a wire rope.

Conductive - The ability of any material to carry an electrical current.

Client - Any company or representative of a company for which CDN. Power Pac performs work under contract.

Controls - Preventative measures, administrative and engineered features, and PPE applied to work for the purpose of protecting people, the environment, property, and/or national security.

CSA - Canadian Standards Association. In Canada, a membership organization serving industry, educational institutions, and government in the field of standardization, including the standardization of building components, materials, and testing.

De-energized - Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential different from that of earth. (De-energized does not describe an electrically safe work condition, e.g., a circuit that has been disconnected but not controlled and verified.)

Electrical Components - A general term that includes electrical conductors, circuit parts, and antennas where an *electrical hazard* may exist.

HEALTH & SAFETY MANAGEMENT SYSTEM DEFINITIONS (cont.)

Electrical Hazard – A dangerous condition such that contact or equipment failure can result in electric shock, arc-flash burn, thermal burn, or blast.

Note:

Electrical hazards include both those associated with direct contact and also those associated with electromagnetic fields. Note that the definition of electrical hazard includes 'dangerous' meaning 'able or likely to inflict injury'; there are high voltage, low current sources that are not intrinsically dangerous (e.g., photomultiplier tube power supplies), and there are low-voltage, high-current sources that are not 'safe' (e.g., car batteries). A 'harmless' static electricity shock could cause sufficient startle reaction to make a worker fall off a ladder. A hazard analysis is necessary to identify electrical hazards and determine the degree of risk.

Electrical Safety – Recognizing hazards associated with the use of electrical energy and taking precautions so that hazards do not cause injury or death.

Electrical Work – (1) working on or near energized electrical parts; (2) assembly or fabrication of potentially hazardous electrical equipment; (3) working with unlisted or unapproved electrical equipment; and/or (4) using listed or approved equipment in a manner not consistent with the listing or approval.

Electrically Safe Work Condition – A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged out (or equivalent) in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Energized – Electrically connected to or having a source of voltage, or electrically charged to have a potential significantly different from that of earth in the vicinity.

Note: 'De-energized' parts that have not been verified and locked out and tagged in accordance with established standards are considered energized.

Energy Isolating Device – A device that prevents the supply of energy to machinery, equipment or specific systems, but is not limited to switches, circuit breakers, valves and clutches.

Exposed (as applied to live parts) – Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts that are not suitably guarded, isolated, or insulated.

Employees – Any person employed by CDN. Power Pac Company (CPP).

Flash Protection Boundary – An approach limit at a distance from exposed live parts within which a person could receive a second-degree burn if an electrical arc flash were to occur.

General Contractor – See "Prime Contractor".

HEALTH & SAFETY MANAGEMENT SYSTEM DEFINITIONS (cont.)

Hazard Classification – A system developed for categorizing *electrical hazards* based on the voltage, current, power, energy, and waveform present on *electrical components*.

Hazardous Electrical Work – All electrical operations in which workers may be exposed to an electrical hazard.

Health and Safety Personnel – Health and Safety Advisors

Incident – An undesired event that has resulted in an injury and/or property damage to any person(s) or any property (CPP, Client or other). This is inclusive of all CPP owned or leased equipment and vehicles.

Limited Approach Boundary – An approach limit at a distance from an exposed live part within which a shock hazard exists.

Live Parts – Energized conductive components.

Lock-Out – The placing of locks, lock-out devices or an isolating device in accordance with the lock out procedure, to control hazardous energy or other related hazards.

Management – Managers, Site Superintendent's, Supervisors.

Near Miss - An undesired event that could have resulted in an injury and/or property damage to any person(s) or any property (CPP, Client or other). This is inclusive of all CPP owned or leased equipment and vehicles.

OSSA Certification – Oil Sands Safety Association certification. Some safety training courses may need this type of certification if being applied in the oil sands industry.

Personal Lock – A key type padlock issued to a worker intended only for locking energy sources in an inoperative or safe position. The only keys for a personal lock are in the possession of the worker to whom the lock was issued.

Master keys for locks will not be kept or used.

Personal Protective Equipment (PPE) – Clothing and equipment that is designed and constructed to protect workers from electrical shock or to reduce the burns that would be sustained from an electrical arc flash, and used as the “last line” of defense in protecting the worker(s) from job-site hazards.

Prime Contractor - Chief contractor who has a contract with the owner of a project or job, and has the full responsibility for its completion. A prime contractor undertakes to perform a complete contract, and may employ (and manage) one or more subcontractors to carry out specific parts of the contract. Also called Main Contractor, or General Contractor.

HEALTH & SAFETY MANAGEMENT SYSTEM DEFINITIONS (cont.)

Qualified Person – One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.

Safety Watch – A safety watch is a more stringent hazard control measure than the two-person rule and must be implemented when there are grave consequences from a failure to follow safe work procedures. The safety watch must be a qualified electrical worker who must be responsible for monitoring qualified worker(s) performing high-hazard electrical work. In addition to the two person rule requirements, a safety watch must:

1. Have no other duties that preclude continually observing, coaching, and monitoring for potential mistakes
2. Be less than 50 ft from the worker performing the work (where practicable)
3. Have a thorough knowledge of the specific working procedures to be followed and the work to be done
4. Ensure that no unqualified persons enter barricaded areas
5. Wear the appropriate PPE.

Scissor Clamp – A multi-hole clamp device which is connected to a lock-out point and then the personal locks are applied to the holes in the scissor. Never put a personal lock in the last hole of the scissor, always attach another scissor and then put the lock in the new scissor.

Shock Hazard – A dangerous condition associated with the release of energy caused by contact or approach to live parts. **Note:** Approach by body part or any conductive object nearer than the minimum air insulation distance at a specific voltage can result in shock without direct contact.

Senior Management – The President, Vice-Presidents, Owners, General Manager

Site Supervision – Foreman, Sub-Foreman

Sub-Contractor - Junior or secondary contractor who contracts with a prime contractor (and not the principal or owner of the project) to perform some or all of the prime contractor's contractual-obligations under the prime contract.

System – A combination of components integrated into a unit to perform a specific task that is unlikely to change.

Tag – A card or sticker used to convey information about equipment or processes that are being locked out, and/or about dangerous, hazardous situations on the jobsite. The tag must be attached to a personal lock when used in a LOTO situation.

HEALTH & SAFETY MANAGEMENT SYSTEM DEFINITIONS (cont.)

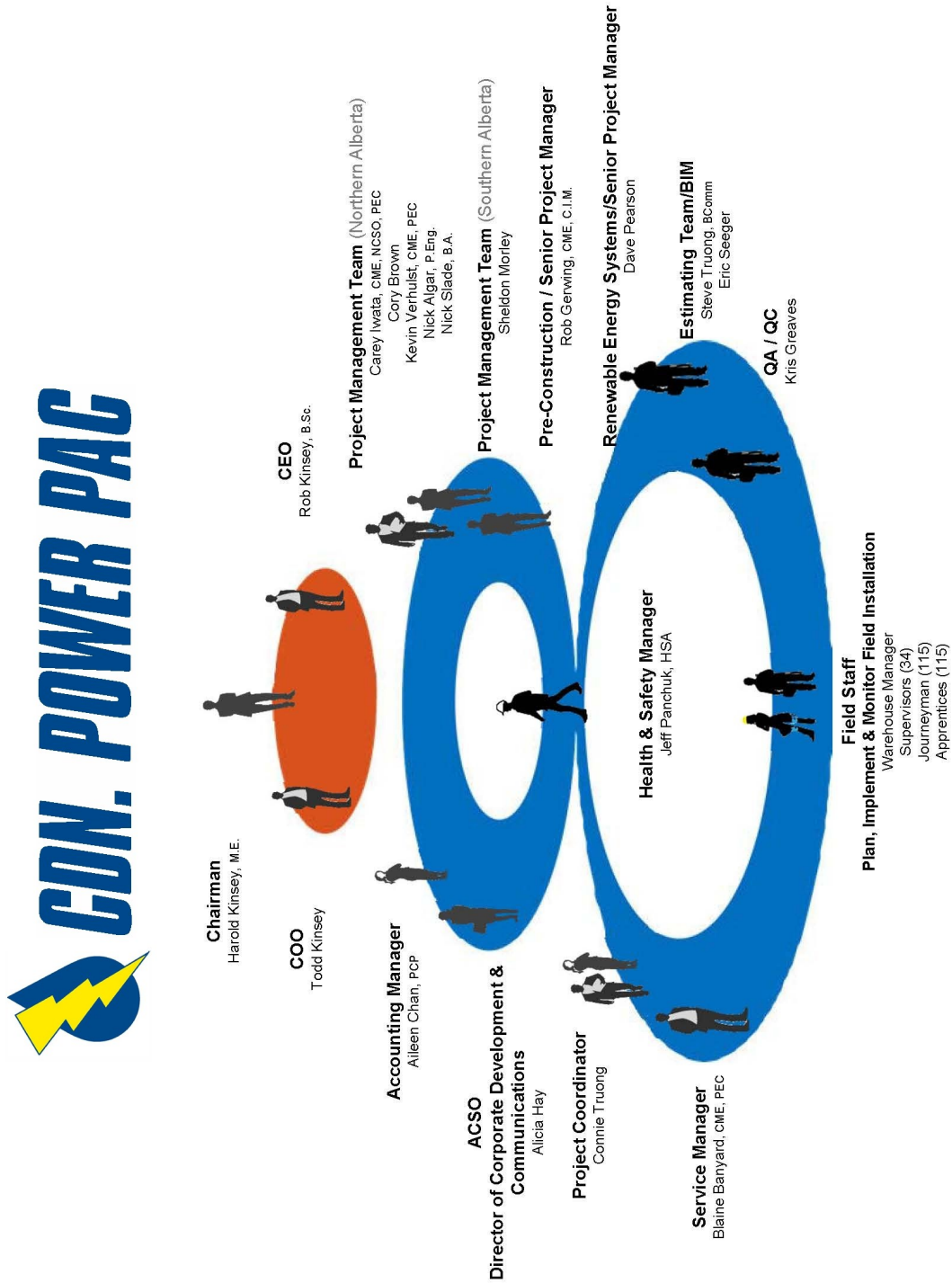
Two-Person Rule – The requirement for two qualified electrical workers to be present in the workplace and to be aware of the other worker's task while performing electrically hazardous work. Under the Two-Person Rule, each worker must:

1. Be a qualified person (qualified electrical worker)
2. Remain in visual and audible contact with the other worker(s) performing the work
3. Have a thorough knowledge of the location and operation of disconnects and shut-down controls
4. Have ready means to alert emergency-rescue personnel
5. Be able to safely disengage an injured worker from the hazard
6. Be trained and certified in CPR and AED and know the location of the nearest AED.

Unqualified Person – A person who is not certified, trained or experienced in the task at hand.

Workers – All personnel not included in 'management'

WCB – Workman's Compensation Board. Alberta is an independent organization that manages workers' compensation insurance based on legislation. WCB-Alberta is not a provincial government department or crown corporation. The organization is employer funded to provide cost-effective disability and liability insurance. Workers' compensation compensates injured workers for lost income, health care and other costs related to a work-related injury.

COMPANY ORGANIZATIONAL CHART.


COMPANY HEALTH & SAFETY POLICY.

CDN. Power Pac (CPP) is committed to a health and safety management system that protects its' workers, clients, other trade workers, and the general public.

CPP's management, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every task is necessary for the health and safety excellence that CPP expects.

Health and safety excellence includes the promotion and maintenance of the highest degree of *physical, psychological, and social well-being of all employees*. CPP's goal is a healthy, injury-free workplace for all workers. CPP will comply with all government legislation in all of its' projects. By working together, we can achieve this goal.



Harold Kinsey

January 4, 2021

SAFETY RESPONSIBILITIES.

CPP recognizes the importance of clear, concise responsibilities. Both management and employees are accountable and responsible for compliance to all aspects of safety in business conduct. There are numerous and overlapping responsibilities assigned to each discipline intentionally. As stated in the Preface of this document, The CDN. Power Pac Health & Safety Program is based on an “Internal Responsibility System” whereby everyone in the workplace has a role to play and a duty to actively ensure workers are safe.

Any person who fails to exercise their responsibilities are subject to disciplinary measures up to and including immediate dismissal for cause.

EMPLOYEES / WORKERS;

Company employees/workers are responsible for:

- Protecting the health and safety of themselves and those around them.
- Compliance to Health & Safety Codes of Practice, Polices, Rules and Regulations, and Procedures, both company and legislative.
- Assist when requested in the development of Codes of Practice, Policies, Procedures, training modules, etc. that are specific to their division or area of responsibility.
- Striving for continuous improvement of work procedures and processes.
- Working safely.
- Reporting hazards, substandard conditions, and unsafe or harmful work.
- Cooperating with CDN. Power Pac to ensure a safe and healthy workplace.
- Setting an example to all employees regarding commitment to occupational health and safety.
- Use and wear personal protective equipment (PPE) required by CPP and the OHS Act, Regulation and/or Code.
- Refrain from causing or participating in harassment or violence.

SAFETY RESPONSIBILITIES (cont.)***MID-MANAGEMENT (SUPERVISORS/PROJECT MANAGERS/LEAD FOREMEN) ;***

Company Mid Management Personnel (*Supervisors, Project Managers, Lead Forepersons*) are responsible for :

- Ensuring the health and safety of all employees.
- Ensuring that all aspects of the CPP Health & Safety Management System is fully implemented.
- Assist in the development of Codes of Practice, Policies, Procedures, Training Modules, etc. that are specific to their company/division or area of responsibility;
- Ensuring that all employees are aware of their basic rights and responsibilities under Canadian Law, including, but not limited to: The Right to Know, The Right to Refuse and the Right to Participate and the Duty to Report Hazards; The Duty to Work Safely; the Duty to Wear Protective Equipment; and the Duty to Protect those around them.
- Ensuring required paperwork is complete, accurate, and received in a timely manner.
- Ensuring employees receive applicable orientation and training; and that the records of such training are accurate and current for all employees under their company/division.
- Ensuring that supervisors fully understand, are aware of the requirements of the CDN. Power Pac Health & Safety System and are competent to supervise the workers under their supervision.
- Ensuring employees know, understand, and follow safety procedures/policies, plus, work in a safe manner at all times.
- Ensuring employees receive adequate information respecting the process and associated hazards within a client's facility.
- Development and approval of Modified Duty assignments for injured employees.
- Ensuring that all employee concerns are dealt with professionally and with respect to the employee.
- Setting an example to all employees regarding commitment to occupational health and safety.
- Ensure that employees are not subjected to or participate in harassment or violence at the work site.
- Must report concerns about a unsafe or dangerous worksite, act or condition that occurs/exists or has occurred/existed to the H&S Department of CPP.
- Report accidents, injuries, and near misses as required by CPP's H&S Management System.
- Assist and cooperate in Investigations and take actions to prevent recurrence.
- Ensuring required PPE is provided, used and properly maintained by employees.
- Develop and maintain a good working relationships and communication between senior management, employees, and the Health & Safety Administration.

SAFETY RESPONSIBILITIES (cont.)***HEALTH AND SAFETY ADMINISTRATION ;***

The Health & Safety Administration is a resource within the Company, providing assistance and/or guidance to operation groups performing various types of work within designated area or site. The Health & Safety Administration must always conduct themselves in a professional manner while representing the Company.

The Health & Safety Administration will be responsible to work as a resource on designated sites and/or areas. As a resource to operations this includes, but not limited to, the following responsibilities:

- Assist management in their responsibility to ensure the health and safety of all employees.
- Assist in the development of Codes of Practice, Policies, Procedures, Training Modules, etc. that are specific to their division or area of responsibility.
- Assist and/or guide in Health, Safety concerns; and work with the environmental groups to ensure the best interest of the employees and Company.
- To be fluent in, and able to give accurate advice to management on health and safety regulations within their operating jurisdiction and staying current and in compliance with applicable legislation.
- Assist and/or guide, as required, in the completion of Incident Reports & Investigations.
- Assist and/or guide in accident prevention and investigation of downgrading events.
- Setting an example to all employees regarding commitment to occupational health and safety.
- Maintain continuous communication between the Company and Client Safety Representatives for the best interest of the Client/Company relationship.
- Assist and/or guide management in monitoring for compliance of:
 - OH&S/WCB Rules and Regulations;*
 - Competency Based Training Requirements*
 - Transportation Regulations;*
 - Company Policies and Codes of Practice;*
 - Incident and Accident Requirements;*
 - Client Safety Rules, Policies, and Codes of Practice;*
 - Toolbox Talks, Work Procedures, Personal Protective Equipment; and,*
 - Employee Safety Awareness.*
- Develop and maintain good working relationships with management, other Health & Safety Advisor, and employees within the Company to enhance and assist in the development of safety programs.
- Set an example of commitment and compliance to existing policies and programs.
- Assist management with the maintaining accurate and current training requirements and records for all employees under their assigned company/division.
- Assist with the company's Medical Surveillance Policy to ensure compliance with the Substance Abuse Code of Practice, Medical Monitoring such as, audiograms, Quantitative Fit Tests, etc.
- Assist and/or guide in the development of Work Procedures and standardization of procedures.
- Assist and/or guide in safety review meetings, and providing unbiased opinions with respect to the event addressed.

SAFETY RESPONSIBILITIES (cont.)***SENIOR MANAGEMENT ;***

In addition to a maintaining personal commitment to the health and safety of all employees, every member of senior management will ensure:

- New employees receive complete indoctrination to their job covering all aspects of safety and efficiency before being permitted to work. Follow-up contacts are made with them during the probationary period to determine they know and follow required standards.
- New employees receive a thorough initial review of rules, regulations, procedures, and applicable legislation pertaining to their job, and they know and understand them. This is to be repeated as required by each individual training element.
- Unsafe practices or substandard conditions reported by employees to supervision are promptly documented and followed up. Inspections are conducted and results recorded of the entire work site within their jurisdiction, and develop a system to ensure that critical parts of their area are inspected. Inspections must be conducted as set out in the H&S Management System.
- That workers are aware of their OH&S Rights and Duties.
- Health and Safety concerns are resolved in a timely manner.
- The Prime Contractor (General) is advised of all the supervisors, foremen and workers on the project site.
- Employees are recognized, on an individual basis, for demonstrating desired safe behavior. This recognition should reflect management's personal enthusiasm, continuous interest, and genuine concern for the health, safety, and well being of their employees.
- Workers are not subjected to or participate in harassment or violence at the work site and/or office shop area.
- The health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site.
- Attend as required to company health & safety meetings, as well as prime contractor and site specific health and safety meetings.
- That competent reliable workers are chosen to represent CPP in project site Health & Safety Committees.

SAFETY RESPONSIBILITIES (cont.)

In addition to the mentioned responsibilities, Management, Supervisors and Workers will:

- * cooperate with any person exercising a duty imposed by the OH&S Act, Regulations, or Code, and
- * comply with the OH&S Act, Regulation and Code and any site policies, procedures, and codes of practice.

Other workers (eg. Sub-contractors, suppliers, service personnel), visitors and other external worksite parties that are affected by CPP's worksite activities will comply with the OH&S Act, Regulation and Code and work site policies.

Workers at every level must be familiar with the requirements of the Alberta OH&S legislation as it relates to their work.



Harold Kinsey

January 4, 2021

COMPANY ENVIROMENTAL POLICY.







Cdn. Power Pac is committed to ensuring our business is conducted in a manner which enhances the security of our customers, employees and the public. We will meet or exceed all applicable laws and regulations pertaining to storage, handling, transportation, distribution and disposal of all hazardous materials.

Employees will be trained in accordance with applicable legislation and will be encouraged to identify and propose solutions to environmental challenges.

Environmental incidents will be reported promptly to Management, Health & Safety Advisors and relevant agencies.

Cdn. Power Pac is committed to the goal of conducting our business operations with a methodology that protects the environment.

We achieve this goal by:

-  complying with all legislative, regulatory and contractual requirements relating to the environment;
-  monitoring our compliance with those requirements;
-  reporting to our board of directors on our compliance with legislative and regulatory requirements;
-  minimizing hazards to the publics' health;
-  taking steps to protect the environment from the adverse effects of construction operations; and,
-  working with the industry, government and workers to maintain and enhance environmental awareness.



Harold Kinsey

January 4, 2021

COMPANY CODE OF CONDUCT

Cdn. Power Pac (CPP) has been in the electrical industry since 1977 and is well adverse in the Commercial, Solar, Service Educational, Institutional and Prefabrication of Electrical.

CPP is committed to providing all employees at every level as well as it's clients, subcontractors and general public consoling knowledge that their Health & Safety is a high priority on all CPP sites.

CPP is also a member of the WCB's PIR (*Partners in Injury Reduction*) Program and thus is committed to ensuring that our Health & Safety Management System is being monitored and amended as per recent legislative requirements with yearly COR Company Audits.

CPP has always been an equal opportunity employer and since 1997, CPP has relied on the International Brotherhood of Electrical Workers, Local 424 to provide competent, skillful, trained knowledgeable electrical trades people into it's employ.

CPP's Health & Safety Management System is based on an "Internal Responsibility System", whereby everyone in CPP's employ has a role to play and a duty to actively ensure their and their co-workers health and safety is principal in all operations. Every worker who sees a health and safety concern such as a hazard(s) in the workplace has a duty to report the situation to CPP management. Once a hazard(s) has been identified, CPP Management has a duty to look at the situation and eliminate the identified hazard(s).

All CPP employees will have a CPP Company Orientation and a Project Site Orientation before they begin employment with CPP.

Any CPP employee who does not adhere to Policies and Procedures set forth by CPP, the acting General Contractor on site or the client will face disciplinary actions that may result in removal from site or termination from the company.



Harold Kinsey

January 4, 2021

COMPANY GENERAL RULES.

- All employees are required to read and thoroughly understand the rules pertaining to any area in which they are working.
- It is the duty of all employees to comply with the Occupational Health and Safety Association regulations of the province of Alberta or the province in which they are working.
- It is the duty of all employees to comply with the Health and Safety Regulations of CDN. Power Pac, Prime Contractors and Clients.
- Possession or use of intoxicating alcohols or drugs when reporting to work or while on duty is strictly prohibited.
- Horseplay of any kind is prohibited.
- Good Housekeeping skills and practice is required on all jobs.
- Every employee must report to his or her foreman or supervisor any unsafe conditions or methods.
- No persons shall deface or tamper with posted rules, signs, or guards placed in or about the worksite.
- Safety belts or harnesses with life lines must be used in areas where hazards of falling are present.
- No person shall refuel a vehicle or piece of equipment while it is running.
- No person shall smoke or use an open flame in a fueling station or fuel storage.
- Ragged, ripped, torn or loose clothing is not permitted.
- No person shall stand or walk under a suspended load of any kind.
- Access to all machinery switches shall be kept free of all obstructions.
- Projecting nails or screws shall be bent over or removed.
- Only qualified electricians shall do electrical repairs on electrical equipment.
- If equipment is classified as broken or in need of repair it shall be taken out of use, tagged appropriately, and given to the site Supervisor for furtherance.
- No employee shall use tools for other purposes than what they are designated for.
- Equipment operation shall only be done by a competent, trained and qualified employee.

COMPANY GENERAL RULES (cont.)

- All persons must be safely seated in a vehicle while it is in motion.
- Getting on or off any vehicle or equipment while in motion is prohibited.
- The operator of any equipment should never be impeded.
- Persons should be educated on the use and location of fire extinguishers on site.
- Never utilize the top two rungs of a ladder.
- Keep open flames away from storage facilities and batteries.
- Read and take heed of all warnings signs.
- Each and every employee is responsible to wear the PPE that is required for the task at hand.
- Each and every employee is required to inspect their PPE before every use.
- All company vehicles and equipment must be operated in a safe and courteous manner.



Harold Kinsey

January 4, 2021

SMOKING / VAPING IN THE WORKPLACE AND WORKSITES.

CPP has restricted smoking and/or vaping in the workplace premises to certain designated areas to promote a cleaner and healthier work environment. Designated smoking areas are clearly posted with signs, and are located not less than 10 metres of all doorways, windows and any air intakes. This policy applies to all employees, visitors and sub-contractors working within CPP facilities. When CPP employees are working on a client's jobsite, they will adhere to all client requirements respecting designated smoking-vaping/non-smoking-vaping areas.

A designated smoking-vaping area will be provided by either the prime contractor or CPP at each work location, and must be in accordance with local legislation. Smoking and vaping only in these areas during normal working hours will be permitted. This **DOES NOT** include the smoking, vaping or any other consumption of cannabis products. Consumption in any form of cannabis products is not permitted on CPP property, or any of CPP's worksites.

Whereas smoking-vaping/no-smoking-vaping signs are not present this policy will take affect along with "The Public Places By-Law ; By-Law 14614 Part 3, Sec 12" which states;

- 12(1) *Except as permitted by this Part no person shall smoke:*
- a. inside a building;*
 - b. on a patio;*
 - c. inside a public vehicle;*
 - d. on or within any school property, child care facility property, city owned golf course, cemetery, ski hill, bus terminal, bus shelter, LRT platform or LRT station;*
 - e. within 10 metres of a bus stop or doorway, window or air intake of a building or patio;*
 - f. on or within parkland;*
 - g. within Sir Winston Churchill Square, Fort Edmonton Park, John Janzen Nature Centre, Edmonton Valley Zoo, Mutart Conservatory, or William Hawrelak Park; or*
 - h. within a no smoking area.*

SMOKING/VAPING IN THE WORKPLACE & WORKSITES (cont.)

Any conflicts related to the smoking/vaping policy will be handled by CPP's Manager/Site Supervisor if necessary.

Violation of this policy may be in violation of legislative by-law, where disciplinary actions may result in and up to dismissal, and possible fines up to five hundred dollars (\$500.00).



Harold Kinsey

January 4, 2021

MAXIMUM WORKING HOURS AND HOURS OF REST.

This policy is directed at the health and safety hazards associated with fatigue.

MAXIMUM WORKING HOURS:

The maximum consecutive hours worked in any day must be in accordance with Provincial, and Federal Regulations.

CPP's policy on maximum working hours ;

- *An employee's hours of work must be confined within a period of twelve (12) consecutive hours in any one work day, unless;*
- *An accident occurs, urgent work is necessary to plant, machinery, or other unforeseen or unpreventable circumstances occur.*
- *If hours of work have to be extended, they are to be increased only to the extent necessary to avoid serious interference with the ordinary working of a business undertaking or other activity.*

HOURS OF REST:

Employees will have at least eight (8) hours off between shifts.

MAXIMUM CONSECUTIVE DAYS:

The maximum consecutive days worked will be in accordance with Provincial, and Federal Regulations.

CPP's policy on maximum working days ;

- *Employees may work 24 consecutive days, and then must have 4 days off following.*
- *Employees may work 12 consecutive days, and then must have 2 days off following.*



Harold Kinsey

January 4, 2021

WORKING ALONE.

The health and safety of all CPP personnel shall be completely protected from working in isolated areas alone.

All working situations shall be done in accordance with all Provincial, and Federal Regulations.

These regulations shall be considered the minimum standard.

CPP's policy on working alone:

- It is the responsibility of the Manager and/or the Site Superintendent/Supervisor to ensure compliance.
- No CPP worker will work on **energized electrical panels, components, or machinery ALONE EVER**.
- This policy applies to all CPP divisions that require employees to work alone.
- The employee working alone is to identify and document existing or potential hazards arising from the conditions and circumstanced work to be done.
- A hazard assessment must be written up and be communicated to all workers affected by the assessment.
- The worker shall establish an effective means of communication between other worker's and/or personnel capable of responding to the worker's needs.
- An effective means of communication can be; two-way radio, phone, or some other form of electronic communicating devices, providing it does not interfere with the worker's health and safety, and is permissible on the work site.
- If an effective means of communication is not practicable or readily available at the work site, CPP shall ensure that there is a minimum of two (2) employee's dispatched to the worksite, or a system must be put in place so that the worker is visited at regular set intervals, or that the worker contacts a company representative on regular set intervals.
- Regular set intervals cannot be greater than a half hour (30 minutes) per contact.
- If the worker working alone is being checked on by another worker, the person checking on the worker **must be available** for contact at any time during the task the worker is performing.
- The worker that is checking on the worker working alone **must also have a reliable and effective means of getting to the worker** working alone.
- The previous two (2) situations shall apply to the worker working alone if the method on contact is reversed.



Harold Kinsey

January 4, 2021

VIOLENCE & HARASSMENT IN THE WORKPLACE.

CPP has ***zero tolerance for violence and workplace harassment.***

If an employee engages in any act of aggression to another employee, or issues threats of violence, racial slurs, religious slurs, or any other means of making another worker feel uncomfortable, they will be subjected to disciplinary action, up to and including dismissal.

“Violence” includes physically harming another, shoving, pushing, intimidating, coercing, brandishing weapons, bullying, and threatening or talking of engaging in those activities.

It is each employee’s responsibility to prevent violence and antagonization in the workplace. Employees must report what they see in the workplace that could initiate workplace violence.

Employees are expected to report any incident that may involve a violation of any of CPP’s policies including those that are designed to provide a comfortable workplace environment. Concerns must be presented to the site superintendent/supervisor, manager or health and safety manager.

If an employee has witnessed an act of violence or harassment, they must fill out a Witness Statement Form, and if the situation has been verified to be an act of violence and/or harassment all parties involved will be required to fill out an Incident Report Form, and a Notice of Corrective Action Form.

All reports of harassment and acts of violence will be investigated and information will be kept confidential.

Events and results (no names or locations) may be presented for discussion in worksite toolbox meetings and/or safety meetings.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination. In its broadest sense, sexual harassment is the imposition of an unwanted condition in return for continued employment, advancement in employment or receipt of an employment benefit or salary increase because of the victim's sex.

All of CPP's employees must be allowed to work in an environment free from sexual overtones and intimidation.

Sexual harassment is defined as deliberate or repeated unsolicited verbal comments, gestures and/or physical contact of a sexual nature which are unwelcome. Unwelcome sexual advances are unlawful, whether verbal or physical in nature, and constitute sexual harassment when;

- i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.*
- ii) Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.*
- iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.*

Whether behavior constitutes sexual harassment depends not on the intent behind the behavior but also on the perceptions of those affected.

The following is CPP's rules towards sexual harassment and must be adhered to; any violation of the following rules may result in suspension and/or dismissal, and can also lead to legal action;

- You may never threaten or insinuate that another CPP employee's refusal to submit to sexual advances will adversely affect that employee's relationship with CPP, work status, evaluation, wages, advancement, assigned tasks, or any other condition of employment.*
- You may never promise, imply, or grant preferential treatment in connection with another employee engaging in sexual conduct.*
- You may never abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.*

There may be sexual harassment even if the subordinate willingly participates in the arrangement, because of actual or perceived favoritism that results in discrimination toward other employees.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)

All employees will be instructed on how to recognize workplace violence, the policy and procedures that CPP has in place to minimize or eliminate workplace violence, how to respond to and obtain assistance in the event of workplace violence, and the procedure for reporting, investigating, and documenting incidents of workplace violence.

WORK RELATED FACTORS THAT INCREASE THE RISK OF VIOLENCE & HARASSMENT.

Certain work factors, processes, and interactions can put people at increased risk from workplace violence. Examples include but are not limited to:

- *Working with the public.*
- *Carrying out inspection or enforcement duties.*
- *Working with unstable volatile persons.*
- *Working alone, in small numbers, or in isolated or low traffic areas.*
- *Working during periods of intense organizational change.*
- *Working with personnel that are experiencing extreme personal situations*
(E.g. Marital or relationship problems, family issues, money issues, problems with drugs and/or alcohol etc.)

PREVENTIVE MEASURES AGAINST WORKPLACE VIOLENCE & HARASSMENT.

Preventive measures generally fall into three categories, *workplace design*, *administrative practices* and *work practices*.

Workplace design;

Considers factors such as workplace lay-out, use of signs, locks or physical barriers, lighting, and electronic surveillance. Building security is one instance where workplace design issues are very important.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)***Administrative practices;***

Are decisions you make about how you do business. For example, certain administrative practices can reduce the risks involved in handling cash.

Work practices;

Include all the things you do while you are doing the job. People, who work away from a traditional office setting, for example real estate agents or home care providers, can adopt many different work practices that will reduce their risk.

Some examples may include:

- *Prepare a daily work plan, so that you and others know where and when you are expected somewhere.*
- *Identify a designated contact at the office or on site.*
- *Keep your designated contact informed of your location.*
- *Use the “buddy system”, especially when you feel your personal safety is threatened.*
- *DO NOT enter a situation or location where you feel threatened or unsafe.*



Harold Kinsey

January 4, 2021

WEAPONS IN THE WORKPLACE.

CPP specifically prohibits the possession of weapons by any employee while on CPP property or its affiliate worksites. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off CPP's business premises.

For the purpose of this policy, weapons are; *any items deemed aggressive* by the Canadian Criminal Code. This also includes tools and materials that can be fashioned to act as a weapon.

Disciplinary actions up to, and including dismissal will be taken against any employee who violates this policy. As well criminal charges may be enforced including possible fines and jail time.



Harold Kinsey

January 4, 2021

SOCIAL MEDIA POLICY.

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of CDN. Power Pac, as well as personal use of social media when referencing CDN. Power Pac;

- *Employees should be aware of the effect their actions may have on their images, as well as CPP's image. The information that employees post or publish may be public information for a long time.*
- *Employees should be aware that CPP may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to CPP, its employees, or customers.*
- *Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.*
- *Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Director of Communications and/or Upper Management.*
- *Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized CPP spokespersons.*
- *If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.*
- *Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.*

SOCIAL MEDIA POLICY (cont.)

- *Social media use shouldn't interfere with employee's responsibilities at or with CPP and their jobsites. CPP's computer systems are to be used for business purposes only. When using CPP's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, CDN. Power Pac blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.*
- *Subject to applicable law, after-hours online activity that violates [CPP's Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.*
- *If employees publish content after-hours that involves work or subjects associated with CPP, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent CDN. Power Pac (CPP) positions, strategies or opinions."*
- *It is highly recommended that employees keep CPP related social media accounts separate from personal accounts, if practical.*



Harold Kinsey

January 4, 2021

PROGRESSIVE DISCIPLINE POLICY.

CPP expects all employees to perform their duties and responsibilities in a satisfactory to admirable manner consistent with established performance standards. CPP also expects employees to conduct themselves in a manner that adheres to established company policies, rules, and regulations. Failure to observe such policies, rules, and regulations can result in disciplinary action.

Managers and supervisors are responsible for establishing and communicating standards for work performance and employee conduct in the work place and for taking corrective measures when problems are observed.

Whenever an employee commits an offense warranting disciplinary actions, the manager/supervisor may begin disciplinary actions in any of the steps listed on the next page, depending on the seriousness of the offence committed. For repeated or comparable offences, disciplinary actions must be documented, noting the particulars of the offence and actions taken by the manager/supervisor.

PROGRESSIVE DISCIPLINE FOUR STEP PROCESS;

1. Verbal Warning

A verbal warning should be given for a first offence of a minor nature. All verbal warnings should be noted in the employees' file indicating the infraction, date and time of occurrence and the form and nature of the warning.

2. Notice of Reprimand:

A notice of reprimand is considered the first step of the formal disciplinary process. If a verbal warning does not correct the situation within a reasonable length of time, the manager/supervisor should then use the form "*Employee Disciplinary Action*" specifying the corrective action required and the consequences for failing to correct the problem. For more serious offences, a notice of reprimand can be the first step of the disciplinary action procedure. Normally not more than two (2) notice of reprimands should be given for the same offence.

It is important for the employee to sign the warning. If the employee refuses, a witness can be brought in to sign it

PROGRESSIVE DISCIPLINE POLICY (cont.)*3. Suspension:*

Repeated offences or offences of a serious nature may warrant suspension from work without pay. The length of the suspension would vary depending on the seriousness of the offence, usually from one (1) to seven (7) days, but can go to fourteen (14) days. Any time beyond that may warrant for the next step; dismissal. A written confirmation of the suspension should be given to the employee specifying when the employee is expected to return to work. The letter should refer to the offence committed and to any previously written or verbal warnings for the same or comparable offence. The letter should also make it clear that any further misconduct of this type will result in more discipline including dismissal.

4. Dismissal:

Progressive disciplinary action can eventually result in dismissal if the employee persists in committing offending behavior in spite of several warnings and/or suspensions. Terminations can occur when the employee fails to take corrective actions after being warned.

ZERO TOLERANCE POLICY.

Zero tolerance policy is defined as the policy of applying suspension or termination to even minor infractions of CPP's general rules, policies and/or regulations if directly effects the health and well being of any CPP employee, client, or the general public.



Harold Kinsey

January 4, 2021

SUBSTANCE ABUSE POLICY.

As we are all increasingly aware, the abuse of alcohol and drugs is a problem that has a direct negative impact on the workplace and on the strength of Canadian business as a whole. The connection between substance abuse and the safety, morale and job performance of the individual employee and of his/her co-workers is well known.

As a responsible employer, and a company dedicated to the pursuit of excellence, CDN. Power Pac (CPP) is concerned with eliminating the dangers and effects of alcohol and drug abuse from the workplace and from the job sites, and therefore has a zero tolerance policy for substance abuse. CPP's Substance Abuse Policy (hereinafter referred to as "Policy"), is aimed at establishing a work environment that is as safe and productive as possible for all employees. The Policy has been incorporated into the terms and conditions of employment with CPP.

Concern for the health, safety and wellbeing of our employees, our customers and the public will continue to be a major commitment of CPP. Our company recognizes that alcohol and drug abuse is a safety, health and security problem. CPP expects all employees to assist the company and fellow employees in maintaining a work environment that is free of alcohol and illicit drugs.

The possession or consumption of alcohol or illicit drugs, or the misuse of prescription or "over the counter" drugs is prohibited on CPP's premises or work sites, or in circumstances deemed by CPP to present a serious risk to the interests of our company in terms of employee and public safety, CPP's financial integrity, the security and safety of its property, or the protection of its public reputation. The use of alcohol or drugs which may affect safety or job performance, or which impairs the health of the employee, will be treated as major misconduct, a serious violation of this policy and possible cause for termination of employment.

In the event that a Contractor who has contracted work out to us has a more stringent drug and alcohol policy, their policy may take precedent over CPP's policy. Employees working in that particular situation will be notified if this is the case.



Harold Kinsey

January 4, 2021

WORK RULES GOVERNING SUBSTANCE USAGE.

CDN Power Pac will not allow a person to work, or to remain on CDN Power Pac's premises, or on company's work sites, whenever there is reasonable cause to believe that a person has consumed alcohol, has ingested illicit drugs or is improperly using prescription or "over the counter" drugs, such that there is any risk whatsoever that such person's ability to conduct himself/herself and to discharge his/her functions properly and safely is impaired. For the purpose of this program, reasonable cause shall mean any observation of impaired motor skill proficiency, impaired judgment or unusual conduct, or any reliable information provided to CDN Power Pac of such consumption, either at work or an inappropriately short time prior to reporting for work.

All employees are expected to perform to the standards set forth in their respective job descriptions. Declines in work performance due to substance abuse will be addressed initially in the same manner as performance deterioration for any reason. However, the use of alcohol or illicit drugs or the misuse of prescription or "over the counter" drugs on CDN Power Pac's work sites, in CDN Power Pac's vehicles (*whether owned or contracted*), or while conducting CDN Power Pac's business, is a violation of this program and shall be cause for disciplinary action, including termination of employment.

Any employee taking a legal drug medication (*including medicinal marijuana*), whether or not prescribed by a licensed medical practitioner, which is known to possibly affect or impair judgment, coordination or perception so as to adversely affect the ability of the employee to perform his/her work in a safe and productive manner, must notify his Manager or Supervisor prior to engaging in CDN Power Pac's business. The Manager or Supervisor will determine whether that person can remain at work or whether work restrictions are required.

Employees reporting for work:

- *are expected to be sober, well rested and fit for duty;*
- *if under the influence of alcohol or drugs, must advise their Supervisor upon reporting for work, or when contacted to work on an emergency or other unscheduled basis;*
- *if perceived by a Supervisor or other employee to be under the influence of alcohol or drugs, the employee will be immediately removed from the workplace and be evaluated by the Manager or Supervisor;*
- *if unfit for duty, the employee's condition will be noted and will result in disciplinary action.*

WORK RULES GOVERNING SUBSTANCE USAGE (cont.)

Employees that are contacted to report to work for emergency or other unscheduled reasons:

- *must advise the person contacting them if they have consumed alcohol or drugs within twelve (12) hours of reporting;*
- *must, if requested by a Manager or supervisor, submit to sobriety testing, including physical testing of motor skills and reactions;*
- *if perceived to be under the influence of alcohol or drugs will be immediately removed from the workplace and be evaluated by the Manager or Supervisor.*

An employee in a position involving public contact or whose duties impact his safety or the safety of others who may not be impaired, but who displays evidence of alcohol consumption - such as alcohol on the breath - will be removed from the workplace, and may be subject to disciplinary action.

Off-duty consumption of alcohol and drugs which adversely affects an employee's job performance, or which could jeopardize the safety of other employees, CDN Power Pac's customers, the public or CDN Power Pac's property, is proper cause for disciplinary action including termination of employment.

ADMINISTRATION.

CDN Power Pac reserves the right to temporarily remove, reassign or suspend any employee pending a determination of fitness for work, safety risk, and assessment of substance abuse problem or completion of investigation into a possible violation of this program. To help ensure a safe, healthful and productive work environment, CDN Power Pac reserves the right to carry out reasonable searches of individuals and their personal effects when entering CDN Power Pac's premises or CDN Power Pac's work sites. Entry onto CDN Power Pac's premises or work sites constitutes consent to a search of the person and his/her personal effects, including, without limitation, packages, briefcases, purses and lunch boxes, or of any office, locker, closet, desk or vehicle on CDN Power Pac's premises or CDN Power Pac's work sites.

For the purpose of administering this program and policy, any alcohol or drug testing shall be performed at a medical facility designated by CDN Power Pac, or by the General (Prime) Contractor. CDN Power Pac will not accept test results from any facility other than the one designated by the parties mentioned above.

In circumstances of a positive test, an employee has the right to request a retest of the original specimen within thirty (30) days of notification. The employee will pay costs incurred for a positive retest.

The Owners of CDN Power Pac may authorize alcohol to be present at CDN Power Pac functions.

It is incumbent upon the persons organizing the event to conduct the event in a manner, which, through control of the duration of beverage service or other means, promotes moderation and is in keeping with the integrity, security and safety of CDN Power Pac, its employees and customers.

WORK RULES GOVERNING SUBSTANCE USAGE (cont.)***ALCOHOL & DRUG TESTING.***

CDN Power Pac, under its discretion, may require that employees undergo an alcohol and drug test within ninety (90) working days after the start of their employment. Continued employment with CDN Power Pac is conditional on negative alcohol and drug tests.

Employees *may be* required to undergo drug and alcohol testing under the following circumstances:

- *the employee is involved in an on-the-job accident or near miss, regardless of whether that person sustained injury;*
- *where a Supervisor has reasonable cause to believe an employee has acted in contravention of this program;*
- *during or after a rehabilitation program for a period of up to twenty-four (24) months;*
- *when required in the ordinary course of business as stipulated in a contract between CDN Power Pac and a General Contractor on a particular work site.*

An employee who fails to report at a CPP designated facility for an alcohol or drug test, refuses to submit to an alcohol or drug test, or tampers or attempts to tamper with a test sample is in violation of this program and is subject to disciplinary action including termination of employment for cause.

An employee whose drug and alcohol test is confirmed to be positive may also be under review by the Union Local 424 Brotherhood of Electrical Workers, and/or apprenticeship board depending on circumstances of said positive test.

FURTHER INFORMATION & GUIDELINES.

For Further information on Alcohol and Drug Abuse Programs and Policies, employees can refer to the following web-sites;

- *Canada Alcohol and Drug Rehab.*
<http://www.canadadrugrehab.ca/Alberta-Alcohol-Drug-Rehab-Programs.html>
- *iRecover Alberta.*
<http://serenityranch.ca/>
- *Addiction and Substance Abuse in Alberta.*
<http://www.albertahealthservices.ca/amh/Page3338.aspx>
- *Local 424 Benefits Program Employee & Family Assistance.*
<http://www.ebfa.ca/index.html>

MEDICINAL MARIJUANA AND LEGALIZATION.

The issue of marijuana, or more specifically delta-9-tetrahydrocannabinol (THC) is topical and controversial. As of October 17, 2017 cannabis became legalized in Canada for recreational use.

The possession of marijuana for medical purposes has already been enshrined in law, and reinforced by Supreme Court rulings. As such, it behooves employers to understand this drug as much as possible, the effect it may have in the workplace, particularly with respect to safety sensitive duties, and what type of guidelines should exist in terms of procedure and policy for those individuals using the drug.

Good policy must be informed by good data. It is here that we face our first challenge. The words of one of the foremost researchers in marijuana and human performance are useful to quote here:

"If there is one thing I have learned from studying marijuana for more than a decade, it's that proponents and opponents of the drug will put opposite spins on these findings," says Harrison Pope, a Harvard professor of psychiatry and leader of (the) research. "One day I will get a letter that will say, 'we are shocked that you are so irresponsible as to publish a report that claims marijuana is almost harmless. That is a terrible disservice to our children'. The next day I will get a letter complaining that 'I am irresponsible for implying there something wrong with smoking marijuana. You have set back the legalization of marijuana movement by twenty years'. As a scientist, I am struck by how passionately people hold opinions in both directions no matter what the evidence says. The other striking thing is how little we actually know about the effects of a drug that is been smoked for thousands of years and been studied for decades."

Firstly, marijuana is inevitably compared with alcohol and this is a mistake. The two are radically different drugs, operate on different brain subsystems, in different mechanisms, and are excreted from the body in a different fashion. The impairment caused by alcohol is quite separate and distinct to the impairment caused by marijuana, and even more complex is the impairment seen when these two drugs are combined. Secondly, the actions of marijuana are extremely complex and nuanced. This is not a "sledgehammer" drug, and consequently its effects, both acute, subacute and chronic, are often subtle and may be missed if the correct experimental design is not used.

CANNABIS, EMPLOYMENT, AND THE WORKPLACE.

The effects of cannabis use on cognition in the context of work and everyday life, or whether off-site cannabis use endangers a worker or his colleagues while at work, has not been systematically investigated. One study that examined association between cannabis use and cognitive performance, mood and human error at work found that cannabis use was associated with impairment in both cognitive function and mood, though cannabis users self-reported no more workplace errors than controls. Users also displayed lower alertness, slower response organization, working memory problems at the start, and psychomotor slowing and poorer episodic recall at the end of the working week.

MEDICINAL MARIJUANA AND LEGALIZATION (cont.)

Subtle effects on cognitive function may be exacerbated with fatigue or work -related demands. During an economic downturn, cannabis use was recently shown to increase unemployment among users. Combined with alcohol, vaporized cannabis yields higher maximum concentrations of blood THC (than without alcohol) detected 8.3 hours later, possibly explaining why performance is more impaired if cannabis is combined with alcohol in this manner.

Also useful as a source of information is the document;

“Information for Health Care Professionals Cannabis (marihuana, marijuana) and the cannabinoids”.

(Current version 2013– soon to be updated.) This document contains 1,000 references.

MEDICINAL MARIJUANA AND THE SAFETY-SENSITIVE JOBSITE.

Marijuana is unique in that, in recent history, hundreds of “dispensaries” have opened, particularly on the West Coast, in a situation without parallel in the world of medical therapeutics. It strains credulity to believe that this plethora of retail outlets is necessary to dispense a drug for therapeutic reasons when no other medication has merited this treatment. The strongest parallel to the hundreds of retail outlets selling marijuana is that of liquor stores, leading to the arguable conclusion that the “dispensaries” are in fact selling recreational marijuana to recreational users, and that the “medical” necessity of this drug is simply a ruse to obtain what is still an illegal intoxicant by other means. Equally unparalleled is the proliferation of companies and individual physicians providing marijuana “prescriptions” based on Skype interviews or Internet contact, absent of any of the usual history taking or physical examination essential to the provision of quality medical services. In the face of these cultural realities, it is easy to understand the skepticism of safety sensitive industry as they confront the topic of medical marijuana in the workplace.

Another objection is that marijuana has not been subjected to rigorous double blinded, cross over controlled studies, has not been licensed for any particular therapeutic purpose, and in the words of the Health Canada website: *“Cannabis is not an approved therapeutic product and the provision of this information should not be interpreted as an endorsement of the use of this product, or cannabis generally, by Health Canada. Despite the similarity of format, it is not a Drug Product Monograph, which is a document which would be required if the product were to receive a Notice of Compliance authorizing its sale in Canada. (This document) is a summary of peer-reviewed literature and international reviews concerning potential therapeutic uses and harmful effects of cannabis (marihuana) and cannabinoids. It is not meant to be comprehensive and should be used as a complement to other reliable sources of information. (This document) should not be construed as expressing conclusions from Health Canada about the appropriate use of cannabis (marihuana) or cannabinoids for medical purposes.”* As such, it is easy to dismiss all users of cannabis as recreational, in the same manner as “prescriptions” of alcohol were provided by complicit physicians during prohibition to enable recreational drinkers to access their beverage of choice in the face of government proscription.

MEDICINAL MARIJUANA AND LEGALIZATION (cont.)

Notwithstanding the foregoing, it is entirely possible that marijuana, or derivatives thereof, will prove to have some form of medical benefit. It would be wrong to dismiss wholesale the idea that cannabinoids are of no medical use^{3,4,12}. As such, employers will be increasingly confronted with individuals of varying degrees of sincerity, insisting that THC is a medical necessity for them, and supported by a physician's medical opinion, albeit of varying degrees of validity. Such an individual may fall under the protections of the Human Rights Act, as suffering from a disability, and deserving of accommodation to the point of undue hardship. Nothing in this paper would prevent such accommodation in non safety-sensitive duties. It is not, however, acceptable to permit individuals, unfit to perform safety sensitive duties by virtue of psychoactive impairment, to perform such duties, merely because they insist that their medical condition requires cannabinoids in order to treat. It is not fair to them and it is not fair to their coworkers. As such, whether the source of marijuana happens to be by medical authorization, based on medical opinion, or obtained for recreational purposes through various sources, the net effect remains the same. ***Any individual seeking to use marijuana on an ongoing basis is unfit for safety sensitive duties.*** Employers would be well advised to seek legal counsel in including medical marijuana in their alcohol and drug policies, and guidance with respect to handling the accommodation claims of employees seeking dispensation to use medical marijuana.

Information taken from; Marijuana and the Safety Sensitive Worker A review for CLRA by: Dr. Brendan Adams M.Sc. MD CCFP, FASAM, ABAM. 2016.

OH&S LEGISLATIVE RIGHTS

The *Occupational Health and Safety Act* entitles all workers to three rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

1. *The Right to Know ;*

The right to know means that as a worker, you have the right to be informed by the employer of known or likely hazards in the workplace, and to be provided with the information, instructions, education, training, and supervision necessary to protect your health and safety. This information should be provided before the work begins.

For example, information can be in the form of product labels, safety data sheets, safe work procedures, or codes of practice. Instructions can be verbal or in writing, and be provided by a supervisors, another employee at the workplace, or external providers. Training can be workplace specific, delivered by someone in the workplace, on-line, or be provided by outside agencies as long as it meets the needs of the employer and worker for your workplace.

As examples, areas of information include (but are not limited to):

- Workplace hazards identified during day-to-day operations, results of workplace inspections, steps to take for daily pre-use inspections of tools, safe use of equipment and machinery, reporting mechanisms for sub-standard working conditions, procedures for various types of work (e.g., working in a confined space, working alone, working at heights, etc.) and the process for reporting hazardous conditions.
- Safe work policies, procedures and codes or practice, as required by both the legislation and the workplace itself.
- Emergency procedures, emergency evacuation, first aid procedures, incident reporting, and investigation procedures.

Meeting the requirements of WHMIS, the Workplace Hazardous Materials Information System, is often cited as an example of how to meet a worker's right to know about the chemical and biological material hazards from the products they work with.

The right to know may also include the form of communication used, and include using methods that assist workers who may need instructions in a different language, Braille, large print, audiotapes, sign language, or oral communication.

*OH&S Legislative Requirements (cont.)***2. The Right to Participate ;**

This right allows workers to have input on the steps taken by the employer to ensure health and safety.

Workers can provide input on what would make the workplace safe by:

- participating as a member of the health and safety committee (if the workplace requires one).
- being a health and safety representative for the workplace when given the opportunity.
- reporting any concerns whenever you encounter a health and safety matter that could cause harm to your health and safety or the health and safety of your co-workers.

making suggestions to the committee or employer on how to make your workplace safety.

3. The Right to Refuse ;

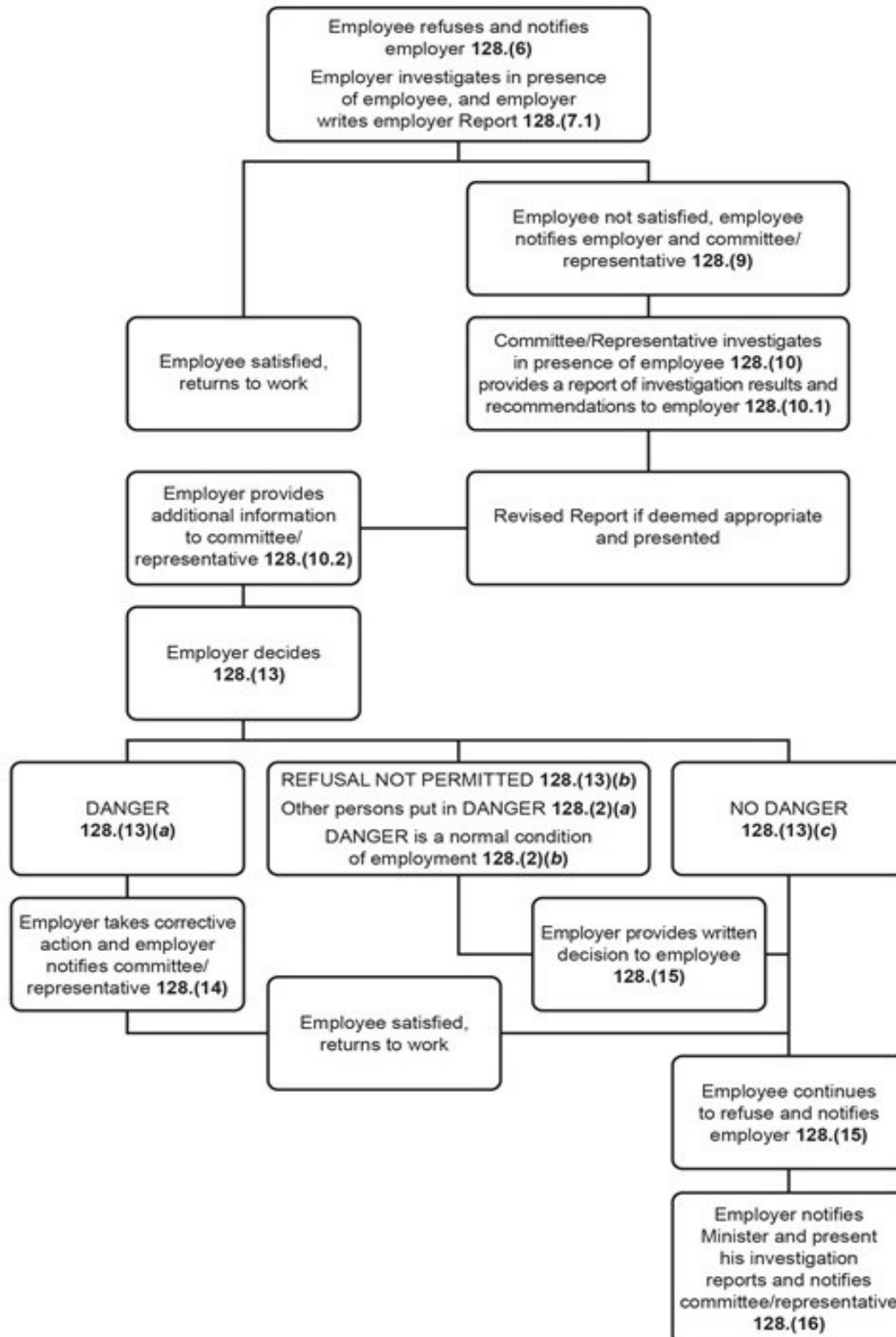
The right to refuse is normally used when the first two rights fail to ensure your health and safety. Exercising this right is serious and should not be done lightly or as a routine method of solving workplace problems.

However, workers should not be afraid to exercise their right to refuse when they believe that the work will endanger their health or safety, or that of others. The right to refuse process involves several steps.

Common steps include:

1. Tell your supervisor about what is unsafe about your work. The supervisor must respond to your concerns, and, if in agreement, must take corrective action(s) to resolve the matter. If your supervisor disagrees with you, they should explain why they disagree.
2. If you are not satisfied with your supervisor's action(s) and your workplace has a health and safety committee or representative, advise them of your concerns. They can conduct an investigation on your behalf and provide a decision on their findings. If they agree with you, they can make recommendations to your employer to take corrective measures to remedy the unsafe situation.
3. If you are not satisfied with the committee or representative's action(s) or if there is no committee/representative, you can contact a health and safety officer in your jurisdiction who can investigate your concern. If the officer disagrees with you, the officer will advise you to return to work.
4. If you disagree with the officer's decision, you have a right to appeal with your jurisdiction.
5. The employer has the right to temporarily reassign you to perform other work while the investigation is being conducted.
6. An employer may also assign another worker to perform the work, but only after advising the other worker of the work refusal and the reasons.
7. At all times during a work refusal process, workers can document their concerns regarding the dangerous situation or condition, persons they have spoken to, and the outcome of any conversations.

WORK PLACE REFUSAL TO WORK FLOW CHART.



REFUSAL TO WORK INVESTIGATION FORM.

REFUSAL TO WORK INVESTIGATION EMPLOYER REPORT

IDENTIFICATION OF PARTIES	
1. Employer	
Legal name (or department): Kinsey enterprises O/A CDN. Power Pac.	
Workplace address: 11680 - 266 St. Acheson, Alberta	Work phone:
2. Employer's Investigator	
Name:	Title:
Work address:	Work phone:
Email address:	
3. Refusing Employee	
Name:	Title:
Work address:	Work phone:
Email address:	
<input type="checkbox"/> Check the Box if the refusing employee is also the designate person representing for multiple refusing employees, and attach a list with the above contact information for each of the refusing employees	
DESCRIPTION OF REFUSAL AND INVESTIGATION BY EMPLOYER	
4. Location of refusal:	
5. Employee's reasons for believing danger exists. (report lab1069): http://www.esdc.gc.ca/cgi-bin/search/eforms/index.cgi?ln=eng&app=prfl&frm=lab1069&ln=eng	
6. Events leading up to the refusal:	
7. Date and time the refusal is reported to the employer: Date: _____ Time: _____	
8. Description of investigation, factors considered, and the reasons for decision:	
9. Decision of employer:	
<input type="checkbox"/> No Danger, (describe any corrective action taken):	
<input type="checkbox"/> Danger, (describe any corrective action taken):	
<input type="checkbox"/> Refusal not permitted under Subsection 128(2) (explain):	
10. Employee response to employer decision and/or corrective action taken:	
Employee satisfied and returned to work: <input type="checkbox"/> Yes <input type="checkbox"/> No (Committee/OHS Representative investigation required)	
_____ Employer Investigator	_____ Date
_____ Time	

IDENTIFICATION OF INVESTIGATORS
<p>11. Investigation conducted by:</p> <p><input type="checkbox"/> Employee Work Place Committee Member, or <input type="checkbox"/> Employee Health and Safety Rep.</p> <p>Name: _____ Work phone: _____</p> <p>Email address: _____</p> <p>and</p> <p><input type="checkbox"/> Employer Work Place Committee Member, or <input type="checkbox"/> Employer designated person</p> <p>Name*: _____ Work phone: _____</p> <p>Email address: _____</p> <p><small>*to allow for an unbiased investigation, should not be the same person listed in Section 2.</small></p>
DESCRIPTION OF REFUSAL AND INVESTIGATION BY COMMITTEE OR HEALTH AND SAFETY REP
<p>12. Date and time the refusal is reported to Work Place Committee or Health and Safety Rep.</p> <p>Date: _____ Time: _____</p>
<p>13. Description of investigation, factors considered, and reasons for decision</p>
<p>14. Decision of Work Place Committee or Health and Safety Rep.</p> <p><input type="checkbox"/> Consensus not reached (describe main points of dissension): _____</p> <p><input type="checkbox"/> No Danger: _____</p> <p><input type="checkbox"/> Danger: _____</p> <p><input type="checkbox"/> Refusal not permitted under Subsection 128 (2): _____</p> <p>Agree with employer decision: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Recommendations made to employer: <input type="checkbox"/> Yes (describe below) <input type="checkbox"/> No</p> <p>_____</p>
<p>15. Investigation report provided to employer</p> <p><input type="checkbox"/> Employee Work Place Committee Member or <input type="checkbox"/> Health and Safety Rep.</p> <p>_____ Date: _____ Time: _____</p> <p><input type="checkbox"/> Employer Work Place Committee Member or <input type="checkbox"/> Employer designated person</p> <p>_____ Date: _____ Time: _____</p>
SUPPLEMENTAL INFORMATION / CORRECTIVE ACTIONS REPORT
<p>16. Supplemental information provided by the employer</p> <p><input type="checkbox"/> Yes, provided on Date: _____ Time: _____</p> <p>_____</p> <p><input type="checkbox"/> No</p>
<p>17. Did the employer take supplemental corrective action in response to the investigation report of the committee or representative?</p> <p><input type="checkbox"/> Yes, taken on Date: _____ Time: _____</p> <p>_____</p> <p><input type="checkbox"/> No</p>
<p>18. Was the workplace/rep investigation report amended based on above supplemental information / actions?</p> <p><input type="checkbox"/> N/A, (No supplemental information / action provided)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, on Date: _____ Time: _____</p> <p>_____</p>