



Orientation

March 13, 2017

Quick N Quality Projects LTD
Document Sender : Michelle Bryan

Orientation

Please take the time to carefully read and complete all required information in full and be sure to understand all responsibilities as an Employee of Quick N' Quality Oilfield LTD.

- Speed limits and traffic regulations must be adhered to at all times
- Adjust all driving habits to road conditions
- When operating a vehicle on lease roads that have specific regulations you must respect them at all times
- Operator's must have valid proof of driver's licence for the type of motor vehicle at all times
- All drivers must provide a driver's abstract where the HSE will review it.
- All accidents and damages shall be reported to management immediately
- 360 walk arounds prior to moving any vehicles or Equipment.
- No worker will drive any vehicle that is unsafe and will report any defects to the supervisor
- Employees must not use handheld cell phones while operating a motor vehicle
- Vehicles MUST be kept clean at all times, (inside and outside)
- Drivers will ensure headlights are on "at all times"
- Workers are not to transport or be in procession of any type of firearms while operating a company vehicle
- All drivers AND passengers MUST use the vehicles seat belt at all times while operating a motor vehicle on company business
- When the driver has determined that driving conditions are unsafe he/she will cease operating the vehicle immediately in the safest manner possible
- All cargo on or in motor vehicles must be adequately moved of the equipment which could cause spillage, damage to the vehicle , or injury to the operator
- All employees must follow all traffic laws and rules of the road while on company business
- All equipment is to be thoroughly inspected through a pre/post trip inspection and have regular maintenance inspections completed as set out for each piece of equipment. This will be documented on appropriate forms and in daily log for each piece of equipment.
- A max limit of 5-20 lb propane bottle can be hauled and properly secured on the deck of the truck. Regulators to be unhooked during transport.
- **THE USE OF ALCOHOL OR ILLEGAL DRUGS BY EITHER THE DRIVER OR PASSENGER OF A COMPANY VEHICLE IS STRICTLY PROHIBITED. CONTRAVENTION OF THE POLICY WILL RESULT IN DISCIPLINARY ACTION TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

The driver of a commercial vehicle shall inspect it prior to operating it at the beginning of a work shift and after he/she ceases to operate it at the end of the work shift each day. Inspection requires checking all lighting devices and reflectors, the tires, the coupling devices, the wheels and rims, the service brake, including the trailer brake connections, the parking brake, the steering mechanism, the horn, the windshield wipers, the rear vision mirrors, and emergency equipment.

The following equipment will be provided in company vehicles:

- First aid kit
- Minimum 10 Lbs. fire extinguisher
- Flags & reflective triangles
- Spill Kit

WORKER SAFETY REGULATIONS & RESPONSIBILITIES

CSA approved hard hats (worn properly - not backwards), safety boots, fire resistant clothing c/w stripping and CSA approved safety glasses (including prescription lenses), are to be worn on the job by all personnel. Other P.P.E may be required for special jobs.

- All employees must be clean shaven.
- Horse play & fighting will not be tolerated.
- Remain in your work area; do not go to other sites. In case of an emergency your supervisor needs to know where you are at all times.
- Be aware of overhead power lines. Temporary power line markers shall be erected along with signage at the proper safe working distance.

- Dual eye protection is mandatory when working around flying debris. Ex: grinding, buffing, welding, etc. In extremely dusty conditions, sealed safety glasses must be worn.
- Housekeeping is everyone's responsibility. Clean up behind yourself. All garbage being transported must be loaded and secured properly in trucks to avoid blowing out during transit.
- Be aware of tripping hazards. (Ex: Electrical cords, welding cables, frozen lumps, uneven terrain, etc.)
- Alcohol or drugs are not permitted on the worksite. Anyone under the influence is subject to immediate dismissal. Some clients require pre-access A&D testing in order to gain access to sites. Employees and/or witnesses involved in incidents may be subject to post-incident A&D testing.
- Hearing protection must be worn when noise levels exceed legislated exposure limits. As a general rule of thumb, if you have to raise your voice while carrying out conversation 3ft apart, hearing protection shall be worn. (Ex: Grinding, air testing, pile driving, operating equipment, sandblasting, etc.)
- All vehicles reversing must use spotter assistance.
- Truck & equipment must always be shut off when refueling. Operators must wear full PPE when off any and all equipment.
- Be aware that our clients have the right to stop or refuse any work if they feel it is not being conducted in a safe manner. Work will resume when issue is corrected.
- All work and safety policies are to be conducted as per the company job site specific regulations. No worker employed for QUICK N' QUALITY shall carry out any work or operate any tools, or equipment in which the worker believes that there exists an imminent danger.
- Inform your safety Rep, Medic, Supervisor, Forman and co-workers of any serious medical problems.
- Make positive eye contact and obvious communication or acknowledgement with any equipment operators before entering their work area.
- Obey all distracted drivers laws while travelling. Cell phones may be used on breaks. Obey client site requirements regarding cell phone usage restrictions.
- All employees are expected to be respectful of the environment and contribute to leaving sites in as a good condition or better as when we found it. (Ex: Spills reported & cleaned up, garbage and litter picked. No lunch garbage on the ROW.)
- Operators are required to complete a thorough vehicle and equipment inspection and complete the corresponding checklists before each shift (handed in weekly). If a problem arises, document it on your checklist and contact your supervisor immediately.
- Due diligence - doing all that is reasonable to ensure the health and safety of you and your fellow workers. You can be held accountable in a court of law if found to be negligent in due diligence.
- Smoking is NOT permitted in any QUICK N' QUALITY vehicle. Smoking is permitted in designated area only. Open mechanism lighters are not allowed on jobsites.
- Be aware that as a 'QUICK N' QUALITY' employee, you have the responsibility to conduct yourself in a professional manner while representing the company.
- If your health status changes or you are on medication that could impair your ability to complete your work or operate equipment you must inform your supervisor
- SAFETY IS AN ATTITUDE and is part of our culture at QUICK N' QUALITY. We want everyone to arrive home safely every day.

QUICK N' QUALITY TRUCKS ARE TO BE KEPT CLEAN ON A REGULAR BASIS AND RETURNED IN SAME CONDITION AS SIGNED OUT AS. CLEANING SUPPLY'S & CAR/TRUCK WASH RECEIPTS TO BE KEPT AND HANDED IN FOR REIMBURSEMENT PURPOSES. (PROOF OF RECEIPTS WILL BE REQUIRED FOR ALL COMPANY PURCHASED REIMBURSEMENTS) EMAIL TO: RECEIPTS.QNQ@OUTLOOK.COM

ALL QUICK N' QUALITY TRUCKS ARE TO LEAVE FROM HOME BASE TO WORK SITE & BACK. TRUCKS ARE NOT TO BE DRIVEN OFF COMPANY WORK HOURS, UNLESS FURTHER INSTRUCTED BY QNQ MANAGEMENT. ANY ABUSE TO FOLLOW PROCEDURES MAY CAUSE FOR IMMEDIATE TERMINATION

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Signature Certificate

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