

**Ocean Contractors Limited
Partners in Safety**

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**OCEAN CONTRACTORS LIMITED
PARTNERS IN SAFETY**

I. COMPANY SAFETY POLICY

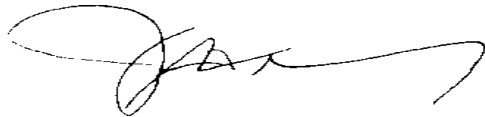
This company is committed to an effective safety program that will ensure safe work practices and procedures, and the overall protection of all company employees and property.

Achieving this goal requires the efforts of management, supervisors, and employees. The success of our safety program will be based on:

- a. A positive attitude
- b. Leadership by example
- c. Education and training
- d. Effective inspection and investigations
- e. Maintenance of current records and statistics

All company personnel are responsible for cooperation and compliance with all aspects of the company safety program. This includes rules and regulation and consistently practicing safety in the performance of their duties.

An injury and accident-free workplace is our goal. Through a strong team effort we can ensure a safe and progressive workplace for all.



MAY 10/95

**Jack Flemming, P.ENG
PRESIDENT**

Date

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.

**OCEAN CONTRACTORS LIMITED
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2. ASSIGNMENT OF RESPONSIBILITY

Managers

1. To provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all employees.
2. To understand and enforce our accident prevention program as well as the Occupational Health and Safety legislation.
3. To provide all supervisory staff with an understanding of our accident prevention program as well as relevant occupational health and safety legislation.
4. To provide all supervisory staff with proper, well-maintained tools and equipment, plus any other special personal protective devices which may be required.
5. To provide ongoing safety education programs and approved first aid training courses as required.
6. To monitor departments and projects and hold them accountable for the individual safety performance.

Supervisors / Foremen

1. To know and apply the firms' safety policy and relevant Occupational Health and Safety legislation.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this firm and by legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.
4. To arrange for medical treatment as required, in the case of injury or illness including transportation to a doctor or hospital as necessary.
5. To report all accidents immediately, to investigate all accidents fully and to advise management on how to prevent similar accidents in the future.
6. To carry out regular inspections of the work place to ensure a safe and healthy environment.

Employee

1. To read, understand, and comply with Ocean's safety policy, safe work practices, procedures, and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/ her employer.
3. To notify his / her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself / herself.
4. To report all accidents and injuries to hi / her supervisor as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers and himself / herself, as required by the Occupational Health and Safety Act.

SAFETY OFFICER

1. Responsible for the daily operation of the Ocean Contractors Limited safety program.
2. Ensure all bulletins, minutes of safety meetings, rules and regulations are available at all worksites and facilities.
3. Assist Superintendents in accident investigations.
4. Conduct inspection on a regular basis.
5. Co-ordinate and conduct all safety training for Ocean employees.
6. Establish and maintain the safety program records and statistics.
7. Prepare the company for the Safety Certification Audit process.
8. Develop Hazard Assessments, Safe Work Practices, and Job Procedures in concert with foreman and employees on a continuing basis.

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**OCEAN CONTRACTORS LIMITED
PARTNERS IN SAFETY**

3. COMPANY RULES

1. The company safety policy will be read and followed by all personnel employed by **OCEAN CONTRACTORS LIMITED**.
2. All employees will be aware of their responsibilities under the Occupational Health and Safety Act.
3. Vehicle / equipment operators will have a valid license and operating ticket when required.
4. Consuming alcohol or illegal drugs during working hours, breaks, and lunchtime is prohibited.
5. All unsafe acts and conditions, accidents and near misses are to be reported to your supervisor immediately. When this is not practical, you must the incident within 24 hours to your company safety representative or supervisor / foreman.
6. All employees are to practice good housekeeping at the worksite.
7. CSA approved hard-hats and safety boots will be worn at all times by all OCEAN personnel on a work site, as a minimum safety requirement.
8. Fighting, horseplay, practical jokes, or otherwise interfering with other workers is prohibited.
9. Theft, vandalism, or other abuse or misuse of company property is prohibited.

10. Vehicle backing accidents are unacceptable and generally a result of carelessness. The policy for backing vehicles is as follows:
 - a. When backing a vehicle, the driver will be guided by another person outside the vehicle.
 - b. When a ground guide is not available, the driver will get out of the vehicle and do a walk-around to ensure the route is unobstructed prior to backing.

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**OCEAN CONTRACTORS
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4. DISCIPLINARY GUIDELINES

In the operation of our safety program, non-compliance can result in near-misses and serious accidents which cause injury and property loss.

The following guidelines are intended to provide compliance and incentive to work safety.

1. Minor Infraction:

A minor infraction may occur when a safety rule or regulation is not followed and no serious injury, property damage, or loss time occurs.

In the case of a minor infraction, the supervisor will correct the problem on-site, and a **CAUTION** will be given.

2. Major Infraction:

A major infraction is an incident that results in serious injury, property damage, or loss time. In these cases an investigation will be conducted to determine the cause and corrective action. Upon conclusion of the investigation, management, in consultation with the safety committee will determine if disciplinary action is warranted.

3. Infractions that are part of the following categories may result in dismissal:

- a. Fraud, theft, or criminal code violation.
- b. Driving a company vehicle while under the influence of an intoxicant or drug, while on duty.
- c. Falsification of sick benefits, workers' compensation, etc.
- d. An accumulation of "**CAUTIONS**" under paragraph 1.

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**OCEAN CONTRACTORS LIMITED
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5. EMPLOYEE'S RIGHTS

Right to know:

As an employee, you have the right to know about any health or safety hazards present at your workplace. You also have the responsibility under the Occupational Health and Safety Act to do everything possible to protect yourself and fellow workers. Knowing requires active participation in the company's safety program.

Right to Participate:

You have the right to participate by being represented on a Joint Occupational Health and Safety Committee. The committee must have at least two members, and one half of the membership must represent workers and must be chosen by the workers. The main purpose of the committee is to provide a worker / management group to address concerns regarding occupational health and safety.

Right to Refuse:

The Occupational Health and Safety Act gives employees the right to refuse work they believe to be unsafe. Employees not only have the right to refuse to perform unsafe work, they have the responsibility to do so. Every employee is responsible to identify and report hazards in the workplace. If a hazard is of a serious nature and could cause an accident, then work must stop until the hazard has been eliminated, controlled, or some sort of personal protection is in place. In an employee ignores or fails to report a known hazard, then a safety violation has occurred and disciplinary action shall be taken.

The proper procedure to refuse unsafe work is as follow:

1. Report the hazard to your supervisor and work with him to correct the problem.
2. If your supervisor disagrees with you regarding the safety of the situation, he / she will explain why and advise you to return to work.
3. If you do not agree with the supervisor's opinion, the matter will be referred to the Joint Health and Safety Committee for investigation.

When an employee has refused to do a job he / she believes to be unsafe, that job may be assigned to another worker **if** the employee is told:

1. That another worker has refused to the job
2. Why that worker refused to do the job
3. That he / she **also has the right to refuse**

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6. JOBSITE SAFETY ORIENTATION

Before beginning work, a job-briefing session must be held between the on-site supervisor (lead hand / foreman, or supervisor) and his / her crew. The purpose of the session is to identify and explain the work which is to be done, identify hazards, and agree on work methods and procedures to complete the work safely.

The job-briefing session should include explanations of what is to be accomplished, where it will be done, who will do it, when each task will be completed, why the work is to be done, and how the work is to be carried out. By remembering to cover all of these things, the Supervisor will be sure to cover everything which is required for an effective job-briefing session.

Be sure that all members of the crew are present and include the following:

1. Show the workers any pertinent plans, drawings or sketches.
2. Explain in detail how the work is to be done and the reasons why.
3. Ask for remarks and suggestions.
4. Point out any existing or possible hazards.
5. Discuss means to eliminate or control the hazards.
6. Distribute the work according to experience and ability.
7. Make sure that everyone has understood.

If any changes are required once the work has begun, the supervisor must make sure that **all** employees are informed and understand the changes.

Supervisors shall be held responsible for seeing that work under their direction is performed in an efficient, safe manner and is of a high standard of workmanship.

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7. DAILY WORKSITE INSPECTION

The daily worksite inspection of equipment, work areas, methods and procedures is an essential part of Ocean's safety program. Inspections that are properly conducted and followed up with appropriate corrective action are one of the most effective means in controlling hazards and reducing accidents.

It is the responsibility of every on-site supervisor / foreman to inspect all employees, equipment, and work areas on a regular basis. The completed checklist attached will be forwarded to the company office.

When a hazard threatens the health or safety of persons at or near the worksite, then work must stop until the hazard is eliminated or controlled.

Under the Occupational Health and Safety Act, the responsibility to identify and report hazards is shared between management, supervisors, and employees. Everyone at the worksite must watch for hazards, recognize and report them.

The daily inspection forms serve as our record of accident prevention activity.

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.

DAILY WORKSITE SAFETY INSPECTION

CHECKLIST

Date:

Location:

Inspected By:

ITEMS TO WATCH FOR:

- SAFE BACKING OF VEHICLES
- HOUSEKEEPING
- SIGNING
- P.P.E.
- PROPER LIFTING
- HEAVY EQUIPMENT
- SAFE WORK PRACTICES / JOB PROCEDURES
- FIRE PROTECTION EQUIPMENT
- LICENSE / PERMITS FOR OPERATORS
- EXCAVATION SITE: SLOPE, LADDERS TIED IN
- WHMIS: STORAGE / LABELS / MSDS
- FIRST AID EQUIPMENT
- GUARD RAILS / HAND HOLDS
- MAINTENANCE
- OVERHEAD WIRES

DAILY WORKSITE SAFETY INSPECTION				
ITEM	SAFE		CORRECTIVE ACTION	REMARKS / SUGGESTIONS
	YES	NO		
Wires/ Cables – Overhead / Buried				
Safe Backing of Vehicles				
Housekeeping				
Signing				
Excavation				
Slope				
Ladders Tied In				
Licenses and / or Permits for Operators				
Fire Protection Equipment				
Labels				
Storage				
MSDS				
First Aid Equipment				
P.P.E.				
Maintenance				
Proper Lifting				
Heavy Equipment				
Safe work practices / Job Procedures				
Guard Rails / Hand Holds				
Material Storage Area				

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8. WHMIS

ALL EMPLOYEES WILL BE CERTIFIED IN WHMIS TRAINING

WHMIS stands for Workplace Hazardous Materials Identification Systems. It is a Canada wide system developed to make it easy for workers to find out about hazardous materials in their workplace. A hazardous material is any substance which can cause illness, disease, or death to unprotected people. There are thousands of materials and chemicals that are used in the workplace which can be dangerous to people when handled without care. The problem is:









1. How do we know which ones are dangerous?
2. How can we protect ourselves?

WHMIS is a system that's based on a law which says everyone has a right to know both of these things. WHMIS helps everyone to get this information in an easy way. Suppliers and employers must identify hazardous materials and make sure workers are aware of them. Each worker must use the system to protect against harm by:

1. Recognizing labels
2. Checking the hazards
3. Following the recommended procedures

WHMIS uses three main things to help workers identify and handle hazardous materials safely:

1. **Labels:** These alert everyone about the dangers of a product and tell where to find out about it.
2. **MSDS:** These Material Safety Data Sheets contain detailed information on the dangers and how to handle the material safely.
3. **Worker Education:** Employers must provide instruction to each worker on how to use WHMIS, what hazardous materials are on site, and how to handle them properly.

WHMIS SYMBOLS	
CLASS A: Compressed Air	CLASS D: 2. Material Causing Other Toxic Effects
	
CLASS B: Flammable and Combustible Material	CLASS D: 3. Biohazardous Infectious Material
	
CLASS C: Oxidizing Material	CLASS E: Corrosive Material
	
CLASS D: Poisonous and Infectious Material 1. Materials Causing Immediate and Serious Toxic Effects	CLASS F: Dangerously Reactive Material
	

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9. ACCIDENT PREVENTION PROCEDURES

General:

1. Supervisors and forepersons play the key role in accident prevention. The direct job-site contact they have with employees provides the opportunity for compliance in addition to overall implementation of policies and regulations.
2. Supervisors and forepersons are responsible for conducting job-site inspections, meetings, and accident investigations as required.
3. Another important feature of accident prevention is the ongoing training of all employees and the Safety Committee's responsibilities regarding monitoring the overall company safety program.

The continuing development of safe procedures and practices and their application will greatly reduce accidents at the worksite.

DEFECTIVE TOOLS

General:

Defective tools can cause serious and painful injuries. If a tool is defective in any way, **DO NOT USE IT.**

Be aware of problems like:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

- **Never** use a defective tool
- Double check all tools prior to use
- Ensure defective tools are repaired

Air, gasoline, or electric power tools all require skill and complete attention on the part of the user even when they are in good condition. **Never use power tools when they are defective in any way.**

Watch for problems like:

- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) or cords of standard tools
- The on / off switch not in good working order
- Tool blade is cracked
- The wrong grinder wheel is being used
- The guard has been wedged back on a power saw.

USE OF CLEANING SOLVENTS AND FLAMMABLES

General:

Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

The foreman must be aware of all solvents / flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

The following instructions or rules apply when solvents / flammables are used:

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents in special storage areas.
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of workers' clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats – return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage, and field use of solvents / flammables.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in the **Workplace Hazardous Materials Information System**. Ensure all **WHMIS** requirements are met.

USE OF PORTABLE LADDERS

General:

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is in good condition, and that is the right ladder for the job to be done.

1. When setting up a ladder, secure the base and “walk” the ladder up into place.
2. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one (1) metre above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it. Grip it firmly and use the three point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one (1) metre unless the manufacturer specifies overlap.
9. Keep both metal and wood ladders away from electrical sources.

USE OF STEP LADDERS

General:

As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job to be done.

Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two steps of a step ladder, counting the top platform as a rung.
2. When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
3. The step ladder is only to be used in the fully opened position with the spreader bars locked.
4. Tops of step ladders are not to be used as a support for scaffolds.
5. Don't overreach while on the step ladder. Climb down and move the step ladder over to a new position.
6. Only CSA Standard ladders will be used.

PROPER LIFTING PRACTICES – HOISTING

Evaluating the Load:

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Balance the Load:

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity.

Landing the Load:

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

1. Select only alloy chain slings and **NEVER** exceed the working load limits.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use nuts or bolts.
4. Never permit anyone to ride the lifting hook or the load.
5. Make sure all personnel stand clear from the load being lifted.
6. Never work under a suspended load, unless the load is properly supported.
7. Never leave a load suspended when the hoist or crane is unattended.
8. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
9. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt – **DON'T USE IT.**
10. Ensure that safety latches on hooks are in good working condition.
11. Ensure that the signaller is properly identified and understand the techniques of proper signalling.
12. Make sure a tagline is used to control the load.

CHAINSAWS

General:

Chain saws are used for many jobs in construction. Since this tool was primarily meant for use in the logging industry, it can be an unfamiliar tool to some workers.

Workers must be trained in its safe use before using a chain saw.

This training must include a minimum of the following elements:

1. The proper personal protective equipment to be worn is set out by the manufacturer and Occupational Health and Safety Legislation.
2. Fuelling of the saw must be done in a well ventilated area and not while the saw is running or hot.
3. An approved safety contained must be used to contain the fuel used along with a proper spout or funnel for pouring.
4. The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and adequately stops the chain.
6. The chain must be sharp, have the correct tension, and be adequately lubricated.
7. When carrying / transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw must not be used for cutting above shoulder height.

**OCEAN CONTRACTORS LIMITED
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10. PERSONAL PROTECTIVE EQUIPMENT

The following will be observed and practiced by the company when the company undertakes any job or contract.

1. All employees, guest and visitors will wear CSA approved safety glasses, CSA Grade one safety boots, long trousers, shirts, CSA approved hard hats, and any other specialty PPE required for the job-site.
2. All PPE used by OCEAN CONTRACTORS LIMITED will be within the requirements of the Nova Scotia Occupational Health and Safety Act and CSA standards.
3. All PPE used By OCEAN CONTRACTORS LIMITED will be maintained in accordance with manufacturer's instructions and requirements.
4. Company issued PPE will be inspected at time of each issue and before each use by the employee using the PPE.
5. All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.
6. All PPE that has been removed from service will be tagged "**OUT OF SERVICE**". Any PPE tagged "**OUT OF SERVICE**" will not be returned to service until repaired and inspected by a qualified person.
7. OCEAN CONTRACTORS LIMITED will maintain appropriate inspection and service logs for specialty PPE.
8. No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or the Nova Scotia Occupational Health and Safety Act, Regulations and Codes of Practice.

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.

P.P.E. REQUIRED FOR SPECIFIC WORK SITES	
REPAIR SHOP	READY MIX PLANT / DRIVERS
HARD HAT	HARD HAT
SAFETY BOOTS	SAFETY BOOTS
GLOVES	GLOVES
SAFETY GLASSES	SAFETY GLASSES- ACIDIZING TRUCKS / PUMPS
HEARING PROTECTION	HEARING PROTECTION
SAFETY VESTS- SERVICE TRUCKS ONLY	SAFETY VEST FOR DRIVERS / CONCRETE PUMP OPERATORS
WELDER'S GLOVES	RESPIRATORS – ACIDIZING TRUCKS / PUMPS
RESPIRATOR FOR PAINTERS	
ASPHALT PLANT	ASPHALT CREW
HARD HATS	HARD HATS
SAFETY BOOTS	SAFETY BOOTS
	SAFETY VESTS
TRUCK DRIVERS	PIPE CREWS
HARD HATS	HARD HATS
SAFETY BOOTS	SAFETY BOOTS
SAFETY VESTS	SAFETY VESTS
	GLOVES
	HEARING PROTECTION

P.P.E. REQUIRED FOR SPECIFIC WORKSITES	
EXCAVATION AND BACKHOE	PREPARATION CREWS
HARD HAT	HARD HAT
SAFETY BOOTS	SAFETY BOOTS
GLOVES	SAFETY GLASSES
SAFETY VEST	SAFETY VEST
	HEARING PROTECTION

Note: Where gloves, glasses and respirators are identified, the user must refer to MSDS when dealing with controlled products / hazardous materials.

FOUNDATION CREW
HARD HAT
SAFETY BOOTS
SAFETY GLASSES- Safety glasses are to be worn during all cutting of steel/wood, placing concrete, erecting dismantling formwork, working behind slinger and at the discretion of the foreman when there is a possibility of eye injury.
GLOVES
SAFETY VESTS- Safety vests are to be worn at all times except when erecting and dismantling formwork for foundation walls and when placing concrete for foundation walls.

Note: Where gloves, glasses, and respirators are identified, the user must refer to MSDS when dealing with controlled products / hazardous materials.

“INFO SHEET” FOR EYE AND FACE PROTECTION

General Information:

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared, and visible radiation (welding).

This PPE has two types:

The first type, “**Basic Eye Protection**”, includes:

- Eyecup goggles
- Momoframe goggles and spectacles with or without side shields

The second type, “**Face Protection**”, includes:

- Metal mesh face shields for radiant heat or hot and humid conditions.
- Chemical and impact resistant (plastic) face shields
- Welders shields or helmets with specified cover
- Filter plates and lens

Hardened glass prescription lens and sport glasses are NOT an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should **NOT** be worn at the work-site. Contact lens may trap or absorb particles or gasses causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. **Face shields** alone often aren’t enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the Occupational Health and Safety office, Material Safety Data Sheet (MSDS), or your supplier will help in your selection.

Do:

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent and poorly fitted PPE (damaged face / eye protection interferes with vision and will not provide the protection it was designed to deliver).

Don't:

- Modify eye / face protection
- Use eye / face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

Eye Protection for Welders

Welders and welders' help should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

“INFO SHEET FOR HEARING PROTECTION”

General Information:

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The “rule of thumb” for hearing protection is: **use hearing protection when you can’t carry on a conversation at a normal volume of voice when you are three feet apart.**

Remember, this is only a rule of thumb. Any sound over 80 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or Department of Labour office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape, and size is different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in their ears, your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

“INFO SHEET” FOR HEAD PROTECTION

General Information:

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is the Class b hard hat which has the required “dielectric strength”. There are many designs but they all must meet the CSA requirements for Class B industrial head protection.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer’s instructions. If attachments are used with headgear, they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet.

Inspection and Maintenance:

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for head gear is simply washing with a mild detergent and rinsing thoroughly.

Do:

- Replace headgear that is pitted, cracked or brittle
- Replace headgear that has been subjected to a blow even though damage cannot be seen
- Remove from service any headgear if its serviceability is in doubt
- Replace headgear and components according to manufacturer’s instructions
- Consult the Department of Labour or your supplier for information on headgear

Don't:

- Drill, remove peaks, alter the shell or suspension in any way
- Use solvents or paints on the shells (makes shells “break down”)
- Put chin straps over the brims of Class B headgear
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat

“INFO SHEET” FOR FOOT PROTECTION

General Information:

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression puncture injuries, and impact.

Safety footwear is divided into three grades which are indicated by coloured tags and symbols.

The **tag colour** tells the amount of resistance the tow will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a **triangle** means puncture-resistant sole able to withstand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at CSA Standard “protective Footwear” Z195-M1981.

In construction, it is recommended that only the **green triangle** grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always over protect, not under protect.

Do:

- Choose footwear according to job hazard and CSA Standards
- Lace up boot and tie laces securely; boots don’t protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current)
- Choose a high cut boot to provide ankle support (fewer injuries).

Don’t:

- Wear defective safety footwear (i.e. exposed steel toe caps)
- Under protect your feet or modify safety footwear.

“INFO SHEET” ON RESPIRATORS

Combination Respirators:

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). **This type of respirator is suitable for most spray painting and welding.** For more information check the:

- Material Safety Data Sheet (MSDS)
- The local Department of Labour office
- The safety equipment supplier

For more information, see:

- Occupational Health and Safety Act, Regulations and Code of Practices
- CSA Standards “Compressed Breathing Air” Z 180.1 – M1978
- “Selection, Care and Use of Respirators” Z94.4 – M1982

Do:

- Train workers very carefully in the APR’s use, care and limitations
- Ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer’s instructions
- Dispose of exhausted cartridges and masks in sealed bags or containers
- Keep new, unused filters separate from old, used filters
- Monitor APR use; they are useless just hung around the neck
- Replace filters when breathing becomes difficult

Don’t:

- Use for protection against materials which are toxic in small amounts
- Use materials that are highly irritating to the eyes
- Use with gases that can’t be detected by odour or throat irritation
- Use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)
- Use the respirators or masks if the serviceability is in doubt
- Use APRs where oxygen content in the air is less than 18% or 18 kilopascals (partial pressure or greater)

**OCEAN CONTRACTORS LIMITED
PARTNERS IN SAFETY**

II. CONFINED SPACES

1. A confined space is an enclosure having limited means of access and exit, and has poor ventilation. Due to its location, contents, or work activity, a hazardous accumulation of gas, vapour, dust fumes, or an oxygen deficient atmosphere may develop in the space. The most dangerous characteristic of confined spaces is their atmosphere, because natural ventilation does not occur dangerous contaminants may build up in the space.
2. Confined or enclosed spaces include, but are not limited to, caissons, storage tanks, process vessels, bins, boiler, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces that are more than four (4) feet in depth such as pits, tubs, vessel vaults, and sumps.
3. Buddy System: No one is to enter a confined space without adequate personnel standing by in a safe place in the event of an emergency.
4. Air must be tested by a trained person using appropriate gas detection equipment for lack of oxygen or presence of explosive gases and / or toxic gases before work begins.
5. If in doubt – **DON'T ENTER!!**

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.

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12. EXCAVATIONS

1. No person shall commence an excavation or trench for a project until all existing as, electrical, and other services that are likely to endanger the safety of workmen having access to the excavation or trench have been properly located, identified and protected or shut off and disconnected.
2. No person shall dig an excavation that is likely to endanger a workman by affecting the stability of an adjacent building or structure.
3. Subject to regulation 91, the walls of an excavation shall be supported by adequate shoring and bracing at all times in order to prevent their collapse.
4. Regulation 90 does not apply to:
 - c. An excavation that,
 - Is less than four feet in depth
 - No workman is required to enter for any purpose, or
 - Is cut in solid rock, or
 - d. The walls of an excavation,
 - Sloped to within four feet of the bottom of the excavation if the sloped walls do not have more than one foot of vertical rise to each foot of horizontal run.
 - That have been cut and trimmed to a slope steeper than that described by subclause (i) if a professional engineer has certified in writing that the stability of the steeper slope will not endanger workmen.
 - Where no workman in the excavation is required to be within the horizontal distance of the walls of the excavation equal to the height of those walls.
5. The composition of materials used for shoring and timbering shall be structural eastern spruce or any other equivalent structure material.

6. Trench cages may be used in place of shoring and bracing and shall be designed by a registered professional engineer specializing in structural or mechanical design. Plans prepared by the designer shall be filed with the Chief Inspector.
7. A nameplate showing the following information shall be permanently attached to a trench cage in a location visible to the inspector when the cage is in use:
 - a. Date fabricated- month and year
 - b. Design trench depth in feet
 - c. Trench cage number assigned by the Chief Inspector
8. The walls of an excavation shall be stripped of loose rock or other material that might slide, roll, or fall upon a workman.
9. A reasonably level area, extending two feet or more back from the top of each wall of an excavation shall be maintained free of all equipment and materials.
10. No vehicle or other machinery shall be driven, operated or located so near to the edge of an excavation as to endanger the safety of a workman in the excavation by affecting the stability of the walls of the excavation by vibration or otherwise.
11. No fences, guards or barricades as will prevent person from falling into an excavation shall be provided at or near the sides of all excavation and shall be kept in place at all times, except where such fences, guards or barricades will interfere with the excavation or other work being done. When operations are suspended and during darkness, the sides of all excavations and all piles of excavated material or other material, tools, and machinery shall be marked by lighted lanterns or flares where necessary to prevent accidents.
12. All excavations shall be kept reasonably free of water at all times.
13. All excavations five feet or more in depth must have at least one ladder for every one hundred feet, or fraction thereof, of trench. The ladders must extend from the bottom of the trench of excavation to at least three feet above the ground level.

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.

TABLE ONE (FOR HARD AND SOLID SOIL)									
ITEM NO.	DEPTH OF TRENCH	SHEATHING		WALES		STRUTS			
		Size	Spacing	Size	Spacing	Size	Spacing	Size	Spacing
	Feet	Inches	Feet	Inches	Feet	Inches	Feet	Inches	Feet
1	Over 6 but not over 10	2 x 8	6	-----	-----	4 x 4	4	4 x 6	9
2	Over 10 but not over 15	2 x 8	4 ½	6 x 6	4	4 x 6	4	6 x 6	9
3	Over 15 but not over 20	2 x 8	3	8 x 8	4	6 x 6	4	6 x 6	9
4	Over 20 but not over 25	2 x 6	Width of member	10 x 10	4	6 x 8	4	8 x 8	9
5	Over 25 but not over 30	3 x 8	Width of member	8 x 12	4	8 x 8	4	8 x 10	9

TABLE TWO (FOR SOIL THAT MAY CRACK OR CRUMBLE)									
ITEM NO.	DEPTH OF TRENCH	SHEATHING		WALES		STRUTS			
		Size	Spacing	Size	Spacing	Size	Spacing	Size	Spacing
	Feet	Inches	Feet	Inches	Feet	Inches	Feet	Inches	Feet
1	Over 4 but not over 7	2 x 8	4 ½	4 x 6	4	4 x 4	4	-----	9
2	Over 7 but not over 10	2 x 8	3	6 x 5	4	4 x 4	4	6 x 6	9
3	Over 10 but not over 15	2 x 8	1	6 x 8	4	4 x 6	4	6 x 6	9
4	Over 15 but not over 20	2 x 6	Width of member	8 x 10	4	6 x 6	4	8 x 8	9
5	Over 20 but not over 25	2 x 6	Width of member	10 x 10	4	6 x 8	4	8 x 8	9
6	Over 25 but not over 30	3 x 8	Width of member	8 x 10	4	8 x 8	4	8 x 10	9

TABLE THREE (FOR LOOSE/SANDY/SOFT SOIL/ SOIL THAT HAS BEEN PREVIOUSLY EXCAVATED)									
ITEM NO.	DEPTH OF TRENCH	SHEATHING		WALES		STRUTS			
		Size	Spacing	Size	Spacing	Size	Spacing	Size	Spacing
	Feet	Inches	Feet	Inches	Feet	Inches	Feet	Inches	Feet
1	Over 4 but not over 7	2 x 8	1 1/3	4 x 6	4	4 x 4	4	4 x 6	9
2	Over 7 but not over 10	2 x 6	Width of member	6 x 8	3	4 x 6	3	6 x 6	9
3	Over 10 but not over 15	2 x 6	Width of member	8 x 8	4	6 x 6	4	6 x 6	9
4	Over 15 but not over 20	2 x 6	Width of member	8 x 10	4	6 x 6	4	6 x 8	9
5	Over 20 but not over 25	3 x 8	Width of member	8 x 10	4	6 x 8	4	8 x 8	9
6	Over 25 but not over 30	3 x 8	Width of member	10 x 10	4	8 x 8	4	8 x 8	9

TABLE FOUR (FOR SOIL UNDER HYDROSTATIC PRESSURE)									
ITEM NO.	DEPTH OF TRENCH	SHEATHING		WALES		STRUTS			
		Size	Spacing	Size	Spacing	Size	Spacing	Size	Spacing
	Feet	Inches	Feet	Inches	Feet	Inches	Feet	Inches	Feet
1	Over 4 but not over 7	2 x 6	Width of member	6 x 8	4	4 x 4	4	6 x 6	9
2	Over 7 but not over 10	2 x 6	Width of member	6 x 10	3	4 x 6	3	6 x 6	9
3	Over 10 but not over 15	3 x 8	Width of member	10 x 10	3 ½	6 x 6	3 ½	6 x 6	9
4	Over 15 but not over 20	3 x 8	Width of member	10 x 12	3 ½	8 x 8	3 ½	8 x 8	9
5	Over 20 but not over 25	4 x 8	Width of member	10 x 14	3	8 x 8	3	8 x 10	9
6	Over 25 but not over 30	4 x 8	Width of member	10 x 14	3	8 x 10	3	10 x 10	9

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13. FIRST AID

First aid is the responsibility of all OCEAN employees. Prompt action at the scene of an accident will result in preventing further injury and save lives. Basic first aid concentrates on breathing, bleeding, and burns.

Bleeding:

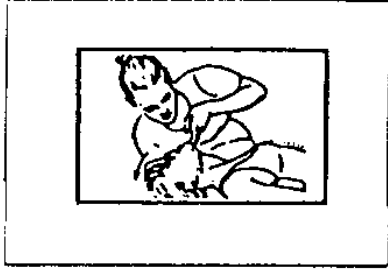
- If the casualty is bleeding from an external wound, control the bleeding immediately.
- Apply direct pressure to the wound with a clean, preferably lint-free dressing.
- Lay the casualty down in a comfortable position.
- Elevate the injured part if possible.

Burns:

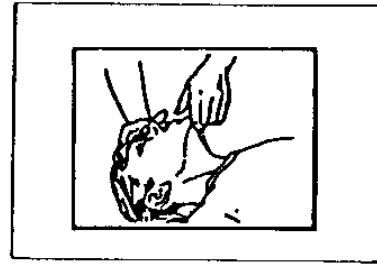
- For minor burns, flush area with cool water. Cover the burn area lightly with a clean, lint-free loose dressing and get medical help.
- For serious burns, cover the injured area with a clean, damp dressing and get medical help. Do not apply creams, lotions or ointments.
- Do not pick blisters.
- Do not pull clothing stuck to the burned areas.

Breathing:

- If the casualty is not breathing, start artificial respiration immediately. There are various methods, but the most effective is the mouth-to-mouth technique, outlined in the pictures and instructions on the following page. (Reprinted by courtesy of St. John Ambulance)



1. Check for breathing
2. Listen and feel at the mouth and nose
2. Watch for chest movement



4. Open airway
5. Push backward on forehead
6. Lift the bony part of the jaw forward



7. Pinch nostrils
8. Take a deep breath



9. Make a tight seal
10. Give two full breaths



11. Raise your mouth away to allow air to escape
12. Listen and feel at the mouth and nose
13. Watch for chest movement
14. If air is getting into the lungs during the first two breaths, and if a pulse is present, continue artificial breathing
15. Ventilate the lungs every five (5) seconds for an adult.

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14. HOUSEKEEPING

General:

Clean-up:

- Keep your work area clean and safe at all times. Always keep yourself, the equipment you operate or are using and your place of work as clean as practicable.

Efficiency:

- Good housekeeping will reduce confusion on the project and will result in a safer, more efficient operation.

Electric Cords / Hoses:

- Do not allow extension cords, air hoses, welding leads or oxygen and acetylene hoses to be placed where they create a tripping hazard.

Employee Facilities:

- Cooperate in keeping change rooms, toilets, first aid and drinking facilities in a clean, sanitary condition. They are provided for your convenience and health.

Nails:

- Protruding nails, screws or other materials in form lumber, boards, etc., must be immediately removed, bent over or guarded to prevent puncture injuries.

Oily Rags and Wastes:

- Oily rags, waste or other combustible debris shall be kept in metal containers provided for the purpose.

Removal of Debris / Garbage:

- When cleaning up, do not throw or drop materials from upper levels unless the area below is properly barricaded and proper warnings are posted.

Slipping Hazards:

- Clean up or eliminate slipping hazards such as grease, oil, water, ice, snow or other liquids on walkways, ladders, stairways, scaffolds or other access ways or working areas.

Trash and Debris:

- Deposit trash, refuse, debris, lunch papers, and other waste in proper refuse containers.

Tripping hazards:

- Help keep the construction site, especially roadways, access ways, aisles, stairways, scaffolds and ladders, clear of obstruction which may cause tripping or other accident hazards.

Ladders and Stairways:**Access Ways:**

- Ladders that project into passageways or doorways where they could be struck by personnel, moving equipment, or materials being handled must be protected by barricades or warning signs.

Ascending and Descending:

- Face the ladder and use both hands when going up and down ladders. Materials and tools should be lowered or raised by a rope or other mechanical means. Hold on to the railing on stairways.

Broken / Defective Ladders:

- Select the right ladder for the job. Do not use a ladder with missing or defective rungs, split side rails or other weaknesses.
- Broken or damaged ladders must not be used. Ladders to be repaired must be reported to your supervisor, tagged out, and removed from the work area.

Clearance:

- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash and electrical cords. The same holds true for the bottom of stairways and on stairway platforms.

Makeshift:

- All types of ladders are available on the jobsite for your use. There is no excuse for using a makeshift means of access to a work area.

Paintings:

- Do not paint wood ladders as this may cover up defects.

Floor and Wall openings:

Guardrails:

- Guardrails are used to prevent people from falling and to be strong enough to hold someone that may fall against it.

Hole Covers:

- Hole covers are to be strong enough to support possible loads and are to be secured in place to prevent slipping.

Open-Side Floors / Platforms:

- Every open-sided floor or platform six (6) feet or more above the adjacent floor or ground level must be guarded by a top rail, a midrail, and toeboard.

Safety Belt / Harness

- When it is necessary to work inside the barricade around a floor opening, you must wear and use a safety belt or harness where required.

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KNOW YOUR FIRE EXTINGUISHERS						
		TYPE OF FIRE			Note: All extinguishers require annual servicing or servicing after use.	
Type of Extinguisher		A Ordinary Combustibles * wood * paper *cloth, etc.	B Flammable Liquids *gasoline *paints (oil based) *oils, etc.	C Electrical Equipment *motors *switches	Range	How to operate
Water	water tank storage		NO	NO	9m to 12m	Place foot on footrest, pump handle and direct stream at base of flame. Pull pin, rupture cartridge if applicable, squeeze nozzle to release agent. Direct discharge at base of flames in a sweeping motion then direct it gradually forward or at remaining material that is burning.
	stored pressure		NO	NO	9m to 12m	
CO₂		NO			1m to 1.5m	
Halon		YES If classification rating is greater than 1A			2.5m to 4.5m	
Dry Chemical	ordinary	NO			1.5m to 6m	
	multi- purpose				5m to 7.5m	

**OCEAN CONTRACTORS LIMITED
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15. TRANSPORTATION AND SAFETY

1. All loading and unloading of heavy equipment upon a lowbed or flatbed shall be done using all safety precautions. If necessary, have signalmen assist. Always use required chains and binds, flags, lights, signs.
2. When towing vehicles, trailers, etc., always consider the following:
 - a. Stability of unit being towed
 - b. Power and stability of towing vehicle
 - c. Lights, signals, and signs required
 - d. Safety chains
3. Operate your vehicle with running lights on at all times when in motion.
4. Maintain all lights in good working order. This includes brake lights, signals, etc.
5. Keep vehicle clean inside with no debris, tool chains, etc.
6. All drivers are to conduct an inspection prior to vehicle start up, to include:
 - a. Coolants, lubricants
 - b. Belts and hoses
 - c. Brakes
 - d. Lights
7. Drive in a **DEFENSIVE** manner. Expect the unexpected from other drivers, pedestrians, bicycles, children, etc.

8. Drive in a COURTEOUS manner.
9. Before backing a vehicle, the following procedure is to be followed:
 - a. Use a ground guide person who is outside the vehicle.
 - b. If ground guide person is not available, the driver is to get out of the vehicle and do a walk around to ensure the route is unobstructed.
10. Wheel caulks / blocks will be placed at the rear tandem wheels when a concrete mixer is parked / operating on an incline.

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**OCEAN CONTRACTORS LIMITED
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16. OFFICE SAFETY

General:

- Employees shall report all injuries, regardless of severity, to the person in charge.
- Employees should walk cautiously up and down stairs; the handrails should be used whenever possible.
- Caution shall be exercised when walking around blind corners.

Lifting and Carrying:

- An employee shall obtain assistance in lifting heavy objects.
- Bulky objects shall not be carried in such a way as to obstruct the view ahead or interfere with free use of handrails or stairways.
- Large boxes or bundles of supplies shall be moved by a hand truck or unpacked and delivered in smaller parcels.

Doors:

- Doors shall be opened slowly to avoid striking anyone on the other side of it.

Ladders:

- Employees shall use a set of steps or a ladder when required to place or obtain objects in elevated locations.
- Materials shall not be piled too high for stability or in a haphazard way.
- Ladder and platforms shall be examined before use: treads and feet of ladder shall be provided with non-slip material.
- Boxes, chairs, etc., shall not be used in place of ladders.

Sharp Instruments:

- Knives, scissors, letter openers, pens and pencils, etc. should be kept in front of desk drawer where they can be seen when the drawer is opened.
- Care shall be exercised when using staples, punches, or paper cutters.
- Immediate first-aid treatment is essential for all cuts and puncture wounds, no matter how slight.

Filing Cabinet:

- Drawers of desks and file cabinets shall be kept closed when not in use.
- Only one drawer of a file cabinet shall be pulled out at a time in order to avoid overbalancing, unless the cabinet is securely fastened to the wall or to other cabinets.

Fire Protection:

- No employee shall smoke in areas designated by “NO SMOKING” signs.
- No employee shall hinder access to fire extinguishers or exits.
- Each employee shall note the location of fire extinguishers, exits, and fire alarms, and shall be knowledgeable in the use of each.
- It is the responsibility of each fire warden to ensure that all employees are knowledgeable in fire protection and evacuation procedures.
- Employees discovering fires shall sound the alarm and, provided that it is of a small nature, will attempt to extinguish it: however, if there is any danger from this procedure these employees shall evacuate the building immediately.
- All employees shall exercise good housekeeping habits, not allowing waste, paper, rags or other combustible material to accumulate.
- Employees shall never place a lighted cigarette on any piece of office furniture. Use an ashtray.

Office Equipment:

- Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous conditions shall be reported.
- Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the “off” position, it shall be disconnected from its power source.
- Chemicals used in office copiers and the like shall be stored in proper containers in proper storage areas and handled with due care. Appropriate personal protective devices (goggles, aprons, gloves) shall be worn when handling chemicals necessary for office functions.
- Safety shall be considered in what you wear on the job. Loose fitting clothing, dangling bracelets, rings, and ties may cause serious injury to employees operating or working around power driven machines (paper shredders, copiers, etc.) and shall not be worn.

Working in Outside Areas:

- Office workers called upon to work in the operating areas of the company shall observe the rules of that particular area, e.g. eye protection, safety hats, safety footwear, no loose sleeves, ties, and clothing regulations.

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17. SUB-CONTRACTORS REQUIREMENTS

All Sub-Contractors working for Ocean Contractors Ltd. are required to comply with Oceans Safety Policy and all aspects of the Nova Scotia Occupational Health and Safety Act and regulations.

**OCEAN CONTRACTORS LIMITED
PARTNERS IN SAFETY**

18. EMERGENCY CONTACTS

EMERGENCY RESPONSE		
FIRE	BEDFORD	911
	HALIFAX	911
	SACKVILLE	911
	DARTMOUTH	911
POLICE	BEDFORD	911
	HALIFAX/DARTMOUTH	911
	SACKVILLE RCMP	911
	COLE HARBOUR RCMP	911
	EMERGENCIES	911
HOSPITAL	HALIFAX QEII	473-2700
	DARTMOUTH GENERAL	465-8300
AMBULANCE SERVICE	DARTMOUTH	911
	HALIFAX	911
	SACKVILLE	911
	BEDFORD	911
	HUBBARDS	911

EMERGENCY RESPONSE (CONTINUED)		
POISON CONTROL		1-902-428-8161
EMERGENCY MEASURES ORGANIZATION (24 HOURS)		1-902-424-5620
ENVIRONMENTAL EMERGENCIES		1-800-565-1633
“CALL BEFORE YOU DIG” NUMBERS		
ALIAN T		611
N.S. POWER	HALIFAX	428-6230
	DARTMOUTH	428-6230
MARITIME & NORTHEAST PIPELINE (24 hr)		1-888-444-6677
HERTIAGE GAS		1-866-313-3030
OTHER NUMBERS		
DEPARTMENT OF LABOUR (24 HOUR)		1-902-424-4311
AIRCRAFT AND MARINE DISTRESS		1-800-565-1582
N.S. CONSTRUCTION SAFETY ASSOCIATION		468-6696
OCEAN CONTRACTORS SHOP		434-2444
STEVE WELLWOOD - GENERAL MANAGER		456-4107
HAL WILE- SUPERINTENDENT		830-6200
BRYCE BALL - SAFETY COORDINATOR		443-8801
		CELL 499-0485
EARL WELLWOOD		CELL 456-0757
GERALD NICOLL		CELL 456-0129
STEVE NORTHUP – SUPERINTENDENT		CELL 499-5801
RICK SEABOYER – SUPERINTENDENT		CELL 499-7100
KEVIN PAYNTER – SAFETY OFFICER		445-4972
		CELL 830-9213

OCEAN CONTRACTORS LIMITED
PARTNERS IN SAFETY

19. EMPLOYEE AGREEMENT

I _____ have received a copy of the Safety Manual provided by Ocean Contractors Limited. I agree to comply with all the rules and regulations while in the employment of, or on any job site that is controlled by, Ocean Contractors Limited. I also agree to comply with any changes or additions that may be made to the Company Safety Program.

Signature

Date

The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees will know their responsibilities under the Occupational Health and Safety Act.