

OPERATIONS MANAGEMENT

DIRECTIVE CONCERNING SAFETY PROCEDURES ON EXO SITES

NOVEMBER 2018

exo

TITLE OF THE DIRECTIVE:**Directive Concerning Safety procedures on Exo Sites**

Date of initial approval by the Management Committee:	November 8, 2011	In effect:	November 8, 2011
Date of approval of the most recent update:	December 4, 2018	In effect:	December 4, 2018
References:	<i>Act respecting occupational health and safety</i> <i>Regulation respecting occupational health and safety</i> <i>Policy on Occupational Health and Safety - exo</i> <i>Safety Code for the construction industry</i>		
Applies to:	Every exo employee, visitor and supplier		
Executive summary:	This Directive covers the health and safety requirements on exo sites. It is addressed to every exo employee, visitor and supplier working on an exo site.		
Responsible for issuance and update:	Executive Branch - Operations		

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BACKGROUND

At **exo**—the Réseau de transport métropolitain—safety is an integral part of our management philosophy and priorities. Every single person on a site operated by **exo** must carry out their duties in a manner that keeps the workplace safe for themselves and others.

This Directive applies to every **exo** employee, visitor and supplier working in the administrative offices, a garage, a maintenance centre, a construction site, a station, a terminal, a parking lot or a railway right-of-way operated by **exo** (the “site”).

This Directive sets out the safety procedures that must be followed by every person working or present on a designated site. Any instance of non-compliance that could affect the health and safety of an individual must be reported and corrected.

Everyone is required to work together to ensure a safe environment for every activity on an **exo** site.

Management and the OHS team at **exo** reserve the right to establish additional requirements for specific activities. They may also, at any time, in the interest of safety, impose additional rules on any individual on a site.

OBJECTIVES

- Ensure that the obligations and rights of the employer, owner, employees, suppliers, principal contractors and visitors on **exo** sites are recognized.
- Report any potentially dangerous situation.
- Implement and follow-up on plans for corrective measures.

AUTHORITY

The Executive Branch - Operations is responsible for this Directive.

DEFINITIONS

Client: means the physical or moral person who hires a supplier to perform tasks.

CN: means the Canadian National Railway Company or its designated representative.

CNESST: means the Commission des normes, de l'équité, de la santé et de la sécurité du travail.

Competent authorities: means the persons and organizations that have the power to apply laws and regulations.

Competent person: means a person who, because of his knowledge, training and experience in a given field, has the necessary competence to perform a task in a safe and efficient manner.

Construction site: means a place where foundation, erection, maintenance, renovation, repair, alteration or demolition work is carried out in respect of a building or of civil engineering works, on and at the site itself, including the preparatory work of land clearing or earth moving and any other work determined by regulation, and the lodging, eating or recreational facilities put at the disposal of the construction workers by the employer (definition in the *Act respecting occupational health and safety*).

COS: means *exo*'s Centre d'opérations et de surveillance

CP: means the Canadian Pacific Railway Company or its designated representative.

Exo representative: means the project manager or any other person designated as such by *exo*. That person may also be the person designated to ensure compliance with the laws, regulations, by-laws and standards in regard to occupational health and safety, the environment, and railway safety.

Exo site: means any property operated by *exo* or requiring the intervention of at least one *exo* employee or supplier, including garages, maintenance centres, construction sites, stations (and their surroundings), terminals, parking lots, railway rights-of-way and offices.

Exo supplier: means the person to whom a contract is awarded, and who is obligated to perform all of the tasks set out in the contract. The supplier is at all times and under every circumstance entirely responsible for all of the activities of every member of its staff and of its subcontractors.

HRB: means the "Human Resource Branch at *exo*."

Incident: means an unforeseen event that did not cause injury, illness or damage, but that had the potential to do so, also referred to as a "near miss".

Incident report: means the summary of an event recorded by a COS officer following a minor or major industrial accident/incident.

Work injury: means a sudden and unforeseen event, attributable to any cause, which happens to a person arising out of or in the course of his work and resulting in an employment injury to him (definition in the *Act respecting industrial accidents and occupational diseases*).

Law: means all of the applicable municipal, provincial and federal by-laws, regulations, laws and standards.

OHS: means occupational health and safety.

Principal contractor: means the owner or any other person who, on a construction site, is responsible for the carrying out of all the work (definition in the *Act respecting occupational health and safety*)

Risk assessment: means the quantitative assessment of the possibility that an undesirable event will occur and of the potential consequences of that event.

Flagman: means a person who has a Canadian Rail Operating Rules (CROR) certificate and protects staff against rail traffic. The flagman only looks after the movement of trains, and is not responsible for the safety of suppliers or their workers or equipment.

Subcontractor: means any person with whom the supplier contracts for the execution of a part of the supplier's obligations under the contract, namely the performance of work or services, or the provision or manufacture of materials or equipment.

ROLES AND RESPONSIBILITIES

Premises:

In everything we do, we start from the premise that:

1. it is possible to eliminate or guard against risks that can lead to injury, equipment damage or losses;
2. no task, regardless of how urgent it might be, should be done if it cannot be done safely; and
3. safety is everyone's business and responsibility.

EMPLOYEES WITH ACCESS TO A SITE

Every **exo** employee, visitor, supplier or subcontractor on a site must, among other things:

- comply and work in compliance with the laws, regulations, by-laws and these safety procedures while performing a task on an **exo** site;
- be aware of and comply with **exo**'s directives on health and safety (safety procedures, industrial accident/incident reporting, use of PPE and other applicable);
- be aware of and comply with specific programs in effect, such as lockout, enclosed spaces, work at heights, hot work, etc.;
- report any injury, near miss, accident or incident to the immediate supervisor as soon as possible, and fill out the "Employee Statement" form (see Annex A);
- take the necessary steps to protect their health, safety and physical integrity;
- make sure not to endanger the health, safety or integrity of other individuals in the workplaces or nearby;
- perform every task, or request that every task be performed safely;
- follow specific instructions issued to **exo** employees;
- report any health and safety issues in the workplace to their immediate supervisor and/or to the COS; and
- fill out the pre-departure checklist when applicable for lifting and mobile equipment.

Important: an individual performing work on an **exo** railway right-of-way must have successfully completed the **exo** Railway Occupational Health and Safety training. That training takes approximately 15 minutes. The passing grade for that course is 80%. Once they pass, employees receive a certificate attesting they successfully completed the course. Please note that this training is not required if the employee is at all times accompanied on the site by a qualified **exo** employee.

IMMEDIATE SUPERVISOR

An immediate supervisor at a site must ensure that work is done under safe conditions and, among other things, that:

- every person on the site has the required PPE (as indicated in the table of Annex 1 to the Directive Concerning the Use of Personal Protective Equipment);
- the PPE is maintained in good condition and used for the purpose for which it was designed;
- workers carry out their duties in accordance with OHS laws and regulations;
- employees are aware of and comply with specific programs in effect, such as lockout, enclosed spaces, work at heights, hot work, etc.;
- workers have the required training to perform their tasks;
- employees have received proper training in safe work methods related to the task at hand, and have been informed about the risks associated with their work;
- employees working on construction sites have received an information session on what has to be done before they start their work, and ensure that the DJB (Daily Job Briefing) form has been duly filled out (See form in Annex C);
- the written directives on the measures that are to be taken and the methods that are to be used to ensure that they are protected while doing high-risk work (e.g. at heights, in enclosed spaces, lifting, excavating, etc.) have been provided to the workers, and ensure that they follow them;
- lifting and mobile equipment is inspected before use, and is used safely;
- all reasonable precautions are taken to ensure the safety of workers;
- any injury, near-miss, accident or incident is reported to the COS at 1-877-287-8385 as soon as possible (within 24 hours after the event), the “Employee Incident/Accident Report” form (see form in Annex B) is filled out and transmitted to the OHS Coordinator, as described in the Directive on Reporting a Industrial incident/Accident Suffered by an **exo** Employee or Supplier; and
- employees are taught about potential risks and the safe use, handling, storage and elimination of dangerous materials, and about what to do in emergency situations.

EXO SUPPLIERS

- apply and comply with the laws, regulations, by-laws and **exo** directives on health and safety while performing their work;
- quickly report workplace health and safety issues;
- take all necessary steps to ensure that everyone is protected, namely the workers, clients, public and property;
- ensure that the workers for whom they are responsible are properly trained so that they can perform their work under optimally safe conditions;
- ensure that lifting and mobile equipment is inspected before use;
- provide and maintain all equipment and materials used by workers in good working order; and
- ensure that all other OHS training pertinent to the work to be done is provided.

SECURITY OFFICERS

Every **exo** security officer assigned to a site must:

- ensure that every employee who passes through the security gate has proof of having successfully completed the exo Railway Occupational Health and Safety training provided by the exo online training platform;
 - any supplier who has not taken the training must at all times be accompanied by a qualified **exo** employee;
- check the access and work authorization to the **exo** site;
- ensure compliance with both OHS directives (PPE and safety procedures); and
- in case of a breach, immediately notify the employee's immediate supervisor and the COS, indicating the precise nature of the breach, and the name of the employee and of the employer;
 - if applicable, **exo** reserves the right to suspend work until conditions are safe.

COS

- open a file and notify the OHS coordinator of any reported workplace health and safety breach.

OHS TEAM

- promote and coordinate prevention activities;
- communicate effectively with the different stakeholders;
- perform audits;
- take all reasonable and necessary precautions to ensure a safe workplace;
- ensure follow up and correction for all reported occupational health and safety issues;
- ensure the dissemination of and training in relation to this Directive;
- update this Directive;
- follow up with the immediate supervisor or the supplier as required; and
- assess the incident and accident risks, and make recommendations on required corrective measures.

PROCUREMENT

- disseminate the OHS directives to the different suppliers before they show up at the site.

EXO PROJECT MANAGER (CONSTRUCTION SITE)

- encourage all contractors, subcontractors, supervisors, workers and foremen to get personally involved in ensuring a safe site;
- ensure the safety of the public and workers, along with that of the contractors and their subcontractors in accordance with current laws and regulations;

- ensure that contractors and subcontractors, in every case and according to their own mandate, provide a specific prevention program;
- obtain data on the different contractors who will be working on the construction site, in particular their schedule, number of workers, equipment, etc.;
- investigate industrial accidents, in cooperation with the contractors and workers' representatives, pursuant to section 62 of the *Act respecting occupational health and safety* and cases where the health and safety of individuals and equipment could have been affected;
- require that the contractor submit a remedial plan when the situation warrants;
- coordinate contiguous work to eliminate dangerous situations created by interaction among contractors; and
- document any deficiencies in accordance with the Directive on the Evaluation of the Performance of Suppliers.

GENERAL GUIDELINES

NON-COMPLIANCE WITH THE DIRECTIVE CONCERNING SAFETY PROCEDURES ON EXO SITES

For every occurrence of non-compliance with health and safety measures by a person or individual, in the interest of meeting its obligations, **exo** may impose on the supplier, individual or person disciplinary measures ranging from a simple warning to expulsion from one or more **exo** sites.

1. PREVENTION PROGRAM:

The supplier shall provide to **exo**, on request, a prevention program that specifically addresses the laws and regulations in effect and describes the main stages of the work and the associated risks, the specific work methods and the specific means of preventing occupational injuries that will be implemented at each stage of the work to ensure efficient and effective prevention in regard to occupational health and safety.

Exo may request revisions to the prevention program in order to elaborate on certain aspects of the mandate.

2. SITE ACCESS PREPARATIONS

- ensure that all documents required by **exo** before the start of the work have been duly filled out and submitted to the appropriate person at **exo**;
- to access **exo** sites, access authorization must have been sent by the client to the COS;
- for the Lachine maintenance centre, the procedure for managing site access must be provided to every stakeholder having access to the site;

- ensure that all required PPE is worn in accordance with **exo**'s Directive Concerning the Use of Personal Protective Equipment;
- ensure successful completion of the **exo** Railway Occupational Health and Safety training and that the certificate attesting to that fact is available of anyone doing work in an **exo** railway environment;
- ensure that the employees have been informed of this Directive;
- ensure that the employees have been properly trained in safe work measures related to the task at hand, and that they have been informed of the risks inherent to their work;
- ensure that the equipment provided is in good working order, up to standards, and used in accordance with the manufacturer's specifications;
- ensure that lifting and mobile equipment meets the manufacturer's requirements and was inspected before the work shift;
- ensure that the workers are certified (initial and refresher) in accordance with current regulations, particularly in the following cases:
 - bobcat;
 - loader;
 - classes 1 to 7 forklifts;
 - bucket, lift platform, bucket truck;
 - work at heights (protection against falls);
 - bridge crane, lifting and slinging;
 - respiratory protection;
 - energy control (lockout);
 - enclosed space;
 - WHMIS; and
 - TDG (transportation of dangerous goods).

The following list of health and safety documents must be provided to **exo** by the contractor (**exo** construction site) before the work begins:

- assessment of risks specific to the construction site;
- health and safety prevention program;
- traffic management plan for entering/leaving the site approved by the competent authorities (road authorities);
- emergency measures plan;
- construction site evacuation plan;
- description of the work procedures and prevention measures;
- work procedures for entering enclosed spaces; and
- lists of motorized equipment and the equipment safety checks signed by a qualified mechanic.

3. EMERGENCY RESPONSE PLAN AND ACCIDENTS/ INCIDENTS ON THE SITES

Exo ensures that the organization is able to continue operating when incidents occur, regardless of their nature. It implements intervention plans and works in collaboration with all **exo** departments in order to be able to manage every type of crisis.

Every employee working on an **exo** site is responsible for reviewing and applying the following intervention guide and plans:

1. Emergency response guide

The Emergency Response Guide (ERG) for **exo** employees aims to promote safe practices in the workplace, and to set out the measures to be followed in the event of an accident or incident. The content is addressed to employees working in **exo** administrative offices, that is to say the head office and the north and south administrative centres.

2. Emergency response plan

Emergency response plans (ERPs) are documents that contain the following information for specific **exo** facilities: assurance of familiarity with the area and risk assessment, coordination of the emergency response plan, roles and responsibilities of the internal and external stakeholders, emergency response (procedures specific to the targeted facilities and sectors), and finally, the administration of the plan (training, exercises, updates). An emergency response plan is prepared when the risk level of the sector is high, and coordination with several partners is required.

3. Fire safety plan

The fire safety plans (FSPs) set out how **exo** manages emergencies at specific sites. The plans include sections on organizing emergency responses, the alert and mobilization procedures, the nerve centres, the fire management procedures, the evacuation procedures, and the current preventive measures. The plans are addressed to all **exo** employees and suppliers working in the sites in question. They are developed in accordance with current laws and regulations.

When the supplier does work in the stations, parking lots or terminuses, or any other isolated or non-monitored **exo** location:

- the supplier will provide an emergency response and evacuation plan for the site that is consistent with **exo's** before starting any work, and will present the plan to **exo** for validation; and
- the supplier will ensure that every individual with access to the site has reviewed the emergency response and evacuation plan before being authorized to enter the site.

The supplier will display the following documents at the site:

- a written version of the emergency response procedures;
- the data sheets for the materials used; and
- the emergency response procedures developed in consultation with **exo**, and a current list of emergency phone numbers, including those of **exo**.

The supplier will include in its emergency response procedures immediate notification of **exo** of any emergency, specifying the following useful information:

- the precise location of the emergency (railway mile points and subdivisions);
- the nature of the emergency;
- the type of help required; and
- the types of apparent injuries and condition of any injured individuals.

Rescue procedures for work at heights or in enclosed spaces:

For any work at heights or in enclosed spaces, the rescue procedures must include:

- clear, applicable, known and understood steps;
- the requirements that the rescuers have adequate technical knowledge for the assigned task;
- the location of the rescue equipment at the site; and
- the requirement that rescue equipment identified in the procedure is close to the work and readily accessible in order to reduce the response time.

First aid services and attendants

- **exo** provides first aid kits in **exo** buildings;
- **exo** ensures that responders are present at the main sites (with the exception of stations, parking lots and terminuses);
- **exo** provides defibrillators in the administrative offices and at several **exo** sites; and
- **exo** provides extinguishers in **exo** sites, in accordance with the current regulations and by-laws.
 - However, a supplier doing work that requires the presence of an extinguisher nearby (e.g. hot work) must provide enough ABC type extinguishers to ensure reasonable protection depending on the activity being performed.

When the supplier is working in a station, parking lot or terminus, or any other area that is isolated and not monitored by **exo**, the supplier must:

- provide a proper first aid kit at the site;
- ensure that the first aid supplies are clean and well stored; and
- plan for first aid response when the employees are working in an isolated place.

Procedures to follow in case of a near-miss, incident or accident in the workplace

- every industrial incident/accident, whether minor or major, must be followed by a statement by the injured employee;
- every industrial incident/accident, whether minor or major, must be reported to **exo**'s COS (Centre des opérations et de surveillance) at 1-877-287-8385; and
- COS opens a file, prepares an industrial accident/incident report, and issues an SAS (only for industrial accidents). COS then follows the "Procedure for Reporting an Industrial Incident/Accident Involving an **exo** Employee or Supplier" in form A3-OHS (the Directive on Reporting an Industrial Incident/Accident is appended hereto).

4. SAFETY PROCEDURES TO BE FOLLOWED AT EXO OPERATING SITES (ALL SITES OTHER THAN ADMINISTRATIVE OFFICES)

CLOTHING

- workers must wear proper clothing that enables them to perform their work safely;
- if wearing pants with a wide, loose or torn bottom, they must be bound at the ankle to ensure they do not get caught in machines or materials;
- if wearing a shirt or sweater covering the torso with sleeves that are at least one-quarter of full length, when the sleeves are wide or torn, they must be bound to ensure that they do not get caught in machines or materials;
- workers must wear weather-appropriate clothing; and
- non-synthetic clothing should be worn when there is a risk of sparks or flames.

KEEPING THE AREA CLEAR

This section covers the conditions that must be met to ensure that traffic is unencumbered both in the area where individuals are working and around it. That traffic includes pedestrians, vehicles and equipment.

Access points and passageways used by pedestrians must be kept in good condition and clear of all materials to ensure that workers do not trip over them. The same goes for the floors and roadways.

Maintenance and layout

All roadways, passageways and work areas must:

- be kept clear of clutter and debris by ensuring that these are removed as the work progresses;
- be kept clear of any and all obstructions;
- be kept clear of snow, ice, oil and grease;
- be dusted with sand or another skid-proof product to prevent slips and the risk of falling;
- be kept clear of equipment, tools and materials; and
- be kept clear of residue produced by a mechanical tool.

Electronic entertainment and communication devices

The use of personal electronic or entertainment communication devices, including radios, cell phones, smartphones, GPS, laptops and tablets is prohibited on *exo* sites in the following situations:

- while driving a road vehicle, except when it is stopped and parked in a safe place;
- while driving railway or mobile equipment or helping someone who is driving such;
- while using tools or mechanical equipment or machinery;
- while obstructing the railway, a road (vehicle, forklift, Kubota, etc.) or the path used by lifting equipment (bridge crane, crane, bucket, lift platform, hoist); and
- when the use of such a device would create an unsafe situation.

SAFETY PERIMETER

A safety perimeter must be established for the following types of work:

- work at heights (when required);
- work in enclosed spaces (when required);
- work that involves using a mobile crane, a concrete pump, a derrick, a lift work platform with articulated arms or an aerial bucket;
- electrical work (when required);
- any other risky situation.

TRAFFIC MANAGEMENT ON EXO SITES

Any work done near areas where vehicles circulate, such as bus shelters, station platforms, parking lots and under suspended cables requires the establishment of a safety perimeter in consultation with the client or site supervisor. The safety instructions at each of the sites must be followed.

Requirements for vehicle drivers

Road vehicles may only be driven by individuals who have the necessary permits, qualifications and authorizations. Those drivers are responsible for the safety of all passengers at all times. Those drivers must:

- hold a valid permit for the class of vehicle pursuant to local provincial specifications; and
- follow the traffic signs on the sites.

Driving on exo sites

In addition to the above requirements, on **exo** sites drivers must:

- only use the designated lanes, unless otherwise instructed;
- leave the daytime running lights on (if the vehicle is equipped with them);
- not exceed 15 km/h unless otherwise indicated (5 km/h indoors);
- come to a full stop at every blind intersection and at all level crossings;
- yield to all mobile equipment and other non-road vehicles and equipment;
- refrain from driving vehicles inside buildings or enclosures unless there is adequate ventilation (diesel, gasoline, propane);
- safety belts must be worn at all times when driving vehicles equipped with them;
- refrain from obstructing the way by parking unless the way is closed off;
- refrain from unnecessarily idling vehicle engines;
- park only in predetermined or designated areas;
- always use the hand brake (or wheel chocks) when an unoccupied vehicle's engine is running; and
- back vehicles into parking spots.

Regulations and inspection

Before using lifting and mobile or road equipment, the driver must:

- perform an inspection before setting out (VAD);
- keep a record of inspections for a forklift, bucket, lift platform, bridge crane, Kubota);
- ensure that periodic inspections are conducted in accordance with the applicable regulations; and
- ensure that the vehicle is properly maintained and safe at all times.

General safety requirements concerning tools, equipment and machinery

Employees must ensure that the tools, equipment and machinery used:

- are in compliance with the applicable laws;
- are in good condition and well maintained; and
- are only used for the purposes indicated by the manufacturer.

ELEVATING DEVICE

All elevating devices, including but not limited to, supports, cranes, bridge cranes, cables, slings and hooks must:

- meet the applicable standards, regulations and laws concerning the design, inspection, maintenance and operation of a lifting device;
- have obtained a safety certificate and bear a label indicating the load capacity limits;
- have sufficient capacity to handle the planned lifting operation;
- have a sufficient base or support area under the jacking pads to properly distribute the load during a lift operation (truck crane, bucket truck, crane, etc.);
- provide proof of training for the operators and their flagmans, as required;
- ensure the safe use of the slings and their inspection prior to use;
- ensure compliance with the safety perimeter; and
- ensure that there is no load above the workers, and that there is no worker under a load.

DANGEROUS ENERGY CONTROL

Before undertaking any work in the danger zone of a machine, such as erecting, installing, adjusting, inspecting, unjamming, setting up, decommissioning, maintaining, dismantling, cleaning, servicing, refurbishing, repairing, altering or unlocking, lockout, or, failing that, any other method that ensures equivalent safety must be applied in accordance with section 188.2 of the *Regulation respecting occupational health and safety*.

Any lockout work must include the following points:

- before undertaking any work involving energy control, the personnel involved must ensure that there is a lockout procedure in place for the work to be done by checking with the site manager, or by providing to the site manager a lockout procedure, which must be approved by **exo**;

- the personnel must follow the procedure describing the dangerous energy control method in order to prevent the accidental or untimely startup, buildup or release of stored (residual) energy during maintenance and/or repairs;
- lockout must be done by every person with access to the danger zone of a machine;
- provide evidence of training;
- all tools, equipment, machinery and processes must be made safe and isolated from any source of energy, hence deactivated, before any maintenance or repairs are undertaken;
- run a startup test to ensure that there is no more energy;
- no individual may remove a lock or label (that was not applied by that person) that was installed to neutralize a source of energy; and
- where a lock is forgotten or a key is lost, notify the **exo** supervisor so that the process of obtaining authorization to remove the lock can be started, in accordance with section 188.12 of the *Regulation respecting occupational health and safety*.

ELECTRICITY AND SAFETY – REQUIREMENTS

In addition to the above requirements related to dangerous energy control, all electrical work must be done in accordance with the applicable laws, and with CSA and National Fire Protection Association (NFPA) requirements.

Personnel working on electrical systems must:

- be informed about the current and potential electrical risks;
- be informed about any additional personal protective equipment that may be required;
- be informed about applicable workplace safety practices;
- be informed about applicable emergency and evacuation procedures;
- apply lockout procedures in accordance with energy source neutralization requirements; and
- a lock may only be removed by the person who installed it, and that person must follow specific steps to do so.

WELDING AND CUTTING WITH A TORCH

When welding or cutting with a torch, workers must:

- obtain a hot work permit from **exo** before starting the work;
- have proper training and qualifications;
- ensure that all of the containers that have been or may be used to hold combustible materials or materials that may release toxic or flammable fumes have been properly cleaned;
- ensure the presence of flame arresters;
- keep flames and sparks away from other workers, equipment and flammable materials;
- have an extinguisher within reach (permanent extinguishers built into the wall are not to be used for these interventions); and

- keep compressed oxygen and gas bottles in a safe and vertical position, and ensure that their pressure regulator is removed, caps are placed and appropriate labels are affixed, and that they are kept in aerated cupboards or other designated places.

WORKING IN ENCLOSED SPACES

An enclosed space is one that is not designed to be occupied by a person, namely a reservoir, a chamber, a shaft, a pile, a chimney, an access pit or an inspection chamber.

When work is to be done in an enclosed space on an **exo** site, all personnel involved must follow the provisions described in the applicable regulations (*Regulation respecting occupational health and safety* and *Safety Code for the construction industry*).

CNESST'S ZERO TOLERANCE

Personnel performing work that involves the risks under the CNESST's zero tolerance policy must implement an action plan in that regard in order to ensure compliance with the regulatory requirements. That action plan must include safety measures in connection with the following activities:

- work at heights (using a ladder or working higher than 3 m);
- risk of collapse (scaffolding, digging, excavation or trenching);
- work near power lines;
- work involving a health risk for the workers (asbestos, crystalline silica); and
- machine safety.

RESPIRATORY PROTECTION PROGRAM (RPP)

In order to protect all personnel who could be exposed to contaminants in the air while performing work on an **exo** site, all personnel doing such work must ensure that a respiratory protection program has been developed in accordance with the CSA standard on respiratory protective devices (CSA Z94.4-93, Selection, Use and Care of Respirators). The immediate supervisor must ensure that the RPP measures are followed, namely by making sure that personnel fulfill the following requirements:

- ensure that personnel are trained in the contents of the RPP and keep records indicating the type and date of training received by each individual (include refresher courses);
- test for leakage;
- ensure that respiratory devices are cleaned and disinfected in accordance with the manufacturer's instructions;
- ensure that personnel using the respiratory devices inspect their equipment before every use; and
- ensure that respiratory devices are safely stored in hermetically closed containers to protect them from dust, the ozone, sunlight, heat, extreme cold, excessive humidity, vermin, harmful chemicals, oil, grease, or any other danger that could be harmful.

HAZARDOUS MATERIALS MANAGEMENT

Any personnel handling, using or storing hazardous materials must have completed WHMIS or TDG training in accordance with regulatory requirements. Suppliers are required to ensure that their staff apply the prevention measures indicated on the safety data sheets (WHMIS 1988 data sheets) or other methods deemed safe, in order to ensure that there is no risk of accident related to the hazardous materials. In particular, the supplier must ensure that the following steps are taken before its people undertake any work on an **exo** site:

- its staff have received the WHMIS or TDG training;
- the safety data sheets are readily available;
- the product labels are affixed to every container and are visible;
- its staff uses PPE as required in the safety data sheet;
- its staff apply safe workplace methods; and
- its staff handle and store products in accordance with regulations.

RAILWAY PROTECTION

It is important to protect all work near or on the railway rights of way in a consistent manner, and to know the procedures specific to each site. Refer to the **exo** project manager or a supervisor at the site. When work is underway in the CN or CP right of way, personnel must follow the safety rules set by the railway company.

The following procedures must be followed when doing work in the railway right of way:

- keep eyes and ears open: despite what many people are inclined to think, a moving train can be very quiet, which can be deceptive and make for dangerous situations. It is always important to listen when around a track, and to be aware that the wind can sometimes muffle a sound that would normally attract attention (for example a rolling wagon);
- the use of personal electronic devices is prohibited during work on or near a track. Such devices must be turned off, and earbuds put away. If an electronic device is required to coordinate operations, the user must step away from any active track at least 3 metres (10 feet);
 - this Directive does not apply to medical equipment such as hearing aids;
- if it is necessary to cross the tracks, an individual must look both ways before approaching or crossing to ensure that there is no train movement. Inasmuch as possible, the track must be crossed at a right angle to the track, at least 8 metres (25 feet) from any stopped rolling equipment;
- a flagman must be on hand when any work is being done inside a railway right of way. A supplier must notify **exo** at least 72 hours in advance when it intends to do work in the railway right of way;
- when work is being done on a main track, track protection is mandatory. The flagman must obtain permission in writing (Track Occupancy Permit Rule 42, etc.) from the rail traffic controller. The flagman will inform the supplier of the extent of protected track;

- when work has to be done at less than 30 feet from the nearest track or deemed necessary by **exo**, **exo** will assign a person to protect the track;
- ensure that all tools, equipment and machinery are safely immobilized well apart from any tracks to prevent accidental contact with trains and rolling stock and to avoid reducing the line of visibility of train crews;
- never walk, set foot or sit on the tracks, the **crossing frogs**, rail switches and stock rails, or other parts of the tracks;
- never cross on, under or between rolling stock (car or locomotive) that is not protected against movement;
- no vehicle or equipment may cross the tracks other than at a level crossing unless authorized to do so by an **exo** representative and the track in question is protected by a flagman;
- a level crossing must be crossed as quickly as possible. Stopping equipment on it is prohibited unless the track in question is properly protected by a flagman;
- when a train is passing, an individual must be at least 6 metres (20 feet) from a rail switch and, inasmuch as possible, on the opposite side of the track (opposite side from where the rail switch is located);
- when the work allows, individuals must walk away from the tracks, staying on the paths or roads, exercising constant vigilance and sound judgement; and
- given the presence of numerous power and communication cables buried beneath **exo** rights of way, the supplier must determine where they are located before undertaking any excavation, pile driving or other penetration into the ground.

Protection of track work pursuant to section 841 (Rule 41) of the Rail Operating Rules

Track work is protected by applying Rule 41 under section 841 of the **Rail Operating Rules** at **exo**'s different maintenance and garage sites (namely Lachine, Saint-Eustache, Vaudreuil, Saint-Antoine, Saint-Hilaire, Delson, Pointe Saint-Charles and Mascouche) to prevent the movement of trains in work areas:

- only a person qualified under the **Rules** (foreman) may place or remove a red signal;
- all vehicles at those sites must be parked so as to enable a car or locomotive to pass on the tracks (unless protected by a flagman); and
- before starting the work, the supplier must clearly establish with the flagman which tracks it is authorized to work on, and which tracks it may obstruct, and at no time may it occupy a track or portion thereof that is beyond the limits specified by the flagman.

Blue signal protection

- When work is being done on rolling stock (car or locomotive), blue signal protection is required in accordance with the work procedures in effect at each of the sites.

Derails associated with a blue signal

- Derails are used in conjunction with the blue flags and placed in the derailing position only when protection for personnel is required. Once that protection is no longer required, derails are locked in a non-derailing position.

Removal of a blue signal at either end of rolling stock indicates that there are no employees in the vicinity, and that a train or locomotive may be coupled to that rolling stock and moved.

POLICY ON DRUGS AND ALCOHOL

It is strictly prohibited to enter an **exo** site while in possession of alcohol, psychotropic substances, narcotics and other controlled substances, or under their influence.

ANNEX A – EMPLOYEE STATEMENT (A1-OHS)



INDUSTRIAL INCIDENT/ACCIDENT

Employee Statement

Please write legibly

To be filled out by the OHS representative	
Incident/accident number (SAP):	_____
Date of the incident/accident:	_____
Incident/accident reported on:	_____

To be filled out by HR	
No time off	<input type="checkbox"/>
With time off	<input type="checkbox"/>

1. Identification of the injured employee	
Last name:	First name:
Position:	Manager:
Immediate supervisor:	Type of incident: Near miss <input type="checkbox"/> Incident with injury <input type="checkbox"/>
Status: Employee <input type="checkbox"/> Subcontractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other:	Time of start of shift: Time of end of shift:

2. Identification of the witnesses	
Name:	Position:
Name:	Position:
Name:	Position:

3. Circumstances of the incident/accident	
Date:	Time:
Name of the immediate supervisor notified:	Time when the supervisor was notified:
Exact location of the incident/accident:	Exo property? Yes <input type="checkbox"/> No <input type="checkbox"/> Other persons or companies involved? Yes <input type="checkbox"/> No <input type="checkbox"/>
Who were you working with (co-worker, supplier)?	
What was the purpose of your work at the time of the incident/accident?	

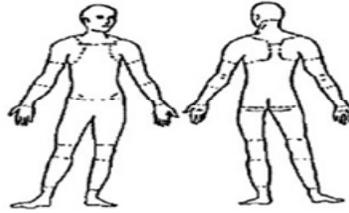
4. Medical information	
Did you receive first aid? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the first aid register filled out? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of the first aid attendant:	Telephone:
Was there a call to 911? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did you see a doctor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, did you get a doctor's certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Si yes, which one? Short break <input type="checkbox"/> Leave <input type="checkbox"/> Other:	

Be sure to forward all medical forms to HR

5. Nature of the injury(ies)					
Loss of conscience	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	Open wound	<input type="checkbox"/>
Dizziness/weakness	<input type="checkbox"/>	Shivering/tremors	<input type="checkbox"/>	Bleeding	<input type="checkbox"/>
Difficulty breathing	<input type="checkbox"/>	Frostbite	<input type="checkbox"/>	Eye injury	<input type="checkbox"/>
Chest pain	<input type="checkbox"/>	Itching	<input type="checkbox"/>	Numbness	<input type="checkbox"/>
Convulsion	<input type="checkbox"/>	Dry skin / redness	<input type="checkbox"/>	Confusion/agitation	<input type="checkbox"/>
Sensation of hunger/thirst	<input type="checkbox"/>	Redness/burns	<input type="checkbox"/>	Insect bite	<input type="checkbox"/>
Headache	<input type="checkbox"/>	Oedema (swelling)	<input type="checkbox"/>	Nausea/vomiting	<input type="checkbox"/>
Pain	<input type="checkbox"/>	Other:			

6. Location(s) of the injury(ies)							
Head		Torso		Lower Limbs		Upper Limbs	
Skull	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Upper leg, thigh(s)	<input type="checkbox"/>	Shoulder(s)	<input type="checkbox"/>
Neck	<input type="checkbox"/>	Chest	<input type="checkbox"/>	Leg-knee(s)	<input type="checkbox"/>	Arm – upper	<input type="checkbox"/>
Face	<input type="checkbox"/>	Back muscle	<input type="checkbox"/>	Calf(calves)	<input type="checkbox"/>	Elbow	<input type="checkbox"/>
Eye(s)	<input type="checkbox"/>	Rib(s)	<input type="checkbox"/>	Leg (lower)	<input type="checkbox"/>	Forearm	<input type="checkbox"/>
Ear(s)	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	Ankle(s)	<input type="checkbox"/>	Wrist	<input type="checkbox"/>
Nose (nostril(s), smell)	<input type="checkbox"/>	Hips	<input type="checkbox"/>	Foot (feet) (excluding toes)	<input type="checkbox"/>	Hand (excluding fingers)	<input type="checkbox"/>
Mouth (lips, tongue)	<input type="checkbox"/>	Groin	<input type="checkbox"/>	Toe(s)	<input type="checkbox"/>	Finger(s) (excluding thumb)	<input type="checkbox"/>
Throat	<input type="checkbox"/>	Genitals	<input type="checkbox"/>	Sole of the foot	<input type="checkbox"/>	Thumb	<input type="checkbox"/>
Jaw/teeth	<input type="checkbox"/>	Buttock	<input type="checkbox"/>	Other:			

Side of the body affected	
Right	<input type="checkbox"/>
Left	<input type="checkbox"/>
Centre	<input type="checkbox"/>



7. Summary description of the incident/accident

Blank area for summary description of the incident/accident.

8. Drawing/sketch of the incident/accident

Blank area for drawing/sketch of the incident/accident.

9. Actions immediately following the incident/accident

Blank area for actions immediately following the incident/accident.

10. Signatures

Name of the employee (print)	Signature	Date
Name of the immediate supervisor (print)	Signature	Date
Name of the OHS representative (print)	Signature	Date
Name of the Executive Director (print)	Signature	Date
Name of the HR representative (print)	Signature	Date

ANNEX B – IAR (A2-OHS)



INCIDENT/ACCIDENT REPORT

Investigation and Analysis

Please fill out electronically

<p>To be filled out by the head of OHS</p> <p>Incident/accident number (SAP):</p> <p>Date of the incident/accident:</p> <p>Incident/accident reported on:</p>
--

<p>To be filled out by HR</p> <p>No time off <input type="checkbox"/></p> <p>With time off <input type="checkbox"/></p>
--

1. Identification of the injured employee	
Last name:	First name:
Position:	Manager:
Immediate supervisor:	Type of incident: Near miss <input type="checkbox"/> Incident with injury <input type="checkbox"/>
Status: Employee <input type="checkbox"/> Subcontractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other:	Time of start of shift: Time of end of shift:

2. Identification of the investigation and risk analysis team	
Name:	Position:
Name: Danny Potter	Position:
Name:	Position:
Name:	Position:
Name:	Position:

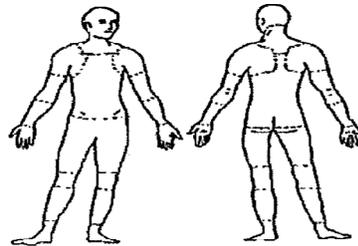
3. Circumstances of the incident/accident	
Date:	Time:
Time when the supervisor was notified:	Time when the COS was notified:
Exact location of the incident/accident:	Exo property? Yes <input type="checkbox"/> No <input type="checkbox"/>
Witness(es): Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who:	Other persons or companies involved? Yes <input type="checkbox"/> No <input type="checkbox"/>

4. Medical information	
Did the employee receive first aid?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the first aid register filled out?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the first aid attendant:	Telephone:
Was there a call to 911?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the employee see a doctor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What was the diagnosis and recommended treatment?	

5. Nature of the injury(ies)	
Pain	Other:

6. Location(s) of the injury(ies)			
Head	Torso	Lower Limbs	Upper Limbs
	Back muscle		

Side of the body affected	
Right	<input type="checkbox"/>
Left	<input type="checkbox"/>
Centre	<input type="checkbox"/>



7. Summary description of the incident/accident

8. Cause(s) of the injury (MELITO)	
Fact(s) related to the Moment (the time of day or the shift)	
Causes	Explanations of the Facts
Other	
Other	
Fact(s) related to the Equipment (products, tools, machines, PPE and vehicles)	
Causes	Explanations of the Facts
Choose one	
Choose one	
Fact(s) related to the Location (environment: the layout, facilities and surroundings)	
Causes	Explanations of the Facts
Other	
Other	
Fact(s) related to the Individual (the person's characteristics, the things that influence their behaviour)	
Causes	Explanations of the Facts
Other	
Other	
Fact(s) related to the Task (the movements and actions depending on the type or nature of the work)	
Causes	Explanations of the Facts
Choose one	

Choose one	
Facts related to the Organization (administrative practices, planning and supervision)	
Causes	Explanations of the Facts
Choose one	
Choose one	

9. Drawing/sketch of the incident/accident

10. Potential for recurrence
Frequency
Probability
Severity
Moderate

CATEGORIES OF FREQUENCY

Improbable: the probability is so low that the occurrence is not expected to happen again.

Rare: low probability, but may happen in a person’s lifetime.

Occasional: likely to happen from time to time in a person’s lifetime.

Probable: likely to happen several times in a person’s lifetime.

Frequent: an event that could happen at any moment, an imminent risk.

CATEGORIES OF SEVERITY

Very low: minor injuries treated with first aid in the workplace, no time off.

Low: minor injuries, accident with time off starting that day.

Moderate: serious injury, temporary partial disability over less than 14 days.

High: permanent partial disability, temporary total disability over more than 14 days.

Very high: death or permanent total disability.

RISK ASSESSMENT GRID

		Severity (S)				
		Very low 1	Low 2	Moderate 3	High 4	Very high 5
Frequency (F)	Frequent 5	5	10	15	20	25
	Probable 4	4	8	12	16	20
	Occasional 3	3	6	9	12	15
	Rare 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

CRITICALITY

Criticality is expressed as the combination of probability and severity.

CRITICALITY = FREQUENCY (F) X SEVERITY (S)

Criticality	Definition	Result F x S
Low	No action required in the short term. Monitoring to ensure that the existing measures are effective	1 to 6
Moderate	Risk requiring action in the medium term unless measures can be quickly set in place to improve the situation	8 to 15
High	Risk requiring intervention in the short term or immediately in order to introduce corrective measures	16 to 25

11. Level of risk/criticality of the incident/accident

Frequency (1 to 5)	Severity (1 to 5)	Frequency X Severity	Criticality

12. Other safety issues

Rail regulations	
Did this incident/accident contravene rail regulations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please fill out the SGS-007-FORM02 Railway Accident/Incident Report form	
Environmental impact	
Did this incident/accident have an impact on the environment?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please follow the environmental spill procedure GAO-770-002	

13. Corrective action plan			
#	Corrective actions	Responsible	Deadline (dd/mm/yy)

Other recommendations

14. Signatures		
<i>Name of the immediate supervisor</i>	<i>Signature</i>	<i>Date</i>
<i>Name of the OHS representative</i>	<i>Signature</i>	<i>Date</i>
<i>Name of the Executive Director</i>	<i>Signature</i>	<i>Date</i>
<i>Name of the HR contact</i>	<i>Signature</i>	<i>Date</i>

Please submit this document to the OHS representative

ANNEX C – DAILY JOB BRIEFING (DJB)

Project: _____
 Name of the contractor: _____
 Name of the DWB contact: _____

<i>Minutes of the daily job briefing</i>		
Date:	Time:	Location:
911 contact:	First aid attendant:	
Hospital:	First aid kit:	
Evacuation/gathering:	Track protection: Yes/No	
<i>Work plan (tasks & responsibilities)</i>		
Risks	Mitigation measures	
Comments		

List of participants on the back

October 29, 2013 version

