



Computer Environment Solutions

Health & Safety Policy And Procedures Manual

01-2216, 27th Avenue NE
Calgary, AB
T2E7A7

Tel. 403-250-5672
Fax 403-250-1138

www.ces.ca

4712 – 97 Street
Edmonton, AB
T2E 5T8

Tel. 780-436-6059
Fax 780-436-4332

www.ces.ca

1703, 2020 Bellwood Ave
Burnaby, BC
V5B 4P8

Tel. 604-606-7960
Fax 604-421-7747

www.ces.ca

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Health & Safety Policy and Procedures Manual

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1.0 Health and Safety Policy and Procedure.

1.1 Safety Policy Statements

Computer Environment Solutions recognizes the right of all its employees to work in a safe and healthy environment. Our intention is to design and monitor a health and safety program that meets and/or exceeds the minimum requirements set out in the Alberta Occupational Health and Safety Act. The management and employee's commitment to this program is clearly stated in the Computer Environment Solutions Health, Safety Policy and Procedure Manual. In addition to the management and employee's commitment we have also clearly stated the responsibilities of all contractors and sub-contractors employed by Computer Environment Solutions to follow our Health, Safety Policy and Procedure Manual in our facility or work site.

1.2 Communication and Training

All employees full time or part time of Computer Environment Solutions have received a copy of the Health, Safety Policy and Procedure Manual. All new hires are given a copy of the Health, Safety Policy and Procedure Manual an orientation and safety briefing conducted by the management or assigned officer of Computer Environment Solutions prior to beginning their employment.

1.3 Evaluation

Program evaluation is an ongoing process with regular Health and Safety Policy meetings to evaluate such issues as on site or our own facility hazard removal, personal protective equipment, safe transport of installed base equipment, proper use or repairs required of installation or test equipment. Any infractions of the Health, Safety Policy and Procedure Manual by an employee will be noted on his/her file.

1.4 Acknowledgement

An annual review of our Health, Safety Policy and Procedure Manual will be completed and verified by management or assigned officer of Computer Environment Solutions no later then the end of September of the following year, changes in the Health, Safety Policy and Procedure Manual will result in new copies distributed to all employees full time or part time and to all contractors and sub-contractors employed by Computer Environment Solutions. A letter outlining the changes and /or improvements will accompany the revised Health, Safety Policy and Procedure Manual.

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2.0 Roles and Responsibilities Policy and Procedure

2.1 Facility and Site Responsibilities

It is Computer Environment Solutions expectation that all parties will participate in an effort to keep our facility and /or work site clean, safe and hazard free. Prior to the commencement of on site work a visual inspection is to be conducted by the lead installer for any health and/or safety hazards and this information is to be relayed to the site foremen of that facility.

2.2 Facility and Site Housekeeping Procedure

- 2.2.1 Daily in our facility or work site cleanup by employees, contractors and sub-contractors employed by Computer Environment Solutions.
- 2.2.2 Computer Environment Solutions stock room facility is to be kept in order and all boxes to be stacked safely.
- 2.2.3 Garbage is to be removed as often as needed to keep work and travel areas safe. All garbage is to be disposed of in a proper and safe manner.
- 2.2.4 Stairways and walkways are to be keep free of obstructions at all times.
- 2.2.5 Keep areas around any and all machinery clean and free of hazards.
- 2.2.6 Tools and test equipment to be properly stored.

2.3 Lead Installer Responsibilities

The lead installer will inspect the work site to ensure that it is free of all tripping and electrical hazards at the end of each day they are on site.

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3.0 Personal Protective Equipment

3.1 Hard Hats

Computer Environment Solutions will supply CSA approved hard hats for its employees. It is the employee responsibility to ensure that there are no cracks, defects, paint or unapproved stickers that will affect the design of the hard hat. It is also the responsibility of the employee to ensure that effected date of the hard hat has not been exceeded.

3.2 Safety Boots

It is the employee responsibility to purchase his/her own CSA certified grade 1 safety boots; they must bear a green triangular patch stamped with the CSA registered trade mark.

3.3 Eye Protection

Computer Environment Solutions will supply CSA approved eye protection with side shields for its employees. It is the employee responsibility to ensure that there are no cracks, defects and paint that will affect the design of the eye protection.

3.4 High Voltage Electrical Rubber Gloves

Computer Environment Solutions will supply approved High Voltage Electrical Gloves for its field service technicians. It is the service technician's responsibility to ensure that there are no cracks or defects prior to the use of the gloves that will affect the safe use of the gloves. All rings and watches are to be removed without exceptions prior to the use of the gloves. Care must be taken to avoid contact with any chemicals, especially petroleum based products. If contact is made with petroleum based products the contaminant will be wiped off immediately and the gloves cleaned with mild soap. Ensure the gloves are completely dry before use.

3.5 Abdominal and Back Support Belt

Computer Environment Solutions will supply abdominal and back support belts. They are to be used without exceptions when lifting anything over 40 pounds/18 kilograms.

3.6 Work Gloves

Computer Environment Solutions will supply work gloves and they are to be used when moving batteries or handling installed base equipment at the warehouse facility or work site.

3.7 Arc Flash Protective Face Shield

Computer Environment Solutions will supply Arc Flash protective face shields for working around live voltages. Face shields provided have a minimum 12 cal/cm² ATPV (Hazard Risk Category 2) rating. Employee must also wear proper eye protection along with the face shield. It is the employee's responsibility to ensure that there are no cracks, defects, paint, or unapproved stickers that will affect the design of the face shield. They are to be used at all times with the exception of initial installations (not including start-up) and battery replacements.

3.8 Arc Flash Protective Coveralls

Computer Environment Solutions will supply Arc Flash protective coveralls for working around live voltages. Coveralls used have a minimum 12 cal/cm² ATPV (Hazard Risk Category 2) rating. It is the employee's responsibility to ensure that there are no rips, defects, paint, or unapproved modifications that will affect the design of the coveralls. They are to be worn at all times with the exception of initial installation (not including start-up) and battery replacements.

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4.0 Safety Training

4.1 Emergency First Aid

Computer Environment Solutions will supply the cost of Emergency First Aid Training; the employees will learn the life saving technique of Cardiopulmonary Resuscitation (CPR) and the first aid treatment of electrical burns and electrical shock and the proper use of emergency first aid equipment and kits. Computer Environment Solutions will provide an Emergency First Aid Kit located at our warehouse facility and an Emergency First Aid Kit in the Computer Environment Solutions service truck. Computer Environment Solutions will also supply an eye wash station located at our warehouse facility.

4.2 WHMIS Training

Computer Environment Solutions will supply the cost of WHMIS Training; WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in our facility or work site. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

4.3 TDG Training

Computer Environment Solutions will supply the cost of TDG Training; TDG is a short form for Transportation of Dangerous Goods. It is a comprehensive plan for providing information on the safe transport of hazardous materials used in our facility or the transportation of dangerous goods to our work site.

4.4 Forklift Operator Safety Training

Computer Environment Solutions will supply the cost of Forklift Operator Safety Training to an employee who is required in his/her duties to operate a counterbalance sit-down rider forklift in the warehouse facility or work site.

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5.0 Tools and Test Equipment

5.1 Hand Tools

Computer Environment Solutions will supply hand tools for use by the field service technicians for the installation and maintenance of installed base equipment. Proper use of the hand tools is essential for the prevention of injury and the longevity of the hand tools. Computer Environment Solutions will be informed of any broken or defective tools; these tools will be repaired by an authorized dealer or replaced.

5.2 Test Equipment

Computer Environment Solutions will supply test equipment for use by the field service technicians for the installation and maintenance of installed base equipment. A visual inspection prior to use of the test equipment and all test leads to be used with the test equipment will be conducted for signs of damage. Computer Environment Solutions will be informed of broken or defective test equipment; that equipment will be repaired by an authorized dealer or replaced. Proper use of the test equipment is essential for the longevity of the equipment. Test equipment and test leads will be properly stored to protect them from damage and routinely calibrate as required by manufacture.

5.3 Power Tools

Computer Environment Solutions will supply power tools for use by the field service technicians for the installation and maintenance of installed base equipment. A visual inspection prior to use of the power tools and the power cords will be conducted for signs of damage. Computer Environment Solutions will be informed of broken or defective power tools; that equipment will be repaired by an authorized dealer or replaced. Proper use of the test equipment is essential for the longevity of the equipment. All power tools will be properly stored to protect them from damage.

5.4 Ladders

Computer Environment Solutions will supply non-conductive fiberglass ladders for use by the field service technicians for the installation and maintenance of installed base equipment. Proper use and storage is essential for the prevention of injury and longevity of this equipment, if defective these items will be repaired by an authorized dealer or replaced.

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6.0 Lock-Out/Tag-Out

6.1 Lock-Out/Tag-Out Process

Prior to any work being performed by the employees of Computer Environment Solutions or contractors and sub-contractors employed by Computer Environment Solutions all possible energy sources which need to be isolated in order to make the installed base equipment safe must be locked out and/or tagged out prior to any work on the equipment. Preventive Maintenance Procedure performed on installed base equipment must be in maintenance by-pass before any work can be carried out on the equipment.

6.2 Lock-Out/Tag-Out Removal

Only the employees of Computer Environment Solutions assigned to perform work on a designated piece of installed base equipment or contractors and sub-contractors employed by Computer Environment Solutions also assigned to perform work on a designated piece of installed base equipment may remove the lock-out/tag-out. Employees, sub-contractors and contractors must inform personal in the area of the installed base equipment that the lock-out/tag-out is being removed and the equipment is now energized.

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7.0 Accident Investigation

7.1 Accident Investigation and Reporting

Any accidents involving an employee of Computer Environment Solutions or contractors and sub-contractors employed by Computer Environment Solutions must have an accident report completed and verified by management or assigned officer of Computer Environment Solutions.

7.2 Classification of Occupational Injuries

- 7.2.1 An injury that does not require first aid treatment at a first aid station by a person trained in first aid, there is no time lost by this type of injury.
- 7.2.2 An injury that does require first aid treatment at a first aid station by a person trained in first aid, there minimal time lost by this type of injury.
- 7.2.3 An injury that requires treatment by a health care professional where an employee leaves his/her place of work to seek medical attention and returns to work no later then the beginning of his/her next scheduled shift, minimal time lost by this type of injury.
- 7.2.4 An injury that requires long term treatment by a health care professionals where an employee leaves his/her place of work to seek medical attention and does not return to work at the beginning of his/her next scheduled shifts, extended time lost by this type of injury.

7.3 Accident Investigation Recommendations

An internal review will be conducted of any accidents involving an employee of Computer Environment Solutions or contractors and sub-contractors employed by Computer Environment Solutions by management or an assigned officer of Computer Environment Solutions and recommendations made to prevent such an injury from happening again. All employees, contractors and sub-contractors will be informed of any changes to this policy.

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8.0 Disciplinary Action

8.1 Disciplinary Action

An internal review will be conducted of any accident involving an employee of Computer Environment Solutions or contractors and sub-contractors employed by Computer Environment Solutions. If the accident was preventable a letter of reprimand will be placed in the employee's file, and any extended disciplinary action will be determined by the management or assigned officer of Computer Environment Solutions.

9.0 Injury Reporting Forms

9.1 Injury Reporting Forms

Injury reporting forms will be made available by management or assigned officer of Computer Environment Solutions these forms will be filled out by both the employee and management or assigned officer of Computer Environment Solutions a copy will be placed in the employee's file along with the accident investigation report and any disciplinary action taken against the employee, contractor or sub-contractor employed by Computer Environment Solutions.

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10.0 Company Vehicles

10.1 Care and Control

Due to Insurance & Liability concerns Computer Environment Solutions has adopted the following rules & policies for employees pertaining to the use of a Company Vehicle(s).

All company vehicles are assets of Computer Environment Solutions and are to be respected & cared for appropriately by all employees. Any abuse or misuse will not be tolerated.

- 10.1.1 Persons other than authorized employees of Computer Environment Solutions are prohibited from; riding as passengers or, operating Computer Environment Solutions service vehicles. Driving while under the influence of alcohol and/or drugs will not be tolerated and will be cause for immediate termination of employment.
- 10.1.2 Employees authorized to operate a company vehicle are to obey all Provincial, State, & Federal Traffic Laws. At no time is an employee to exceed posted speed limits. Any fines resulting from any traffic violations are the responsibility of the employee. Management will also review the incident. This also includes parking violations. Speeding tickets may be cause for employment suspensions (WITHOUT PAY).
- 10.1.3 No persons other then Computer Environment Solutions employees are authorized to operate company vehicles. Employees operating company vehicles are responsible for maintaining the cleanliness of the vehicle as well as consistently checking important fluid levels, engine & transmission oils.
- 10.1.4 Careless & Imprudent Driving will not be tolerated & may be cause for immediate termination of employment. Employees must maintain detailed Mileage Logs for the company vehicle(s).
- 10.1.5 Employees operating company vehicles are responsible for their own fuel costs when operating the company vehicle from their personal residence to Computer Environment Solutions' offices.

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11.0 Contractors and Sub-Contractors Proof of Insurance

11.1 Proof of Insurance

All contractors and sub-contractors employed by Computer Environment Solutions must provide Computer Environment Solutions with a valid Certificate of Insurance for not less than \$2,000,000.00 in General Commercial Liability Insurance naming Computer Environment Solutions as additional insured. Contractors and sub-contractors must also provide Computer Environment Solutions with a valid Certificate of Insurance for \$1,000,000.00 Vehicle Liability Insurance for all vehicles used as well as a Letter of Good Standing from The Workers Compensation Board from the Province where the work is being performed. All contractors and sub-contractors must comply with this prior to performing any work on any site on behalf of Computer Environment Solutions.

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12.0 Environmental Policy

12.1 Handling and Transport of Batteries

- 12.1.1 Computer Environment Solutions, its employees, sub-contractors and contractors will transport and handle all batteries in a prudent and safe manner at all times to protect employees, the public and the environment. Computer Environment Solutions, its employees, sub-contractors and contractors will wear CSA approved eye protection with side shields and work gloves without exceptions while handling and transporting batteries.
- 12.1.2 Batteries stored in our warehouse facility and /or work site are to be kept in a safe area to prevent any damaged by any mobile transport equipment.
- 12.1.3 Computer Environment Solutions will ensure that the disposal of spent batteries will be carried out by an authorized recycling company.
- 12.1.4 In the event any damage occurs to any batteries an immediate clean-up procedure will be carried out, clean-up material will be stored in a proper container for disposal. An incident report must be filled out and a copy handed to management or assigned officer of Computer Environment Solutions.
- 12.1.5 Transportation of Dangerous Goods (TDG) and Material Safety Data Sheet (MSDS) forms must be filled out and on hand when transporting batteries.