PREMIER TECH

TELEPHONE NUMBERS

911

 Ambulance ..... (_____) _____

 Hospital ..... (_____) _____

 Police ..... (_____) _____

 Fire ..... (_____) _____

 Poison Control Center ... (_____) _____

 First aid workers ..... (_____) _____

..... (_____) _____

..... (_____) _____

Make sure there's somebody to direct the Rescue services:
First Aid - Firefighters - Police

TABLE OF CONTENT

FOREWORD

This manual contains the main general safety rules applicable to Premier Tech operating sites where harvesting, baling and handling of peat and soil are carried out.

Information provided in this manual is an overview of the Health and Safety Program for Premier Tech. Additional or more detailed information may be required to satisfy specific legislation. Furthermore, additional training or information will be provided to all team members depending on their duties.

All Premier Tech team members must be 18 years of age or older.

The masculine gender will only be used in order to lighten the text. However, it is understood that all rules apply equally to both male and female team members.

COMMITMENTS

OCCUPATIONAL HEALTH AND SAFETY APPROACH

Premier Tech considers the health and safety of its team members as an essential responsibility for all the actors involved: Premier Tech, its Groups and Business Units, the Leadership teams, and the team members.

OH&S Guiding Principles

Premier Tech believes that health and safety protection is a crucial element of excellence in the conduct of its activities. To this end, Premier Tech seeks to create an environment that is free from accidents and occupational illnesses. To reach that objective, Premier Tech relies on the close collaboration and cooperation of all its team members.

Premier Tech implements this approach and commits to:

- Promoting and supporting the active participation of managers, team members and business partners in the prevention activities and programs;
- Integrating the OH&S principles into all aspects of its day-to-day activities;
- Managing its installations and sites in a proactive manner to meet the obligations defined by the laws and local regulations as regards OH&S, as well as the methods, procedures and instructions it has established
- Identifying and evaluating the hazards present in the workplace to take the necessary measures to eliminate/control those hazards;
- Informing and training its managers, team members and partners on Premier Tech's OH&S approach, and on the hazards identified and the measures implemented;
- Measuring and keeping its performances and OH&S system up-to-date, according to the local and corporate standards established, and thus promoting a continuous improvement approach by making sure the objectives set are reached.

All team members are responsible for their safety and the safety of their colleagues. Through their behaviours, they participate in ensuring a safe and healthy work environment for all, which in turn contributes to Premier Tech's financial and business performance.

Revised March 22, 2017

OUR COMMITMENT TO THE ENVIRONMENT

Premier Tech Horticulture adheres to the wise use of natural resources, including peat bogs. This ensures a sustainable development, lasting growth as well as better quality of life.

With this in mind, Premier Tech Horticulture, along with all its team members, commits to:

- Conform to the industry's best environmental practices;
- Use its resources responsibly to reduce our environmental impact;
- Perform innovation, research and continuous improvement activities in a sustainable way.

OUR COMMITMENT TO QUALITY

Premier Tech Horticulture is determined to bring forward quality in all its spheres of activities.

It is our nature to constantly work on providing perfected products through:

- Team Work
- Combination of leading Edge Technologies and raw materials
- Optimisation of our production process to continually elevate the Industry Standards

Our Clients' success is at the forefront of our daily decision making process. The quality of our products is benefited from our precise execution.

PREMIER TECH APPROACHES

ALCOHOL AND DRUGS WORK APPROACH

INTRODUCTION

Premier Tech believes that it is in the best interest of their team members, their families and the workplace to establish an Alcohol and Drugs Approach which assists team members in dealing with substance use issues. This Approach will ensure a safe work environment for all team members and help prevent the deterioration of Health, Family Life and Job Performance issues caused by substance use.

Premier Tech is committed to ensuring a safe, healthy and productive workplace. Team member's use of illicit drugs and/or inappropriate use of alcohol can have serious adverse effects on the safety and well-being of fellow team members, the community, the client, the environment and the company, including its image and reputation. This Approach works to encourage mutual cooperation in addressing alcohol and illicit drug use problem.

Premier Tech must take the necessary measures to protect team members' health, safety and physical integrity, and all team members must take the necessary measures to protect other people and their own health, safety and physical integrity in the workplace.

Consequently, Premier Tech has updated its approach regarding alcohol and drugs.

Objectives

This approach aims to:

- Prevent the risks associated with the consumption of alcohol or drugs;
- Ensure the safety of all team members and clients; and
- Protect the company's brand image.

Scope

This approach applies to all team members and must be respected in all of Premier Tech's establishments, on its premises, in indoor/outdoor rest areas and common areas, and in the other rooms or places where activities are carried out on Premier Tech's behalf. The approach also applies to all of the company's vehicles.

Notwithstanding the previous paragraph, the consumption of alcohol may be authorized by a Business Unit's President or a Corporate Vice-President in the context of a special event. During such an activity, Premier Tech recommends the event's organizers to plan for a drive-home service to ensure the safety of all participants.

Principles and Prohibitions

During work hours, Premier Tech has a zero tolerance policy regarding the possession, consumption, distribution, and sale or trafficking of alcohol and drugs and as well as the distribution and/or sale of medicine.

All team members must be able to perform, at all times and in an adequate and safe way, all of their duties. When at work, team members must not be under the influence of alcohol or drugs.

A team member who notices that a colleague or third party is showing signs of intoxication while at work (e.g.: drug odour, alcohol breath, incoherence in speech, red eyes, precarious balance, significant agitation, etc.) must promptly report the situation to a manager.

Alcohol and Drug Testing

A team member will be removed from work if Premier Tech has reasonable grounds to believe that such team member is incapable of working because of the influence of alcohol or drugs or because of using medicine improperly. Subject to the following, and this, after having met a representative of Premier Tech, the team member will be taken home, and relieved of duties with pay, for a period of time determined by Premier Tech, and will be met at a later time to discuss the situation. Such team members may thereafter be placed on a leave of absence without pay and required to participate in a treatment and rehabilitation program as a condition of returning to work.

When Premier Tech has reasonable grounds to believe a team member has used or is under the influence of alcohol or drugs, that team member may be required to take a drug and alcohol test.

Premier Tech may require a team member involved in an incident or accident to take a drug and alcohol test, and this, as soon as possible following the occurrence of the event, when there are reasonable grounds to believe that the consumption of alcohol or drugs may have contributed or caused the event.

Premier Tech may require a team member to take a drug and alcohol test before returning to work, when the absence was due to a problem related to the consumption of alcohol to ensure that the team member is appropriately managing the problem.

Premier Tech may require a team member to take random drug and alcohol tests following a return to work after an absence due to an alcohol or drug consumption problem to ensure the team member remains abstinent.

Any refusal to take a drug and alcohol test will automatically be considered as a positive test.

Assistance to Team Members

Premier Tech recognizes that dependence to alcohol, drugs or over-the-counter or prescription medicine may be an addiction that can be treated successfully and subject to accommodation in accordance with the *Human Rights Code.*

A team member who is or thinks he is dependent to any of the substances mentioned herein is encouraged to seek advice and to follow an appropriate treatment without delay before his professional, social and family environments are affected. To this end, Premier Tech offers confidential accommodation measures to team members who are or think they are dependent, as well as assistance and support in finding an appropriate source of evaluation, treatment and rehabilitation.

Responsiveness Measures

Premier Tech may impose disciplinary or administrative measures, including termination of employment, when deemed appropriate, having regard to each team member's particular circumstances and the duty to accommodate in accordance with the *Human Rights Code* where applicable.

SMOKING

Smoking is prohibited at all times on the various Premier Tech sites, both inside and outside buildings. However, Premier Tech recognizes that smoking is a personal choice and appreciates that team members exercise this right outside of the company's sites. Premier Tech also accepts that team members smoke in their personal vehicles provided that they respect the following timetable:

- before work
- during their lunch hour;
- after work.

It is also forbidden to throw away ashes or cigarette butts outside of your vehicle. Failure to comply with this rule will be considered a serious offence. If need be, disciplinary action will be taken.

Team members who work the evening shift may only smoke during their mealtime, following the same rules as daytime workers. Safety measures implemented regarding traditional cigarettes also apply to e-cigarettes.

CONFIDENTIALITY

In order to achieve our common objectives, it is essential that all of Premier Tech's team members work in a cooperation and mutual respect atmosphere. This notably includes respecting the team member's confidentiality agreement regarding the information he has access to in the frame of his job.

Thus, it is equally essential that all of Premier Tech's team members undertake to keep confidential the information that they get in the frame of their job. It is also forbidden to take pictures or shoot videos of Premier Tech's property and use them to personal purposes.

DISCRIMINATION

Premier Tech is a multidisciplinary team whose members have been chosen for their skills, without distinction, exclusion or preference based on race, colour, sex, religion, age, sexual orientation, civil status, will of association, political convictions, language, pregnancy, social condition, handicaps, use of a means to make up for a handicap or origins. This impartiality is applied to every aspect of work relations and each team member must comply with those principles.

It is also each team member's responsibility to communicate with a member of the Organizational Development team if he feels discriminated or is aware of such behaviours.

HARASSMENT

Premier Tech acknowledges the worth and equality of each person and will not tolerate any behaviour or remarks that could be detrimental to the work atmosphere. Comportments and spoken or written remarks that are abusive, intimidating or offensive, especially those relating to race, colour, sex, pregnancy, sexual orientation, civil status, will of association, age, religion, political convictions, language, ethnic or national origins, social condition, handicaps or use of a means to make up for a handicap, are forbidden. No team member is allowed to harass another person for one of the above reasons. Harassment victims are protected against all forms of reprisals.

Any form of harassment, whether sexual, discriminatory or psychological, is forbidden. Not complying with this policy will inevitably bring about disciplinary measures that could ultimately lead to the team member's dismissal (zero tolerance).

Sexual Harassment

Premier Tech cannot tolerate sexual harassment towards a team member, a customer or any other person related to the company in any way whatsoever. Forbidden acts notably include abusive jokes about sexuality, writings, images and games of a sexual nature, sexual advances, sexual propositions implying that the refusal of such propositions could be detrimental to the team member's status within the company, or any other act that could be perceived as being sexual harassment.

Application Method

Premier Tech undertakes to treat complaints quickly and take the necessary measures, if need be, in order to punish any failure to comply with its policies. Thus:

- If a team member thinks he is victim of harassment, abusive behaviour or inequity, he must communicate with his manager or a member of the Organizational Development team.
- As soon as a complaint is filed, the manager must communicate with a member of the Organizational Development team.
- All complaints are treated confidentially. If a complaint requires an investigation, the latter will be conducted in strict confidence.
- Filing of a complaint will not affect the complainant's employment status, unless Premier Tech has a proof that the denunciation was based on false information.
- The parties involved have the right to be heard and to be accompanied by the person of their choice.
- An internal committee will examine the complaints filed confidentially and without fear or favour, in order to determine whether the charges have been reasonably demonstrated. It will then decide what disciplinary actions must be taken, if need be.
- The parties involved will be informed of all decisions.
- The application of this policy does not prevent any other legal action from being taken by a team member who is or considers himself to be victim of harassment, abusive behaviour or inequity.

HIRING PROCESS

Staffing plays a strategic role in organizational development:

- By recruiting and selecting people whose training, experience and competencies increase the knowledge level of our teams and help achieve Premier Tech's objectives
- By making sure the personality, values and attitude of candidates are compatible with Premier Tech's Culture and Vision, and this, for ethical reasons and out of respect for individuals.
- By meeting the needs of our Business Units, which are related to Premier Tech's mission and objectives;
- By supporting Premier Tech's continuous growth in order to remain competitive on the developing markets.

Posting

All of the positions available at Premier Tech are posted on the corporate web site.

Internal Candidacies

The team members interested in applying for positions available at Premier Tech can submit their candidacy by sending their résumé to the concerned Organizational Development team.

External Candidacies

External candidates are invited to apply for positions by using the online form available on the web site.

Analysis of the File

All the résumés received are analyzed by the person in charge of the corresponding recruitment file. That person pre-selects candidates by identifying those whose profile corresponds best to the requirements of the vacant position.

The candidates retained are contacted by phone to discuss their interests, experiences and competencies as regards the available position. Premier Tech only communicates with those retained for an interview

Interviews and Evaluations

The candidates selected for an individual interview at our offices will meet a member of the Organizational Development team and the position's manager, who will evaluate the candidates' professional and technical potential. More than one interview may be necessary and candidates may be asked to complete certain tests for a more thorough evaluation of their candidacy.

Decision Making

Towards the end of the process, the choice of a candidate is made jointly by those who will have met you.

USING THE COMPANY'S MATERIAL FOR PERSONAL PURPOSES

Premier Tech puts to the disposal of its team members the material and equipment they need to work properly, including information and telecommunication technologies. Each team member is responsible for using the said material and equipment safely and for keeping it in proper order of working.

Because it cares about its team members' quality of life at work, Premier Tech accepts that they use its material and equipment for personal purposes, provided it is done on an occasional basis. However, such use for personal purposes must respect certain criteria, including compliance with laws, the absence of any impact on the team member's work or on that of his colleagues, and the absence of any risk or cost for Premier Tech.

Also, the company's material and equipment cannot on any account be used for professional purposes not related to the team members relationship with Premier Tech.

In the case where a team member would like to use the company's material and equipment significantly, prior authorization from that team member's manager is required. It is understood that such use must be made outside the team member's work hours.

VIOLENCE AND LANGUAGE IN THE WORKPLACE

Premier Tech has created an environment where relationships between team members are based on respect and consideration. Offensive, vulgar or hurtful language won't be tolerated. Moreover, pushing, hitting, fighting or any other act of violence towards a team member, his personal property or that of Premier Tech is forbidden.

If a team member is victim of violence in the work place, he must tell a member of the Organizational Development team about it. All complaints will be considered and treated quickly and rigorously. If a complaint is filed, Premier Tech undertakes to take the necessary disciplinary measures, which could ultimately lead to dismissal.

ROLES AND RESPONSIBILITIES

(Reference: PT Health and Safety Program)

SUPERVISORS

- Apply the guidelines related to the OHS action plan.
- Apply and communicate safety rules set in the PTH prevention guides. (Fire prevention plan, electric security procedure, Prevention Plus guide...)
- Ensure that each team member is informed of the risk related to his work and that each team member has the expertise to complete his task. (with documented proof of competency).
- Be rigorous and consistent when an unsafe behavior is performed and apply the disciplinary sanctions as required.
- Lead OHS tool-box meetings.
- Document training and drills related to the emergency plans.
- Observe workers during their day-to-day work tasks and take action to enforce safe behavior.
- Ensure that the work environment and the work procedures are free from hazards.
- Ensure that subcontractors and visitors are compliant with the PTH safety rules and the applicable OHS government regulation.
- Apply the PTH incident/accident investigation and analysis procedure to report all the incident/accident that happens on the site.
- Conduct workplace inspections to identify and control hazards and suggest corrective actions, in collaboration with the team members and the joint health and safety committee.
- Implement corrective actions.
- Ensure the maintenance of the machines, tools and personal protective equipment (PPE).
- Participate to the job hazard analysis, in collaboration with the joint health and safety committee.
- Intervene in a « right to refuse » situation and apply the procedure.
- Ensure the new workers' integration, supported by the OHS advisor

TEAM MEMBERS

- Read and fully understand and sign the Prevention Plus manual.
- Take necessary action to ensure its own health and safety.
- Ensure not to endanger the life of coworkers.
- Respect PTH's safety rules.
- Participate in identifying and eliminating workplace hazards and suggest solutions to improve health and safety.
- Collaborate during an accident investigation and its analysis.
- Report any potentially hazardous situation to the supervisor.
- Participate in PTH's health and safety training.
- Attend OHS meetings.
- Use required personal protective equipment properly.
- Undergo the required medical examinations.
- Know the location of the emergency equipment (fist-aid kit, fire extinguisher, etc.) and the emergency procedures.

WORKPLACE HEALTH AND SAFETY COMMITTEE

- Participate in the development of the annual OHS action plan, in order to reduce work injuries.
- Inspect workplace environment.
- Review the incident/accident investigation and analysis.
- Assess corrective actions implemented.
- Promote prevention activities.
- Receive suggestions and complaints from team members.
- Make recommendations to the PTH's direction.
- Keep team members informed about files discussed during the JHSC meetings.
- Participate in the PPE selection.

IN CASE OF AN ACCIDENT

All incidents and injuries, even if minor, must be communicated to the supervisor before leaving the site.

You are victim of an accident	You witnessed a major accident
• Tell a first aid worker and the supervisor; • If required, the supervisor will ensure you are taken to Emergency services; • If required, the supervisor will give you a ***Modified Tasks form*** which the doctor will have to fill out; • A copy of the documents your doctor will give you must be given to the supervisor or the administrative assistant; • An *Accident Analysis Report* form must be filled out and sent to the Health and Safety team.	• Stay calm; • Tell a first aid worker and the supervisor; • Call 911 services: ensure that there is someone to direct them; • Do not move the injured team member to avoid aggravating his injuries, unless he is in danger; • Calm and reassure the injured person; • Undo the team member's collar and belt and cover him; • If necessary, disperse crowd around the injured person.

INTERNAL ACCIDENT ANALYSIS REPORT

All accidents and incidents must be reported and investigated in order to determine corrective actions.

- Accidents causing injury and lost time;
- Accidents causing injury and modified duties are required (no lost time);
- Accidents causing injury and the team members gets medical assistance (no lost time)
- Accidents causing injury and the team members gets first aid on site only.
- Near miss incidents
- Accidents with material and /or property damages.
- Fire (building, bog or machinery)

The supervisor will inform the Site Director as well as the Health and Safety advisor about the accident.

The supervisor is to ensure that first aid is provided to the injured worker and that the injured team member is taken to the emergency services if required.

The supervisor is to secure the scene of the accident, if required.

If the team member is required to go to emergency services then the supervisor will provide the team member with forms for the Doctor to complete depending of the severity of the injury.

The team member must bring back these completed forms with the medical Doctors note to the supervisor or to the office administrator as soon as possible.

As part of the accident investigation, the supervisor with the team member involved and a representative of the safety committee will complete the Accident Analysis Report as follows:

- If required, taking pictures or making sketching of the accident scene.
- Gathering information on the facts that caused the accident from the injured team member as well as from witnesses and first aid workers when possible.
- Identifying the chronological sequence of facts that led up to the incident
- Identifying corrective and/or preventive measures which must afterwards be taken as soon as possible.
- Determine who will be in charge of the corrective actions and the timeframe of completion.

The supervisor gives a copy of the Accident Analysis Report to the Office administrator, to the Health and Safety advisor and to the Workplace Health and Safety Committee.

The supervisor is to ensure that the team members are properly informed and trained after the corrective and/or preventive actions are implemented.

The report should be completed within two (2) days after the accident.

REPORTING PROCEDURES TO THE COMPENSATION BOARDS AND COMMISSIONS.

All accidents resulting in time lost, modified duties or requiring medical care, must be reported to the following provincial commissions.

Province	Report	Time Limit
ALBERTA (WCB)	Employer: Employer's report of injury or OD (form C040)	3 days
	Worker: Worker's report of injury or OD(form C060)	As soon as possible
MANITOBA (WCB)	Employer: Employer's report about the incident (form 2)	5 working days
	Worker: Work Incident report (form 3)	As soon as possible
MINNESOTA (LIBERTY MUTUAL INSURANCE)	ExPRSCall W C Report Form	As soon as possible (not more than 14 days)
NOUVEAU-BRUNSWICK (WSNB/TSNB)	Employer and worker: Report on accident and occupational disease (form 67)	3 days
ONTARIO (WSIB/CSPAAT)	Employer: Injury or disease notification (form 7)	3 days
	Worker: Injury or disease notification (form 6)	As soon as possible
QUÉBEC (CSST)	Employer: Employer's notification and refund claim (ADR)	As soon as there is one or more day of absence
	Worker: Worker's claim	When there are more than 14 days of absence and/or medical fees or care are involved
SASKATCHEWAN (WCB)	Employer: Employer's initial report of injury (form E1)	5 days
	Worker: Worker's initial report of injury (form 7)	As soon as possible

FIRE PREVENTION

WARNING

Peat moss is light and very combustible. Water jets that are too powerful or direct can make firebrands move and contribute to spreading the fire on a greater surface, or create other spot fires.

A water jet that is too powerful can generate an excess of oxygen, which will accelerate the fire and create an explosion hazard with the peat moss dust.

Peat moss dust, especially inside buildings, is generally very dry and does not absorb water.

Any impact can create a suspension of peat moss dust in the air. The flammability of the air-peat moss dust mix may be compared to that of solvent fumes.

BUILDING

IN CASE OF A FIRE

- Sound the alarm;
- If the fire is small and considered as being harmless, try to put it out with the nearest extinguisher;
- If possible, cut off electric current, propane or any other source of fuel, as well as the ventilation system and the baghouse of the building where there is a fire;
- Get out of the building promptly in a calm manner.
- When leaving the building, ensure that everybody has evacuated it;
- Proceed directly to the designated Muster Point and follow the blue hard hat's instructions. A roll call will be done to ensure everyone is accounted for and all are safe and out of the building;
- Call the fire department and inform the Supervisor on duty who will mandates someone to direct the firefighters as soon as they arrive on the premises;
- Do not go back to the building without the red hard hat's authorization.

TRAINING FOR THE USE OF PORTABLE EXTINGUISHERS

- Every year, all team members follow a theoretical training about the handling of portable extinguishers.
- Every three (3) years a practical training is added to the theoretical part.

Building maintenance

Building maintenance is an essential part of any efficient fire prevention program and requires the commitment of all team members. The following key elements must be adopted:

- Regular removal of garbage.
- During production activities, sweeping and cleaning of floors need to be done constantly;
- Removal of all dust accumulation on equipment, conveyors and footbridges at least once a week, or according to the accumulation.
- Ensure all flammable materials are stored properly in a closed steel cabinet and clearly marked with proper labels on the outside as to the contents inside.
- Regular equipment maintenance, in accordance with the manufacturer's recommendations.
- Ensure the conveyors are completely cleaned of all peat at the end of each working shift when the plant is stopped for more than 4 hours.
- At closing time, an 8-hour extended fire watch by a designated person must be done in order to detect problems such as presence of fire, smoke, odours, garbage, combustible waste, or any type of flammable products that could possibly ignite.
- The outside storage of pallets must be at more than 15 meters (50 ft) away from any building or structure.
- The grass must be cut regularly around the property.
- There should be no waste piles inside and outside the buildings.
- Under no circumstances can radios and heaters with bare electrical elements be taken or used inside a peat moss processing plant.
- If required, finished goods can be temporarily stored inside the plant. The goods must then be gathered in pile of not more than 200 square feet, with passageways of 10 feet between them. Piles must be at least at 20 feet from the plant's walls. All passageways must be kept free of obstruction to allow circulation in case of an emergency.

Access

Access to extinguishers, fire hoses, manual fire alarm stations and all exits, man doors and/or bay doors must be clear at all times. As well there must be at least one (1) meter of clearance in front of the electrical boxes, control panels, disconnecting switches and emergency stop buttons.

Parking equipment

- Near plants or buildings, mobile equipment are parked at least at 15 meters (50 feet) from buildings with a distance of 15 meters (50 feet) between machines.
- Equipment working with gasoline or diesel must not be parked permanently inside the plants or the warehouses
- If during the cold winter months the equipment needs to be parked inside a building, ensure that all disconnects are off.

BOG

Emergency situation

- Alert the Supervisor and the team members that there is an emergency situation;
- Get directly to the designated meeting point and follow the blue hard hat instructions. A roll call will be done to ensure everyone is accounted for and all are safe;
- If required, the Supervisor on duty will mandate someone to direct the rescuers as soon as they arrive on the premises;
- Do not go back to the area without the red hard hat's authorization

Peat bog fire

- If there is smoke coming from an area greater than 1 m2 (10 square feet), or if flames can be seen, call the fire department (911) immediately.
- It is essential for the fire department and team members to work together in order to rapidly control the fire.
- Ask for immediate assistance for a sufficient number of PTH team members on site to help with the fire.

THREE (3) SITUATIONS COULD HAPPEN DURING A FIRE IN A PEAT PILE :

1. A surface fire of a pile:

- Do not open the peat moss pile;
- Do not walk over it to avoid pushing firebrands into the peat moss;
- Carefully, put moist peat moss over the fire's surface using a loader.

2. Fire inside the pile, but no flames are visible from the outside:

- The situation must be properly assessed and a safe approach has to be determined.
- Evaluate relevant factors that could impact the fire as: Wind speed and direction, humidity, equipment available, etc.
- Be ready to respond to emergencies.

3. Fire inside the pile, with flames visible from the outside:

- Before opening the pile :

- Bring equipment such as, the water tank, hoses, harrows and loaders immediately;
- Use the harrow or other equipment to dig and lift a maximum of moist peat around the pile.

- To lower the flames use a rain-like jet.
- Dampen the pile with a rain-like jet. The fire hose should not be directed into the fire and the jet should not be too powerful.
- Use one or two protective rain-like jets to protect the loader and to lower the flames and firebrands when the pile is open.
- Keep your back against the wind to fight the fire.
- Have every available person participate with shovels, pails, extinguishers, rakes, etc.
- In order to avoid pushing firebrands into the peat moss, do not compress the peat with equipment or by walking on the pile.
- All operations must be performed carefully to avoid bringing air in the pile.

If there is a fire in/on a piece of equipment:

- Focus on the peat fire, not the equipment.
- Water the soil around the fire area to prevent fire spread.

After the fire:

- Ensure the area is under constant supervision for at least twelve (12) hours after the fire was controlled.
- The supervisor must ensure that an Accident Analysis Report is filled in with all the required information identifying the direct cause of the fire as well as the corrective actions.
- Present this report in the post-mortem meeting with the key stakeholders.

Parking equipment in the bog

- In peat bogs, all mobile equipment must be parked facing the wind, with a distance of about 75 feet between each of them.
- At the end of the operations, a One-hour surveillance of the equipment must be ensured in order to reveal beginning of fire.

Oils and fuels

- Any cloths soaked with oil, fuel or other flammable substances must be put in designated metal containers with a lid.
- Turn off the engine of all vehicles and/or equipment when filling up with gas.
- Use the absorbent materials from a spill kit to mop up oil spills and dispose of it safely and as per hazard material disposal procedures. Peat moss must not be used to absorb flammable liquid spills.

MATERIAL FOR INTERVENTION IN A PEAT BOG

All equipment must be ready to be used with easy access at all times.

Inspection (extinguishers, pumps, etc.) and regular start-up (pumps, engines) must be done at least once a month.

LIST OF REQUIRED MATERIAL

- 45-gallon barrels and pails must be installed before the beginning of harvesting and maintained full of water during the season. There must be at least 1 barrel per 4 fields;
- On every peat bog, there must be a water pump and a 1000-gallon fire tank per 400-acre parcel of peat bog, located near peat processing;
- Every vacuum and loader must be equipped with a water extinguisher;
- Every vacuum must be equipped with a shovel and a pail (cubic foot);
- A 2 X 2 meters (6 X 6 ft) fire blanket must be available in every bog foreman's truck;
- The tank refill pump must be located close to the water pond or on the tank at all times; During the harvesting months the tank should always be full of water ready to use at any given moment.
- A water pond, of at least 20 meters (66 ft) long by 2 meters (6 ft) wide at the base and of which the wall slope is at least 1 to 1, must be present for every parcel of 500 acres or less of peat bog;
- The water pond must be identified.

Maximum Wind Speed for Peat Harvesting	
Norm number : PHL-PR-NO-001e2	**B.U.:** Premier Tech Horticulture
Date issued: 2002-05-31	**Written by:** Frédéric Caron
Date revised : 2010-03-17	**Appr. by :** Frédéric Caron

1. In case of accident or fire, dial **911**.
2. Every bog lead hand or foreman must be equipped with an anemometer to measure the speed of the wind.
3. During peat harvesting, the bog lead hand or foreman **must measure** the wind velocity every two hours.
4. When the wind blows at **25 km/h** and over, the bog lead hand or foreman must check if there is no gust of more than 45 km/h. **Readings must be taken every 30 minutes**.
5. If there are **wind gusts of more than 45 km/h**, peat harvesting operations (vacuum and harrowing) are **suspended** until the speed of the wind reduces below 35 km/h.
6. If the **wind blows at 50 km/h and over**, all the operations in peat bogs (vacuum , harrowing, loader, transportation) are **suspended** until the speed of the wind reduces below 35 km/h.

MONITORING PEAT PILE TEMPERATURE IN THE BOG

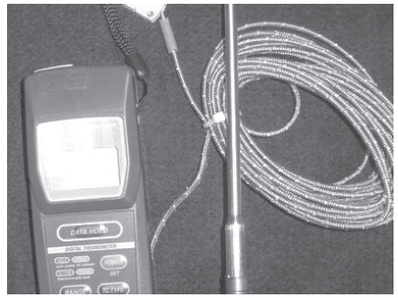
Peat Pile Temperature Management	
Document # : PTH-QU-WI-147e1	**Division :** Premier Tech Horticulture
Date issued: 2009-08-14	**Écrit par :** Claudine Bégin
Date revised : 2015-03-09	**Approved by : Frédéric Caron**

1. Temperature management frequency

- **Solar probe :**
  From the beginning of the harvest or upon delivery of freshly harvested peat at the plant, insert solar probe in the peat pile at eye level (appr. 5 1/2 feet). The end of the probe must be as close as possible to the center of the pile. (Standard dimensions of the peat pile: 15' height X 40' width).

See work instruction PTH-QU-WI-129 to know how to use the solar probe.

- **Temperature probe :**
  - From July 1st: As needed or check daily peat piles at risk
  - July 1st to October 1st : Once a week or check daily peat piles at risk.
  - From October 1st : As needed or check daily peat piles at risk.



Temperature of the bulk peat pile stored in the field or at the plant must be taken with a long temperature probe.

2. Temperature measurement :

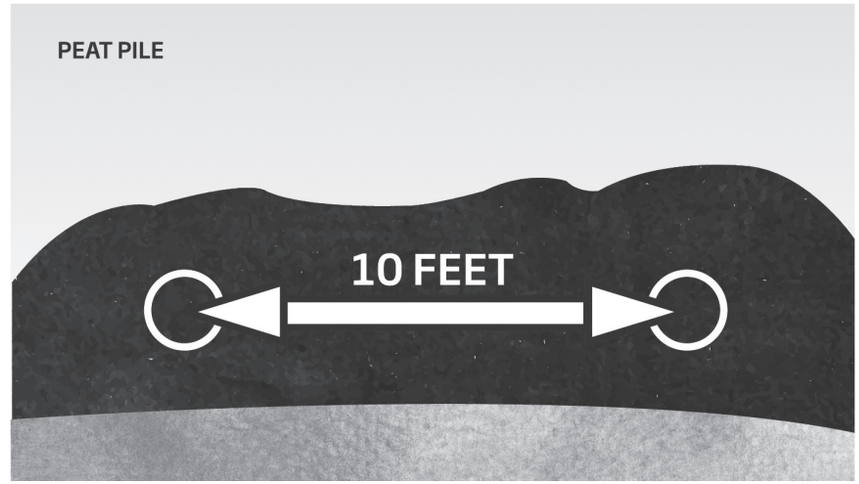
• Solar probe :

1. Insert a solar probe every 10 feet and write down the results on the electronic form.
2. Probe can be inserted every 20 feet if you do not have enough solar probes or if the temperature of the pile is stabilized.
3. Check daily the pile's temperature and as soon as one probe's indicator turns red, take action
   (see section 3).

Rule of thumb for estimating quantity of probe: 1 probe / 6000 cft (185 / million cft)

• Temperature probe:

1. Check temperature every 10 feet and write down the results on the electronic form.
2. Check the pile's temperature as indicated in the section 1.
3. As soon as the temperature reaches **32 °C (90 °F)** (see section 3), take action.



3. Peat pile management:

Temperature increases at a rate of 1.3 °C (2 °F) per day when the temperature of the peat pile is over 30 °C (86 °F).

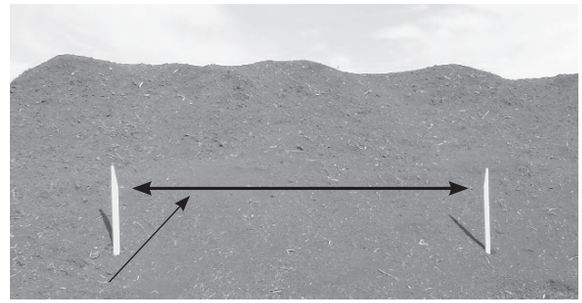
Sometimes, the peat can be harvested at a temperature which exceeds 32 °C. In this case, make a daily follow-up to follow the evolution of the temperature.

• Maximum temperature allowed with no effect on peat:	**32 °C (90 °F)**
• Temperature range when the peat can remain in the field:	**< 27 °C** (< 80 °F)
• Temperature range when the peat must be used:	**27 à 32 °C** (80 à 90 °F)
• Temperature range when the peat must be use immediately before reaching 37 °C (yellow):	**32 à 37 °C** (90 à 100 °F)
• Temperature range when the peat must be mixed with fresh peat and or peat pile is opened and spread. Peat must be used immediately (red):	**37 à 42 °C** (100 à 108 °F)
• Temperature range where the peat must be mix with fresh peat and or peat pile is opened and spread. Peat must be used for retail only if odor permits:	**42 à 49 °C** (108 à 120 °F)

Self combustion of peat starts in the middle of a pile of bulk peat stored in the field and when the humidity ranges between 45% and 60%.

1. A picket system is used to identify a section of peat which is heating and must be brought immediately at the plant or opened.
2. Yellow or red pickets are placed at the extremities of the sections of the peat pile. Each picket is placed at depth of 12 inches. If the section is over 20 feet, pickets are placed in every 20 feet
3. Bevelled pickets can help in the identification by placing the bevels face to face in the part of the peat pile which must be transported.

Example :



Pile part to bring

No picket:
Temperature lowers than **32°C**

Yellow picket:
Temperature between **32 to 37 °C** (90 to 100 °F)

Red picket:
Temperature between **37 to 42°C** (100 à 108 °F)

Solar probe	Temperature probe
• Install the probes at the beginning of the season when the piles are thawed. • Make sure not to over stress the probe's rod (breakage). • Remove the probes from the pile as the pile is loaded into trucks or wagon. • Pick up the unused probes daily. • In the fall, remove all the probes before freezing. • Carry the probes in a manner which will prevent the box from shaking. • Make sure not to knock the probes control box (DO NOT THROW). • Store the probes in a dry area. • Calibrate the probes at the start of each season. a. Compare the temperature measured by the probe with a thermometer. Wait for the probe temperature to stabilise before comparing b. If the difference is greater than 2°C, the probe is not to be used.	• Calibrate the probes at the start of each season. a. Compare the temperature measured with the probe and an outdoor thermometer (±1°C). b. Compare two probes inserted in the same place in a peat pile (±1°C).

5. Storing peat in the field - time frame

The potential peat storage time in the field varies with the peat grade, the harvest plan at the time of harvesting and many other factors. The following table presents possible ranges of the stabilising time of the peat pile. This information is not to be taken as 100% accurate.

	Storage Time per Grade vs Harvest Plan			
	GRADE 1	GRADE 2	GRADE 3	GRADE 4
Plan				
A	3-6 months	6-12 months	12 months	24 months
B	4 weeks	2-4 months	3-6 months	6 months
C	3 weeks	3 weeks	3 weeks	3 weeks
D	2 weeks	2 weeks	2 weeks	2 weeks

When required and when the temperature of the pile is stable, the latter can be covered.

Reinstall probes after covering the pile.

GENERAL SAFETY GUIDELINES

The objective of the following General Safety Guidelines is to promote safety awareness and to support sites' work teams in the development of their Safe Work Procedures.

The information contained in these guidelines does not replace laws and regulations applicable in the Premier Tech Horticulture workplaces.

CELL PHONES AND TEXT MESSAGES

The use of cell phones or other similar communication tools is prohibited in the plant for production team members and on peat bogs (this includes text messages), except for team leaders and supervisors using it as part of their duties. When permitted, cell phones and other communication tools must be used safely.

Using a phone is prohibited for all when using equipment (machine, lift truck, bridge crane, etc.) or when performing a task requiring attention. However, using a phone is allowed in vehicles only if a hands-free device is used and that the user's concentration is not affected.

The use of cell phones (including text messages) is allowed for office team members as part of their duties, under the same conditions as for team leaders and supervisors.

Writing e-mails/text messages is strictly prohibited when walking or driving as this can affect your vigilance and put you in danger (e.g.: collision). Team members must read/write e-mails or text messages in a safe place while standing still.

Under certain circumstances, team members can be authorized to have a cell phone. A written authorization from their supervisor must be issued and approved by the site manager.

CLOTHING, JEWELLERY AND PERSONAL HYGIENE

To avoid the risk of being dragged by the moving parts that can cause serious injury and even amputations or death, it is important to follow these guidelines.

- Clothing must be buttoned up and shirt tails must be tucked into pants;
- In the winter months, wear warm clothing, adapted to the climatic conditions;
- No loose-fitting clothes, ties or scarves unless they are well tucked into clothing;
- Working in shorts or without a shirt is forbidden;
- No jewellery allowed (bracelet, ring, necklace, piercing etc.) except for "Medic Alert" bracelets or necklaces;
- Long hair must be worn in a hair net or tied down securely;
- CSA approved boots must be worn suitable for the team member's particular work. The CSA approved boots must have good quality soles. Sandals are not allowed.
- In order to respect the co-workers, team members must maintain a good personal hygiene.

COMPRESSED AIR

- The use of compressed air, in addition to representing a danger to the safety of the team members, increases the risks of combustion of the peat dust.
- Compressed air pressure should not exceed 200 kilos Pascal (30 psi) during the cleaning of mechanical parts or equipment and can only be used by those team members who have reviewed the safe work procedure.
- Cleaning must be done by using an air gun equipped with two venturis on either side as this is designed to limit the pressure measured at the nozzle to below 30 psi, when the nozzle is blocked. Any change to the air gun is forbidden.
- Compressed air must NOT be used to blow debris off boots or to clear dirt from any worker's cloths.
- Never direct the hose nozzle at anyone for any reason.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- Personal Protection Equipment such as safety eyeglasses, face shield and hearing protection must be wear when using compressed air.

Hazards of using an air gun

(Reference: Choosing a Safe, Efficient Blow Gun, Technical Guide RF-867, IRSST)

1. **Noise** made by compressed air can reach high level. It can causes occupational hearing loss, making communication difficult and increase the risk of accidents.
2. **Particles** projected into the air or contained in compressed air can cause irritation, sores or infections if they get into your eyes or penetrate your skin.
3. If **compressed air** gets into your body through your mouth, nose, ear or skin, it can cause serious injury, such as a ruptured esophagus or eardrum, sudden, permanent hearing loss or even a pulmonary embolism.

CRANE AND LIFTING ACCESSORIES

To operate a travelling crane, it is mandatory that team members complete a theoretical and practical training regarding safe operating practices of that equipment. This training must meets the guidelines of provincial regulations.

This training can be provided by a reputable training organization or by a Premier Tech certified internal trainer.

The crane operator when lifting equipment must:

- Check the lifting material before its use (slings, hooks, etc).
- Respect the maximum loading of the equipment.
- Ensure anchoring is sturdy.
- Be aligned with the load to raise, not aside from it.
- Monitor any load left suspended.

The stands used to support loads must:

- Be placed on solid support basis.
- Be aligned with the load.
- Be equipped with a screw lifting stop notch or a stop indicator.
- Respect the maximum loading.
- Be equipped with solid anchoring.

The chains and the slings must be protected against the loads' sharp edges. They must always be suitably stored in order to prevent their premature wear.

Maximum load must be indicated on the framework of the crane as well as on the jacks.

The inspection of bridge cranes and electrical hoisting equipment must be done once a year and documented by a qualified contractor.

DEFECTIVE EQUIPMENT AND TOOLS

Any team member who finds tools, equipment or machinery that are defective must report his findings to his supervisor. The supervisor is to ensure these are taken out of service by tagging and locking them out until repairs are made for safe usage.

For defective mobile equipment, a padlock is affixed on a lockout device of the electric system.

The vehicle will be released for operation only after appropriate repairs have been made by a qualified person.

ELECTRICAL AND MECHANICAL MAINTENANCE

Electrical

- Only a certified electrician may repair or alter electrical circuits.
- Authorized Team Members may replace light bulbs of up to 250 watts, neon bulbs and fuses of 30 amps or less on 110 volts circuits.
- Maintenance and debugging tasks must be performed by mechanics or technicians who have been trained for the procedure PTH Arc Flash Protection.

Arc flash protection requirements

(Reference: Electrical Safety Policy and PTH Arc Flash Protection, Practical Guide)

- Only a qualified worker may perform, within the safety zone, work on energized electrical equipment.
- A safety zone of 4' or 1.2 m must be set up in front of an electrical panel when energized work must be done.
- Required personal protective equipment must be worn within the safety zone when energized work must be done. Also, wearing rings, earrings, necklaces, chains, watches, etc. is forbidden. Clothing made of materials that melt such as polyester, nylon, acrylic, etc. is also forbidden.
- The multimeters must be CAT III 1000 volts and in compliance with standards IEC 61010 and CSA C22.261010.

- Tools with a minimum insulation of 1000 volts and in compliance with standard ASTM F1505-07 must be used when work is done within 0.3 meters of a voltage source of 120 volts or more.
- Wearing fireproof PPE in compliance with ASTM F1506-10.
- Wearing dielectric gloves in compliance with ASTM D120.
- Wearing any other PPE required by PTH, such as safety boots,

RISK OF FIRE

(Reference: PTH Electrical Installation Guide and Electrical Inspection Guide)

In order to prevent peat plant fires that could be ignited by electricity, the following procedures must be followed by All PTH team members:

- All damaged electrical circuits with damaged armour must be quickly de-energized and repaired to avoid sparks and fire. Wire nuts or wire connectors must not be considered as dust proof to splice the exposed electrical cables;
- If a portable lamp or projectors are used inside a plant, ensure they are dust-proof certified and that they don't give off too much heat. LED work lights are preferred as an alternative due to low heat and high reliability with low energy consumption and a longer life.
- Any extension cord used in a plant should be used only temporarily and should be removed from the plant immediately after use; A damaged cord needs to be taken out of service and either permanently fixed or scrapped. Electrical tape patches are not acceptable.
- The use of 120 V outlets must be temporary. Permanent connection must be done by sealed junction by a qualified electrician.

Electricity and water

- Under no circumstances should anyone attempt to activate switchgear (disconnect) if he has to stand on a floor covered with water. The team member will inform his supervisor who will take appropriate action with qualified people.
- Should a team member observe water falling on an electrical circuit, he must advise his area supervisor, who will take appropriate action, starting with de-energizing the affected circuit, followed by making the appropriate repairs to eliminate the source of water.

Mechanical maintenance in the plant

- All bearings in the plants must be inspected and maintained as per the preventative maintenance schedule and the bearing temperature logs.
- All defective bearings capable of generating heat through friction and initiating a fire will be replaced immediately.
- Using an infrared thermometer is recommended.

Equipment emergency shutoffs

- Every team member who is authorized to be in an area with equipment must know the location of all emergency shut off controls in his work area. If in doubt, confirm with your supervisor.

FOOD AND DRINKS

Eating in the plants (work areas) is prohibited. Team members are invited to go to the cafeteria to eat. Team members must wash their hands before eating. Drinking water is allowed where there are drinking fountains. Unbreakable bottles that are well identified and closed are allowed at work stations, as long as it does not affect security, quality and equipment operation. They must be left in a safe place presenting no risks.

HAND HELD TOOLS AND ELECTRICALLY POWERED TOOLS

When using hand held tools and/or electrically powered tools it is important to inspect tools for any damage prior to each use ensuring that the handle and body casing of the tool is free from any cracks or other damage and that the electric cord is in good condition.

It is also important to remember the following:

- Tools will be used only for the purpose for which they have been designed.
- All defective or damaged tools will be removed from service immediately and will not be used until repaired properly or replaced.
- Hand tools should not be left on the floor, in the walkways, the staircases and other places in which people work or circulate.
- Hand tools such as axes, or hammers must be secured to the handle and should be replaced if there is any signs of a defect.
- Files must be equipped with handles, metal casings or other solid handles and not be used without these handles.
- Electric or pneumatic powered tools will be used only by authorized team members.
- Protective guards on circular saws will be removed only when changing the saw blade and will be replaced immediately.
- Whenever changing attachments or making adjustments or repairs on electrically powered tools, the power supply must first be disconnected by removing its plug from the receptacle.
- Electrical power tools with a cord must have a ground conductor.
- In a circulation area, the electric wires or compressed air hoses of the tools must, when they are left on the ground, be protected in order not to be damaged and to avoid any risk of fall or damage. If they are suspended, they must be at least 2.4 m off the ground in order to ensure a safe passage.
- Unused tools must be put back in their designated storage area.
- The extension cords must be equipped with a ground fault detector when using these in a moist environment.

Brush cutter

Before operating the brush cutter, the team member must ensure it is in proper working order. All broken components or required adjustment must be reported to the supervisor.

Team members using a brush cutter must wear the following personal protective equipment:

•Hardhat with face shield;

•Hearing protector;

•Safety vest;

•Safety boots;

•Work gloves

Team members must wear a harness which is tied to the brush cutter.

Chainsaw

A portable chainsaw must be used only in the following conditions:

- The team member has been informed about the safe work procedure;
- The chainsaw can be started up at a distance of at least three (3) meters from where refuelling was made;
- The brake of chain must be applied prior to start up;
- The brake of chain must be applied when the chainsaw is not firmly held by the team member and when it is transported from one station to another;
- The team member using the chainsaw must hold it with both hands and have his feet pressed on a stable ground;
- The chainsaw must be equipped with a chain that is sharpened, adjusted and maintained according to the recommendations of the manufacturer;
- The chainsaw must be never used higher than the shoulders;
- Engine must be stopped prior to adjusting or maintaining the chainsaw;
- No refuelling should be done when there is danger of fire or explosion.

Team members who operate a chainsaw must wear the following personal protective equipment:

- Hard hat with face shield;
- Hearing protector;
- Safety vest;

Grinder

- Team members working with a portable or a bench grinder must wear a face shield overtop of their safety glasses.
- Grinding inside a peat moss plant requires a hot working permit.
- Bench grinder wheels must be equipped with guards.
- The bench grinder's tool holder or work support must not be removed but fixed firmly at a distance not exceeding 1/8 inch of the grindstone.

- Before grinding, make a thorough visual inspection of the bench grinder wheel to ensure that there are no cracks or missing pieces.
- When starting a bench grinder, stand away to ensure it is not damaged.
- Slowly bring down the part to grind; it is necessary to avoid the abrupt contact with the bench grinder wheel. Avoid any disproportionate pressure against the grindstone.
- Unbalanced bench grinder wheel must be never used. An excessive vibration will indicate a defect.
- To install a new bench grinder wheel, it is mandatory to conduct a ring test. To conduct a ring test, suspend the wheel vertically on the metal shaft of a screw driver. With a second screwdriver, strike the wheel close to the outer edge with the plastic handle at the 12,3,6,9 o'clock points. The bench grinder wheel must make a clear ring after the strike. Do not use a metal object to strike the bench grinder wheel which could damage the wheel.
- Always stop the bench grinder when you are finished using it.
- Never grind down on the side of a bench grinder wheel to avoid unbalancing it.
- Once worn out, bench grinder wheel must only be replaced by authorized personal and the replacement procedure must be followed as per the bench grinder manufacture's procedure.
- When a used bench grinding wheel is replaced with a new one, ensure that the machine's rotation speed does not exceed the maximum speed specified by the manufacturer of the new bench grinding wheel.

HOT WORK

(Reference: PTH Fire Prevention Plan)

Application: For any indoor/outdoor operation involving open flames or producing heat and/or sparks. For example: Burning, brazing, cutting, grinding, soldering, thawing pipe and welding.

To prevent the peat moss dust from coming in contact with an intense heat source when hot working, disassemble the part, if possible, and repair it in a mechanical workshop.

For peat bog sites and plants: When it is not possible to perform hot work in a workshop, plan the work adequately and ensure the following procedures are followed to ensure proper protection.

Adequate planning must be done by the supervisor to ensure the procedure explained in the HOT WORKING PERMIT form is well understood and respected.

General guidelines for a hot working permit
(The detailed procedure is located on the permit)

Part A

- The Supervisor or the Hot Work Permit Authorizer ensures all precautionary measures are taken. He fills in all the information of the permit Safety Checklist. If any information on the safety checklist is not applicable, he indicates "N/A".
- The Supervisor or the Hot Work Permit Authorizer describes the nature of work, who is in charge of the work and the hour at which the permit should expire;
- The Supervisor or the Hot Work Permit Authorizer signs and keeps part A.

Part B

- Must be visible when the hot work is performed;
- The team member who ensures the Fire Watch during the work must write down the duration and end of his watch period;
- The extended Fire Watcher must also write down the duration and end of his watch period.

FIRE WATCH

- When the work is completed, the work area must be under surveillance for 12 hours:

- Continuous Fire watch is carried out throughout the work and 1 hour after it's over by a team member having no other duties.
- Fire Watch is carried out for 11 more hours. The team members who are responsible for the Fire watch must inspect the work area every 30 minutes and record his surveillance with the Touch Probe. If there is no electronic recording system such as the Touch Probe device, the team member sign the register every 30 minutes.

- After the Fire watch is completed, the supervisor performs a final inspection of the work area and closes the permit. The permit's 2 parts are kept together.

HOUSEKEEPING

Adequate housekeeping contributes to reduce the safety hazards and the risk of injuries caused by slipping, tripping or falling in cluttered work areas. Supervisors and team members must therefore keep the workplace clean and in order.

Team members will also actively cooperate in keeping lunchrooms, toilets, shower rooms and locker rooms in order and clean.

LOCKOUT PROCEDURES

(Reference: PTH Lockout Practical Guide and training documents)

PTH team members must be trained by a qualified person before applying the Lockout Procedure.

The objective of the lockout procedure is to ensure safety for everyone who performs maintenance or repair work on equipment or stationary engine to avoid accidental start-ups.

This procedure must be used and respected by all team members as well as all subcontractors for any adjustment, maintenance or repair on equipment or stationary engine.

STEPS TO FOLLOW :

Inform the Users

Prior to lockout, the team member must inform the supervisor or the team leader that the equipment needs to be locked out.

Fill in the Lockout Register

Each team member involved writes his name, identifies the equipment that will be padlocked, describes the works that will be done, writes the date and time at which he padlocks as well as the date and time at which he removes his padlock.

Read the Lockout Sheet

The lockout sheet allows the person doing a lockout to know the main information about the equipment or stationary engine such as: the power supplies, residual energy sources and lockout steps to follow.

Isolating Equipment

- Refer to the applicable equipment lockout sheet/procedure.
- Cut off the equipment's energy sources as indicated in the lockout sheet.
- Neutralize all residual energy sources by evacuating, for example, the air remaining in a line after the valve was closed.

Padlocking

- A hasp is placed on the energy cut off or on the lockout station box when using a series of padlocks.
- Each team member who will need to have the lockout procedure done on the machine places his own padlock and tag on the hasp.
- Never padlock on the last hole of a hasp. The latter must be used by another hasp.
- Team members must keep their key in their possession for the duration of the work
- Do not leave your key in your personal tool chest and never under any circumstances give your key to another Team Member.
- Do not place a padlock on the equipment's stop/start button.

Start-up Test

- Conduct a start-up test in order to ensure that there is no power supply for the equipment or stationary engine anymore.
- To do the test, activate the starting mechanism.
- Once the start-up test is done and there is no energy supplied to the machine in question, replace the button to stop.
- If the results are not conclusive, do not proceed to the work and inform your supervisor or team leader immediately.

When the Work is completed

- Replace the equipment to its initial condition, replace tools and all guards.
- Inform all effected team members that the work is complete and the equipment will be restarted.
- Unlock the residual energy sources and the power supplies.
- Proceed to a visual check to ensure nobody is near the equipment before restarting.
- The last team member who removes his padlock must be sure that there is no risk of injuring another team member before the equipment is turned on.
- Re-start the equipment making sure it can work safely. Otherwise, lock out again to take the necessary corrective measures.

MACHINERY GUARDS

- It is strictly forbidden to operate equipment with one or more guards missing.
- It is strictly forbidden for team members to touch, with their hands or any other body part, any moving parts of equipment or machinery such as conveyors, chains, gears, etc. for the purpose of adjusting, repairing, cleaning, etc.
- Only authorized personnel may remove one or more guard(s) from equipment to carry out maintenance. All guards must be replaced before the equipment is put into operation again.
- If a team member notices that there are missing guard(s), he must replace it (if qualified by using the appropriate lockout procedure) and inform a supervisor immediately.

MANUAL MATERIAL HANDLING

Material manual handling includes any tasks which require a person to lift, lower, push, pull, hold or carry any object or material.

Improper manual handling can cause serious injury.

Being physically ready to do the job can further reduce the risk of injury. For example, doing a few basic exercises before starting work can warm up the body and prepare it for the strenuous work.

Basic rules to reduce the risk of injury

- Clear the area of obstructions, litter and possible tripping hazards,
- Plan ahead and prepare the area where the object is to be placed
- Test the weight to be lifted. If it is bulky or heavy (more than 50 pounds) get help
- Move close to the load
- Squat down close to the load by bending at the knees
- Place hands under or around the load and get a good grip with the palms to keep the load from slipping. (remember palms are stronger than the fingers)
- Before lifting, place one foot slightly ahead of the other foot, about 10 – 12 inches
- Keep the back straight
- Using leg muscles, lift gradually.
- Keep the load close to the body
- Rotating body position by shifting the feet. Do not rotate the back.
- When the destination has been reached, set the load down gradually by bending at the knees, keeping a straight back when lowering the load
- Be especially careful when lifting in tight spaces, and protect fingers at all times.
- If the material is found to be too heavy to handle on your own, ask for the assistance of a colleague. You must regulate your movements on signals well understood by both team members in order to ensure coordination.
- When at all possible, use mechanical assistance: manual carriage, forklift, hoist, etc

MOBILE EQUIPMENT

(References: PTH Powered Mobile equipment Practical Guide; Safe Work Procedures related to the sites' mobile equipment)

Only the team members who are competent an authorized by their supervisor can operate powered mobile equipment.

A competent team member followed the appropriate training and has the required knowledge and experience to perform a particular task.

General safety rules for all mobile equipment

- Use three points of contact and keep face toward the machine to enter and exit the cab.
- Never jump off the mobile equipment. Uneven ground could lead you to fall and being injured.
- Only vehicles equipped with passenger seats and seat belts may transport passengers;
- Never stand or walk under an elevated load of any kind this includes forklifts, loaders, tractors and/or cranes.
- It is forbidden to stand on the load or on any lifting device;

- Always turn off equipment when not in use.
- When coming to a stop, team members with equipment such as forklifts, loaders, cranes, tractors, etc. must lower their load, forks, bucket, harrow, etc. to the ground.
- Everybody must obey signs and signals posted (stops, speed limit, traffic direction) to allow safe operations of vehicles and equipment.
- The dock or bay doors must be kept closed when they are not being used. When doors are open, they must be open at their maximal capacity in order to avoid a possible incident from happening when equipment is entering or exiting.
- It is forbidden to transport persons in the back of a pickup truck or in a trailer.
- Wearing earphones (iPod or others) is forbidden while operating any type of company equipment whether it is stationary or mobile.
- Never operate mobile equipment under the influence of alcohol, drugs or narcotics. If you are taking any prescription medication that may affect your ability to operate a piece of machinery, you must notify your supervisor.

Operating equipment near power lines

- In order to prevent electrocution or arcing, all crane, aerial platform, forklift or loader operators will maintain a distance of at least 3 m (10 feet) between power lines with the boom, bucket or cable of their equipment.
- Should a vehicle accidentally touch a power line, the operator should remain calm, seated or standing in/on the equipment until the power line has been de-energized.
- Should the operator have to leave the vehicle before the power line is de-energized, because staying will cause serious injury (fire), the operator must jump feet together off the vehicle making sure that he does not touch both the vehicles door opening or frame and the ground at the same time. Keep jumping feet together away from the vehicle for a distance of about 5 m (15 feet).

Pulling a mobile equipment

- The team member refers to the supervisor and/or applies the site's Safe Work Procedure before pulling mobile equipment that is stuck.
- Whenever a bulldozer, a loader or a tractor is used to pull a load, pull out a stump, etc. with a cable or a chain, the vehicle must be equipped with a protective screen between the chain/cable and the operator to prevent the latter from being hurt should the chain/cable whip back upon breaking.
- Ensure the cable, chain or strap is properly tied to a safe place.
- All devices used whether it is a chain, cable or sling, must be inspected prior to using. Any defects found it must be repaired. If it cannot be repaired then it must be discarded and replaced.

Safety seat belt

- Wearing a seatbelt is mandatory in any vehicle and equipment which is equipped with it. In the case of a rollover of the equipment, the seat belt will keep the team member inside the cab, preventing him being crushed by the frame.

Tire changing or repair

- The team member must contact the supervisor and/or applies the site's Safe Work Procedure before changing a tire.
- The tire can burst when inflated. It is recommended to use a hose and a pressure gauge so it is possible to be away from the tire when the air is applied. In mechanical workshop, it is recommended to use a holding cage to inflate tires.
- Damaged tires are repaired by qualified tire shops.

Tractors-power take off (PTO) and rotating shaft

- Power take off and a rotating shaft must be covered by a protective guard.
- On the mobile equipment, an inverted U-shaped protective guard must be present at all times.
- Wear close fitting clothes and having long hair tied to prevent the risk of entanglement by the PTO in motion or by the rotating shaft.
- Disengage the PTO and shut off the tractor before dismounting the attachment, performing a repair or maintenance nearby.
- Always walk around tractors and machinery instead of stepping over a rotating shaft.

Traffic and pedestrians

- At plant facilities, relevant information for a safe circulation of mobile equipment and pedestrians on the site is identified on a traffic map posted in a visible location.
- Signage must be respected at all time.
- To walk from the parking lot to their workplaces, pedestrians must circulate in safe walkways as indicate on the traffic map (plant facilities).
- When a pedestrian must perform a task in the work area of a mobile equipment, the supervisor and the equipment operator assess the risk and set up a Safe Work Procedure to ensure pedestrian safety.
- The pedestrians need to always keep a safe distance from heavy equipment. Their blind spots are very broad and the operator can't see what is close to the machine.
- Safety vest is mandatory for all persons circulating in the yard.

Working under equipment or machinery

- Only competent and authorized team members can operate a lifting device to raise an equipment and/or machinery. (See also the section about Crane Operation).
- Before a team member can work under any equipment and/or machinery the equipment and/or machinery must be locked out.
- The equipment and/or machinery must be properly restrained before it is raise by a lifting device.
- Use appropriate load support to ensure the stability of the raised equipment. Any load support should be clearly marked with his working load capacity.
- The wheels of portable crane must be blocked.

Forklift operation

(References: PTH Powered Mobile equipment Practical Guide; Training documentation for forklift safe operation)

To operate a forklift, it is mandatory that team members complete the theoretical and practical training regarding safe driving practices of that mobile equipment before starting their apprenticeship for specific tasks. This training must meets the guidelines of provincial regulations.

This training can be provided by a reputable training organization or by a Premier Tech certified internal trainer.

The operator must first ensure that the forklift is in good operating condition and complete a daily inspection report by checking the following:

Example of operator's checklist :

Visual inspection when the forklift is stopped		OK	NOT OK
Tires and wheels (cuts, loose or missing nuts, inflation)			
Fluid level	Fuel		
	Hydraulic oil		
	Engine oil		
	Coolant		
Hydraulic system (hoses, leak)			
External lubrification points			
Battery			
Propane tank securely fastened			
Fuel supply system			
Welds			
Forks (good condition, same height, same alignment, etc.)			
Mast and Load backrest			
Stickers, warnings, identification plate			
Access (steps, door)			
Seatbelt			
Fire extinguisher			
Cleanliness	Cab (clear)		
	Windows		
	Mirrors		

Inspection when functioning		OK	NOT OK
Brakes	Front and rear		
	Parking brake		
Lighting system, position lamp			
Pilot lights and reading instruments			
Horn, Back-up alarm			
Wipers			
Steering wheel (work properly less than a quarter-turn, etc.)			
Hydraulic command (work properly)			
Belts			
Elevation and tilt systems of forks			
Other :			

Mainly, make sure that;

- there is no fluid leak;
- the front and rear tires are in good condition;
- the gin pole's chains are in good condition;
- the forks are in good condition;
- the headlights, flashers and brake lights work properly;
- the horn works properly;
- the front/rear brakes and handbrake work properly;
- the dials' indications are normal.

Forklift operation : general safety rules

(For a complete list of the forklift safety rules, please refer to the training documentation)

- Always wear a safety belt when driving.
- Wearing a safety vest is mandatory at all time.
- Always keep the face turned toward the machine and ensure to have three points of contact when entering or exiting the cab. Never jump off a piece of mobile equipment.
- Be sure that the attachment (forks or clamp) is well secured and locked in place prior to being used.
- Never use a forklift as a mode of transportation.
- When a machine is stopped for a long period of time, or at the end of a shift, ensure the battery disconnect switch is activated.
- Ensure the attachment (forks or clamp) is on the ground when the machine is not in use.
- When an operator is not in his forklift, the mast must be vertical, the load or the forks must rest on the floor/ground. Forklift engine must be shut off and the hand brake on. If the forklift is parked on an incline, its wheels must be blocked.
- If the load carried obstructs the operator's view, the operator should proceed by backing in the direction he wishes to travel.
- If a forklift operates on propane gas, the operator must shut off the propane feed to the forklift from the valve of the propane bottle, at the end of his working shift.

Forklift operation : Loading and unloading a truck

Before loading or unloading a trailer, the forklift operator must ensure the following has been completed:

- Block the trailer's wheels on each side of the trailer;
- If the trailer is to be loaded or unloaded using an inclined loading ramp, the operator must ensure that the ramp is securely tied to the back bumper of the trailer by two (2) safety chains and that the dock plates have been installed between the trailer and the ramp.
- Open the trailer doors with a device to restrain the doors because the load can move inside a trailer during transit and fall to the ground when the doors are opened.
- Follow the safe work procedure for doors opening using a door retaining device.
- The operator must then inspect the trailer's floor to ensure that it will support the forklift and its load.
- The forklift operator must ensure that no one stands or passes under its forks or its load.
- Under no circumstances are passengers allowed in or on a forklift, the forks or on a load.
- No one is allowed to go inside the trailer while loading/ unloading is in progress.
- It is strictly forbidden to operate and/or go on the deck of the opened trailer with a fork lift.
- When loading or unloading on an opened or curtain sided trailer platform, the forklift operator must load from the ground level only.

Genie lift and scissor lift

(References: PTH Powered Mobile equipment Practical Guide; Training documentation for aerial platform safe operation)

To operate a genie lift or a scissor lift, it is mandatory that team members complete the theoretical and practical training regarding safe driving practices of that mobile equipment before starting their apprenticeship for specific tasks. This training must meet the guidelines of provincial regulations.

This training can be provided by a reputable training organization or by a Premier Tech certified internal trainer.

The operator must first ensure that the genie lift/scissor lift is in good operating condition and complete a daily inspection report by checking the following:

Example of operator's checklist :

Visual inspection when stopped	**OK**	**NOT OK**
Structure (welds, cracks, damage…)		
Guardrails, kick plates, safety chain, anchoring point		
Ladder or steps		
Readable placards for rated capacity and warning signs		
Instruction manual		
Battery/ Propane (leak, level, damage)		
Fluids (oil, coolant, fuel)		
Tires and wheels (cuts, loose or missing nuts, inflation)		
Hydraulic hoses		
Electrical system (connections, control, wiring)		
Extinguisher		
Inspection when functioning	**OK**	**NOT OK**
Horn, moving alarm		
Light and visual warning devices		
Access gate		
Control panel		
Up and down operations		
Operation of elevating, rotating and driving functions.		
Forward and backward operations		
Brakes		
Operating and emergency controls		

Other :

Genie lift or scissor lift operation :

(For a complete list fo the genie lift/scissor lift safety rules, please refer to the training documentation)

- Before starting, the team member must examine the work area:
- Obstacles, holes, bumps on the ground;
- Obstacles at height, electrical wires, pipes;
- Slope, difference of level, ice, mud;
- Speed of winds and other weather conditions;
- Surrounding traffic.
- A safe work area must be established around the equipment.
- Wear a safety harness connected to the lift's manufacture specified tie-off points.
- Ensure that there is no one near the equipment before lowering the stabilizers or the arm.
- Always face the direction in which the lift is moving.
- Activate hydraulic controls slowly to avoid abrupt movements.
- Stay at least three (3) meters from power lines under tension.

Loader operation :

(References: PTH Powered Mobile equipment Practical Guide; Training documentation for loader safe operation)

To operate a loader, it is mandatory that team members complete the theoretical and practical training regarding safe driving practices of mobile equipment before starting their apprenticeship for specific tasks. This training must meet the guidelines of provincial regulations.

This training can be provided by a reputable training organization or by a PTH certified internal trainer.

The operator must first ensure that the loader is in good operating condition and complete a daily inspection report by checking the following:

Example of operator's checklist:

Visual inspection before start up	OK	NOT OK
Tires and wheels : pressure, cuts, loose or missing nuts		
Engine oil : check level		
Hydraulic oil : check level		
Engine coolant: check level		
Washer fluid: check level		
Grease nipples : grease as needed + replace faulty nipples		
Air filter: check and clean as needed		
Hoses and cylinders: check for leaks		
Engine and hydraulic radiators : inspect and clean		
Seatbelt : should be in proper conditions		
Safety decals : should be visible, not dirty		
Access : Should be in proper conditions		
Fire extinguisher : accessible		
Safe guards : are in place and in poper condition		
No object or waste on the **floor**		
Windows : are clean		
No worn, broken or cracked **parts**		
Mirrors are in proper condition		

Inspection when functioning	OK	NOT OK
Brakes, Front and rear : check		
Parking brake : check		
Lighting system, beacon : check		
Operator's control: check		
Cab instrumentation: check		
Horn, Back-up alarm : check		
Hydraulic command: check		
Hour meter : record hours		
Fuel reading : record lites per shift		

Other:

Mainly, making sure that:

•there is no fluid leaks;

•the front and rear tires are in good condition;

•the headlights, flashers and brake lights work properly;

•the horn works properly;

•the front/rear brakes and handbrake work properly;

•the dials' indications work properly.

Always keep the face turned toward the machine and always ensure to have three point contact when entering or exiting the cab. Never jump off a piece of mobile equipment.

•Always wear a safety belt when driving.

•The safety vest is mandatory at all time.

•Be sure that the attachment (bucket, forks or gin pole) is well secured and locked in place prior to being used.

•Never use a loader as a mode of transportation.

•When a machine is stopped for a long period of time, or at the end of a shift, ensure the battery disconnect switch is activated.

•Ensure the attachment (bucket, forks or gin pole) is on the ground when the machine is not in use.

PALLETS

•Pallets are stacked horizontally, one squarely above the other.

•Never stand a pallet on its end or lean a pallet against anything.

•When moving, never exceed the height of the forklift masts as a top pallet can slip off and smash into the windshield.

•Damaged pallets should be stacked neatly, strapped to secure and repaired as soon as possible. Any damaged boards that have come loose from the pallet should be replaced or disposed of the pallet immediately.

•Inside storage:

-The maximum quantity in the plant is limited to the volume necessary for one day of operation.

-Height is limited to approximately twenty (20) pallets or 10 feet height.

•Outside storage:

-Outside storage of pallet must be at a minimum of 50 feet from any building.

-Pallets stacks will never be higher than either 15 feet or the plant's height, whichever is lowest.

-The surface area of each stack of pallets is limited to 2500 sq.ft maximum, with a distance of 8 feet between the stacks.

PERSONAL PROTECTIVE EQUIPMENT

Team members are responsible for wearing the personal protective equipment designated by Premier Tech according to the risks to which they are exposed too.

The following table describes the personal protective equipment that is the minimal requirement.

MECHANICS	•CSA or ANSI Approved Steel Toed Safety Boots, •Safety glasses, •Overalls •Gloves, •Hard hat.
ELECTRICIANS	•CSA or ANSI Approved Steel Toed Safety Boots, •Safety glasses, •Overalls, •Gloves, •Hard hat, •**Arc flash kit**
WELDERS	•Safety glasses, •Welding helmet, •Welding gloves, •Fireproof overalls, •Welders CSA or ANSI steel toed boots.
COMPRESSED AIR AND PNEUMATIC TOOLS USERS	•Safety glasses, •Face shield, •Hearing protectors.
IN THE SCREENING AREA	•Hard hat •Hearing protectors
GRINDER AND PRESS DRILL OPERATORS	•Safety glasses, •Face shield, •Hearing protectors.
BRUSH CUTTERS AND CHAINSAWS	•Safety glasses •Hardhat with face shield and hearing protector, •Gloves, •CSA or ANSI approved Steel Toed Safety boots. •Harness and belt to support the brush cutter. •Chaps (for chain saw)

The specific risks of a workplace or a task can justify the need of other personal protective equipment. In such situations, the site managers in collaboration with the Health and Safety committee identify the personal protective equipment that are specifically required.

A safety vests is mandatory at all times when on Premier Tech plant sites and bogs except in secure areas for pedestrian flow.

Each team member is responsible of taking care of his personal protective equipment according to manufacturers' instructions and recommendations. Damaged personal protective equipment should never be used and must be replaced.

Personal protective equipment is available from your supervisor. All personal protective equipment remains the property of Premier tech.

Hearing protection is required for all team members exposed to a noise above 85 dB.

SAFE WORK PROCEDURES

(Reference: Job Hazard Analysis: Identification and Risk Control, PTH Procedure)

Safe Work Procedures are written documents that identify ways of controlling hazards to help minimize the safety risks associated with a job.

The Safe Work Procedures are created by Supervisors in collaboration with Workplaces Health and Safety Committee and team members.

Safe Work Procedures provide the safest and most efficient way to perform these tasks to ensure the workers exposure to hazardous situations, substances, and physical agents is controlled in a safe manner ultimately providing a safe approach to do the job with a minimum risk to workers and property.

The Supervisor informs the PTH team members about the Safe Work Procedures established at the site.

PT team members are required to review and understand the Safe Work Procedures established in the site, in turn this knowledge will help promote safety awareness and help with making our workplace accident free.

TRIPPER-DUMPER PLATFORM

(Reference: High Dump Trailer Tipper, Operation Manual)

Dumper platforms are equipped with a holding structure where trailer bumpers rest against when the platform is inclined, to prevent it from sliding backward. While such a device generally works well, accumulation of ice or peat on the inclinable platform and misalignment of the trailer may cause malfunction and serious accidents. To avoid such a situation, the trailer must be tied to the platform by one safety chain on each of its sides before the platform gets activated. If the dumper is equipped with a bar attached to the dumping platform above the nose of the trailer, the latter procedure does not apply.

It is the operators' responsibility to hook up the chains if the dumper is not equipped with an overhead retaining bars before the platform gets activated, but for your safety while working in the vicinity of the dumper, always be aware of this potential safety hazard.

It is the operators' responsibility to ensure that the cylinders on the dumper are moving evenly at all times when activated.

For the equipment's functioning features, refer to the site's specific High Dump Trailer Tipper Safe Work Procedures.

WELDING

- The following personal protective equipment must be worn:

- Welder's helmet

- Welder's bandana/beanie – to keep the hair back and protected from sparks.

- Safety glasses with side shields under the welding helmet

- Welders gloves

- Welders steel toed boots

- Fireproof overalls or leather jacket

- The clothes of the welder must be well adjusted and in good shape. Pants must be on top of boots.
- Before beginning, the welder must ensure there are no flammable products (chemicals, wood, card boxes, etc) or scraps close to the working area and that there is an extinguisher quickly accessible.
- Adjacent workers can be injured by welding flash if they look directly at an arc struck or if they are exposed to the reflected light. The welder ensures screens are properly installed in order to shield welding activities.
- Use the uptake and ventilation systems that are installed to remove any and all welding gases. When they are not used, the mouths of the uptake systems must be covered with the appropriate caps.
- The cylinders of compressed gas must be vertically stored and held solidly in place by a chain or appropriate support.
- The blowtorch's pipes of oxygen and fuel gases must be equipped with non-return devices for gas and flame, according to the recommendations of the manufacturer.
- Cylinders of oxidizing gas (oxygen) and of fuel gas (acetylene) must be stored at a distance of at least 8 m (25 feet) apart if they are stored in the same room. If this is not possible, they must be separated by a firebreak wall with a minimum ½ hour fire rating.
- Empty cylinders of compressed gas must be handled and stored with the same care as if they were full or still contained some compressed gas.
- Always use a striker suited to light a torch; never use common lighters or matches.
- Oxygen under pressure is very dangerous when it comes in touch with oil or grease; this can cause an explosion or light a fire. Never manipulate valves and regulators with oily or greasy gloves or rags, and avoid placing cylinders, pipes, valves, or torches near such substances or sources of excessive heat.
- NEVER keep matches or butane lighter in your working clothes.
- Anyone who has to talk to a welder at work must wait until the worker has finished welding before approaching.

WORKING ALONE

Each task requiring a team member to work alone should be assessed in order to establish a Safe Work Procedure and to eliminate or to reduce and control the safety hazards. Only the Team members trained about Safe Work procedures and authorized by the Supervisor can perform tasks while working alone.

As much as possible, it is preferable that team member do not work alone. If it is not possible, Premier Tech will provide effective communication devices through the work alone procedure, so that he will be able to get assistance in case of an emergency. Otherwise, the supervisor or team leader will have to go on a regular basis to ensure that team member is not in a dangerous situation.

WORKING AT HEIGHTS

(Reference: Fall Prevention and Protection program, Practical Guide and Training Documents)

Each task requiring a team member to work at height should be assessed in order to establish a Safe Work Procedure and to eliminate or to reduce and control the safety hazards.

Works at height can be performed only by competent team members who are authorized by the Supervisor.

The supervisor ensures that team members are properly trained and competent to perform the task as well as the proper use of the personal protective equipment if required.

A work at height is a task performed otherwise than from a catwalk protected by a guardrail and that is:

- At more than 3 m (10 ft)
- At less than 3 m. but there is a risk of injury caused by the work area or by the objects on which the team member may fall.

Doing the task from the ground or from a catwalk with a guardrail should always be prioritized.

If it is not possible, choose the appropriate equipment to perform the work at height or to access at the place where the job will be done.

- All tasks requiring to be done on a regular basis on for long term must be performed by using a motorised aerial platform (Genie lift or scissor lift. Please refer to this section in this manual)
- Short time tasks (maximum: 1 hour without interruption) can be done from portable ladders or stepladders.
- The unusual tasks of a long duration can be done from scaffolding.

Ladders and Stepladders:

- Ladders and stepladders must be labelled CSA Grade 1: HEAVY DUTY/ Industrial Construction.
- Never use defective or damaged ladder or stepladder. These should be immediately tagged as defective and removed from service.
- All ladders and/or step ladders used near electrical conductors must be made of fibreglass or any other insulating material.
- Ensure that the distance from the foot of the ladder to the wall is about one quarter the distance from the floor to the top of the ladder.
- Always have 3-point contact when climbing up or down a ladder.
- On ladders/stepladders, position yourself so you are facing your work to avoid the twisting of your body.
- Portable ladders should be equipped with non-skid tips at their base.
- To avoid accidents, appropriate signs should be posted when using ladders or stepladders near doors.
- Do not paint ladders or scaffold planks as paint makes detection of defects more difficult.
- All ladders should be properly stored indoors when not in use to avoid personal injury or damage to equipment.
- When a ladder is used as an access means, it must be well fixed in place and exceed the upper landing by at least 90 cm (three feet).

Scaffolding:

- Scaffolding must be installed on a firm, level ground and its stability is ensured by base plates.
- If the ground is not levelled, use screw jacks to adjust the base plates.
- Install all the parts, fitting and accessories required for a scaffold so that it is installed according to the manufacturer's instructions.
- Do not use braces as an access.
- All tubular frames must be joined together in a vertical plane by using coupling devices.
- Do not use a ladder, a stepladder or a similar accessory on a scaffold platform.
- The scaffold work platform must be at least 500 mm (20 inches) and be properly adjusted to the scaffold frame.
- Scaffolding must be designed, erected, braced and maintained in order to withstand the pressure of the wind and support the loads and stress to which it is subjected.
- Nobody should be on mobile scaffolding during movement.
- There must be proper guardrails on each side of a scaffold of more than 3 meters. The guardrails must have a top rail, a mid-rail and a toe board.
- The scaffold must have a safe mean of access, such as a ladder or stairs and never be crowded.
- It is forbidden to climb on scaffolding when weather conditions are bad (storm, strong wind, etc.),
- Make sure that scaffolding is not erected close to power lines.

HAZARDOUS MATERIAL

GHS-WHMIS

In 2015, The Canadian Program WHMIS (Workplace Hazardous Material Information System) has been reviewed and updated in order to be harmonized in other programs around the world The criteria of the WHMIS-GHS (Globally Harmonized System of Classification and Labelling of Chemicals) define and classify the hazards of chemical products, and communicates health and safety information on labels and Safety Data Sheets (SDS).

Training for the safe use of chemical products is required for all team members.

All controlled products is used, stored and handled in accordance with Federal and Provincial regulations.

A copy of the Safety Data Sheets (SDS) is kept accurate and available at each work place

Pictograms of the GHS-WHMIS

Flame  Flammable Self-Reactive Pyrophoric Self-heating Emits flammable gases Organic peroxide	**Exclamation Mark**  Irritant (skin and eye) Skin Sensitizer Acute toxicity (harmful) Respiratory Tract Irritant Narcotic Effects	**Health Hazard**  Carcinogen Mutagenicity Reproductive toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity
Skull and Crossbones  Acute Toxicity (fatal or toxic)	**Exploding Bomb**  Explosive Self-Reactive (severe) Organic Peroxide (severe)	**Flame over Circle**  Oxidizer
Corrosion  Serious Eye Damage Skin Corrosion Corrosive to Metals	**Gas Cylinder**  Gas under Pressure	**Environment (Not Mandatory)**  Aquatic Toxicity
Biohazardous  Biohazardous Infectious Materials		

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Descriptions and Examples

Flammable liquid: Any liquid that has a flash point below 100°F (37.8°C).

Example of flammable liquids used in PTH plants:

Product	Flash Point	Class
FUEL	-30 °C	IA
UNLEADED FUEL	-40 °C	IB
PRIMER	-10 °C	IB
METHYL HYDRATE	-11 °C	IB

Combustible liquid: Any liquid that has a flash point at or above 100°F (37.8°C).

Example of combustible liquids used in PTH plants:

Product	Flash Point	Class
PL-100 LUBRICANT	64 °C	II
DIESEL CONDITIONER	37,8 °C	II
DIESEL	40 °C	II
SOLVENT (THINNER)	43 °C	II
GEAR OIL	>65 °C	IIIA
DIESEL ANTIFREEZE	116 °C	IIIB
GREASE (FOR GREASE GUN)	>203 °C	IIIB
ENGINE OIL	>180 °C	IIIB
BRAKE FLUID	168,3 °C	IIIB
MIXING OIL	135 °C	IIIB
HYDRAULIC OIL	>150 °C	IIIB

Containers

Only approved containers or tanks should be used for flammable liquids. The use of recyclable or plastic containers which are not designed for this purpose is not accepted.

Storage Cabinet

All storage cabinets must be approved by an accredited laboratory, either UL (Underwriters Laboratories); ULC (Underwriters Laboratories of Canada); or FM (Factory Mutual Approval).

Storage and use of flammable liquids must be minimized in the production buildings. Safety containers, approved UL and/or ULC and/or FM, must be used for the flammable liquids (flash point below 100° F) that are not stored inside the storage cabinet.

Work Area

Floor must remain clean by removing any spills with an appropriate absorbent. Peat moss is not an appropriate absorbent since it is a combustible. It is necessary to keep the work area clean because the product can create a flammable vapour and/or slipping hazards.

Painting

It is strictly forbidden to produce a flame or sparks in the paint room or within 10 feet (3 m) of it.

Never wash hands with gasoline, thinner or other solvents.

Paints and solvents must be stored in a designated area and/ or cabinet. Only quantities required for production needs will be available in the work area.

C-TPAT

ACCESS CONTROL TO PREMIER TECH'S PREMISES

The access control to Premier Tech premises prevents unauthorized entry to facilities, controls the circulation of team members, visitors, deliverymen and subcontractors and protects Company assets. The access controls to Premier Tech premises assure positive identification of all team members, visitors, deliverymen and subcontractors at all points of entry.

Team members

A system is set up in order to insure positive identification of team members (Premier Tech identification card with photo) and to allow the accesses control. Team members only get accesses needed for the performance of their duties.

In accordance with an internal procedure, management or security team members adequately control the issuance and the removal of the keys and Premier Tech identification cards of team members. The documents regarding the issuance, the removal and the changing of access devices are kept in file.

Visitors (including representatives)

Upon arrival, visitors must report to the reception or the plant manager, present valid photo identification (driver's licence, passport or other) and fill in a record for documentation purposes. All visitors must be escorted and visibly display a Premier Tech temporary identification card at all time while they're on the site. This card must be handed in to the reception at the time of departure.

The industrial visits are also subjected to a control. The person in charge of the group must present valid photo identification (driver's licence, passport or other), fill in a record for documentation purposes and provide a list of the group members.

All the group members must visibly display a Premier Tech temporary identification card and remain with their guide throughout the visit. For plant visits, a ratio of one (1) guide per five (5) visitors (1/5) must be observed, for a maximum of ten (10) visitors at a time in the plant.

Deliverymen (including mail)

Upon arrival, deliverymen must report to the reception or the plant manager, present valid photo identification (official identification of their company or driver's licence) and fill in a record for documentation purposes. At least once a year, before being disseminated, the people in charge of the arriving packages and mail inspect and open packages and mail received in a random way in order to confirm the content.

For delivery of meal, deliverymen must report to the reception. When the receptionist has been notified about the order by the team member, she contacts the latter who takes delivery of his order and pays the bill. If she has

to pay for the bill, she proceeds to the payment and the deliveryman leaves the premises. Otherwise, the deliveryman must wait for the team member to arrive and remains at the reception until the payment has been made. Then he leaves the premises. At no time, the deliveryman has access to any other place than the reception.

If the receptionist hasn't been notified about the order by the team member, she confirms with the latter who then takes delivery of the order and pays the bill. If the receptionist hasn't been notified about the order and she cannot identify the person to whom the order goes, the deliveryman must go back with the order. At no time, the deliveryman has access to any other place than the reception.

For banquet delivery, deliverymen must, upon arrival, report to the reception, present valid photo identification (driver's licence, health insurance card) and fill in a record for documentation purposes. They must also visibly display a Premier Tech temporary identification card at all times while they're on the site. This card must be handed in to the reception at the time of departure. Furthermore, deliverymen must be welcome and escorted by a Premier Tech's team member while they're on the site.

Subcontractors

Before carrying out any work of any type, subcontractors must sign services, confidentiality and non-competition agreements provide a copy of their liability insurance certificate, a proof of an association or a professional corporation membership if applicable, and the list of their employees who could possibly work on Premier Tech premises. Premier Tech identification cards are handed in to the subcontractors in order to permit the access to the site at the time of carrying out their work.

Every time their services are required, all subcontractors must, upon arrival, report to the work provider, the plant manager or the building superintendent, hand in the Recording Form for Subcontractors and fill in a record for documentation purposes. Upon request, they must present valid photo identification (driver's licence or health insurance card).

New subcontractors are required to report to the reception in order to obtain a Premier Tech temporary identification card; this card must be handed in to the reception at the time of departure.

Since the arrival and departure times of all subcontractors have to be documented in a record, the latter are required to report to the work provider, the plant manager or the building superintendent, according to the individual case, at the end of their work shift or their mandate, in order to report their departure.

It is forbidden to goldbrick or to circulate on the site and inside the buildings for any other purposes than those regarding their contract.

Access control management

In order to facilitate the access and circulation control management for visitors, deliverymen, representatives and subcontractors, a record is available at each establishment.

Unauthorized people

Procedures are set up in order to deal with unauthorized persons found on Premier Tech's sites. Any team member who sees a visitor without a Premier Tech temporary identification card must see him to the exit or inform his manager who will take appropriate actions to take care of the situation.

Vehicles in PTH's Industrial Zone

No personal vehicle is authorized in PTH's Industrial Zone.

Team members must park their personal vehicle in the designated areas.

All team members must use corporate vehicles with a C-TPAT sticker in their windshield to circulate in PTH's Industrial Zone. Corporate vehicles that do not have a C-TPAT sticker must first be registered at the reception office before being allowed to circulate in PTH's Industrial Zone.

When they arrive on the site, all truckers, deliverymen and subcontractors must register at the reception office where they will be given an identification card for their company's vehicle.

INSPECTION BEFORE LOADING

Before each loading, the following must be done:

a) Clean the container with a broom to remove dirt, organic matters, wood or any other foreign matters that are not described on the shipping documents. If necessary, do the same for trailers. If some residues are difficult to remove and require another cleaning technique, the team member has to inform a transport supervisor or manager and fill a NON-CONFORMING Trailer report to document the incident;

b) Make a visual inspection of the container or trailer. Check the reliability of the locking mechanisms of the doors, to detect any security, waterproofness or cleanliness issues. If the container or trailer is nonconforming, fill a NON-CONFORMING Trailer report and send it to the transport department.

Carefully inspect the following points to ensure that the physical integrity of the container's structure has not been altered:

- Front wall;
- Left wall;
- Right wall;
- Floor;
- Ceiling;
- Inside/outside doors;
- Outside/undercarriage.

The team member doing the inspection or cleaning puts his initials in the space provided on the pick slip.

LOADING

Objective

This instruction is to insure that the loads are not physically modified between their departure and delivery points and therefore to facilitate border crossing.

Scope

This instruction applies to all full or partial loads shipped by closed trailer, container, wagon or inter-modal. Open trailers such as flatbeds or curtain sided trailers are excluded.

Methodology

General points

Truck drivers must remain in their vehicle for the loading time.

Shipment outside Canada (customer and internal transfer)

US loadings must continue without interruption until completed; take the break after.

However, if a loading interruption cannot be avoided, the following rules must be respected:

- No pallets awaiting loading is left near the loading ramp;
- The doors are closed and the PHL team member in charge of loading affixes a plastic seal;
- The PHL team member notes the plastic seal number;
- When loading resumes, the PHL team member checks the conformity of the plastic seal number;
- The seal is cut off. Loading can then be completed.

All full loads must be affixed with a high security door seal (fig.1) and the number must be registered on the shipping documents. The seal is given at random. The seal must be placed by a team member (do not give it to the driver as this would reduce or void our credibility towards US customs).

When there are many doors on the trailer, for instance on refrigerated trailers, a seal must be affixed on each door and the seal number must be registered on the shipping documents.

For loads which must be completed by another PHL site in the region, without crossing the border, a plastic seal must be affixed on the trailer doors before leaving the first site. Upon arrival at the second site, the trailer is inspected in accordance with CONTAINERS AND TRAILERS PREPARATION AND INSPECTION BEFORE LOADING INSTRUCTION (PHL-CO-WI-007). The plastic seal number must not appear on the shipping documents.

Shipment inside Canada

All full loads must be affixed with a plastic seal and the number must be registered on the shipping documents. The seal must be placed by a team member (do not give it to the driver).

Exception

Some situations will require a seal change, for instance when a weight needs correction. In this case, the reprint would show the new seal number. For those who load after normal hours, manual corrections will unavoidably have to be done. In this case, a stamp with the mention "Premier corrected/amended" will have to be placed over the old one and signed by the team member doing the corrections. The new number must remain clearly visible.

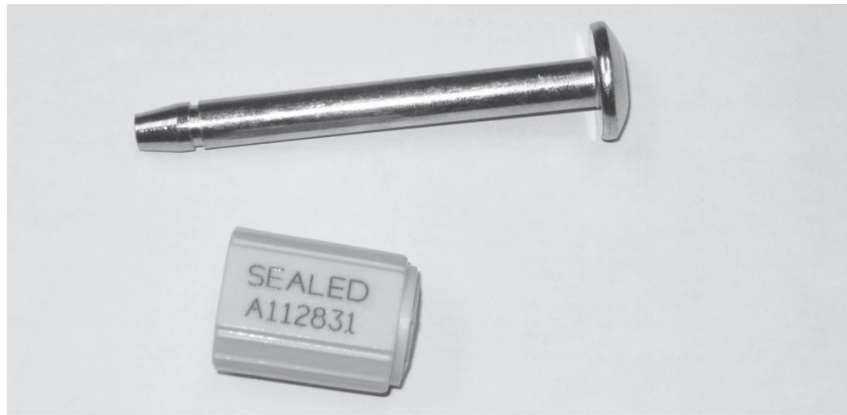


Fig. 1

VERIFLORA®

SUSTAINABLE DEVELOPMENT PROGRAM

Premier Tech Horticulture subscribes to the sustainable development initiatives of the peat moss industry and supports Premier Tech's continuous improvement processes.

The VeriFlora® certification for responsible peatland management ensures the application of good management practices promoted by the peat moss industry, and this, both environmentally and socially speaking. The certification standard, under the responsibility of Scientific Certification Systems (SCS), is considered as the gold standard in terms of sustainable development in the floriculture and horticulture industries.

Premier Tech Horticulture is Veriflora® certified and complies with the following requirements:

- Responsible peatland management;
- Protection and conservation of ecosystems;
- Conservation of resources and energy efficiency;
- Integrated waste management;
- Fair working conditions;
- Benefits to communities;
- Product quality.

The certification will allow Premier Tech Horticulture to:

- guarantee that its growing media are produced responsibly;
- ensure a continuous improvement process within the company;
- promote the efforts of the peat moss industry with credibility;
- maintain and develop markets.

For over 15 years, Premier Tech Horticulture has been the leader in terms of sustainable development, and this, thanks to the involvement and efforts of all its team members!

TEAM MEMBER PREVENTION PLUS QUIZ

Team Member's Name: _____

The following is a quiz based on the information you just read in the Prevention Plus Manual, answer the following question to the best of your knowledge:

1. Smoking is _____ on the all Premier Tech sites.

2. Peat moss is very Flammable! True ☐ False ☐

3. When hot work such as welding, cutting, grinding and heating is required, a _____ must be followed and completed.

4. When working in the plant or bog Personal Protective Equipment is not mandatory? True ☐ False ☐

5. Loose-fitting clothes must not be worn to avoid being entangled in moving mechanical parts. Long hair must be tied. True ☐ False ☐

6. Before the end of a shift all _____ must be reported to your supervisor.

7. What does SDS mean : _____

8. Wearing a seat belt is mandatory in all equipment that has one. True ☐ False ☐

9. All equipment operators must ensure the equipment works adequately by performing a daily_____.

10. A_____must be done first before you can repair any energized equipment or machinery.

11. Emergency Response Plan is posted in the _____ of all facilities.

Safety Begins With YOU!

A safe behaviour ensures your safety and that of others.

Make sure to tell the site's supervisor about any situation you consider as being dangerous.

☐ I have read and understand the Prevention Plus Manual and will keep it as a reference for the future.

_____ _____

Team member signature Supervisor signature

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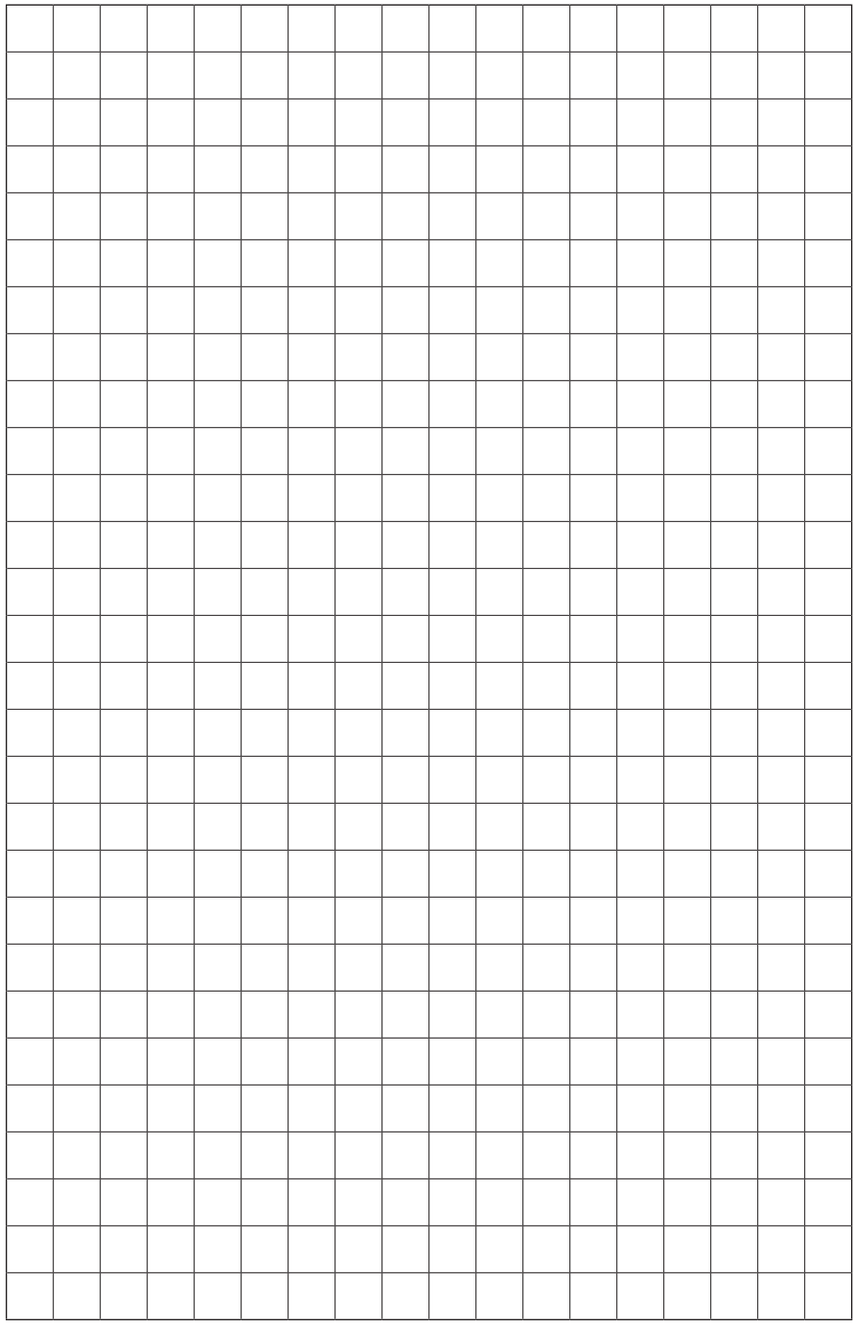

PREMIER TECH

Premier Tech World Headquarters
1, avenue Premier
Rivière-du-Loup (Québec)
G5R 6C1 CANADA

1 800 667-5366
418 867-8883
418 862-6642