



**SAFETY PROGRAM
FOR
COMMERCIAL TRANSPORTATION
(TRUCKS, TRUCK-TRACTORS, TRAILERS)**

Updated: May 2026

SWAB MASTER LTD.

Contents

Section 1 Staff Authorized to Operate Company Vehicles	- 3 -
Section 2 Safe Use and Operation of Swab Master Ltd. Vehicles.....	- 3 -
Section 3 Proper Record Completion.....	- 5 -
Section 4 Compliance with the Law	- 8 -
Section 5 Use of Safety Equipment.....	- 9 -
Section 6 Driver Conduct and Discipline	- 10 -
Discipline Action Reporting Form	- 13 -
Section 7 Employee Training and Evaluating Driving Skills.....	- 14 -
Section 8 Driver Records and Record Retention.....	- 15 -
Section 9 Driver Qualifications.....	- 17 -
Section 10 Maintenance Program	- 17 -

Section 1 Staff Authorized to Operate Company Vehicles

All staff authorized by company management and/or the Safety Coordinator to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- Part time or occasional drivers;
- Safety staff who train drivers;
- Management/owners who drive;
- **Anyone authorized to operate a company vehicle.**

All employees driving any Company vehicle must have the Class of Operators License to operate the specified vehicle (e.g., 5-ax1e unit requires a Class 1) as required by Alberta law.

Section 2 Safe Use and Operation of Swab Master Ltd. Vehicles

a) **Defensive driving:** Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

b) **Driving Courtesy:** All drivers must be courteous to other drivers at all times. If drivers receive 3 complaints for discourteous driving, then he/she will be terminated.

c) **Driver's Documents:** Copies of relevant documents must be submitted on commencement of employment and updated as required. These documents should include at least the following:

- Driver's abstract every 12 months (more frequently if the Safety Coordinator considers it necessary for the company)
- Insurance (if applicable)
- Valid drivers' license
- Training
- Medical report (if applicable)

d) **Drug and Alcohol Use:** Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, any cannabis products, or the misuse of prescription drugs while operating vehicles and other equipment. **(See Health & Safety Manual and New Employee Handbooks for Swab Master Ltd. on our Drug and Alcohol Policies)**

e) **Impairment:** If you are taking a prescription medication or an OTC (over the counter) medication which may impair your ability to perform the duties of your position, you must inform your manager or supervisor or the Safety Coordinator immediately and take action not to operate any vehicle while your judgement is impaired. Operating any Swab Master Ltd. vehicle while you are impaired in any way could lead to dismissal.

f) **Fueling:** Before fueling, the driver must:

- Shut off engine;
- Not smoke;
- Check for fuel leaks;
- Not overfill the tank;
- Not leave nozzle unattended; and
- Replace filler cap when finished fueling.

g) **Headlights:** Headlights will be on at all times when driving. They must be kept clean and working at all times.

h) **Load Security:** Swab Master Ltd. will ensure all drivers operating company vehicles are adequately trained in Cargo Securement, National Safety Code Standard 10 (copy attached) and monitored. It is the drivers' responsibility to ensure that loads are adequately secured for transport. Cargo transported by a vehicle shall be contained, immobilized, or secured so that it cannot leak, spill, blow off, fall from, fall through, or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected. Swab Master Ltd. does not haul cargo and runs PME, the few things it does carry is bolted down and secondary ties, netting, and ratchet straps with visible WLL are used.

Drivers must inspect the cargo and its securing devices within the first 80 kilometers after beginning a trip.

Drivers must re-inspect when any one of the following occurs:

- Change of duty status (e.g., from "driving" to "on-duty not driving").
- After driving for 3 hours; or
- After driving 240 kilometers.

i) **Personal Use of Company Vehicle:** Personal use of any Swab Master Ltd. company owned vehicle is strictly prohibited. Towing with a company vehicle is prohibited. Visiting establishments in a company vehicle where alcoholic beverages are served is strictly prohibited. Unauthorized use of a company vehicle may lead to immediate dismissal.

j) **Passengers:** No passengers are allowed in Company trucks other than authorized employees in an assistance or training role. This Company also discourages any unauthorized passengers in contractor's trucks.

k) **Seat Belts:** Must be worn at all times when operating a motor vehicle.

l) **Speed Limits:** Drivers must observe the posted speed limits at all times.

m) **Traffic Offenses:** All fines for infractions of the Highway Traffic Act, or urban and/or municipal laws, including parking, speeding and being overweight will be the responsibility of the driver. All infractions in company or personal vehicles other than parking must be reported to your supervisor immediately and a copy of the report sent to the office no more than 72 hours after the infraction occurs.

n) **Trip Inspections:** All drivers are required to complete trip inspections to ensure the vehicle, and the cargo, is safe. The Driver's Vehicle Inspection & Trip Report forms provided will be used. In all cases, a proper inspection must be done, and the inspection form must be completed. Training will be provided by the Safety Coordinator to ensure drivers conduct proper inspections.

o) **Reporting Deficiencies:** All drivers are to report any defect, malfunction or maintenance required on their vehicle immediately. Fill in an Opportunity Report and either fix the deficiency yourself if you are capable or submit it to a manager at the shop/or office. It will then be assigned to our in-house mechanic or outsourced depending on the correction needed. The Opportunity Reports will be tracked to completion by the office.

p) **Personal Electronic Device (PED) Policy:** as per the policy listed in Element 3 - Policies of the Health and Safety Manual, workers may not use a PED in any way unless and until they pull over to a safe location. If it is urgent to make or receive a call, the worker must remain parked off any roadway, out of harm's way and the conversation must be completed before they resume driving.

Devices that are covered by this policy include any type of cellular mobile phone, handheld gaming units, pagers, two-way radios, electronic tablets or iPads, or any other wireless devices, whether owned by the company or the individual worker.

General: While in the workplace during work hours, all workers are expected to focus on work and may not inappropriately use PED in the workplace for any inappropriate or unnecessary purposes, including but not limited to:

- Engaging in personal conversations
- Use of any social media platform
- Playing games - E-reading
- Surfing the internet - Checking email
- Sending SMS/MMS text or video messages

Section 3 Proper Record Completion

Hours of Service Regulations:

All staff will comply with all applicable Federal and Provincial Hours of Service Regulations.

At least the following steps will be taken:

- Retain all log records in a systematic manner
- Retain all log records for at least 6 months;
- All radius drivers to ensure that the shift start and end times are recorded accurately
- Dispatchers must be aware of a driver's available hours BEFORE and DURING a trip to ensure that maximum allowed hours are not exceeded
- Audit all daily logs for "form and manner" items and take appropriate disciplinary action
- Audit all daily logs of new drivers for 6 months for falsification and for exceeding daily and cyclic hours limits
- Audit a random sample of daily logs of all drivers for falsification and for exceeding daily and cyclic hours limits
- Audit lease drivers with the same frequency as Company drivers, if applicable.
- Discipline, re-train and terminate drivers, as required, to ensure compliance.

Swab Master Ltd. will provide training in Hours-of-Service regulations when a new employee is hired and is finished probationary period, and as required afterwards.

All dispatchers must ensure that no driver is dispatched without sufficient driving hours available to complete the trip.

For all trips over 160-kilometer radius, an ELD must be mounted in the NSC unit and corresponding app paired to the ELD as required by law. Logs must be submitted within 20 days of their completion. The Safety Coordinator will review all logs. All identified violations may result in reviewing, retraining, and possibly disciplinary action.

****Drivers are required to carry at least 14 days of logs regardless of what cycle they are operating under.**

The following are working hour restrictions as set out by the Federal Commercial Vehicle Drivers Hours of Service Regulations and by the Alberta Drivers' Hours of Service Regulation:

- Maximum 13 hours driving per work shift
- Maximum 14 hours on duty per work shift

**** Copies of the federal and provincial legislation are available at Swab Master Ltd. Head Office (479 Aquaduct Drive, Brooks, Alberta)**

Oil Well Service Vehicle Permits

- Exempt from cumulative rules with a valid permit.
- 3 periods of Off-Duty time, each at least 24 hours long, must be taken in any 24-day period (periods do not have to be consecutive)
- Waiting and standby times are treated the same but will be included as part of the maximum 16 hours of elapsed time.

Vehicle Weights and Dimensions:

ALL regulations affecting the vehicle weights and dimensions restrictions must be followed.

Files on each vehicle must be maintained and include at least the following information:

- Number of trucks, tractors and trailers registered
- Vehicle dimensions
- Axle spacing
- Tire sizes and number of wheels
- Registered weight of vehicles
- Current empty operating weight (tare)
- Vehicle registration and unit numbers

Training will be provided to the drivers, loaders and dispatchers regarding at least the following information:

- Maximum gross vehicle weights
- Maximum axle and axle group weight allowance
- Proper load securement
- Truck routes in each municipality travelled
- Road and bridge restrictions
- Seasonal axle weight allowances

Fuel Tax:

Swab Master Ltd. will be registered under the International Fuel Tax Agreement (IFTA), only if there is regular work in another province, otherwise permits will be obtained as needed when working out of the province. *Actual distances between origin and destination* will be used in the IFTA calculations. A confirmation system will be established to ensure that drivers use the designated routes so that the distances are accurate.

Monthly and quarterly summary IFTA reports will be used when preparing the annual Fleet Distance Declaration.

Fuel reports/receipts will be kept for each trip, and should include at least:

- Date of purchase
- Name and address of seller
- Quantity of fuel purchased
- Fuel unit price or total amount of sale
- Fuel type
- Vehicle unit or identification number
- Fuel purchaser's name
- If fueling a slip tank, record the amount, and document which units/quantity it then fuels

To assist in compliance, a copy of the IFTA Articles of Agreement, the IFTA Procedures Manual and all IFTA Information Circulars will be kept and updated.

Prorate Registration

Vehicle Prorate/Registries will be used, and the provisions of the International Registration Plan (IRP) and the Canadian Agreement on Vehicle Registration (CAVR) will be followed. Again, confirmed actual distances will be used in the calculations.

ALL documents will be kept for the current year and at least the 4 previous years. The Registries' Accuracy Reports must be maintained for at least the previous 12 months.

Trip records will be maintained that include at least the following information for each trip:

- Start and end dates
- Origin and destination (city, state/province)
- Routes travelled or beginning and ending odometer readings
- Total kilometers travelled
- Distance travelled in each Prorate jurisdiction
- Vehicle unit or identification number; fleet number
- Licensee name.

To assist in compliance, a copy of the Prorate Information Package will be kept and updated. A copy can be obtained from the Safety Coordinator.

Documentation:

All loads must have the appropriate Bill of Lading/invoice and Dangerous Goods documentation, if required. At least one copy of each document signed by the customer must be left at the delivery site, and all other copies returned to the office.

Permits:

The Safety Coordinator is responsible for ensuring that any permits required from the federal, provincial or municipal governments are obtained and updated as required and provided to the driver with load documents.

Section 4 Compliance with the Law

Insurance:

Swab Master Ltd. will maintain the required Public Liability, Property Damage and cargo insurance. ALL Company vehicles will carry insurance as required by provincial regulations.

All units must carry:

- “Pink Card”
- Vehicle Registration.
- Copies of the insurance coverage are available to interested parties upon request to our office.

Regulations:

The Safety Coordinator will ensure that the company follows all safety regulations. This must begin by ensuring that an up-to-date copy of all relevant legislation is available and maintained. This current legislation must consist of at least the following:

- Alberta Motor Transport Act and Regulations
- Alberta Highway Traffic Act and Regulations
- Alberta Motor Vehicle Administration Act and Regulations
- Federal Motor Vehicle Transport Act and Regulations
- National Safety Code for Motor Carrier
- North American Uniform Out-of-service Criteria, Commercial Vehicle Safety Alliance

Any employee who identifies a possible regulatory violation will report it immediately to the HS Representative who will then take the appropriate action to confirm the allegation and prevent further occurrences.

Personal Charges/Convictions:

Any employee who is issued a ticket from an enforcement agency, whether it is on the road or company property will be responsible for paying the fine or going to court on the matter. All such tickets must be reported to the Safety Coordinator as soon as possible. All incidents or accidents involving Swab Master Ltd. equipment (Rigs, Tank Trucks, Pickups, or Pull-Behind equipment) must be reported to the Safety Coordinator or a Manager immediately.

Failure to handle a personal ticket or failure to report any incident will result in a one-week suspension for the first offence and dismissal for any subsequent occurrences.

Occupational Health and Safety:

This Company abides by all rules and regulations set out by the Occupational Health and Safety and Worker’s Compensation Board. All employees are expected to abide by these rules, a copy of which is available during working hours at our office.

All employees are covered under Workers’ Compensation as required by law. All injuries sustained on the job are to be reported to the Company **IMMEDIATELY** in order that the proper notification of each injury can be made to the Worker’s Compensation Board.

Environmental regulations:

All applicable environmental regulations must be complied with at all times.

Section 5 Use of Safety Equipment

Use of Warning Devices:

Approved warning devices to be available in each registered company vehicle are:

Flags

Reflectors,

Flares, or

Advance warning triangles.

During the daytime (sunrise to sunset), when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle and place the warning devices on the highway in line with the vehicle, at a distance of approximately 30 meters in front of the vehicle, and approximately 30 meters behind the vehicle.

During nighttime (sunset to sunrise), when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle. Within 10 minutes of the vehicle becoming stationary, place the warning devices on the highway in line with the vehicle, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle.

During nighttime (sunset to sunrise), when a company vehicle is stationary on a highway and where the vehicle lighting is not working, the driver will immediately place warning devices out, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle.

If the need to use the fire extinguisher arises:

1. Remember the word PASS:

Pull - Pull the safety pin by breaking the seal;

Aim – Aim the nozzle, horn or hose at the base of the fire;

Squeeze - Squeeze the handle;

Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

remove the fire extinguisher from its bracket;

approach the fire from upwind if possible;

hold the extinguisher in an **upright** position;

continue to use until the fire is out and the fire extinguisher is empty;

replace the safety pin and return it to your compartment;

have extinguisher recharged immediately or replaced before your next run;

Report use of fire extinguisher to supervisor.

A written report must be given to the Safety Coordinator if the fire extinguisher(s), flares, and First Aid kit(s) need to be inspected, repaired, need to be refilled or replaced. The Safety Coordinator will ensure that the correct action will be taken and documented.

Rig Supervisors will inspect each piece of safety equipment at least **monthly** and **document** each inspection (part of Rig Manager Inspection Report). Any problems should be reported immediately to the Safety Coordinator.

Each driver will be instructed on how and when to use each safety item. Operating instructions for each piece of safety equipment needs to be available. Explanation of the use of the safety equipment, fire extinguishers, warning devices, etc. will be given.

Personal Protective Equipment (PPE) (As Applicable):

Employees will be educated on the proper use of all issued PPE (e.g., goggles, hard hats, breathing apparatus, etc.).

Parking

All vehicles parked at the Swab Master Ltd.'s main location shop and office will be required to back into a parking stall. This ensures a visual check prior to backing up into a stall.

Operators of Rigs or Tank Trucks should use the pull-through parking technique when parking in a parking lot (at a hotel for instance). Where a pull-through parking space is unavailable, the operator should back the unit into an appropriate space using the applied backup procedures outlined in section 3 of the health and safety manual.

****Note: (See Our Health & Safety Manual and New Employee Handbooks for Swab Master Ltd. on our Personal Protective Equipment (PPE) Policies).**

Section 6 Driver Conduct and Discipline

Disciplinary Action:

Disciplinary action will be taken against any employee as deemed necessary by the Safety Coordinator. Actions can include:

- Written warning
- Re-training
- Suspension
- Termination

Termination:

Immediate termination will result from any of the following situations

- Being under the **influence** of any legal drug that impairs the driver's abilities to drive during working hours
- Failure to notify in writing to the Safety Coordinator or any manager upon revocation or suspension of a driver's license
- Taking, possessing, or being under the **influence** of any illegal drug, alcohol, or cannabis products during working hours
- Allowing non-company individuals to ride in Company vehicles without permission
- Causing physical or psychological damage to any employee or customer through horseplay or practical jokes
- Use of threatening or abusive language to a supervisor, customer, or other staff
- Failure to report in writing any injury before the end of the work shift
- Failure to report in writing any incident or "near miss" involving Company equipment or staff before the end of the shift
- Possession of weapons of any type during working hours, improper use of Company communication equipment
- Failure to report in writing any traffic violation to the Safety Coordinator within 7 days
- Refusal to perform acceptable work when requested

- Leaving the job without permission
- Failure to report to work without notifying a supervisor
- Stealing or intentionally damaging Company equipment
- Fighting or assaulting supervisors, staff, or customers
- Dishonesty or falsification of any Company records (including timecards; pay sheets; Hours of Service logs)
- Gambling on company property
- Sexual harassment of any employee
- Causing or failure to report environmentally hazardous incidents
- Failure to use safety equipment as and where directed

Due Diligence

To help protect the employees of Swab Master Ltd. and other members of the public that come in

contact with this company, all reasonable efforts will be made to ensure that all staff conduct themselves according to company policy and comply with all applicable legislation. If any staff member identifies any situation, which he/she feels may be unsafe, then it is their responsibility to immediately bring it to the appropriate person's attention.

Alberta
COMMERCIAL VEHICLE INSPECTION REPORT
AB66947E1
Page 1 of 2

INSPECTION LEVEL: 1
Vehicle(s) inspected this _____ of _____, at _____ hours at/near _____ Odometer: _____

INSPECTION RESULT: **REQUIRES ATTENTION**
FAILURE TO REPORT INDICATED REPAIRS BY 2016/02/22 MAY RESULT IN PROSECUTION

Owner: SWAB MASTER LTD. Vehicle: _____ Plate: _____ Jur: CVSA Decal: _____
Address: Po Box 1210 5th Main 1 Truck AB
City: Brooks
Jur: AB Postal/Zip Code: T1R 1C1 MVID: 0458-55010
Driver: _____

ANY DEFECTS NOTED ON THIS DOCUMENT MAY RESULT IN PROSECUTION

VEH DEFECT	DESCRIPTION	ACT / SECTION	TVT / Appearance Notice	RESULT
Hours of Service	Fail to properly complete daily log in accordance with Schedule 2. -Fail to declare cycle 1 or 2 in logbook as required.	MVTA SCR/2005-313 60(2)		Requires Attention
1 Brake Systems	Equipment/safety system installed by vehicle manufacturer not maintained in good working order in accordance with manufacturer's specifications. -LSD inner fail/brake/signal lamp not working at time of inspection.	TSA AR 122/2009 3		Requires Attention
1 Exhaust Systems	Exhaust system leak. -Flue pipe separated at connection, RIS (at bottom).	TSA AR 121/2009 Sch2 90(2E)		Requires Attention
1 Suspensions	Suspension's air bag/gas line is missing/crushed/cracked/cracked to bad/mounted insecurely. -Cracked/broken lower air bag mounts axle 2 Ref: <i>Defy 7/14/15</i>	TSA AR 121/2009 Sch2 22(L)		Requires Attention

NOTES / COMMENTS FOR THE INFORMATION OF THE CARRIER / DRIVER: *JE 6/3/16*
-Repair all defects prior to next dispatch.

Officer: _____ Ptc: _____ Agency: _____ Office: _____ Other Officer: _____ Time Out: 13:59

REFER TO LAST PAGE OF INSPECTION FOR DETAILS REGARDING COMPLIANCE

THE RELIANCE OF THIS INSPECTION FORM DOES NOT AUTHORISE THE OPERATION OF THE VEHICLE(S) WITH ANY DEFECTS. ALL DEFECTS MARKED AS "REQUIRES ATTENTION" AS NOTED ON THIS FORM ARE REQUIRED TO BE REPAIRED BEFORE THE VEHICLE IS RE-DEPARTED.

AB66947E1 DRIVER IS RESPONSIBLE FOR PROVIDING CARRIER WITH A COPY OF THIS REPORT CVIR E1 Rev (2011/10)

Appeals:

An appeal of a decision by the Safety Coordinator can be made for a suspension or termination. Any appeal must be in writing and presented to the General Manager within 30 days of the appealed decision.

(Department of Transportation)

For a ticket or inspection report, you

must return to the office within 24 hours.



CVSA
COMMERCIAL VEHICLE INSPECTION REPORT
VEHICLE INSPECTION COMPLIANCE INFORMATION

AB66947E1
 Page 2 of 2

ON THE DATE AND TIME NOTED, VEHICLE(S) REGISTERED TO YOU OR BEING OPERATED BY YOU WAS INSPECTED. ALL DEFECTS NOTED MUST BE CORRECTED. IF THERE IS A REPORT BACK DATE SHOWN, PROOF OF THOSE REPAIRS MUST BE REPORTED BY THE DATE INDICATED IN THE FOLLOWING MANNER:

FAX ATTENTION _____

EMAIL _____

_____ ANY VEHICLE INSPECTION STATION OR DISTRICT OFFICE OF COMMERCIAL VEHICLE ENFORCEMENT

_____ ISSUING OFFICER PHONE _____

_____ TO ANY CVSA CERTIFIED PEACE OFFICER _____

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT _____

Proof of Repair. (Please check and complete one of the following)

I declare the defects noted have been repaired
 (copies of work orders or invoices should be attached) Name of Qualified Mechanic or Vehicle Owner Representative _____

_____ Date _____ Signature

Note: It is an offence to make a false declaration which may be subject to prosecution.

_____ The vehicle re-inspected at _____ on Form # _____

by _____
 _____ Signature of Inspecting Officer

WARNING

FAILURE TO MAKE THE NECESSARY REPAIRS TO DEFECTS NOTED CAN RESULT IN ANY OF THE FOLLOWING ACTIONS:

1. THE OWNER AND/OR DRIVER MAY BE SUBJECT TO PROSECUTION.
2. THE LICENCE PLATES ON THE DEFECTIVE VEHICLE MAY BE REVOKED.

NO OWNER SHALL REQUIRE NOR SHALL ANY PERSON OPERATE ANY VEHICLE DECLARED OR MARKED AS OUT OF SERVICE UNTIL ALL REPAIRS NOTED THAT PLACE THE VEHICLE OUT OF SERVICE HAVE BEEN SATISFACTORILY REPAIRED OR CORRECTED.

NO PERSON SHALL REMOVE AN OUT OF SERVICE VEHICLE NOTICE FROM ANY VEHICLE PRIOR TO COMPLETION OF ALL REPAIRS REQUIRED BY THE NOTICE.

NO PERSON SHALL DRIVE, NOR SHALL A PERSON PERMIT OR REQUIRE ANY DRIVER DECLARED OUT OF SERVICE (BEING MARKED AS OUT OF SERVICE AND IDENTIFIED AND NAMED ON THIS FORM) TO OPERATE THE VEHICLE UNTIL THE OUT OF SERVICE CONDITION IS REMEDIED OR THE DRIVER IS DECLARED BY A PEACE OFFICER TO BE CAPABLE OF SAFELY OPERATING A VEHICLE.

THE ISSUANCE OF THIS INSPECTION FORM DOES NOT AUTHORIZE THE OPERATION OF THE VEHICLE WITH ANY DEFECTS. ALL DEFECTS MARKED AS "REQUIRES ATTENTION" AS NOTED ON THIS FORM ARE REQUIRED TO BE REPAIRED BEFORE THE VEHICLE'S NEXT DISPATCHED TRIP.

AB66947E1

DRIVER IS RESPONSIBLE FOR PROVIDING CARRIER WITH A COPY OF THIS REPORT

CVIR E1 Rev (2011/10)

DISCIPLINE ACTION REPORTING FORM

Discipline Action Reporting Form		
Name:	Position:	Reporting Supervisor: Shawn Gleisner
Department:	Date of Incident:	Date of Report:
Type of Incident:	<input type="checkbox"/> Unsafe Behavior <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Non-Compliance with corporate policy, rule, or principles <input type="checkbox"/> Other _____	
Progressive Discipline Process:	<input type="checkbox"/> 1 st incident Date: _____ <input type="checkbox"/> 2 nd incident Date: _____ <input type="checkbox"/> 3 rd incident Date: _____ <input type="checkbox"/> Critical incident	
Description of Incident:		
Supervisor Recommendation:		
Employee Response:		
Management Decision:		
Employee Signature: _____	Date: _____	
Supervisor Signature: _____	Date: _____	
Manager Signature: _____	Date: _____	

Section 7 Employee Training and Evaluating Driving Skills

(Training: To increase knowledge and reduce violations)

Training Administration:

All training approved by the Company will be documented for each employee. This documentation will include at least:

- employee name
- course name general course content
- proof of acceptable completion (usually an examination with a specified pass mark)
- time until next re-training
- Legal responsibilities of each training area incurred by each employee.

A copy of each training manual, timetable, all feedback sheets, and all examinations will be kept in a separate file for each course delivered or arranged by the Safety Coordinator.

Documentation confirming successful completion of each course will be added to each employee's personal file.

A recall system will be maintained by the Safety Coordinator to ensure that no required training certificate expires. It is important, however, that if an individual employee identifies where re-training has not been given, then the Safety Coordinator should be told by the end of the shift.

Training activities:

Training courses will be established or arranged for at least the following subject areas:

- Initial orientation and administration (including completion of documentation)
- Hours of service
- Pre and post trip inspections
- Vehicle Weights and Dimensions
- Loading, Unloading and Securement, where applicable
- Use of all Safety Equipment
- Incident response and coordination
- Vehicle operation
- Recertifying First Aid and H2S

Training will be provided as required. Suggestions for new training courses should be provided to the Safety Coordinator for his/her consideration. All training completed will be documented on the driver file.

Section 8 Driver Records and Record Retention

Vehicle Document Requirements

The following documents are to be retained in each NSC unit:

- Registration
- Insurance
- Copy of current Safety Fitness Certificate
- Copy of NSC Standard 13 Part 2 Schedule 1

Vehicle File Requirements

The Commercial Vehicle Maintenance Standards Regulation (AR 121/2009) explains the requirements for the retention of maintenance records to comply with Alberta legislation.

Distribution and retention of reports

13(1) A driver shall, within 20 days after the completion of a trip inspection report, forward the original of the report to the home terminal of the carrier who is responsible for the commercial vehicle.

(2) A carrier shall

- (a) ensure that the driver forwards the original of the trip inspection report as required under Subsection (1),
- (b) deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it, and
- (c) keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it. If a vehicle is sold, the file on the vehicle must be retained for at least six months after the sale. Records of all vehicles must be located at the carrier's principal place of business in Alberta.

Records

37(1) In this section and section 38, "carrier" includes a carrier subject to section 6(1) or a person subject to section 6(2).

(2) A carrier shall maintain, or cause to be maintained, the following records pertaining to each commercial vehicle used in the carrier's business:

- (a) an identification of the vehicle, including
 - (i) a unit number, the manufacturer's serial number or a similar identifying mark,
 - (ii) the make of the vehicle, and
 - (iii) the year of manufacture.
- (b) a record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including
 - (i) the nature of the inspection or work performed on the vehicle, and
 - (ii) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time.
- (c) notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices.
- (d) trip inspection reports prepared under section 12.

(3) Unless otherwise authorized by the Registrar, a carrier shall maintain, or cause to be maintained, the records referred to in subsection (2) at the carrier's principal place of business. (4) The carrier shall ensure that the records required to be maintained under this section are true, accurate and legible.

Section 38 AR 121/2009 COMMERCIAL VEHICLE SAFETY REGULATION 27 Retention of records

38(1) Subject to subsection (2), the records referred to in section 37(2) shall be retained by the carrier, (a) except for the records under section 37(2)(d), for the current calendar year and the 4 calendar years immediately preceding, and (b) in the case of the records under section 37(2)(d), for the current month and the 6 months immediately preceding.

Trip Inspections:

A copy of NSC Standard 13 Part 2 Schedule 1 is to be located in each commercial vehicle. Drivers shall produce the Schedule when requested by a peace officer.

Motor carriers shall provide the applicable schedule(s) of inspection items in a written or an equivalent electronic format and all vehicles shall be inspected every 24 hours in accordance with Schedule 1, NSC Standard 13 for at least the following:

1. Air Brake System Defect(s)
2. Cab Defect(s)
3. Cargo Securement Defect(s)
4. Coupling Devices Defect(s)
5. Dangerous Goods Major Defect(s)
6. Driver Controls Defect(s)
7. Driver Seat Defect(s).
8. Electric Brake System Defect(s)
9. Emergency Equipment & Safety Devices Defect(s)
10. Exhaust System Defect(s)
11. Frame and Cargo Body Defect(s)
12. Fuel System Defect(s)
13. General Major Defect(s)
14. Glass and Mirrors Defect(s)
15. Heater/Defroster Defect(s)
16. Horn Defect(s)
17. Hydraulic Brake System Defect(s)
18. Fluid levels

Any vehicles registered in another jurisdiction must comply with that jurisdiction's requirements.

Driver Files:

The Safety Coordinator will maintain all driver files. These files will contain at least the following information:

- Employee application form with 3-year employment history
- All training records
- All training certificates issued (HOS, Trip Inspection, Load Securement, Weights and Dimensions)
- Training course recall system
- Record of All violations, convictions in both company and personal vehicles or CVSA

- Current driver abstract obtained every 12 months and recall system (permission from the driver to obtain his is required but no driver will be hired unless the permission is granted)
- A copy of Driver's license and recall system
- Driver's Logs and supporting documents (fuel receipts, meal receipts, hotel receipts)
- A list of all incidents, including "near misses", with copies of each investigation report
- Current medical status with confirmation of accuracy
- Letters of compliment/accomplishment

*****All files shall be kept in a neat and orderly fashion at the main office of this Company for at least the current year plus previous 4 years.***

Data Analysis

Periodically (monthly to annually, as required), the safety records of the Company will be analyzed and reviewed by the Safety Coordinator. Reports and recommendations will be made to the General Manager regarding safety improvements. This review will include at least the following:

- Maintenance activities
- Driver activities (e.g.) hours violations, weight violations, mileage driven, hours worked, excess speed, etc.)
- Customer information
- Carrier fleet size and total kilometers travelled
- Incidents and near misses
- Review of carrier's Profile obtained from Alberta Infrastructure

Section 9 Driver Qualifications

Hiring and Probation Period:

All drivers, lease operators and employees are hired on probation. Permanent employment is dependent on satisfactory results of checks of references, previous employment record and the probationary employee's or contractor's ability to handle the job. A normal probation period is three months of continuous employment.

Section 10 Maintenance Program

The Preventive Maintenance Program Includes:

- Pre and post trip inspections
- Repairs
- Routine Scheduled Maintenance
- Annual CVIC inspections
- Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIC.

Maintenance Policy

All tools and equipment should be properly maintained so as to reduce risk of injuries to employees or damage to property. Preventative maintenance is a very important part of the maintenance program.

To ensure this is done, the following items shall be inspected and documented:

1. Driver's Vehicle Inspection and Trip Report to be completed on a rig and/or tank truck prior to leaving the yard for any reason – fueling up, taking for maintenance, going to a job, etc. If a rig and/or tank truck is on location for more than 1 day, a trip inspection is to be completed every 24 hours.
2. Rig Manager's Inspection must be completed weekly (after 7 days of use), and deficiencies reported on the Daily Rig Operating Check List.
3. Visual inspection every time the derrick is in the raised position as per Kodiak Engineering guidelines.
4. Oil changes are to be performed on rigs and tank trucks every 300-400 hours and recorded on Maintenance Service log for the corresponding unit. After service is completed, place "Next maintenance due at xxx hours" sticker in cabs. Truck Scheduled Maintenance Inspection Form is also to be completed at the time of oil change. Greasing of rigs and tank trucks is performed multiple times per week depending on frequency used and components to be greased.
5. Annual CVIC to be performed every 12 months before the next CVIC expires by a certified CVIC Station.

It is everyone's responsibility to see that we follow these procedures to ensure that we run a safe company.

****The safety information in this policy does NOT take precedence over OHS Regulations. All employees should be familiar with the OHS Act, Code and Regulations.**