



OTHER PARTIES AT THE WORKSITE

January 2022

The following policy is written into force to protect not only the employees and workers at Swab Master Ltd., but other people who may be on our worksites. This includes anyone at the main location of our shop / office as well as anyone visiting a mobile work site in the field.

Workers from other companies that may be on site during our normal work activities must be protected from harm as well. This is why it is imperative that all workers on a location are to participate in the pre-job safety meeting prior to any work commencing. All Swab Master Ltd. tasks being completed are reviewed with any other workers on site.

Contractors and visitors to the main location of Swab Master Ltd. will be provided with training on the safe areas of our facility as well as any hazards or risks they may be exposed to during their time on our site.

The Swab Master Ltd. Health and Safety Policy is posted at the shop and at the office. It is also available to other employers and contractors in our units' safety manuals as well as being posted on our website.

CONTRACTOR MANAGEMENT

When a contractor is required for repairs at the main office, management is responsible for hiring a qualified person to complete the assigned task. Most contractors are hired based on previous experience with Swab Master Ltd. or referral. In the case of a new contractor the following protocols will be checked prior to engagement:

- Review any qualifications needed for the job
- Interview the candidate and confirm they are able to meet the requirements of the job
- Check references of the contractor to ensure capability

Contractors working on a Swab Master Ltd. work site are responsible to ensure, as far as it is reasonably practicable:

- They are protecting their own and others' safety and health.
- They are aware of their responsibilities and duties under the Occupational Health and Safety Act
- They are using all safety and health devices and protective equipment as required.
- They are cooperating fully with the Health and Safety Orientation.
- They have had a site specific safety orientation and are aware of who to report to in the event of an emergency
- Ensuring that they have the proper training for the job/task

All Contractors and Visitors of the Swab Master Ltd. Main Office / Shop area must check in at the reception area of the office or the dispatch office if after hours. From here they will sign in, review the site orientation map, be advised of the muster point in case of evacuation or emergency and explained the hazards on-site.

Contractors will be required to do a site tour with a Supervisor or the person designated in charge of the shop area and sign off on the Sub-Contractor Orientation form before starting any work. They are to be given a "SAFETY ORIENTATION COMPLETE" badge so everyone at the work site is aware that they know what to do in the event of an emergency. These badges should be returned to the office upon completion of the work.

All contractors are subject to disciplinary actions if they are found to be negligent to our health and safety procedures. Since they are not employed under Swab Master Ltd, our disciplinary policy will not apply. On first



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offense they will receive a verbal warning about their behaviour and the consequence and on a second occurrence they will be asked to leave the premises and black listed from working on our locations in the future.

Contractors are to report any and all health and safety hazards they observe to a Manager or their assigned Supervisor. The Manager or Supervisor is responsible for filling out the required paperwork and ensuring the hazard is reported properly. Contractors are not required to correct hazards on Swab Master Ltd. property, however, if the hazard is low risk and the contractor feels confident they are able to resolve the issue – they are permitted to do so, providing they are protecting their own and others health and safety. The contractors are still obliged to report even minor hazards to a Manager or Supervisor.

Contractors will be required to be involved in the investigation process only if they were directly involved in any accident or incident that prompted the investigation. If the contractor was involved in any accident or incident that triggered an investigation – they will be required to give an account of the events and help determine the root cause of the occurrence. If they were a witness to an accident or incident – they will be required to give a witness statement only and will not be asked to participate in the investigation.

VISITOR POLICY

Visitors at the Swab Master Ltd. main office/shop are responsible to ensure, as far as it is reasonably practicable:

- They have signed in at the Main Office and have been assigned to a Swab Master Ltd. representative and remain with that person at all times while on Swab Master Ltd. property.
- They are protecting their own and others' safety and health.
- They are using all safety and health devices and protective equipment as required.
- They have reviewed the Site Map and are aware of the muster point in the event of evacuation.
- They have been made aware of any hazards or risks to them while they are on site.

Visitors are required to be accompanied by an employee of Swab Master Ltd. **AT ALL TIMES** while in the vicinity of Swab Master Ltd. operations.

NON-COMPLIANCE

Any visitor on a Swab Master Ltd. work site who is found to not be in compliance with all health and safety rules and regulations of the company will be asked to leave the premises immediately. They will be informed of the decision and its consequence and asked not to return to any company work site in the future.

Any Contractor or self-employed person working within the jurisdiction of a Swab Master Ltd. work site who is known not to be following the health and safety rules and regulations of the company will be asked to stop work immediately. The worker will be afforded a second chance to comply with the health and safety rules and regulations after being reminded of why it is necessary for them to follow protocols. If the worker still consistently ignores the health and safety procedures, they may be asked to stop work permanently and the job they were contracted for could be sourced from another company.

Any employee of another company sharing the field work site with Swab Master Ltd. who is found to be not in compliance with the health and safety rules and regulations will be reported to their direct Supervisor immediately.



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The Sub-Contractor Safety Orientation Form is used to inform self-employed workers and visitors to our site of the health and safety hazards they may be exposed to. The secondary process involves signing off on the work completed by any sub-contracted or self-employed persons on our site.



Sub- Contractor Safety Orientation Form

Health and Safety orientations are required under the AB Occupational Health and Safety Regulations. This form is to be completed before a new subcontractor commences work. Please complete all sections that are applicable. This form must be signed and dated by the individual responsible for the orientation and the subcontractor representative who has received the orientation. Once signed, maintain the original copy of the Subcontractor Orientation Form as documentation

SUBCONTRACTOR		
COMPANY:	NAME:	PHONE:
SERVICE(S) TO BE PROVIDED:		
NOTES:		
SUPERVISOR		
POSITION:	NAME:	PHONE:
NOTES:		

SUBCONTRACTOR SITE ORIENTATION		
<input type="checkbox"/> Contact Information	<input type="checkbox"/> Site Orientation	<input type="checkbox"/> Emergency Response Plan
<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Incident Reporting	<input type="checkbox"/> Site Hazard Assessments
<input type="checkbox"/> Location of First Aid / Eye Wash	<input type="checkbox"/> Hot Work	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

I, the undersigned subcontractors' representative hereby claim that I have reviewed the Swab Master Ltd. Emergency Response Plan, that I know the location of the document, and that I understand it, agree to it, and will abide by it at all times.

NAME:	SIGNATURE:	DATE:
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I have instructed the foregoing information with the above subcontractor and believe that he/she has a reasonable understanding of the information.

NAME:	SIGNATURE:	DATE:
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SITE ORIENTATION MUST BE COMPLETED PRIOR TO COMMENCING WORK



SUB-CONTRACTOR FINAL INSPECTION

SUBCONTRACTOR		
COMPANY:	NAME:	PHONE:
DESCRIPTION OF WORK PERFORMED:		
DEFICIENCIES / COMPLICATIONS / HAZARDS OBSERVED:		
SUPERVISOR		
NAME:	POSITION:	PHONE:
NOTES:		

We, the undersigned agree that the work performed by the above noted sub-contractor is satisfactory and was completed with competence, and the utmost care and attention in compliance with Swab Master Ltd. Health & Safety Regulations.

CONTRACTOR:	SWAB MASTER LTD. REPRESENTATIVE
_____	_____
DATE:	DATE:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

THANK YOU FOR YOUR SERVICE!