



Chapter 1:

Safety Policy

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Forward

This Health and Safety Manual has been developed for the purpose of promoting “Safe Work” guidelines for the management, employees and sub-contractors of the company. Recognizing the health and safety concerns presented in construction is of paramount importance to our organization. It has been stated that safety is not a poster, a slogan, or a meeting – but rather, an attitude; a conscious effort to prevent risk and injury to employees and co-workers alike. This is an attitude we are determined to pursue.

Wapiti Gravel Suppliers is dedicated to instituting a safe work policy by which every employee must abide. The benefits of such a policy are valuable for labor and management, and reflect the nature of the company. Companies and the industry as a whole benefit through image enhancement, lower insurance costs and employee confidence.

As stated above, safety is a frame of mind – a conception of the actions and events that surround our everyday existence. This manual is intended to serve as a guide, which safe work practices, and procedures may be implemented. Incident prevention and safety awareness go hand-in-hand with good business. We are determined to make a positive safety culture an integral part of our business.

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Purpose

The purpose of this chapter is to provide an overview of responsibilities of the line management to achieving a Safe Work Environment.

Objectives

The objectives are to:

1. Provide specific direction to line management in their role with the Company Safety Program.
2. Provide provisions for modified work programs in returning injured workers to work.
3. Detail specific safety award programs as an incentive to promote safety.

Special Terms

WCB WORKERS' COMPENSATION BOARD

1.1 Safety Creed

Wapiti Gravel Suppliers *Believes:*

- 1) That every employee bears the unalterable responsibility for keeping out of harm's way. This they owe to themselves, their family, their peers and their job.
- 2) That no employee lives or works entirely alone. They are involved with all workers, touched by their accomplishments, and marked by their failures.
- 3) That incidents are conceived in improper attitudes and born in moments of action without thought. They will cease to be only when the proper attitude is strong enough to precede the act – when the right attitude creates the awareness that controls the act.
- 4) That the prevention of incidents is an objective which crosses all levels of rank, organization, and procedure.
- 5) That freedom from harm is not a privilege but a goal to be achieved and perpetuated day by day.
- 6) That the elimination of injury and pain through incidents is a moral obligation upon which the final measure of our performance directly depends.

1.2 Safety Policy

Wapiti Gravel Suppliers is committed to the protection from accidental loss of all its resources, including employees and physical assets.

In fulfilling this commitment to protect both workers and property, management recognizes the right of workers to work in a safe and healthy work environment and is committed to providing and maintaining a safe and healthful work environment. WGS is constantly striving to eliminate incidents and personal injury/illness.

All employees will be equally accountable and responsible for health and safety as well as eliminating incidents within our facilities.

Loss can be controlled through sound management practices in combination with active employee involvement. Safety is the direct responsibility of all management, supervisors, and workers.

All management functions will comply with corporate safety requirements as they relate to planning, operation, and maintenance of facilities and equipment. All employees are expected to perform all tasks pertaining to their scope of work in accordance with Wapiti Gravel Suppliers safe work practices and procedures. Safe work practices and procedures are clearly defined in the Safety Manual for all employees to follow as well as to review in safety meetings as their input will be requested from time to time. WGS is committed to working in a spirit of consultation and cooperation with its workers.

The safety information in this policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulation, and Code.

Bill Turner – President/General Manager
December 1, 2010

1.3 Safety Responsibility

Health Safety Environment Manager

Responsibilities

The HSE Department will be responsible for the Company Health Safety & Environmental Program. They will ensure that all elements and safety programs are being properly carried out and will make periodic safety checks to assess their effectiveness. Where progress is unsatisfactory, they will take the necessary steps for improvement. They are accountable to the President/General Manager.

Duties

- Ensure that all Company and Government Safety Rules and Regulations are being abided by
- Ensure Hazard Assessments and safety meetings are held by Superintendents, Supervisors and, where necessary, with sub-contractors.
- Support Hazard Assessments and safety meetings.
- Act as a resource to all field staff regarding HSE concerns and issues
- Promote new safety initiatives to all departments
- Manage Drivers and Safety Training Files
- Ensure employees are evaluated for Competency by their immediate supervisors
- Ensure employees receive and maintain all necessary training appropriate to their job/task
- Ensure post incident testing is consistent and conducted as required
- Conduct Internal Audits
- Coordinate and conduct External audits as required by ACSA
- Ensure each crew has an emergency response plan and is conducting “practice” drills.
- Ensure monthly inspections on Fire Extinguishers are conducted where required
- Review statistics and create monthly and annual reports.
- Upon receipt of Government and Company Safety Inspection Reports, promptly ensure that corrective action is taken.
- Complete incident reports and conduct investigations when deemed necessary
- Review and sign incident investigation reports for all incidents and ensure corrective action recommendations are promptly completed with appropriate follow up.
- Conduct field inspections of crews and contractors when we are Prime Contractor.

- Assist in the preparation of the Action Plan for the current year.
- Monitor and coordinate the Claims Management Program alongside the Human Resources Department.
- To be responsible and accountable for the annual revision, updating, and signing of improvements to the HSE program. The purpose is to improve safe work practices and procedures, plan for training where needed, and to promote the safest possible working conditions.
- Manage and maintain the contractor pre qualifications accounts (ISNetwork, ComplyWorks and Avetta).

Senior Management

Responsibilities

The Senior Managers will be responsible for the Company incident prevention program in their areas. They will ensure that all elements and safety procedures are being properly carried out and make periodic safety checks to assess the effectiveness of these procedures. Where progress is unsatisfactory, they will take the necessary steps for improvement. They are accountable to the President/General Manager.

Duties

- Ensure that all Company and Government Safety Rules and Regulations are enforced, pre-job safety meetings are held with supervisors and, where necessary, with sub-contractors.
- Review statistics and reports with the HSE Manager.
- Upon receipt of Government and Company Safety Inspection Reports, promptly ensures that corrective action is taken.
- Review and sign incident corrective action recommendations and ensure they are promptly completed.
- To provide supervisory staff proper, well-maintained tools and equipment, as well as any other special personal protective devices that may be required.
- To provide support for on-going safety educational programs.
- To be responsible and accountable for the annual revision, updating, and signing of improvements to the HSE program. The purpose is to improve safe work practices and procedures, plan for training where needed, and to promote the safest possible working conditions.
- Set the example for safety in their division

Superintendents

Responsibilities

The Superintendent shall be responsible and accountable for the implementation of the Company Safety Program in his area of responsibility, including subcontractors. He will:

- Outline the Company Safety Program and assign specific responsibilities to the Supervisors.
- Appoint a Supervisor or experienced employee to act as an "on-the-job trainer/mentor" to ensure new workers are aware of and apply safe work methods.

He is accountable to the Senior Manager, as applicable, for the safe performance of personnel and equipment in his area of responsibility.

Duties

- To know and apply WGS HSE program as well as relevant Industrial Health Safety and Environmental regulations.
- Develops a clear understanding of safety responsibilities and specific duties for each supervisor. Must be knowledgeable of, and responsible for complying with all applicable safety regulations, laws and codes.
- Makes regular observations of safety activities in work areas, including subcontractors.
- Accompanies HSE Department on plant/site tours. Discusses corrective action required with HSE Department and makes the necessary corrections promptly.
- Supports the inspection and safety meeting schedules.
- Ensures safe operation of all tools, major equipment, lifting devices and mobile equipment.
- Through his supervisors, communicates the requirement that all employees, visitors and other workers, operating in his area of responsibility, wear the correct personal protective equipment and are abiding by the companies HSE program.
- Ensures Emergency response equipment is in place and is being serviced.
- Establishes housekeeping standards and assigns definite responsibilities to individual supervisors.
- Ensures the Orientation Plan for new or transferred employees, and issuance of Personal Protective Equipment are followed.
- Ensures that all appropriate Incident Report forms and the reporting of incidents are properly completed and submitted immediately to the HSE Department and that any indicated corrective action is taken immediately.

- Ensures the Hazard Identification Process is completed as required prior to the start and/or change of job and is modified in the event of a location, scope, or condition change.
- Communicates all incidents and near misses to the HSE Department.
- Ensures an Emergency Response Plan is created and implemented through the onsite supervisor.
- Ensures supervisory staff is assessed and deemed competent. Please see attached Worker Competency form.
- Set an example for safety on their crews
- Maintain a Standard First Aid Certificate

Supervisors

Responsibilities

The Supervisor shall be responsible for safety communications, including subcontractors, and for direct supervision and safety of his crew. He is accountable to his Superintendent for the safe performance of his group through the safe use of tools, equipment and work methods. As a routine, he ensures employees wear Personal Protective Equipment and are abiding by the company HSE program.

Duties

- Familiarizes himself with the Company HSE Program, and is knowledgeable of and complies with all applicable safety regulations, laws and codes.
- Enforces all established safety regulations and work methods, and takes appropriate disciplinary action necessary to ensure compliance.
- Ensures all employees are deemed competent (adequately qualified, suitably trained, and with sufficient knowledge to work with minimal to no supervision) by a recognized competent trainer and that a documented record is obtained of such. Please see attached Worker Competency form.
- Conducts regular inspections for unsafe conditions or practices and takes prompt corrective action.
- Ensures emergency response protection equipment is in place and is being serviced.
- Promptly reports all incidents and near misses to his superintendent and the HSE Department.
- Ensures indoctrination of Safety Procedures for new or transferred employees has taken place.
- Identifies and communicates hazards to all on-site workers and visitors as well as how they can protect themselves. Has everyone review site hazard assessment.
- Ensures employees are trained and competent in the use and location of emergency equipment in their work area.
- Ensures that required safety equipment and protective devices are provided and used for each job.
- Ensures that ALL injured persons are promptly given first aid or medical attention.
- Conducts required safety meetings with his crew and completes the safety meeting report.
- Assists in incident investigation, implementing any corrective actions recommended.

- Ensures an emergency response plan is designed and implemented prior to the commencement of all work activities on every work site as well as that a “mock” drill is carried out.
- Ensure that communication to the workers in regard to the companies Fit for Duty policies and procedures has taken place.
- Monitor workers for unsafe behaviors and remove workers from the job site, if necessary.
- Recognize drug and alcohol impairment and remove workers impaired from the work site.
- Provide assistance or arrange for assistance through HR and the HSE Department for workers whom are unable to safely perform their job duties.
- Set an example for safety on their crew.
- Maintain a Standard First Aid certificate.

Employees

Responsibilities

Employees shall follow safe work practices and procedures and shall take an active part in protecting themselves and their fellow workers. Employees are to report to the Supervisor any hazardous conditions, practices or behavior in their work area, and to make a recommendation for corrective action.

Employees will make safety a part of their job every day by following all safety rules and regulations, and by using all safeguards and personal safety protective equipment supplied. **If an injury is sustained, an employee must report it immediately to his Supervisor and receive prompt medical attention. Minor first aid type injuries must be reported to the Supervisor immediately.**

Duties

- Continually assess and be responsible for the on-the-job safety of their work practices and procedures, striving to improve overall safety and reduce the risk of injury to themselves or fellow workers.
- Participate in the Safety Program.
- From time to time, employees will serve on safety inspection teams, committees, and participate in incident investigations.
- Assist new employees in "on-the-job training" programs.
- Learn the locations, types and methods of operation for the emergency response equipment located in their work area.
- Demonstrate competency and mastery of all tasks within their scope of work to their supervisor prior to working independently. Please see attached Worker Competency form.
- **Report any work related incidents/injury, no matter how slight.**
- Ensure you are physically capable to perform your job with no impairment from drugs and alcohol.
- Ensure you notify your immediate supervisor if you are taking prescription or over-the-counter medication that may impair your ability to work safely.

1.4 Visitor Safety Policy

Wapiti Gravel Suppliers is committed to making your visit a Safe and Healthy one for you and others in the workplace. It is for that reason that we require all visitors to Wapiti Gravel Suppliers grounds, facilities and workplaces to abide by the following safety rules while they are here.

WITH EVERYONE WORKING TOGETHER – INCLUDING VISITORS – WAPITI GRAVEL SUPPLIERS IS ABLE TO PROVIDE A SAFE & HEALTHY WORK ENVIRONMENT.

All visitors shall report to the supervisor on the job site immediately upon arrival. As part of the introduction you will be given instructions to follow in case of an emergency. All visitors must wear a Hard Hat, Reflective Safety Vest and Construction Grade 1 Safety boots at all times while visiting.

The following Rules of Conduct must be obeyed at all times:

- Must be accompanied by a company representative at all times.
- Follow all signs and verbal instructions.
- Don't touch or attempt to operate any machines, device or equipment unless authorized to do so.
- Don't talk to or distract workers who are engaged in safety related functions like traffic control.
- Don't engage in any pranks, horseplay, contests, running or rough, boisterous conduct.
- Stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor.

Visitors who fail to follow this Policy will have their visiting privileges revoked and will be asked to leave the site.

WAPITI GRAVEL SUPPLIERS WILL NOT BE RESPONSIBLE FOR INJURIES TO VISITORS AS A RESULT OF VIOLATING THESE RULES.

Bill Turner – President/General Manager
December 1, 2010

1.5 Vehicle Safety Policy

Purpose:

1. To explain the use of Wapiti Gravel Suppliers' owned or leased vehicles to all employees/contractors.
2. To ensure that all employees/contractors understand that the use of a WGS vehicle is a privilege.
3. To ensure that employees/contractors assigned a WGS vehicle realize they must operate the vehicle in a proper and safe manner, using care and attention at all times.
4. To ensure that employees/contractors understand that WGS image is directly affected by the public's impression of how we present ourselves, including how company vehicles are used and operated.

Section 1 - Vehicle Allocation

1. The assignment of a company vehicle to individual employees will be based on job related needs as determined by the President / General Manager.
2. A valid license is a requirement of WGS for the operation of any WGS vehicle.
3. WGS employees are responsible to ensure they possess a valid driver's license for the type of motor vehicle they may be operating.
4. During the WGS orientation process, a photocopy of the new employee's license will be taken and he/she will be required to sign a statement that states:
 - ❖ I certify that my license is currently valid and all information I've provided is correct to the best of my knowledge. If my license shall be revoked or suspended, I am required to and will notify my supervisor immediately succeeding the notification of the suspension or revocation. I understand that:

- a) My immediate supervisor is required to and will be notifying the appropriate personnel within the company in regard to the suspension or revocation of my license.
 - b) I will be prohibited from driving any WGS vehicle.
 - c) Providing false information is an offense and may be punishable at a minimum by termination.
5. The new employee will be required to sign an abstract release form allowing WGS to obtain a copy of their abstract for review of information pertaining to the operator's license, conviction information (if applicable), demerit points, and suspensions.
 6. Drivers' abstracts will be reviewed for all WGS employees at a minimum time frame of annually. If 4 or more demerits are present on the license, an abstract will be pulled quarterly, every 3 months.
 7. Employees are required to return the WGS vehicle to the shop immediately upon being directed to do so, regardless of the reason.
 8. WGS vehicles are not to be transferred to another individual without the approval of the General Manager/ President, Bill Turner.
 9. Each time a vehicle is transferred to a different employee, with the approval of the PRESIDENT/GM, a new Vehicle Assignment Form must be completed.
 10. To be allocated a WGS vehicle, an employee must be "active" and currently working for the company.

Section 2 - Vehicle Use and Operation

1. Upon assignment of a WGS vehicle, the operator shall check the vehicle insurance and registration documentation.

2. Employees will complete a pre-use inspection prior to operating a company vehicle. This consists of:
 - a. A walk-around the vehicle to check for any defects to the vehicle
 - b. Ensure there are no barriers blocking the path
- ❖ **If a vehicle is found to be unsafe, the condition must be reported immediately to the employee's supervisor and the shop. The vehicle must be repaired prior to further use.**
3. Seatbelt use is MANDATORY at all times for the driver and passengers while operating a company vehicle.
4. Employees are expected to follow all traffic laws and rules of the road while operating a WGS company vehicle.
5. A copy of any traffic fines issued, due to violations, are required to be submitted to the HSE Manager.
6. Traffic fines resulting from a violation of traffic laws are the sole responsibility of the employee whom is assigned the vehicle to pay
7. Any incidents occurring while the vehicle is being utilized for personal use may be the responsibility of the operator to pay.
8. The following guidelines are to be applied while a company vehicle is assigned:
 - a. Any Personnel as directed by the President/GM to have a company vehicle may:
 - i. Travel between their place of residence and their worksite
 - ii. Travel within their community (place of residence) for limited personal use.

- iii. Other crew-vehicles may be used to travel between a worker's place of residence and their worksite, if authorized by the PRESIDENT/GM. At no time are crew vehicles to be used for any other purpose.
 - iv. Any deviation from allowable use of the WGS vehicle will require specific authorization for each occasion from the PRESIDENT/GM.
 - 9. Employees are to use the company vehicle for company services only and the vehicle is to remain on the job site except as required to carry out company business.
 - 10. Keep the vehicle free of garbage including but not limited to:
 - i. Left over lunches
 - ii. Bottles and/or cans
 - iii. Broken parts
- ❖ **Garbage must be removed from the vehicle at the end of each day and placed in appropriate designated areas/containers.**

Section 3 – Cargo Securement

1. Any cargo on, in, or being towed by WGS company vehicles must be adequately stored and secured in order to prevent unintentional movement of the cargo/equipment, which may have the potential to cause:
 - a. Spillage
 - b. Damage to the vehicle, or
 - c. Injury to the operator and/or passengers.

Section 4 – Maintenance

1. WGS has a maintenance program meeting the minimum manufacturers' recommendations.
2. employees are required to:
 - a. Ensure regular maintenance is performed to their assigned units.
 - i. It is the responsibility of the employee to notify the shop when they are close (Within a minimum of 500km) to requiring preventative maintenance measures such as oil changes, for example.

Section 5 – Parking

1. Operators of a WGS company vehicle must perform pull-through parking when available.
 - a. Pulling through a space, so the vehicle is facing outwards in the next space
2. When pull-through parking is unavailable, operators should back into a parking space.
 - a. This provides the operator an easier exit from the parking area as well as a quick exit in the event of an emergency.

Section 6 – Prohibitions and Restrictions

1. Vehicles are **STRICTLY PROHIBITED** to be:
 - b. Used to access any drinking establishment
 - c. Parked at drinking any establishment
 - d. Parked at any public location that could, in the opinion of the General Manager/President, be deemed to negatively influence the general public's perception of WGS.
 - e. Operated by non-WGS employees.

- f. Operated by employees under the impairment of alcohol, drugs, fatigue or distraction.

❖ **Any deviation from the above operator prohibitions may result in disciplinary action up to and including termination.**

Section 7 – Incidents and Damage

1. All vehicle incidents will be investigated.
2. The following is the procedure to follow in the event of a vehicle incident:
 - a. The operator is required to notify their supervisor and the HSE Manager (780-832-8673) **immediately.**
 - b. The HSE Manager will contact anyone else who requires notification and/or instruct the employee to call 911. (If the incident is severe and injuries are incurred, the employee shall contact 911 first).
 - c. A post-incident test will be required of the employee. The workers supervisor, HSE Department, or Human Resources will be escorting the employee to the testing facility.
 - d. An Incident Report' will be completed and handed in to the HSE Department.
 - e. If it is determined that the unit was operated without due care and attention or damages have been caused by negligence, disciplinary action may be taken up to and including termination.
3. During the pre-use inspection walk-around, any noticed damage must be reported to the workers supervisor immediately.
4. A Damage report must be filled out and handed in to the HSE Department.
 - a. The shop requires a copy of the damage report prior to making any repairs.



Chapter 1
Vehicle Safety Policy

Revision Date:
June 1, 2017
Origination Date:

The safety information in this Policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulation, and Code.

Bill Turner – President/General Manager
December 1, 2010

Wapiti Gravel Suppliers Idling Policy



Purpose

The purpose of this policy is to limit engine idle time in order to achieve the following effects:

- a) Protect employee and public health and to protect the environment by reducing emissions.
- b) Reduce wear on engines thus lengthening engine life and reducing maintenance costs.
- c) Reduce fuel consumption and associated costs.

Scope

This document applies to all Company owned, leased, or rented motor vehicles and mobile equipment.

Procedures

No person shall cause or permit a vehicle or mobile equipment to idle for more than three (3) minutes in a continuous thirty (30) minute period.

The operator of an idling unit must remain with the unit during idling.

Exceptions

The procedures section does not apply:

- a) When outside ambient air temperature is less than 0°C or greater than 30°C.
- b) When auxiliary mechanical, electrical, hydraulic or pneumatic equipment requires power by the vehicle's engine.
- c) When in traffic.
- d) When idling is required for maintenance, servicing, repairing, diagnostic or inspection purposes.
- e) When required to prevent a safety or health hazard.
- f) When a vehicle is actively assisting in an emergency activity.
- g) When following the engine manufacturer's guidelines and recommendations.

Refueling

Idling is prohibited without exception during refueling.

Bill Turner – President/General Manager



FUEL SAVINGS AT THE HEART OF A MASSIVE INTERNAL AD CAMPAIGN

A Major Issue for the Colas Group



Energy issues have become a legitimate challenge in a Corporation like ours. More specifically, the stakes are to better Control and reduce the fuel consumption of our fleet of vehicles and equipment.

This is as much a matter of cost savings as it is of climate change, air quality or safety. You know my commitment on this last point and we are all aware that smoother operating as well as turning engines off instead of having them idle contributes to risk reduction.

Considering such a triple win opportunity (“more savings, more environment, more safety”), we have decided to launch a vast ad campaign towards all of our drivers and operators in the world.

I rely on your mobilization and commitment to follow up on the implementation of this internal ad campaign making sure it effectively reaches our drivers and operators in the field.

Herve Le Bouc
CEO

1 goal: a 20% reduction of our fuel consumption

- It is obviously a target per hour of operation or per km (mile) of transportation
- This goal represents a saving of around 100 million Euros per year (150 million US dollars) for the Colas Group.
- This goal is achievable: numerous studies show that the difference in fuel consumption is around 30% between “aggressive” and “quiet” driving. Add to this the huge waste from idling engines (some checks have revealed a 40% of idling time per day on some of our equipment). Even if such examples are extreme, one realizes that there is real room for improvement staring at us. Furthermore, there are additional savings levers available even though they are not the focus of this campaign: engine trimming, equipment maintenance, site organization, fuel management, etc.

3 basic messages:

We have chosen to keep it simple for the utmost effectiveness:

- **Do not preheat your engine in the morning:** it is one of these misconceptions that it is still necessary to let the engines warm up for half an hour in the morning before taking the road or starting work. Engines have improved and manufacturers’ recommendation is on the contrary to start driving or operating from the star, while avoiding using all of the power during a first warm-up period.
- **Operate or drive smoothly and calmly:** various studies show that << smooth >> driving has no negative impact on productivity. On the road, we all know that aggressive driving within the speed limits does not allow reaching destination any earlier; similar observations have been made on the work cycle of loaders: good transitions are more efficient than violent accelerations when hitting a stockpile or during travel time.
- **Do not idle more than 3 minutes:** this is already compulsory on some projects in some countries. When idling, an engine emits pollutants and costs money: \$30 per half hour in average. Just as the morning warm-up, idling is unnecessary and even harmful with the engines currently in use.

Mobilizing our 30,000 drivers and operators in the world

- **The Key Players:** our 30,000 drivers and operators, whose improvement along the lines of our 3 basic messages is the key to this ad campaign’s success
- **Support team:** our most experiences works, foremen and shop supervisors, dispatch operators, safety and environment officers, whose task it is to motivate the operators and drivers and to oversee the effective display of all the ad supports for the campaign.
- **Management:** the local managers (construction branches and manufacturing sites) must obviously make this campaign a success by showing their commitment and investing themselves, with the support of their superiors and of the various departments of their subsidiaries’ head-offices.

1.6 Legislation

Competent:

In relation to a worker, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

* This must be documented on the appropriate provided form by an employee deemed competent by Wapiti Gravel Suppliers management. *

Please refer to:
OH&S Act