

Appendix 13.13-D General Safety Rules and Critical Procedures

Using this Guide:

This Critical Procedures Guide contains important controls and actions related to the most dangerous activities that are undertaken at Agnico Telkwa Coal Limited – Tenas Operations. **This tool is not intended to replace our site standards, or formal training that you have received from Telkwa Coal Limited or outside sources related to your job, rather it is intended to compliment what your already know and do on a daily basis.** If you have any questions about the contents of this Guide, please see your Supervisor or Health and Safety Department for more details.

Each of our Critical Procedures is explained in the Guide with the following information:

Plan – Are there risks associated with this activity?

Do – Who is responsible to perform the activity, to supervise, to report?

Check - What do we monitor / measure to ensure that the activity is carried out properly and risks are controlled?

Act – Do we follow rules, procedures, standards, and policies to ensure our safety? Do we review these to ensure that they meet our objectives?

Critical Procedures are *principles related to a specific safety topic that governs our actions, and are shown* in coloured boxes at the beginning of each section in the Critical Procedures Guide. **Preserving Life Procedures** are **specific actions for which we have a ZERO tolerance for any violation.** Violation of any Preserving Life Procedure will be grounds for dismissal. These will be shown in **green boxes** under the corresponding Critical Procedure. Any actions contained in the text that are related to Preserving Life Procedures are shown in **bold** and are highlighted with this symbol.



Our Critical Procedures



Fit for Work. Our employees and contractors make critical business and safety decisions on a daily basis. It is imperative that each employee and contractor is in a “fit-state” to make these decisions.



Never work if impaired from the use of drugs or alcohol. This includes prescription medication.



Fundamental rule. Personal Protective Equipment. We expect our employees and contractors to wear appropriate and approved personal protective equipment (PPE) as part of our goal to achieve a safe and healthy workplace. “Do not carry out a task unless you are trained and authorized to do it. Make sure you assess the risks involved and guard against them. Always wear your PPE and obtain a permit where required.”



Working at Heights. We recognize the risk of working at heights and we specify that any work carried out at heights will require appropriate action and procedure to prevent falls from heights. “Always use fall protection safety equipment when working at heights.”



Never work without approved fall protection equipment when working at heights above 3.0meters (10 feet)



Working in Confined Spaces. We recognize and address the specific risks when working in confined spaces. “Do not enter a confined space without understanding and following our site’s confined space procedure.”



Never work in a confined space without proper training, and ensuring that the confined space is safe for entry and egress and that you have good air or ventilation.



Mobile Equipment – Driving. Prepare by checking your vehicle or mobile equipment. Everyone wears a seatbelt. No electronic handheld devices when driving. Obey all signs and follow the rules of the road. Drive appropriately for the conditions.



Vehicle occupants must wear a seat belt at all times. Drive according to conditions and obey all traffic signs.



Lock Out / Tag Out (Energy Isolation). We recognize and address the potential risks when working on energized systems (mechanical, electrical, process, hydraulic and other) Isolation of these systems prior to work is a fundamental requirement. “Always follow our site’s Lock Out / Tag Out Standard. Make sure all energy sources have been safely controlled before working on the piece of equipment.”



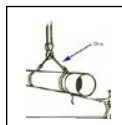
Never work on energized equipment unless following authorized live work procedures.



Ground Stability. We will recognize and address potential risks when working in an open pit or Underground environment. Scan continuously for signs of ground instability. Correct or leave the area. Restrict access and report the situation.



**Never enter an area of unsupported ground (U/G)
Never work within 10m of a high wall or within 3m of the high wall edge without an authorized work procedure.**



Lifting, Rigging and Hoisting. We will recognize and address the potential risks associated with carrying out lifting activities in the workplace. Lifting includes, personal lifting techniques, the use of cranes, overhead cranes; basically any lifting mechanism. “Make sure the lifting device is capable of lifting the load.”



Never allow anyone to be in the drop zone of any load.



Permit to Work. We recognize that some aspects of our work are not part of the normal workflow and will require safe-work permits (e.g. confined space entry, work on energy systems, emergency maintenance, and ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive or flammable environments.



Never work in an area requiring a permit without one



Hot Work. We will recognize and address the potential risks associated with hot work. This includes cutting, welding, use of torches, heat guns, tiger torches, grinding - basically any work where the risk of fire is present.



Never perform hot work without conducting a fire hazard and following our hot work program.



Equipment Guarding/Protective Devices. We will recognize and address the potential risks associated with working with equipment requiring guards. “Make sure all guards are in place before operating any equipment and do not use equipment without proper guards in place.” Make sure protective devices are in place and used. Never modify, bypass or remove a protective device without authorization.



Never work on equipment without guards in place. Prevent entanglement - do not wear jewelry or loose fitting clothing in the workplace.



Water Bodies and Liquid Storage. We will recognize the potential risks when working near or around water bodies or water /liquid sources. “When working around water and liquid storage facilities (where there is any risk of immersion) always wear a personal flotation device (PFD) and never work alone.”



Never work alone near water / liquid storage and without proper PFD.



Chemical and Hazardous Substances. We recognize the potential risks when working with chemical and hazardous substances. “Make sure you know how to handle, store, transport and dispose of any chemicals or hazardous substances you are working with.”



Never work with chemicals without having received training to do so.



Industrial Hygiene. We recognize and address the specific risks associated with working with noise, dusts, fumes, heat, vibrations etc. “Make sure you know about the hazards that you are exposed to and how to protect yourself against their possible effects.” Ensure you participate in sampling and monitoring programs.



Never work in dusty or noisy environments without proper protective equipment.



Mine Rescue – Emergency Preparedness. We will ensure that we have an adequate number of qualified rescue personnel ready to respond to any emergency which can likely occur on our sites. This will include all surface and underground type emergencies. We will also maintain Emergency response plans and Crisis management plans to address all emergencies.



All emergency responders will be ready to go when called upon.



Characterization of ore and mine waste for toxic elements. We will recognize and address the potential risks associated with working with toxic elements such as (Hg, As, Pb, Silica, and Asbestos etc.) We will conduct sampling and monitor worker exposure to ensure the health and safety of all stakeholders.



Explosives Management. We will recognize the potential risks when working with or near explosives. We will ensure that all personnel handling, or coming into contact with or who has access to explosives has the proper legal requirements for doing so.



All persons handling explosives requires a Surface or Underground blasting certificate and have legal clearance for doing so.



Housekeeping. We recognize the potential risks when working in an area that is cluttered, where housekeeping is required. Our Supervision Formula philosophy – safety foundation is based on a “Good Housekeeping”.



Remember: “A place for everything and everything is its place”



Contractor Management. We will ensure that all of our contractors follow Telkwa Coal Ltd. standards, policies, procedures etc. All contractors coming to site will require completing – E-learning and Emergency Measures Induction.



Contractors will need to provide a Health and Safety Program and have it approved by site Health and Safety before starting any work on site.



Toxic Gas Management. We will ensure that all of our gas testing equipment are in good operating condition, that they are calibrated as per manufacturer’s recommendations, and that they are managed and maintained for operational readiness. We will ensure that we have gas detection equipment to measure and test for anticipated gases that may be encountered at our site.



Ergonomics/Kinesiology. We will perform ergonomic assessments of work place stations, and equipment and provide coaching and instruction to all personnel so we can reduce work / none work related injuries as a result of poor ergonomic standards.

Fit for Work:

Our employees and contractors make critical business and safety decisions on a daily basis. It is imperative that each employee and contractor is in a “fit-state” to make these decisions.



Never work if impaired from the use of drugs or alcohol. This includes prescription medication.

You are Telkwa Coal Ltd. most important asset. Being unfit for work can make you slow and prone to mistakes, which can cause injury or death.

Plan - ahead – if you are going night shift – plan to get some rest prior to starting your night shift rotation. If you take prescription medication – know the full effects of taking this medication. Ensure an adequate supply of prescription medication to last you for your full rotation and a little longer in the event that you can’t make it home due to blizzard, plane delays etc.

Do - get the necessary rest ahead of your work rotation and get plenty of rest between shifts. Eat properly. Limit stimulating drinks, and foods with high sugar.

Check - Throughout the day, check up on yourself and coworkers – are you still mentally and physically able to work safely?

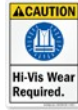
Act – Only you know how you feel. If you feel unfit for work, stop and manage your situation.

Plan	Act
How am I feeling today? What might stop me from focusing on what I’m doing?	- If you find it hard to focus, stop what you are doing. - Speak up. Report to your supervisor if you feel any of the following: sleepiness, weakness, distraction, illness, dehydration, anxiety, lack of concentration.

Plan	Act
What am I doing to manage my energy levels throughout the day?	- Discuss and adjust your work plan for the day. If you can, do the most demanding task for mid-shift and least demanding towards the shift end. - Get some help. It’s up to you to make sure you have enough people for your tasks. - Make time to talk. Allow time for communication at shift change. - Listen to your body. Eat and stay hydrated. Take planned rest breaks. - Stop work if you are too tired to continue safely.
Am I in control? Have I taken any drugs or alcohol?	Never work if impaired or intoxicated! - Watch out for each other – Report signs of co-worker’s impairment for their own safety.
Am I taking medication that may affect my ability to work safely? Is anyone around me showing signs of impairment?	- Spot the signs of impairment: - Changes in behavior - drowsy, aggressive, nervous, excitable, disoriented, irrational or appearance (neglect for personal hygiene) - Short or “no notice” absences. Frequent disappearances from work site. - Smell of alcohol on breath, clothing. - Indirect evidence (wrappers, bottles, drug paraphernalia, etc.)
What am I doing to manage my overall health?	- Keep fit. Take time to keep yourself in good physical and mental condition. - Manage your stress levels. It’s ok to get help if you need it. - Recharge your batteries. Get enough rest and relaxation at home, so you can work safely when at site. - Take advantage of help at work. Take part in site wellness activities. - Let your supervisor know if you have severe personal stress at home.
How new is this job/task to me? What changes in the work environment might make my assigned tasks new to me?	- Being fit to work is also about knowing what to do. Only do jobs that you have been trained on and feel competent to do. - Only do the job when you are confident that you can do it safely. It’s ok to ask questions if you are not sure of the tasks you are about to perform.

Personal Protective Equipment (PPE):

We expect our employees and contractors to wear appropriate and approved personal protective equipment (PPE) as part of our goal to achieve a safe and healthy workplace. “Do not carry out a task unless you are trained and authorized to do it. Make sure you assess the risks involved and guard against them. Always wear your PPE where required”



Plan – PPE only works if it controls exposure to the hazards of the job you are doing and is in good shape or condition. Wearing the wrong PPE or PPE in poor condition, can be like wearing no protection at all, and can lead to permanent injury or death.

Do – Choose the appropriate PPE for the task. Wear it and take of it.

Check – Why do you wear PPE? PPE is “personal” because it is about you and is designed to protect your own body.

Act – Wear your PPE as required. It is you last line of defense against hazards.

Plan	Act
What PPE do I need today?	Get what you need. Know and follow our site’s minimum PPE requirements. Know what PPE is required for each job or task. Ask if you are not sure.
Will I need different PPE throughout my day?	- Wear it correctly, in the right time and in the right place. - Understand and follow signage related to PPE requirements. “If double hearing protection is required – then wear double hearing protection.” - Plan your work. Don’t start a task until you have the necessary PPE available and accessible.
Mandatory PPE to have on your person at all times:	
√ - CSA approved hard hat	√ - CSA approved safety glasses (side shields)
√ - Hearing protection	√ - Steel-toed footwear
√ - Hi-Vis reflective clothing	√ - Gloves – hand protection
√ - Blue light (U/G) low visibility	√ - Winter clothing / non-slip PPE (weather appropriate)

Plan	Act
What PPE do I need today?	- Get what you need. Know and follow our site’s minimum PPE requirements. Know what PPE is required for each job or task. Ask if you are not sure. - Wear it correctly, in the right time and in the right place. - Understand and follow signage related to PPE requirements. “If double hearing protection is required – then wear double hearing protection.” - Plan your work. Don’t start a task until you have the necessary PPE available and accessible.
Will I need different PPE throughout my day?	
Is my PPE is good shape?	- Make sure it fits. Check that your PPE fits you, and is not too big or too small. As your body changes, re-assess your PPE to be sure it is still right for you. - Don’t use poor PPE. Replace PPE that is torn, cracked, damaged, has holes, or is expired. Damage to PPE can make it useless and may not protect you when required. - Only use your own. Never use PPE that belongs to others.
Will my job today require a respirator?	- Use a respirator when conditions require it or where it is mandatory to do so. - Ensure that you are clean-shaven before wearing a respirator. - Check the procedure for the job. Use the respiratory protection described in the procedure for the job or task you are doing. - Follow the signage. Know what the sign for respiratory protection is, and wear it when you see the signage. - Listen to your Supervisor. Wear a respirator when he or she asks you to.
How can I be sure that my respirator will protect me?	- You must put different cartridges in your respirator for different gases, chemicals and dust around you. Use the following cartridges:  Pink/purple for dust and exhaust  Yellow for organic vapor/solvents  Green for ammonia - Change your cartridge according to procedures or conditions
Is my respirator ready for use?	- Check before use. Inspect and perform a fit check before every use. - Participate in your annual fit-test program.
Is all of my PPE ready for use?	Get it ready for the next time. Clean after every use. Store your PPE in a clean, dry area that is protected from damage, and where only you have access.
Is my mandatory PPE ready to go?	- Inspect all PPE before wearing it for the day. - Ensure that blue light is working before using. - Does my Hi-Vis clothing still have good reflective qualities? - Do I have the proper and appropriate PPE for the task / job?

Working at Heights:

We recognize the risk of working at heights and we specify that any work carried out at heights will require appropriate action and procedure to prevent falls from heights. "Always use fall protection safety equipment when working at heights."



Never work without approved fall protection equipment when working at heights above 3.0meters (10 feet)

Many people are killed each year by falling from heights at work, and our industry is no different - 15% of mining related fatalities are a result of falling.

Plan – As soon as your feet leave the ground, you should start thinking about whether you will be working at a height requiring fall prevention equipment or fall protection. Ask yourself – what is the best way of doing this work to prevent yourself from falling, or to protect you if you do fall?

Do – Inspect all fall arrest equipment prior to every use. Attend fall arrest training prior to using any fall arrest equipment.

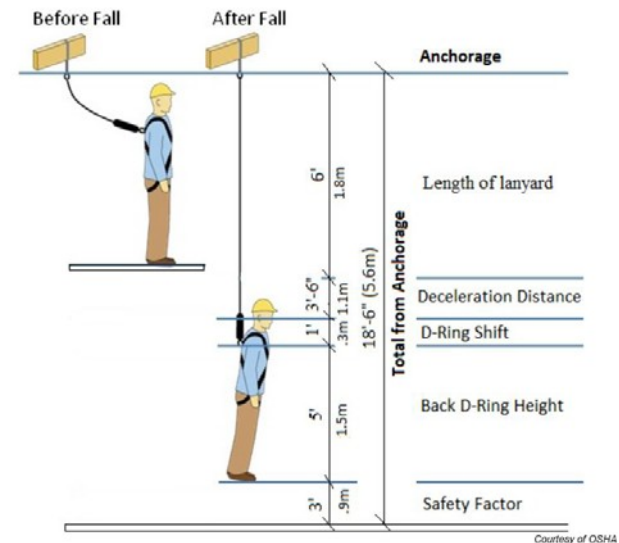
Check – All of your fall arrest equipment prior to using it – check anchor point, check attachment, check fall arrest for proper position on body.

Act – Don't put yourself in a position where you can fall or be hit by falling objects. If you need to work at heights, make sure you are using the right safety equipment to prevent a fall, and have a plan to protect yourself in case you do fall.

Plan	Act
What fall hazards are in my work area?	- Scan your work area. Are you working: - Near open holes? - On or near slopes and edges? - At heights above 3.0m (10 feet)? - Near water / tanks?
If I do fall, what is my plan for being rescued?	Plan ahead! Think how you will get down if you fall and are hanging from your harness.

Plan	Act
If I have to work at heights, how do I do it safely? If I have to work from an elevated surface, how do I do it safely?	- Check your working surfaces: - Check that any ladders, platforms, railings, grating and floors that your will be standing on are in good condition. - Avoid slipping and sliding by checking and cleaning any grease, mud, ice snow and oil etc., which can make surfaces slippery. - Maintain three points of contact at all times (e.g., do not have tools/parts in one hand) while climbing. - Once you are up, get yourself in a secure and comfortable position. Position yourself and any load to maintain your balance.
What tools or objects could fall and injure someone below my work area?	- Secure all of your tools, equipment and other handheld devices so they don't fall away from you. - Protect those below. Make sure that you have barricaded the area under you, to stop people who are not paying attention from inadvertently walking in an area where things can fall on them.

The total fall clearance distance can be calculated by adding all of these values together.



Plan	Act
How do I safely access at height locations that have not been designed for routine access and work? Am I working at a height above 3.0 meters (10 feet)?	- It can be tricky to reach what you need in locations not designed to be working in regularly. - Use a lift (e.g., bucket truck, scissor lift, man lift) but only if you are trained and authorized to use it. - Erect a temporary work platform (e.g., scaffolding, rolling work platforms) – if you are not trained to do this, get someone who is. - Locations not designed for routine access mean more risks for you. - Install life lines and engineered anchor points; work with trained and competent people to make sure this is done correctly. - Personal Protective Equipment (PPE) is particularly important.  Never work without approved fall protection when working at heights above 3.0 meters (10 feet). - Think about rescue. You may need to make special arrangements in this situation, to ensure that you can be rescued if you need to be.
Do I need to approach an edge, slope or open hole to complete my task? What is the condition of the ground at this work place? 	- Stop people from coming near the edge. Put a sufficient barricade by open holes, edges or the top of a > 45 degree slope to stop people from falling in. Also add signs to alert people when their areas are unattended. Make sure these physical barriers stay in place. - Edges, slopes and open holes are potential unstable ground. You can fall if the ground gives way. Look for signs of unstable ground (e.g., undercuts). - Treat these areas like working at heights. Never get near edges, slopes or open holes without protecting yourself as you were working at heights.
Am I comfortable that I have the knowledge and training to inspect and use each piece of my fall arrest / restraint equipment? 	- Do not use personal fall protection equipment unless you are trained - It is up to you to make sure that your PPE is in good condition. - Look out for each other. Keep your colleagues safe by removing unsafe equipment from use and destroying it. - Be a “Brother’s Keeper” – If you see a co-worker who needs help – take the time to help him/her. - Don’t be afraid to share your knowledge and if you don’t know – ASK?

Inspect each piece of your PPE (ropes, harnesses, lanyards, anchorages, etc.) before each use, and after each use.

On PPE Look for:

- ✓ *Cuts*
- ✓ *Burns*
- ✓ *Abrasion, fraying*
- ✓ *Excessive wear*
- ✓ *Dirty, oily, soiled areas*
- ✓ *Missing labels*
- ✓ *Missing or broken straps / grommets / keeper pins on belt)*

On anchor points:

- ✓ *Damage*
- ✓ *Stretched or open shackle or ring*
- ✓ *Cracks in steel*

Am I sure that my anchor point is secure enough to hold me if I fall?

What might be in the fall zone that could hurt me?

- Don’t improvise. Only use engineered anchor points.
- Get connected. Double check that your personal fall protection gear is securely fastened to the anchor.
- Think about a backup. Use a dual lanyard system when necessary, and maintain tie – off until you are back on the ground.
- Anchor yourself in the right way, so:
 - ✓ Your fall arrest system (extended) is not longer than your fall distance.
 - ✓ There are no dangers in the fall zone under you (e.g., protruding equipment or materials).
 - ✓ You are as close as possible to your work zone so that you can work comfortably without losing your balance. Re-adjust if needed and as required.

Working in Confined Spaces:

We recognize and address the specific risks when working in confined spaces. "Do not enter a confined space without understanding and following our site's confined space procedure."



Never work in a confined space without proper training, and ensuring that the confined space is safe for entry and egress and that you have good air or ventilation.

Many people are injured and/or killed each year when working in confined spaces. The majority of these accidents are caused because people don't respect a confined space. Jobs are 150 times more dangerous when they are done in a confined space. 1 in 5 confined space fatal accidents result in deaths to more than 1 worker.

Plan – To ensure the protection of all employees from the hazards associated with entering, and working in confined spaces. It is extremely important for all workers involved to follow the practices and procedures established to protect themselves from these hazards during entry and when working inside the confined spaces.

Do – Ensure that air quality is good before entering a confined space. Ensure that you have a rescue plan in place for emergencies. Attend confined space training prior to working in any confined space.

Check – Air quality and ensure that it is safe before entering – check all equipment before use – ensure that attendant is competent and alert – for permit and ensure that it is properly filled out.

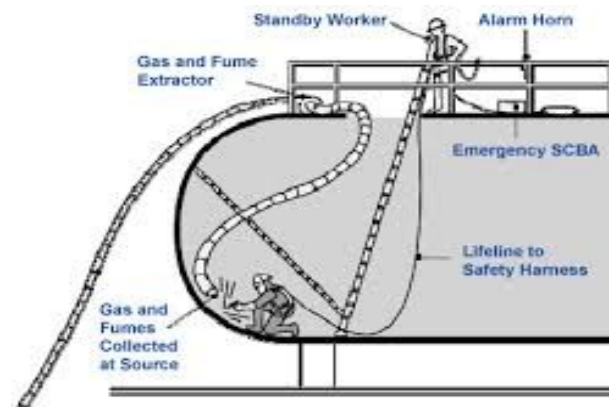
Act – Don't enter any confined space unless you are trained to do so. Review confined space permit and ensure all sections are completed and documented. Never enter a confined space alone.

Plan	Act
What hazards are in my work area?	Conduct proper workplace inspections, access – workplace – equipment.
If I do enter confined space – what is the rescue plan?	- Ensure permit is completed for confined space that you will be entering. - Ensure that air quality is good before entering. Don't assume – but do check. - Confined space attendant – must be qualified and competent. - Have good communication to reach ERT / Rescuers.

Plan	Act
If I have to enter and work in a confined space – how do I do it safely?  What precautions are required before entering a confined space?	- Ensure that I have the proper training to do so. - Ensure a qualified and competent confined space entry attendant is present and dedicated to this position for the entire work to be done. - Ensure that all sources of energy inside confined space have been identified and are locked out / tagged out and that they are in a zero state of energy. - Ensure that all hazards are identified and evaluated. - Workers entering the confined space are identified and made aware of the possible hazards that may be encountered for the particular job being done. - Ensure that appropriate danger signs have been posted in the area. - Ensure that I have the proper tools to do the work safely. Inspect all tools before use. - Ensure that proper personal protective equipment has been selected and issued to affected employees. - Ensure that air quality checks have been completed and that air is good and remains good during the job. - Ensure that all energy sources have been identified and brought to a zero state of energy. - Ensure that a permit has been completed and documented for the confined space for which I am entering. - Ensure that there is confined space attendant available at all times – at the entrance. - Ensure that a rescue plan is in place – in the event that it is required.
What are my responsibilities when entering a confined space?	- Store, clean, maintain and guard against damage, equipment used for confined space entry. - Report any deficiencies or malfunction of equipment to a supervisor. - Understand emergency procedures in case of an accident in a confined space. - Under no circumstances enter a confined space that is suspect of having a non-respirable atmosphere, even to rescue a fellow employee.
How do we prevent someone from entering a confined space?	- Provide information to all stakeholders - Posting warning signs - Erecting and maintaining barriers / barricades - Installing locks or covers at all entry points.

Plan	Act
What types of hazards need to be identified before it is safe to enter a confined space?	✓ - Atmospheric hazards ✓ - Flammable atmospheres ✓ - Burn hazards ✓ - Mechanical hazards ✓ - Electrical hazards ✓ - Danger of unexpected movement of machinery ✓ - Physical hazards (falls, debris, slipping hazards) ✓ - Asphyxiating atmospheres ✓ - Toxic atmospheres ✓ - Heat stress hazards ✓ - Engulfing hazards ✓ - Noise hazards
How do I control identified hazards?	• Lock out / Tag out all energy sources • Gas testing and continuous monitoring of atmosphere in confined space • Cleaning and purging of confined space area • Good housekeeping practices • Personal Protective Equipment (PPE)
When should I receive training so I can work safely in a confined space?	• Before I am assigned any duties involving confined space • Before there are any changes in assigned duties. • Whenever there is a change in the hazards that have been identified on the permit for which I have not been trained in • Whenever there are deviations from the confined space permit procedures or inadequacies in the employee's knowledge or use of the procedures.
How do I define a confined space?	• An area or place that is large enough and so configured that a person can physically enter in and perform assigned work, • An area that has limited entry and/or exit or egress • An area that is not designed for continuous employee occupancy
What is considered a hazardous confined space atmosphere?	• Any atmosphere that may expose employees to the risk of death, incapacitation, or impairment of ability to self-rescue (that is escape unaided from a permitted confined space), injury or acute illness from one or more of the following causes: ○ Flammable gas, vapor, or mist in excess of 10 % of the lower explosive limit (LEL) ○ Airborne combustible dust at a concentration that meets or exceeds the lower flammability limit (LFL) ○ Where atmospheric oxygen concentrations is below 19.5 % or above 23 %. ○ Where atmospheric concentration of any substance which may exceed a permissible exposure limit. ○ Any other atmospheric condition that is immediately dangerous to life and health. (IDLH)
Immediately Dangerous to Life or Health (IDLH): means any condition which poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual'	

Plan	Act
A confined space requires a permit when it ...	• Contains or has a potential to contain a hazardous atmosphere • Contains a material that has the potential for engulfment of an entrant, • Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section, • Contains any other recognized serious safety or health hazard
What do I check for when evaluating a confined space?	• Oxygen content – oxygen must be >19.5 % and < 23% • Flammability (no more than 10% of the LEL for gas being checked • Toxicity
When testing confined space atmospheres, I need to test the space – I can safely do this by?	• Bump testing gas testing equipment before every use • Zeroing instrument in known fresh air • Test the entire space, top to bottom, and to the very end • Order of testing: ○ Oxygen ○ Flammability ○ Toxicity
The following rescue equipment may be required for confined space rescue:	
✓ - Safety Cones ✓ - Men Working Signs ✓ - Gas detector ✓ - Retrieval line ✓ - Tri-pod or other Anchoring Point ✓ - Forced Air Ventilation Blower and Hose ✓ - First Aid Kit ✓ - Hard hats ✓ - Rescue / Telephone number ✓ - Safety vest ✓ - Safety flags ✓ - Utility ropes ✓ - Mechanical Retrieval Device ✓ - Safety ladder ✓ - Safety glasses ✓ - Barricades (as required) ✓ - Manhole hook (or pick) ✓ - Full body harness ✓ - Fire extinguisher ✓ - SCBA's ✓ - Safety footwear ✓ - Other	



Mobile Equipment - Driving:

Prepare by checking your vehicle or mobile equipment. Everyone wears a seatbelt. No electronic handheld devices when driving. Obey all signs and follow the rules of the road. Drive appropriately for the conditions.



Vehicle occupants must wear a seat belt at all times. Drive according to conditions and obey all traffic signs.

Driving is our biggest safety risk – over 60% of all – incidents at Agnico Eagle Mines involve driving vehicles or operating mobile equipment. Some of these could be considered life-threatening

Plan – What can you do to operate your vehicle and equipment safely?

Do – Conduct pre-operational checks on your vehicle at the beginning of every shift and before you operate your vehicle. Do report any anomalies to your supervisor. Always drive to conditions.

Check – Your vehicle and ensure that it is safe to drive. Check brakes before going down the ramp. Check your vehicle and ensure that all safety related items are properly functioning – lights, horn, signals etc.

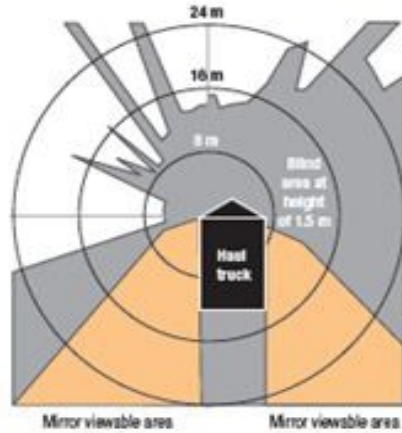
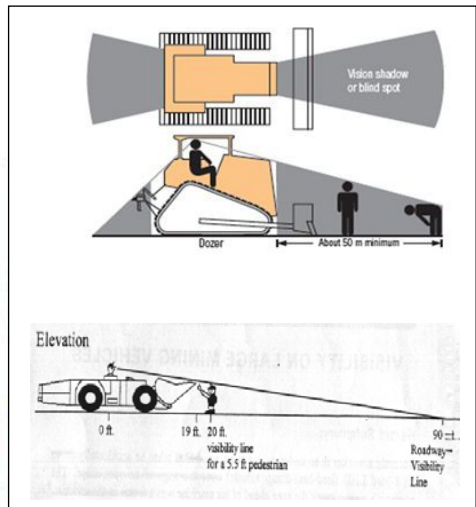
Act – It's up to you to make sure that both you and your vehicle are ready before driving. Conditions can change – stay alert and keep checking your driving as you go.

Plan	Act
Am I qualified, competent, and authorized to operate this vehicle?	- Never operator a vehicle for which you are not trained and authorized. You should refuse to operate a vehicle that you have not been trained to operate. - Only operate vehicles for which you have received specific training and are confident and competent to operate.
What am I feeling or doing that could make my driving unsafe?	- You need to be fit to drive. Do not drive if you feel very tired, are taking medication that can make your drowsy, or have strong emotions (anger, depression, stress). Check your condition throughout the day. - Know the effects of all medications that you are taking. Ask yourself – Will this affect my driving? Could it?



Plan	Act														
Check your vehicle. Follow all required inspection procedures before turning it on. At a minimum, walk around the vehicle and check the...: <table border="0"> <tr> <td>√ - Tires – conditions (spare / if applicable)</td><td>√ - All fluids</td></tr> <tr> <td>√ - Wipers / windshield</td><td>√ - Service brakes</td></tr> <tr> <td>√ - Emergency / Park brakes</td><td>√ - All lights</td></tr> <tr> <td>√ - Signal lights / mirrors</td><td>√ - Beacon lights / Buggy Whip</td></tr> <tr> <td>√ - Look for any leaks</td><td>√ - General condition of equipment</td></tr> <tr> <td>√ - Wheel chocks (if applicable)</td><td>√ - Seat Belt (condition)</td></tr> <tr> <td>√ - Fire extinguisher</td><td>√ - Vehicle housekeeping</td></tr> </table> Don't accept an unsafe vehicle. Correct problems immediately – if you cannot do so right away, and then report it to your supervisor and tag the vehicle with a "Do Not Operate" tag.		√ - Tires – conditions (spare / if applicable)	√ - All fluids	√ - Wipers / windshield	√ - Service brakes	√ - Emergency / Park brakes	√ - All lights	√ - Signal lights / mirrors	√ - Beacon lights / Buggy Whip	√ - Look for any leaks	√ - General condition of equipment	√ - Wheel chocks (if applicable)	√ - Seat Belt (condition)	√ - Fire extinguisher	√ - Vehicle housekeeping
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What seat belts are available and are they ready for use?	 Everyone in your vehicle must wear seat belts before you drive. You are responsible for everyone in the vehicle. Do not drive if your passengers are not buckled up.														
What will I do to avoid distractions while driving?	- Get comfortable. Make necessary adjustments to the vehicle before moving (mirrors, lights, steering wheel, heater-A/C, etc.) - Wear your prescription eye glasses. Make sure you will be able to read signs and see road hazards while driving. - Secure all cargo to prevent movement. - Handheld devices must not be used while driving, unless radio communications are required within specific zones of our site. Where possible do use hands-free mode for your handheld device. (Only devices provided by the company and for company business is permitted) - Our policy is that no personal electronic devices are permitted at work.														
What conditions could affect my safety or the safety of others?	- Prepare and follow a plan for longer trips. Let someone know that you have arrived safely, or if conditions change and your change course. - Scan for an report changing weather or road conditions that could affect your safety or others. Slow down or stop if conditions change too much. - Keep your eyes on that road. Watch for unexpected obstacles, animals, or people to appear n the path of the vehicle. - Ask for help when driving in tricky areas such as obstructed corners, blind spots, rough road conditions, or when bringing equipment in and / or out of the garage. - Always use a "spotter" to move equipment in and out of tight areas.														
Am I driving defensively?															

Plan	Act
What do I need to do to operate safely around other people or equipment? Can others see my vehicle? Do I have a buggy whip or light beacon on the vehicle?	- Know where people are. Check and recheck their location as you drive. Never assume others' intentions or that they know where you are going. - Make clear contact with pedestrians near your vehicle (eye contact, wave, flash lights/headlamps, horns etc.) - Follow the site specific rules and procedures for: - Vehicles operating in close proximity - Starting or backing up your vehicle - Passing another vehicle - Keep your distance. Follow other vehicles or personnel at a safe distance. (E.g. 3-second rule, 75 meter, makes sure you are far enough behind vehicle to be seen in driver's side mirrors etc.) - Give heavy equipment the right-of-way. - Operate equipment with lights on in the direction of travel at all times. - Keep lights / mirrors clean and unobstructed at all times. Note: Pedestrians must have Hi-Vis clothing on when outside or in areas where vehicles are operating. In addition – all workers must have the “blue lights” turned on – on hard hats. 
What do I need to do when I leave the vehicle?	- Whenever you leave the vehicle, even for a short time: - Turn off the ignition – (follow our idling policy) - Set the brakes - Turn the wheels into a bank or berm - Place your wheel chocks (if applicable) - Follow individuals site procedures for leaving on warning lights / beacon lights
What do I need to do when driving on poor quality unpaved roads?	- Don't leave without the right tires for the road. Make sure the tires on your vehicle are the right type, in good condition, have the right pressure, and that you have spares with you. - Plan ahead. Before departing, radio ahead to your destination about what time you expect to arrive. - Drive according to plan. Make sure you know the time required to reach a destination safely and what the safe speed limit is for the type of road. Do not cut corners or drive too fast. - Drive according to conditions – slow down if you have to. Give yourself plenty of time to get to your destination.

Plan	Act
What are the standard horn signals for moving a vehicle?	- Before starting the engine – the operator sounds the horn once, waits 10 seconds and then starts the engine. - The operator sounds the horn once before moving forwards, and - Sounds the horn twice before backing up. - As a rule – your first move from a stationary position should always be forward.
What are the vehicle right of ways for U/G?	- Emergency vehicles – always has precedent. - Vehicles transporting Explosives / Caps - Loaded Haul Trucks - Empty Haul Trucks - Jumbo / MacLean Bolter / Scissor Lift – vehicles - Tractors / Kubota - Grader
What are the vehicle right of ways for Surface?	- Wildlife - Emergency vehicles – always has precedent. - Vehicles transporting Explosives / Caps - Buses / Man carriers - Loaded Haul Trucks - Empty Haul Trucks - Auxiliary equipment / loaders / dozers / graders - Pick-up trucks
Blind area diagram for a haul truck 1.5 metre high plane  	

Lock out / Tag out (Energy Isolation):

We recognize and address the potential risks when working on energized systems (mechanical, electrical, process, hydraulic and other) Isolation of these systems prior to work is a fundamental requirement. "Always follow our site's Lock Out / Tag Out Standard. Make sure all energy sources have been safely controlled before working on the piece of equipment."



Never work on energized equipment unless following authorized live work procedures.

Plan – Identify and control all potential forms of energy. Confirm energy isolation before working on systems. When people disregard energy isolation rules, it puts you, them, and others at risk for serious injury or death.

Do – Attend lock out / tag out training. Understand different types of energy sources and how to isolate them. Do not work on any equipment without performing proper lock out / tag out first.

Check – There are many sources of energy. What energy sources are in the system you are working on? How will you isolate these to keep from hurting yourself or someone else?

Act – Always do a test on your system or equipment to check that all energy has been isolated and dissipated. Never assume that your equipment / system are de-energized.

Plan	Act
What energy sources will I be exposed to?	- Look around your work area and spot the potential sources of energy. Ask yourself how these sources could harm you: ✓ Mechanical ✓ Electrical ✓ Hydraulic ✓ Pressurized ✓ Pneumatic ✓ Chemical ✓ Gravity ✓ thermal (heat / cold) ✓ radiation (nuclear)

Plan	Act
How will I control the potential energy sources identified?	- Follow our site's procedures for energy isolation.  Never work on an energized system without following our site's live work procedure. - If you are not sure, don't work until you ask someone. - Physically isolate all energy sources (e.g., valves, switches, controls and power sources) that you need to do work safely.

Before you start work:

- ✓ First disconnect, then lock and tag electrical equipment
- ✓ Secure all valves around you
- ✓ Put a block or pin on hydraulics, including suspended attachments, before locking out
- ✓ Bleed (ensure pipelines are empty), and block pressurized system
- ✓ De-energize conveyor belts and mechanical equipment and block them against motion
- ✓ Use engineered (secure) support to prevent raised equipment from falling
- ✓ Use redundant blocking mechanisms where possible

Step 1	Identify Energy Source and appropriate Isolation Point
Step 2	Isolate and Release Energy
Step 3	Test Isolation Effectiveness (Zero Energy Proven)
Step 4	Apply Lock and Tag
Step 5	Conduct Work
Step 6	Restore

ENERGY SOURCE	ENERGY SOURCE
 ELECTRICAL 480 VAC	 PNEUMATIC
 WATER	 NATURAL GAS
 CHEMICAL Or COOLANT	 HYDRAULIC
 STEAM	 MECHANICAL



Plan	Act
How do I know that the energy has been isolated?	Never assume equipment is de-energized. Always triple check, by speaking to people, checking locks, and testing equipment out safely.
How many people are working on the system, and does everyone have a lock?	- Always use your own personal lock. You should have your own personal lock, and you must use it for each isolation that you are working around. - Test it out. After the isolation, try to start equipment from the main energy source to make sure that it does not work. After you test, return it to the "off" or a neutral position.

Plan	Act
Have I returned the equipment to a safe operating condition when work is completed?	- Make sure that the system is fully re-assembled. Replace everything that you have removed, like guards or covers. - Remove all isolating devices: ✓ Each lock owner removes their own lock. ✓ Check that all locks and tags have been removed. ✓ Only an authorized person can remove someone else's lock – never do it yourself. - Turn it back on. Restore equipment / system to operational condition.

Energy Isolation – Electrical Safety:

Electricity is very dangerous: 5 of every 100 mine fatalities worldwide are caused by electrocution. Even a very small amount of electricity can kill you.

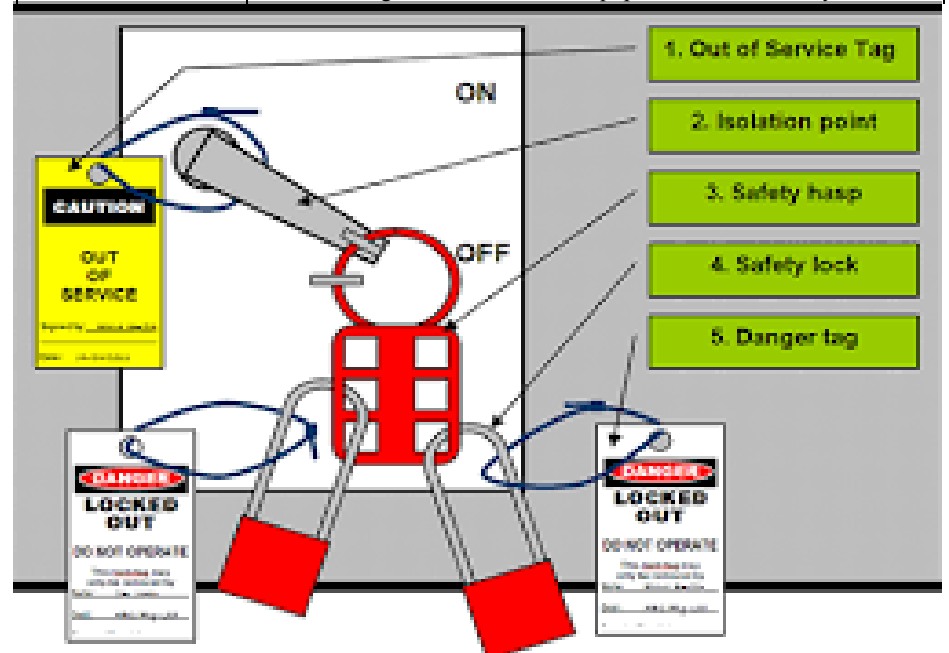
Plan – How are you going to protect yourself and your coworkers from exposure to electricity?

Act – You can prevent electrocution – it's your responsibility to find sources of electricity in the course of your work, and make them inaccessible to prevent contact.

Plan	Act
What electrical hazards are in my work area?	- Scan the work area. Look for hazards like: ✓ Live Power ✓ Exposed conductors ✓ Worn or broken insulation or connectors on power or welding cables ✓ Wires pulled loose from cable connectors ✓ Open electrical panels ✓ Bypassed electrical interlocks on equipment ✓ Material close to or blocking electrical equipment ✓ Unidentified terminators ✓ Unlabeled electrical equipment
What will I do to make sure no one is exposed to electrical hazards in my area and during my work?	- Stay safe by following the procedures / safety rules - Follow our site's electrical isolation procedures - Address what you can: ○ Stay away from exposed conductors, including power lines ○ Do not use power cords or welding cables / electrodes that look worn or damaged ○ If you are not doing authorized work, keep electrical and control panel's closed - Report what you cannot address yourself: ○ Damaged electrical cables or equipment, ○ Bypassed electrical interlocks on equipment, ○ Unlabeled electrical panels, transformers, substations and switch gear (e.g., no power rating listed).
How do I know this electrical equipment is not live?	

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Plan	Act
Is there anything in the area that would become dangerous if it came into contact with the electrical equipment?	- Water and electricity do not mix. Only use special electrical equipment (rated for wet conditions) outdoors or near water. - Keep it clean! Clean dust and mud off of electrical equipment if it is safe to do so. Contact your supervisor if not authorized to do this type of work. - Keep a safe space. Move all materials away from electrical equipment. - Hang things out of the way. Use insulated hooks to hang all electrical wires and cables away from water and out of the way of people passing.
Am I competent to do this work? Am I confident that I know how to be safe around the electrical energy around me at work?	- Stop work if you are not competent to work around electrical hazards.  You should only work on live electrical equipment if you have all of the following: the right qualifications, the appropriate procedures, the right equipment, Personal Protective Equipment (PPE, appropriate to flash potential, such as voltage gloves, fire retardant suits, face shields, etc.), and authorization. - Working with live electrical equipment is not for everyone.



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Ground Stability (Open Pit):

We will recognize and address potential risks when working in an open pit or Underground environment. Scan continuously for signs of ground instability. Correct or leave the area. Restrict access and report the situation.



Never work within 10m of a high wall or within 3m of the high wall edge without an authorized work procedure.

Plan – Scan continuously for signs of ground instability. Correct or leave the area. Restrict access and report the situation. Poor ground stability is a big risk for all of us, and in our industry generally – 10% of life-threatening accidents within the mining industry are due to failures in ground stability.

Do – Not enter an area that is not supported and/or scaled. Not assume that ground conditions are good – always keep an eye for changing conditions.

Check – Ground stability can change any time. What are the signs of unstable ground and what will you do to protect yourself and others?

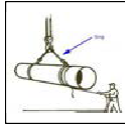
Act – Pay attention during pre-shift meetings for activities that could affect ground stability in your work area. The ground can become unstable and unsafe anytime, so check your work area before you start and throughout your shift. Never assume any area is safe.

Plan	Act
Where am I going today? Am I working in areas where I could be affected by unstable ground?	- Know the risks of unstable ground anywhere you are going: ✓ Slope angles and wall heights ✓ Areas with loose rock ✓ Stockpiled materials ✓ Barricaded areas ✓ Proximity to high walls ✓ Muck build up on benches ✓ Water sources coming out of high walls - Geotechnical reports will also contain stability information.
What work is going on that could affect ground stability around me?	- Pay attention to other work going on above you. - Make sure that you know what work is occurring around you. ✓ Drill and blast activity ✓ Heavy equipment operation above you ✓ Excavation work

Plan	Act				
	Revisit work plans if it looks like your activities could be affected by ground stability				
What can I do to stay safe in areas of potentially unstable ground?	- Loose rocks are signs of instability, so approach carefully. Check for undercuts before approaching crests, edges or drop-offs. - Only approach dump areas when you have a clear line of sight. Respect the setback (3m distance from edge). - Don't stand too close to a catch-bench crest. - Never stand or park a vehicle below an area where a rock fall could occur. - Do not enter barricaded areas without authorization. - Do not enter a blast area until it has been cleared by the blast team or an authorized person. - Do not enter any blast pattern without proper authority.				
What are the signs of unstable ground?	- Look and listen for signs of unstable ground before starting work, and continuously while you are working. - Barricade or block areas where unsafe conditions exist, until the hazard has been addressed. - Report recent rock falls and full catch berms immediately. - Be aware that constant road traffic in an open pit can affect the stability of adjacent slopes. Monitor the ground around the roads. - Safely remove water from areas where it accumulates. - If in doubt about stability, leave the area. - Spring time – spring thaw – watch for loose rock on high walls, or that has fallen onto haulage roads.				
Signs of unstable ground you must manage and/or report for surface and underground: <table> <tr> <th>Surface:</th><th>Underground:</th></tr> <tr> <td> ✓ Recent rock falls on pit floors / haulage roads ✓ Loose or overhanging material ✓ Visible cracks in a high wall or bench ✓ Water seepage or ponding ✓ Undercuts ✓ Full catch benches ✓ Pit wall failures ✓ Stockpile failures ✓ Heavy rain or freeze / thaw cycles ✓ Unstable slopes for possible falling rocks ✓ Settlement cracks on dumps (tension cracks) </td><td> ✓ Recent rock falls on ground / ramp ✓ Loose rock in screen ✓ Visible cracks in back / walls ✓ Water increase or disappearance ✓ Deformed, damaged ground support ✓ Screen full of loose ✓ Encountering slips while drilling ✓ Sounds of snapping or popping rock ✓ Unusual sound </td></tr> </table>		Surface:	Underground:	✓ Recent rock falls on pit floors / haulage roads ✓ Loose or overhanging material ✓ Visible cracks in a high wall or bench ✓ Water seepage or ponding ✓ Undercuts ✓ Full catch benches ✓ Pit wall failures ✓ Stockpile failures ✓ Heavy rain or freeze / thaw cycles ✓ Unstable slopes for possible falling rocks ✓ Settlement cracks on dumps (tension cracks)	✓ Recent rock falls on ground / ramp ✓ Loose rock in screen ✓ Visible cracks in back / walls ✓ Water increase or disappearance ✓ Deformed, damaged ground support ✓ Screen full of loose ✓ Encountering slips while drilling ✓ Sounds of snapping or popping rock ✓ Unusual sound
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If I must work in an area of unstable ground, how can I work safely?	- Do a Job Hazard Analysis and prepare a non-routine safety plan using subject matter professionals. - Don't work in an area of unstable ground without having and following an approved non-routine safety plan (Job Hazard Analysis).				

Lifting, Rigging and Hoisting:

We will recognize and address the potential risks associated with carrying out lifting activities in the workplace. Lifting includes, personal lifting techniques, the use of cranes, overhead cranes; basically any lifting mechanism. “Make sure the lifting device is capable of lifting the load.”



Never allow anyone to be in the drop zone of any load. Never position yourself under a suspended load.

Plan – Restrict access to the drop zone. Never position yourself and never allow or permit anyone to be in the drop zone of any load.

Do – Ensure that you have proper training to use the lifting, rigging and hoisting equipment. Always ensure that no one can enter the drop zone of any suspended load. Never leave a suspended load unattended.

Check – Every year, we experience lifting incidents with high potential for serious injury. Cranes and rigging can fail without warning. Operators sometimes make mistakes. What is keeping you safe?

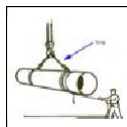
Act – Set up a safe zone around all lifting activity and respect it! Know the limitations for all lifting, rigging and hoisting equipment and activities.

Plan	Act
If this is a routine lift, what do I need to do to make sure it is safe?	• Double check how it should be done – follow our site’s procedure. • Plan your lift. Each lift will be different, do a pre-lift risk assessment. • Verify the weight of your load. Make sure the rigging can support the load. • Think about what might be in the way / underneath. Plan and create a safe path for your lift. • Work only with qualified and trained people for lifting operations, rigging and signaling. • Make sure that you have enough people to perform any lift safely. • Check the forecast. Get up to date information on weather conditions for the time of the lift.

Plan	Act
What would make my lift out of the ordinary (multi-crane, extreme weight, specialized rigging, etc.)?	• Do a formal critical lift plan, including: ✓ Load vs. crane limits ✓ Load orientation ✓ Specialized rigging (engineered) ✓ Site conditions ✓ Personnel responsibilities ✓ Clearances ✓ Document lift plan • Keep checking and update your plan as conditions change.
How will I keep the drop zone secure?	• Guard the area. Secure the drop zone by controlling access to all areas within the swing radius of the boom and load at all times. • Use demarcation – Danger Tape – Signage. • Never leave a suspended load unattended. If you have to leave – then always lower the load – (zero state of energy).
During my lift, how will I keep everyone safe?	• Keep communicating. Make sure that the lift operator and the signaler maintain uninterrupted contact. • Use proper hand signals. Confirm everyone knows what your hand signals mean ahead of the lift. • Keep checking! Look for new activities or hazards that could affect your lift. • Lift according to the conditions. When changes occur, adjust your lift if needed (e.g., postpone lifts in high winds).
If I must be in the drop zone, how can I position myself to avoid getting caught between loads and other objects?	• Take it slow. Start, stop, and move loads slowly. • Keep the load low. Keep the load as low (near to the ground) as possible. • Get control. Use Tag-lines so you can control the load better. • Keep moving. Adjust your position throughout the lift to stay out of harm’s way – “out of the line of fire” •  Never position yourself under a suspended load.



Lifting, Rigging and Hoisting:



Equipment and Loads

Plan – A single failure in a piece of equipment could lead to the injury or death of yourself or your co-worker.

Do – Ensure that you have proper training to use the lifting, rigging and hoisting equipment. Always ensure that no one can enter the drop zone of any suspended load. Never leave a suspended load unattended.

Check – What will you go to make sure that the right gear is being used to make a lift? Has equipment been inspected to ensure that it is safe to use? Is our lifting equipment NDT tested on a yearly basis?

Act – Only use equipment that is rated to handle the load and make sure it is in good condition before you use it. Do Not Improvise – ensure that lifting equipment is engineered as per Nunavut standards.

Plan	Act
What have I done to determine the load weight and ensure it is compatible with the lifting equipment?	- Check each piece of equipment for the rated load capacity. Add the weight of all materials in the load to identify the final weight. Remember to include the weight of any lifting equipment in the final weight. - Use shipping information, drawings, erection plans, nameplates, manufacturer stamps, or parts manuals to determine the weight of the load if required or needed.
What have I done to verify that the rigging is rated for the weights being lifting and is in good condition?	- Know the capacity of all rigging. - Check condition of the rigging before and after your lift for any damage or defects. Check rigging for: ✓ Frayed or stretched sections ✓ Unraveled wire ropes ✓ Open cuts and holes ✓ Dirty / soiled areas ✓ Damaged hooks / missing safety catch (mousse) ✓ Missing or illegible labels - Store rigging on hooks in clean dry areas when the job is complete. - Proper pre-use inspection before use and post-use inspection before storing rigging.

Plan	Act
What is the condition of the lifting equipment I plan to use? Is it safe to use for this lift?	- Don't use cranes or other lifting devices without a proper inspection before each use. - Do not proceed with a lift using equipment that is broken, damaged, or wrong for the lift. - If lifting equipment originally planned to be used is not available, then has the JHA been adjusted accordingly? Has a new safe work plan been established?
What is the condition of the ground under the crane? Will it support lifting operations?	- Confirm that the ground under the crane and lift area is capable of supporting the equipment and the load. - Established secured footings, as required (e.g., outriggers, crane pad). - Ensure that lift area is properly demarcated to prevent inadvertent entry into the lift zone.
How am I going to secure the load properly (i.e., prevent load from shifting or falling objects)?	- Make sure you know the center of gravity of the load (e.g., single, composite, or non-symmetrical loads). - Keep rigging from contact with sharp edges. - Select the proper hitch configuration by reviewing the height, clearance overhead, and hook travel needed. - Use hooks with safety catches in place and operational. - Make sure no part of the load is loose or unsecured.



Permits to Work:

We recognize that some aspects of our work are not part of the normal workflow and will require safe-work permits (e.g. confined space entry, work on energy systems, emergency maintenance, and ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive or flammable environments.



Never work in an area requiring a permit without one. Obtain a work permit where required and follow the requirements.

Plan – Activities that require work permits are inherently dangerous. Treat permits seriously – the permits are there to save lives.

Do – Ensure that you have proper training to use the lifting, rigging and hoisting equipment. Always ensure that no one can enter the drop zone of any suspended load. Never leave a suspended load unattended.

Check – What work permits do you need to perform your work, and protect you and others?

Act – Make sure you have, understand, and follow the permit for the job that you are doing.

Plan	Act
Am I doing work that requires a permit?	- What permits do you need? Think about the job you are doing, and if you need a permit to manage all of the risks. - Get that permit. Once you know what permit you need, get it filled in and then signed off by an authorized person. It's up to you to make sure your permit has been completed correctly and has been authorized. Never knowingly do work that needs a person without a valid one.
Permits are required for: ✓ Hot Work ✓ Excavations / trenching ✓ Working in confined spaces ✓ Working in and around nuclear radiation devices ✓ Critical lifts ✓ Certain non-routine work – Job Hazard Analysis (JHA) ✓ Any other permit-required work under our site standards ✓ Certain electrical work – high voltage	

Plan	Act
What are the limits or restrictions of my permit?	- Make sure you understand the permit. If you don't understand the requirements, ask!!! - Follow the permit. Complete all required tasks. Don't work beyond the authorized time period. - Close it out the right way. Close out your permit according to our site's standard when work is complete.
What conditions might affect my work today that I need to consider in my permit?	- Risks can change. Do a risk assessment when planning your work, to spot hazards and other conditions that may affect what you are about to do: ✓ Weather ✓ Low visibility ✓ Other work above, below, or nearby ✓ Personnel changes - Decide how you will manage these conditions. Record these steps in the permit.
What am I doing to protect others from the hazards of my work?	Keep people who are not involved in the work away from the area. They may not understand the risks like you do.
What do I need to meet the requirements of the permit?	- Get what you need. You may need specific tools to get the job done safely. Make sure all equipment is right for the job, and is in good shape. - Work with the right people. Each role in the permit needs trained and competent people, and they need to know what to do. Talk to everyone about their role and responsibilities. - Make sure everyone is on the same page. Check that everyone understands the work, the hazards, and what the permit requires. Authorized personnel must sign the permit.
Do I know what each person's role is? Do they know their role?	

Permit to work (Hot Work Permit)

We will recognize and address the potential risks associated with hot work. This includes cutting, welding, use of torches, heat guns, tiger torches, grinding - basically any work where the risk of fire is present.



Never perform hot work without conducting a fire hazard and following our hot work program.

Plan	Act
What can change during the work that might change the risks?	Keep your eyes open. Scan for changes in conditions constantly during work activity.

Plan	Act
	- If you spot something new (new hazard), assess it! Think about changes and conditions and what it might mean for your work. If you can't control the hazard with your current plan, stop working. - It's ok to change. Change the plan if needed, and get a new permit.
Am I performing Hot Work such as cutting and welding in a restricted location (areas where hot work not routinely performed)? 	- Get a hot work permit. It's up to you to get a permit if you are doing hot work in locations restricted by our site standards. - Think "fire". Look around the area you are working in, and remove or protect (e.g., with a shield or blanket) anything that could catch fire. - The more eyes the better. Ask a colleague to act as your fire watch, to keep an eye out when you might be distracted with your work. - Protect the area from access by unauthorized people. Make sure you consider all areas where sparks could go. - Plan for emergencies. Keep a fire extinguisher where you can grab it easily. - Beware of delayed reactions. Fires can start after you finish hot work, especially if something is smoldering. Keep a watch for at least half an hour after you finish your work to make sure that things don't ignite. - Spot checks every thirty minutes for a minimum of two hours.

Hot work permits are required when doing any hot work involving – cutting, welding, grinding, use of heat gun, torches, tiger torch.

Please follow our hot work procedure and adhere to our gas cylinders, storage handling safety information poster.

Many of our fires have occurred after hot work was completed, during lunch breaks, or after the shift ended.

Please take the necessary time to conduct proper "fire watch" after any hot work is done. Respect the time limits for conducting fire watch.

Have a serviceable fire extinguisher near you when doing any hot work and KNOW HOW TO USE the fire extinguisher.

Plan	Act
Do I or one of my co-workers have to enter a confined space to do work? Confined spaces are areas: ✓ With hazardous conditions ✓ Not intended for people ✓ With restricted access	- Permit first! Do not enter – with any part of your body – a confined space for any purpose without first obtaining a confined space permit. - Check our site's inventory to see if you are going to be working in a confined space requiring a work permit. Do not enter a confined space unless trained and authorized. - Plan ahead. Identify all hazards associated with the confined space – isolate all energy hazards. - Think about the air that you breathe. Make sure the atmosphere is safe by gas testing, without entering the space unprotected or unauthorized. Ventilate the space if necessary. - Get protected. Identify and get the right Personal Protective Equipment (PPE) that you need for the work you are doing. - Get an attendant. Have someone be responsible for keeping track of who is in the confined space at all times until the work is complete. Do not enter a confined space unless a trained attendant is situated outside the space. - Plan for rescue. Know how you will be rescued if something goes wrong. Make sure your planned rescuers know your plans. - If something goes wrong, don't put yourself at risk. Never enter a confined space to rescue someone unless you are part of the official rescue team, and taking the appropriate precautions.

Permit to work (Job Hazard Analysis) JHA ...

Plan	Act
Does my work require a Job Hazard Analysis (JHA), according to our safety standards? Is my work: ✓ Unusually hazardous ✓ Not performed very often ✓ Not already described by a standard procedure ✓ Something that requires a deviation from a Critical Procedure?	• Think about your work. Plan ahead and perform a risk assessment. Involve the team and the right people who know about the work to be done. • Prepare a Job Task Analysis for the work: ✓ Step-by-step procedure ✓ PPE and other hazard controls ✓ Isolation requirements ✓ Other permits ✓ Roles, responsibilities and resources ✓ Tools and equipment ✓ Emergency Response Plan • Make sure everyone knows their part. Identify each person involved and what their role is. • Get everyone on the same page. Check that everyone understands, and signs off on the plan. • Follow the plan but keep your eyes open for changes. If you spot any changes, STOP work and re-plan if needed. Get a new permit if required.

Permit to work (Excavation) ...

How do I know what is under the ground before I dig?	• Plan your excavation. Locate all underground services (all pipelines, water, gas, electrical/electronic conduits etc.), before digging by: ✓ Reviewing drawings and plans – current and historical. ✓ Conducting a geophysical survey to identify buried metals. ✓ Contacting the specific department where work is being done to get information on buried items. • Note: an additional JHA may be required if you must dig near buried utilities.
If I must enter an excavation, how can I do it safely?	• Stabilize the ground. Slope the excavation or use engineered supports (shoring, shields) to control soil / muck movement. • Mark your area. Barricade the excavation to keep others from entering. Never work alone in an excavation. • Keep it shallow. If your excavation is greater than 1.5 meters (5 feet) or you must put your head below the ground surface to perform the work, you need to assess the hole for gasses and other hazards to determine if it's a confined space and needs another permits for confined space. • Know how to get out. All excavations must have a means of egress before they can be worked in.

Plan	Act
How do I ensure my safety when working in areas near Nuclear gauges or devices? ✓ Such as in confined spaces	• Make sure that you understand the confined space and permit for working in them. • Follow the permit. • Ensure proper training of “working near Nuclear devices safely” before having to do so. • Monitor length of time that a person might be exposed to nuclear radiation.
Permit for critical lifts ...	
How do I know when a “lift” is considered a critical lift?	• Only authorized and trained crane operators should perform any lifts with cranes. • Planned job – must identify what “lifts” will be required – weight of components, and equipment to be used. • Crane operator will complete a documented “critical lift plan” or permit before conducting the lift. • The critical lift plan shall be kept on record for a minimum of one year as per Telkwa Coal Ltd. documentation retention standards.
What factors determine whether I should proceed with a critical lift or not?	• Training and authorization – if you are not a crane operator – Do not attempt any lift with a crane. • Ensure that crane is rated for the weight it is expected to lift. • Ensure that crane is in good operating condition. • If planned equipment (crane) is not available for specific lift – then do not conduct lift. • Develop a Job Hazard Analysis for all critical lifts. • If any conditions change – e.g., wind, weather, crane availability or safe use – STOP. Reconvene and develop a new Job Hazard Analysis taking into account the new conditions etc.
Permit for working with high voltage ...	
How do I ensure my safety and the safety of others when working in and around high electrical voltage?	• Ensure that you are properly trained and are authorized to do so. • Ensure that you have adequate and safe PPE for doing so. Arc Flash equipment etc. • Follow established procedure / permit for doing so. • Follow Lock Out / Tag Out when necessary to ensure Zero State of Energy. • Develop a Job Hazard Analysis (JHA) for working with high voltage. • Only necessary personnel in the area of where the work is being performed. • Ensure that a rescue plan – is part of the JHA.

Equipment Guarding / Protective Devices:

We will recognize and address the potential risks associated with working with equipment requiring guards. "Make sure all guards are in place before operating any equipment and do not use equipment without proper guards in place." Make sure protective devices are in place and used. Never modify, bypass or remove a protective device without authorization.



Never work on equipment without guards in place. Prevent entanglement - do not wear jewelry or loosing fitting clothing in the workplace.

Plan – There is equipment that can help protect us from hazards in our work places. We use these protective devices to control hazards known to cause serious injury or death.

Do – Inspect your work place and ensure that protective devices are in place and in good condition. Do report any defects to your supervisor.

Check – What protective devices are in use in your work area? Why are they there?

Act – Make sure you know the purpose of protective devices being used in your work area. Do not work in an area unless you know and are sure that protective devices are in place and that they will protect you and others. If you have to temporarily remove or change a protective device, secure the hazard in another way.

Plan	Act
Are the protective devices in my work area adequate to protect me and my co-workers from hazards?	- First you need to know the hazards. Look around your work area and spot them. ✓ Machinery, vehicles, and mobile equipment ✓ Pressurized lines ✓ Electrical equipment ✓ Excavations ✓ Simultaneous work activities - Do not perform work without protective devices in place to control the hazards. Make sure protection meets our site's standards.

Plan	Act
Are the protective devices in my work area adequate to protect me and my co-workers from hazards?	- If not stop. Only work when adequate protective devices are in place. Look around and see if you need one or more of the following: ✓ Berms – must be at least ¾'s the height of largest tire operating on road ✓ Safety cones or Tape (Caution / Danger tape) ✓ Barricades / barriers ✓ Whip checks (air hose / high pressure hose) ✓ Hazard and traffic signage ✓ Interlocks ✓ Ground Fault Circuit Interrupters (GFCI's) ✓ Wheel chocks ✓ Machine guards ✓ Fire protection devices ✓ Alarms and Emergency signals - Do not modify, bypass, or remove protective devices without authorization and without providing alternate protection. - Keep it safe for others. If you get permission to remove a protective device to perform your task, replace if fully once your work is complete. - Check the condition. Regularly inspect the condition of the protective devices that are in your work area.
What barriers or barricades are needed for the hazards and will they stop people from entering the area?	- Keep it restricted. Secure hazardous work areas with barriers so unauthorized people cannot enter. - Don't let people get in harm's way. Make sure that the barricades are far enough away from the work area. - Do not enter restricted areas unless you have proper authorization. - Make sure people know that you are coming into their work area. Before entering a restricted area, establish positive contact with others in the area. (verbally, direct eye contact and hand signals) - All clear. Remove barriers only when the work is complete and the area is safe for others to come in.
What moving parts could I be exposed to? Are the rights guards in place to protect me?	- Moving machinery should be guarded. Look around and check to see if any of the following could hurt you: ✓ Rotating wheels, spindles, shafts, augers or fan blades ✓ Drive chains, belts, shafts or pistons ✓ Conveyors ✓ Cutting shears, saws, or tool blades ✓ Mid-ship of articulating equipment such as scoop tram ✓ Any other pinch points on machinery - If adequate guards are not in place on the machines you are working around, stop work until you are protected. - Do not reach around, over or under guarding. - Inspect guarding regularly. If you doubt the condition in any way, replace, repair, or report damaged guarding.

Plan	Act
Do I understand what to do if an alarm in my area is activated?	- Alarms are warning signals to protect workers. Know these alarms and what to do: ✓ Start-Up Alarms – warn that equipment (conveyors, cranes) will start to move. Get out of the way. ✓ Personal Detection Alarms – warn that the air you are breathing is unacceptable and that further action is necessary. Follow our site’s evacuation procedures when the alarm goes off. ✓ Warning Alarms – may be audible, visible, or both and signal and upset condition in the area. Specific action is needed and usually means to evacuate. - Read the signs near the alarm as it often contain the instructions on what to do if it is activated. Do not enter an area with an activated alarm, unless you know it is safe to do so. - We have several alarms that are used in our workplaces: ✓ Back-up alarms on vehicles ✓ Evacuation alarms ✓ Alarm when overhead crane is in motion ✓ Engine alarm – during pre-start mode ✓ Fire alarms / smoke detector alarms ✓ Security alarms
What fire protection should I have in my work area? Is it accessible and ready for use?	- You are responsible for checking that you have what you need. Look to make sure that you have the right fire protection: ✓ Fire extinguishers ✓ Suppression systems ✓ Fire hoses ✓ Rescue / Emergency Plan - Check to make sure it is ready to use. - If you are not sure what you should have, ask! Know where all fire protection equipment near your work area is. - Can you reach it? Make sure there is nothing in the way of your access to fire protection equipment. - Make sure it has been inspected by checking tags or labels. Report uninspected equipment or out-of-date inspections. - Take extra precautions for temporary work. Make sure you have fire extinguishers appropriate for the work you are doing. Use “hot work” permits when there is a fire hazard present. - Plan your escape. In an emergency, it’s hard to keep calm and make good decisions. Plan ahead, look around, and make sure you know how you will leave the area in an emergency.

These are great examples of great equipment guarding / protective devices:



Water Bodies and Liquid Storage:

We will recognize the potential risks when working near or around water bodies or water /liquid sources. “When working around water and liquid storage facilities (where there is any risk or immersion) always wear a personal floatation device (PFD) and never work alone.”



Never work alone near water / liquid storage and without proper PFD.

Plan – Ensure that you have proper PPE (rated PFD’s) for all workers working in or around water body / liquid storage. Ensure a rescue plan is in place when doing high risk work around water sources.

Do – Inspect your work place and ensure PFD’s are available and in good condition. Ensure throw rope and ring buoy is in place where necessary. Do not work alone when working around water.

Check – What protective equipment do you have in your work area? Are they adequate and in good condition? Are accesses to water bodies / liquid storage areas properly guarded? – proper signage?

Act – Make sure you know how to use the PFD’s. Always make sure that there are a minimum of two people when working in or around water bodies / liquid storages. Have Emergency Response contact information readily available.

Plan	Act
Is the personal protective equipment available adequate for me and my co-worker when working around water?	- First you need to know the hazards. Look around your work area and spot them. ✓ Water source / liquid storage ✓ Access to water source / liquid storage ✓ Liquid – is it a chemical? If so – do I know what products are in it? ✓ Access to MSDS sheets for products ✓ Are guards / barriers / barricades with proper signage in place? ✓ PPE – is it adequate – and is there enough for all workers? ✓ Throw ropes / life ring buoy - available - Never perform work around sources of water / liquid without a “buddy”.

Plan	Act
How do I ensure my safety and the safety of others when working in and around open water / liquid storages?	- Ensure that I have received training on the product(s) that I will be using. Chemical awareness training. - Ensure that I have the proper personal protective equipment available at all times. - Ensure that I have been trained on how to use the personal protective equipment, how to inspect it, know its limitations. - Plan ahead – have a rescue plan in place (Job hazard analysis – JHA) - Conduct a proper inspection when accessing and entering workplace making sure that all guards / railings / barriers are in place. - If working outside in inclement (cold weather) ensure a source of heat is available – in case of immersion. - When taking water samples – never reach with sampling cup to fill it – always use a long pole with cup or container. - Remain a safe distance away from source of running water – usually 2m. - If you need to be closer – use and wear PFD. - Remember: water temperature is extremely cold all year-round. Hypothermia can occur very quickly if you are immersed in any water in Nunavut.
How do I work safely on ice or near frozen water ponds / lakes / rivers etc.?	- Follow our working on ice procedure. - Ensure proper ice profile is conducted as per procedure. - Never work alone - Ensure good communication with base camp. - If working a distance from site – ensure you have a working “SPOT” unit and/or GPS. - Always advise or let someone know where you are working. Included the time you leave – expected time for work and expected time of return to base. - Ensure that prescribed “call in” times are observed and that a plan is in place for overdue calls. - Ensure safe reliable vehicles are used to go out in the field. - Ensure safe access point to water source – well marked and identified. Trail well marked with pickets / trail markers.
How do I safely work around liquid storage tanks? Taking samples safely?	- Keep body on inside of barriers / tank railings at all times. - Never use a ladder on decks / or bridge decks – if you climb and fall – you may go “overboard” into the tank / liquid storage area. - Use proper sampling media – cup / container on long pole from a safe distance. - In some cases – hard hats must be removed – because if hard hat falls off – it may sink and plug bottom of tank. Obey all posted signage and instructions.