



NWO Well Services Ltd.

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NWOWS OH&S Book: Part 2: Shop, Yards, and Office

SPECIFIC HAZARDS FOR WORKING IN OUR SHOP AND YARDS

Proper housekeeping prevents injuries. Always keep the yard and shop tidy. We are collectively bad at this, make an effort to put everything away once you are finished.

The extreme weight of materials, equipment, and tools. Employees should always strive to work in teams, and never attempt to lift something you are unfamiliar with- ask your Supervising Technician and or the General Manager (at the shop).

The fumes given off from oils, fuels, and greases can be explosive and or toxic. Therefore the shop must always be properly ventilated prior to any work.

Leaning tools, ladders, etc against our machines can be very dangerous. As such employees must make a habit of never leaning equipment against machinery or vehicles. Some of our equipment is deceptively heavy, always test the weight of an object before attempting to lift. Whenever possible objects should be lifted as a team. Never lift with your back.

Drilling equipment is often covered in many different oils and greases. Even with proper personal protective clothing and gear, employees will inevitably end up with large amounts of oil and or grease on their skin. Employees should make a habit to wash off any such contact as soon as possible. While the long term risks of being exposed to hydrocarbons is still heavily contested, the management of NWO Well Services feels that it is not an unreasonable assumption, that at the very least, frequent exposure to hydrocarbons cannot be beneficial to your body. Wash your hands and arms frequently and thoroughly.

In short:

- Fumes can injury in many ways, always work in a ventilated shop.
- Never lean anything against our machines or equipment.
- Wash off any oils or greases, from your skin as soon as possible- minimise your exposure.
- Test the weight of unfamiliar objects. Lift as a team when possible, never lift with your back.
- keep the workplace tidy - housekeeping prevents injuries

Procedures for Monthly inspections of the Office, the yards, and the shop are as follows.

General Procedures:

- Use the Monthly Inspection Checklist as a base for your inspections, check all items, add any items you feel are necessary in the new hazard section and ensure that management receives, posts, and responds to any new hazards on your inspection form.
- Work as a team, one employee from management and one not.
- You don't have to complete everything in one attempt, but you should strive to finish each area in one attempt so that things are less likely to be missed.

- Walk around together, look at and inspect everything from a safety perspective. Not everything is listed on the checklist, but you are expected to ensure everything is safe. If you find something that will often be a safety risk that is not on the list, add it under new hazard.

Office specific procedures:

- Understand that this area is frequently used by clients and other non-employees. Take extra precautions towards ensuring that housekeeping is excellent, focus on trip and fall hazards (especially snow, mud, ice, and water on the floor near the door). Tools, and equipment are not to be left in the halls, and when they must be left in the offices they are to be put on a shelf or against a wall, away from any traffic.
- Ensure that the Safety Signs are present on the door separating the office and shop.
- Ensure that dust and grime buildup has been removed by staff.

Yard specific procedures:

- Vehicles move in and out a dozen times a day, focus on protecting pedestrians, as they are most vulnerable. Ensure that the yard is not set up in such a way that puts them at more risk than is necessary (blind spots, tripping hazards, uneven ground, etc).
- Visitors are not allowed in our yard, make sure that the signs indicate that.

Shop specific procedures:

- Clutter is our collective problem. The shop must be organised, clear of clutter, tripping hazards, etc. The safety boards and first aid room must not be blocked or hidden.
- The safety rails and gate on the mezzani must be functional