



Winter Road Orientation Guide

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SAFETY POLICY STATEMENT

SAFETY POLICY

The company is committed to the protection of employees from occupationally induced injury and illness and to the protection of physical assets from accidental loss or damage. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary.

We operate throughout the Arctic under a range of cultures, climates and environmental conditions. We will manage risks associated with project and technology development through the application of common standards and committed leadership. In this way we will ensure the safety and well-being of our people and those affected by our activities.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. Our goal is zero accidents and injuries.

RESPONSIBILITIES FOR SAFETY

We recognize that the responsibilities for safety and health are shared:

The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Site managers, supervisors, and lead hands are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. Working safely is considered a condition of employment.

The safety information contained in this manual does not take precedence over the Safety Act and General Safety Regulations.



THE INTERNAL RESPONSIBILITY SYSTEM

What is the Internal Responsibility System?

The Internal Responsibility System (IRS) is the underlying philosophy of the occupational health and safety legislation in North America. Essentially, the IRS means that everyone, at every level, has the personal responsibility for ensuring safety in the workplace. This includes identifying and eliminating work place hazards, co-operating and sharing information about safety, and having certain rights (for example, the right to refuse unsafe work, the right to participate in safety initiatives and the right to know about workplace hazards).

The IRS means that the legal responsibility for identifying and solving occupational health and safety concerns rests on the shoulders of the people in the workplace.

TAKE SAFETY PERSONALLY

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Orientation guide – Winter Road Camps

Introduction:

This guide has been prepared to introduce you to the facilities at Nuna Winter Road Services, Winter Road Camps.

Employee Orientation:

All employees will be provided with an orientation review of environmental, health and safety policies, rules, practices and procedures during their first day of employment or first day of a new assignment. Employee orientations are an investment that pays off in terms of safety, morale and productivity.

Check-In / Check-Out Procedures:

Check-In. Report to the administration office, the clerk will allocate you a room.

Check-out. Personal belongings can be left at the camp during your time out, check with the supervisor where your belongings can be stored.

Transportation:

Transportation will be by plane, to and from the camp. Check the flight manifest the day before your departure, to ensure you are on it. If not, check with the administration office. Employees at the Dome Lake camp are bussed in from Yellowknife.

Dormitories:

The Camp operates 24 hours a day.

People are sleeping during the day, so be considerate by not slamming doors and talking at high levels. This will make sleep possible for those close to high traffic areas.

Boots and coveralls are not allowed in the TV room or dining areas.

Boots are to be removed when walking through the accommodation complex.

SAFETY TIP – *“Eliminate hazards and you will eliminate mishaps”.*

Description / Rules & Regulations:

1. Generally, dorm residency consists of 2 people per room. You cannot change rooms without consulting the Dispatcher and obtaining approval. Re-assignment depends on the availability of rooms.

2. It is your responsibility to keep your room tidy and in good condition.

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Bed linens, toilet paper, bar soap are provided. You supply your own towels and toiletries.

3. The housekeeping staff clean rooms daily. Bed sheets and pillowcases are changed once per week or when the room's occupants change.

4. Room heat is controlled from a thermostat located in one of the rooms. If there is a problem with the heating system or if other maintenance is required in your room (i.e.: burnt out light bulb), please notify either housekeeping or maintenance staff.

5. Laundry facilities are available for work clothes. Please do not wash work clothes in any machine other than the ones designated for work clothes. Laundry detergent and fabric softener sheets are provided.

6. Smoking is only permitted in the designated TV Room. The burning of candles or incense is not permitted.

7. There are telephones for private use. Billings is by credit card or collect calls.

8. Please turn off lights or other electrical appliances when leaving your room. Remember that all electricity must be generated on site and should not be wasted.

9. Separation of camp wastes is important to protect the environment and the safety of those who incinerate the garbage. Be sure to use the "AEROSOL CANS" container in the hallway for empty spray deodorant, shaving cream, etc. Use the "BATTERIES" container for old batteries. All food waste including empty juice boxes, coffee Styrofoam cups, etc. must be returned to camp, to be incinerated.

10. There will be no Smoking in the vehicles that are transporting Personnel to and from the locations they are working at.

Person Discovering A Fire:

In the event you discover a fire anywhere in the complex, the procedure is as follows:

a. Assess the size of the fire and immediately activate the closest fire alarm.

b. Attempt to extinguish the fire using the proper fire-extinguishing agent.

c. If unable to extinguish the fire, retreat to a safe location via a safe and smoke-free route.



d. Evacuate to the Work Shop.

SAFETY SLOGAN – *“An ounce of prevention is worth a ton of luck”.*

Emergency Evacuation Of The Complex:

When the fire alarm sounds:

- a. Immediately dress in warm clothing and footwear.
- b. Feel the door – (If it is hot): Keep it closed, Evacuate through the window.
- c. If the door is cool to the touch: Open the door then look and smell for smoke. If there is no smoke in the hallway: Close your room door. Evacuate the complex from the nearest safe exit.

If you encounter smoke on your way to the exit: Keep low, crawl or crouch. Go to the Muster Station – The Workshop

The Camp Manifest will be at the muster station, all employees will be accounted for by checking off names on the camp manifest.

Once the all clear has been given employees can then return to the camp complex.

Always ensure you have warm clothing and footwear readily available in your room so that in the event of an evacuation you will be prepared.

In The Event Of A Medical Emergency On the Road at Night:

The administration office is manned 24 hours a day. Inform the radio operator what your emergency is.

The Medical Staff will then put the wheels in motion to get help to you.

The exception to the above is the Dome camp. The Medic has a cordless phone that he/she has with him/her after hours.

Road personnel on the road from Dome: Contact the radio operator at Lockhart Camp.

The Night Shift dispatcher at the Lockhart Camp will phone the Medic at the Dome camp and inform him/her of the emergency.



If the person having the medical emergency on the road is not an employee of the company, it is of the utmost importance to ascertain who the employer is. The camp supervisor will inform Dispatch in Yellowknife. Dispatch will contact the individual's employer and inform the employee's company of the medical emergency. Then report back to the camp supervisor and confirm this has been done.

Meals:

No hats, work clothes, coveralls or work boots are to be worn during meal times.

The kitchen staff will post meal times.

Meals – breakfast, lunch and dinner – will be served each day in the dining room. Service is cafeteria style.

If your work site is far from the main dining area, you are responsible for preparing your own bag lunch. An assortment of fruits, pastries and beverages will be laid out each day in the dining room. Prepared lunches are available, at some of the camps.

In order to reduce garbage, you are urged to provide your own thermos/mug for beverages.

SAFETY SLOGAN - Safety - "The Bonus That Pays for a Lifetime!"

Dispose of all garbage, including food scraps in designated areas or containers. This also applies to the garbage at your work site.

Feeding animals and littering are both strictly prohibited.

Medical Facilities:

Each Winter Road Camp is equipped with a First Aid Station.

The First Aid Station is equipped with a phone for assistance or Medi-vac, if required.

Medical staff will be in residence at all times. Any injury, illness or communicable disease should be reported to the Medic or other first aid personnel immediately. First aid information will be posted in common areas of the camp.

The Medic

The Medic works a regular day shift schedule. Hours of operation for non-emergency care will be established and posted.



The Medic is on 24-hour call for emergencies.

Please be considerate of the Medic's need for rest and privacy when off shift. If your problem or condition does not require immediate attention, wait until the morning to report it. Minor headaches, indigestion, depression or loneliness are rarely "emergencies."

Prescription Drugs:

Generally prescription drugs are not available. If you are taking prescription medicine for an existing condition, be sure to bring enough medication with you to last the length of your work rotation.

If you need a refill while at site, the Medic may be able to arrange this providing you are able to supply the following: A doctors' written prescription. A valid credit card, number (i.e.: Visa or Master-Card) Remember - You are responsible for these costs.

Other Medications:

If you use over-the-counter medications such as Tylenol, Aspirin, decongestants or digestive aids, bring your own to the site.

Accident / Incident Reporting:

All accidents / incidents (including near misses), are to be reported to your supervisor immediately. Reporting a near miss is a heads up for all of us to put controls in to prevent an accident.

Oil Spills

All oil spills must be reported to your supervisor regardless of how much or where it has been spilled. The supervisor will take the appropriate steps to see that it is cleaned up and reported to the appropriate authorities. A copy of the report will be filed onsite, and a copy will be faxed to Human Resources in Yellowknife.

SAFETY SLOGAN – *"Don't get Hasty, Strive for Safety!"*

Injuries & Illnesses:

You are required to report all injuries (no matter how minor), to your supervisor and the to the Medic. Failure to report an injury regardless how minor, may result in the denial of your claim if done at a later date. The supervisor will fill in the accident/incident report.

Report all flu-like illnesses to the Medic.

You can contact the Medic at night.

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Please be aware it could take up to 6 hours to reach a hospital.

Workers Compensation Board

A WCB form will be submitted to WCB for every injury, a copy of the WCB report will be filed onsite, a copy will be faxed to Human Resources in Yellowknife.

The supervisor will ensure that all accidents / incidents are reported to the proper personnel and authority.

GENERAL SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

All employees will follow rules and procedures as directed by the supervisor. The N.W.T. Safety Act and Regulations are to be adhered to and used as a minimum standard.

Head Protection:

All employees are required to wear approved head protection, when working in the Workshop.

Eye Protection:

All employees are required to wear approved eye protection when required. The nature of the work will determine the level of protection required.

Full-face shields, goggles or prescription safety glasses will be used when the work at hand requires eye protection. Workers engaged in welding procedures are required to wear a full welder's face shield. Subsequently, workers who are cutting or burning metals are required to wear goggles with the appropriate darkened lens.

Protective Foot-wear:

All employees are required to wear CSA approved safety footwear when working in the Workshop.

Hearing Protection:

All employees are required to use/wear approved hearing protection when working in or traveling through any work site that is placarded as a "HIGH NOISE AREA," or the noise level is above 85 dba.

SAFETY SLOGAN – "Safety fits – So Wear It"

**Respirators:**

All employees are required to use approved respirators when working in or traveling through a work site that contains airborne contaminants or when handling products that may become airborne contaminants (i.e.: ammonia-nitrate dust, Portland cement etc.).

Life Jackets (Personal Floatation Device)

It is mandatory to wear a personal floatation device when constructing the Winter Road.

Protective Clothing:

All employees are required to wear protective clothing when handling hazardous materials. The protective clothing shall include (but is not limited to) impervious gloves, boots, aprons and other clothing required while handling that particular hazardous material.

General Policy:

All employees who are required to use or wear personal protective equipment are responsible to ensure that the equipment is appropriate for the hazard, has been inspected, fits properly and is used correctly.

All re-usable equipment is to be washed and properly stored as required.

Reflective vests are to be worn by winter road personnel at all times while on the winter road.

WHMIS - (Workplace Hazardous Materials Information System):

Every employee has the right to know about the hazardous materials used in their work place.

All employees should be familiar with the following:

Know the location of the M.S.D.S. sheets for the products in your area.

Read and understand the product labels.

Follow the manufacturer's instructions.

Use the proper Personal Protective Equipment.

Label all small containers and transferable containers from which the product did not originally come packaged in.

Learn to identify the WHMIS symbols.

SAFETY SLOGAN – *“At Home, Work and Play Make Safety a Part of Your Day!”*

**White-Outs:**

The Supervisor will assess road conditions as the weather deteriorates.

The proper procedures regarding whiteout conditions are: Stay where you are! No exceptions unless authorized to move. Park vehicle(s) and radio the Camp office, notify the radio operator your location.

Stay indoors. Do not attempt to travel between buildings or vehicles.

Radio calls to the office from your area should be made every hour to update them on your situation.

Ice Road Safety:

Working on the ice is inherently dangerous. Failure of the ice can occur so quickly. It is therefore imperative that all employees are aware of the potential danger and take the necessary steps to protect themselves.

a. Ice Conditions

*Get approval from the supervisor before going on any winter road or ice road.

b. Radio Contact

*All vehicles check in with the Radio Operator / Medic when leaving camp. You will be instructed to call in every 2 hours or more frequently if so instructed.

c. Weather Conditions

*The Supervisor will assess the weather conditions and decide if it is safe, to travel.

d. Procedures

*On winter road construction, the "buddy system" is used. This means that a person working on the winter road will be able to contact another person by radio. Whenever possible, workers should not work alone.

*If equipment operators are working alone, they will be in radio contact with their supervisor or the main office.

*Observe and report hazardous conditions.

e. Protective Clothing and Equipment

*A lifeline 8 meters in length must be in the vehicle at all times.



*All personnel when constructing the Winter Road will wear personal floatation devices.

SAFETY SLOGAN – “Success will be yours if you lead the way with a positive attitude every day”

*Wear warm clothing and appropriate footwear for the conditions encountered or anticipated.

*Equipment operators will decide whether the doors and or hatches on equipment working on the ice will be removed or lashed open during the construction phase.

*At the first sign of a break-through the operator is to abandon the vehicle immediately.

*Tools, equipment and materials must be stowed neatly in the vehicle.

*No equipment will be used on winter roads if it is not in proper running order.

*Operators will be responsible for the care of their equipment and for reporting any equipment defects to their supervisor.

Equipment – Ice Thickness Required

Each piece of equipment used to construct the winter road, has the weight and the ice thickness required to operate on, displayed on the dash. If this is not displayed inform your supervisor.

Radio Communications

When leaving the camp inform dispatch (by radio) The vehicle number, who you are and the names of the people with you, and your destination.

Once at your destination you will be required to report to dispatch every two hours, or how often as your supervisor deems necessary.

On your return to camp inform dispatch that you have arrived.

When the road is open to traffic, ensure your radio is on “scan” as the truckers call out the portages as they enter them, this will make you aware of on coming traffic.

Signs and Painted Snow Balls

Flooding and men at work signs must be in place prior to starting to flood or if work is being done on the portages. Or working on the ice. This is for your safety.



When approaching an area that has been flooded slow down to a crawl, approaching at speed will ice up your windshield and reduce your visibility.

SAFETY SLOGAN – *“Success will be yours if you lead the way with a positive attitude every day”*

SAFETY SLOGAN – *“A positive outlook can improve your job outlook”.*

Company Vehicles:

Company vehicles are the responsibility of the supervisors and can only be used with their permission.

Daily walk around checks of the vehicle are the responsibility of the driver.

Keep fuel tanks full at all times.

No riding on the open deck or in the box of any vehicle.

Do not drive in whiteout conditions (unless authorized to do so by your supervisor).

Report all defects to your supervisor.

Working Near Heavy Equipment:

Ensure equipment operators know you are in the area and when you are leaving (eye contact is the best means of communication).

Do not pass equipment on the blind side unless the operator is aware of your intentions.

Never park your vehicle on the blind side of heavy equipment without notifying the operator.

Never stand under loads, buckets or forks.

Plow-Trucks:

There will be a need to remove snow or construct windrows on the ice, after the road has been opened to the public. There have been a number of accidents involving private vehicles; the plow truck reaches the end of his run and turns to make a second pass and the private vehicle runs into the plow truck.

Before turning to make the second pass the plow truck must come to a stop and let the snow dust settle. Before turning the operator must ensure there are no other vehicles



behind him or about to pass, then make the turn. The operator must have good visibility at the front and rear.

Water Trucks

When taking on water on the ice always park facing the land. Check with the supervisor how much water is safe to take on.

Always drill your hole in 2 to 3 feet of water; if the truck breaks thru it can be recovered at this depth.

Harassment and Discrimination

Employees of Nuna Winter Road Services have a responsibility to comply with this policy in avoiding conduct that is offensive and which may constitute harassment.

This policy does not diminish the responsibility of managers and supervisors for ensuring that employees under their supervision conduct themselves appropriately.

Managers and supervisors are responsible for taking action to put an end to harassment that they become aware of, regardless of whether a complaint is made.

Helicopter Safety:

Approach and leave the helicopter in a crouched position and always within view of the pilot. Never leave towards the rear of the helicopter.

On uneven ground always approach and leave on the downhill side. Never approach from the uphill side.

All equipment such as survey rods, tools, etc. must be carried horizontally below waist level. Never carry survey rods or tools in the upright position or over shoulder when approaching the helicopter.

Any loose articles of clothing (scarves, caps, hard-hats, mitts, goggles, etc.) must be properly secured before approaching or leaving the helicopter. Keep a tight grip on loose articles.

Fasten seat belt and keep fastened at all times until pilot signals the belt may be undone.

Appropriate life support equipment should be worn when operating over water. Your pilot will instruct you on its proper use.

Smoking is forbidden in or near the machine.



Do not slam the doors. (This really upsets the pilot)

Frost-Bite / Hypothermia:

You must be aware of the early signs and symptoms of frostbite and hypothermia. Early signs of *hypothermia* include: Violent shivering, confusion, slurred speech and loss of balance.

Frostbite begins as white or grayish patches on the skin initially accompanied by pain. As the tissue freezes, the pain disappears and the affected area will die if not treated in time. Frostbite affects the skin in much the same way a burn from a fire will, and the results are just as painful and devastating.

Do not treat yourself. Report to the medical facility for treatment right away.

You must wear warm clothing and winter boots, while traveling and working on the winter road.

Wildlife Safety: This is Grizzly Bear Country they are dangerous. (They hibernate in the winter)

If you encounter a bear, wolf or wolverine, retreat slowly away from danger. Do not run.

Avoid any contact with foxes as they carry rabies.

Feeding animals is strictly prohibited!

Alcohol & Drugs:

Both alcohol & drugs are strictly prohibited on the winter road, accommodation areas, aircrafts or vehicles. (Prescription drugs are allowed)

Security & Searches:

The company reserves the right to carry out searches of personal belongings, work areas and accommodations. A person of the same sex will carry out these searches. Searches of personal belongings and accommodations will only take place in the person's presence, with a witness. All searches are to be properly recorded on the search form.

Weapons & Ammunition:

These items are prohibited anywhere on the winter road including the accommodation areas, aircrafts or vehicles. The term "*personal weapons*" includes all firearms, crossbows, and knives with a blade length exceeding 5 inches.



The only exception to this rule is that Security controls the shotguns, and ammunition, which are for safety use only.

Safety Meetings:

Safety Meetings will be held weekly, (Or as often as required by the Supervisor) if you have any safety concerns or observations, bring them up at the meeting, or tell your supervisor.

“Using A Fire Extinguisher The Right Way”

Medical Information:

NAME: _____ -

CAMP: _____ -

HEALTH CARE NUMBER: _____ -

All The Winter Road Camps are staffed with qualified medical personnel.

In the unfortunate event that you should become ill or injured, this information will assist the onsite medical staff and the consulting physician in Yellowknife, to devise the best way to treat your condition.

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The company fully understands that this information is confidential. Only authorized medical staff will ever have access to it.

Please complete the following questionnaire.

MEDICAL CONDITIONS:

Have you ever been treated for or are presently undergoing treatment for any of the following?

	Yes	No
Hypertension (high blood pressure)		
Problems/Heart attacks		
Angina / Chest pain		
Respiratory (breathing) problems		
Back/neck problems		
Diabetes (insulin or Non-insulin dependent)		
Epilepsy or other seizure disorder		
Dizziness and/or lightheadedness		
Digestive problems/heartburn		
Depression or other psychological problems		



Yes No

Contact lenses or other corrective lenses

Dentures

Smoker

Allergies: Please list all medications and any other substances that can cause an allergic reaction and briefly describe the reaction that you have.

Current medications

Please list all medications that your are taking, including prescription and over the counter.

Any other information

Indicate any additional information as required



RECORD OF CERTIFICATION

This Document is to certify that-----

**Has demonstrated that he/she has the ability to operate the
-----on a independent basis.**

He/she has demonstrated that they

Understands all site procedures for the machine or equipment.

Has the ability to conduct a complete walk around inspection of the machine or equipment.

Has the ability to maintain control of the machine or equipment and operates in a safe manner at all times.

Understands the hazards associated with the operation of the machine or equipment.

Agrees that by signing this document he/she assumes the responsibility for the safe operation of the machine or equipment. I agree that I understand all safety procedures, operating procedures and hazards associated with the operation off the machine/equipment and agree to the responsibilities associated with this certification.

Operator Name: ----- Signature-----

**Dated this----- of ----- 2001 at ----- Prov. --
-----**

(Administration)

☐ Deemed qualified based on training, operating skills and operating time received at this site.

☐ **Deemed qualified based on training, operating skills and operating time from this site as well as other sites.**

☐ **Deemed qualified based on training, operating skills and operating time from other sites.**

☐ **Deemed as being checked out at this site and is ready to operate on a independent basis.**

Approved ()

Not Approved ()



Winter Road Supervisor----- Signature-----

Trainer----- Signature-----

Date-----

Record of Training

Please Print

Trainee's Name: -----

-

Description of training -----

--

--

Type of Training Provided. () Classroom Session with Instructor
() **Video and discussion**
() **Manual Read and discussion**
() **On-the-job Training under Supervision**
() **Seminar Attended**

Trainer Names(s) -----

Date(s) of training -----

Length of Training -----Hours Location of Training-----
-----Days -----

Type of Equipment Trained on: -----

Trainers Signature: -----

Comments of Supervisor-----



Supervisors Name

Supervisors Signature

Acknowledgement: I acknowledge that I have received the above training as indicated and I understand that it is my responsibility to apply these skills on each shift that I work.

Trainee -----

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