

## **Appendix 15**

- **Highway and Winter Road Drivers' Policy and Procedures Manual, Echo Bay Mines Ltd.**



**ECHO BAY MINES LTD.**

**HIGHWAY AND WINTER ROAD**

**DRIVERS'**

**POLICY AND PROCEDURES**

**MANUAL**

# DISTANCE

## YELLOWKNIFE - LUPIN

| YELLOWKNIFE TO:        | KM  | MILES |
|------------------------|-----|-------|
| Tibbit Lake            | 70  | 43    |
| South Gordon Lake      | 121 | 75    |
| North Gordon Lake      | 164 | 102   |
| South Brown Lake       | 178 | 111   |
| North Brown Lake       | 185 | 115   |
| South Drybones Lake    | 212 | 132   |
| North Drybones Lake    | 222 | 138   |
| Lockhart Camp          | 238 | 148   |
| North Lockhart Lake    | 248 | 154   |
| South Warbuton Bay     | 250 | 155   |
| North Warbuton Bay     | 259 | 161   |
| Portage Bay            | 298 | 185   |
| North McKay Lake       | 383 | 238   |
| Lac De Gras Camp       | 407 | 253   |
| North Lac De Gras Lake | 430 | 267   |
| North Lac Sauvage Lake | 451 | 280   |
| South Hardy Lake       | 470 | 292   |
| South Pallet Lake      | 491 | 305   |
| North Pallet Lake      | 520 | 323   |
| South Contwoyto Lake   | 523 | 325   |
| Lupin Camp             | 637 | 396   |

## THE PRESIDENT'S MESSAGE

Welcome to Echo Bay Mines Ltd.

We sincerely mean that. You are a key part of Echo Bay and we want you to know this, so that, you may join with all of the people who are part of the Echo Bay Family for mutual satisfaction and success.

The key to a long and happy relationship both at home and at work is communication and understanding. This Employee's Handbook has been prepared to help introduce you to Echo Bay Mines and to serve as a future reference guide throughout the years ahead. It is just common sense that we will all do our jobs better, more positively and with more personal satisfaction if we understand the company and its goals. This handbook is designed to assist in that understanding.

Echo Bay Mines Ltd. is in the mining industry throughout North America. Our goals are ambitious. Our potential is unlimited. Our standards are high. They have to be. There is no room for mediocrity in our industry or in today's world. People are the difference between success and failure. I think that we have some of the best and each of us is a key player. The old saying that a chain is only as strong as its weakest link certainly applies.

If you are a new driver or lease operator, then congratulations because we obviously think that you will be an important addition to our team.

We operate over a wide geographic area including public highways and private roads; in our storage facilities, job shops and offices and other owned job sites and plant locations. Safety, service and satisfaction are vital to our success. Therefore it is essential that we have and abide by detailed procedures, rules and regulations. These are contained in this handbook. We will all be required to abide by these and be familiar with them.

Going back to communication, it is important to remember that to be effective, communications must be continuous and two way. Management encourages your views, criticisms and suggestions as they relate to the Driver's Handbook and other matters. Please communicate your ideas in a positive manner to your Department Manager and/or our Safety Manager.

Thank you,



Richard C. Kraus  
President

## THE COMPANY

Echo Bay Mines is one of the largest gold producers in North America. The company has four major producing gold mines, one of them located in Canada and three in the United States: Lupin, Northwest Territories; McCoy/Cove, Nevada; Round Mountain, Nevada; and Kettle River, Washington State. Echo Bay produces about 700,000 ounces of gold a year, and 8 million ounces of silver.

In addition to its four producing mines, the company owns two very large development projects in Alaska, the 100% owned Alaska-Juneau project and the 50% owned Kensington project. Together, the Alaskan projects have the potential to increase Echo Bay's gold production by an amount in the order of 450,000 ounces annually, an increase of more than 60%.

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## Public Relations and Safety

When you enter a Contract of Employment with Echo Bay Mines Ltd., you become a representative of the company. Your attitude towards the general public, driving habits and courtesy are all important components of the image that you create for Echo Bay Mines Ltd. In an effort to portray the best image possible to the general public it is important that you:

1. Obey all safety and traffic regulations.
2. Never insist on the right-of-way, even though you may be legally entitled to it.
3. Always drive in the proper lane and stay there, unless passing another vehicle when safe to do so.
4. Assist other motorists passing you. If a motorist is experiencing difficulty passing, slow down and let the motorist pass safely. Motorists do not realize the length of the average unit is about the length of three or more cars.
5. Avoid stopping so as to interfere with other traffic.  
i.e. Double parking on roads or highways
6. Always be considerate of overly-cautious drivers. A large unit driving closely behind may rattle a driver which may cause a serious accident, in which you may be involved.
7. Acknowledge the courtesy of other drivers.
8. Avoid applying your brakes quickly or cutting in when passing. The other driver may not be a professional. Base your judgment on the fact that his or her reflexes are possibly considerably slower than yours.
9. Drive defensively at all times. Never take another driver's signal for granted, as he may change his mind at the last moment.
10. Be constantly alert and thinking of potential road and weather hazards.
11. Avoid unnecessary use of your air horn. This sound may startle a motorist to the extent that it could cause a serious accident.
12. Maintain a distance of at least 500 feet when travelling on the public highway, and 1/2 kilometre when on the ice road. This will allow for safe stopping distances and also other traffic to pass safely.

### Company Rules and Regulations

- A. The Company shall have the right to suspend, discipline or dismiss any employee or lease operator for any or all of the following:
1. Consumption of intoxicants or narcotic drugs while on duty.
  2. Reporting for work under the influence of intoxicants or narcotics.
  3. The carrying of intoxicants or narcotics in vehicles owned or leased by Echo Bay Mines Ltd.
  4. Dishonesty, false reports or willful damage to or loss of company equipment.
  5. Conversion or theft of company property.
  6. Improper conduct towards the general public or company personnel.
  7. Consistent and obvious disregard for personal appearance.
  8. Failure to comply with the rules of the camps owned or leased by the company.
  9. Accidents resulting in bodily injury, death or same caused by careless or reckless disregard for the safety of an employee while in the course of employment with the company and to the personnel or property of the company or to the property of other persons.
  10. Tardiness.
  11. Carrying unauthorized passengers or goods in vehicles owned or leased by Echo Bay Mines Ltd.
  12. Falsification of Log Books.
  13. Failure to properly complete and submit all paper work as required by the company.
  14. Failure to comply with any company rules and regulations that may from time to time be issued hereafter.  
i.e. Speed posted on ice road

The above list is by no means exhaustive and is presented without prejudice to any and all of management's rights subject to appropriate statutory authority.



- B. Owner-operated trucks will be hired as leased operators by the company. Any and all company rules and regulations noted in this Drivers Policy and Procedures Manual must be strictly adhered to by all leased operators.

The prospective lease operators tractor and or trailer will be inspected by Echo Bay Mines or as directed by E.B.M.L. prior to any lease agreement being entered into. A tractor and or a trailer inspection report will be completed on all equipment with a notation made on same of any and all shortages or defective equipment. Any and all shortages or deficiencies must be corrected prior to the equipment pulling any loads for the company.

The following is a list of equipment required by all lease operators:

- 1 - Revolving amber light (Mounted on the cab of the tractor)
- 1 - Headache rack - dimensions - 4' x 8' full screen or solid back or oilfield headache rack on winch tractors
- 1 Set of regulation mud flaps for mounting on the rear of the tractor
- 8 - Tie down chains 3/8 or larger
- 8 - Boomers 3/8 or larger
- 1 - 5ABC fire extinguisher or
- 2 - 4ABC fire extinguishers
- 1 Regulation hard hat
- 2 Sets of tire chains (triples)
- 1 Steering chain recommended
- 1 Set regulation flags and flares or
- 1 set of 3 triangle reflectors
- 12 Corner guards
- 4 or more pieces of belting or rubber for use under tiedown chains
- 4 or more extended load light assemblies
- 2 Overdimensional signs (Red and white D sign)

C. Decals

Tare weight and G.V.W. weight must be displayed on each of the tractors. The unit number assigned to all tractors and trailers will be displayed on both sides of the unit for easy identification.

D. Company Forms

As a driver or lease operator for E.B.M.L., it is necessary that certain forms be completed and as such constitutes a vital part of your job function. The various forms that will be your responsibility are listed below and outlined on the following pages.

It is crucial that these forms be completed fully and accurately for they serve as both our records, your records, and in certain cases, government records.

1. Cry Sheet - (Drivers report of defective equipment) - To be prepared daily by company driver or lease operator to record and report all defects to equipment. (Appendix A - copy of driver's daily vehicle inspection report)
2. Driver's Daily Log - Appendix B
  - A. The company requires that all drivers keep daily logs of all trips pulled. The Federal Government N.S.C. requires a total of all hours worked by each driver.
  - B. Drivers will turn in, at the end of every trip, the original log sheet attached to the bill of lading. The duplicate copies are the driver's personal record and are to be kept for a period of 14 days in the possession of the driver.
  - C. The log shall be prepared, maintained and submitted for a 24 hour calendar day beginning at midnight.
  - D. The driver shall certify the correctness of logs by signing his name in full.
  - E. Show month, day and year for which the log is prepared.
  - F. Show total mileage driven.
  - G. Show tractor and trailer numbers.
  - H. Show driver's home terminal.  
i.e. Lockhart

- I. Show the actual period or periods during the day spent in activities specified in Lines 1-2-3-4 by drawing a continuous line between appropriate time markers.
- J. In the column "Total Hours", the hours and fractions thereof shown in each of Lines 1-2-3-4. This total must be 24 hours. Enter the origin of the trip requiring more than one calendar day. The log for each day shall show the origin and final destination at the bottom of the log with the points of beginning and ending the travel of that day shown as required by (F) in "Remarks". If a driver departs and returns the same day the "Destination" or turn around point shall be the furthest point reached before the driver begins his return trip.
- Line 1 - Off duty - self explanatory  
Line 2 - Sleeping berth - self explanatory  
Line 3- Driving - all time spent at the controls of a motor vehicle in operation.  
Line 4 - On duty (Not driving) - All time spent by a driver in performing duties other than driving; such as loading, unloading, preparing reports, remaining in charge of disabled vehicles, stops for meals, unless driver has been relieved of his duties.
- K. All drivers will complete the update on back of front cover daily and have log book ready for inspection by dispatcher prior to being dispatched.

### Appendix C

#### 3. Bill of Lading

Certain information is required and it is the driver's responsibility to ensure the following are noted on all B.O.L.:

- A. Date
- B. Tractor and Trailer Numbers
- E. Pickup and Delivery Points
- F. Description of the goods being carried
- G. Number of pieces
- H. Weight
- I. Signature of shipper or dispatcher

- J. Load transferred from or to another unit not this unit's name and number
- K. If load dollied off, note where, why, and on whose instructions
- L. Packing slips or any papers pertaining to the load must be turned in to receiver
- M. Show all trailer numbers used for that load on B.O.L.
- N. Important - Damaged loads or shortages - Check cargo before loading if damaged not on B.O.L. and have shipper sign. If load is damaged in transit or unloading report to your dispatcher and get a signature of the receiver.
- O. Shipper's special instructions - Notify dispatcher.
- P. All B.O.L. are to be handed in upon completion of every trip. Holding B.O.L. only results in holding up a complete trip and may make that trip miss payroll cutoff for yourself and any other truck involved in that particular trip.
- Q. It is important to ensure that you have a copy of the original B.O.L. if your load is a makeup load.  
i.e. A load that is made up of 2 or more Bills of Ladings

#### Appendix D

##### Accident Reports

Although the fundamental aim of the company is to eliminate accidents and their causes, the fact that accidents do occur must be recognized. In the event that an accident does occur, the driver involved shall follow the procedures outlined below:

1. Secure your equipment.
2. Set out warning devices, flags, flares or reflectors to warn other motorists.
3. Assist the injured.  
i.e. Make injured comfortable. Do not move or treat seriously injured.
4. Do not leave the accident scene unless absolutely necessary.
5. Notify dispatch and police.

6. Gather the following information:
  - a. Names, addresses, and telephone numbers of all those involved such as owners, drivers and passengers.
  - b. Name of the injured and the place they were taken for medical treatment.
  - c. Vehicle Damage - Estimate of loss including cargo.
  - d. Witnesses names, addresses and licence numbers.
  - f. Time, location, weather, road and light conditions, obstructions, etc.
  - g. Diagram of the accident scene, clearly indicating the direction of travel of all vehicles involved their final positions and distances.
  - h. Complete a company accident report as soon as possible after returning to a company location or office.

**DO NOT:**

1. Sign anything.
2. Admit responsibility or agree to pay for anything.
3. Move or treat the injured.
4. Make statements to anyone except the investigating police officer, Echo Bay Mines Ltd. official or company insurance adjuster.
5. Argue - Remain calm and courteous at all times.
6. Move the vehicles unless absolutely necessary.  
i.e. Fire or instructed by police.
7. Blame the other party.

Where any employee is involved in an accident, a careful review shall be made of the circumstances surrounding the accident. A decision shall be made as far as any disciplinary action that might have to be taken.

Where any driver is involved in a number of accidents or damage claims attributable to that employee the company shall have the right to disciplinary action or to and including dismissal. However, each accident or claim shall be judged on its own merits and circumstances.

#### Damaged Equipment Report

1. All company drivers and lease operators are required to complete cry sheets, or damaged equipment reports.
2. Any damage to company trailers or other equipment will be noted on the company form Damage to Equipment Report. This is the damage to trailers that has not been reported on the cry sheets, or it may be the damage noted on the cry sheets that must be charged to the lease operator due to negligence in operation of that equipment.
3. The D.E.R. will be completed by the repair shop and submitted to the dispatcher or superintendent for perusal. The Superintendent will discuss the damages to the equipment with the lease operator responsible. If it is found that damage was caused by the lease operator's negligence, the cost of repairs will be deducted from the lease operator.

#### Appendix E

##### Pre-Trip Procedure

Prior to the commencement of a trip, the following shall be inspected:

1. Oil and coolant levels
2. All instrument gauges
3. Brakes - tractor and trailer
4. Air system tractor and trailer
5. Windshield wipers
6. Lights - headlights, signal lights and marker  
Lights are to be clean and in working order on both the tractor and trailer.  
Always drive with your lights on.
7. Tires and tire pressures, chains and spare if so equipped, wheel nuts, and wheel hubs.

8. Defroster and heater
9. All mirrors and glass cleaned if needed.
10. All licences, registrations, operating authority and permits
11. Safety equipment - flares, fire extinguishers
12. Check load for proper securement.
13. Do you have all paper work for this trip?  
i.e. Bill of Lading

## Appendix F

### Enroute Inspection

First check of the vehicle and cargo is to be carried out within 45 miles of origin. Checks then to be carried out every 100 miles or 4 hours. Note check stops on log.

1. Check all tires.
2. Visual check for oil or coolant leaks.
3. Visual check of all wheel nuts and feel wheel hubs for excessive heat. Check oil level in sight glasses.
4. Visual check of air hoses and light connections.
5. Clean lights and lenses when necessary.
6. Make complete visual check of equipment and load.
7. If a tractor or trailer wheel has been changed the nuts have a tendency to loosen within the first 100 miles.

### Fuel and Repairs

1. All trucks are to top off fuel tanks at Yellowknife and or Lockhart prior to travelling north.
2. Emergency repairs will be available at Lupin Minesite or at the road camps. All major repairs will be carried out in Yellowknife, or as directed by an E.B.M.L. authorized person.

### Post Trip Procedures:

1. Fuel unit if in Yellowknife or if truck going north from Lockhart.
2. Check oil and coolant levels.
3. Check all belts.  
i.e. Fan, compressor
4. Visually check all wheel nuts on tractor and trailer, and check oil in sight glasses.
5. Check all tires.
6. Drain air tanks on tractor and trailer.
7. Clean lights on tractor and trailer.
8. Park trailers and tractors in designated areas.
9. Complete cry sheet on both tractors and trailers.
10. Check all documents to make certain each has been accurately completed.
11. Check in with dispatch.

### Road Failure

When breakdowns occur that cannot be repaired by the driver and jeopardize the overall safety of the trip or further risk damage to equipment or cargo, the following procedure is to be followed:

- A. Ascertain the nature of the breakdown where possible. Be prepared to answer the following questions:
  1. What type of failure?
  2. What is exact location and direction of travel?  
i.e. North, South
  3. Can unit be moved under its own power?
  4. Loaded or empty?
  5. What parts are required? (if possible)



6. The driver will follow the course of action that is recommended by the dispatcher or other authorized company Supervisor.
7. If no communication with dispatch is possible, travel to nearest camp by first available means and call dispatch.  
i.e. Lockhart, Yellowknife, Lac. de Gras or Lupin

### Winter Operations

#### Ice Road Rules and Regulations

1. All vehicles are subject to search by Echo Bay Mines Representatives at any time while on the winter road, and at all Echo Bay camps or facilities.
2. Speed limits will be set and monitored by Echo Bay Mines Ltd.
3. Vehicle separation is mandatory with the minimum separation being one-half kilometre between vehicles.
4. Vehicles are not to travel alone and a minimum of two vehicles are to travel together (subject to the minimum separation) at all times, or as directed by dispatch.
5. Road maintenance is not to be interfered with or hindered in anyway and has precedence over hauling.
6. Road closures will be set by Echo Bay Representatives as required at Echo Bay's discretion.
7. Spills must be reported immediately to dispatch who in turn will notify the Government of the Northwest Territories Spill Line.  
Telephone Number: (403)920-8130
8. Drivers are required to take a minimum 8 hour rest period in a 24 hour period.
9. All drivers and/or leased units will stop when requested to do so by E.B.M.L. Supervisors.
10. All trucks will fuel up at Yellowknife before travelling north. You will top off tanks at Lockhart. This is a must. Emergency fuel will also be available at Lac. de Gras and Lupin. Please do not take on fuel at these locations (Lac. de Gras - Lupin) unless necessary (i.e. weathered in).

11. Chains - Drivers are requested to use good judgement in deciding when to install and remove tire chains. When the tire chains are installed they are to be kept tight to avoid damage to chains, tires and the unit. The speed of the unit is to be reduced accordingly.
12. Changing tires - It is the driver's responsibility to change tires enroute. Do not run a flat any further than is necessary to find a safe place to change it. This includes trailer tires.
13. Extreme changes in oil pressure and motor temperatures should be investigated immediately. If unable to rectify the problem, notify dispatch for further instructions.
14. Changes in engine, rear-end or transmission noises could be a warning of a failure and need to be investigated. If unable to correct problem, notify dispatch.
15. Generally speaking, idling of motors is a must in winter operations. When necessary to idle engines for extended periods of time, it is important that the proper r.p.m.s be maintained.
16. Drivers are to observe the necessary warmup times.
17. When leaving your unit unattended, your wheels must be blocked to prevent any movement of the unit should the brakes release due to loss of air.
18. You may be required to assist in the servicing and repairs on your vehicle.
19. You are not to overnight in Yellowknife unless authorized to do so by dispatch.
20. Your loads will be arranged by dispatch at Lockhart. Fuel haulers must have a "Fill Slip" to load fuel at the plant. This slip will be provided by dispatch. Drivers must receive instructions from a plant representative prior to loading of your first load.
21. Emergency repairs will be available at the Lupin minesite or at the road camps. All major repairs will be carried out in Yellowknife, or as directed by an E.B.M.L. authorized person.
22. All drivers must have adequate winter clothing and should carry a good sleeping bag as well, in case of emergency. Drivers are advised to carry food rations that can be obtained at the camps on the road.
23. Remember you are in the North and it gets cold, temperatures to -50°C. Be safe and keep warm.

24. All drivers must have completed a valid Dangerous Goods Course and/or WHIMIS, and have a valid certificate.
25. Stopping for rest periods on the ice (ie. lakes) will not be permitted.
26. Haul trucks will not be permitted to travel into Yellowknife unless authorized to do so by E.B.M.L. supervisor on dispatch.

#### Safeguarding of Cargo

1. Ensure adequately powered cranes, forklifts or winches are utilized while loading cargo.
2. Slings must be used when loading or unloading. Do not use chains as slings.
3. Be sure you know the location and description of cargo you are to load before leaving the dispatch office.
4. Do not load or attempt to load anything other than the cargo described on your B.O.L. or what dispatch has adequately described to you.
5. Upon arriving at the destination, again ensure that you have the proper equipment to unload your cargo.
6. Be sure that your load of cargo is properly secured to the trailer prior to any movement.  
i.e. Proper number of chains and boomers and/or straps and winches.

#### Improvement of Operations

Echo Bay Mines Ltd. welcomes and encourages the driver input into the operations process. Any reasonable suggestion presented by a driver for the improvement of the overall efficiency of the operations shall be reviewed and considered. All suggestions pertaining to such matters should be forwarded in writing to dispatch.

Above all else, a driver or lease operator with Echo Bay Mines Ltd., fulfil your function as a driver in the safest manner possible - Don't take chances. Safety on the road and in the yard is of unprecedented importance. At all times exercise good judgement, defensive driving and avoid risks. It is our sincere hope that your term of service with Echo Bay Mines Ltd. will be both enjoyable and accident free.

## Safety Code of Practice

Safety and safety consciousness is not a one time, one place affair and it requires continual care and attention. Towards this objective a safety code or practice has been drafted, establishing a set of working rules and regulations which should act as a guideline for the actions of all company drivers or leased operators. Through application of the code, it is believed that the entire company can work more effectively for an improved safety record and towards accident prevention; thereby lessening the chance injury and physical property loss.

On the following pages, the rules and regulations making up the code are outlined.

### The Workplace

1. Workers shall ensure that all machinery, equipment, workplaces, and storage facilities are inspected on a regular basis, and kept in safe operating condition.
2. Workers shall ensure that all tools used are kept in clean, proper working order and replace in their proper storage area upon the completion of their use. It shall be the Supervisor's responsibility to see that this remains the practice.
3. Every work area shall be kept clean and free from any slipping or tripping hazard. Where in a shop maintenance area oil, grease, or some other substance that could create a hazard is spilled, the workperson responsible will see that the substance is properly cleaned up, or covered as soon as possible. It is the Supervisor's job to see that this cleanup is carried out as soon as possible.
4. Metal stripping, blocking, garbage, or other debris shall not be allowed to accumulate and buildup a potential hazard.
5. The Supervisor shall ensure that a proper refuse (garbage) area is set up and that all scrap and garbage collected is placed in that area. It shall further be the Supervisor's job to see that regular collection arrangements are made for this debris, or that, where possible and admissible, burnable garbage is burned, so as not to allow potential contamination or other hazards. The burning of the garbage must be supervised.
6. Wiping rags must be kept in a metal container and not allowed to accumulate in piles that potentially could cause a fire hazard.

7. Floors, stairs and platforms shall be kept clean and well maintained.
8. Flammable liquids and/or toxic or harmful substances shall be stored in safe, approved containers and the contents properly identified.
9. Racks for storage materials and/or items of inventory shall be adequately secured and stable, being placed on acceptable level and solid foundations.
10. Safe access and exit from work areas shall be maintained and kept clear at all times.
11. It shall be up to the Supervisor to ensure that all persons not authorized or instructed to be in any given work area are cleared from the area. It shall be the Supervisor's privilege to ask any unauthorized personnel or persons felt to be disrupting work practices, procedures or conduct to leave.
12. It shall be the Supervisor's responsibility to see that all rules and regulations set out in this code are maintained and enforced. Where a violation occurs, he will be responsible for the correction of the violation (where possible).
13. Before any equipment or vehicles are moved out of shop areas all access openings and doors will be adequately opened to permit the safe, unobstructed removal of that equipment or vehicle.
14. Fire extinguishers in all shop areas shall be fully serviced and operational at all times with periodic checks made biweekly to ensure that there has been no tampering with or bleeding of this equipment. Anyone caught unnecessarily triggering a fire extinguisher or otherwise rendering firefighting equipment inoperable shall be liable for immediate termination.
15. Every shop or staging area shall have a fully stocked, approved first aid kit. Periodic checks will be made to ensure that the first aid kit is complete and any required supplies requisitioned. It shall be the Supervisor's responsibility to see that this is carried out.
16. All equipment being repaired in shop or maintenance areas shall be properly blocked, whenever jacking or hoisting is required.
17. All employees working in or visiting the shop or maintenance areas shall exercise extreme caution in walking or moving between, around, under or in front of equipment or vehicles.
18. All employees must familiarize themselves with the location of firefighting equipment and the proper operation of this equipment.

19. Designated fire exits for each camp, office, shop area and storage facility shall be clearly outlined and posted.
20. It shall be the Supervisor's responsibility to see that all methods and procedures adequate to render the place of work safe and secure from potential accidents and injuries are enforced, regardless of their being a written regulation or guideline to the effect or not.

### Safety Bulletins

The Safety Manager shall send out various safety posters, notices, and safety related bulletins. All safety bulletins and notices are to be posted by the Supervisor or his or her delegate in a conspicuous place accessible to all employees at that camp or work area.

Safety bulletins, posters and notices shall not be removed unless authorization is received from the Supervisor or the Safety Manager.

### Basic Emergency First Aid

In the advent of serious injury from an accident and you are called upon to assist with basic first aid, the following points may be used as a guide:

1. Respond quickly - your promptness may save a life.
2. Remain calm and organized.
3. Notify Supervisor and give accurate location and number of injured requiring assistance. Notify police, doctor and call an ambulance if possible.
4. Keep the injured person warm with blankets or jackets.
5. Do not move the injured person, unless it is necessary to prevent further injury.  
i.e. fire
6. In case of a fracture immobilize injured area immediately if medical help is not readily available. Apply a splint to prevent movement.
7. In case of bleeding:  
Control bleeding as soon as possible by using a pressure bandage or elevation. Remember to release pressure bandage every 20 minutes if total constriction is required.

8. In case of shock:  
Most injuries are accompanied by shock. When possible lay the injured person on his or her back and elevate the feet approximately 12". Cover the patient with a blanket or jacket for warmth.
9. In case of burns:  
Do not cover a burn area with any cream or lotion. Cover the burn area with a clean bandage only.

#### Workers Compensation Board Act and Regulations

All W.C.B. notices and bulletins shall be posted for the information of all employees as required under the W.C.B. act of the ruling jurisdiction.

Nothing in this code of practice shall reduce, violate, or limit the application of specific W.C.B. directives as issued by the W.C.B. Nor shall they reduce, violate, or limit the application of the applicable W.C.B. act in that jurisdiction where employees are working.

Where W.C.B. inspection reports are completed with respect to company vehicles or work procedures and submitted to the immediate Supervisor, he shall as soon as possible submit a copy of the report to the Safety Department at head office, requesting acknowledgement of the notice and instructions if applicable.

All injuries shall be forthwith reported to the Supervisor or the person in charge of that area. The required workers report of the accident is to be completed and submitted to the Supervisor. He will in turn enter the particulars of the accident or illness in the Report of Accident or Industrial Illness Record Book. The Supervisor will then complete a W.C.B. form completed by employers and forward both forms directly to the Safety Department at head office.

All Supervisors are to ensure all reported injuries are noted in the W.C.B. Report of Illness and Injury Book. This record book must be kept up-to-date and available for inspection by a W.C.B. Inspector.

The Safety Manager will keep an up-to-date record of all illness or injuries to employees. He or she will also be responsible for submission of the annual reports that are required by the W.C.B.

#### Administration of the Code of Practice

##### Supervisor's Responsibilities:

1. Determine that all employees are working by the safety rules established in the Code of Practice.

2. Determining:
  - a. The existence of unsafe working conditions or practices.
  - b. That fire fighting equipment and fire escapes are adequately maintained.
  - c. That the emergency response equipment is properly stocked and maintained.
  - d. That tools, equipment, machinery, and parts being used by himself or herself or employees are in safe operating condition.
3. Recording recommendations with respect to safety concerns that require further action and reporting these to the proper authority.
4. Assisting in the prompt investigation of accidents and injury claims through on-site interviews, inspection and consultations.
5. Conducting thorough inspections of the work place or job site as established in the Code of Practice or at least a minimum of once monthly unless otherwise required.
6. Ensuring that regular Safety Committee meetings are held by his own Project Safety Committee at least once a month to discuss:
  - a. Current accident and injury claims, their causes and means of prevention.
  - b. Reports of inspections and investigations.
  - c. Action taken on previous Committee suggestions, and the results to date.
  - d. Where no action was taken, reasons as to why they were not taken should be outlined.
  - e. New suggestions, concerns, and complaints relating to safety policy and procedure.
  - f. New policies being adapted by management.
7. Submitting to head office a complete, concise, and accurate accident report (on the designated W.C.B. forms) with respect to all accidents and/or injury claims.



8. Reviewing, editing, and forwarding a copy of the Safety Committee meeting minutes to head office.
9. Implementing and maintaining such new procedures, regulations and innovations as prescribed in the area of accident prevention and safety by Operations Supervisors and Managers, the Safety Department and management as a whole.
10. To administer such disciplinary action as required for safety code violations.
11. Review accident prevention measures and communicate concerns about these to head office.
12. To receive, consider and dispose of safety concerns and problems.
13. To identify and control potential safety hazards.
14. Alerting management how better safety regulations can be made and enforced.
15. Completing W.C.B. forms with respect to any injury claim and forwarding the report to head office for furtherance to the W.C.B.

#### Disputes and Discipline

##### Disputes:

Where a dispute arises as to the application of a rule or regulation, of the Code of Practice, or a matter of safety concern is expressed for which no ruling exists, the Supervisor or designate, in his or her absence, shall rule on the matter and his or her decision shall be final in that instance.

Where, because of circumstances, the Supervisor decides the special safety related measures must be undertaken, the Supervisor's decision shall be binding.

All disputes, such as outlined above, shall be reported to head office no later than 24 hours after the dispute is reported and a ruling handed down.

##### Discipline:

The company reserves its right to exercise judgement on all matters where good conduct and discipline are concerned, and to take disciplinary action it judges appropriate under the circumstances at the time.

Breach of the following regulations can or will result in immediate dismissal:

1. Use of alcohol or drugs while on duty or on company property or under the influence of same.
2. Theft from the company.
3. Total disregard of company safety standards and procedures. This can easily be denoted by damage to equipment or cargo.
4. Criminal action outside of company activities.

#### Summary

Echo Bay Mines Ltd. have become specialists in their field and the reputation we have developed in the industry is second to none. We are all proud of being professionals.

It now becomes your responsibility and duty to become fully familiar with and follow the guidelines set out in this manual. The observance of company rules, regulations, and policies shall be considered a condition of employment.

**SIGNATURE OF ACKNOWLEDGEMENT**

I have read and fully understand all rules and regulations contained herein and agree to abide by them. I recognize that failure to do so may result in discipline, suspension, or discharge. I will return this manual upon request or when leaving the services of the company.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Employee's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Person to notify in case of an accident or injury:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

# APPENDIX A

**ECHO BAY MINES LTD.**

## VEHICLE SAFETY INSPECTION AND CONDITION REPORT

Nº 10970

To be completed at the beginning of each trip and at intervals of NO more than 800 kilometres

DATE 10/10/2011  
MILEAGE IN 0  
MILEAGE OUT 0

TRACTOR NO. 0  
TRAILER NO. 0  
TRIP REPORT NO. 0

Driver must ✓ items as inspected List those defects for correction in the space provided at bottom of form.

|  |   |   |   |
|--|---|---|---|
| <b>1. PRE-TRIP INSPECTION</b>  | ✓ | <b>3. ENROUTE INSPECTION: ROAD CHECK</b>  | ✓ |
| a. ENGINE OIL, ANTIFREEZE LEVELS   | ✓ | To be completed after the first 50 kilometres and at intervals of 160 kilometres thereafter                 |   |
| b. COOLANT LEVEL   | ✓ | a. TIRES  | ✓ |
| c. BELT TENSION  | ✓ | b. WHEELS AND LUGS  | ✓ |
| d. FUEL  | ✓ | c. OIL LEAKS  | ✓ |
| <b>2. CHECK (After starting the engine):</b>   | ✓ | d. FUEL LEAKS   | ✓ |
| a. LIGHTS - headlamps, tail lamps, turn signals, stop lamps  | ✓ | e. CARGO - SECURE   | ✓ |
|  | ✓ | <b>4. END OF TRIP INSPECTION</b>  | ✓ |
| b. BRAKES - Brake adjustment (Maximum slack adjuster travel 1 5 inches) Compressor build up time from 50 to 90 PSI not to exceed 3 minutes. Air tanks have been drained, tractor protection valve functioning properly, no audible leaks and braking system functioning properly | ✓ | a. FUEL UNIT  | ✓ |
|  | ✓ | b. DRAIN AIR TANKS  | ✓ |
| c. HORN - electric and air   | ✓ | c. LIGHTS AND LICENSE   | ✓ |
| d. WINDSHIELD WIPERS   | ✓ | d. PARK UNIT IN A SAFE AREA   | ✓ |
| e. STEERING - for excessive play   | ✓ | OIL ADDED <u>3-4 L</u>  | ✓ |
| f. TIRES AND WHEELS SECURE - Wheels are secure. Tire tread depth and condition is acceptable   | ✓ | COOLANT ADDED <u>0</u>  | ✓ |
| g. WINDSHIELD CONDITION  | ✓ | <input type="checkbox"/> UNIT IS ROADWORTHY<br><input checked="" type="checkbox"/> UNIT REQUIRES CORRECTION |   |
| h. MIRRORS - adjustment  | ✓ | Completed form is to be submitted to the Maintenance Department in Edmonton.                                |   |
| i. SAFETY EQUIPMENT  | ✓ |   |   |
| j. VEHICLE DOCUMENTATION, INSURANCE, AUTHORITIES, ETC  | ✓ |   |   |

REMARKS AND REPAIRS REQUIRED (Identify unit number for each remark or repair)

Repair FLARES  
Flint Tire

THE ABOVE UNIT IS ROADWORTHY:

DRIVER'S SIGNATURE

John Smith

# APPENDIX B

## DRIVER DAILY LOG FICHE JOURNALIÈRE DU CONDUCTEUR

|   |                  |   |   |   |
|---|------------------|---|---|---|
| MONTH<br>MOIS   | DAY<br>JOUR      | YEAR<br>ANNÉE   | SHIFT START TIME<br>POSTE DE TRAVAIL DÉBUTE | STARTING ODOMETER<br>ODOMETRE AU DÉBUT                      |
|   | 21               | 75  | 6:11 AM                                     | 0-1173  |
| TRUCK/TRACTOR LIC PLATE<br>CAMION/TRACTEUR PLAQUE D'IMM                                   | UNIT #<br>NUMÉRO | TRAILER(S) LIC PLATE<br>REMORQUE(S) PLAQUE D'IMM      | UNIT #<br>NUMÉRO                            | MILES (KM) TODAY<br>MILLES (KM) AUJOURD' HUI                |
| 0075612   |                  |   |   | 530   |
| CARRIER(S)<br>TRANSPORTEUR(S) ROUTIER(S)  |                  |   |   | MILES (KM) DRIVEN TODAY<br>MILLES (KM) CONDITS AUJOURD' HUI |
|   |                  |   |   |   |
| MAIN/PRINCIPAL OFFICE ADDRESS<br>ADRESSE DE L'ÉTABLISSEMENT PRINCIPAL                     |                  | HOME TERMINAL ADDRESS<br>TERMINUS D'ATTACHE           |   |   |
|   |                  |   |   |   |
| DUTY STATUS - ACTIVITE  |                  | GRID - GRILLE   |   | Total Hours<br>Total des heures                             |
| Use Local Time Standard at Home Terminal<br>Utiliser l'heure locale au terminus d'attache |                  |   |   |   |
| MIDNIGHT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24                   |                  | NOON  |   |   |
| 1. Off Duty<br>Période de repos   |                  |   |   | 2   |
| 2. Sleeper Berth<br>Temps - couchette   |                  |   |   | 1   |
| 3. Driving<br>Heures de conduite  |                  |   |   | 12:25   |
| 4. On Duty (not driving)<br>Heures de service autres que heures de conduite               |                  |   |   | 0:15  |
| REMARKS<br>OBSERVATIONS   |                  |   |   |   |
|   |                  |   |   |   |
| DRIVER'S NAME / NOM DU CONDUCTEUR   |                  | CO-DRIVER'S NAME / AUTRE CONDUCTEUR(S)                |   |   |
| DRIVER'S SIGNATURE<br>SIGNATURE DU CONDUCTEUR   |                  | CO-DRIVER'S SIGNATURE<br>AUTRE CONDUCTEUR(S)          |   |   |
| CERTIFIED TRUE & CORRECT<br>ATTESTÉE VÉRIDIQUE EXACTE                                     |                  | CERTIFIED TRUE & CORRECT<br>ATTESTÉE VÉRIDIQUE EXACTE |   |   |

Original (white): Submit to Carrier  
Duplicate (yellow): Driver Retain

Original (blank): Remettre à transporteur routier  
Double (jaune): Le conducteur le garde

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# APPENDIX C

PRESS HARD, YOU ARE MAKING MULTIPLE COPIES

White - ORIGINAL Yellow - BILLING COPY Green - RECEIVING COPY Blue - SHIPPER'S COPY Pink - TRUCKER'S COPY



**ECHO BAY MINES LTD.**

ISSUED AT SHIPPER'S REQUEST  
COMBINATION SHORT FORM OF STRAIGHT  
BILL OF LADING - EXPRESS SHIPPING CONTRACT

**BILL OF LADING**

Nº 00001

TO 11/14/42 DATE FEB 25 - 42  
# 100 4208 - 97 ST. CEM. SEC 521 P.O. NUMBER \_\_\_\_\_  
TRUCK NUMBER 1386 TRAILER NUMBERS 1381 - 1382

Received at the point of origin on the date specified, from the shipper mentioned herein, the property herein described, in apparent good order, except as noted (contents and condition of contents of package unknown) marked, consigned and destined as indicated below, which the carrier agrees to carry and to deliver to the consignee at the said destination, if on its own authorized route or otherwise to cause to be carried by another carrier on the route to said destination at the applicable rates.

It is mutually agreed, as to each carrier of all or any of the goods over all or any portion of the route to destination, and as to each party at any time interested in all or any of the goods, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, which are hereby agreed by the consignor and accepted for himself and his assigns.  
SUBJECT TO THE JURISDICTION OF THE CANADIAN TRANSPORT COMMISSION.

| BILL OF LADING NUMBER | COMMODITY     | QUANTITY          | WEIGHT        | LITRES |
|-----------------------|---------------|-------------------|---------------|--------|
| <u>1381</u>           | <u>CEMENT</u> | <u>12 BUNDLES</u> | <u>12,000</u> |        |
| <u>1382</u>           | <u>CEMENT</u> | <u>4 BUNDLES</u>  | <u>4,000</u>  |        |
|                       |               |                   |               |        |
|                       |               |                   |               |        |
|                       |               |                   |               |        |

DECLARED VALUE: MAXIMUM LIABILITY (\$4.41/KG) \$2.00 PER POUND COMPUTED ON TOTAL WEIGHT OF THE SHIPMENT UNLESS DECLARED VALUATION STATES OTHERWISE

| DECLARED VALUE EXPLANATION | CONSIGNEE'S SIGNATURE | DISPATCHER         |
|----------------------------|-----------------------|--------------------|
|                            |                       | <u>[Signature]</u> |
|                            |                       |                    |
|                            |                       |                    |

NOTICE OF CLAIM (a) No carrier is liable for loss, damage or delay to any goods under the Bill of Lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage or delay is given in writing to the originating carrier or the delivering carrier within sixty (60) days after the delivery of the goods, or in the case of failure to make delivery, within nine (9) months from the date of shipment. (b) The final statement of the claim must be filed within nine (9) months from the date of shipment together with a copy of the paid freight bill. NO CLAIM WILL BE RECOGNIZED UNLESS REPORTED TO THE CARRIER WITHIN 7 DAYS.

DRIVER INSTRUCTIONS Deliver to [Address] on [Date] at [Time]  
11/14/42

| 3rd TRIP REPORT   | DRIVER'S NAME | DRIVER NUMBER | Nº 00001             |
|-------------------|---------------|---------------|----------------------|
| DATE YEAR MO. DAY | FROM          | TO            | FUEL PURCHASES       |
| <u>9/5/11/12</u>  | <u>1381</u>   | <u>1382</u>   | <u>12,000</u> Litres |
| <u>1/1</u>        |               |               | <u>-</u> Litres      |
| <u>1/1</u>        |               |               | <u>-</u> Litres      |

| 2nd TRIP REPORT   | DRIVER'S NAME | DRIVER NUMBER | Nº 00001        |
|-------------------|---------------|---------------|-----------------|
| DATE YEAR MO. DAY | FROM          | TO            | FUEL PURCHASES  |
| <u>1/1</u>        |               |               | <u>-</u> Litres |
| <u>1/1</u>        |               |               | <u>-</u> Litres |
| <u>1/1</u>        |               |               | <u>-</u> Litres |

| 1st TRIP REPORT   | DRIVER'S NAME | DRIVER NUMBER | Nº 00001        |
|-------------------|---------------|---------------|-----------------|
| DATE YEAR MO. DAY | FROM          | TO            | FUEL PURCHASES  |
| <u>1/1</u>        |               |               | <u>-</u> Litres |
| <u>1/1</u>        |               |               | <u>-</u> Litres |
| <u>1/1</u>        |               |               | <u>-</u> Litres |

# APPENDIX D

## ECHO BAY MINES LTD.

### DRIVER #1

NAME: Paul Smith  
 ADDRESS: 700-5-15  
 PHONE: 700-5-15 BUSINESS: 700-5-15  
 DRIVER'S LICENCE #: 172-5-13  
 INSURANCE CO.: 172-5-13  
 AGENT: 172-5-13  
 POLICY NUMBER: 172-5-13  
 VEHICLE REGISTRATION: 172-5-13  
 UNIT NUMBER: 172-5-13  
 REGISTERED OWNER: ECHO BAY MINES LTD.

### DRIVER #2

NAME: Paul Smith  
 ADDRESS: 700-5-15  
 PHONE: 700-5-15 BUSINESS: 700-5-15  
 DRIVER'S LICENCE #: 172-5-13  
 INSURANCE CO.: 172-5-13  
 AGENT: 172-5-13  
 POLICY NUMBER: 172-5-13  
 VEHICLE REGISTRATION: 172-5-13  
 UNIT NUMBER: 172-5-13  
 REGISTERED OWNER: ECHO BAY MINES LTD.

DATE OF ACCIDENT: Jan 28 1983 TIME: 10:15 AM

LOCATION (INCLUDE NAME OF LAKE, PORTAGE, APPROX. MILEAGE)

Portage #1 North end

CONDITION OF VEHICLE BEFORE ACCIDENT: Good

AFTER ACCIDENT: Out of service

WHERE DAMAGE OCCURED: Front end

EST. DAMAGE \$ 1,500

WHERE DAMAGE OCCURED: Front end

EST. DAMAGE \$ 1,500

(CIRCLE APPROPRIATE HEADING)

### ROAD CONDITIONS

- 1 - NORMAL ICE ROAD CONDITIONS
- 2 - DARKNESS
- 3 - SNOWING
- 4 - ICE FOG

- 5 - DUSK
- 6 - EARLY MORNING
- 7 - BRIGHT SUN
- 8 - ON CURVE (PORTAGE)

- 9 - LAKE CRACKED ICE
- 10 - CLEAR GOOD VISIBILITY
- 11 - WATER ON ROAD

SKETCH OF ACCIDENT SCENE — JOIN DOTS THEN DRAW IN VEHICLE — THEN COMPLETE "CIRCUMSTANCES OF ACCIDENT" FORM FOLLOWING.

NORTH



# APPENDIX E

## ECHO BAY MINES LTD.

### DAMAGED EQUIPMENT LOG

DATE: JAN 28 -93 SHOP LOCATION: LOCKHART LK UNIT NO.: 1386

|                       |                                     |
|-----------------------|-------------------------------------|
| NATURE OF DAMAGE:     | REPORTED BY: <u>Todd Flammitsch</u> |
| <u>2 TIRES SKIDED</u> |                                     |
|                       |                                     |
|                       |                                     |
|                       |                                     |
|                       |                                     |

|   |
|---|
| PROBABLE CAUSE:                           |
| <u>DRIVER FAILED TO INSURE ALL WHEELS</u> |
| <u>WERE TURNING</u>                       |
|   |
|   |

|                                 |  |
|---------------------------------|--|
| COST OF REPAIR:                 | \$ VALUE                                     |
| <u>2 NEW TIRES</u>              | <u>650.00</u>                                |
| <u>FREIGHT</u>                  | <u>200.00</u>                                |
| <u>SHOPS TIME 4 HRS @ 50.00</u> | <u>200.00</u>                                |
|                                 |  |
|                                 |  |
| <u>W.D.</u><br>SHOP FOREMAN     | <u>PHIL FLAMMITSCH</u><br>W/R SUPERINTENDENT |
| TOTAL COST <u>\$ 1050.00</u>    |  |



# APPENDIX F

## TRACTOR TRAILER PRE-TRIP INSPECTION

**APPROACHING VEHICLE** — Look for oil, water or fuel leaks.

### INSIDE CAB

- 1) Apply parking brake, start engine.
- 2) Check oil pressure, warning lights and air pressure (for vacuum).  
Deplete pressure until warning buzzer sounds.
- 3) Sound the horn, test for excess amounts of wheel play.
- 4) Test washer/wiper and examine windshield for cracks.
- 5) Check mirrors on both sides of cab to ensure they are clean and aligned.
- 6) Test heater/defroster blower.
- 7) Check for charged fire extinguisher and emergency equipment.
- 8) Turn on all lights/flashers (low beam headlamps) and apply trailer emergency brakes.

### LEAVE CAB (engine running) & WALK TOWARD REAR

- 1) Check to ensure that the fuel tank cap is tightly secured and no leaks.
- 2) Drain air tanks.
- 3) Examine left rear tractor wheels and tires for lugs, cuts, wear and inflation (thump tires).
- 4) Ensure that the 5th wheel is locked.
- 5) See if electrical connector is firmly seated and free from chafing.
- 6) Inspect air hoses for chafing, air leaks and proper support.
- 7) Ensure that the landing gear is raised and secured.
- 8) Where applicable, check for proper placarding and shipping papers.
- 9) Inspect and clean sidemarker lights and reflectors.
- 10) Where applicable, inspect sliding tandem lock.
- 11) Inspect left rear trailer wheels/tires. Check for air brake leaks.

### REAR OF TRAILER

- 1) Check to see if all lights are burning and clean as required. All reflectors should be intact.
- 2) Ensure that all doors (or tie-downs) are secured.

### RIGHT & LEFT SIDES OF VEHICLE

- 1) Inspect lights, reflectors, tires and wheels.

### FRONT OF TRACTOR

- 1) Inspect front tires and wheels.
- 2) Inspect headlamps, clearance & identification lights, flashers & turn signals.

### BACK IN CAB

- 1) Depress dimmer switch, observe high beam lights.
- 2) With trailer brakes still on, release tractor brakes and (in 1st gear) gently engage clutch to test tractor/trailer coupling.
- 3) Apply foot brake for 1 minute. Air loss should not exceed 4 psi/minute for combination rig.