



HEALTH, SAFETY & ENVIRONMENTAL PROGRAM

Section: Hours and Conditions of Work

PREPARED BY: Health and Safety Team

DATE OF ORIGIN: 02/02/2023

REVISION # 1

OF PAGES: 2

HOURS AND CONDITIONS OF WORK

PURPOSE

These procedures are in place to ensure employees understand their general workday and if working alone, are monitored and able to summon assistance if needed.

SCOPE

Hours

At AAROC Aggregates the workday varies seasonally and by role, but generally is between 9 - 10 hours/day. Exceptions may occur depending on a work contract in which case the hours will be discussed prior to the job starting.

Meal Breaks

All employees are required to take a half-hour unpaid lunch-break indicated on their daily timesheet. Usually this occurs from 12:00 pm (noon) to 12:30 pm or after five (5) consecutive hours without a meal break. Rotations or delays are permissible only if approved by the supervisor.

Working Alone

Management should take every effort to avoid persons working alone. When it cannot be avoided, the following steps must be implemented before work begins:

- A worker assigned by a supervisor to work alone in a workplace, gravel pit or surface mine shall be well trained, experienced and a competent person.
• Means of communication with the worker must be provided in the form of appropriate two-way radio contact and / or cell phone.
• A plan to check-in with the supervisor or their designate, throughout the shift at regular intervals must be established.
• The worker must be visited by the supervisor at least once during their shift.
• If at check-in, contact with the worker cannot be made, the site must be visited immediately if possible, by a supervisor or other workers. If no one is able to check immediately, then emergency services (911) should be called.
• Contact must be made every time the worker leaves the workplace or is away from their means of communication (i.e. 2-way radio). Indicate a length of time away from the workplace and make contact upon return.
• The worker must communicate at the end of the shift that work has stopped, and the worker is leaving the site.

After Hours

In addition to the above procedures, the following should apply when working alone after hours:

- The contact and check-in policy should be confirmed. It may involve different supervisors or different means of communication
• A spouse or family member should know your work location and schedule. They should also have the supervisor's contact information



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ENVIRONMENTAL CONSIDERATIONS

Pumping / Dewatering

It is extremely important that water is only pumped at a site if it is allowed. There are very strict MECP regulations regarding pumping and taking of water.

If there is a permit issued for the taking or pumping of water, it must be complied with. The supervisor is responsible to confirm:

- a) the permit is valid and present at the site;
b) compliance with all items listed on the permit. This may include amount of water allowed to be pumped in one day, times of day pumping is allowed, where water may be pumped to, reporting procedures, when permit expires etc..

If there is no permit issued, pumping water may not be allowed depending on the site. The supervisor must contact management for clarification.

Always check if you need to pump water. Some issues that typically arise are:

- pumping into sewers (sanitary or storm)
• pumping offsite
• pumping more than 50, 000 litres per day

PLEASE NOTE: If water is to be pumped into a storm system, protection and/or filtering measures MUST be in place before entry into the storm system. Although protection might be provided at the outlet, it is also required before the water enters the system.

Excess Soils Management

As per Ontario Regulations legislated by the MECP, excess soils imported into AAROC pits for reuse must be tested, managed, and documented according to certain requirements. Please see AAROC's "Fill Management Plan" (separate document) for all information and instruction pertaining to excess soil.

RIGHT TO REFUSE

As part of AAROC policy, all workers have the right to refuse work which they believe may be harmful or damaging to the environment. This includes tasks that the worker is not trained or qualified to perform. The orders to do the work may come from an AAROC Supervisor, General Contractor (Constructor) or an Owner however, stop the work and discuss the issue further with AAROC management.