



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 Equipment the workday is generally 10 hours/day. Exceptions may occur depending on the task or for field service work. A work contract may also exist 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 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 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 throughout the shift at regular intervals must be established.
- The use of a working alone monitoring app and vehicle GPS will be used. 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) may be called.
- The worker must communicate at the end of the shift that work has stopped.

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

Industrial Hygiene

- Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.
- Where a worker is exposed to a potential hazard of injury to the skin due to contact with a substance, a quick-acting deluge shower shall be provided.
 - The emergency eyewash and deluge shower described above must:
 - a) be clearly marked with a sign or label;



**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

- b) be located or installed in a conspicuous place near where the hazardous biological or chemical agent is kept or used;
- c) be readily accessible to workers; and
- d) have instructions for its use displayed on the equipment or treatment or as near to it as is practical.
- An industrial establishment shall be adequately ventilated by either natural or mechanical means such that the atmosphere does not endanger the health and safety of workers.
- Replacement air shall be provided to replace air exhausted. The replacement air shall,
 - a) be heated, when necessary, to maintain at least the minimum temperature in the workplace;
 - b) be free from contamination with any hazardous dust, vapour, smoke, fume, mist or gas; and
 - c) enter in such a manner so as,
 - I. to prevent blowing of settled dust into the workplace,
 - II. to prevent interference with any exhaust system, and
 - III. not to cause undue drafts.
- The discharge of air from any exhaust system shall be in such a manner so as to prevent the return of contaminants to any workplace.
- An enclosed workplace shall be at a temperature,
 - a) suitable for the type of work performed; and
 - b) not less than 18° Celsius.
- No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.
- Where workers are exposed to a substance that,
 - a) is poisonous by ingestion; and
 - b) can contaminate the skin,
- shower rooms and individual lockers for street and work clothes shall be provided.
- A place suitable for eating purposes shall be provided where,
 - a) thirty-five or more workers are employed; or
 - b) there is any room, area or place in which there is exposure to a substance that is poisonous by ingestion.