



Driver/Customer Orientation

Health, Safety and Environmental Policy Statement

- McAsphalt's Health and Safety and environmental policy statement is intended to reflect how we as a company are to manage health, safety and environment in our workplace.
- It demonstrates the overall attitude towards HSE and the steps, arrangements and systems the company has in place to ensure for the compliance with the appropriate HSE, legal and other requirements.
- McAsphalt will ensure that all employees are made aware of our HSE policy statement by ensuring that it is reviewed during the required new and returning employee orientation.

**ADVANTAGE**



A CULTURE OF EXCELLENCE



Health Safety & Environment Policy

Policy Statement

McAsphalt Industries Limited is committed to protecting the earth's vital resources and providing a safe and healthy work environment for the prevention of work-related injuries and ill-health. Our guiding principles incorporate Health, Safety and Environmental performance into the business operating strategy to ensure we are accountable to our employees, customers, key stakeholders and the communities from which we operate within. As part of our commitment to the health and safety of our employees and to the environment, McAsphalt will maintain a Health, Safety & Environmental Management System that conforms to both ISO 14001 and 45001 standards and applicable codes, guidelines, and standards.

GUIDING PRINCIPLES

Leadership
Through actionable commitment, management will provide the direction and ongoing support for our health, safety & environmental performance, including safe practices in ship operations through the development and implementation of a written safety management system that applies to all levels of the organization including all shore-based locations. In order to meet our objectives in safety and environmental protection, the Company requires total commitment and consultation from all personnel who are directly involved in Company operations.

Accountability
By defining levels of authority and lines of communication throughout all levels of the organization. Both management and employees are responsible and accountable for the effectiveness of our health, safety and environmental management system and are required to work in a safe and sustainable manner, which includes but not limited to regularly evaluating hazards and reporting unsafe behavior, working conditions and unplanned events that result in an injury, loss or impact to the environment.

Conservation
To improve the efficient use of natural resources, including energy and to utilize innovative design and engineering to reduce the environmental impact of our processes and products. These impacts shall be assessed throughout the consecutive and interlinked stages which make up the life cycle of our products and services, such as design, production, transportation/delivery and final disposal.

Prevention
Eliminate pollution, generated at the source and prevent the release of substances that can cause harm to air, water, land, in particular the marine environment, including oil pollution prevention equipment and procedures. Evaluate, control and or remove all foreseeable hazards, to ensure safety at sea, which may result in accidents, personal injury/illness, fires, security losses or other property damage.

Compliance
McAsphalt is committed to all applicable health, safety and environmental laws and regulations, standards and requirements. Contracted personnel must meet or exceed all health, safety and environmental laws, regulations and company requirements applicable to their scope of work including instructions and procedures to ensure safe operation and protection of the environment in compliance with relevant international and flag state legislation.

Continual Improvement – Goal Zero
McAsphalt will integrate the concept of Living Goal Zero within its processes and activities. By focusing on the core risks to the employee well-being, we will reduce the likelihood of any Serious Injuries and Fatalities (SIF). Similarly, by ensuring that our internal audit program is implemented and corrective action process is robust, we will ensure that a continual improvement process is consistently maintained. This will provide growth for the Health, Safety and Environmental performance.

**McASPHALT INDUSTRIES LIMITED**
8800 Sheppard Avenue East
Toronto, ON M1B 5R4
T 416.281.8181
F 416.281.8842
TP 1.800.268.4238
E info@mcasphalt.com

mcasphalt.com
ISO 9001/14001/45001


Health, Safety and Environmental Policy Statement (Cont'd)

- The policy statement will be reviewed annually by the Health, Safety and Environment Department. Once the review has been completed, the statement will then be re-signed by the executive management member, HSE manager and facility department manager.
- The statements will then be re-released at the beginning of each calendar year.



Arriving On Site

- First and foremost, all drivers and/or retail customers must report to the scale house or office upon arrival.
- You must provide the bill of lading, which will be reviewed for last contents contained and actions required, if any, before loading/unloading begins.
- For example, rinsing requirements for loading a cationic emulsion with an anionic emulsion as last contents contained.
- Verify if the product is regulated under the transportation of dangerous goods (TDG Act). If so, you will need the proper panels and place carding. If unsure, ask a McAsphalt representative for assistance.

 **McASPHALT**

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BILL OF LADING / CONNAISSEMENT
COPY

MCASPHALT INDUSTRIES LIMITED
22423 TWP 552, STURGEON INDUSTRIAL PARK
STURGEON COUNTY, AB,
780-912-9915

Ticket No: 439-1008913
Time In: 6:00:00 PM
Time Out: 7:02:00 PM

24 HOUR NUMBER - CANUTEC (613) 996-6666

Sold To: C00679 RUBYDALE ASPHALT WORKS (2006) LT 724 EAST LAKE ROAD AIRDRIE, AB T4A 2J5	Ship To: RUBYDALE ASPHALT WORKS (2006) LTD Sundre	Method: CARRIER Truck BoL: 2879 Truck No.: T543-06 631/632 Lic. No.: WALTER Placards: 0 Last Contents: 52-34
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Personal Protective Equipment (PPE)

- You are required to be wearing the proper PPE:
 - Steel Toed Boots
 - Long Sleeves
 - Pants
 - Hardhat
 - Face Shield
 - Gloves
- Wearing the proper PPE is for your safety. If exposed to molten asphalt completely submerge affected area in ice cold tap water or position the exposed area under running water.
- **Do not attempt to remove the asphalt cement and seek immediate medical attention.**



Working at a McAsphalt Site

- It is your responsibility to review and understand all work instructions posted at loading and unloading areas. As well as:
 - Evacuation Routes
 - Mustering Points
 - Fire Extinguishers
 - First Aid Kits
 - Eyewash Stations
 - Emergency Showers
- All of the above are identified on the emergency response site plan posted in this scale house or office area.



Loading/Unloading Hazards

- All trailers must be grounded first before the loading/unloading process begins.
- Ensure that you have a secure, clean contact.
- Inspect the trailer and confirm its last contents on the bill of lading.
- Caution avoid breathing fumes exhausting from tanks.
- Hydrogen sulphide (H_2S) may be present in asphalt and/or crude oil fumes which give off a rotten egg odor.



Loading/Unloading Hazards (Cont'd)

- Be cautious of water in the trailer. If water or ice comes in contact with hot asphalt, it will vaporize into steam rapidly and violently, **expanding up the sixteen hundred times its size.**
 - The driver must be ready and in the appropriate location, top hatch of trailer when loading or rear valve went off loading.
 - It is the driver's responsibility to fully insert the loading arm into the tanker, chain it down and monitor the loading process to prevent overfilling the tanker.
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Cutbacks and Sealers

- When working with cut back asphalt always refer to your SDS before loading/unloading to determine the type of cutback and its associated flashpoint, whether it is rapid, medium or slow curing.
- A flashpoint is the temperature at which a substance will ignite when exposed to a source of ignition.
- Sources of ignition include flames, sparks and static electricity. Flashlights can provide this spark, so intrinsically safe flashlights are provided for use. These are the only flashlights that are to be used around flammable materials



Cutbacks and Sealers (cont'd)

- Some solvents and cutback asphalts have low flash points due to the solvent content and can ignite at normal temperatures, even below the freezing point (zero degrees Celsius).
 - Objects like pens, sunglasses and even keys can accidentally fall from your pocket and into the trailers, creating a spark and ultimately an explosion.
 - Customers purchasing cutback and sealer products must first report to the scale house or main office upon arrival.
 - First you will need a valid TDG certificate as some products are regulated by Transport Canada.
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Cutbacks and Sealers (cont'd)

- Due to low flashpoints sealer products are a serious fire concern. No sources of ignition are to be taken into the storage or loading areas, including lighters, cell phones, regular flashlights, or metal that may spark when dropped.
 - In addition, the tank being filled must be grounded before loading starts.
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Static Electricity

- Static electricity may come from various sources, especially when liquids freefall from a pipe.
 - Static electricity can be the heat or spark from the fire triangle.
 - Always ground the trailer first and ensure you insert the loading arm as far into the tank as possible to prevent static electricity building from freefall of liquids
 - . All trucks and containers must be grounded before the loading/unloading process begins.
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High Traffic Areas

- Customers picking up pails and drums can add to an already congested, high traffic, high risk environment. Commercial and other vehicles coming and going throughout the day.
- As a result, the customer must stay in the designated area until instructed to move their vehicle into position for loading by the McAsphalt Representative.



Environment Management

- McAsphalt has implemented an environmental management system focusing on pollution prevention, compliance with all environmental guidelines, standards and regulations, and continual improvement of our environmental performance through regular review and evaluation of our facilities and departments Aspects Impacts Inventory Matrix
 - This review will include both direct and indirect aspects. The HSE manager will identify the processes and areas to be evaluated. Using the site plan as a guide, the HSE manager will evaluate all of McAsphalt's new processes, products, activities and services.
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Environment Management (Cont'd)

- All environmental aspects will be identified using the environmental aspects evaluation or significant impact form. The initial form will assess the aspect, the impact, the aspect category, the process activity, product or service.
 - The HSE manager will then assign each aspect and impact a rating based on frequency, severity, area impact and duration of impact to determine the Risk Priority Number (RPM). A risk priority number of 60 or greater means the aspect and associated impact is significant.
 - This review will assist in establishing McAsphalt's Risk Control Projects (RCP), which may include activities that have a positive environmental impact. For example, recycling, conservation of natural resources, etc.
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**Thank you for reviewing the
McAsphalt HSE Orientation!**

**Please complete our Orientation Quiz
online by clicking the link below:**

Orientation Quiz