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ESSENTIAL RULES OF SAFETY



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1.0 PURPOSE

This practice outlines CEDA's Essential Rules of Safety required to be followed by all CEDA employees and/or contractors.

2.0 DEFINITIONS

Employee and/ or Contractor Includes any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

Essential Rules The minimum requirements outlined at Section 5.0 of this Practice.

Frontline Leader/ Supervisor Is a person who instructs, directs, and controls workers in the performance of their duties.

Permit A written record that authorizes specific work, at a specific work location, for a specific time period. The permit is an agreement between the issuer and the receiver that documents the conditions, preparations, precautions, and limitations that need to be clearly understood before work begins.

Personal Protective Equipment (PPE) Approved safety equipment worn by an individual for protection from work hazards that meets the recognized industry standards.

3.0 SCOPE


This practice is applicable to all CEDA employees and/ or contractors.

4.0 RESPONSIBILITIES

Management

- Actively ensure all applicable CEDA, client and legislative codes, regulations, practices and procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Actively ensure all employees have received the appropriate training and are deemed competent to complete the job tasks safely.
- Actively ensure all equipment is safe, maintained, inspected and used correctly.
- Actively ensure all required procedures are followed to protect the environment.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Lead by example.

CONFIDENTIAL INFORMATION TO BE USED FOR INTERNAL PURPOSES ONLY. THE LATEST CONTROLLED VERSION IS CONTAINED WITHIN CEDA'S HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS).

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Frontline Leaders/ Supervisors


- Actively ensure all applicable CEDA, client and legislative codes, regulations and practices and procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Actively ensure all employees have received the appropriate training and are deemed competent to complete the job tasks safely.
- Actively ensure all equipment is safe, maintained, inspected and used correctly.
- Actively ensure all required procedures are followed to protect the environment.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Actively ensure appropriate documentation and records are maintained and available for review or inspection.
- Lead by example.

HSE Representatives

- Actively ensure all applicable CEDA, client and legislative codes, regulations and practices/procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Provide HSE support and guidance to operational groups at all times.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Conduct site specific audits to ensure compliance to the HSEMS.
- Lead by example.

Employees and/or Contractors

- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Successfully complete approved/certified training (as required).
- Report incidents/injuries immediately to your supervisor/designate.
- Refrain from causing or participating in harassment or violence.
- Lead by example.

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5.0 PRACTICE

The following Essential Rules of Safety have been developed based on Legislative, CEDA, and customer and industry best practices. Within our industry, fatal workplace incidents have occurred as a result of these requirements not being followed. We must adhere to these requirements at all times when we are working for CEDA. Failure to adhere to any Essential Rule of Safety, by an employee or contractor may result in a serious or fatal injury.



Customer Rules

Always know and obey customer's cardinal, golden or life-saving rules.



Personnel Protective Equipment

Wear appropriate Personal Protective Equipment (PPE) for the hazard or task at hand.



Fitness For Work

Do not work while fatigued or under the influence of alcohol, drugs or prescription medication which may impair your ability to work safely.



Safe Driving

Do not operate a motor vehicle with any distractions, including using a wireless communication device.



Suspended Loads

Do not walk under a suspended load.



Working At Heights

Always protect against a fall when working from heights greater than 1.8 meters (6 feet) or at lesser heights if there is an unusual possibility of injury.



Hazardous Energy Isolation

Verify that hazardous equipment has been isolated and tagged (locked out/ tagged out) before performing work or maintenance.



Permits

Do not enter a confined space or Immediately Dangerous Life and Health (IDLH) atmosphere without a permit being properly completed and all hazards controlled.




Manufacturer's Specifications

Always operate pressurized equipment within design and manufacturers specifications (e.g. using pressurized hoses that are not properly rated for the working pressure).



Mechanically Mounted Anti-Withdrawal Devices

Always use approved mechanically mounted anti-withdrawal devices when working with high pressure water blasting tools.

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It is the responsibility of Leaders to ensure that the Essential Rules of Safety are followed at all times. No Employee or Leader can deviate at any time from the Essential Rules of Safety.

A breach of any Essential Rule of Safety will be considered non-compliance to CEDA's Health, Safety and Environmental Management System. Following a full investigation, determination may be made by CEDA leadership to terminate employment as a result of such breach.

6.0 TRAINING

The Essential Rules of Safety will be communicated to all employees/ contractors during the new hire orientation process.

7.0 REFERENCES

Applicable Federal, Provincial and State Occupational Health and Safety Legislation.

CEDA References:

[Discipline Policy](#) (Human Resources located on oneCEDA)

8.0 RECORDKEEPING

Records shall be retained consistent with CEDA's Document and Record Management Practice.

9.0 REVISION RECORD

Revision Date	Version	Section Affected	Changes Made
Sept. 11, 2018	5.0	4.0	Under responsibilities the addition of harassment & violence statement
		7.0	Addition of Discipline Policy (internal link)
		9.0	New Revision Record