

CDM Oilfield Services Ltd.

Module 3

Health and Safety

The CDM Oilfield Services Ltd. community, as a whole, plays a critical role in safety. Employees of CDM Oilfield Services Ltd. are to ensure that visitors and contractors sign in at the front desk prior to entering an office or the shop areas that are beyond the reception area; and that, visitors and contractors, are abiding by CDM Oilfield Services Ltd. policies and procedures.

The Health and Safety Policy covers responsibilities of:

- President, CEO;
- Workers;
- Contractors;
- Visitors;
- Safety Officers (Field Supervisor & Shop Foreman); and,
- Regulation Requirements.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
"Health and Safety Policy" Policy # CDM 3.0*

Working Alone

In the event of a work alone situation, as described in the policy, the employee shall complete the pre-job hazard assessment portion that appears on the bottom of the Field Ticket.

All areas of the pre-job hazard assessment must be completed and if a hazard does not apply to the location or no hazard exists, report N/A on the form.

In addition, a "Work Alone Check Sheet" must be completed and prior arrangements to proceed and commence work must be confirmed with the field supervisor or President, CEO of CDM Oilfield Services Ltd.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
"Work Alone Policy" Policy # CDM 3.1*

Communications

CDM Oilfield Services Ltd. utilizes both the “Bottom Up” and “Top Down” lines of communication. Both, negative and positive feedback, is critical to the success of the organization. The policy provides information based on a set of tools that CDM Oilfield Services Ltd. utilizes to provide effective communication’s with its’ employees.

The communication tools used at CDM Oilfield Services Ltd. covered in this policy include:

- Verbal;
- Safety/business meetings;
- External and News Media communications;
- Communication through workplace gossip.

Many organizations experience media and negative lines of communication that can harm an organization’s reputation or financial success. The policy provides a set of helpful guidelines on how to approach these situations.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
“Communications Policy” Policy # CDM 3.2*

Media Communication Devices

CDM Oilfield Services Ltd. is committed to the safety of its employees and recognizes that communications are critical at all times during the work day. The Media Communication Device Usage Policy provides guidelines on:

- Personal Cell Phone Allowance for Operators;
- In-House Landlines;
- Loaner Cell Phone; and,
- Telephone Etiquette.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
“Media Communication Device (MCD) Usage Policy” Policy # CDM 3.3*

Hazard Identification

Accidents and injuries can cause both physical and mental harm to individuals, damage or loss of property and equipment, and can compromise a company’s competitive advantage in the petroleum industry. CDM Oilfield Services Ltd. has developed a policy to assist in:

- Defining hazards;
- Hazard assessment;
- Types of hazards;

- Controls;
- Reporting;
- Confined Space;
- Responsibility of Man Watch; and,
- Employer's Responsibilities.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
"Hazard Identification, Assessment, and Controls Policy" Policy # CDM 3.4*

Personal Protective Equipment

Personal protective equipment is required to eliminate harm and refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. All employees, visitors, and contractors must comply with CDM Oilfield Services Ltd. policy. The policy covers:

- Eye protection;
- Face shields;
- Fall protection;
- Safety belts;
- Life lines;
- Fire retardant clothing;
- Hard hats and footwear;
- Hand protection;
- Hearing protection;
- Respiratory protection;
- Respiratory protective equipment;
- Air purifying respirators;
- Combination respirators;
- Supplied air breathing apparatus;
- Self-contained breathing apparatus; and,
- Hazard identification forms.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
"Personal Protective Equipment Policy" Policy # CDM 3.5*