



BASIC HEALTH & SAFETY ORIENTATION: VISITOR/CONTRACTOR

INTRODUCTION

Excalibur Drilling Ltd. is committed to maintaining and promoting safety among our employees, contractors and visitors at all our worksites. Our worksites include the drilling rig sites, our shops, offices and yards.

Contractors are expected to maintain a health and safety program and ensure that all personnel have the required qualifications to perform the work they are hired to do.

When you are working on any of our worksites, you are responsible to follow your own health and safety program as well as all health and safety policies and instructions set by Excalibur Drilling Ltd. and its representatives.

RESPONSIBILITIES

1. All visitors and/or contractors must report immediately to the office before entering worksite.
2. All visitors and/or contractors onsite are required to abide by all applicable OH&S regulations.
3. **All visitors and/or contractors must sign in and receive an appropriate worksite health and safety orientation before commencing any work.**
4. Hold a Pre-Job Safety Meeting with all relevant personnel prior to commencing any work. The purpose of the meeting is to review safe work procedures, identify hazards and methods of controlling those hazards.
5. All dangerous circumstances must be reported to your immediate supervisor and an Excalibur Drilling Ltd. worksite representative.

RIGHT TO REFUSE – IMMINENT DANGER

The right and responsibility to refuse unsafe work is an integral part of Excalibur Drilling Ltd.'s health and safety program and OH&S Legislation. When unsafe work is refused, it should be documented by your supervisor and the hazards controlled by various means - including engineering, administrative and PPE controls. Workers should be involved in the determination of controls and informed when adequate controls are in place.

ALCOHOL AND DRUGS

The possession use and/or consumption of alcohol or drugs, and/or the misuse of prescription or "over the counter" drugs while on any of our worksites is strictly forbidden. Any persons found to be impaired, using or consuming the same will be dismissed. Workers must be fit to perform their jobs. Impairments may include fatigue, illness, use of prescription drugs, emotional state and hours of work.

PRE-JOB SAFETY MEETINGS

- The purpose of the meeting is to review hazards, precautions, roles & responsibilities for the upcoming work. Hold a meeting of all workers involved or impacted by the job or task before beginning work.
- Meetings shall be documented and the attendance recorded.
- Clearly communicate the scope of the work and the procedures to be followed.
- Emphasize that all workers must refuse dangerous work and report this immediately to a supervisor or an Excalibur Drilling Ltd. representative.



PERSONAL PROTECTIVE EQUIPMENT

The contractor shall ensure that his/her personnel have and use the proper PPE required for the job. Examples include hard hats, safety boots, hearing protection, CSA approved eye protection, gloves and fire retardant coveralls.

WORK PROCEDURES

- Be aware of your surroundings.
- Many worksites are built on uneven ground, therefore you must pay attention to where you are walking at all times, (trip hazards, holes, sudden rises or falls).
- Always make sure that other personnel at the worksite know where you are and know what you are doing at all times.
- All personnel and/or contractors should ensure all activities on the worksite are performed as safe as possible and that all requirements are met.

LOCK OUT PROCEDURE

- Any normally energized piece of equipment must be isolated, locked out and tagged in order to prevent accidental ignition of the equipment. All breakers shall be locked out prior to commencing the work.

SCAFFOLDING AND LADDERS

- All scaffolds, platforms and ladders used on the worksite should be inspected prior to use and must comply with the OH&S regulations. Ladders must be secured.
- Safety harnesses and life lines must be worn when working at a height greater than 3 m (10 ft) above ground. Travel restraints and/or proper work positioning should be used to prevent personnel from falling.

SECURITY

- Excalibur Drilling Ltd. will not be held responsible for any personal property left at a worksite.
- Removal of any tools, equipment or materials must be approved by an Excalibur Drilling Ltd. representative.

VEHICLE OPERATIONS

- Diesel powered vehicles that do not have an adequate air shut off must not be parked within 25 m (75 ft) of the well or left running in areas potentially containing gas vapors.
- No persons shall park a vehicle in a manner that will block access to the worksite.
- All oversized or awkward loads being moved must be properly flagged or marked.
- All loads must be adequately secured.

EQUIPMENT OPERATIONS

- Only qualified persons should operate machinery such as cranes, hoists, pickers, loaders, bobcats and forklifts. All hoisting - equipment including chains, hooks and slings must be inspected prior to use.



HOT WORK & WELDING

- Ensure all welding equipment is inspected before use and adequate firefighting equipment is available at welding site.
- Gas test to identify other potential gas sources and isolate them from the worksite.
- Safe Work Permits must be completed for hazardous jobs (i.e. hot work, confined space entry, derrick repairs and equipment lockout) or other non-routine tasks.

EMERGENCY PROCEDURES

- Familiarize yourself with the safe areas at the work site as shown to you by Excalibur Drilling Ltd. representatives.
- Operators may have their own ERPs in place at a particular worksite. You will be briefed in detail during a site specific orientation. This may include emergency evacuation signals (i.e. one long blast on the horn indicates an emergency situation and for everyone to go to the safe area), mustering points, use and location of emergency equipment and emergency contacts.
- Be sure to know the whereabouts of the nearest Fire Extinguisher, First-Aid Kit and Eye Wash station.

REPORTING ACCIDENT/INCIDENT

- All accidents or incidents must be reported immediately to an Excalibur Drilling Ltd. representative no matter how minor they may seem.
- No one should disturb the scene of an incident that may be investigated, except to reduce the hazard or protect lives.

IN CASE OF INJURY

- For all minor injuries, persons should obtain First-Aid treatment first and then report to the Excalibur Drilling Ltd. representative.
- If a serious injury occurs, persons should call for help and remain still. Competent First-Aid and or medical treatment will be brought to the worksite as soon as possible.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received and reviewed a copy of the Excalibur Drilling Ltd. Basic Health and Safety Orientation.

- I fully understand the contents of the Health & Safety Orientation and agree to abide by all policies, safe work practices and applicable government regulations (OH&S, WCB, AER, TDG, Labour Code, etc).
- I will complete the work in harmony with the Petroleum Industry Guiding Principles for Worker Safety
- Any contractor, contractor's employee or visitor who does not comply with these regulations may have the contract terminated and/or be dismissed from the worksite.

Please complete the Sign-In sheet and keep a copy of this document with you for easy reference while working onsite.

Signature _____

Date _____