****

**Trucker / Contractor**

**Site Orientation**

**ANC Transloading Safety**

ANC Transloading views safety as the backbone of its business. Certified employees operate all terminals, and each terminal has undergone preliminary safety, environmental and logistics modeling.

ANC Transloading is committed to protecting its personnel, property, environment and the public from incidents resulting from, and as a result of, its operations. ANC Transloading shall meet these obligations by providing resources and taking the appropriate measures to protect and promote the health and safety of its employees / contractors and to ensure operations do not adversely affect the environment and the general public. ANC Transloading supports the following principals and responsibilities:

* Safety policies, procedures and programs developed by ANC Transloading strive to be held to the highest and strictest standards.
* Corporate management shall ensure compliance by establishing appropriate programs and conducting audits of its operations.
* Compliance with safety policies and procedures is the responsibility of **every employee and contractor.**
* All injuries and incidents shall be reported immediately and investigated.

All personnel that work on ANC Transloading work sites will comply with all federal and provincial legislation relevant to health and safety, including all acts, regulations, policies and procedures.

Failure to comply with onsite safety procedures and policies may result in a 30 day suspension from ANC Transloading

All applicable jurisdictional regulations shall be enforced for the safety of all work sites and workers.

**ANC Transloading Site Specifics:**

The ANC Transloading site is keeping with ANC’s commitment to safety; therefore if a worker chooses not to abide by the standards of this site, then that worker is choosing not to work at ANC Transloading. Site orientation is valid for one year.

* No contractor will ever climb under or over the railcar or walk on / near the track unless accompanied by a site representative.
* Speed limit is 45 km/hr on ANC access road and is 15 km/hr when on the dirt road leading to site. Low gear at an idle when pulling on and off of ANC Transloading scales. SPEEDING WILL NOT BE TOLERATED!
* Minimum PPE requirements are:
	+ Outer layer of clothing must be high visibility (safety vest, reflective striping).
	+ When working with flammable materials flame retardant outer wear must be worn.
	+ Safety glasses
	+ Safety / Steel toe boots
	+ Gloves
* Additional PPE Requirements
	+ Trucks/drivers loading hydrochloric acid or xylene must have either a full face respirator or goggles and a half mask respirator equipped when “connecting/disconnecting” to and from loading equipment and railcars.
	+ Drivers loading frac sand must equip a particulate mask or respirator if out of truck while loading.
* ANC Transloading monitors radio channel 163.050 (ANC road haul channel).
* Smoking is prohibited in the chemical loading containment (between gates).
* Hazardous Materials may only be transferred inside of containment and under the direction of ANC Transloading.
* The use of alcohol or drugs while on site is strictly prohibited.
* **All** **drivers** that need to access the top of their truck or trailer **MUST** have proper fall protection and must be in good working order. Anyone caught on top of their unit without proper fall protection will result in immediate suspension from ANC Transloading.
* NOTE: if the trailer you are pulling is equipped with 2 side rails they both need to be up while you are on the top of the trailer.

**Alarms:**

1. One continuous blast or pulsing blasts from meter – stop pumping and check with an ANC employee.
2. Three long blasts from an air horn – cease work, shut off all engines and walk to muster point.
	* When walking to the muster area, go to the upwind muster point and wait to be verified. In the event of a cross wind go to the nearest muster station as indicated on the site map. Do not smoke and do not leave area until site manager has sounded the all clear.
	* Muster areas are located at the Main Office (west side of the site) and on the east side of the sand conveyor.
	* SCBA’s, first aid kit and eye wash kits are located in the emergency trailer as indicated on the map.
	* Fire extinguishers and eyewash station are located in office buildings and inside each meter.

**Truck Waiting and Range Road Use Policy**

* Truckers/contractors MUST **sign in** at the operations office when they arrive and leave site. Truckers leaving via the out bound scales may sign out at the scale shacks.
* NO trucks will be allowed to wait on the pavement leading to the facility at any time of day or night.
* ANC Transload hours of operation are from 7:00 am to 7:00 pm, the cut off time for trucks to be on site is 6:00 pm.
* Maximum number of frac sand trucks permitted to be in the sand loading area is 2 (1 loading and 1 waiting). Any remaining sand trucks must stage at the west end of the site **BEFORE** the manager’s shack. Drivers will be contacted via radio (Channel 163.050) when it is OK to proceed to the sand loading area.

**Each driver MUST ensure that the following is current and meets industry standards:**

* 1. Valid driver’s license
	2. TDG ticket
	3. WHMIS
	4. Truck inspection verification (CVI)
	5. Verify size of pump outlet (3 or 4 inch) – checked each time upon arrival
	6. Truck hose inspection date – annual inspection form

ANC Transloading site Orientation Quiz

1. How many Frac sand trucks are allowed in the sand loading area at any given time? \_\_\_\_\_\_\_\_\_
2. Failure to comply with onsite safety procedures and policies may result in a \_\_\_\_\_ day suspension from ANC Transloading.
3. High visibility vest or reflective striping for the outer most layer of clothing is acceptable while on site at ANC Transloading. *True or False?*
4. Muster areas are located at the \_\_\_\_\_\_\_\_\_\_\_\_\_ (west side of the site) and on the east side of the sand conveyor.
5. It is OK to park on the paved road leading into ANC Transload provided the gravel access road is full

*True or False?*

1. We monitor radio frequency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at ANC Transloading.
2. When accessing the top of sand/tank trailers equipped with 2 side rails, only 1 side rail needs to be in good working order and utilized. *True or False?*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby

 (Print name in full)

Acknowledge that I have been orientated to ANC Transloading Site and have thoroughly read and understand the rules and policies set forth by ANC Transloading.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distributed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you identify any need for changes or additions, please feel free to address any questions or comments to the Transload Terminal Manager.**

**THIS FORM IS TO BE REMOVED FROM MANUAL AND TURNED OVER TO MANAGEMENT AFTER READING AND SIGNATURES ARE ACQUIRED.**