



Revised: April 2023

Policy

Section 21.0 Policy

1.0 Introduction

Operating a motor vehicle is recognized as one of the highest risk activities performed within CPES. Operation of a motor vehicle is a common activity susceptible to complacency at all levels. Conscious efforts must be made to minimize the risks inherent to operating a motor vehicle.

The purpose of CPES's Fleet Safety and Journey Management (FSJM) program is to outline the requirements, set the expectations and responsibilities at all levels of the organization. The benefits of planning journeys and effectively managing transport activities ensures the safety of all workers, contractors and the public during all road transport activities.

2.0 Scope

The requirements specified in Section 21 and this policy, apply to all company employees, contract employees and subcontractors. All CPES Business Units (BU's) and Subsidiaries are to comply with the requirements specified in this section.

CPES performs work in numerous areas therefore a requirement is to be familiar with all provincial and federal regulations. If the regulatory requirements in a Geographic Region exceed or are in conflict with the requirements specified herein, the regulatory requirements take precedence and shall be complied with.

3.0 Objectives

The objective of Section 21 - Fleet Safety and Journey Management is to provide a framework to manage fleet safety and journeys being made on behalf of CPES. In our industry, motor vehicle incidents including collisions and violations occur frequently and at a much greater severity than any other type of workplace incident.

4.0 Key Policy Statements

CPES's policy on Fleet Safety and Journey Management supports the following statements:

- Comply with the governing rules, regulations and law for the jurisdiction
- Adhere to CPES's Section 21 - Fleet Safety and Journey Management
- Continuous evaluations of the FSJM program to measure performance and accountability
- An effective inspection/evaluation program requires active participation by all levels of the organization
- Training in applicable processes and resources will be provided to appropriate personnel

APPROVED: 
Aaron Karpan, President

Section 21.1 Definitions and Acronyms

Definitions

Administrative Vehicle

A position assigned vehicle for management and supervisors.

Audit

- a) **Internal-** a continuous review of the drivers file, vehicle files, and the maintenance and safety plan conducted by a designated employee of CPES.
- b) **External-** a review of the safety and maintenance plan including the drivers file, vehicle files, and all aspects of the NSC program conducted by a third-party auditor or governing body.

Aggregate (combined) Working Load Limit

The sum of the working load limits of all devices used to secure an article on a vehicle. Tie downs used to secure loads shall have an aggregate working load limit equal to the weight of the article or articles being secured. The working load limits of all the tie downs added together must total the weight of the object being secured. Example: The object weights 2,000 kg. Four tie downs with an individual working load limit of 500 kg each would be required ($500 \text{ kg} \times 4 = 2000 \text{ kg}$).

Break Strength (ultimate load)

The load or force at which the tie down fails.

Cargo Securement

Any cargo transported is contained, immobilized or secured in accordance to National Safety Code Standard 10 (this standard was created to ensure the safety of drivers, employees, and the motoring public and gives the guidelines for safely securing loads). Carriers must ensure that any cargo they carry does not shift, move or spill onto the roadway.

Carrier Profile

An overall snapshot of a company's current safety status including current Safety Fitness Rating, Operating Status and summary of Conviction, CVSA Inspection and Collision event history.

Commercial Vehicle Inspection Program

A mandatory annual vehicle inspection that ensures a NSC vehicle is mechanically safe to operate. (Public proof a vehicle is operating safely).

Commercial Vehicle Inspection Certificate

A certificate and decal provided once the mandatory inspection is completed and passed.

Driver Files

Records that must be kept for each person who is authorized to drive an NSC vehicle for the carrier.

Driver's Licence

A document permitting a person to drive a motor vehicle.

Driver's Abstract

A driving record that provides the current status of an operator's licence, lists conviction information, applicable demerit points, and suspensions.

Driver Observation

A process to observe and evaluate an operator's competency (CF-S-51).



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Due Diligence

At its simplest, this is knowing your responsibilities under the law and then taking all reasonable steps to carry them out.

Electronic Logging Device (ELD)

Electronic hardware that connects and monitors vehicle usage, often through the vehicles diagnostic port, to record driving hours and other pertinent data in commercial (NSC) vehicles.

Electronic Files

Electronic Files refers to the Nektar File Management system.

Evaluation

A process to identify gaps and opportunities of NSC file management compliance.

Exemptions

Being allowed to operate outside of the regulated boundaries.

Federally Regulated

Referring to a company operating in multiple provinces or territories, with vehicles crossing these borders.

Gross Vehicle Weight Rating (GVWR)

The GVWR refers to the maximum weight a vehicle is designed to carry including the net weight of the vehicle with accessories, plus the weight of passengers, fuel, and cargo. The GVWR is a safety standard used to prevent overloading.

Large means of containment

A means of containment with a capacity greater than 450 L (TDG Requirement).

Logbook (Federal Hours of Service) (CF-S-55)

A book which details of a trip are made, recorded, and documented.

Major defect

The condition of an item that is required to be noted, repaired, and signed off prior to the operation of the vehicle.

Minor defect

The condition of an item that does not impact the safe operation of the vehicle.

National Safety Code (NSC) regulated vehicle

Commercial vehicles (truck or truck/trailer combinations) registered for a combined weight of more than 4500kg.

Non-Regulated National Safety Code (NSC) vehicle

A fleet vehicle with a registered weight of under 4500kg.

Proof Test

A manufacturer performed test on a product to detect defects in the product.



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Record of Duty (CF-S-55C)

An exemption that allows a driver to fill out a record of on and off duty time for the day providing; they meet all the conditions of the exemption.

Regulatory Compliance

Conforming to a rule, such as a specification, policy, standard, or law.

Safety Fitness Certificate

A province specific certificate that contains the National Safety Code (NSC) number which is the unique identifier for each commercial operator.

Small means of containment

Means a means of containment with a capacity less than or equal to 450 L (TDG Requirement).

TARE Weight

The empty weight of the vehicle with no load.

Tie Down

A device used to secure a load to a vehicle and includes but is not limited to, chains, cables, and webbing.

Trip Inspection (previously identified as a pre-trip inspection)

Trucks and trailers inspected in accordance with NSC Standard 13, Part 2, Schedule 1, which are completed every 24 hours.

Working Load Limit (WLL):

The maximum load assigned by a manufacturer that may be applied to a tie down or component during normal service.

Acronyms

AMVIR: Access to Motor Vehicle Information Regulation

CVSA: Commercial Vehicle Safety Alliance

CVIP: Commercial Vehicle Inspection Program

DL: Driver's Licence (Operator's Licence)

FSJM: Fleet Safety and Journey Management

GVW: Gross Vehicle Weight

GVWR: Gross Vehicle Weight Rating

HOS: Hours of Service

HSEMS: Health Safety Environment Management System

MVID: Motor Vehicle Identification Number

NI: Needs Improvement

NSC: National Safety Code

NVIS: New Vehicle Information Statement



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Definitions and Acronyms

PM: Preventative Maintenance

SWP: Safe Work Practice

TEFU: Tax Exempt Fuel User

VIN: Vehicle Identification Number

WLL: Working Load Limit



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Roles and Responsibilities

Section 21.2 Roles and Responsibilities

It is the responsibility of all CPES personnel to ensure that, relative to their role, adherence to regulations, documentation, inspections and maintenance, are conducted and supported effectively on behalf of CPES.

1. Operator Responsibilities

It is the responsibility of each operator of a CPES vehicle to:

- Maintain a valid operator's licence. Operator's licence must have the correct class, for vehicle being driven. Know what your endorsements, restrictions, or conditions are for your operator's licence. Current abstract must meet CPES's requirements.
- Be familiar and comply with all applicable traffic and motor vehicle regulations and the requirements of the CPES Fleet Safety and Journey Management Program.
- Participate in required evaluation and training as per program requirements.
- Operate vehicle(s) in a professional, defensive, and courteous manner, on all road types and according to weather conditions.
- Assess the risks of each journey and implement a journey management plan.
- Ensure that all necessary documentation, permits, emergency, and safety equipment are in the vehicle.
- Ensure your load is secured and checked before leaving and at specified intervals throughout the journey.
- Ensure you have knowledge of the cargo (product) you are hauling, have copies of Safety Data Sheets (SDS), and be familiar with emergency procedures.
- Complete a Vehicle Walk Around before moving the vehicle.
- Perform and document inspections applicable to the non-NSC or NSC regulated vehicle being operated.
- Comply with driving National Safety Code (NSC)/Federal Hours of Service (HOS) legislation.
- Report personal fatigue to supervisors (SWP 23 Fatigue Management)
- Report any changes or violations regarding your driver's licence to your supervisor immediately. Traffic fines are the sole responsibility of the operator.
- Inform your supervisor if you are not familiar with a particular type of motor vehicle prior to operating.
- Maintain a clean and safe vehicle at all times.

2. Supervisor Responsibilities (Foreman)

It is the responsibility of each supervisor to:

- Comply with regulatory requirements and the established Fleet Safety and Journey Management Program. Initiate corrective measures as required to ensure the system is functional and effective.



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- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership regarding compliance with regulatory and company standards.
- In conjunction with Superintendents and Managers; ensure the vehicle and/or equipment selected is suitable for the intended task.
- Recognize the signs and manage fatigue.
- Ensure the selected driver has approval to operate the unit, has the necessary experience and is in proper condition to operate the unit or perform the task.
- Communicate program requirements to employees at all levels in the organization and hold individuals accountable for compliance to Fleet Safety and Journey Management program requirements.
- Ensure all transport operations and supporting activities are performed within the framework of regulatory requirements and CPES policies. Monitor day-to-day activities and requirements (e.g. logbooks, inspections, TDG requirements, valid licences, journey management - hazard assessments, etc.). Acknowledge and commend compliance, and correct identified deficiencies with drivers.

3. Line Management Responsibilities (Superintendents and Managers)

It is the responsibility of line management to:

- Ensure the required documentation is obtained from applicants, confirming the individual(s) are in compliance with demerit point requirements and possess the appropriate licence class for the vehicles to be driven.
- Ensure FSJM district Approved Driver Lists are maintained; active and inactive for both non-NSC and NSC regulated operators.
- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership.
- Comply with the Fleet Safety and Journey Management Program. Initiate corrective measures as required to ensure the system is functional and effective.
- Ensure new driver evaluations take place and communicate requirements and Fleet Safety and Journey Management Program expectations to new employees before they are permitted to drive company vehicles.
- Ensure driver evaluations are completed. If a driver does not pass their evaluation, they do not drive a CPES vehicle.
- Conduct periodic inspections of transport activities. Communicate program requirements to employees at all levels in the organization and hold individuals accountable.
- Supervisors and Managers need to recognize fatigue in their workers and take steps to manage it. Monitor day-to-day activities and requirements (e.g. logbooks, inspections, journey management - hazard assessments, Transportation of Dangerous Goods (TDG) requirements, and valid licences, etc.).



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- Ensure vehicles are monitored for compliance to CPES expectations. Provide feedback to employees that recognizes both safe and at risk driving behaviors using not only the speed and location monitoring but also the various reports available to them.
- Review the driver behaviour, comment or correct as necessary.

4. Fleet Safety and HSE Department Responsibilities

It is the responsibility of Fleet Safety and HSE department to:

- Support Operations in the development and facilitation of the Fleet Safety and Journey Management Program, ensuring the purpose and scope of the system is understood by applicable employees.
- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership with feedback.
- Act as a resource to Operations regarding compliance to transport standards, regulatory requirements and Fleet Safety and Journey Management Program.
- Communicate with provincial agencies on an as-needed basis to ensure guidelines and practices are in compliance with regulatory requirements.
- Provide support and/or coordinate required training to ensure drivers are knowledgeable with transport regulatory requirements and CPES's best practices (Transportation of Dangerous Goods (TDG), Hours of Service, Daily trip Inspection Requirements, Cargo Securement, etc.).
- Distribute and review carrier profile reports, drivers' abstracts and monitor trends such as vehicle collisions, hours of service compliance, and daily trip requirements. Address non-conformances with applicable managers and employees biannually or as required. Ensure documentation of corrective actions is appropriately filed.
- Review and communicate driving performance information, trends, and improvement initiatives throughout the organization.
- Assist Operations in establishing vehicle incident and collision improvement targets.
- Advise and notify Operations of changes to regulations and company procedures.
- Monitor compliance to the Fleet Management and Safety Program. Conduct field visits, audits, and evaluations to confirm that program requirements are being complied with. Coordinate the development and implementation of revisions to promote continuous improvement of the program.

5. Driver Evaluators

It is the responsibility of driver evaluators to:

- Evaluator must hold a supervisor level or higher position within the district and a valid driver's licence.
- Be familiar and comply with all applicable traffic and motor vehicle regulations and all requirements of the CPES Fleet Management Safety and Journey Management Program.
- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership with feedback.



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- Possess strong interpersonal skills and portray an attitude of interest in the applicant being evaluated and insist on proper behaviors and procedures during assessments.
- Demonstrate the ability to communicate clearly and to convey regulatory and Fleet Management Safety and Journey Management Program requirements to other employees and specifically to those being evaluated.

6. Senior Management Responsibilities (Executive, Vice President, General Managers)

- Assume accountability for the implementation of the Fleet Safety and Journey Management Program.
- When operating a vehicle, riding as a passenger, or observing the driving behaviors of other employees who are driving, set a good example regarding driving performance and demonstrate leadership.
- Appoint an individual(s) to manage the overall safety and training requirements of transport operations.
- Ensure adequate resources are available and appropriately delegated to facilitate the ongoing development, improvement, implementation, and evaluation of the Fleet Safety and Journey Management Program.
- Demonstrate commitment to the Fleet Safety and Journey Management Program by participating in program activities such as promotion, communication, recognition of positive responsible driving behavior, and ensuring corrective actions are applied as required.
- Set vehicle incident/collision improvement targets and measure the vehicle operating performance of all drivers.
- Ensure Fleet Safety and Journey Management Program responsibilities and duties are clearly communicated at all levels in the organization and hold individuals accountable to those responsibilities. Ensure that these accountabilities and, responsibilities are clearly defined and understood by Managers, Supervisors and Staff.
- Review driving performance information and the results of incident investigations in order to identify trends and opportunities for improvement to the Fleet Safety and Journey Management Program.



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Driver Selection, Qualification and Evaluation

21.3 Driver Selection, Qualification and Evaluation

1. Selection

Selecting drivers that have the required abilities, skills, experience, and attitude are the most important control measures CPES has in maintaining an effective Fleet Safety and Journey Management Program.

As part of the application for employment, a driver record (abstract) must be submitted by all applicants that may drive on behalf of the CPES. The applicable manager or designated recruiter will review the applicant's resume and application for employment to ascertain suitability for the position. The manager or designated recruiter will ensure the applicant:

- Provides a current 5 year commercial drivers abstract (within 30 days) at the pre-employment applicant's expense.
- Has a valid driver's licence for the type and size of vehicle to be operated.
- Provides a completed application or resume of the past three years (minimum) employment history and which shows three years of relevant driving experience.
- If in possession of a Graduated Driver's Licence (GDL)/ New Driver, they must have no more than 3 demerits (based on demerit point system in place for the applicable provincial jurisdiction) and are allowed to drive a CPES vehicle within the conditions of the GDL program. If more demerits are on the abstract a consent must be on file from the Vice President or the Business Unit
- For an unrestricted operator's licence, no more than 6 demerits (based on conviction point system in place for the applicable provincial jurisdiction). If more demerits are on the abstract a consent must be on file from the vice president of the business unit.

Failure to meet one or more of the above noted standards shall disqualify a pre-employment applicant from operating a vehicle on behalf of the CPES without the approval of the respective Vice President. All documentation is to be held in the electronic driver files, held in the Nektar file management system.

2. Evaluation Requirements

All potential applicants shall be assessed their competency (abilities, skills, knowledge of regulations and demonstrated driving behaviors or maturity) to drive a particular vehicle (type/configuration) prior to being assigned to work in a driving role.

The driver evaluation shall be performed by a designated individual or the designated employee who has been assigned to work with the applicant. Although the driver competency process can be modified to meet the specific regulatory requirements and/or operating practices, the process shall incorporate the following:

- Applicable documentation (licence, vehicle documentation and training certificates) shall be available and reviewed by the evaluator.
- Applicant must demonstrate the ability to perform and record a vehicle trip inspection.
- Applicant must demonstrate knowledge of vehicle dimensions, allowable load limits and ability to properly secure the load.
- Applicant must demonstrate driving skills (steering, signaling, reversing, turning, passing and following, shifting, speed as per conditions and limits, traffic lights, road regulations, parking). Utilize CPES CF-S-51 Driver Observation Checklist.



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Driver Selection, Qualification and Evaluation

- Applicant must demonstrate acceptable driving behavior (considerate, even tempered, etc.). Note that driving behavior is utilized to provide insight as to the applicant's driving attitude.
- Applicant must demonstrate off highway driving skills.
- Applicant must demonstrate understanding of driver vehicle maintenance requirements.

Annual driver evaluations may be required if concern of demerits, suspensions, incidents or performance is identified. Utilize CF-S-51 Driver Observation Checklist to complete evaluation.

3. Evaluation Process

Step 1. The evaluator will review the expected sequence of actions in order to complete the evaluation with the applicant.

Step 2. Perform the evaluation utilizing CF-S-51 Driver Observation Checklist.

Step 3. Upon completion of the evaluation, the evaluator shall complete the Driver Observation Checklist, review it with the driver and submit it to the applicable manager with recommendations.

Step 4. Recommendations can be that the applicant:

- **Pass** – Demonstrated required skills, is suitable to drive the selected type of vehicle without additional driver training;
- **N/I** – Needs Improvement, requires additional training and re-evaluation; or
- **Fail** – contravened standards or practices, is not suitable for a driving role and should be considered for non-driving duties.

Step 5. As per CPES Procedure Manual 6-26, drivers who pass the driver evaluation shall be added to the Approved Drivers List.

4. Orientation and Training

Once the evaluation process has been completed, the individual participates in the CPES New Worker Orientation program. In addition to the CPES New Worker Orientation, CPES drivers will be orientated to Section 21, Fleet Safety and Journey Management and other relevant elements of the CPES Health Safety Environment Management System (HSEMS) and Safe Work Practice (SWP).



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Section 21.4 Driving Rules and Requirements

- Drivers must comply with all regulatory and jurisdictional traffic and vehicle requirements.
- All vehicles shall be operated in compliance with applicable Transport Regulations and traffic laws/regulations, Occupational Health and Safety Regulations, Transportation of Dangerous Goods, and CPES Fleet Safety Program and Journey Management rules and requirements.
- Safe Work Practice SWP-28, Driving and Journey Management provides guidance and expectations for drivers of CPES vehicles.
- Accidents, convictions, and vehicle inspections resulting in violations impact CPES's Risk Factor Rating in the Carrier Profile. If the R-Factor reaches Stage 1 monitoring, CPES's ability to operate as a motor carrier may be impacted.
- Vehicles will be equipped with winter tires based on provincial requirements.
- If a driver/operator receives a fine or warning ticket involving the operation of a CPES vehicle, the driver shall notify his Manager/Supervisor of the infraction immediately and forward a copy of the violation or warning ticket to the manager. The manager will ensure a copy is placed into the driver's file.
- Drivers are responsible to pay costs arising from violations of transportation and traffic laws/regulations. Refer to Procedures Manual 5-29 Employee Traffic Violations for additional details.
- Drivers are required to comply with the inspection requirements and inspection schedules. Any condition that affects the safe operation of the vehicle must be noted on the trip inspection form and corrected prior to use. If the condition is such that the vehicle must be taken out of service, notify the manager.
- Drivers are prohibited from transporting *firearms and explosives, including fireworks, acquired for personal use.
- Picking up hitchhikers is prohibited unless in an emergency situation.
- When an operator is exposed to traffic, coveralls with retro-reflective stripping or a high visibility traffic vest shall be worn.

1. Response to Motor Vehicle Collisions

CPES understands the timely reporting of incidents, physical losses, substance releases, and violations, is extremely important for the safety of its employees, contractors, and the public. Employees will report all incidents to management immediately. Timely reporting of incidents will ensure our employees receive medical treatment and the corrective measures needed to prevent future incidents. **Section 10** of this manual provides direction and expectations for Incident Management, Investigation and Follow-up.

2. Alcohol and Drug Policy

All employees and contract employees are required to comply with the CPES Alcohol and Drug Policy. Do not drive a vehicle if you are under the influence of alcohol or drugs (illicit or prescription).

The use, possession, transfer or sale of alcohol and/or illicit drugs, or drug related paraphernalia by CPES employees, contractors and visitors while in company vehicles (owned, leased or otherwise operated) is prohibited. The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.



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3. Seat Belts and Restraints

All authorized drivers, while operating or travelling as a passenger in company vehicles must always wear a seat belt. The number of functional seatbelts in the vehicle determines the maximum number of occupants.

4. Vehicle Safety Equipment Requirements

All CPES vehicles travel on both public and private roads and must be equipped to manage conditions and or emergency they may encounter. The following items must be equipped in the vehicles prior to any journey:

- A fire extinguisher, mounted in the vehicle with minimum rating of 5lb ABC for non-regulated vehicles and 20lb ABC for regulated vehicles
- A traffic safety vest for each occupant or coveralls with retro-reflective stripping
- Where required by regulations and where deemed necessary to control an identified hazard, CPES vehicles with diesel engines shall be equipped with a positive air shutoff
- All field vehicles shall be equipped with functional back-up alarms
- Spare tire, jack and wheel wrench
- Advance-warning safety triangles
- An adequately stocked first aid kit, a minimum of Alberta #2 or equivalent
- Booster cables
- Spill kit - if required

5. Suggested items required for winter conditions

- Suitable snow shovel
- Long-handled windshield scraper with brush for snow removal
- Safety candle and matches
- Tow straps with a breaking strength rated at least twice the vehicle weight and properly rated clevis (with a drop forged with screw pin). Review Safe Job Procedure 19 – Towing prior to any towing activity
- Suitable winter clothing (e.g., parka, winter boots, mittens, etc.)
- Sleeping bag or blankets
- Emergency food
- Extension cord

6. Emergency Response Planning

The ability to respond to an emergency situation or incident depends on our preparedness and emergency action plan.

In the journey planning process, emergency response planning must be given adequate consideration so we are able to respond to all emergencies.

When determining the potential emergency response requirements for a journey, answer the following questions to assist you in making your decision:

- Have hazards sources been identified, assessed and controls implemented (HIAC)?
- Are Employees trained in first aid?
- Are employees trained in injury/incident and emergency response?
- Are Environmental Spill kits available?



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Driving Rules and Requirements

- Is required emergency response equipment available?
- Is emergency contact information available?
- Is an adequate communication system available



21.5 Vehicle Monitoring

1. Vehicle Location and Behavior Monitoring

Driving performance, journey management, and the prevention of collisions and incidents are critical to the success of CPES. Technology allows organizations to monitor performance and plan effective journey management.

The benefits of planning journeys and effectively managing transport activities ensures the safety of CPES workers and the general public. This technology will also improve efficiency which will result in profitability. Other benefits include; reduction in idling to decrease the environmental impact and act as a theft prevention deterrent.

CPES has installed GPS monitoring equipment in all CPES Vehicles and has set defined parameters for vehicle monitoring, which is subject to change based on operational requirements.

2. GPS Monitoring Information Management

It is the responsibility of the applicable managers and supervisors to ensure that each vehicle under their control is monitored for compliance to CPES expectations. The technology allows managers to provide performance feedback to their employees and teams and to recognize both safe and at risk driving behaviors.

The applicable manager has the primary responsibility with the support of the HSE Regional Lead and/or team.

The technology also provides immediate feedback to the drivers of CPES vehicles and the driver has the responsibility to ensure they comply with posted speed limits and CPES standards for use.

3. Vehicle Location and Working Alone

Workers who are required to work and travel alone to must have an effective means to communicate with CPES supervisors. **Safe Work Practice SWP-21, Working Alone** for additional guidance.

Tampering and altering of installed equipment is prohibited, and may be subject to disciplinary action.

To ensure workers who are required to travel alone to remote locations have an effective means to communicate with CPES supervisors, CPES trucks will be equipped with approved cellular or radio communications, in addition to the GPS monitoring technology. **Safe Work Practice SWP-21, Working Alone** provides additional guidance and expectations.



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General Inspection and Maintenance

Section 21.6 General Inspection and Maintenance

Any component identified as needing repair and/or maintenance will be serviced as required. **The records documenting the inspection and maintenance will be scanned and retained in the assigned vehicle file.** CPES will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Table 1 – Guideline to CPES Vehicle Inspections

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Inspection	Non-NSC – Field	Per Use	Complete electronic Vehicle Pre-Start Inspection checklist (CF-S-47). Report all defects. Complete a Walk Around Prior to operation of vehicle
	Non-NSC – Admin (Assigned Vehicles)	Per Use	Complete a Walk Around Prior to operation of vehicle
	NSC	Every 24 Hours & Per Use	Complete electronic Daily Trip Inspection (according to NSC Standard 13, Schedule 1). Report all defects and document all repairs. Walk Around required prior to operation of vehicle.
	Trailers	Every 24 Hours & Per Use	Complete electronic Daily Trip Inspection (according to NSC Standard 13, Schedule 1). Report all defects and document all repairs. Walk Around required prior to operation of vehicle.
Monthly Inspection	Non-NSC – Admin (Assigned Vehicles)	Monthly	Complete electronic Vehicle Pre-Start Inspection checklist (CF-S-47). Report all defects.
Scheduled Maintenance (PM Service)	Non-NSC – Field	8000 kms	Electronic CF-S-36 CPES Vehicle Service Report to be completed
	Non-NSC - Admin	8000 kms	Electronic CF-S-36 CPES Vehicle Service Report to be completed
	NSC	7500 kms	Electronic CF-S-36 CPES Vehicle Service Report to be completed
	Trailers	Quarterly basis	Electronic CF-S-36 CPES Vehicle Service Report to be completed
CVIP Inspection:	NSC and Trailers	Annually	Required every 12 months before next CVIP expires.
	Van/Bus	Bi-annually	Required every 6 months before next CVIP expires



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General Inspection and Maintenance

Scheduled Maintenance (PM Service) (CF-S-36)

CF-S-36 is required to be used in all scheduled maintenance (PM Service). Any component identified as being in need of repair shall be addressed prior to going back in service. **A completed copy of CF-S-36 must be scanned and retained in the assigned vehicle file.**

The applicable Manager and/or Supervisor shall ensure:

- The repairs are completed prior to the vehicle being utilized,
- Inspection reports are filed in the electronic maintenance file for the applicable unit, and
- Documentation regarding the correction of deficiencies is included in the electronic maintenance file for the applicable unit.

CVIP Inspection

All NSC regulated vehicles and trailers must be inspected **annually** or **semi-annually** depending on the jurisdiction as specified by the regulatory requirements (Vehicle Maintenance Standards) in place for each province. The above table outlines the CPES requirements. **An original copy of the CVIP is required in the applicable vehicle; a copy is also required to be scanned and retained in the assigned vehicle file.**

The CPES Procedure Manual, Procedure 6-9 Repairs & Maintenance of Heavy Equipment, Trucks, Trailers, and Vehicles provides the expectations and standards that must be followed.



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Non-NSC Vehicle Requirements

Section 21.7 Non-NSC Vehicle Requirements

1. Training Requirements for Drivers of Non-Regulated Vehicles

All applicable personnel involved in the management or driving of CPES non-NSC regulated vehicles are required to review the following CPES Safe Work Practices (SWP):

- SWP 04 – Cargo Securement and Trailer Use
- SWP 05 – Fire Extinguishers
- SWP 07 – Distracted Driving
- SWP 14 – Wildlife Awareness
- SWP 21 – Working Alone
- SWP 23 – Fatigue Management
- SWP 28 – Driving and Journey Management
- SWP 29 – Loading, Unloading, Hauling Equipment
- SWP 31 – Fueling
- SWP 47 – Dangerous Goods
- SWP 75 – Vehicle and Equipment Spotting

Note If an operator requires additional training a program may be provided subject to manager's approval.

2. Driving Hours

Managers and supervisors shall arrange work schedules and driving activities in order to minimize the potential for driver fatigue. This requirement applies to the drivers of both regulated and non-regulated vehicles.

3. Non NSC Document Requirements

All Non-NSC CPES vehicles are required to have the following documents:

- Vehicle registration
- Motor vehicle and liability insurance card
- Radio Licence (as per jurisdiction)
- Safety Fitness Certificate
- Vehicle Manual

4. Non-NSC Regulated – Admin Assigned Vehicle Inspections and Maintenance Requirements

The responsibility for inspecting and maintaining assigned CPES vehicles rests with the employees who operate or have been assigned to the vehicle. In the case of pool vehicles, responsibility for routine maintenance requirements shall be assigned by the Fleet Manager.

- Check the vehicle as to condition and operation of the following before starting the daily routine: tires, all lights, and horn, windshields, windshield wipers, rear - view mirrors, brakes, and steering gear, fuel, oil and coolant levels. – **Walk around**
- **CF-S-47 Vehicle Pre-Start Inspection** is required for assigned vehicle monthly as outlined in **Table 1. These inspections will be completed through our electronic fleet file management system.**
- All non-regulated company vehicles shall be maintained / serviced as indicated by **Table 1. The vendor records documenting the maintenance will be retained in the assigned electronic vehicle file.**



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NSC Vehicle Requirements

21.8 NSC Vehicle Requirements

Various acts, regulations, codes, and rules govern commercial transport activities. These are designed and implemented with the intent of protecting the public, the environment, and the highway and roadway infrastructures from incidents and accidents involving vehicles. Government legislation has built in controls, which monitor the effectiveness of each applicable law and/or regulation, as well as the performance of companies such as CPES. These controls include:

- Vehicle registrations
- Safety Fitness Certificate
- Driver licenses and qualifications
- Fines and penalties
- Insurance coverage
- Highway/weigh scale vehicle checks
- Carrier Profile

1. Vehicle Documents

As a licensed motor carrier, CPES shall ensure that all the documentation required for each jurisdiction where we travel or work, is available in the unit. The required documentation shall be provided by CPES and always retained in the vehicle and be readily available upon request. This documentation includes the following:

- Vehicle registration
- Trailer registration
- Motor vehicle and liability insurance card
- Radio License (as per jurisdiction)
- Valid CVIP inspection certificate and decal (unit and trailer)
- Safety Fitness Certificate
- International Fuel Tax Agreement (if applicable)
- Hours of Service (functioning ELD and paper log as a backup)
- Driver's Guide to the ELD Drive App
- Driver's Guide to ELD Data Transfer, Roadside Check
- ELD Malfunction Guide
- Most recent Trip inspection (current shift)
- Overweight/over dimensional permits (as required for applicable units)
- Transportation of dangerous goods documentation, training certificate, and permits as required by regulation for applicable loads
- Picker Crane Certification and Load Charts (as required for applicable units)
- Vehicle manual

It is the responsibility of the applicable managers and supervisors to ensure each vehicle under their control is properly licensed and the current and correct documentation is available for each vehicle or unit.

2. Training Requirements for Operators of NSC Regulated Vehicles

All applicable personnel involved in the management or driving of CPES **NSC Regulated vehicles** are required to participate in FSJM (NSC) training in Bistrainer, or also accessible manually on the Compass, Fleet and Equipment page. The training required includes the following:

- A review of local regulations pertaining to the operation of commercial (NSC) vehicles.
- Inspection and maintenance requirements including electronic fleet management system and ELD.
- Training on trip inspections before and during trips.



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- Load and Cargo Securement.
- Use of vehicle road side emergency equipment.
- Hours of Service and how to properly complete a Drivers Daily log book, (paper and ELD).
- Fatigue Management.

Training for the above must be provided by an approved and qualified internal Trainer/ FSJM representative.

If an operator requires additional training a program may be provided subject to manager's approval.

3. Driver Mentoring

Upon successful completion of the CPES HSE orientation and FSJM Training, the new operator will be assigned to work under the direct supervision of an experienced and qualified operator until their driver evaluation is complete. The driver evaluation will be completed utilizing CF-S-51

4. Driver Observation Checklist

The new operator will be expected to complete an adequate number of trips with the experienced driver. At a minimum, a new operator must ride as a passenger for the first trip and be evaluated for a minimum of one trip as well.

Annual driver evaluations may be required (increase in demerits, suspensions, incidents, etc.) completed for all drivers utilizing CF-S-51 Driver Observation Checklist.

5. Fatigue Management

The purpose of the Fatigue Management System is to ensure management, supervisory personnel, and Operators understand what fatigue is and how extended hours or consecutive days of work can affect fatigue. It will also help to understand the proper proactive methods of effectively dealing with operator fatigue; this will include awareness of and response to fatigue issues in the workplace.

Safe Work Practice SWP-23, Fatigue Management provides additional guidance and expectations for drivers of CPES vehicles.

Drivers, Supervisors, Superintendents, and Managers are to apply good fatigue management practices, which include the following:

- understanding and using effective Journey Management practices when planning and conducting travel
- utilizing time off duty to obtain suitable rest
- planning for suitable rest and eating periods
- utilizing motels, hotels, and camps to reduce travel distances
- practicing effective nutritional habits to reduce fatigue
- communicating with customers on location to utilize any available accommodations
- communicating with their Superintendent as early as possible when approaching the end of available hours to assist in planning for other crews and equipment

6. Hours of Service

New legislation became effective January 1, 2023 mandating the use of Electronic Logging Devices (ELD). Hours of Service Regulations are in place to reduce the number of vehicle incidents in which operator fatigue is a factor. These regulations limit the time a NSC regulated operator can be on duty and/or driving. Operators and companies who are in violation can be penalized.

CPES will train operators on hours of service through Bistrainer as well as in-house FSJM Training. A record will be maintained in each driver's file showing the operator has been trained.



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CPES will evaluate each type of record for proper completion. Hours of service logs shall be reviewed during training and on an ongoing basis. This review applies to all NSC regulated drivers. Management, HS&E staff, and applicable supervisors shall verbally assess each driver's understanding of these requirements, on an ongoing basis.

7. Hours of Service Regulations - Responsibilities

Operators are responsible to:

- Follow effective fatigue management practices;
- Be familiar with and comply with the regulations (e.g., do not exceed 13 hours of driving time and/or 14 hours of on-duty time in a day);
- Follow their supervisor's instructions when relieved of duties regarding the use of off duty status during the work shift;
- Know how to fill out their log books properly (ELD or paper);
- Keep a daily log recording their hours of service;
- Record the hours of service accurately;
- Have only one daily log for any calendar day;
- Keep their logs updated to the last change of duty status;
- Have in their possession the drivers log form for the current day;
- Have available access to view logs for the proceeding 14 calendar days;
- All logs shall be submitted to their home district daily or as shift end prior to days off if paper was used for a backup.
- Each district will transfer ELD logs to the drivers electronic file monthly
- Retain the carbon copies (yellow) of paper logs for at least 6 months from the day written;
- Produce the logs when requested to do so by an enforcement officer;
- Notify their Supervisor or Manager of any Hours of Service violations issued to them; and,
- Not drive a commercial motor vehicle if they are the subject of an out-of-service declaration.
- Not operate a commercial motor vehicle while their ability or alertness is impaired.

Business Unit Management (Managers and Superintendents) is responsible to:

- Be familiar with the regulations;
- Facilitate the review process of driver's logs (paper and ELD);
- Ensure review records are maintained;
- Ensure the logs are saved to the driver file on a monthly basis;
- Forward any Hours of Service violation tickets to the HSE department and file in the electronic driver files;
- Review and provide coaching on any Hours of Service violations with the employee;
- Coordinate driver/operator activities;
- Relieve drivers/operators from duty in order to make use of available off duty status opportunities that may occur during the work shift (i.e.: standby on location, onsite accommodations)

8. Hours of Service Regulations – Log Book Requirements (Paper and/or ELD)

All authorized drivers must complete daily logs for every calendar day they are employed by the company. Note all applies to the new ELD legislation that states paper logs can be used in the event of malfunction. The following information provides a brief summary for what must be included in a daily log:

Each logbook sheet must indicate:

At the beginning of the day:

- Date;



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- Name of driver
- Name of the co-driver (if applicable)
- Odometer reading
- Commercial vehicle unit/licence plate number
- Name of the carrier
- Address of the home terminal

During the day:

The location of the driver each time their duty status changes, as that information becomes known.

End of day:

- total distance unit was driven for the day; (excluding the distance driven if used for personal use)
- odometer (if applicable) reading at the end of the day
- driver's signature

The graph section (duty status) of each logbook sheet must indicate:

- a vertical line to indicate each change of duty status
- a horizontal line to indicate the length of time spent in the duty status
- the total number of hours spent in each duty status (on-duty time, off duty time, driving time and off duty sleeper berth time), which collectively must equal 24 hours

The Remarks section of each logbook must indicate:

- name of the nearest city, town, village, or location on a highway followed by the name of the province, territory, or state where each change in duty status took place
- off duty time that qualifies as stand by or waiting time
- declaration of deferral of off duty time, indicating Day 1 or Day 2 (if following Cycle 1 or Cycle 2)
- declaration of any emergency situations or adverse driving conditions that caused the driver to exceed the driving time and total hour limits

Drivers who have been off duty for several days may record their daily log information for multiple off duty days on a single paper log book page, provided that:

- The log page is fully completed with all applicable/required information (e.g. driver name, addresses for home terminal and principle place of business, total hours for each duty status, total hours in the day, cumulative cycle or Oil Well Service Vehicle Permit, start time of the day if other than midnight, driver signature, etc.)
- The information on the log is legible and accurate
- The days referenced as off duty are consecutive dates; and
- The log page does not include information for a day that shows any duty status other than "off duty time other than time spent in a sleeper berth" (i.e. the days off can't be shown in the remarks section of a log completed on the first day the driver is back on duty)

9. Hours of Service Regulations – Monitoring Hours of Service and Logbook Compliance

Section 87 of the Commercial Vehicle Drivers Hours of Service Regulations specifies the motor carrier is required to:

- Monitor compliance with Hours of Service regulations
- Implement remedial actions when non-compliance is determined

CPES has two options to satisfy the requirement to monitor driver log book compliance:



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- Option 1: An internal process where assigned employees complete the review, documentation & follow up processes
- Option 2: A third-party provider that has two parts:
 - Internal collection, submission, tracking, storage of logs, and driver audits and follow up with the drivers who were audited
 - A third-party auditor to monitor compliance, provide driver and management reports

Option One (1) Internal log book monitoring process:

CPES will monitor the compliance of each driver with the Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313). During the monitoring process, CPES will address all fatigue-related violations found in these records. Hours of service violations that are "fatigue-related" include:

- False records (identified using independent supporting documents)
- More than one record for each day
- Missing records (every day must be accounted for)
- Records not current to the last change of duty status
- Driving over any hour limits specified in regulation
- Drivers not meeting off-duty requirements or taking time breaks as required by regulation
- Using the 160-kilometer radius exemption when the driver does not meet all specified criteria

CPES will adopt the following approach when reviewing driver records for hours of service violations:

- Assign a person to be responsible for monitoring, taking remedial action when violations are found, etc.
- This person should also be responsible for ensuring they and other applicable employees have the necessary skills and knowledge to accurately analyze hours of service records and the authority to correct any violations found during the review.
- Verify that all authorized drivers have a record for every calendar day (including days off and holidays)
- Verify all authorized drivers understand and apply the appropriate hours of service regulations
- Check all authorized drivers for form and manner violations. This includes checking for name, address, date, daily hour totals, and odometer readings on the record
- Use independent supporting documents (that cannot be created or modified by the driver) to verify the accuracy of each driver's records. Supporting documents may include fuel receipts, bills of lading with shipping times, GPS records, or meal/hotel receipts, toll receipts, etc.
- Check recently trained drivers and drivers with a history of violations more often. Regularly check these drivers until the company is satisfied they understand and apply the appropriate hours of service requirements
- When violations are identified in a driver's records, take appropriate remedial action. All action(s) taken must be documented in the driver's file and must include the date the violation was identified and date issue was addressed
- Prepare a monthly report of your findings and any corrective action(s) taken. Retain all reports for the current year and the preceding 4 years.

The report should include a calculation of each driver's Fatigue Violation Rate (FVR) and of the company's overall FVR using the formula below:

$$FVR = (\text{Number of days with 1 or more fatigue-related violations} \times 100\%) / \text{Total number of days checked}$$

The report should also include a calculation of every driver's Form and Manner Violation Rate (FMVR) using the formula below:

- $$FMVR = \text{Number of days with 1 or more form and manner violations} \times$$



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- 100% Total number of days checked
- It is recommended that carriers with one to ten drivers check every driver at least once a month for hours of service violations
- Carriers with more than ten drivers should check at least ten drivers plus 10 per cent of the remaining drivers monthly. For example, a carrier with 30 drivers would check 10 drivers plus 10 per cent of the remaining 20 drivers, for a total of 12 drivers each month. In a larger company, every driver should be checked for hours of service compliance at least once annually

Option Two: Using a Third-Party Auditor

Internal (CPES) required activities:

Each Business Unit is responsible to establish and maintain processes to meet the following requirements:

1. Collect and sort driver's logs by driver.
2. Select the logs to be audited by the third-party audit service using the following criteria:
 - new drivers for the first month of driving, and the third month after driver certification
 - a minimum of 10 % average per month of the drivers logs not including new hires in the district for 1 complete work rotation per year, selected on a random basis,
 - unsatisfactory audits are to be re-audited for a second work rotation after the deficiencies are reviewed with the driver within 3 months
 - Submit a minimum of 21 days of logs and supporting fuel records for each driver selected to be audited to the third-party auditor.
 - If less than a month of logs are submitted identify the days of logs submitted to the auditor
3. File the review documentation from the third-party auditor as a satisfactory or requiring follow-up audit.
 - Retain audit documents for a minimum of one year including:
 - Copy of signed driver letters including any corrective actions taken
 - Management reports
 - Review the drivers' letters with the driver to:
 - agree to and document corrective measures or,
 - recognize positive performance
 - Implement corrective action plans with the driver/operator or supervisor as required. Corrective actions should be progressive based on the severity & frequency of deficiencies such as:
 - job performance coaching and/or retraining
 - Apply discipline policy as required
 - Logbook reviews that identify no deficiencies provide District Operations Management with an opportunity to recognize and reward the driver's positive performance.
 - Develop and maintain records for 2 years that track the:
 - logs submitted;
 - driver reports reviewed with drivers; and,
 - drivers requiring a follow up audit.

Forward completed logs to the central storage facility (Calgary) before the end of the next month on the logs. CPES must keep the completed logs on file for a minimum six-month period at the designated storage location.



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Third Party Auditor Process

1. The third-party auditor audits the drivers log books for compliance to the Hours of Service Regulations, and cross-references the logs with information from fuel records and GPS for further clarification.
2. For the log book audit, tolerances and variations between the log sheet and GPS information include the following:
 - Shift cycle - if the shift cycle is not indicated.
 - Falsification of logs - if the total driving time recorded on the log is 45 minutes less than the time in the GPS system, the log is considered to be a falsification.
 - Change of duty status- a variation of ± 29 minutes is the maximum allowable variance from the driving start and stop time indicated in the GPS report before the log will be considered not up to date to the last change of duty status.

Note* Driving times under 8 minutes will not be considered a requirement to change duty status on the driver's log.

3. Each log review is assigned a severity ranking, which indicates the extent and magnitude of violations detected.
4. The auditor provides CPES with driver letters, BU management summaries and a company compliance report.

10. NSC Regulated Vehicle Inspections and Maintenance Requirements

There are three types of in-house NSC regulated vehicle inspections, which contribute to the Fleet Management and Safety Program:

- Trip Inspections.
- Routine Maintenance Inspections.
- Regulatory Commercial Vehicle Inspections (external).

NSC Regulated Vehicle Inspections and Performed by Drivers

Drivers/operators are authorized and required to perform:

- Trip inspections
- Trip Inspections are valid for a period of 24 hours

NSC Regulated Vehicle Trip Inspections (Paper & ELD)

Performing and recording pre-trip inspections is a regulatory requirement that must be complied with. If regulatory requirements exceed or are in conflict with this subsection, the regulatory requirements take precedence and shall be complied with.

CPES requires that a copy of the Vehicle Inspection form CF-S-55 is readily available in every CPES NSC vehicle.

Prior to the start of every trip, the driver/operator is required to thoroughly inspect the vehicle or unit the individual will be driving. This process verifies to the driver/operator that the unit is road worthy and safe to drive. Note that when an operator is changing to a different unit, the inspection must also be performed and recorded. Refer to Hours of Service /Vehicle Inspection Form CF-S-55. (The CPES inspection form mirrors the components listed in NSC Standard 13, Part 2, Schedule 1).



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Following the inspection, a copy of the form is to be kept in the unit file (retained in chronological order by CPES for the month it was created and additional 6 months) and a copy is to be turned in to the Maintenance Department. In the event that deficiencies are identified in the vehicle inspection process, the Driver shall coordinate repairs with the applicable supervisor/manager prior to the start of the journey.

Training on how to properly conduct a vehicle inspection is included as part of training program and drivers must demonstrate competence in performing the inspections as specified and required. Drivers must be instructed that if a defect is identified during their work shift, the defect must be recorded in their trip inspection report and reported to their supervisor or manager.

In the case of a "major" defect this defect must be recorded and reported without delay. Major defects must be recorded and reported in a timely manner, and no later than the next required trip inspection.

When a "major" defect is repaired, the Vehicle Inspection report (CF-S-55) or other documents in which the major defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary.

The CPES Hours of Service /Vehicle Inspection Form CF-S-55 and ELD system has been designed to align with regulatory requirements and the following are included:

- Licence and/or unit number (truck and/or trailer)
- Odometer (or Hubometer) reading
- Any identified defects
- Date and time of the inspection
- Name of who inspected the CPES vehicle, and
- Name and signature of the driver

Requirement to Repair, Report and Correct Defects

All regulated NSC vehicles and associated trailers and deck equipment are subject to regular services and inspections. In addition to inspecting/servicing the "vehicle components", deck/field operations equipment is also inspected and serviced. These regular inspections are performed by mechanics/licenced technicians with assistance from the drivers/operators for each applicable unit.

The inspection is to be recorded. The applicable supervisor or manager shall ensure:

- If defects are noted during a work shift, the repairs are completed prior to the vehicle being utilized, and documented,
- If the defect is major, the repairs will be made without delay. Major defects (NSC Schedule 1) are listed in CF-S-55 and are a resource in every CPES vehicle.
- Inspection reports are filed in the maintenance file for the applicable unit, and
- Documentation regarding the correction of deficiencies is included in the unit file.

Routine Maintenance

Routine maintenance is crucial to the reliability and safety of CPES's fleet of vehicles.

CPES NSC vehicles will be serviced every 7500 kilometers. Routine Maintenance inspections shall be recorded on the CPES Vehicle Service Report (CF-S-36). Inspection schedule is outline in Section 21.6 Table 1 – Guideline to CPES Vehicle Inspections.

Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required.

The applicable Manager and/or Supervisor shall ensure:

- The repairs are completed prior to the vehicle being utilized,



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- All maintenance vendors will be provided copies of CF-S-36 to be completed.
- Inspection reports are filed in the maintenance file for the applicable unit, and
- Documentation regarding the correction of deficiencies is included in the maintenance file for the applicable unit.

The CPES Procedure Manual, Procedure 6-9 Repairs & Maintenance of Heavy equipment, Trucks, Trailers and Vehicles provides the expectations and standards that must be followed.

Regulatory Commercial Vehicle Inspection Programs (CVIP)

All NSC regulated vehicles and trailers must be inspected **annually** or **semiannually** depending on the jurisdiction as specified by the regulatory requirements (Vehicle Maintenance Standards) in place for each province. For the most part, inspection requirements (components to be inspected and extent/depth of inspection) are harmonized between the various provinces. These inspections are comprehensive and regulated through the Transportation jurisdictions that apply.

Fleet Maintenance Records – Vehicle and Drive Files

CPES has an electronic file management systems in place to monitor compliance with vehicle inspection requirements. Documentation is to be retained as outlined in Section 21.11.



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Vehicle Loading, Securing, Weight and Dimensions**21.9 Vehicle Loading, Securing, Weight and Dimensions**

Refer to SWP-29 for additional information Loading / Hauling / Unloading equipment.

The performance of a hazard identification, assessment and control (HIAC) is standard operating procedure when loading and offloading materials. A key to load securement is knowing the weight and dimensions of the load. The handling and transportation of equipment presents an increased risk when environmental conditions change (i.e., work is being carried out in adverse weather conditions, low levels of lighting, uneven terrain, ice, snow and rain). Basic safe operating guidelines include:

- Before starting to load, the driver and all individuals involved must review the task at hand. They must identify the quantity of the load, the way it is to be loaded and identify any existing conditions that may affect the safety of individuals involved. Conduct a hazard assessment using the HIAC process and form (CF-S-01).
- Ensure all individuals have, and are using, required personal protective clothing and equipment. Any person without appropriate personal protective equipment must not be allowed in the loading area.
- Individuals involved in offloading must properly access and egress work areas.
- Ensure all equipment and components used in the loading procedure are in good condition and in proper working order.
- No worker shall walk on top of an unsecured load.
- No worker shall pass between an unsecured load and moving or stationary object.
- All workers shall remain visible to the operator of the forklift, crane, etc. at all times.
- Jumping off loads or equipment is not permitted.
- Use tag lines to control suspended loads.
- Never position yourself under a suspended load.
- When load winching operations are in progress, always stay clear of the loading area where a cable or winch line could CPES you if it were to break.

1. Trailer Loading and Offloading Requirements**Loading**

- Position the trailer on a flat surface in the best possible position for loading. Do not position the vehicle/trailer near overhead power lines.
- Balance the load in order to meet regulatory requirements and to ensure stability/safety during transport. Ensure the type of load and its positioning matches the configuration of the vehicle/trailer being used.
- Taking into consideration the type and placement of the load in relation to the vehicle configuration, the driver must determine whether blocking and/or bracing is required to assist in stabilizing the load.
- Determine if the load requires deck pins, corner boards, bullpen, tarp, etc.
- Secure the load with the recommended tie down(s) using the appropriate method.

Offloading

- Before starting to offload, the driver and all individuals involved must review the task at hand. The driver shall review the proper and safest offloading procedures along with any helpers. They shall identify any existing hazardous conditions that could affect worker safety and take whatever actions are necessary to control or eliminate the hazards.



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- Position the trailer on flat surface in preparation to begin the offloading procedure. Do not position the vehicle/trailer near overhead power lines.
- Using extreme caution, begin to remove tie-downs from the load. Remove securing devices from the center of the load first and then from the ends of the load.
- Begin offloading in the reverse order of loading.
- Once the entire load has been safely offloaded from the trailer and the load has been secured, the driver may now proceed to clean up any debris off the trailer. Secure all blocking bracing, put tie downs into storage, and safely exit the location.

2. Cargo Securement

General Requirements

- Items not permanently affixed to CPES vehicles will be carried in secure compartments, securely fastened, or covered to prevent the items/materials from falling off the vehicle.
- Improperly loaded and non-secured cargo can be a danger to yourself and others. Your vehicle can be damaged because of overloading. Improperly loaded cargo can adversely affect the handling and steering of the vehicle. Loose cargo can cause injuries, damage to your vehicle or others in the event of a sudden stop, evasive maneuver or a collision. Additionally, injuries and losses can be incurred because of loose cargo and objects falling off the vehicle and striking third parties during transport.
- Whether or not you loaded and secured the cargo yourself, as the driver you are responsible for:
 - inspecting your cargo;
 - recognizing overloads and poorly balanced loads; and
 - ensuring your cargo is securely tied down and/or covered as required.
 - inspect the vehicle to confirm that the vehicle's tailgate, tailboard, doors, tarpaulins and spare tire, and other equipment used in its operation, are secured,
 - ensure that the cargo does not interfere with the driver's ability to drive the vehicle safely, and
 - ensure that the cargo does not interfere with the free exit of a person from the cab or driver's compartment of the vehicle.

Checking Loads during Transport

- When planning, your trip allow sufficient time and schedule stops to assess/re-assess the securing of your load.
- Stop at required intervals to inspect your load and to ensure securing devices are not loose and are properly tensioned. Required intervals are when there is a change in the duty status of the driver, the first 80 kilometers of your trip, and at a maximum of every 3 hours or 240 km.
- These inspections are to be recorded on the "Driver's Daily Log" for the journey.

Load Security Regulations

In many jurisdictions, regulations specify that cargo being transported on public roads must remain on or with the transporting vehicle under all conditions that could reasonably be expected to occur during normal driving and when a driver is responding to emergency situations short of a collision.

- All cargo must be secured. Load securing devices must be used in accordance with manufacturer's specifications.



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- To determine the method of securing a load by tie downs, the vehicle driver must satisfy two requirements:
- The load must be secured by not less than the minimum number of tie downs.
- The (aggregate) safe working load of the tie downs must not be less than the mass of the load secured.

Table 2 – Tiedown Requirements

Minimum Number of Tiedowns for each <u>Unblocked</u> Article			
Weight of Article	1,100 lbs. (500kg) or less	More than 1,100lb (500kg)	
Length of Article	Up to 5 feet (1.52 metres)	Up to 10 feet (3.04 metres)	Longer than 10 feet (3.04 metres)
Tiedowns Required	2	2	2 tiedowns in first 10 feet (3.04 metres) plus 1 tiedown for every additional 10 feet (3.04 metres) or any portion of 10 feet (3.04 metres).
*Unblocked article weighing 1,100lb (500kg) or less, that is longer than 5 feet (1.52 metres), must be secured using the same minimum number of tiedowns as an article weighing over 1,100lb (500kg)			

3. Aggregate Working Load Limits

- The working load limit of a tie down shall be rated at the working load limit of the weakest component of that tie down.
- Tie downs, must be capable of being tightened in transit.
- When determining aggregate working load limits, each tension portion of the tie down that is attached to the vehicle and then passes over, through, around, or is attached to the load, and is again attached to the vehicle, shall be considered as a separate tie down.
- The driver must also be aware that although the working load on the tie down used may be 2000 kg, the binding device or the anchor point may not be of the same working load limit. The portion of the tie down that is of the least working load will determine the working load limit for that tie down.

4. Ratchet Load Binders

Ratchet load binders are the preferred method of securing loads when using chains. Additionally, ratchet load binders reduce the risk of injury during operation of the binder. Position ratchet binder so it can be operated from the ground.

5. Maintenance of Ratchet Load Binders

- Routinely check ratchet load binders for wear, bending, cracks, nicks or gouges. If bending or cracks are present, do not use the ratchet load binder; turn it in for a replacement.
- Routinely lubricate pivot and swivel points of ratchet load binders and the pawl part and screw threads to extend product life and reduce friction wear.

6. Blocking and Bracing

A driver must ensure the shipment is placed in a manner that prevents movement, and or damage. The shipment must be positioned in a manner that will facilitate loading and unloading of the cargo. Blocking



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and bracing must be positioned/secured in a fashion that once tie down devices have been secured, no movement of the shipment will occur. The shipment will only be as secure as the blocking and bracing (foundation) will allow. Whenever blocking and bracing is used, the driver must ensure that the blocks or braces are of sound material.

7. Additional Load Securement Considerations

If a load is comprised of several separate articles, additional tie downs must be utilized to ensure each article is secured by:

- Cross Chain. Machinery, skidded articles and one piece articles may require cross chaining ensuring non-movement of that article while the loaded vehicle is in motion. Cross chains must be secured to each corner of the article, then pulling down to the closest anchor point opposite to the article anchor point. When correctly executed, the cross chain will create opposing forces and secure the article as one to the vehicle.
- Any attachments for machinery and/or equipment must be secured independently.
- Tarps and cargo nets are used to:
 - protect the environment, public and Company operations from a spilled or lost load.
 - protect the load from the weather.
- Utilize a tarp or cargo net if one or both of the following conditions exist:
 - The load is comprised of an aggregate material. Aggregate material meaning any collection of small articles.
 - The load is likely to bounce, blow or drop from the vehicle while in transit. If both conditions exist, then a cover is required.

8. Vehicle Weight and Dimensions

Each province creates its own transportation laws, setting the commercial vehicle weight and dimension limits that apply to the highways within their boundaries. Weight laws are regulations that restrict how heavy a vehicle and its load can be while travelling on various roadways. Width, weight, and length are also factors. The manager is responsible to communicate the applicable regulatory requirements when dealing with vehicle weights and dimensions to drivers and ensure the requirements are being complied with.

For non-typical loads, after loading and before departing, the driver shall:

- Measure the length, height, width, and scale the truck and trailer to ensure compliance with applicable regulations in their jurisdictions.
- Ensure adequate clearance of all structures and overhead power lines.

9. Permits

Each Business Unit shall ensure that they have the appropriate permits required by each jurisdiction where we travel or work should one be required.

Vehicles that exceed the maximum allowable weights or dimension may be allowed to operate if a permit is ordered. This is done for the following reasons:

- To ensure the safety and to minimize the inconvenience of the traveling public
- To protect infrastructure (roads and bridges)
- To assist in the movement of items that cannot be divided or are not economical to transport at legal dimensions



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- To establish and communicate conditions for the safe movements of a load

Ask if a permit is required. If you are unsure, engage the Business Unit Manager. If a permit is issued, read and follow the conditions. Please be aware that the load is your responsibility once the trip has been started.



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Transportation of Dangerous Goods

21.10 Transportation of Dangerous Goods (TDG)

For the purposes of this subsection, dangerous goods are defined as any product, substance, or organism included by its nature to be injurious to life or limb or the environment. Dangerous goods regulations apply to all modes of transportation including road and rail. Anyone who may have care and control of a dangerous good must comply with the applicable regulations. This includes CPES personnel and contractor employees working for CPES, who prepare shipments for transport, receive shipments, carry dangerous goods, otherwise handle dangerous goods or direct work involving dangerous goods.

In general, regulations provide for:

- Safe packaging to minimize the chance of an accidental release.
- Hazard identification in the form of labels, placards, and documentation.
- Emergency measures including emergency response planning, reporting of dangerous occurrences, and taking reasonable measures to ensure public safety.
- Appropriate TDG training

For additional information refer to SWP-33 Hazardous Materials / Products /Substances, SWP-47 Transportation of Dangerous Goods and your SDS database and/or binder for information on the products you are transporting (CPESenergy.msdsbinders.com).



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File Administration and Management

21.11 File Administration and Management

CPES uses an electronic vehicle file management system to support our fleet safety and journey management requirements. All departments that operate CPES owned, leased and/or rented vehicles classified as non-NSC and NSC regulated shall retain records as indicated in the following subsections.

1. Vehicle Files

The specifications and identification for each non-NSC and NSC regulated unit is to be maintained in the electronic vehicle file. Specific information shall include the following:

- Unit number, serial number, year of manufacture and make of each vehicle. (Registration)
- Any modifications affect the gross vehicle weight.
- Notifications of defects from the manufacturer and corrective work being done. (Recalls)
- Maintenance Records for NSC regulated units shall include:
 - Records of all inspections, repairs, lubrication and maintenance (with the record displaying the nature of the inspection, the date and the hour meter reading).
 - Document certifying repairs have been identified and completed.
 - CVIP inspections.
 - Scheduled maintenance records.
 - Vehicle inspection records.

All vehicle files shall be retained for the current calendar year and the preceding four years.

Vehicle files for non-NSC and NSC regulated vehicles that are sold and or transferred shall be retained for the current calendar year and the preceding 6 months.

The Fleet and Equipment department is responsible for monitoring the NSC regulated vehicle inspection tracking system. Fleet maintenance records shall be audited on an annual basis to ensure the record system is maintained as stipulated and that it complies with regulatory requirements.

The file management is to be maintained at the district level and supported and evaluated by the Fleet Safety team. NSC vehicle files will be audited every quarter by the district Fleet Safety team using the Business Unit – Quarterly NSC Compliance Checklist, to ensure the record system is maintained and in compliance with regulatory requirements.

2. Driver Files

Drivers' files shall be retained confidentially. These files shall be made readily available for internal and external auditing to ensure regulatory compliance.

All driver files shall be retained for the current calendar year and the preceding four years or for a longer time period if specified by regulations.

Files for Non-NSC and NSC regulated drivers shall contain the following:

- The driver's completed application for employment form including the employment history of the past three (3) years prior to work at CPES
- Copy of Driver's Licence
- A copy of the driver's abstract (dated within 30 days of the employee's hire date). If re-hired within less than 3 months, a new abstract is required
- Annual updated copies of the driver's abstract will be kept on a centralized electronic system (Calgary) and the employees file at the local office
- Record of driver's convictions of safety laws for current year and previous 4 years while driving CPES vehicles



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- A record of any administrative penalty imposed on the driver under any safety law.
- A record of any collisions reportable to a Peace Officer involving a motor vehicle operated by the driver including collisions in jurisdictions outside of Alberta
- A record of training completed with respect to the operation of commercial vehicles and compliance with safety laws
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate was issued and continuing until 2 years after it expired, in accordance with Part V1 of the Transportation of Dangerous Goods Regulation
- A copy of the driver's evaluation (CF-S-51 Driver Observation Checklist)