



HIGH ARCTIC
ENERGY SERVICES

LIFE SAVING BEHAVIOURS

INTRODUCTION

This document provides a set of life saving rules which are used in High Arctic to mitigate the risk of both health and safety related concerns in the workplace. High Arctic recognizes the value of providing clear, simple and consistent communication regarding risks in the workplace and the proper use of barriers and safeguards to protect the workforce. High Arctic has designated this Life Saving Rules program as Life Saving Behaviours. Each Life Saving rule in this document consists of a simple icon and descriptive text, with additional detailed guidance to explain why the rule is important and what aspects workers and supervisors should focus on. Each rule is also linked to controls and barriers which, if used properly, can prevent or avoid serious incidents. Life Saving Behaviours is intended to supplement and support existing company management systems, programs and policies. The rules focus on modifying worker and supervisor behaviours in the workplace by raising awareness of tasks which are most likely to result in serious injuries.

These rules apply to all High Arctic Energy Services employees; choosing to work for High Arctic means choosing to follow Life Saving Behaviours at all times.

LIFE SAVING BEHAVIOURS

The following outlines the ten Life Saving Behaviours, and their application to High Arctic Energy Services:

Icon and Primary Text

Additional Guidance



Conduct Hazard Assessments Prior to Performing Safety Sensitive Tasks

Workers are responsible for assessing both the health and safety hazards of a particular task and/or site prior to work beginning. A detailed report of the hazard assessment must be produced, with hazards assessed prior to the implementation of controls, hazard control measures outlined, and hazards assessed post the implementation of controls.

Utilizing the Hierarchy of Hazard Controls, workers must control hazards in the following order of preference:
Elimination or Substitution > Engineering > Administrative > PPE



Do not Operate Vehicles or Machinery While Distracted

Workers must not operate any equipment while distracted.

Operating equipment while distracted, particularly motor vehicles, attributes to an increasing number of serious injuries and fatalities in the industry every year. Workers must not operate handheld devices, cellular or otherwise, while operating equipment.

Icon and Primary Text

Additional Guidance



Ensure Fitness for Duty

Workers must ensure that they are Fit for Duty prior to the beginning of each work shift.

Fit for Duty concerns can be attributed to a number of factors:

1. Drug and alcohol abuse
2. Insufficient rest prior to a shift
3. Personal issues



Work Within Designated Hours of Service

Workers must ensure that they operate within designed Hours of Service.

Hours of Service regulations have been developed to mitigate the effects of fatigue on workers by limiting the number of hours that they make work or operate equipment in a given day.



Wear the Task Appropriate PPE

As part of conducted hazard assessments, workers are responsible to ensure usage of the proper Personal Protective Equipment (PPE) prior to performing a task.

Types of PPE used may include:

- safety glasses
- safety boots
- coveralls, overalls or smocks
- hard hats
- hearing protection
- standard or impact gloves
- face shield and goggles
- air respirator
- fall arrest harnesses,
- splash aprons and gauntlets
- LEL monitors
- ice cleats

Icon and Primary Text

Additional Guidance



Conduct Safety Interventions and Stop Work When in Doubt

Workers are expected to conduct Safety Interventions on workers placing themselves in situations/areas of unacceptable risk, not following QHSE Standards, or breaking Life Saving Rules. Workers are expected to refuse unsafe work and stop the job if there is any doubt in regards to the overall safety of an activity.

Safety interventions are key in having more experienced personnel prevent potential incidents and providing mentorship to inexperienced personnel. Workers have an obligation to refuse unsafe work, and will not be reprimanded for doing so. Ensuring that tasks have had proper mitigation of risk prior to undertaking is the responsibility of all workers.



Ensure Individual Competency

Workers are expected to ensure the competency of both themselves and anyone that they have the authority to direct the work of prior to requesting a task to be completed.

Workers must not perform tasks that they feel they do not have the necessary competency to complete it safely. Supervisors also have a legal responsibility to ensure competency to prevent any harm to an individual, arising from a particular task.

Icon and Primary Text

Additional Guidance



Use Proper Tools and Equipment

Workers are expected to use tools and equipment proper for the task that is being performed.

Workers must not use “homemade” or “modified” equipment that has not been properly engineered. Workers must also ensure that the tools or equipment being utilized are proper for the task; factors that may influence decisions of use may include load rating, capacity, pressure rating, certification, etc.



Have an ERP in Place

Workers are expected to have an Emergency Response Plan in place that is relevant to the tasks that are being performed.

Proper emergency response planning is critical to ensure that personnel receive the necessary post incident medical attention. An effective emergency response plan will be applicable to the potential hazards of the tasks that workers are required to perform.



Ensure Energy Isolation

Workers are expected to ensure the isolation of energy on equipment and utilize the Lock Out Tag Out system where applicable.

All equipment needs to be checked to ensure that the energy of any potential hazards has been isolated prior to performing a task. The Lock Out Tag Out system should be utilized to ensure that equipment stays isolated, and can only be returned to active service by a designated individual.

Further information on the Life Saving Behaviours program can be obtained from the QHSE department, or by referencing the QHSE manual located on the company SharePoint site.