

The logo for RNF Ventures Ltd. features the letters "RNF" in a large, bold, italicized font with a drop shadow effect. To the right of "RNF", the words "VENTURES LTD." are written in a smaller, bold, sans-serif font. The entire logo is contained within a downward-pointing triangle formed by thin black lines.

RNF **VENTURES LTD.**

“Building with the Community”

Subtrade Safety Orientation

“Committed to Safety”

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COMPANY HISTORY

RNF Ventures Ltd. origins stretch back to the spring of 1979, when Brian Simpson, in conjunction with some of the principals in Precision Service and Engineering, began a small General Contracting firm, based in Prince Albert. Kelly Miller began working for River North Construction in mid October of that year as a Site Foreman. Randy Denny joined the firm in 1980 and became a full partner in 1981. The company enjoyed considerable success for a number of years until tougher and changing economic times made it necessary for the partners to amiably downsize by splitting the operation in an effort to be successful in a less vibrant economy.

Randy Denny continued operating River North Construction, while Brian and Kelly became partners in a new firm, Northfork Construction Services Ltd. Both firms enjoyed slow steady growth through the late '80's and early '90's, and from time to time would join forces to bid on larger projects. As the construction climate improved in Saskatchewan, the two companies merged in 1996, to become RNF Ventures Ltd., with the ownership group being comprised of Brian Simpson, Randy Denny and Kelly Miller. Allan Webb joined RNF as an estimator in the spring of 2001.

With the retirement of Randy Denny in the spring of 2002, a plan for succession was implemented which laid the groundwork for Allan Webb to take on more responsibility as a Project Manager and to become involved as a partner. This plan was accelerated with the announcement in the spring of 2004 that Brian Simpson was leaving the firm. Kelly and Allan have been successfully operating in their new partnership which began March 1, 2004.

As is the case with most successful companies, RNF Ventures is always looking for ways to improve our ability to keep in step with the ever changing face of construction in our market area. To that end we are currently in a bit of a transition period whereby a younger generation of our staff is becoming more involved with our operation and ownership group. The ultimate goal is to have our firm become an employee owned and driven entity.

Our company enjoys a track record of steady sustainable growth. While our emphasis is on customer satisfaction, we never lose site of the main engine of our success, our people. We are very proud of the fact that we have numerous team members with over 20 years of service. In addition we have two team members that have been with us in excess of 25 years and two of us have been here for over 35 years. We are committed to the knowledge that we are only as good as our personnel. We start with quality individuals, and continually try to improve how we engage them. We believe this philosophy will allow them to realize their full potential. We truly believe we have superior people.

SUBTRADE INTRODUCTION

As a subtrade on an RNF Ventures Ltd. job site you are required to adhere to all items in this safety orientation.

After you have read all items you will be asked to complete a quiz. Upon successful completion of that quiz you will receive an orientation sticker which will be placed on your hard hat and will be visible any time you are on a RNF Ventures Ltd. job site. For replacement stickers please contact the Heath & Safety Advisor in the RNF office.

You must **report to the site superintendent** upon arriving on site. This orientation covers the general information pertaining to all RNF Ventures Ltd. job sites. You will also receive specific instruction from the site superintendent upon entering any job site and will be given a business card with important contact information and job site hazards.



SAFETY POLICY

RNF Ventures Ltd. is committed to the safety and protection of its staff, sub-trades, property and the public from incidents or injury.

Employees at all levels are responsible for following all procedures as set out in the safety policy and, wherever possible, to improve on these safety measures.

You are responsible for all persons on this jobsite.

As a subtrade you are required to understand and incorporate the Company Safety Policy into your daily routine and to ensure that Company policy is followed by all fellow subtrades, suppliers and site visitors. **You are required to immediately report any acts that result in personal injury, property loss, or "near miss" incidents to the RNF site superintendent.**

Regular Tool Box Talks will be conducted to discuss daily tasks and safety hazards. Monthly safety meetings will be performed with all on-site personnel.

RNF Ventures Ltd. has 2 certified CSO's and 2 Health & Safety Advisors that can be contacted through the office at any time in reference to safety questions or concerns.

COMPANY SAFETY MANUAL

The company safety manual is kept on site and available from the site superintendent or it can be requested through the RNF office.

The company safety manual has all RNF Ventures Ltd. policies, procedures, rules and forms. This manual is a good reference to all employees and should be reviewed regularly by all on site personnel.

Safe Work Practices outline general safety instructions and PPE requirements.

Safe Job Procedures are step by step instructions on how to perform a task which includes tool, material and PPE requirements. If there is a task that is not in the manual, you are encouraged to create a procedure for inclusion in the manual.

EMPLOYEE RIGHTS

All workers have the following 3 rights.

1. **Right to Know**—you are encouraged to learn about the company and any safety related topics that pertain to your position. le) Company Safety Manual, OH&S Act and Regulations.
2. **Right to Participate**—you are encouraged to participate in activities to better the company. le) Job Procedures, Safety committees.
3. **Right to Refuse**—you have the right to refuse work that is believed to be unsafe. A refusal will be investigated by the safety committee.



EMERGENCY INFORMATION

Emergency

Phone lists with emergency numbers will be located at first aid stations.

First Aid

All sites will have a **first aid station**. This will be located in the site trailer or other designated location as determined by the site superintendent. Any item removed from the first aid kit will require the **first aid register** filled out along with an **incident report** which is initiated by the injured worker and completed by the site superintendent.

All site superintendents will be trained in First Aid. All RNF personnel that have first aid training will have a **white cross with a green background** sticker on their hardhats.

Fire

Fire extinguishers will be placed at designated exits where the distance to a fire extinguisher does not exceed 75 feet and within 30 feet of any work area that produces a source of ignition.

Muster areas will be designated at all job sites and marked with a sign. Regular fire drills will be held.

In case of fire the site superintendent will sound an aerosol-powered **horn three times**. After a five second delay there will be three more horn blasts. This will happen several times. You are to immediately report to the designated muster area.

Every trade must have a pre-appointed individual who will be responsible for taking a roll call following the evacuation, to ensure all workers are accounted for. Report the results of the roll call to the Site Superintendent.

Hazards

Formal hazard assessments are conducted at least monthly however all persons on site have a responsibility in minimizing on-site dangers by being aware of changing conditions at the work place on a day to day basis. Any hazard should be brought to the attention of your site superintendent.

INCIDENT REPORTING

You are required to immediately report any acts that result in personal injury, property loss, or "near miss" incidents to your site superintendent.

1. You will be asked to fill out an incident report.
2. Your site superintendent or the health & safety advisor will conduct an investigation in an effort to prevent this incident from happening again.

DISCIPLINARY POLICY

Any infractions to the company policies will result in the following:

First Offence	Verbal warning
Second Offence	Written warning
Third Offence	One day site suspension
Fourth Offence	Dismissal from job site

Notice of Violation will be issued for all offences



PERSONAL PROTECTIVE EQUIPMENT

All on-site personnel are required to wear...

- Hard Hat
- Safety Glasses (Side shields are strongly recommended)
- Steel Toed Boots (CSA approved green tag)

- Hearing protection is required when an area has a noise level over 80 decibels. As a general rule, 80 decibels of noise is that amount of interference that would make it difficult to carry on a normal conversation at a distance of three feet.

- Clothing is restricted to pants and shirts only. No shorts or sleeveless shirts.

- Face shields must be worn when there is a probability of airborne debris.

- Sun protection should be worn when working outdoors.

- Respiratory protection must be worn when the worker is exposed to airborne contaminants that may be harmful to the worker.

- Reflective safety vests should be worn when working around power mobile equipment and in any situation where public traffic is a hazard.

Fall Protection

A written Fall Protection Plan must be developed and implemented where a worker may fall 3 metres.

The plan must include:

- The fall hazards
- The rescue procedures
- The fall protection system to be used
- The procedures to be used for the fall protection system

This plan must be readily available to the workers and the workers must be trained.

Fall protection Systems can be any of the following...

- Control Zone
- Safety Net
- Personal Fall Arrest System
- Travel Restraint System

When using the Personal Fall Arrest System the worker must be prevented from falling more than 2 metres when using a shock absorber and 1.2 metres without.

All P.P.E. will be inspected daily by the user and regular formal inspections will be conducted by authorized personnel.

P.P.E. requirements for specific substances can be found on the MSDS sheets.

All workers must keep their work area clean and orderly. **Before leaving for the day all workers must clean their area and return all tools to the job box.** Housekeeping is the number one reason for job incidents. The easiest way to avoid accidents is by cleaning up after yourselves.

HOUSEKEEPING

If RNF workers are forced to clean up after a sub-trade, an amount will be deducted from the sub-trade purchase order.

HEALTH & SAFETY

Signage is an effective way of ensuring site personnel know of hazards you have created in the implementation of your scope of work. If you have created a hazard you are expected to post signage or have other means of making all onsite personnel aware of the hazard.

Use of **drugs or alcohol** on site will not be tolerated. Any person suspected of being under the influence of drugs or alcohol will be removed from the site.

Smoking is permitted only in designated outdoor areas. A summary of the OH&S regulations are as follows:

1. Smoking is not allowed in any enclosed space. This includes job shacks.
2. A worker can refuse to enter any place where there is visible tobacco smoke or the location has been smoked in within the past 30 minutes unless there is an emergency that requires him to enter.
3. No Smoking Sign's must be posted at every entrance to an enclosed structure and no ashtray's are to be located inside the structure.

Harassment will not be tolerated. Harassment, as defined by OH&S, is any inappropriate conduct, comment, display, action or gesture by a person that is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated.

The procedure for dealing with harassment is as follows:

- 1) An employee who believes that he/she has been subjected to harassment is encouraged to clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- 2) Where circumstances prevent an employee from taking action directly with the harasser, or the action taken is unsuccessful, the employee will immediately report the alleged harassment to the General Manager or, in his absence, the Manager in charge.
- 3) RNF Ventures Ltd. will notify the alleged harasser of the complaint, provide that person with the information concerning the circumstances of this complaint, and undertake a confidential investigation.
- 4) Following the conclusion of the investigation, RNF Ventures Ltd. will advise the employee and the alleged harasser of the result of the investigation.

Horseplay will not be tolerated. **Serious offences** such as theft, physical abuse, etc. may result in immediate dismissal from the job site.

Personal cell phones and portable media players (ie: iPods & MP3 Players) are not to be used on site, during regular working hours.

The minimum age to work on an RNF Jobsite is 16 years old.

Saskatchewan Occupational Health and Safety Regulations states "Employment of Young Persons– 14(1) An employer or contractor shall ensure that no person under the age of 16 years is employed or permitted to work: (a) on a construction site.



RESOURCES

The Company Safety Manual can be found in the job trailer or by asking the site superintendent.

The Occupational Health & Safety Act and Regulations can be found in the job trailer or by asking the site superintendent.

RNF Ventures Ltd. Company policies will be posted at all job sites in the job trailer or with the site superintendent.

- Personal Protective Equipment Policy
- Safety Training Policy
- Safety Policy
- General Rules
- Emergency Preparedness Policy
- Maintenance Policy
- Harassment Policy
- W.H.M.I.S & M.S.D.S Policy
- Hazard Assessment Policy
- Investigation Policy
- Inspection Policy

The following additional information will be posted in the job trailer or with the site superintendent.

- Emergency Phone Number List*
- Monthly Hazard Assessment
- Fall Protection Plan (if required)
- Emergency Procedure
- OH&S Committee Members*
- First Aid Station location
- Monthly Work Site Safety Inspection
- No Smoking Sign
- OH&S Minutes (if required)
- First Aid Attendants on site*

POWER MOBILE EQUIPMENT

You must be a COMPETENTLY trained operator to operate power mobile equipment. To operate on our jobsite you will be required to supply proof of this training.

Before starting any powered mobile equipment a visual inspection must be performed and proof of the visual inspection shall be available on site in the form of a log. In addition, we may require a copy of the last formal inspection performed on the equipment.

TOOLS

Any tool or equipment that is deemed unsafe or in need of repairs are to be tagged out, the site superintendent is to be notified and necessary action to be taken.

All personnel are to be familiar with the safe handling practices of all tools, materials and equipment under their use.

Important Numbers

Office Personnel		
(306) 763-3700		
Kelly Miller	Ext 14 kelly@rnfventures.com	(306) 961-6600
Allan Webb	Ext 15 allan@rnfventures.com	(306) 961-7966
Rosane Langlois	Ext 11 rosane@rnfventures.com	
Jamie Labelle	Ext 17 jamie@rnfventures.com	(306) 960-1175
Nick Martin	Ext 19 nick@rnfventures.com	(306) 747-7671
Keith Bird	Ext 29 keith@rnfventures.com	(306) 960-8933
Jackie Frasz	Ext 27 jackie@rnfventures.com	
Field Staff		
Kevin Acorn		(306) 961-8026
Ron Dickie	ron@rnfventures.com	(306) 961-4666
Reiner Gerstner	reiner@rnfventures.com	(306) 961-9674
Evan Martindale	evan@rnfventures.com	(306) 960-4940
Orlan Peterson	orlan@rnfventures.com	(306) 961-2611
Derrick Frasz	derrick@rnfventures.com	(306) 981-5509
Stacey Moran	stacey@rnfventures.com	(306) 960-5511
Dane Lindskog	dane@rnfventures.com	(306) 479-7454
Emergency Numbers		
Ambulance	911	
RCMP	911	
Fire Dept.	911	
Poison Control		(844) 454-1212
Electrical Utility		(306) 310-2220
Gas Utility		(888) 700-0427
SaskFirst (line locates)		(866) 828-4888
Occup'l H & S		(800) 567-7233
S.C.S.A		(800) 817-2081



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