Canadian Paramedical Services Inc.
CPS has a Native Partnership Agreement with Ojibway Oilfield Services for the Northern Regions of Alberta and the NWT.

“Our success will be measured by our clients choosing us because of their belief in our ability to meet and exceed their expectations of Service, Expertise and Price.”

CPS is a leader in the provision of Paramedical support for Industry in Oil & Gas, Mining, Construction, Special Events and Patient Transport for ground and air. We employ only top quality highly trained onsite medical personnel at all levels including Advanced Life Support staff under the direction of Dr. Bob Harper ~ Medical Director for Canadian Paramedical Services.

We offer the following services:
- On site medical support
- Ground & Air Patient Transport
- Environmental Assessment
- Workplace Safety
- Emergency Response
- Training (see below) – Future with Online Training – Fall 2009
- Medical Management (see below)
- Heli-evacuation
- Pre-Employment testing
- Substance Abuse testing
- Audiometric testing
- Spirometry
- Vision testing

We employ only top quality highly trained on site medical personnel at all levels including Advanced Life Support staff.

We can provide the following training to all your Employees and Contractors:
- ACLS/PALS/ITLS
- Basic First Aid / Emergency First Aid
- CPR / AED
- Basic Marine First Aid / Health Care Provider First Aid
- Health & Wellness / On site Orientation Programs
- Coming soon ~ Online Training for Orientation, Winter Driving, Journey Management, Standard First Aid, with development to your online needs.

CPS also offers ‘Medical Management’ services using today’s technology and our management system to maintain constant site coverage of all medical personnel working in remote locations.
We have available:
- Mobile treatment centres/ All Supplies
- First aid rooms
- Support vehicles
- Patient Transfer Units
- Snowmobiles
- 4x4 vehicles
- Quads/Motorcycles
- Radios/GPS
- Rescue Pods
- Helicopter extrication
- Rescue teams

Why Choose Us?

Canadian Paramedical Services is up to date and strictly adheres to the Provincial and Territorial Occupational Health and Safety Acts. All of our medical staff are registered and in good standing with their associated reigning medical bodies including The Alberta College of Paramedics and The Emergency Medical Assistants Licensing Board under the direction of a Medical Director.

**CPS Inc. are members of the following:**
- ISNetworld
- COR Compliant ~ #20090828-2479
- HSE Registry
- Alberta Partnerships in Health & Safety

Our EMS staff come only pre-screened with all appropriate documentation and certifications in place such as TDG, WHMIS, H2S Alive, Confined Space, CSTS and other important industry courses. Of course our Paramedics and EMT’s are all currently licensed and up to date. You can also be assured that all of our employees are current in their skills and well practiced as we strive to maintain a high standard of care. With Canadian Paramedical Services you, your staff and their families can rest assured that should a medical emergency occur that they will be provided with the highest quality of care available.

Who do we work for?

We provide medical consulting, transport, equipment and personnel for many different types of industry including:
- Construction
- Mining
- Logging
- Oil & Gas
- Patient Transfers
- Drilling
- Gas Plant
- Seismic & Exploration
- Pipelines
- Production
- Special Events
- Sporting Events
- Functions
- Rodeos

Some of our clients:

- Agnico-Eagle Gold Mining
- Alberta Health Services
- Calaway Park
- Alpine Canada ~ World Cup
- Trans Rockies Challenge
- Alberta Alpine ~ Nor Am
- Ironman Triathlon ~ Calgary
- Okotoks Pro Rodeo
- Tsuu Tina Rodeo
- EnCana
- United Safety
- Olympic Oval ~ Speed Skating
- Life Flight International
- Petro Canada

Contact Us:
Bay 5 Farrell Road SE
Calgary, AB, T2H 0T3
Office: 403-259-8399
Fax: 403-259-8369
www.CanadianParamedicalServices.ca
On Site Medical Clinic Centers

CPS employs a highly efficient team of Paramedics along with Physician Assistants and Critical Care Nurses to staff Medical Clinic Centers for Contract Employers. Aside from regular patient care on a daily basis, CPS offers a variety of services including:

- Substance abuse testing
- Audiometric testing
- Spirometry
- Vision Testing
- Health & Wellness Program
- 12-Lead EKG Monitoring

From local, long standing companies here in Calgary to the far North of Nunavut, CPS Inc. is dedicated to providing their clients with ongoing and quality care in their medical on site clinics.

Each and every day, many people are transported from hospital facility to hospital facility via Ambulance so they can receive specialized treatment for their medical conditions. CPS is proud to be a part of that transport team, delivering quality care for the patient and their families throughout the Province of Alberta.
ABOUT US

Mr. Alan Hudye - President

Alan Hudye is a Professional Engineer having received his educational training from Montana College of Mineral Science and Technology. He has been in the oilfield service industry for 27 years and was most recently a major partner and President of Absolute Energy Solutions.

Drew Parker EMT-P - VP Business Operations

Drew Parker began his career in the Pre-hospital care field in 1978. For the past 30 years has been an active Field Medic with a large metropolitan center. As a Paramedic, responsibilities involved Communications, Training, Flight Medical, Medical Control Board Liaison and Special Projects. Private industry activities began in 1985. Oil and Gas, Construction, and World Stage special events have called on Mr. Parker for his services and continue to do so. Mr. Parker as Co owner Vice President of sales and Marketing brings a vast and diverse base of experience to CPS and looks forward to directing activities toward a promising future.

Darryl MacDonald EMT - Operations Manager

Darryl has worked as an EMT for several EMS companies throughout Alberta. As Operations Manager of CPS, he brings to the table 11 years of management experience in a wide variety of industries including leading Helitack fire crews, Arboring and customer service management. In his spare time, Darryl volunteers with Cochrane Search and Rescue and is a member of the Canadian Ski Patrol Society.

Vivian E. vanOsch AB EMT A/BC PCP IV A - Account Manager/Training Coordinator

Vivian has been a BC Paramedic for 12 years in Vancouver and has been involved closely with the Justice Institute of BC working as an Instructor for the Paramedic Academy. She has worked in the Northern Regions of Fort St. John for BC Ambulance on primary AirEvac response for 2 years, including Ft. Nelson, Ft. Mackay and Ft. McMurray in the Oil & Gas field work either in camp or on drilling/service sites. Including 4 years of an extensive Search & Rescue background, 9-1-1 Fire & Police Dispatching, Vivian brings 16 years of Emergency Service experience to our company along with a Diploma in Graphic Design. Vivian has been working closely with us since September, responding to remote locations such as Nunavut for Agnico Eagle Medical Clinic and Ft. McMurray, Ft. Mackay and Northern BC for Oil & Gas. We are very excited to have Vivian on our team as our Account Manager/Training Coordinator.

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How can we add value to your projects as a secured service provider?

Prior to site arrival, we can provide added value through:

- Assist with the pre-employment Drug screening.
- Assist Client with Pre-Arrival Site Orientations.
- Provide Standard First Aid Training if so required for operators responding to location.
- Remain in solid communication with the Client for daily updates, providing full documentation.
- Assist the Client with Emergency Response Plan set-up:
  - Liaison with local Health Authorities for confirmation of response plan.
  - Develop Helicopter Evacuation response, linking and registering STARS for primary and other local helicopter sites for back up.
  - Document all contact names and numbers, establishing a solid ERP with map locations, including longitudes and latitudes, site locations, access/egress points, fuel stations, etc. GPS the coordinates.
  - Monitor performance and field audits with complete documentation of such.

Once initial set up is complete and crews are on site, we can provide added value through:

- Assist with site orientations if not previously completed. Record all documents.
- Attend all safety meetings and record all documents.
- Apply and use proper Journey Management practice with complete documentation.
- Implement in-house ongoing training segments such as Health and Safety documents.
- Site inspections for cleanliness, fire extinguisher compliance, eye wash stations compliance, hazard assessments, etc.
- Track worker health and assessments in clinic for RTW, modified duties or lost time.
- Record all documents and send to supervisors weekly.
- Keep up to date records for Worker’s Compensation and ensure all lost time reports are documented properly and timely.
- Liaison with local health authorities for updates and questions, if any. Report to the Medical Director for any serious incident or questions.
- Use proper communications techniques and ensure accurate frequency and compliance for all radios. Liaison with Consultant regularly for updates and status of crew whereabouts.
- Implement and maintain on a daily basis to record Health and Wellness reports for:
  - Blood Pressure monitoring
  - Blood Glucose monitoring
  - Audio testing
  - Spirometry testing
  - Visual testing
  - Personal H2S monitoring and assist with bump-testing if required.
  - Administer Flu shot vaccination if so required.

Stay up front, close and in the loop at all times for any requests to help on site for reasonable requests from the governing Health and Safety group.
**Added Value ~ CPS does not take added value lightly;** for all around support, competency and compliance, we incorporate this practice into our Policies and Procedures.

**Canadian Paramedical Services Inc.** recognizes that under the Health and Safety at Work Act, we have a legal duty to ensure, so far as reasonably practical, the health, safety and welfare of all our employees, members of the public and all users affected by its operation.

The Managers of CPS Inc. accept this duty, and it will continue to be the policy of CPS Inc., as it has always been, to give the greatest importance to these matters, considering that safety is a Management responsibility at least equal to that of any other function.

It is equally the legal duty of every employee to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and **to co-operate with management on the safety, health and welfare of employees as a whole.**

**Successful Health and Safety management and control will lead to a successful business environment.**

Canadian Paramedical Services Inc. has appointed the Operations Manager as having overall responsibility for matters of Health, Safety and Environment.

Canadian Paramedical Services Inc. will see that all personnel are competent to carry out the duties required of them.

To achieve the necessary degree of competency, CPS Inc. will ensure that adequate support tools are available to provide information, instruction, training and supervision.

Health and Safety performance measurement will be carried out. Health and Safety assistance will come from the internally as well as from outside sources such as the Health & Safety Regulating bodies and other industry experts.

The management of Canadian Paramedical Services Inc. believes that, given such care and co-operation by its employees, it is possible for our group to conduct its operations in such a way that, injury to employees, and loss or damage to property can be reduced to a minimum.

To achieve this, Canadian Paramedical Services Inc. will continue to participate in joint consultation, to provide the necessary equipment and resources and to regularly check and review its Safety Organization including the Health & Safety Policy document which as a minimum will be updated annually.

The H & S Policy document will be communicated to all employees and they will be consulted on its continued application.

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*Canadian Paramedical Services Inc. 2009*
Recognition, Evaluation and Minimizing Risk Factors

There are numerous factors that can contribute to the possibility of experiencing a cold weather travel emergency. Some of the more common occurrences are as follows:

“All your solutions start with you!”
Make sure your travel route and plans are known to others as per your Journey Management Protocol:

Keep track with the Journey Management document to ensure others are aware of your route, your time of departure, your ETA and location of next planned stop and destination point. Advise immediately if there is a change to your plans of any sort and check in with your Supervisor every couple of hours.

This is critical in a measure of time line in the case of an emergency.

Travelling too fast for winter road conditions:

Stopping distances are drastically increased on winter roads. Slow down well ahead of intersections or when approaching another vehicle from behind. Visibility is diminished or impaired by the glare of the sun reflecting from snow packed or ice roads. Wear good quality sun glasses to minimize this effect.

Failure to slow down for curves or sharp corners can find you in the ditch before you can regain control. It is advisable to keep your vehicle in 4 wheel drive at all times when traveling on ice roads, or any road that is snow packed. Single lane roads that are deeply rutted also present a problem. By keeping your vehicle in 4 wheel drive, you will be able to steer, drive and pull yourself out of a hazardous situation on short notice. Being able to avoid an oncoming vehicle is much more safely and quickly done if you are traveling in 4 wheel drive. There is no time to reach down and engage the 4x4 when you are attempting to avoid a collision.

Improper clothing and footwear:

Remove your heavy outer coat (Parka) while driving. Keep it close at hand in the vehicle. Do not be tempted to drive while wearing running shoes or other lighter footwear. You may be required to be able to respond away from your vehicle on short notice. If you are wearing good quality winter boots you will be ready for any situation.

Keep your clothes dry:

Moisture can soak into clothing from two directions. From melting snow or frost that has collected on the outside and from perspiration on the inside.

Coats with windproof and waterproof outer shells are especially useful in very cold conditions. Remove any snow from clothing when you enter a heated shelter and hang clothes to dry at every opportunity.

If you enter a heated shelter, remover your outer garments so that you reduce the risk of overheating causing you to perspire. Again, we add or remove a layer to adjust to our temperatures and climactic conditions. Sitting in a warm office or shelter with your heavy winter coat on is a mistake. You will unconsciously perspire under all your layers and will be cold when you venture back out in to the cold.

Never sleep in any undergarments that you have been wearing during the day. Perspiration trapped in the material will cause you to become cold. Put on clean, dry clothing before you go to bed. If you find that you have perspired overnight, be sure to change again into clean, dry undergarments before getting dressed in your layers.
Ignoring drastic changes in the weather. Refusing to change your travel plans:

Blowing snow, icy roads and reduced visibility are all reasons to consider a change in your travel plans. If you persevere in poor driving conditions, you can be setting yourself up for serious consequences. It is better to heed the changing and hazardous road conditions and stop in a safe location until it is advisable to continue on your journey. Know where the next town, camp or Motel is so that you can make an informed decision as to whether you should proceed or not.

Make sure that you have a supply of food, beverages and a vehicle emergency kit:

Coffee, bottle water, soft drinks and fruit juices in tetra packs all make a good source of drinks in ready to serve containers. Keeping yourself well hydrated is essential to keeping yourself alert and awake. Becoming dehydrated will contribute to drowsiness, headaches, inability to concentrate, and poor decision making. Make a habit of having a drink of water or juice at each of your hourly rest and exercise stops.

Items you can put in your snack kit include chocolate bars, granola bars, energy bars, dried or fresh fruit, nuts, crackers and cheese.
Your emergency vehicle kit should include but is not specific to:

- Cell phone with charger
- Booster cables
- Light weight shovel and axe
- Kitty litter or bag of sand
- Water, and Oil for vehicle
- Blanket or sleeping bag
- Washer Fluid & Anti Freeze
- Warm clothing, boots & food kit
- Safety flares or triangles
- Waterproof matches
- Flashlight with batteries
- Candles
- Tow rope or chain
- Fire extinguisher
- Map and/or GPS
- Tire chains
- Ice Scraper

Emergency signals can include all or any of the following:

- Safety emergency flares placed on the road
- Emergency road triangle
- Vehicle emergency four way flashes activated
- Flag or pennant on vehicle antennae

If you should become involved in a motor vehicle accident or you breakdown or are lost, there are some general points to consider:

Stay where you are. Don't head out on foot. Stay with your vehicle.

Shelter is your number one priority and your vehicle is the best source of protection from the elements.

Stay calm. Worry will cause your imagination to wander and imagination causes poor judgment.

Stay comfortable. Add or remove layers of clothing as necessary.

Don't get wet. Wet clothing will lose body heat 240 times faster than dry clothing.

Don't sweat. This indicates excessive energy expenditure (overheating) and perspiration soaks the inner layers of your clothing.

Nibble at your food and drinks in order to resupply your energy.

Keep your supply of drinks from freezing. This may be as simple as keeping one drink container under your coat or jacket at all times.

Using your vehicle as a shelter:

Because of the amount of glass and minimal insulation in a typical vehicle, any heat in the vehicle will be quickly conducted to the outside environment. As long as the vehicle is not structurally damaged, it will provide adequate protection against wind, snow and rain. Your primary concern is to improve your protection insulation and maintain a safe level of ventilation.
Pre-trip Vehicle Inspection:

On your Journey Management document, record the

Date, Vehicle Unit #, License Plate #, Odometer and time at start of trip, road conditions, weather forecast, phone numbers, route plan and timeline of travel.

Pre Trip Checklist:

- Record any existing damage to vehicle.
- Check fire extinguisher.
- Check all lights, reflectors, and signals.
- Check horn and back up signal.
- Check all tires and keep chains with you.
- Check emergency vehicle kit.
- Check spare tire, jack and tools.
- Do not engage windshield wipers until all the ice and snow has been removed and defrosted.
- Add gas tank anti freeze when fueling to avoid fuel line freezing.
- Always keep the gas tank at least half full and add gasoline antifreeze to every second tank.
- Top up antifreeze, transmission, brake and winter windshield-washer fluid.
- Tune up the motor.
- Change the oil.
- Check the battery (a low charge battery could freeze).
- Install good wiper blades.
- Ensure all belts and hoses are in good shape.
- Make sure the heater and defroster is working properly.
- Dress appropriately with layers for cold weather temperatures. Wear the clothing that you would normally wear outside the vehicle, inside the vehicle, just turn the heater down. This way, if there is a serious accident with significant injury, the occupant is already wearing appropriate clothing.
- Check local weather and road conditions before leaving.
- If possible, tell someone where you are going and when you expect to arrive/return.
- Bring a map and be prepared to take an alternate route. If you do take an alternate route, inform your contact immediately for updates to your journey management.
- Phone list and phone book of local area.
- ERP.
- Safety Manual.
- Hard hat, Safety glasses, gloves, fire retardant coveralls, steel toed boots.
- Training tickets.
- Radio License.
- Conduct a vehicle walk around before you leave!

**Transport Canada’s Road Safety Information Hot Line**

1-800-333-0371

- Do not use the cell phone while driving.
- Let callers leave a message or pull over when safe to do so.
- Wear your seat belt – 40% of all vehicle occupants killed in 2002 were not wearing their seat belt.
- Slow down.
- Don’t drink and drive.
- When transporting workers and tools, all tools should be placed in the back of the pick-up in cargo nets.
- When transporting material, a safety net for the cargo is needed.
- When passing a truck, ensure you can do it safely. Be prepared to encounter splash and spray on wet roads.
- Allow extra space margins.
- Avoid passing.
- Slow down before curves and corners.
- Defrost and clean windows and mirrors completely.
- Clean your vehicle headlights often.
- Watch for wildlife.
- Watch for graders and snow plows. When on the road during extreme conditions, do not pass the slow plow…follow him!
- Watch for other drivers.
- Remember posted speed limits are for dry pavement. Allow extra time to get there.
- Remember that your 4x4 vehicle may be heavier than passenger vehicles and may actually take longer to stop.
- A 4 wheel drive vehicle can lose traction just as fast as a 2 wheel drive.
- Your 4 wheel drive may help you get going quicker than other vehicles but it won’t help you stop any faster.
- Look further ahead in traffic than you normally do, this alerts you quicker to problems and gives you that split second extra time. Actions of vehicles up ahead will also be part of this warning.
“Accidents hurt…safety doesn’t”

**Cold weather care of the vehicle:**

When your assigned vehicle is parked for long periods of time, it must be:

- Plugged in to the block heater and working
- MTC heater is plugged in and working and set on low or
- Leave the vehicle running
- Lock the vehicle and keep spare set of keys with you at all times

**In order to prevent injury or damage, always:**

- Use a three point stance when entering or exiting an MTC
- Use stairs whenever possible
- Do not drive when step for MTC is mounted
- MTC electrical fires can be avoided by checking electrical wiring and leads on a regular basis
- No fuel is to be carried in the MTC for any reason
- No combustible materials are to be carried in the MTC for any reason
The MTC equipped vehicles have a clearance of 9 ft 3 in or 2.84 meters. Pay close attention to overhead hazards.

MTC chains and hold down bolts are to be inspected on a regular basis due to higher center of gravity of the vehicle imposed by the weight of the MTC and equipment. Extra care must be taken to prevent a roll over incident. Remember the more weight in a vehicle, the higher the center of gravity.

What is ABS/Anti-lock braking system?

- Designed to help the driver maintain some steering ability and avoid skidding while braking.
- Works on all four wheels which promotes directional stability and allows steering while maximizing braking.
- The ABS on most pick-up trucks works only on the rear wheels, which promotes directional stability only.
- How does it work? – ABS uses wheel speed sensors to determine if one or more wheels are trying to lock up during braking. If a wheel tries to lock up, a series of hydraulic valves limit or reduce the braking on that wheel. This prevents skidding and allows you to maintain steering control.

How to use ABS:

- Apply steady and constant pressure. Do not take your foot off the brake pedal until the vehicle has stopped and do not pump the brake.
- The noise and vibrations is normal. It indicates that the ABS is active.
- You should allow for a longer stopping distance with ABS than for conventional brakes when driving on gravel, slush and snow.
- Road hazards that will cause the ABS function unexpectedly are gravel, sand, ice, snow, mud, railway tracks, potholes, manhole covers and even road markings when it is raining.
- Do not disconnect the ABS as it provides the average driver with above average vehicle control in most conditions.
**When you are stuck in the snow:**

- Be aware of the traffic as you get out of your vehicle.
- Determine if you can get your vehicle unstuck on your own or you may need help.
- Clean the snow away from the drive wheels.
- Increase the traction in front of your drive wheels using traction mats, old carpet, salt, sand or kitty litter.
- When you are ready to get unstuck, make sure it is safe to do so.
- Accelerate slowly.
- Gently rock the vehicle back and forth by shifting from forward to reverse, gradually increasing distance travelled with each rocking motion. (Check manufacturer’s manual).

If you are stuck and have to spend time in your vehicle waiting for help, ensure your exhaust pipe is clear of snow to prevent carbon Monoxide poisoning. You may consider leaving a window open a little way to assist fresh air flow.

**Hidden dangers at zero degree temperatures:**

- **Black ice.** Normally, you can’t see black ice. However, if the pavement looks shiny and black instead of grey-white, be suspicious.
- Shaded areas.

- **Bridges and overpasses.** Ice tends to form on them before it does elsewhere.

- **Intersections.** Car exhaust and packed snow cause intersections to ice up quickly.

- **Black ice.** When the road is slippery, turn off the cruise control system. Snow, ice, slush or even rain can cause wheel-spin and loss of control. The only way to stop this wheel-spin and maintain control is to immediately reduce power. However, an activated cruise control system will continue to apply power keeping the wheels spinning. By the time you disengage the cruise control, you may have already lost control.
How to handle a skid:

- You’re driving straight and encounter a patch of black ice.
- The rear of your vehicle skids to the right. Ease off the accelerator and look and steer smoothly in the direction you want to go. (In this case, steer to the right).

**Do not apply the brakes. This will create a worse situation.**

- Now the rear of your vehicle skids to the left. Overcorrecting in step 2 likely causes this. Stay off the accelerator and steer smoothly in the direction you want to go. (In this case, steer to the left).
- Repeat steps 2 and 3, if necessary until you regain control.
- Most of all **don’t panic!**
- Once you have regained control, proceed with caution.

- Reduce your speed before you enter any icy curve. Controlled speed, smooth steering and braking will help prevent skidding on any icy turn.

Battery boosting procedures:

- Follow manufacturer’s procedures.
- Check integrity of booster cables.
- Batteries must be the same voltage.
- Both negative posts must be grounded.
- Check battery fluid; check for freezing.
- Vehicles must not be touching and turn off all accessories.
- Ignition must be off, gear in park or neutral, with E brake on.
- Attach clamps (Negative – black, first). Wear protective eye wear when attaching battery clamps to posts. (Positive – red, last).
- Start the engine.
- Once successful, remove clamps in opposite order. Positive first, negative last.
**Hills and icy roads:**

- When approaching an icy hill, pick a path on the high side that will allow you the most traction.
- Head for unpacked snow or powder where you will get better traction.
- Build your speed gradually before you reach the hill and if you have to switch to four wheel drive, switch **before** you reach the hill.
- Travel down icy hills in low gear avoiding as much brake power as possible.
- Travel on ice roads at a much slower speed than normal pavement or snow roads.
- The stopping time on ice roads is drastically increased.
- Snow banks, although stopping you from going over an embankment, can cause your MTC to roll over on impact if hit at a hard speed.
- When travelling behind another vehicle, use the “4 second” rule as compared to the “2 second” rule for standard driving practice.
- When travelling on ice roads to job site, use radio procedure to call out your kms, particular to corners, hills, bridges and blind spots. Call out every 2 km on a regular standard. Call “Empty” coming in and “Loaded” going out.

*Unprepared = Unsafe*
“Alert today…Alive tomorrow”
Appendix 1

3.1 CPS “Working Alone” Policy

Define: “To work alone” means to work alone at a worksite in circumstances where assistance is not readily available. General Safety Regulation, section 14 (AR 488/83)

Employer’s Responsibility

1. CPS Management considers the risks involved are serious enough to set in place policies that all CPS personnel will read, understand and adhere to.
2. Under the General Safety Regulations, employers have a responsibility to minimize and eliminate risks associated with employees working alone.
3. Employers are required to ensure employees working alone have some way of communication with individuals who can respond immediately to any emergency situation.
4. Employers must first conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker's work.

Prevention

The following prevention strategies are essential in reducing the risks associated with working alone.

1. **Safe Work Procedures** – must be read, understood and complied with by all CPS personnel.
2. **Equipment Safety** – CPS is responsible to provide equipment in good working order with an inspection schedule in place for all equipment being used to perform work duties. Employees are responsible to maintain and use equipment according to manufacturer’s specifications and report any defects and lock out equipment immediately.
3. **Journey Management** – All employees travelling alone must follow a predetermined route of travel and report into CPS operations at regular intervals during their travels.
4. **Overdue Employee** – At any time that an employee is late in reporting to CPS operations during travel or other situations, an “Overdue Employee” situation exists. The following are reporting procedures for this event:
   a) A “1 Hour” overdue time limit occurrence will initiate a phone or radio call to the employee from CPS operations.
   b) **No response** to attempt at communications will initiate a call to the place of destination. e.g., client, hotel, etc by CPS operations.
   c) If an employee has not arrived at destination and there has been not communications for 2 hours or more beyond the predetermined check in time, the following will occur:
      1) CPS Operations will contact and give site rep to CPS Management.
      2) RCMP will be contacted to advise them of the situation.
   d) If any employee fails to communicate changes in route, destination or timing of travels, they will be subject to disciplinary actions as per CPS Disciplinary Policy.
See Appendix 2 - Disciplinary Policy

5. **In Office Check In** – When an employee is working alone on weekends, evenings or during the normal course of business in the EMS Office, they must follow:
   a) CPS Safe Work Procedures.
   b) No heavy lifting or labor intensive work to be conducted.
   c) Check in on arrival and departure from office.

**CPS Driver Protocols**

Any driver that operates a vehicle is responsible for the safe, prudent and careful use of the vehicle. Each driver is to ensure they operate the vehicle in accordance to CPS Policies and Procedures.

**Driver Responsibilities**

1. Each driver shall conduct a pre-trip inspection prior to operating the vehicle. (See Daily Vehicle Check Form).
2. No person shall operate a vehicle unless they have proper licensing, insurance and training.
3. Windshields must be kept free of cracks that obscure the driver’s visibility. If so, report it to the Supervisor. (See Vehicle Condition Form).
4. Mirrors must be kept clean and adjusted accordingly, prior of operation of vehicle.
5. All lights and reflective materials must be kept clean.
6. Seatbelts must be worn at all times.
7. No smoking in any and all company vehicles.
8. Drive defensively at all times.
9. Obey all rules of the road.
10. Secondary and dirt road speeds will be posted or a maximum of 60 km/hr. Driving off road is discouraged and any incidents or accidents occurring due to unauthorized 4x4 use must be reported within 24 hours and all employees involved will be subject to disciplinary action.
11. The interior and exterior of the vehicle must be kept clean at all times. If a wash rack is not available to wash the exterior, all windows must be kept clean. Condition of the vehicle is the responsibility of the driver. Drivers found to have left an unclean vehicle will be subject to disciplinary action.
12. Ensure all cargo is secure at all times.
13. Never wear a device that may impair hearing while operation a vehicle.
14. No passengers are allowed in the MTC of vehicle while in operation – unless in case of emergency transport.
15. Be aware of wildlife at all times.
16. Cell phone use while the vehicle is in motion is prohibited.
17. If vehicle is stopped on any roadway, hazard lights must be on.
18. All electronic equipment being used in the vehicle must have correct adapters for lighter socket to draw power. No “Jimmy Rigging” or using vehicle battery connections to source power.
19. The hood of the vehicle must be closed firmly at all times unless inspecting under hood, to avoid damage due to wind.
Fueling Procedures

When fueling a vehicle the following procedures will be adhered to:

1. Always shut engine off – ignition off.
2. Ensure no flames are present.
3. No smoking while fueling.
4. Do not cause ignition, sparks or flames while fueling.
5. Never overfill the tank or cause spillage.
6. Ensure proper fuel for specific vehicle!
7. Wipe up all spills immediately.
8. Document all spills as an accident.
9. Where possible, ground your vehicle.
10. Keep all fuel receipts with fuel log and return to PLS office on completion of task.

Tire Change Procedure

The simple task of changing a tire can become a serious incident. Adhere to the following steps:

1. Park the vehicle in a position that does not interfere with traffic and operations.
2. Inform on site supervisor of vehicle out of service.
3. Whenever possible, change tire on a hard flat surface.
4. Create a safe zone. Park vehicle in a position that allows space to work.
5. Place reflective triangles in front and in back of vehicle approximately 100 feet.
6. Identify hazard zones.
7. Plan an escape route should the vehicle shift.
8. Do not drive with a flat tire unless you have no safe area to park.
9. If help is available, get help.
10. Always place a secondary stop measure to protect should the jack fail.
11. Do not discard the flat tire.

Canadian Paramedical Services Inc. is a “Safety First” company from all aspects of its operations. This would include the driver component of the safety program/evaluation and driver policies and procedures that all persons working under the auspices of Canadian Paramedical Services Inc. must adhere to.

The program was developed with the intention of education employees of the hazards and risks associated with driving on and off the highway. As well, using good journey management techniques to protect the employee and keep the continuity of safe travel practice. In providing education, training and continuous evaluation of each and every employee, Canadian Paramedical Services Inc. strives to minimize incidents, accidents and lost time due to injury, as a result of making poor decisions.

The success of this program is based on management support of employees through reinforcement of proper driving techniques, driver evaluations, updated driver abstracts and proper journey management. In conjunction with the willingness of the employee to avoid repetitive or bad habits associated with driving, and adhere to established proven practices found in detail in Canadian Paramedical Services Inc. Safety Manual.

We, at Canadian Paramedical Services Inc., are committed and dedicated to providing for our employees, the training, education and skills required to operate safely to and from and within any environment.
Appendix 2

2.7 Disciplinary Action

Non-Conformance to work place Corrective Action

CPS personnel will conform to standards that are set down by the Director of Operations as well as all Delegated Medical Acts are to conform to the guidelines laid out by the Medical Director of CPS.

Any personnel who do not conform to these regulations are disciplined as follows:

Verbal Warning

The member is counselled by his/her Supervisor on the immediate problem ensuring the Employee understands the severity of the problem and what has to be done to resolve it, as well what expect in the future to make sure this does not happen again. This is the first step in the disciplinary process and is documented in writing in the employee's Personnel File. If the problem persists, the member is taken to the next stage.

Written Warning

If the employee’s performance or conduct jeopardizes the company’s reputation on site, the member will be again counselled and advised about the seriousness of the situation. The Supervisor will discuss the situation with the employee and find out what could be the cause and find and instant resolution to it. The employee is given a copy of the written warning and a copy placed on his/her personnel file for one year. The employee is also advised that any more incidents of this matter will subject him to immediate dismissal.

Dismissal

If an employee fails to meet the Job Performance objectives or standard of conduct outlined by the Director of Operations the employee will be dismissed from the work site and will not be rehired unless the member can prove to management that his/her attitude towards work and job responsibility has improved.

Note:

At any time Management feels an employee has placed a patient’s life in jeopardy, there will be a complete investigation and the employee will be removed from the area of operation until the investigation is completed.

Canadian Paramedical Services Inc. 2009
Driving is the most dangerous work activity that most people do. Research indicates about 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes.

*HSE Guidelines* states that “health and safety laws apply to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system.”

**What Employers Should Do**

**Plan the Journey**

**Prevent Driver Sleepiness**

One of the most important things employers must do is to ensure that their employees are not at risk of falling asleep at the wheel. Thousands of crashes are caused by tired drivers. They are most likely to happen:

- On long journeys on monotonous roads, such as straight highways.

- Between 2:00 am and 6:00 am.

- Between 2:00 pm and 4 pm (especially after eating or drinking even one alcoholic drink).

- After having less sleep than normal.

- After drinking alcohol.

- If taking medications that cause drowsiness.

- On journeys home after night shifts.

Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills.

Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact.
**Raise Awareness**

As part of recruitment, training and staff appraisal ensure that drivers and line managers are reminded about:

- The danger of falling asleep at the wheel.
- The need for safe journey planning.
- The need to get adequate sleep before starting to drive.
- The dangers of ‘moonlighting’ or spending too long on evening hobbies, social activities or domestic work that limit sleeping time.
- The times of day when sleepiness is most common.
- The early signs of fatigue and what to do if they begin to feel tired during a journey.
- The risks of making a lengthy home journey after a day’s work away from their normal base.

**Use Safer Alternatives**

Where possible, use remote communications such as telephone, email or video-conferencing as a substitute for road journeys or travel by plane or train, which is far safer. If road travel is unavoidable, maximize car sharing to reduce the number of journeys.

**Reduce Distances**

Set in-house limits on maximum driving distances per day, per week, per month and per year.

When requiring employees to drive to and from a location to carry out a work task, set reasonable maximum mileages which drivers should not be expected to exceed in a single day. Support this with clear policies that allow staff to take overnight stops, or ensure the driving can be shared.

**Control Drivers Hours**

Set in-house limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers. As a working rule, no driver should be required to drive continuously for more than 2 hours without at least a 15 minute break. The driver’s hours rules for professional drivers are the statutory maximum.

Breaks and break locations should be planned for in advance of starting journeys.

**Optimize Schedules**

Ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid those times of day mentioned above when falling asleep at the wheel is more likely.
Permit Overnight Stays

Where employees have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, employers should make provision for employees to stay overnight so that they do not have to drive a long distance home when tired.

Review Shift Arrangements

Night shifts and rotating shifts cause severe sleeping disruptions. Workers on 12-hour shifts (compared to eight hours) are significantly sleepier at the end of their shift, especially at 7.00am. Review shift arrangements to see that these do not lead employees to drive while fatigued. Where problems are identified, including increased risk during commuting, consider providing safer, alternative transport.

Promote Safe Driving

Develop policies, advice and training for line managers and drivers on:

- **Safe speeds** to ensure speed limit compliance and that personal performance schedules do not encourage speeding.

- **Distraction** - Don’t expect drivers to make or take phone calls, send messages or transact business while driving. Stipulate that these activities must only be done when parked.

- **Impairment** - Have policies on drink and drug driving (including prescription and over-the-counter medicines), and on medical fitness to drive (eyesight, illness).

- **Vehicle checks** before each journey to make sure everything is working properly, especially tires, lights, windscreen wipers and all fluid levels.

- **Journey management** - Give staff written material/advice through company Policy and Procedure.

- **Incident procedures** - What to do and whom to contact in the event of an incident or emergency. Staff who travel alone or for long distances should have access to a mobile phone or company communication device but be advised on its safe use.

Avoid Driving in Adverse Conditions

Actively discourage driving at night and in adverse weather conditions, particularly fog, very high winds, ice, snow or flooding or where there is a danger of drivers becoming stranded in remote locations and wildlife is predominant.
**Journey Planner**

Do you have to drive? → **No?** →

- Use remote communications or use a different form of transportation as it is safer to go by Air, Bus or Coach

→ **Yes?**

Plan the Journey

- Make sure you are not impaired by alcohol or drugs
- Make sure you will be well rested
- Book an overnight stop if necessary
- Avoid driving in peak sleepiness periods
- Ensure your vehicle is in a safe condition

Plan the Route

- Share the driving if possible
- Know your map route
- Estimate your time line to destination
- Communicate with your group

During the Journey

- Take rest breaks as planned
- Listen to traffic news for possible delays
- Concentrate on your driving

If You Start to Feel Tired
See Appendix 1
See Appendix 2

Too tired to continue? Find somewhere safe to stop overnight.

- See Appendix 1
- See Appendix 2

CPS Journey Management 2009