



CONTRACTOR AND SUPPLIER

HEALTH & SAFETY

RULES & REGULATIONS

Revised: May 2007

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DWIGHT CRANE LTD.

HEALTH AND SAFETY POLICY STATEMENT

Dwight Crane Ltd. is dedicated to providing a safe and healthy working environment for all of its employees and the public, in all aspects of its activities.

We believe that if management and employees work together we can prevent work-related injuries and illness. Safe work procedures and safe practices will be used in all aspects of work and all hazards will be immediately recognized and dealt with accordingly.

Supervisors will be accountable for the occupational health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and in good working order. They will also ensure that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety and that of others.

Every employee must protect his or her own health and safety by following the law, and Dwight Crane Ltd.'s safe work practices and procedures.

Everyone is expected to consider occupational health and safety in every activity. Commitment to health and safety must form an essential part of Dwight Crane Ltd. This commitment will be from Brian Dwight down to the workers.

Brian Dwight
President

W.H.M.I.S.

(WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM)

There are three main purposes for WHMIS, they are:

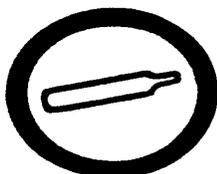
1. Provide information about hazardous material in the workplace.
2. To help identify hazards in the workplace; and
3. To ensure the consistency of information about workplace hazardous material in all Canadian workplaces.
 - All hazardous materials found in the workplace must be identified in accordance with the Workplace Materials Information System (WHMIS) requirements of the Occupational Health and Safety Act. Material Safety Data Sheets (MSDS) must be available on the work-site.
 - All employees who work with, or in close proximity to, hazardous materials must be able to recognize and understand the labeling on the materials; understand the Material Safety Data Sheets (MSDS); and know how to safety use, store, handle and dispose of the materials.

Dwight Crane Ltd. maintains two complete copies of the MSDS; one located at the Safety Boards and the second in the Parts Department. A non-descriptive listing of hazardous materials is kept in the MSDS lock box outside the premises.

Contractors/Suppliers are required to follow the requirements for the handling of hazardous materials in the workplace. Contractors/Suppliers are expected to read and understand all information relating to the hazardous materials they are using. Contractors/Suppliers must receive prior approval from the Shop Manager for any and all hazardous materials being brought onto Dwight Crane Ltd.'s property and are required to submit Material Safety Data Sheets (MSDS), under 3 years old. WHMIS identification must be visible on all materials and, if not, the required information is to be attached to the material.

W.H.M.I.S. SYMBOLS

CLASSIFICATION GUIDE



Compressed Gas



Flammable and Combustible Material



Oxidizing Material

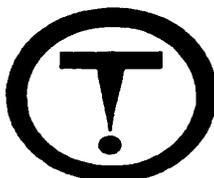


Corrosive Material



Dangerously Reactive Material

Poisonous and Infectious Material



Other Toxic Effects



Immediate and Serious Toxic Effects



Biohazardous Infectious Material

FIRST AID

FIRST AID STATION

The first aid station is located next to the lunchroom and consists of a first aid box, a stretcher, blankets and a fire blanket.

As required under the Workplace Safety and Insurance Act, 1997 (WSIB), Dwight Crane Ltd. requires that all injuries be reported, no matter how minor, to a the Shop Manager and a First Aid Report completed. Blank and completed First Aid Reports are kept at the first aid location, next to the lunchroom.

The Act requires that there be an employee, certified in standard first aid and CPR, available during all operating shifts. Our certified first aid employees are Gus Brisson, James Amodeo and Dave MacKenzie.

EYEWASH STATIONS

There are several eyewash stations located throughout the Shop; familiarize yourself with these locations. All of the eyewash stations contain the squeeze style bottle of fluid, however, the main station, at the first aid area is a gravity operated, 15-minute continuous flow unit. Please see one of our first aid representatives or the Shop Manager for operating instructions.

PERSONAL PROTECTIVE EQUIPMENT

HEAD PROTECTION

Dwight Crane Ltd. requires contractors/suppliers to wear hardhats during any overhead operation, including a mobile crane, overhead crane and forklift when lifting above one's head. Hardhats must be worn when overhead work, that requires the use of a boom, scissor or ladder, is being performed. Hardhats must be worn when persons are working under and in the vicinity of the mezzanine and work is being carried out on the mezzanine. Those performing overhead work are responsible for informing employees within the working spill zone, approximately 2 times the lifted height, that operations are pending and thereby, hardhats must be worn. If there is ever a question as to whether or not a hardhat is required, you must err on the side of safety and wear one.

FOOT PROTECTION

Dwight Crane Ltd. requires contractors/suppliers to wear CSA certified Grade 1 safety boots (**must cover ankle bone**). Such boots bear a green triangular patch stamped with the CSA registered trademark on the outside and a rectangular green label on the inside. Safety boots must also be electric shock resistant which is identified by a white rectangular label bearing the CSA trademark and the Greek letter omega in orange.

HEARING PROTECTION

Hearing protection is available in three general types:

1. Earmuffs: when properly fitted and worn, generally provide more protection than earplugs.
2. Disposable Earplugs: made of pliable material, (one size fits all). It can be used only once and offers good protection.
3. Reusable Earplugs: must be properly fitted to provide a good seal, they must be washed before reusing.

Continued exposure to excessive noise can lead to hearing loss.

Dwight Crane Ltd. requires contractors/suppliers to wear hearing protection when there is continuous noise. Ear protection is required during sandblasting operations for the employee performing the work, as well as all employees located in the vicinity during operations.

PERSONAL PROTECTIVE EQUIPMENT (Cont'd)

SKIN PROTECTION

Dwight Crane Ltd. requires contractors/suppliers to wear sleeved shirts and long pants at all times. Tank tops and muscle shirts are not acceptable types of clothing. Clothing cannot be torn or ragged to prevent the possibility of getting caught in moving equipment/tools.

Dwight Crane Ltd. requires its contractors/suppliers to use the appropriate skin protection for the specific task, as follows:

- Work gloves are to be worn when handling material that may nick, cut or irritate the skin.
- Nitrile, powder free, gloves are to be worn when hands may come in contact with liquids, i.e. oil, that may irritate the skin.
- Welding gloves are to be worn when handling metal materials and working on welding processes.
- Neoprene gloves are to be worn when handling propane tanks and related equipment.
- Coveralls are to be worn when performing work where your regular clothes do not protect your skin or if you do not want to damage your regular clothes.
- Tyvek suits are to be worn during sandblasting, Paint Bay operations and Mould Making operations.

FALL PROTECTION

Dwight Crane Ltd. requires contractors/suppliers to wear a fall arrest system when working at heights of ten feet (10') or more, as well as when on a powered elevating work platform at any height.

Contractors/suppliers are required to provide proof of training prior to using a fall arrest system on Dwight Crane Ltd. property.

VISIBILITY

Dwight Crane Ltd. requires contractors/suppliers to wear a reflective vest or other approved reflective clothing, i.e. overalls, jackets, at all times when working in the yard.

PERSONAL PROTECTIVE EQUIPMENT (Cont'd)

EYE PROTECTION

Dwight Crane Ltd. requires its' employees to wear the appropriate safety eyewear when performing the following tasks:

Nature of Hazard	Examples of Hazardous Activities	Eye Protection Req'd
Flying Objects	Chipping, scaling, stonework, drilling, grinding, buffing, polishing, etc.; hammer mills, crushing, heavy sawing, planing, wire and strip handling, hammering, unpacking, nailing, punch press, lathe work, etc.	Safety glasses w/side shields or eyecup goggles. A face shield may be worn instead of or in conjunction w/safety glasses.
Flying Particles, dust, wind, etc.	Woodworking, sanding, light metal working and machining, exposure to dust and wind, resistance welding (no radiation exposure), sand, cement, aggregate handling, painting, concrete work, plastering, material batching and mixing.	Safety glasses w/side shields or eyecup goggles. A face shield may be worn instead of or in conjunction w/safety glasses.
Heat, sparks, and splash from molten materials	Casting, pouring molten metal, brazing, soldering, spot welding, stud welding, hot dipping operations.	Safety glasses w/side shields and radiation protection or full cover goggles w/radiation protection <u>and</u> face shield w/radiation protection and high-heat protection.
Acid splash, chemical burns	Acid and alkali handling, degreasing, pickling and plating operations, glass breakage, chemical spray, liquid bitumen handling.	Eyecup goggles with indirect ventilation port <u>and</u> face shield for splash protection.
Abrasive blasting materials	Sand blasting, soda blasting and shot blasting.	Air supplied sand blasting hood.
Glare, stray light	Reflection, bright sun and lights, reflected welding flash.	Safety glasses w/side shields and light diffusion shades
Injurious optical radiation	Torch cutting, welding, brazing, spot welding, electric arc welding, heavy gas cutting, plasma spraying and cutting, inert gas shielded arc welding, atomic hydrogen welding	Approved welding helmet.

PERSONAL PROTECTIVE EQUIPMENT (Cont'd)

EYE PROTECTION (Cont'd)

Contractors/suppliers must be diligent in their awareness of hazardous activities they are performing, as well as those surrounding them. It is often the time when a worker removes eye protection while working near or passing by other hazardous activities on the job that an eye injury results. The inconvenience of wearing eye protection is far outweighed by the risk of being blinded in one or both eyes.

RESPIRATORY PROTECTION

Workers are sometimes exposed to respiratory hazards generated by equipment, materials or procedures such as spray-painting and welding. Although proper work practices and engineered controls may be used to reduce these hazards, often the only practical control is respiratory protective equipment. Protection is ensured not only by the respirator, but also by the proper selection and use.

To select the proper respirator for a particular job, you must know the characteristics of the hazard, the anticipated exposure and the limitations of the equipment. Dwight Crane Ltd. requires contractors/suppliers to wear respiratory protection as follows:

TASK/PROCESS	RESPIRATORY PROTECTION REQUIRED
Sandblasting/Soda Blasting	Sandblasting Hood
Priming/Painting	Firefighter Style Respirator
Solvents, Thinners, Adhesives, Cleaners	Half-Face Respirator w/Correct Filter
Fibreglass and Mould Making Products	Half-Face Respirator w/Correct Filter
Sanding, Grinding, Dust Exposures	Dust Mask
Welding of Aluminum, Galvanized or Stainless Steel Material	Half-Face Respirator w/Correct Filter
Oil Spraying	Half-Face Respirator w/Correct Filter

HEAT AND COLD EXPOSURE

Contractors/suppliers required to work in high temperatures or cold environments must take precautions against exposure. A healthy worker acclimatizes to this exposure and can maintain a normal temperature by conserving heat in the cold and by dissipating heat when it is hot.

When exposed to high temperatures, wear head protection, wear sunscreen (located at the east man door of the shop) and drink plenty of water. If you exhibit signs of heat exhaustion, (vision blurred, skin cold and clammy, nausea and vomiting) move out of the heat, rest, loosen tight clothing and keep head low, raise legs and feet slightly.

When exposed to cold environments, wear several layers of light clothing as opposed to one layer of heavy clothing, cover your head, wear mittens instead of gloves when practical and stay dry. Keep a change of clothes in your locker. If you exhibit signs of frostbite (skin looks white, waxy, and feels numb) or hypothermia (shivering, slow speech, stumbling and drowsiness) see company first aid trained personnel.

LADDERS

Only ladders in good condition that meet Occupational Health & Safety Regulations and CSA Standards are to be used.

Before using any ladder, check the following:

- side stringers are sound
- rungs are not loose or cracked
- non-skid feet are in place and in good condition
- extension mechanisms are in good working condition
- step ladder locking brackets are in working order.
- all warning and safety decals are legible.

When placing a ladder, ensure that it is on solid footing with the bottom out one foot for every four feet of the height of the ladder. If the base is to rest on soft uncompacted or rough soil, a mudsill must be used.

Ladders must be tied off at the top, or held by other workers at the bottom.

If a ladder is being used to access a platform or landing, it must extend 1 m above it for safe access and egress.

LADDERS (Cont'd)

Do not work on the top two rungs of any portable ladder.

Metal ladders are never to be used for electrical work.

When climbing up or down a ladder, workers should always face the ladder and maintain a 3-point contact at all times. Large tools or construction materials shall be hauled up or lowered on a line. The use of an appropriate industrial tool belt is acceptable for carrying small tools.

POWERED ELEVATING WORK PLATFORMS

When using powered elevating work platforms (alumafoots, scissors and booms), contractors/suppliers are required to adhere to the following rules:

- Proof of aerial safety training and fall arrest training must be provided.
- A harness and lanyard must be worn at all times while on work platforms.
- The manufacturer's operating manual must be read and the required inspections performed prior to using the work platform.
- When mounting and dismounting from work platforms; 3-point contact must be maintained.

FORKLIFT OPERATIONS

When operating the forklift, contractors/suppliers are required to adhere to the following rules:

- Proof of training and certification must be provided prior to any operations.
- The forklift seatbelt must be worn at all times.
- Only the operator is allowed on the truck. No one is allowed to stand under loads, walk under loads, or ride on loads or the truck at any time, under any circumstance.
- Only steel propane tanks are to be used on the forklift.
- If a load is being lifted below the forks, the yellow bracket that attaches to the two forks and the ball hitch is to be used; make sure you are trained in the proper use of these attachments prior to use.

LOCK-OUT/TAG-OUT PROCEDURES

The purpose of lockout/tag-out procedures is to eliminate the possibility of equipment being inadvertently activated during service or maintenance.

No one shall work on equipment while it is operating or in an energized position.

A supervisor or person designated by the Shop Manager will be responsible for locking out the power supply or starting mechanism on each component.

When necessary to shut down equipment for repair or maintenance during the normal course of the shift, make sure that all co-workers in the work area are notified of such repair or maintenance.

The worker performing the work must satisfy himself that lockout procedures have been fulfilled before performing any work on or about the equipment.

When work has been completed that worker will notify the person responsible for the lockout that the work has been completed and the area is clear. The person responsible for the lockout must satisfy himself that the lockout can be safely removed.

MACHINE & TOOL SAFETY

Machinery with moving components must be effectively safeguarded against accidental contact. Safeguards must not be removed except for the purpose of making repairs or adjustments, and must be replaced as soon as the repairs are completed. Only persons authorized by the Shop Manager may remove machine safeguards.

Before any repair work is started on equipment, it must be shutdown, isolated from its energy source and locked out to prevent it from being started while work is in progress. (x-ref. Lock-out procedures)

HAND TOOLS

Always wear the required safety equipment for the job, i.e. safety glasses, work gloves, respirators.

Use hand tools with insulated handles and grips.

Make sure you use the correct tool for the job. If you are not sure, ask!

Always wipe down tools when finished the job and put away in the correct place.

POWER TOOLS

Make sure that electric tools are properly grounded or double-insulated.

Keep cords out of the path of electric tools and equipment.

Never remove or tamper with safety devices.

Study the manufacturer's instructions before operating any new or unfamiliar electric tool.

Regulations require that ground fault circuit interrupters (GFCIs) be used with any portable electric tool operated outdoors or in wet locations.

Before making adjustments or changing attachments, always disconnect the tool from the power source.

When operating electric tools, always wear eye protection.

MACHINE & TOOL SAFETY (Cont'd)

POWER TOOLS (Cont'd)

When operating tools in confined spaces or for prolonged periods, wear hearing protection.

Make sure that the tool is held firmly and the material properly secured before turning on the tool.

AIR-POWERED TOOLS

Before start-up, check the couplings and fittings, blow out the hose to remove moisture and dirt, and clean the nipple before connecting the tool.

Most air-powered tools need very little maintenance. At the end of the job, put a teaspoon of oil in the air inlet and run the tool a second or two to protect against rust.

Never tamper with safety devices.

Make sure hoses are clear of traffic and pose no tripping hazards. Wipe hose down and hang back up when finished the job.

Never “kink” a hose to stop air flow.

Some tools have a high decibel rating – to prevent hearing loss, always wear hearing protection.

Compressed air can be dangerous. Hazards include:

- **Air embolism** - This is the most serious hazard, since it can lead to death. If compressed air from a hose or nozzle enters even a tiny cut on the skin, it can form a bubble in the bloodstream – with possibly fatal results.
- **Physical damage** - Compressed air directed at the body can easily cause injuries – including damage to eyes and ear drums.
- **Flying particles** - Compressed air at only 40 pounds per square inch can accelerate debris to sail over 70 miles per hour when it is used to blow off dust, metal shavings, or wood chips. These particles then carry enough force to penetrate the skin.

Never use compressed air to blow dust or dirt off of work clothes. When using compressed air on work surfaces, use extreme caution. A safe alternative to using compressed air is a brush or vacuum.

WELDING

This type of work causes significant sparks and often deemed “Hot Work” when work is performed near petroleum tanks, piping, sumps or oil-water drainage/separator systems.

Only trained and authorized personnel shall use welding, cutting and grinding equipment.

The worker shall wear appropriate personal protective equipment to protect against injury from fumes and electric arcs produced during welding, burning or cutting.

Do not run welding cables across ladders or stairways. Route cables in a manner to prevent tripping hazards.

Remove any combustible materials from the work area, and protect sewers, lower levels, etc. from falling sparks.

Never remove guards from portable grinders and never use a grinder that does not have a guard in place.

COMPRESSED GAS CYLINDERS

Acetylene and oxygen are highly explosive and all cylinders containing either of these substances must be handled with care. Check pressure, valves, connections, etc. regularly. If unsure ask your supervisor before using. Keep cylinders upright and capped when stored or transporting.

Only those persons trained and authorized by management may connect, disconnect, and activate propane-fuelled equipment. Only those persons with an ICE-P or equivalent propane license may install, repair and adjust propane-fuelled equipment.

Never misuse a cylinder. Cylinders must not be dropped or allowed to fall. Chain and rack them in an upright position during use and storage. When transporting cylinders, they must be secured to prevent them from falling.

Always protect the valves from damages.

Never point a cylinder nozzle at anyone when opening.

Never grease or oil gauges or threads.

COMPRESSED GAS CYLINDERS (Cont'd)

Never use defective gauges. Repairs must be done only by authorized personnel.

When moving a cylinder, even for a short distance, all the valves must be closed, the regulator removed, and the valve cap installed. Never use the valve cap to lift a cylinder. If you are using a crane or some other lifting device to move a cylinder, use a cradle designed for that purpose. Never use a sling or a magnet to move a cylinder.

Storage of cylinders must be outdoors in a well-protected area or in a locked cage.

No torch cutting, grinding or welding shall be done where the sparks are directed towards a cylinder.

Never allow a cylinder to contact live electrical power or grounding cable.

HOUSEKEEPING

Many injuries result from poor housekeeping. To maintain a clean, hazard-free workplace, contractors/suppliers are required to follow these rules.

- Materials and equipment should be stored, moved, piled and transported in a manner to prevent tipping and collapsing.
- Materials and debris must not be stored in areas required for access.
- Gather up and remove debris as often as required to keep work and travel areas orderly.
- Keep stairways and passageways and doorways free of materials, supplies and obstructions at all times.
- Pick up, store, or dispose of tools, material or debris which may cause tripping or other hazards.
- Do not throw materials or tools from one level to another.

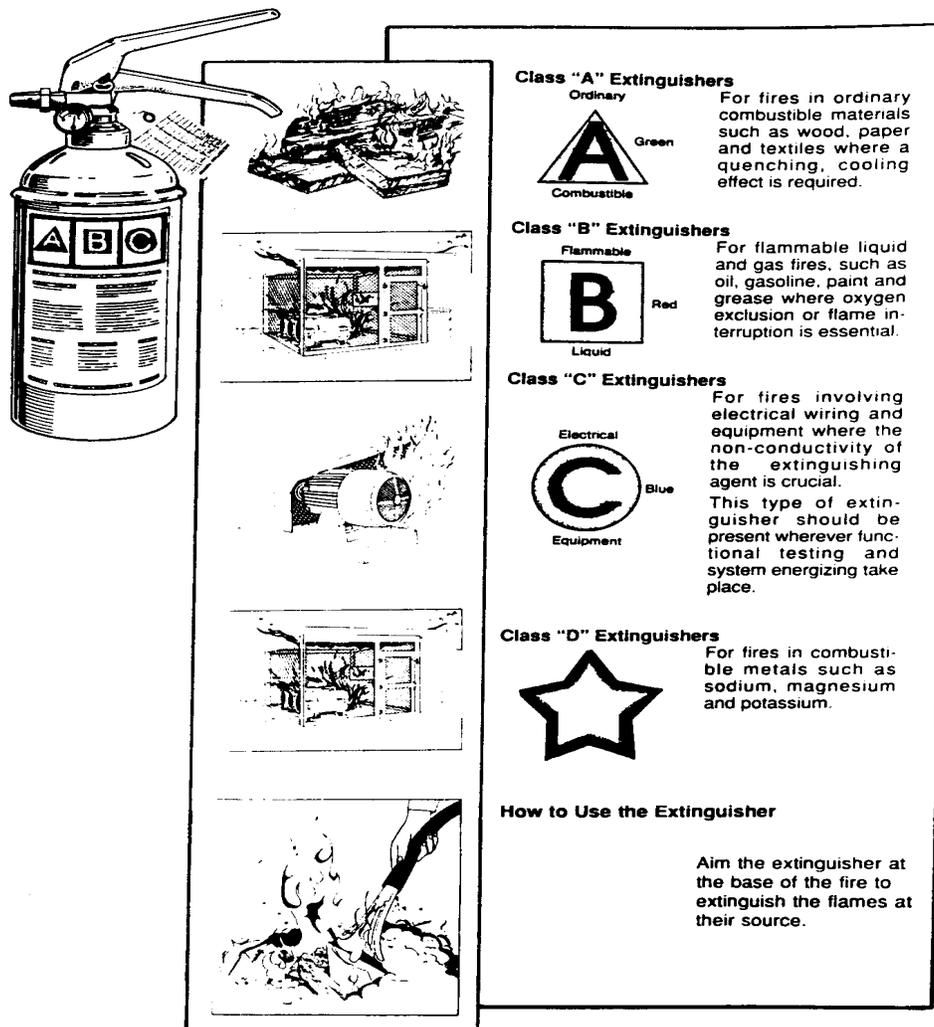
FIRE PROTECTION

Housekeeping includes fire prevention and fire protection. Fire extinguishers are located throughout the shop and are indicated by a fluorescent arrow above each extinguisher.

Dwight Crane inspects all fire protection equipment on a monthly basis and by a professional fire protection company on an annual basis. An inspection tag is affixed to each extinguisher and an inspection record is kept on the premises.

Extinguishers have a very short duration of discharge – usually less than 60 seconds. Be sure to aim at the base of the fire.

Fire extinguishers are classified according to their capacity to fight specific types of fires. (See diagram below)



COMPANY VEHICLES AND EQUIPMENT OPERATIONS

Any vehicle (including a forklift) or machine owned by the Company must be operated only by an authorized Company employee. In the event that it is necessary for a contractor to operate a machine or forklift, due to the technical nature of the work, the contract/supplier must firstly obtain permission from the Dwight Crane Ltd. Shop Manager, and secondly provide proof that the equipment operator is legally competent to operate the equipment.

All vehicle and equipment operators are responsible for circling their vehicle or equipment before starting the unit, visually ensuring that the immediate vicinity is clear and open to movement. If the area is clear and there are no obvious signs of equipment damage or obstruction, carefully pull your unit out of its parking spot prior to any other operations. All function checks and required maintenance must be done in an open area, clear of all obstructions, at all times. Also, equipment must always be operated on a firm, level surface, within stated gradeability factors, in compliance with manufacturer's specifications. If you are working in an open area of the yard and there is the potential for vehicular or pedestrian traffic to reach your work area, you must cone off the area you are working in.

All operators must ensure that their path is clear before backing up their equipment. This means clear, not only of other equipment or vehicles, but also of materials and persons on foot. Never assume that because no one was there 30 seconds ago, the way is still clear. You must have constant visual contact with your intended path; if visual contact is lost temporarily due to a distraction, even for a second, you must recheck your path prior to any movement. Dwight Crane policy dictates that all operators backing out of the shop, must have a spotter.

Furthermore, if you do not have a clear line of sight to your parking area and a spotter is not available, get out of your unit and mark your area with reflective safety cones. Pace out the parking area from the center of the rear axle to the furthest point of the machine, plus an additional three feet. Place cones along the outer edges of the two sides of your machine, so that the cones are visible from your driving position.

Seatbelts, where available, must be worn when driving or riding in a company vehicle or equipment.

COMPANY VEHICLES AND EQUIPMENT OPERATIONS (Cont'd)

Any person who is authorized to drive or operate company vehicles or equipment must have the appropriate valid licenses and/or training.

Proper maintenance of equipment is important in accident and injury prevention. A malfunction of a component or breakdown will usually involve some safety risk. Report all malfunctions and breakdowns to the Shop Manager immediately.

When loading and unloading equipment, determine the best access and chose an area as level as possible and within the manufacturer's specified gradeability factor.

If equipment requires setting up, ensure that the terrain is level and capable of supporting the weight of the equipment.

When equipment is operated, persons other than the operator must not be allowed in the cab unless seating is provided. Do not ride on running boards or stand up in a moving vehicle.

HOISTING AND RIGGING

Often, contractors/suppliers are required to assist with rigging of loads when a crane is required for lifting purposes. When in doubt, consult an experienced rigger or hoisting engineer.

Contractors/suppliers using rigging are responsible for inspecting rigging components prior to each use.

POLYPROPYLENE AND NYLON WEB SLINGS

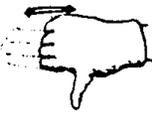
- A chalky exterior appearance indicates overexposure to sunlight (UV) rays and should be inspected by the manufacturer.
- A frayed exterior indicates the sling has been shock-loaded or abraded. Inspect very carefully for signs of damage.
- Breaks, tears or patches indicates unsafe rigging and should be taken out of service and destroyed.
- Frozen slings should be thawed out at, dried at room temperature and inspected prior to use.
- Slings showing oil contamination should be taken out of service and destroyed.
- Capacity label should be legible.

WIRE ROPE SLINGS

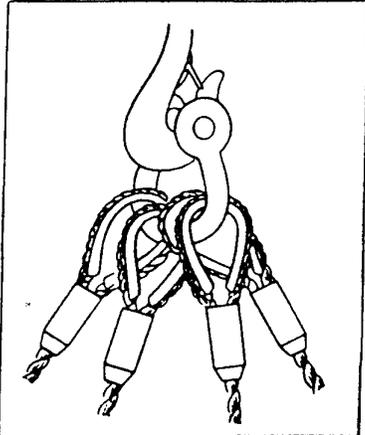
- Up to six broken wires in one rope lay is allowed or three in one strand in one rope lay with no more than one at an attached fitting. Otherwise, destroy and replace rope.
- If kinks, bird-caging, crushed and jammed strands, core protrusion, bulges in rope, or gaps between strands are evident, destroy rigging and replace.
- Check proper installation and tightness of wire rope clips before each lift. Remember, wire rope stretches when loaded, which may cause clips to loosen.
- Check attached fittings for broken wires. Replace and destroy if one or more are broken.
- Do not use frozen wire rope slings. Avoid sudden loading of cold ropes to prevent failure.
- Avoid sharp corners. Use pads such as old carpet, rubber hose or soft wood to prevent damage.

HOISTING AND RIGGING (Cont'd)

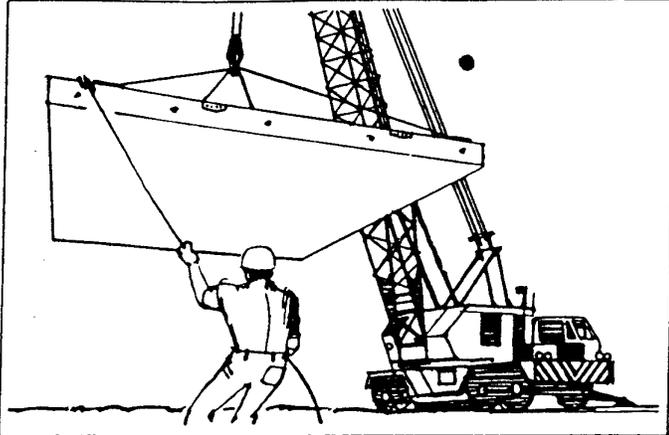
HAND SIGNALS FOR HOISTING OPERATIONS

Load Up  1	Load Down  2	Load Up Slowly  3	Load Down Slowly  4	Boom Up  5	Boom Down  6
Boom Up Slowly  7	Boom Down Slowly  8	Boom Up Load Down  9	Boom Down Load Up  10	Everything Slowly  11	Use Whip Line  12
Use Main Line  13	Travel Forward  14	Turn Right  15	Turn Left  16	Shorten Hydraulic Boom   17	Extend Hydraulic Boom   18
Swing Load  19	Stop  20	Close Clam  21	Open Clam  22	Dog Everything  23	No response should be made to unclear signals.

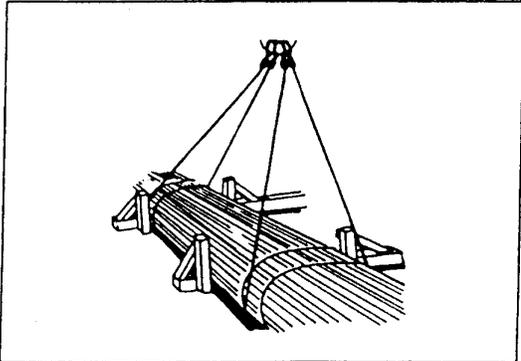
Rigging Safety Tips



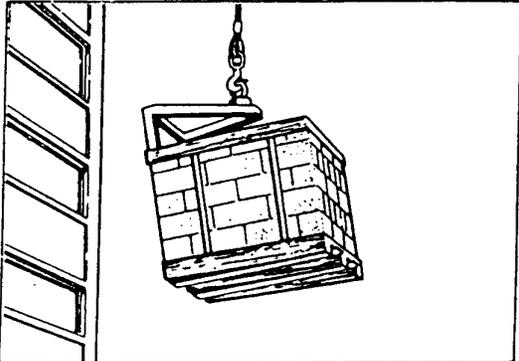
With two or more slings on a hook, use a shackle.



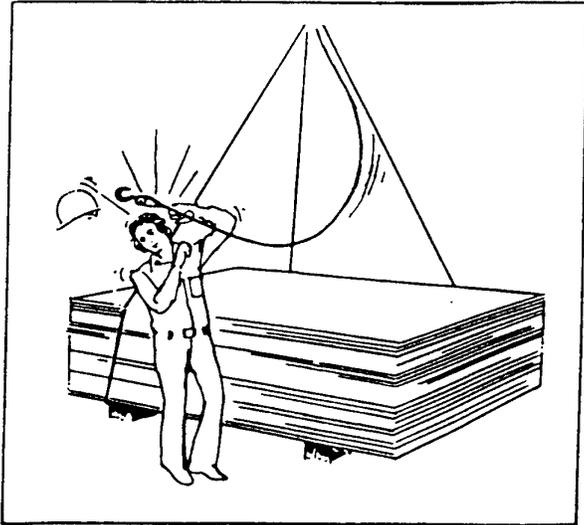
Use tag lines for control.



Block loose loads before unhooking.



Make sure loads are secure.



Stay back when slings are pulled out from under loads.

GENERAL SAFETY

- Only competent personnel will be permitted on site.
- Authorization must be obtained from the Shop Manager before work begins on any job that requires special precautions to be taken, due to the possibility of hazardous conditions.
- Smoking is permitted only at the designated smoking area (picnic table) and nowhere else on Dwight Crane property.
- Horseplay and practical jokes are prohibited, as they often lead to injury.
- Co-operate with company staff in relation to safety procedures, they are acting in your best interests.
- Only trained and authorized personnel may use any of Dwight Cranes' vehicles, equipment and tools.
- Dwight Crane forbids the use of drugs or consumption of alcohol on Company property. Violation of this rule is grounds for immediate termination and removal from the premises.
- The work site must be thoroughly cleaned up by the contractor/supplier at the end of the job, before the site is vacated.
- All spills, incidents and accidents must be reported to the Shop Manager immediately and the proper processes followed.

DISCIPLINARY PROCEDURES

All contractors/suppliers on Dwight Crane property will be subject to disciplinary action for any safety related infractions.

Disciplinary action may include, but is not limited to:

- a) a verbal counseling.
- b) a written warning.
- c) temporary removal of the worker from the site.
- d) permanent removal of the worker from the site.
- e) revoking of the contractor's/supplier's permission to perform work on site.

SAFETY IS ESSENTIAL