

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 1 of 10

Revision: 2

Revision History

Version	Date	Description	Comments
1.0	10/29/2010	Written	
2.0	08/02/2021	Updated, referenced VCNA policies	Approved

1.0 PURPOSE

The purpose of the Truck Haulage program is to minimize the likelihood of, and with the objective of eliminating injuries/illnesses, equipment and property damage and environmental damage arising from the work of truck haulage to Workers, equipment and property of the Truck Haulage companies as well as CBM.

To meet the requirements of the Ontario's Occupational Health and Safety Act and Highway Traffic Act.

2.0 SCOPE

This program is applicable to all Carriers including Independent Brokers and Independent Contractors retained on a contract by CBM and CBM Workers engaged to haul aggregates for CBM (referred to herein as "Carriers").

It is not limited specifically to CBM's sites & client sites, but also extends to the arterial routes surrounding all of CBM's sites.

3.0 LEGISLATION, STANDARDS AND GUIDELINES

- Ontario's Highway Traffic Act and Applicable Regulations
- Ontario's Occupational Health and Safety Act
- Ontario's Mines and Mining Plants Regulation, O.Reg. 854/90 as amended.
- Ontario's Workplace Safety and Insurance Act
- OSSGA's Safe Haulage Guidelines Version 1, January 2011

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 2 of 10

Revision: 2

4.0 DEFINITIONS

- CBM – CBM Aggregates and CBM Ready Mix
- OHS – Occupational Health and Safety
- OHSA – Ontario's Occupational Health and Safety Act
- OSSGA – Ontario Stone, Sand and Gravel Association
- WSIB – Ontario's Workplace Safety and Insurance Board

5.0 ROLES AND RESPONSIBILITIES

5.1 CBM

The Senior Management has the following responsibilities:

- Provide the necessary resources to develop and implement the CBM Truck Haulage program
- Coordinate with the Procurement department, the contract agreements with the Carriers

The Occupational Health and Safety department has the following responsibilities:

- Develop and implement the CBM Truck Haulage program (including the Truck Haulage OHS Orientation)
- Coordinate with the Procurement department, the Truck Haulage OHS Orientation, the list of Truck Haulage Carriers & collection of the required truck haulage safety documentation

The Procurement department has the following responsibilities:

- Develop a contract agreement template incorporating truck haulage safety requirements
- Coordinate the contract agreements with the Senior Management team, the contract agreements with the Carriers, if applicable.
- Coordinate with the Occupational Health and Safety department, the Truck Haulage OHS Orientation, the list of Truck Haulage Carriers and the collection of the required truck haulage safety documentation.
- Ensure the compliance of the Carriers with the CBM Truck Haulage program and the applicable legislative requirements.
- Coordinate with Carriers the implementation of safety procedures.

The Site Managers, Supervisors and Dispatchers have the following responsibilities:

- Educate CBM Workers about the requirements of the Truck Haulage program.
- Use best efforts to ensure all drivers have a valid Truck Haulage OHS Orientation stamp.

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 3 of 10

Revision: 2

- Coordinate with Carriers the implementation of Truck Haulage site specific safe job procedures, if applicable.
- Maintain the site conditions.
- Ensure the activities of the Drivers at the site are in compliance with the requirements of the Truck Haulage program. When there is a non-conformance, take the required corrective actions.
- Ensure incidents, hazards or near-misses involving truck drivers are properly reported.
- If conditions allow, dispatchers shall deliver the Truck Haulage OHS Orientation and issue stamps.

The Site Workers have the following responsibilities:

- Report unsafe behaviours and conditions of the Truck Haulage drivers and trucks as well as unsafe site conditions to their Supervisor

5.2 CARRIERS

The Senior Management of the Carrier has the following responsibilities:

- Provide the necessary resources to implement the CBM Truck Haulage program at their company
- Develop and implement Truck Haulage site specific safe job procedures, if applicable
- Participate in the CBM Truck Haulage OHS Orientation session
- Review and sign the CBM Truck Haulage Safety Policy ("Compliance Statement) and the accompanying Purchase Order – Services – Supplementary Terms and Conditions.
- Provide the required Carrier documentation to CBM
- Provide the CBM Truck Haulage OHS Orientation to all of its Drivers and Brokers and issue a dated stamp for their records. Provide CBM with a master list of all trained Drivers & their corresponding training records.
- Notify CBM immediately about incidents involving critical injuries and truck tip overs as well as near miss truck tip overs. Secure the scene for investigation purposes.
- Investigate reported incidents, near misses and hazards and submit a report to CBM.
- Ensure the Carrier and its subcontractors are in compliance with the requirements of the CBM Truck Haulage program.

The Drivers and Brokers of the Carriers have the following responsibilities:

- Participate in CBM Truck Haulage OHS Orientation.
- Before entering a CBM Site, ensure they have taken CBM Truck Haulage OHS Orientation and been issued stamp for their training record.
- Follow the Truck Haulage procedures

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 4 of 10

Revision: 2

- Report all incidents, near misses and hazards to CBM as well as the Carrier. All incidents involving critical injuries and truck tip overs as well as near miss truck tip overs must be reported immediately.

6.0 TRUCK HAULAGE PROCEDURES

The Carriers shall comply with the following truck haulage procedures when entering, travelling within, and/or exiting CBM premise and ensure that all of their Workers and subcontractors who drive trucks comply with these procedures:

General Safety

- All Carriers will operate in compliance with the Ontario's Highway Traffic Act
- All Carriers shall ensure their vehicles and trailers are maintained in accordance with the Ontario's Highway Traffic Act.
- Intoxicating substances, including drugs and alcohol, are strictly prohibited on the premises at all times. Persons found under the influence of such substances will be removed from the premises and/or prevented from entering the premises.
- Maintenance of carrier vehicles on the premises is prohibited. Emergency maintenance of vehicles disabled by unforeseen events (i.e., flat tire, overheating, or mechanical failure) is permitted upon approval by CBM site management only.
- If maintenance needs to be performed, all equipment must be at a zero energy state by following proper lock out and tag out procedures.
- Carrier vehicles shall not be left excessive idling such as while waiting at the plant
- Carriers shall provide clean dump trailers and pneumatic tankers. CLEANING AND/OR SPRAYING OF TRAILERS IS STRICTLY PROHIBITED on the premises except in areas specifically designated for such activities.
- The unintended discharge of fuel, oil, or other contaminants from any carrier vehicle shall be reported to CBM site management IMMEDIATELY.
- All refuse shall be discarded in a designated receptacle on the site.
- Only hands free communication device use is permitted unless in designated areas.
- In accordance with the Ontario's Mines and Mining Plants Regulation, O.Reg. 854, no children under the age of 16 are permitted on the premises.
- Carriers shall report all incidents, near misses and hazards to CBM site management as soon as possible.
- Carries shall report any issues on site to their company supervisor or CBM site management / supervisor and will not attempt to resolve the issue(s) with loader operators, plant operators, dispatchers, or other non-management / supervisor site personnel.

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 5 of 10

Revision: 2

- Violence and / or Harassment will not be tolerated.

Entering the Premise

- Carriers shall not enter the premises before or after designated hours.
- Carriers shall not stop or park on any municipal or regional roadway adjacent to any operation at any time, unless permitted by municipal posting, especially while waiting to gain access to a site. Carriers shall not block any entrances or driveways to adjacent properties at any time.
- Carriers shall *only* access operations via designated entrances.
- Carriers must refrain from creating excessive engine noise, including the use of engine brakes, except where safety considerations would merit such use.
- Carriers must tare at the start of their shift every day.

Travelling within the Premise

- All posted speed limits shall be observed on site.
- Carriers shall travel on recognized on-site roadways (*as per the site-specific traffic plan*) and shall remain aware of and comply with all posted traffic signs and other markers.
- Carriers shall NOT pass/overtake any vehicle on site roadways or haul roads.
- Carriers shall yield to all loaders and mobile equipment.
- All unnecessary stopping or parking on inclined haul roads and site roadways is prohibited. In the event of vehicle breakdown, trucks shall have their wheels chocked and warning flares/indicators illuminated. Carriers shall notify CBM site management immediately of vehicle breakdown and the latter shall collectively arrange to move the vehicle to a safe location where possible.
- All Carriers must be equipped with a functional back-up alarm (visual or audible) while operating on the premises.
- Where Carriers cannot view their intended path of travel, they shall use a designated spotter to ensure they can move through the area safely.
- Carriers and all other occupants within the cab of their vehicle shall wear a seat belt at all times when the vehicle is in motion.
- No persons shall be transported in any vehicle unless positioned in a seat equipped with a seat belt or occupant restraint device (*i.e., no hanging off the side-step*).
- Carriers shall maintain a minimum safe distance of at least one vehicle length between themselves and the vehicle in front.

Loading/Shipping Areas

- Carriers shall remain inside the cab of their vehicle while being loaded and while at the shipping/loading face.

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 6 of 10

Revision: 2

- Carriers must wear all personal protective equipment (PPE) designated by CBM (e.g. CSA-approved hard hat, CSA-approved safety glasses, CSA-approved reflective vest & CSA-approved safety shoes) at all times when leaving the vehicle cab, including at overload/dumping areas and tarping areas. Drivers are not required to wear PPE as described when situated inside designated *PPE-free zones*. Please contact CBM Dispatcher for information on PPE-free zones at each location.
- Carriers shall not position their vehicles behind any loader loading another vehicle at a distance less than 20 metres.
- Where possible, Carriers shall position their vehicles so that material may be loaded on their driver's side and such that the loader operator and Carrier can maintain eye contact. Carriers will not be loaded if the driver is not visible to the loader operator.

Unloading Areas

- Carriers shall remain in a safe position as defined by the Carrier's dumping safe job procedure.
- Before unloading/dumping material on the premises, all Carriers shall ensure, to every reasonable extent:
 - the ground/terrain at the dumping point is level and stable;
 - the material in the trailer is not unevenly loaded before leaving the premises;
 - every reasonable action has been taken to prevent material from sticking in/to the trailer;
 - the tailgate of the trailer is unlocked and/or unlatched;
 - if the vehicle is equipped with air-ride suspension, air is bled from the system;
 - the area above the dumping point is inspected for hazards, including overhead power lines;
 - where possible, the truck and trailer shall be aligned (not jack-knifed);
 - wind conditions are taken into account; and
 - pedestrians and other vehicles are not positioned within one trailer length of the vehicle preparing to unload material.
- Carriers shall ensure their trailer is fully lowered before travelling through the site. Under no circumstance shall their vehicle be set into motion while the trailer is still elevated above its lowest position (when empty).

Load Verification/Acceptance & Exiting the Premises

- Once loaded, all trucks and trailers must be tarped in accordance with the *Highway Traffic Act* regulations. Tarping of vehicles on scales is prohibited. Tarping & load verification shall only be performed within designated tarping areas.
- If loads must be verified/physically checked, hazards related to working at heights, such as falls, must be taken into consideration.

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 7 of 10

Revision: 2

- No vehicle may leave the site in excess of their Gross Vehicle Weight Limit. Vehicles in excess of their Gross Vehicle Weight Limit must dump surplus material before a loading ticket will be issued. CBM reserves the right to refuse to issue a weigh bill to a driver if the truck exceeds its gross allowable weight limits or the driver cannot supply information as required.
- Carriers are responsible for the safe delivery of their load. Carriers shall check their load before exiting the premises. If the Carrier believes material was not loaded properly, i.e., to allow safe delivery, he/she shall contact CBM scale house personnel, who will assist them in correcting the load.
- All goods shipped from or delivered to another site must be accompanied by the appropriate documentation. Carriers must check their ticket to ensure the proper material, customer and truck information is included before exiting the premises.
- Drivers must sign all FOB tickets at the time of issue. All delivery tickets must be signed by the drivers and customers and returned to a CBM premise preferably by the next business day
- Carriers hauling incoming materials to the premises must report to the scale house upon arrival on-site and before dumping.
- Carriers who suspect a condition of their vehicle and/or load increases the probability of vehicle roll-over shall notify scale house personnel immediately upon arriving on-site. The vehicle shall be parked in a designated safe area until it is inspected and deemed safe to proceed by a competent person.
- All unsecured and/or loose material must be removed from the truck (*fenders, box sides, etc.*) to prevent injury to the public while travelling on public roadways.
- All vehicles exiting the premises must come to a complete stop before entering onto a public roadway.

If drivers of Carriers have not completed the CBM Truck Haulage OHS Orientation upon arrival to CBM premise, CBM will require them to read the CBM Truck Haulage procedure and sign the CBM Truck Haulage Procedure Sign-off sheet. A stamp for their records will be issued.

7.0 DISCIPLINARY ACTION AGAINST CARRIERS AND DRIVERS

Carriers or drivers who fail to comply with one or more of the Truck Haulage procedures outlined above will be in violation of the "Compliance Statement" and subject to verbal and/or written warning.

If deemed necessary, CBM reserves the right to:

- a) Refuse to load or unload a truck operated by the driver to any or ALL CBM locations;
- b) Require the Carrier replace the driver for any haulage services to be provided for CBM; or

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 8 of 10

Revision: 2

- c) Suspend or terminate its agreement with the Carrier or drivers, as outlined in the training material.

8.0 RECORDS

CBM shall retain records for a minimum of seven calendar years or such longer period as required by the local regulatory requirements.

9.0 APPENDICES

- Appendix A - CBM Truck Haulage Procedure Sign-Off Sheet
- VCNA Policy: Freight Process PD-001373
- VCNA H&S support document: Contractor Prequalification Standard

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 9 of 10

Revision: 2

(APPENDIX A)

CBM TRUCK HAULAGE PROGRAM - PROCEDURE SIGN-OFF SHEET

Drivers shall comply with the following truck haulage procedures when entering, travelling within, and/or exiting CBM premise	
Incident, Near Miss and Hazard Reporting	
	Report all incidents, near misses and hazards to CBM as well as the Carrier. All incidents involving critical injuries and truck tip overs as well as near miss truck tip overs must be reported immediately.
General Safety	
	All Carriers will operate in compliance with the Ontario's Highway Traffic Act
	Intoxicating substances, including drugs and alcohol, are strictly prohibited on the premises at all times. Persons found under the influence of such substances will be removed from the premises and/or prevented from entering the premises.
	Maintenance of carrier vehicles on the premises is prohibited. Emergency maintenance of vehicles disabled by unforeseen events (i.e., flat tire, overheating, or mechanical failure) is permitted upon approval by CBM site management only.
	Only hands free communication device use is permitted unless in designated areas.
	In accordance with the Ontario's Mines and Mining Plants Regulation, O.Reg. 854, no children under the age of 16 are permitted on the premises.
	Carriers shall report all incidents, near misses and hazards to CBM site management as soon as possible.
	Carries shall report any issues on site to their company supervisor or CBM site management / supervisor and will not attempt to resolve the issue(s) with loader operators, plant operators, dispatchers, or other non-management / supervisor site personnel.
	Violence and / or Harassment will not be tolerated.
Entering the Premise	
	Carriers shall not enter the premises before or after designated hours.
	Carriers shall not stop or park on any municipal or regional roadway adjacent to any operation at any time, unless permitted by municipal posting, especially while waiting to gain access to a site.
	Carriers shall only access operations via designated entrances.
	Carriers must tare at the start of their shift every day.
Travelling within the Premise	
	All site specific traffic control signage & rules shall be observed on site.
	Carriers shall NOT pass/overtake any vehicle on site roadways or haul roads.
	Carriers shall yield to all loaders and mobile equipment and not travel closely behind them.
	All unnecessary stopping or parking on inclined haul roads and site roadways is prohibited.
	All Carriers must be equipped with a functional back-up alarm (visual or audible) while operating on the premises. Where needed, use a designated spotter.
Loading/Shipping Areas	
	Carriers shall remain inside the cab of their vehicle while being loaded and while at the shipping/loading face.
	Carriers must wear all personal protective equipment (PPE) designated by CBM (e.g. CSA-approved hard hat, CSA-approved safety glasses, CSA-approved reflective vest, CSA-approved safety shoes) at all times when leaving the vehicle cab, including at overload/dumping areas and tarping areas. Drivers are not required to wear PPE as described when situated inside designated PPE-free zones.
	Carriers shall not position their vehicles behind any loader loading another vehicle at a distance less than 20 metres.
Unloading Areas	
	Carriers shall remain in a safe position as defined in the Carrier's dumping safe job procedure.

SAFETY POLICY AND PROCEDURE

(2.21) CBM TRUCK HAULAGE PROGRAM

Date: June 2019

Page: 10 of 10

Revision: 2

	Before unloading/dumping material on the premises, all Carriers shall ensure the site and environmental conditions are appropriate.
	Carriers shall ensure their trailer is fully lowered before travelling through the site.
Load Verification/Acceptance & Exiting the Premises	
	Once loaded, all trucks and trailers must be tarped in designated areas.
	All loads must be verified, checked and secured.
	No vehicle may leave the site in excess of their Gross Vehicle Weight Limit.
	All goods shipped from or delivered to another site must be accompanied by the appropriate documentation.

Date: _____

Company's Name: _____

Driver's Name: _____

Signature: _____

Sticker Number: _____