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Ketza Construction Ltd. Polaris Safety and Security Plan

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1.0 Project Scope

The new Polaris Project is being built at the Yukon University in Whitehorse, Yukon, Canada.

Ketza Construction Ltd. will maintain and use laydown areas around various spots on the campus for the building material needed to complete this project. These laydown areas will be part of the construction site. There will also be site offices and storage units on site. These laydown areas, site offices will also be governed and monitored in the same manner as set out in this Safety and Security Plan.

This Safety and Security plan is written to ensure that all persons involved in the construction of the Polaris Building are safe from any physical or mental injury, this plan is written to ensure that should an incident arise there is clear guidance to follow to help navigate the issues that arise from the incident, not only to resolve it but to also prevent it from happening again in the future.

This plan will not only deal with human's but also address some environmental concerns as well as the reduction of loss of personal property, health, and time from work or any other issues that may arise during the construction of the Polaris.

It is Ketza Construction Ltd.'s goal to maintain a zero-harm commitment while working on this project, if that be on the project work site, laydown areas or traveling to and from the project site.

1.1 Project HSE Policy Statement

Safety, Security, Health and Environmental Policy Statement

Consistent with the Construction Safety Standards, Ketza Construction Ltd. are committed to join in the collaborative effort to support safety, security, health, and environmental responsibilities related for its employees, contractors, and the general public.

To fulfill the Zero Harm commitment for the Polaris Project, Ketza Construction Ltd. will:

- Plan for, and provide, a safe, secure, and healthy workplace environment and commit to constantly improve the Safety, Health and Environmental policy and procedures as an integral part of the Ketza Construction Ltd. organization.
- Provide all Ketza Construction Ltd. employees with appropriate training, equipment, instructions, and competent supervision to perform their duties and responsibilities safely.
- Require employees to comply with all applicable OSHA standards, and to follow all safety, health and environmental laws and regulations.
- Require employees, while on duty, to comply with Ketza Construction's drug and alcohol-free workplace policy established to ensure a safe, healthy, and efficient working environment.
- Encourage employee involvement in reporting any unsafe condition or hazard to their supervisor to take prompt and appropriate action to correct the unsafe condition, as necessary.
- Promote suitable working relationships between all workers and uphold a zero-tolerance position towards any form of violence, harassment, abuse, intimidation, or threatening behavior between workers.
- Ketza Construction Ltd. will conserve and protect the water, air, and land resources that we use.
- Ketza Construction Ltd. will support recycling programs where practical and will use environmentally safe treatment and disposal practices for waste that is not eliminated at the source or recycled.

1.2 All Project Personnel:

Failure to comply with safe practices shall result in disciplinary action up to and including removal from the project and/or termination of employment. All project personnel are expected to:

- Be engaged in, abide by, and actively support all Safety and Health initiatives and policies and comply with all local, territorial, or federal regulations.
- Attend and participate in safety planning, hazard awareness and required Safety training as applicable.
- Protect themselves and co-workers from hazards by being familiar with and understanding the operation JHAs and Daily Risk Assessments.
- Immediately report to his/her supervisor any incident, near miss incident, any unsafe act or condition, or any type of workplace harassment or bullying without fear of reprisal.
- Seek assistance or training in unfamiliar situations that could present a hazard.
- To refuse work if conditions are deemed to be unsafe or hazardous.
- Be active participant(s) of any safety committee upon request.
- NOT engage in cell phone use while on the construction site, with the exception of business communications, via company issued devices and with every consideration given to safety precautions.

2 Alcohol and Drug Policy

2.1 Purpose:

To help ensure a safe, healthy, and productive work environment for all workers, Ketza Construction Ltd. has adopted a policy of maintaining a workplace free of drugs and alcohol.

This policy is non-discriminatory and applies equally to all workers, management personnel, hourly craft, visitors, or temporary personnel present on Polaris Project, or any of Ketza Construction Ltd.'s site trailers or laydown areas.

2.2 Rules:

Possessing, soliciting, manufacturing, distributing, dispensing, and/or the use of illegal drugs, drug paraphernalia, unauthorized controlled substances, illegal use of legal drugs, and other intoxicants on or at the project or at any site trailers or laydown area is prohibited and will result in disciplinary action up to and including suspension or termination.

Legally prescribed drugs may be permitted on or at the project or at any facility provided that the drugs are prescribed to the worker by an authorized medical practitioner for current use by the worker, however the individual taking these prescribed drugs must inform their supervisor of any side effects the prescription drug may cause so the superintendent will assess the individuals tasks they perform.

3 PROJECT HAZARD ASSESSMENT AND RISK MITIGATION

3.1 Project Risk Assessment – Overview

The Polaris Project will consist of the construction of one building during the construction, landscaping, as well as setting up site offices and laydown areas for holding material delivered to site.

During the course of the construction process it is anticipated that several known and unknown hazards will be encountered during the construction process.

Hazards that are anticipated to be encountered on this project may include, in various degrees, some or all of the following:

- Working near a public school with high foot traffic,
- Working at heights,
- Working near and around heavy equipment,
- Working with power tools,
- Chemical exposure,
- Manual labor activities,
- Extreme weather,
- Working with or on high voltage systems,
- Working in or around confined spaces,
- Conducting “hot work” activities.

The hazards noted above and others that may be encountered during the construction of the project will be identified, evaluated, communicated, eliminated, or controlled as much as possible.

3.2 Contractor Safety Program, Practices and Procedures

Any Sub-contractor on the Polaris Project can either:

A. Adopt Ketza Construction Ltd.'s Construction Safety & Security Plan

OR

B. Develop its own project-specific safety program/procedures and submit to Ketza Construction Ltd. Construction Safety Manager for review 2 weeks before starting work.

3.3 Pre-Construction Safety Meeting

Each Ketza Construction Ltd. employee, sub-contractor or visitor will be required to attend scheduled pre-construction meeting(s) before starting work to further facilitate understanding of the project conditions and safety requirements.

During the Pre-Construction Safety Meeting, the following will be discussed:

- Copy of contractor's Hazard Communication Program
- Copy of contractor's Corporate Safety Program
- Contacts: 24/7 Emergency & On-Site Safety Representative(s) & Corporate Safety Manager(s)
- List of Competent & Capable Persons
- 1st Aid & CPR Trained Workers
- Emergency Action Plan

4. Weekly Health, Safety or Environmental Toolbox Topics

All project personnel of any tier are required to attend Weekly Health, Safety or Environmental (HSE) meetings. Toolbox topic meetings are to increase HSE awareness on the Polaris work site, site trailers, or laydown areas.

Every worker that attends these weekly HSE toolbox meetings, will sign the toolbox topic meeting attendance sheet as documentation of attendance.

5 Resolving Safety Concerns and Issues

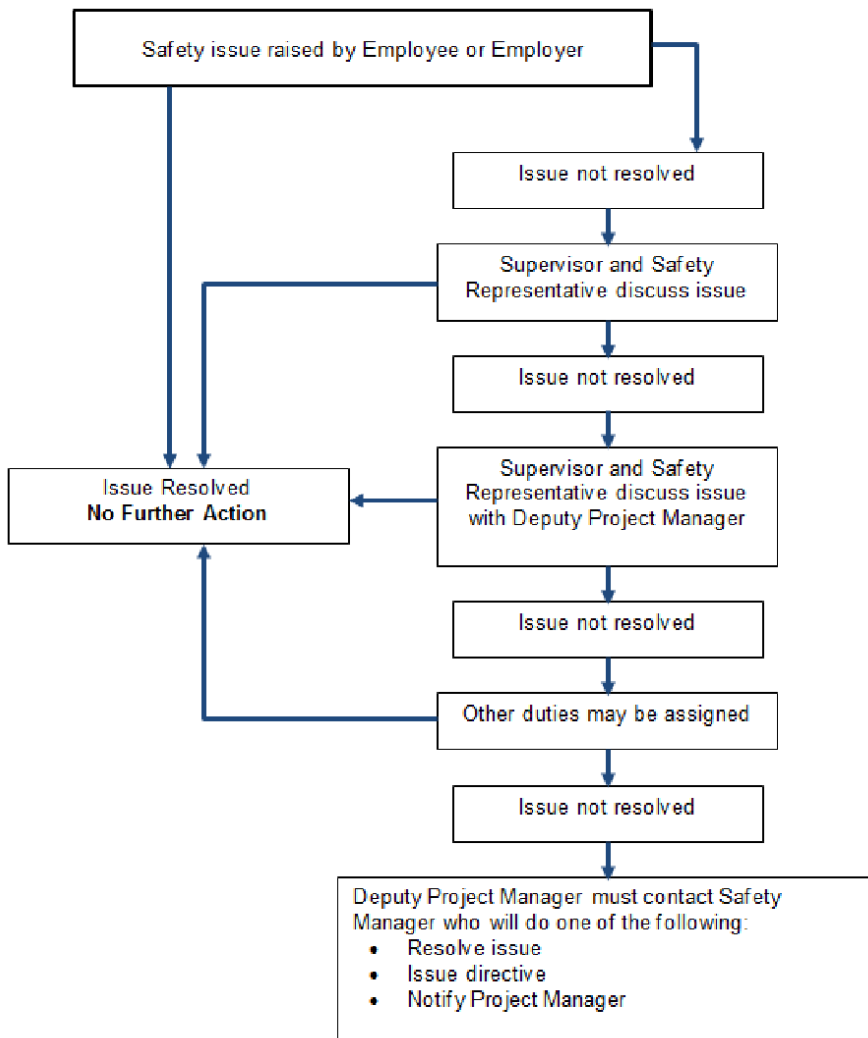
All employees and contractor personnel will be given the opportunity to voice concerns and issues without fear of reprisal. Employees should discuss safety issues and concerns with their immediate supervisor, as the issues and concerns become apparent. All personal on site will be granted the Three R's (the right to work, the right to know and the right to refuse unsafe work).

Employees may contact Ketza Construction Ltd. Project Safety at any time to discuss concerns. Such concerns may be provided orally, or in writing if requested.

Employees may request confidentiality or anonymity, which will be honored.

During the course of the resolution process an employee may be reassigned to other duties not affected by the reported hazard.

5.1 Figure 4-1 Resolving Safety Issues Flowchart



6 Safety Disciplinary Action

The safety disciplinary action policy is provided to assist in the uniform application of disciplinary action for disciplining personnel who intentionally or unintentionally violate safety rules, policies, or practices throughout the project.

All project supervision shall keep a constant check on the methods used by employees to prevent safety violations. They have the authority to correct and instruct employees concerning the violation of safety rules and shall stop work in situations of imminent danger.

Each individual employee also has the right and obligation to correct an unsafe act or condition. Each employee is responsible for his/her own safety and that of their coworkers.

Serious Safety Violations involves a substantial probability that death, serious physical harm, major equipment damage, or work stoppage could result. Employees who commit serious safety violations will be subject to their company's (or Ketza Construction's if they do not have one), disciplinary action for immediate removal from the Polaris jobsite for the duration of the project. A documented verbal reprimand alone cannot be issued in this case.

For other than serious safety violations the progressive disciplinary program will conform to the following:

First Offense: The first line supervisor, or safety officer will complete a verbal, documented reprimand, documenting the violation, and counsel the offending employee.

Second Offense: The first line supervisor, or safety officer will complete a written reprimand documenting the violation and the disciplinary actions and/or corrective actions to be taken to ensure the offense is not repeated.

Third Offense: Offending employee, and perhaps the employee's supervisor, may be dismissed from the project site for the duration of the construction of the Polaris. Ketza Construction Ltd. reserves the right to immediately terminate any individual when the nature of the violation(s) or when repeated violation(s) make retention of the individual unacceptable.

7 Incident Reporting

All contractor incidents must be reported that resulting in:

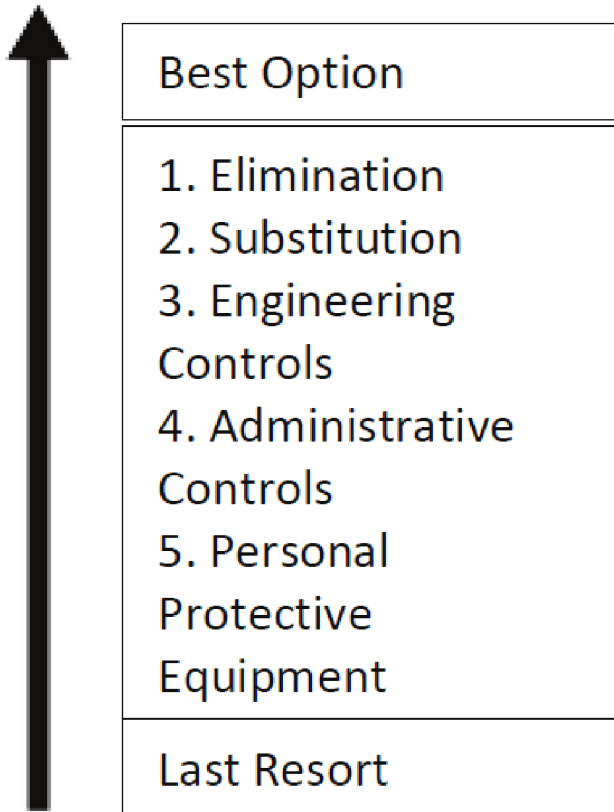
- ANY Bodily injury
- Contractor or sub-contractor equipment damage
- Vehicle damage
- Near miss event
- Spills greater than 1 gallon
- Property damage of any type

All incidents **MUST** be reported to the Ketza Construction Ltd. Construction Safety Manager, or safety officer **IMMEDIATELY** (as soon as possible after the situation is stabilized and any injuries have been tended to).

Failure to report any incidents **IMMEDIATELY** may result in disciplinary action.

8 Hierarchy of Controls

It is the intent of Ketza Construction Ltd. at the Polaris project to effectively identify, eliminate or mitigate all hazards to accomplishing “Zero harm” on this project. Where applicable we will use the “Hierarchy of Controls” to either eliminate or mitigate any recognized hazards that may present themselves.



9 Security Plan

It is the intent of Ketza Construction Ltd. to prevent excessive loss and to prevent theft, vandalism and damage to property and equipment during construction of the Polaris Building. Ketza Construction Ltd. personnel will work with project partners, stakeholders, and the public to ensure that hazards are recognized and addressed where applicable. Ketza Construction Ltd. will discuss site security plans with all subcontractors during pre-construction meetings and throughout the construction process.

10 Traffic Control

As the Polaris work site will be located near residential housing, including a senior's home, all employees will be required to follow all road safety rules, including obeying all speed limits, watching for, and giving the right of way to pedestrians, and being fully alert when driving any vehicle.

11 Fire Department

Should the need for fire fighting arise, Ketza Construction Ltd. will have personal on site trained in the use of fire extinguishers. 911 will be called for any fire on site to ensure it is out before work commences.

12 First Aid / CPR

All sub-contractors shall have at least one person certified in first aid and CPR at the job site at all times.

The existing Hospital in Whitehorse has the ability to look after advanced healthcare for injured and sick people. The Hospital emergency ward is open 24 hours a day, 7 days a week. Medical staff will attend to any emergency. They have the ability to treat any medical emergency having on hand oxygen, advanced care dedications, AED, narcotic, basic bandage supplies, an X-ray, can intubate a person, provide fluids, and keep a person stable, or transport them to another medical facility if required.

Only currently trained and certificated first aid personnel shall administer first aid at the job site.

It is required regardless of severity of the incident that information regarding all First Aid incidents be entered onto the project First Aid Log either on Salus Pro, or a paper copy.

All injuries or accidents will be reported to YWCB as required.

14 Safety Signs, Posters and Banners

OSHA-required signage must be placed on the jobsite in a central location, in the field or in the office, where most employees will see it frequently.

An information/bulletin board must be set up to share information on work sites.

Warning, Danger, No Trespassing and other signs, correctly posted, help to protect the public and contractor workers or visitors from accidents and incidences.

NOTE: Banners, signs, posters, stickers, etc. with political messages, obscene wording or drawings, or anything deemed offensive to the owner, owner's workers, general contractor, other subcontractor's workers and/or the general public, are prohibited from being posted or displayed on the jobsite.

15 Extreme Weather Safety

15.1 Extreme Windstorm

- Shut off gas and/or the flow of flammable liquids.
- Shut down work at height
- Shut down all crane operations
- Tie down and effectively secure all materials to limit the risk of flying debris
- Securely support structures under construction.

Before re-starting construction operations:

- Inspect for live power lines, leaking flammable gases or liquids and structures in danger of falling.
- Separate damaged from undamaged materials.
- Inspect for structural stability of building structures, scaffolds, material stockpiles, etc.

15.2 Severe Winter Storm (Ice Storm or Blizzard)

- If necessary: shutting the worksite, securing equipment and structures, sending workers home in advance of the storm if it is safe to do so.
- As applicable, notify recognized emergency personnel so they can prepare for the storm by gathering first aid, survival gear, etc. prior to the arrival to the storm.
- As Old Crow is situated in a remote location, company management must be made known of your precise location, number of workers on site and the readiness of the emergency.
- If possible, maintain or re-establish contact periodically so management can advise outside emergency responders if necessary.
- Once the storm passes, the Project manager and/or superintendent must assess the site for damages and evaluate the area condition to determine a course of action.

15.3 Frostbite

Frostbite is the freezing of fluids and tissues of the skin.

- The first sign of frostbite is reddening of the skin. It then turns blotchy white, grey, or yellow. It finally turns white, and it may blister. The body part may also feel very cold and numb. In an advanced stage, there is no feeling at all in the exposed skin.
- Frostbite victims may also suffer from hypothermia or the loss of body heat. Symptoms are shivering, loss of hand control, drowsiness and not caring about staying warm.

To treat frostbite:

- Keep the victim as warm and dry as possible.
- Warm the body with blankets or warm, dry clothing. If the frozen part gets too hot the resulting damage will increase. **Do not rub!!!**
- Once the area is thawed, the victim should gently exercise the area to bring blood flow back into the injured part.
- Get medical attention as soon as possible.

NOTE – if the victim must go back into the cold again, do not thaw the frostbitten area as it will freeze again and increase the damage, rather help them to a warm, dry area that they can stay in until the frozen part is thawed, and they are able to seek further medical assistance should they require it.

15.4 “Cold Stress” or Hypothermia

When your body temperature drops even a few degrees below normal (98.6°F or 37°C), you can begin to shiver uncontrollably, have difficulty doing even simple things, slur speech, become weak, drowsy, disoriented, confused, unconscious and even fatally ill.

If you suspect hypothermia:

- Take the person into a warm place or at least provide some shelter from the wind, rain or snow and keep their head covered.
- Remove all wet clothing and bundle the victim with dry blankets or dress in dry clothing.
- Do not rub or massage the victim or place the victim in hot water.
- Give warm beverages.
- If the person is unconscious, use advanced first aid techniques (e.g., CPR) if you are trained to do so.

15.5 Thunderstorms/Lightning

- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder.
- If you can hear thunder, you are close enough to the storm to be struck by lightning.

If caught outside:

- Seek shelter in vehicles or nearby structures.
- Squat low to the ground when moving around in the open during a storm.
- Make yourself as small of a target as possible, placing your head between your knees will make you a smaller target than lying on the ground.

After the Storm passes:

- Stay away from any storm damaged areas or areas of fast-moving water.
- Contact the project management and/or your supervisors for information and instructions.

16 Hazard Classification

Hazard Classification is the process of assigning a number or classification to a hazard or danger category based on its health and physical hazards.

Health hazards are determined by the properties of a substance or mixture that can cause illness or injury to the skin, eyes, lungs or other organs and body parts. Because there are such a large variety of hazardous chemicals, there are also a large variety of physical and health hazards presented by these chemicals.

To better communicate the specific information needed by chemical workers, the Global Harmonizing System has created multiple classes of hazards. There are 16 classes of physical hazards and 10 classes of health hazards.

Container labels will provide information on the relevant hazard classifications of the chemical.

As part of the Global Harmonizing System, chemical manufacturers and importers are required to provide a label that includes a pictogram, signal word, hazard statements, and precautionary statements for each hazard class and category.

17 Visitor Safety

Those persons who only occasionally need to access construction or work zones are considered visitors. Before visitors are allowed to access the Polaris project site they must:

- Have, or be provided with, the required personal protective equipment.
- Be explained the current activities, the hazards associated with those activities and the methods to be used to prevent the visitor(s) from being harmed by those activities.
- Be explained the emergency procedures.
- Sign in and out of the site.
- Be escorted at all times while on site.

18 Muster Points

In the event that there is a need to evacuate, site supervision will communicate the alarm to other affected supervisors via air horn or other applicable means.

Each individual is responsible for removing themselves from perceived danger and for gathering at a specified Muster Point.

Each individual must remain in the muster point until they have been accounted for and given further instructions.

19 Site Plan

