

Health, Safety and Environmental Responsibilities

Expectation

Our Company is strengthened by the accountability of our employees, management, directors and contractors. By taking responsibility for our actions, we each play an active role in ensuring the Company's success and our individual success.

Tip: If you see an area of responsibility you don't understand or that hasn't been assigned or should be reassigned, bring your questions and ideas to the Engineering Manager, Vice President of Engineering or the President.

Our Company expects every employee to fulfill his or her health, safety and environmental responsibilities as described below and throughout the Health, Safety and Environment (HSE) Management System.

We will ensure that:

- There is a system in place for ensuring accountability for health and safety roles and responsibilities at all levels in the Company;
- Management enforces the use of hazard controls (including engineering, administrative, and Personal Protective Equipment (PPE) by all workers;
 - There are adequate resources available for all workers to fulfill their assigned responsibilities, including:
 - A health and safety resource person;
 - Financial support; and
 - Training; and
- Key employees are familiar with legislation and regulations that are applicable to the scope of their work.

Board of Directors

The Board of Directors will meet the following HSE responsibilities:

- Review reports from the HSE Management Committee; and
 - As part of due diligence, remain aware of significant HSE issues.
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President

The President will meet the following HSE responsibilities:

- Provide leadership and direction to ensure the thorough and consistent implementation of the HSE Management System;
- Ensure that the Board of Directors are appropriately aware of operational HSE matters;
- Lead the development of policies and procedures;
- Act as a bridge between operations personnel and the Board of Directors by receiving and communicating reports and recommendations to each;
- Review significant HSE issues, approve recommended actions, and report outcomes to the Board of Directors;
- Insist on safe performance throughout operations;
- Ensure the HSE program and operations comply with contractual and regulatory requirements;
- Develop and maintain HSE policies, procedures and standards upon recommendations from operations; and
- Formulate HSE policies and programs that meet or surpass regulatory requirements.

Vice President of Engineering

The Vice President of Engineering will meet the following HSE responsibilities:

- Enforce HSE objectives throughout the Company;
 - Set HSE objectives as part of regular business planning;
 - Ensure adequate supervision and HSE management is in place in all operating areas;
 - Ensure HSE considerations are included in the design and construction of facilities;
 - Ensure required training is provided;
 - Review incident reports and follow-up measures; and
 - Keep up-to-date on the Company's regulatory requirements in all jurisdictions in which AOS operates.
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Employee Supervisors and Consulting Supervisors

Employee and Consulting Supervisors will meet the following HSE responsibilities:

- Ensure all workers are knowledgeable and have access to the latest publications of applicable laws and regulations, including:
 - HSE rules and safe work standards;
 - Operating and critical task procedures;
 - Emergency response procedures; and
 - Environmental protection requirements;
 - Ensure worksites offer safe and healthy working conditions;
 - Ensure property and equipment are maintained to Company and manufacturer standards;
 - Ensure site-specific safe work practices (e.g., start-up and shut-down practices) are developed for each facility as required, and implement training of site employees and contractors to ensure procedures are understood;
 - Communicate HSE performance expectations, requirements and results to employees and contractors;
 - Reinforce program objectives, policies and regulatory requirements by insisting on performance and behaviour that meet Company standards;
 - Ensure compliance and incident reports are submitted as required;
 - Ensure incidents are investigated and followed up with appropriate corrective actions;
 - Identify training programs and opportunities as needed;
 - Understand regulatory requirements;
 - Understand and implement the corporate HSE Management System;
 - Identify, eliminate or minimize hazards;
 - Identify and correct unsafe work habits;
 - Ensure workers are properly qualified and trained to perform their work, know what is expected of them, and are prepared to deal with the hazards of their work and worksites;
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- Monitor work to ensure contractors and their employees comply with corporate standards and government legislation and regulation;
- Ensure personal protective equipment is available, properly used, maintained and replaced as necessary;
- Monitor facilities for HSE performance, hazards and general housekeeping standards;
- Assist management in the continued development of HSE programs;
- Ensure required pre-job meetings and regular HSE meetings are held and recorded; and
- Review inspection and audit reports and respond to reported deficiencies.

Employees and Workers

Employees and workers will meet the following HSE responsibilities:

- Learn and abide by HSE standards and regulations that pertain to their work, and contact a supervisor if there is any confusion over what is required;
 - Take an active part in learning, developing and promoting HSE programs and goals;
 - Refuse to perform work they are not qualified to do or when unsafe conditions exist;
 - Attempt to correct unsafe or hazardous conditions. Where conditions cannot be corrected, report the hazards to a supervisor;
 - Immediately report all incidents to a supervisor;
 - Keep written records of incidents;
 - Maintain the appearance of Company facilities and promote good relations with local officials and residents;
 - Maintain and operate equipment in a manner that minimizes leaks, spills, emissions, noise and other hazards;
 - Know the locations of emergency, personal protective and spill response equipment and how to properly use it;
 - Clean up and report spills as they occur; and
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- Monitor activities of fellow employees and workers, especially new or inexperienced workers, to ensure they do not place themselves or others at risk.

Visitors

A visitor is anyone who will be on a worksite for a short period of time (e.g., less than a day) and who must be accompanied at all times to ensure he or she is protected from the hazards on the site. Visitors include government representatives, students, senior Company employees and others. Visitors will meet the following HSE responsibilities:

- Refrain from entering Company property or worksites except when permission has been granted by a Company supervisor, and only when accompanied by a Company representative, unless otherwise approved; and
- Wear appropriate protective clothing and equipment in accordance with the standard requirements for the area and work conditions.

References

1. Pre-project Meeting Guidelines (LI025), AHRE Workplace Health and Safety, November 2004.
 2. Health and Safety Tool Kit for Small Business (SMB001), AHRE Workplace Health and Safety, December 2004.
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