



New Employee Orientation

Name: _____
First Middle Last

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Cell Phone Number: _____ Home Phone Number: _____

Sex: _____ M _____ F Date of Birth: _____

Employment Date: _____ Orientation Date: _____

Social Insurance Number: _____

Driver's License #: _____ Expiry Date: _____
(dd-mm-yyyy)

Email: _____

In Case of an Emergency

Please list at least two contacts whom we can notify in case of an emergency:

Name: _____ Relationship: _____
Home #: _____ Cell #: _____

Name: _____ Relationship: _____
Home #: _____ Cell #: _____

Name: _____ Relationship: _____
Home #: _____ Cell #: _____

Alberta Health Care Number: _____

Doctors Name and Medical Clinic Number: _____

Rate of Pay Acknowledgement Position: _____

Rate: _____ Truck: _____ Other: _____

Employee initial: _____ Management Initial: _____



New Employee Orientation

FITNESS ASSESSMENT

The purpose of this fitness questionnaire is to ensure the applicant is physically capable of successfully accomplishing the required job tasks involved without putting themselves at risk of serious injury or illness.

NOTE: Questions may be left blank if applicant feels that they are discriminatory.

MEDICAL HISTORY:

Have you been hospitalized within the last two years? Yes___ No ___

Any lost work days due to injury or illness in the past two years? Yes___ No ___

Have you ever been injured at work? Yes___ No ___

If yes, what type of injury?

Details_____

Date of Occurrence: _____

Did you have to perform modified duties as a result of the above injury?

How will this injury affect your ability to perform on the job?

Do you suffer from any of the following?

Chest Pain	Yes___ No___
Persistent Cough	Yes___ No___
High Blood Pressure	Yes___ No___
Depression/Anxiety	Yes___ No___
Claustrophobia	Yes___ No___
Headaches/Dizziness	Yes___ No___
Cancer	Yes___ No___
Stomach Disorders	Yes___ No___
Sleeping Disorders	Yes___ No___
Back Pain	Yes___ No___
Joint Problems/Disorders	Yes___ No___
Movement Restrictions	Yes___ No___
Vision Impairments (glasses)	Yes___ No___
Any Alcohol/drug use (including socially)	Yes___ No___
Are you taking any Medications?	Yes___ No___

If Yes, Describe_____

Other Conditions that may affect your ability to safely perform your job Yes___No___

If Yes, Describe_____

Do you have Allergies? Yes___No___

If Yes, Describe: _____



New Employee Orientation

FITNESS ASSESSMENT (con't)

Do you have any pre-existing medical conditions/injuries? Yes__No__

If so, explain _____

How will it affect the work you are being hired to perform?

I have read and reviewed the above and agree that all information provided is true to the best of my knowledge.

Date: _____, 20__

Signature: _____

Employee Application Resume Attached: Yes__No

Employed By	Length of Employment	Contact	Reason For Leaving

Work Experience, including equipment operated:



New Employee Orientation

HEALTH AND SAFETY POLICY

TerraFirma Resources is committed to a strong safety program that protects employees, subcontractors, clients, the public, and the environment from accidental or deliberate loss caused by injuries or accident. In fulfilling this commitment, management will provide and maintain a safe healthy work environment in accordance with industry standards and in compliance with legislative requirements, by supplying the proper equipment, procedures and training to workers. The company will ensure that workers are competent, qualified and trained to perform their job tasks. Direct supervision by a worker who is competent to do the work, will be provided to workers who are not competent to complete the work. We will strive to eliminate any foreseeable hazards, which may result in property damage, accidents or personal injury / illness. Regular inspections will be carried out on worksites, office and shop locations, to ensure that the work site is free of hazards that could cause slips, trips or falls.

Equipment is maintained in a condition that will not compromise the health or safety of workers using or transporting it. Equipment will safely perform the function for which it is intended or was designed, and is of adequate strength for its purpose, and is free of obvious defects.

TerraFirma supports environmental sustainability and strives to conduct work in a manner that is environmentally friendly.

Employees and sub-contractors will share the responsibility and be accountable for the company's health and safety performance. Complete and active participation by everyone, in every job site is necessary for the safety excellence this company expects. Management supports coordination of safety among all workers on the job site and recognizes workers right to a safe work environment as well as a joint responsibility to implement and maintain such an environment.

A health and safety review will be conducted to assess the impact of changes to work processes and procedures before they are implemented.

TerraFirma has an open-door policy. However, should a complaint made to a supervisor not be resolved it must be taken to the Safety Representative and be investigated jointly with the health and safety committee. The findings of this investigation will be written in a report and presented to the employer and employee. Where a complaint is found to be justified, TerraFirma will take immediate steps to rectify the situation and immediately remove any worker from danger.

Every employee and contractor has the right and responsibility to refuse unsafe work. For example,

1. Where the use or operation of a machine or thing could cause danger
2. A condition exists in the place that constitutes danger to an employee or to another employee
3. Performance of the activity constitutes a danger to the employee or another employee

Our goal is to maintain an injury and accident-free workplace for all employees and subcontractors. By working together in all parts of the program, we can achieve this goal.

TerraFirma recognizes all employees and sub-contractors for their past performance in safety and request their assistance in ensuring that a positive "Safety Awareness" culture continues to be a way of life both on, and off the worksite.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

This policy will be reviewed at minimal, on an annual basis.

Employee Signature _____



New Employee Orientation

COMPANY RULES

All employees, visitors and subcontractors on any TerraFirma Resources project or property must abide by company policies, practices, guidelines and the following rules:

- **Personal Protective Equipment** shall be worn by all employees and subcontractors in compliance with TerraFirma Resources policies and client requirements on all sites.
- **Report to your supervisor all unsafe acts and unsafe conditions.**
- **Near misses, Accidents, Incidents or Injuries, regardless of their nature,** must be promptly reported to your supervisor.
- **Perform all work using safe work practices and procedures** and comply with all applicable legislation.
- Maintain **good housekeeping** in your work area to foster a safe work environment free of hazards associated with slips, trips and falls.
- **Operate all vehicles and mobile equipment in accordance with site rules and highway legislation.** Adhere to all speed limits, provincial, company specific and site-specific speed restrictions.
- Mandatory use of **seat belts in all company equipment and vehicles.**
- **All employees and subcontractors shall participate** in TerraFirma Resources **hazard assessment process and pre-job safety meetings**, as well as monthly safety meetings.
- **Safety glasses face shields etc. shall be worn when welding, grinding, and for other operations** which require eye protection.
- **Smoking** is permitted only in designated areas.
- Employees and subcontractors at **every level are subject to immediate termination for discrimination against fellow workers, harassment, violence, theft or vandalism of company property or disclosure of trade secrets.**
- Consuming or **being in possession of alcohol or illegal drugs on company premises or on any TerraFirma Resources Worksite is prohibited.**
- **You have the responsibility to refuse unsafe work.**

Employee Signature _____



New Employee Orientation

EMPLOYEE FUEL CARD ACKNOWLEDGMENT

I understand that I have been entrusted with a company fuel card. I am provided with a PIN number and I promise not to lose or give away these cards or disclose any information pertaining to these cards at any time. I will report any lost or stolen cards to the office immediately so that TerraFirma Resources can cancel the card.

I understand that this card is specifically for fuel used for TerraFirma Resources work purposes, company vehicles and equipment only and is not authorized for personal use. Any unauthorized charges on this card for which I am responsible could result in disciplinary action up to and including dismissal and legal action.

I acknowledge that any unauthorized charges to this fuel account will be deducted from my next paycheck.

I have read and reviewed the above and agree to the purpose and protocols involved.

Employee Signature _____



New Employee Orientation

TRAFFIC VIOLATION PAYROLL DEDUCTION

This agreement is between TerraFirma Resources and _____
(print name)

I understand that I am responsible for all traffic violations levied against me while operating TerraFirma equipment including light trucks. With this in mind, I authorize TerraFirma to deduct the total cost of any and all traffic violations via payroll deduction.

I have read and reviewed the above and agree to the purpose and protocols involved.

Employee Signature _____



New Employee Orientation

SAFETY COURSE/CERTIFICATION AGREEMENT FORM

Dated _____ day of _____, 20 _____

BETWEEN

TERRAFIRMA RESOURCES

&

_____ (Employee)

It is hereby agreed by both parties stated above, fully understand and have mutually agreed upon, the following terms and conditions of this contract:

New employees to TerraFirma are initially responsible for the cost of safety courses but will be reimbursed once employed for a period of 6 months.

For all other employees, the cost of the following course **will be deducted in one full payment amount from my final paycheck if I fail to attain six months of continuous employment from the training date.**

I have read and reviewed the above and agree to the purpose and the protocols involved.

Course Titles:

Location of Training: _____

Course Costs: (Including GST) _____

Employee Signature _____



New Employee Orientation

MONITOR RESPONSIBILITIES

This agreement is between TerraFirma Resources and _____
(print name)

I understand that I am responsible for Monitors I am using or that have been signed out by me and are in my possession. With this in mind, **I agree to properly use and maintain them.** Monitor(s) under my care that are **lost or stolen are to be reported** immediately to the safety coordinator. I understand that I may **be liable** for the cost of Monitors(s) which I was responsible **for that go missing.**

I have read and reviewed the above and agree to the purpose and protocols involved.

Employee Signature _____



New Employee Orientation

RADIO RESPONSIBILITIES

This agreement is between TerraFirma Resources and _____
(print name)

I understand that I am responsible for Radios I am using or that have been signed out by me and are in my possession. With this in mind, **I agree to properly use and maintain them.** Radio(s) under my care that **are lost or stolen are to be reported immediately** to the safety manager. I understand that I **may be liable for the cost** of Radio(s) which I was responsible **for that go missing.**

I have read and reviewed the above and agree to the purpose and protocols involved.

Employee Signature _____



New Employee Orientation

DISTRACTED DRIVING

Please read the Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee and subcontractor safety and eliminate unnecessary risks behind the wheel, TerraFirma Resources has enacted a Distracted Driving Policy. We are committed to stopping distracted driving, and have created the following rules.

- Company employees/subcontractors may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.

- This policy applies to all employees and subcontractors when any of the following five conditions apply:
 - o Operating a company vehicle
 - o Operating a personal vehicle on company business
 - o Driving on company property
 - o Using a cell phone supplied by the company
 - o Using a personal phone for company business

- If company employees/subcontractors need to use their phones, they must use a hands-free device or pull over safely to the side of the road or another safe location.

- Additionally, company employees/subcontractors for their own safety should also consider the following practices:
 - o Turn cell phones off or put them on silent before starting the car.
 - o Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
 - o Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

- Failure to comply with this policy may result in disciplinary action.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name (printed)



New Employee Orientation

LIFESAVING HEALTH AND SAFETY PLEDGE

The management at Terrafirma Resources is committed to providing a healthy and safe working environment for all our employees, management, sub-contractors, our customers, the public as well as protecting the environment around us. Our goal is to have an incident free workplace. We never want to see HSE sacrificed for any reason, at any time. Nothing is so important that it cannot be done safely.

DRIVING

I WILL:

- Drive defensively for the conditions on and off road;
- Comply with all traffic laws;
- Obey all road rules;
- Follow road radio rules and call as per posted signage;
- Ensure I drive under the posted speed limits.

HAZARD ASSESSMENT

I will complete hazard assessments to identify and mitigate risk. Hazards may be overhead, below ground or in the atmosphere.

WORK PERMITS

Obtain and work under a valid permit where required.

FOLLOW THE PLAN

No deviations from procedures, defined work plans or bypassing safety devices without documented authorization.

ENERGY ISOLATION

Verify isolation of energy sources before work begins.

CONFINED SPACE

Obtain a permit before entering confined space. Assess the atmosphere conditions and activity before entry.

WORKING AT HEIGHT

Protect yourself against a fall when working at height through guardrails, equipment, or a fall protection system.

GROUND DISTURBANCE

Obtain a permit before starting ground disturbance activities.

LIFTING OPERATIONS

Follow safe lifting operations and the lifting plan.

I acknowledge and will abide by the above safety rules to protect myself and others from illness or injury at work. This agreement must be reviewed and signed by all workers and subcontractors prior to performing work with Terrafirma Resources. The undersigned represents and warrants that they shall comply with all applicable Federal, Provincial, and Local laws, regulations, and Terrafirma Resources Environmental, Health, and Safety Policies and Procedures. Strict compliance with these guidelines, rules, and regulations are a condition of employment and the personal responsibility of each worker and subcontractor. Violators may face possible termination and/or fines.

Employee Signature

Date

Employee Name (printed)



New Employee Orientation

DRUG & ALCOHOL POLICY

TerraFirma Resources Ltd. is committed to protecting the health, safety and well-being of our employees, customers, and the public. Employees have the responsibility to report for work Fit for Duty and to assist in attaining and safe, healthy and productive workplace. The inappropriate use of Illegal Drugs, Alcohol or Medications can have serious adverse effects on the safety in a workplace.

This Policy applies to all employees of TerraFirma while working on company premises, operating equipment, vehicles or on any work assignment in any role of activity. In addition to the obligations set out in this Policy all Employees must comply with any additional site-specific standards. This policy is endorsed by senior management.

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

"Concentration Limits" means the Alcohol and Drug concentration limits set by the Construction Owners Association of Alberta, US DOT CFR49 Part 40 and the Enform Canadian Upstream Petroleum Model as the same may be amended from time to time

"Subcontractor" means any individual that is not a employee, or a business entity, that is engaged by TerraFirma to perform services at a Company Worksite.

"Drug" means any drug, chemical or agent that may be used to alter the way the body or mind functions and includes Medications.

"Drug Paraphernalia" means any equipment, product or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing or introducing an illicit - 3 - AUGUST 2016 Drug into the human body. This also refers to any product or device that may be used to attempt to mask, tamper with or adulterate an Alcohol or Drug testing sample.

"Employee(s)" means all regular full-time, part-time, contract, temporary, casual, co-op, summer and seasonal employees of TerraFirma.

"Executive" means an officer of the Corporation.

"Failure to Test" includes the failure to report directly for a test, refusal to submit to a test, or refusal to agree to disclosure of a test result to human resources. A failure to test will also include inability to provide sufficient quantities of breath or urine fluid to be tested without a valid medical explanation as provided by a physician



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

"Fitness for Work" or "Fit for Work" in the context of this Policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of Alcohol or Drugs.

"Incident" means any actual or potential near-miss situation in which a person, property or the environment was harmed or could have been harmed.

"Medication" means a Drug obtained (i) over-the-counter, or (ii) by the Employee through a physician's prescription, or (iii) through a Health Canada authorization.

"Negative Test Result" means a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing did not have an Alcohol or Drug concentration equal to or in excess of the Concentration Limits. This may also mean a Medication was detected in provided specimen and the donor had a valid prescription and diagnosis for the Medications' presence

"Positive Test Result" means a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing had an Alcohol or Drug concentration equal to or in excess of the Concentration Limits, or a test result that identifies the presence of Drugs not listed in Appendix B but is nevertheless determined to have impaired an individual's Fitness for Work. This may also reflect a medication taken above or outside of the physicians prescribed dosage.

"Reasonable Cause" means whenever an authorized representative has observed grounds to believe that the actions, appearance or conduct of an Employee or Subcontractor while on duty are indicative of the use of Alcohol. Reasonable grounds may include, without limitation, physical and behavioral symptoms.

"Safety-Sensitive Position" means a position in which an individual has a key and direct role in an operation where the effects of Alcohol or Drugs, could: (i) seriously impact the health or safety of persons on or off Company Worksites; or (ii) could have a serious adverse impact on property could result in a failure to adequately respond to an emergency situation, and shall for greater certainty include all Executives. TerraFirma shall consider all employees who are required to drive both commercial and non-commercial vehicles while performing company work to be in Safety Sensitive Positions. Safety Sensitive positions in this company include all field level positions. Does not include administrative staff.

"Substance Abuse Assessment" means an assessment conducted by a Substance Abuse Expert to determine whether an Employee has a substance abuse disorder.

"Substance Abuse Expert" means an individual with knowledge of and clinical experience in the diagnosis and treatment of Alcohol and Drug related issues.



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

Alcohol and Drug Work Rule Responsibilities

Employees/Workers Must:

- Report Fit for Work for all scheduled duty and remain Fit for Work while On-call and while on business or on Company Worksites, not report for work or work:
 - A. with an Alcohol level to or in excess of the Concentration Limits;
 - B. with a Drug level equal to or in excess of the Concentration Limits
 - C. while the Employee's ability to safely perform his or her duties is adversely affected because of the use of Medication.
- Report for testing and participate in testing as required and promote the integrity of the testing process without tampering, adulterating or interfering with testing (for example, masking agents, diluting)
- Decline work requests while under the influence of Alcohol or Drugs (other than the approved use of Medication in accordance with Section 2.3)
- Advise a supervisor as soon as possible if a person may not be Fit for Work, may be under the influence of Alcohol or Drugs (other than the approved use of Medication in accordance with Section 2.3), or may otherwise be in violation of this Policy;
- When requested, participate fully and honestly in any investigation under this Policy; read, understand and abide by this Policy, as well as their responsibilities under it;
- Seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment; and cooperate with any work modification related to safety concerns due to Medication use
- Encourage their peers to seek assistance through an employee assistance program or Human Resources when there is a potential or actual substance abuse problem.
- Inform Supervisors when they may be experiencing adverse side effects from a Medication taken in accordance with physician recommendations, and dosage.

Managers and Supervisors Must:

- Understand and Company with this policy as part of their responsibility to perform their work in an effective manner
- Be knowledgeable about the use of Drugs, Alcohol and Medication and identify situations where an employee's ability to perform their job functions may be a safety concern.
- When to remove any employee, who is suspected to be in violation of this policy from the worksite in a safe and effective manner. If the employee is suspected to be under the influence/impaired he/she will not be allowed to drive.
- Ensure the proper reasonable cause investigations have been conducted regarding suspected violation of this policy



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

- Report all incidents, near misses or any Reasonable Cause/Suspicion of impairment and arrange for any testing as required by this policy.

Terrafirma Will:

- Provide ongoing leadership, training and education of supervisors to ensure safe and effective administration of the safety program
- Guide Employees who voluntarily seek assistance for a personal issue to the appropriate resource while maintaining confidentiality through counselling, referral and treatment options.
- Provide programs that emphasize awareness, education and training with respect to the use of Alcohol, Illegal Drugs and Medications
- Provide Reasonable Cause Education and Training to supervisors in order to recognize signs and symptoms of drugs and alcohol use, identify changes in performance and proper documentation to properly handle and administer a Reasonable Cause test.
- Actively support and encourage treatment programs and re-employment opportunities where applicable
- Ensure the Policy supports other performance management systems
- Comply with the alcohol and drug testing standards set out by relevant industry associations

Subcontractor Responsibilities and Expectations:

- TerraFirma expects all Subcontractors to meet the same standards for prevention testing and training and outlined in this policy. All subcontractors must have a fully implemented alcohol and drug program that
 - Meets or exceeds this Policy reflecting recognized industry standards set forth by ENFORM Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace US DOT, HHS, or SAMHSA
 - Will communicate to their workers that TerraFirma prohibits the possession, consumption, sale or transport of Alcohol, Drugs, and Prohibited Substances.

Prohibitions

The following are prohibited while on a Company Worksite or on Duty

- The use, possession, manufacturing, transportation, storage or sale of Alcohol, Drugs, or Drug Paraphernalia.
- Any product or device that could tamper with a drug or alcohol test
- The possession storage or use of Medications prescribed to another individual without a medically obtained prescription (in the same of the employee, supervisors, or subcontractor)
- A manager or supervisor allowing an employee to access or remain on any Company Worksite, or represent TerraFirma in any manner where there is Reasonable Cause/Suspicion that an employee is under the influence of Drugs or Alcohol.



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

Compliance

Failure to Comply with this Policy

- TerraFirma will discipline an Employee who fails to comply with any requirement set forth by this Policy.
- Discipline may include a variety of reasonable measures, up to and including termination for cause.
- Determination of the appropriate disciplinary measure will depend on the facts surrounding each case, including the nature of the violation, prior violations, response to corrective programs and the seriousness of the violation.

Failure to Test, Refusal to Test, or Withdrawal of Consent

- A Failure to Test, Refusal to Test or Withdrawal of Consent shall be considered insubordination and breach of this Policy and may result in discipline measures up to and including termination for cause.

Positive Test Result

- Any Employee that receives a Positive Test Result will be directed to meet with a Substance Abuse Expert for a mandatory Substance Abuse Assessment.
- SAE will complete an initial assessment to determine the level of assistance required by the employee. Failure to meet with an SAE or attend a SAA is violation of the policy and just cause for termination.

Reasonable Cause/Suspicion of Impairment

- When there is Reasonable /Suspicion that an employee is not fit for duty or under the influence, such employees will be removed from TerraFirma Worksite and may be subject to drug and alcohol testing.
- Reasonable Cause/Suspicion is based on observations of physical symptoms, behavioral signs, changes in performance, appearance and objective findings such as odor.
- The investigation must be documented by the manager or supervisor that has detected or been informed of the suspicion of impairment.
- The decision to test an employee due to Reasonable Cause/Suspicion shall be confirmed by at least 2 individuals in management or HR
- Documentation of signs and symptoms and an interview with the suspected impaired employee, the manager or supervisor and another individual in management or HR.
- Failure to document Reasonable Cause/Suspicion in accordance with this Policy may be subject to disciplinary action, up to and including termination.



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

Assistance and Accommodation

Assistance

- Employees that believe they have developed a substance abuse problem are encouraged to seek assistance from their supervisor, human resources or an Employee Assistance Program to treat an addiction.

Accommodation

- TerraFirma will make all reasonable efforts to accommodate an Employee with a substance abuse problem.
- These efforts may include Substance Abuse Assessments, counselling, employee and family assistance programs, and residential treatment facilities.
- Each case will be assessed on a case-by-case basis.

Testing

Alcohol and Drug testing will be conducted for Safety-Sensitive Positions in the following circumstances:

Pre- Access/Site Access

Alcohol and drug testing may be required for employees working in safety sensitive positions to gain access or maintain site access to a client property. This is required when safety is a bona fide occupational requirement. This testing may be in accordance with the client requirements.

Post Incident and Near Miss

A supervisor or a manager will be responsible for assessing and documenting circumstances resulting in the incident or near miss. The employee involved in the Incident or Near Miss that caused or had the potential to cause serious injury or damage will complete Post Incident Drug and Alcohol testing or testing will be required at the direction of the client, if their requirement is more stringent. Testing will also be required as part of an investigation into a less serious incident if, as a result of the preliminary review, it is reasonably believed that Alcohol or Drug use may have been a factor. This will be at the discretion of Management and the client. Samples must be collected within eight hours after the incident for an Alcohol test and 32 hours after the incident for a Drug test. The employee must be accompanied to the testing facility, not permitted to operate Company equipment or any motor vehicle to drive him/herself to the testing facility.

Return to Duty

Employees in Safety Sensitive Positions may be required to submit to alcohol and drug testing prior to reinstatement after an absence from duty for any reason of 30 days or longer.

Reasonable Cause Testing

A supervisor or a manager of an employee may request that an employee submit to Alcohol and/or Drug testing if the supervisor or manager and the next level of management, where possible, have reasonable cause or suspicion to believe that the Employee is or may be unable to work in a safe manner due to impairment.



New Employee Orientation

DRUG & ALCOHOL POLICY (con't)

Follow Up Testing

Alcohol and Drug testing may be conducted on an employee who is participating in a rehabilitative program recommended by an SAE. Employees may be required to participate in a follow up testing program for up to 24 months or at the recommendation of the SAE.

Testing Procedures

- Any person who requires an Employee to be tested for Alcohol or Drugs under the terms of this Policy must tell the Employee beforehand why the test is being requested.
- At TerraFirma's discretion, a qualified technician may be brought to TerraFirma Worksite to conduct testing
- The employee will be notified of their testing results by his or her direct supervisor or Designated Employee Representative (DER). The test results will be confirmed through an approved laboratory as discussed in Appendix A
- All Drug testing will be conducted by a certified collector utilizing authorized testing supplies by the approved lab.
- All Evidential Breath Testers (EBT) will be maintained to manufacturer standards and alcohol testing administered by a Breath Alcohol Technician.
- All positive test results will be confirmed by a Medical Review Officer to ensure there are no factors that may contribute to or influence the test result.
- Alcohol testing procedures will comply with recognized industry standards (Enform Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA).
- Drug testing includes both screening and confirmation tests consistent with recognized industry standards (Enform Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA)

Confidentiality

- All test results will be handled in a confidential manner and will only be available to those personnel within TerraFirma that require knowledge of such results.
- Only those personnel on a need-to-know basis shall be informed when testing is conducted and the privacy of the employee must be respected at all times.
- Information will not be provided to anyone without the express written consent of the employee, except when required in the administration of this Policy or pursuant to any court order or when required by applicable law.

10.0 Policy Review

This policy is endorsed by Senior Management and shall be reviewed yearly at minimum in accordance with the yearly HSE Audit, or when legislation/regulations require.

A handwritten signature in blue ink, appearing to read "Nicole Safron".

NICOLE SAFRON – PRESIDENT



New Employee Orientation

DRUG & ALCOHOL POLICY ACKNOWLEDGEMENT

Terrafirma Resources requires all workers to be fit for duty. Terrafirma will not tolerate or condone any work activities while under the influence of drugs or alcohol.

Any employee/contractor found to be under the influence while conducting work for Terrafirma will be subject to serious consequences.

I _____ agree to abide by the above Drug and Alcohol Policy and understand that I will be removed from the worksite and subject to serious consequences should I be found in non-compliance with this policy.

Employee Signature: _____



New Employee Orientation

MODIFIED WORK POLICY

TERRAFIRMA RESOURCES will provide temporary modified work assignments for employees who are unable to perform their regular duties because of work related injuries or illnesses as determined by a physician in conjunction with the applicable WCB authority.

The purpose of this policy is to provide temporarily disabled employees the opportunity to remain in the workforce by utilizing the rehabilitative efforts of gradual re-entry to full capacity employment and to reduce the costs of our Workers Compensation program.

A modified work assignment is any work for which the employee is qualified and which is compatible with the employee's physical restrictions or limitations resulting from a work-related injury or illness.

Modified work will comply with the physician's orders and shall not be a type of work that will result in a re-injury to the worker.

If the employee feels that they are physically unable to perform the modified work assignment related to their expertise the manager or Forman shall modify their work to another field and ensure that they are properly trained to perform this task.

An employee on modified work duty shall be regularly evaluated by a physician to determine if there has been any progress in the employee's injuries or illness. The employee shall keep TerraFirma Resources posted as to their condition.

The duration of the employee on the modified work program will be determined case by case with the help of a physician's opinion.

Employee Signature: _____



New Employee Orientation

WCB CLAIMS MANAGEMENT AGREEMENT

I, _____ (PRINT NAME), agree and fully understand that it is a condition of my employment with TerraFirma, that if I seek any medical aid as a result of a work-related injury and/or any condition, which I believe to be a result of my employment with TerraFirma, that I hereby consent to, and authorize, the treating physician to release all medical information and records pertaining to the work-related injury and/or condition to TerraFirma and/or their representatives or agents.

I understand that if I am injured, while on the job, it is my responsibility to ensure that I:

- **Notify my immediate supervisor and/or a company safety manager prior to seeking medical aid, except in cases of emergency.**
- Obtain medical aid, if required, and to notify the treating physician that TerraFirma does have a "Modified Work Program".
- Will obtain a copy of required medical information and present it to TerraFirma should the attending physician neglect to send the required medical information to TerraFirma.
- Obtain a copy of TERRAFIRMA's "Consent to Release Medical Information Form" from TERRAFIRMA's safety department, and ensure the attending physician is given this form to complete.
- Return the completed "Consent to Release Medical Information Form" to the safety manager.
- I am required to meet with the Safety Department Supervisor to discuss my return-to-work plans. If that includes modified work then I will be complete a "Modified Work" offer Form during this meeting.
- Prior to return to work, I understand that I will be required to be cleared by a physician and I must obtain and have the physician fill out a "Follow up Assessment Form".
- Return the completed "Follow-up Assessment Form" to the safety department.
- To participate in any modified work assigned to you provided it has been approved by the attending physician.
- To keep TerraFirma's Safety Manager informed of all medical treatment, changes in prognosis, prescriptions prescribed and any other information relative to the injury that could affect positively or negatively, my return-to-work plans.

I have read and reviewed the above and agree to the purpose and the protocols involved.

Employee Signature: _____



New Employee Orientation

WORKERS RESPONSIBILITIES:

- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Follow safe work practices and procedures.
- Assist site supervisor(s) to reduce and control unsafe conditions and acts on the worksite.
- Report unsafe conditions.
- Report any near misses, incidents immediately to your supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Report any illness or injury.
- Be actively involved in the Hazard Assessment process.
- Comply with rules and regulations.
- Make safety suggestions.
- Assist evaluating new and existing procedures.
- Wear proper Personal Protective Equipment (PPE).
- Be educated about the task that they are completing.
- Have the responsibility to refuse unsafe work or conditions.
- Complete all required paperwork as part of the job.
- Communicate with whatever level of supervisor is appropriate.
- Set a good example.

POTENTIAL HAZARDS YOU MAY COME INTO CONTACT WITH WORKING FOR TERRAFIRMA:

- High Traffic (on public roads and worksites)
- Tight Spaces (Requires Spotter)
- Pinch Points
- Noise
- Cave Ins - Excavation
- Overhead Powerlines
- Slips / Trips / Falls
- Manual Lifting / Ergonomics
- H₂S Sites
- Remote Areas (Have ERP in place)
- Weather Conditions
- Underground Utilities
- Explosion
- Electrical
- High Pressure Lines
- WHMIS/TDG Products

I acknowledge that I have read and understand that I may be subjected to the above hazards.

Employee Signature: _____



New Employee Orientation

WHMIS 2015 – COMPANY SPECIFIC

As per the TerraFirma Resources Orientation, you learned about the purpose of WHMIS, WHMIS responsibilities, Labels, Hazard Symbols, Protecting yourself and SDS.

At TerraFirma, all SDS's are located in the back of the safety manuals or the Unit Binders found in each unit (crew truck) or in the Job Vans. SDS's may also be found in the shops.

SDS's are important because they tell us what is in each product, **the warnings / hazards** of a product (ie. poisonous, flammable, corrosive), **PPE requirements** as well as **First Aid measures** should you need to refer to them.

Your supervisor will discuss what to do if there is an incident (in the ERP and/or FLHA) when using WHMIS products.

At TerraFirma, you may come into contact with the following WHMIS products at a minimum:

Antifreeze	Cleaners	Windex
Battery Acid	Motor Oil	WD40
Diesel	Hydraulic Fluids	
Fire Extinguisher powder	Propane	
Gasoline	Spray 9	
Gear Oil	Spray Paint	
Grease	Transmission Fluid	

You acknowledge and understand where to find the SDS's for these products. If, while working for TerraFirma you come across products not on this list, either in the shop area or on a client site, you should contact safety immediately to ensure the SDS for that product is obtained and readily available to you.

Employee Signature: _____



New Employee Orientation

ENFORCEMENT POLICY

TerraFirma Resources enforces a three-strike policy for disciplinary measures. A strike may be given for non-compliance of our TerraFirma policies, rules and procedures and many also include failure to safely operate or maintain and service equipment. The disciplinary measures will be administered including any or all of the following, depending on the seriousness of the act. All measures will be documented with a copy of the applicable reports placed in the employee's personnel file.

- **Verbal warning**- A verbal warning will be given for any safety violation where the potential for injury and or property damage was great or if an employee or subcontractor fails to comply with TerraFirma or OH&S legislation.
- Discussion with the worker will include:
 - Review of the standard, procedure, rule and its purpose.
 - Date, time, place of the infraction.
 - Actions required to prevent a recurrence.
- The worker will be warned that further infractions will result in more severe disciplinary actions. The discussion will be documented and signed by the worker and Management.
- **Written warning** - This will include an outline of the infraction and the standard that was violated.
- **Suspension or Termination** - If Management deems the infraction to be serious (i.e.: repetitive, attitude-induced, or severity of the infraction to impact on the health and safety of other workers, the client or the general public), the employee or subcontractor can be subjected to suspension from their duties for any time period or termination should TerraFirma deem it fair and just.

The termination of employment may be implemented prior to three strikes being accumulated, if the first or previous sequential infractions are deemed serious enough by Management to warrant such actions. These actions include repeated identified infractions, gross negligence or misconduct.

Management and Supervisors are responsible for the enforcement of the health and safety rules, policies and procedures. Management will be involved in any actions that will require the termination of a worker and will have the final say on such actions.

Employees shall be made aware of this policy through orientation, where they are required to acknowledge the policy, through access to the policy in the safety manual that is readily available. Additionally, the policy is posted throughout the workplace.

Note: Workers, subcontractors, visitors or anyone who fails to comply with our rules may be removed from projects and properties.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

Employee Signature: _____



New Employee Orientation

IMMINENT DANGER POLICY

In accordance with the Occupational Health and Safety Act, Chapter 35, “existence of Imminent Danger relates to a danger that is not normal to that occupation or a danger under which a person engaged in that occupation would not normally carry out the person’s work.”

This section states that, no worker shall:

- Carry out any work if, on reasonable and probable grounds, the worker believes that an imminent danger exists to the health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist, imminent danger to the health or safety of that worker or another worker present at the work site, or
- Operate any tool, appliance or equipment if, on and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker present at the worksite.

Should a TERRAFIRMA RESOURCES worker refuse to carry out work, Management is to be contacted immediately with the reason(s) for the worker’s refusal. TERRAFIRMA RESOURCES will then investigate and take action to eliminate the imminent danger. No worker will be assigned to use or operate a tool, appliance or equipment or to perform work which a worker has made notification that imminent danger exists. Management will prepare a written record of the worker’s notification, the investigation and action taken.

While no disciplinary action will be taken against a worker for acting in compliance with the Imminent Danger Act, the worker may be asked to stay on the work site where practical but be assigned temporarily to other work assignments that the worker is capable of performing.

Workers have the responsibility to refuse unsafe work.

Employee Signature: _____



New Employee Orientation

WORKING ALONE POLICY

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential hazards. The OHS Code states that “a worker is considered to be working alone if the worker works by himself or herself at a worksite in circumstances where assistance is not readily available when needed.”

Readily available must take into consideration three assessment factors, including: awareness, willingness and timeliness. As such, the safety measures and working alone procedures contained in this policy may still apply when a Terrafirma employee is working alone, but with people from another employer or the general public.

Should a work alone situation arise, the safety **measures to be taken by management in cooperation with employees include:**

- A Hazard Assessment is to be conducted to **identify existing or potential safety hazards** in the workplace associated with working alone.
- **Safety controls to be implemented**, as identified during the Hazard Assessment, to eliminate or reduce the risk to workers.
- Ensuring workers have an **effective way of communicating** with Terrafirma Management, Supervisors or the Head Office in case of an emergency situation. This communication system includes the use of cell phones. The frequency of the call-in system will be determined during the Hazard Assessment and will be dependent on the severity of hazards on the worksite. The following communications systems may include but are not limited to:
 - At a worksite involving minimal hazards, the worker will be required to check in with Management upon arrival to the site and also when the job is completed.
 - When a more hazardous work situation is present, the worker will be required to periodically call in at pre-determined intervals to Head Office or Management. Alternately, Management may perform frequent visits to the site where practical.
 - Where effective electronic communication is not available, Management or Safety Personnel will check in with the worker by visiting the worksite periodically as discussed during the pre-job planning phase.

Workers required to work alone will be properly trained and possess all relevant tickets in relation to the job being performed. They will have cellular phones and be aware of the Emergency Response Plan for that particular jobsite, as is discussed during the Hazard Assessment and pre-job planning phase.

Terrafirma recognizes the importance of providing a safe and secure work environment.

Employee Signature: _____



New Employee Orientation

VIOLENCE AND HARASSMENT POLICY

TerraFirma will not tolerate any type of workplace violence and harassment. The company is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence/harassment and will make every effort to prevent such incidents from occurring. An incident involving workplace violence constitutes an “accident that has the potential of causing serious injury to a worker” (a phrase used in section 18(3) of the OHS Act). TerraFirma will investigate these types of incidents, prepare a report, keep it on file for a period of two years from the date of the incident and have it readily available for inspection by an Occupational Health and Safety Officer.

OHS defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought to reasonably know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:

- Conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation
- A sexual solicitation or advance

However, this excludes any reasonable conduct of an employer or supervisor in respect of management or workers or a work site.

OHS defines violence, whether at a work site or work-related as the threatened, attempted or actual conduct for a person that causes or is likely to cause physical or psychological injury or harm and includes domestic and sexual violence.

TerraFirma considers workplace violence/harassment a hazard for the purposes of hazard assessment, elimination, and control. TerraFirma implements a Workplace Violence & Harassment Prevention Program and will provide adequate authority and resources to assist in delivering this program.

Any employee who feels that s/he has been the subject of harassment or violence in the workplace is encouraged to contact his/her supervisor without fear of retaliatory, disciplinary, or negative career action. TerraFirma shall ensure that all violence/harassment incidents are investigated confidentially and discreetly and that corrective actions are taken to address these.

This policy does not limit or prohibit the right of any employee to pursue any external action. Victims of workplace violence and harassment are advised to consult a health professional. All employees and subcontractors are advised of this policy during initial orientation and as required.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

Employee Signature: _____



New Employee Orientation

HEALTH AND SAFETY ORIENTATION QUIZ

Name: _____ Date: _____

1. Working safely is a condition of employment? a. True _____ b. False _____
2. I have the responsibility to refuse any task that I feel unsafe to complete?
a. True _____ b. False _____
3. All injuries and incidents, regardless of how minor, must be reported immediately to your foreman or supervisor? a. True _____ b. False _____
4. Personal Protective Equipment including; hard hat, steel toed boots, fire proof coveralls, safety glasses and work gloves should be worn:
 - a. When someone asks me to
 - b. If I remember to bring it
 - c. PPE must be worn on all TerraFirma Resources worksites
 - d. Only if I see someone else wear it
5. Housekeeping is not my responsibility? a. True _____ b. False _____
6. Name two of TerraFirma Resources Company rules:
 - a. _____
 - b. _____
7. On a worksite horseplay and teasing are acceptable? a. True _____ b. False _____
8. I am not required to participate in toolbox safety meetings or scheduled monthly safety meetings?
a. True _____ b. False _____
9. I can smoke wherever I like? a. True _____ b. False _____
10. Name a location you could find the SDS for a WHMIS regulated product you may be working with.

11. Hazard identification and control is important to maintain a safe work environment?
a. True _____ b. False _____

Employee Signature: _____

Reviewed by: _____ Date: _____



New Employee Orientation

ACKNOWLEDGEMENT OF POLICIES & ORIENTATION COMPLETION

I have participated in and completed the Employee Orientation for Terra Firma Resources Ltd, including all topics listed in the above checklist.

I understand my responsibilities and requirements as an employee of this company and will abide by the rules, policies and procedures enforced by Terra Firma Resources.

I further agree that on all Terra Firma Worksites **I will wear basic PPE** including:

- flame resistant coveralls with reflective striping
- work boots
- hard hat (**side impact CSA – Class E**)
- safety glasses
- work gloves
- hearing protection (where required)

I agree that the PPE to be worn will be in compliance with the OHS Code and Terra Firma Company policy and that it will be suitable for the task being performed.

I also agree that **I will not wear hoodies on any of TAQA NORTH worksites.**

Terra Firma Resources requires **all workers to be fit for duty.** Terra Firma will not tolerate or condone any work activities while under the influence of drugs or alcohol. If you are taking prescription medication, you are required to report this to your supervisor immediately.

Any employee found to be in **non-compliance with the drug and alcohol policy will be subject to serious consequences.** By signing below, you agree to abide by this policy.

Should I have any questions or concerns I am aware that Terra Firma Resources has an open-door policy and I may approach management with any such concerns.

If I am asked to perform a task and I do not understand what is being asked of me, I will STOP and ask questions. I will not perform a task unless I feel confident that I am qualified to do so and understand how to complete the task.

Employee Signature _____ Date: _____



New Employee Orientation

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made as of the _____ day of _____ 20____.

BETWEEN:

846592 Alberta Ltd. operating as **TERRAFIRMA RESOURCES**, a body incorporated under the laws of the Province of Alberta (the Employer)

OF THE FIRST PART

-and-

_____, an individual residing in or near the
(your name)
town/municipality of _____, in the Province of _____ (the
Employee).

WHEREAS:

- a. **The Employer wishes to establish an understanding** with the Employee in regard to the **confidentiality obligations which are expected and understood** to exist in respect of the continued employment by the Employer of the Employee;
- b. **It is extremely important to the Employer that the private or confidential information and affairs of the Employer be maintained in confidence.**

NOW THEREFORE THESE PRESENTS WITNESS that the parties hereto agree as follows:

1. The Employee will not, either during the term of his employment by the Employer or at any time thereafter, disclose or reveal in any manner whatsoever the private affairs of the Employer or any of its affiliates, 846592 Alberta Ltd. operating as Terrafirma Resources, or the respective directors or shareholders, to any other person, firm or corporation, nor will he use, directly or indirectly, any confidential information which he may acquire in respect of the Employer or its said affiliates, their respective businesses or those affiliates, unless the Employee shall be specifically ordered to do so by a Court of competent jurisdiction.
2. **Upon termination** of Employee's employment the Employee **shall deliver up to the Employer every and all documents, papers, plans, brochures, projections, discussion papers, customer list, diaries** (including any diary otherwise personal to the Employee that the Employee has created, used or maintained, in whole or in part, at any time while an Employee of the Employer), materials and other property of any nature whatsoever of or relating to the affairs of the Employer which may then be in his possession or under his control.



New Employee Orientation

3. All material, devices, information or discoveries of any kind whatsoever disclosed to or developed by the Employee in the performance of his employment services are or shall be and shall remain the property of the Employer or its affiliates. The Employee shall inform the Employer of all such materials and information and shall, upon the Employer's request, deliver such materials and information to the Employer or its nominee.
4. Knowledge, information and facts as to any documents, devices or processes acquired, generated or utilized by the Employee in the course of his employment or any interpretive results of said documents, devices or information or any confidential material or any confidential information or knowledge communicated to the Employer by the Employer or its officers or directors, shall be retained by the Employee in confidence to be used only for the sole benefit of the Employer or its affiliates; provided however, the foregoing shall not apply as to any such information which is now generally known in the petroleum and natural gas industry or which later becomes generally known in the industry.
5. The employee **acknowledges that no, information, documents, pictures etc. pertaining to the business activities of 846592 Alberta Ltd or any of its affiliated be posted to any form of social media including but not limited to Facebook, Twitter, You tube, Instagram.**
6. All reasonable precautions shall be taken by the Employee and the Employer to ensure compliance with the above conditions.
7. The obligation to hold confidential the material and data information acquired in providing the Services shall be a continuing obligation of the Employee, and shall survive termination of this Agreement or any supplemental agreement.

Failure to comply with any of the terms outlined in this agreement could result in immediate termination of the employee by 846592 Alberta Ltd.

IN WITNESS WHEREOF the parties have executed these presents as of the day and year first hereinabove written.

846592 Alberta Ltd. operating as TERRAFIRMA RESOURCES

Per: _____ (print)

Per: _____ (sign)

Witness Name Print

Witness Signature



New Employee Orientation

EMPLOYEE ORIENTATION CHECK LIST

Employee Name: _____ Date: _____

TOPIC	Check ✓
ADMINISTRATION	
Employee Information	
Consent for Drivers Abstract	
Electronic Deposit Form	
Safety Ticket Inventory	
Tax Forms Signed (TD1 & TD1AB)	
Drug & Alcohol Policy signed	
WHMIS – company specific information (WHMIS 2015)	
Pandemic Awareness & Planning	
Orientation Acknowledgement Signed	
Quiz completed	
COMPUTER BASED TRAINING	
eGSO	
Fortis Power Line Video	
Whitecap Orientation	
Peyto Orientation	
CNRL Orientation	
Tidewater Orientation	
TERRAFIRMA SPECIFIC TRAINING VIDEO	
Health, Safety & Environmental Policy 1.1	
Responsibilities 1.4	
Company Rules 1.5	
Enforcement Policy 1.8	
Drug & Alcohol Policy 1.9	
Imminent Danger Policy 1.8	
Modified Work Policy 1.11	
Violence & Harassment Policy 10.26	
Work Alone Policy 10.27	
Hazard Assessment Completion – Recognition, Reporting & Controls 2.0	
Pre-Trip Inspection 4.2	
Logs/Hours of Service Training 10.25	
Equipment Maintenance Requirements 4.0	



New Employee Orientation

Site Specific Emergency Response Procedures 6.0	
Near Miss/Accident/Incident Reporting 5.0	
PPE Policy	
Safe Approach Limits Policy	
SWP & SJP	
SHOP TOUR	
First Aid / Fire Extinguisher locations	
MSDS locations	
ON THE JOB TRAINING	
Discuss Job Training Plan	
Supervisor Observation/ Competency Assessment	
ERP Plan & Muster Area	
Restricted Areas	

Sign off on completed Orientation:

I agree that all the above topics were covered and the orientation was completed in full.

Employee Name: _____

Employee Signature: _____

Name of Trainer: _____

Trainer Signature: _____