

POWERED MOBILE EQUIPMENT POLICY

I. PURPOSE

This policy is to provide measures to protect the health and safety of, and minimize the risk to, any worker or any other person who may come into contact with any powered mobile equipment, and to protect against damage to property and/or equipment that may result from its use. Starlite Communications Inc. (SCI) employees who will be performing work using, or will be working near any powered mobile equipment will receive both general and site specific training on work practices. This policy is also supplementary and/or to compliment other relevant and applicable legislation and company policy.

II. POWERED LIFTS (SCISSOR LIFTS, BOOM LIFTS, ETC.)

All of SCI's employees have received training in the proper use, inspection, and care of powered lifts.

-General Guidelines for Inspection and Maintenance:

Follow written instructions on the nature and frequency of inspections, testing and maintenance, taking into account the work to be done and the environmental conditions to which the trucks will be exposed. Instructions should be at least equivalent to the minimum requirements established by the manufacturer and any applicable regulations. They should require verification of the capabilities of the lift before it is used for the first time. They should also contain a schedule for monitoring the machine's capabilities, its mechanical fitness and its vehicle emissions.

Allow inspection, testing or maintenance to be performed only by persons whose training and experience provide them with expert knowledge on such activities and ensure that they comply with the written instructions.

Allow only qualified, trained and experienced people such as the manufacturer's representative or a qualified mechanic or engineer to perform any repair, modification or replacement of any part of a powered lift.

Ensure a record is kept at the workplace of any inspection, testing, maintenance, repair or modification to the lift and the name and qualifications of the person who did the work.

- Pre-use inspections must be done every time prior to using a powered lift which includes:
 - Overall visual inspection of the lift examining any signs of damage or defect.
 - If there is any damage or defect of such significance that the lift inspection is failed, it must be documented and reported immediately and taken out of service for repair or replacement.
 - Review of the Manufacturers Instruction Manual, Inspection Log, and Lift Certification

-General Safe Work Guidelines:

Technicians operating devices covered by this guideline should consider the job task to be performed and evaluate the job site location for potential hazards. The following should be considered:

- Appropriate fall arrest practices must be followed at all times.
- All overhead dangers should be identified, controlled or resolved prior to the commencement of work.
- Equipment operated within specified distances to overhead energized high voltage sources is prohibited. (Local, as well as, most jurisdictions specifies this distance as within 3 meters or 10 feet of overhead power lines.)
 - If a job requires work within this specified distance several steps will be taken:
 - The operator of the overhead power lines (i.e. Manitoba Hydro) must be notified and work is only to begin once they have given approval and all of their directives have been followed. Including:
 - Assignment of a signal person to any operator working in proximity to the overhead lines.
 - Safe method of approach and egress.
 - Site specific emergency procedure outlined in the hazard assessment.
- Ground stability should be tested and confirmed. Equipment should only be operated on a firm level surface capable of withstanding the weight and all forces applied by the machine (with special care taken looking for unseen hazards such as underground vaults, storage tanks, parking etc.).
- The travel path should be clear of all hazards such as ditches, drop offs, holes, bumps, debris, or any other potential obstructions.
- Wheel chocks should be used when parked on inclined surfaces.
- Grad ability should not exceed specifications in the operator's manual.

- Outriggers or stabilizers should be used in accordance with the operator's manual.
- The basket or platform should not be loaded or operated beyond its rated maximum weight, height or reach as specified in the operator's manual.
- Boarding or exiting a mobile elevating device should be accomplished in accordance with the manufacturer's instructions.
- Objects or production equipment with the potential of falling from an aerial platform should be secured with an adequate safety lanyard and/or system.
- "Towering" or driving mobile elevating devices in the elevated position is only to be done in accordance with the manufacturer's instructions. The Key Grip and/or the operator should resolve all hazards to establish complete control of the work site and a smooth, level path of travel, capable of withstanding the weight and all forces applied by the machine.
- When working a mobile elevating device in areas of vehicular traffic, proper signage should be in place and pay duty officers on set as required.
- Extra caution should be exercised when adding lighting components and hanging areas of material (i.e. black drapes, tarpaulin, silks, etc.) from mobile elevating devices. In such situations, ongoing risk assessments should be performed. Such assessments should be based on safety considerations and may require adjustment due to changing weather conditions (i.e. shift in winds, storms etc.) which could cause potential danger to workers and equipment. Input from the manufacturer or an engineer should be obtained regarding wind loading of tarps or other material that may act as sails, extra weight of lighting and camera cabling hanging off man lift. Ensure that electrical cables do not snag while lifting the unit.
- The operator's manual should be referenced as to the safe or permissible number of people and equipment working on a mobile elevating device.

III. OTHER POWERED MOBILE EQUIPMENT

At this juncture Starlite Communications Inc. (SCI) does not operate other types of Powered Mobile Equipment such as those which require rollover protection (ROPS) or seatbelts. Should these types of Powered Mobile Equipment be introduced, appropriate policies regarding their safe use, inspection, maintenance, and adherence to manufacturer's guidelines will be introduced with them.

IV. Electrical Shock/First Aid

The danger from an electrical shock depends on the type of current, how high the voltage is, how the current traveled through the body and how quickly the person is treated.

Whenever a worker or other person comes into contact with an energized electrical conductor immediately call 911 if any of these signs or symptoms occurs:

- Cardiac Arrest.
- Heart rhythm problems.
- Respiratory failure.
- Muscle pain and contractions.
- Burns.
- Seizures.
- Numbness and tingling.
- Unconsciousness.

While waiting for medical help to arrive, follow these steps:

1. Look first. Don't Touch: The person may still be in contact with the electrical source. Touching the person may pass the current through you.
2. Turn off the source of electricity, if possible: If not, move the source away from you and the person using a dry, nonconducting object made of cardboard, plastic, or wood.
3. Check for signs of circulation: If absent, begin CPR immediately.
4. Prevent Shock: Lay the person down and, if possible, position the head slightly lower than the trunk with the legs elevated.

If the Powered Mobile Equipment you are operating, or vehicle you are in, comes into contact with a live electrical wire, follow these steps:

1. If possible, remain where you are, or in the vehicle, until help arrives.
2. If you must leave the equipment, or vehicle, avoid making contact with the equipment or vehicle and ground at the same time.
3. Jump from the equipment, or vehicle, landing with both feet together.
4. Shuffle or hop away, keeping both feet in contact with each other until you are least 100 feet from the equipment, or vehicle. If you run, your legs may bridge current from areas of high and low voltage, resulting in electric shock.

5. When you have determined you are safe, call 911 for emergency response.
6. After calling 911, notify your supervisor.

V. ANNUAL REVIEW

Annual review of this policy and procedures will be conducted by SCI Management.