




# **INNAVIK HYDROELECTRIC PROJECT**

## **GENERAL CAMP RULES**

July 27, 2018  
Rev. 0


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**DEFINITIONS**

- CO : Camp Officer, CRT employee who is responsible of the camp management and all other services
- CRT : CRT Construction Inc., Project General Contractor

**CONDITIONS**

All workers and visitors of the Innavik Project will be provided with a copy of the “General Camp Rules” document. They will have to read it, accept the rules and sign it before getting the access. If the worker or visitor refuses to sign it, the access to the site will be denied.


I, \_\_\_\_\_, acknowledge having read and understood the “General Camp Rules” document for the Innavik Project and agree to respect all the rules. I understand that if I do not respect all the rules, I could be punished. I also acknowledge that any sanction given by the Project Manager or one of his representatives is final and that I will have to comply with it.

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Employee Name Printed Letters	Signature	Date: YY/MO/DD
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Witness Name Printed Letters	Signature	Date: YY/MO/DD
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## 1. FOREWORD

## 2. REGISTRATION AND ORIENTATION

### 2.1 UPON ARRIVAL

Upon arrival, **you are always required to register with the Camp Officer at CRT's office.** no matter if it's your first visit or not. On your first visit of the year, you will have to :

- Fill in your registration ;
- Fill in a medical questionnaire (see Appendix 3 Health Questionnaire to be filled in by all (Personnel) ;
- Attend an orientation meeting (only once a year),
- Get your room key (unless you are only visiting for the day) ;
- Receive a copy of the "General Camp Rules" and other relevant information.

If you are a worker coming back from time off or if you have been out of the camp for one night, you have to register again with the Camp Officer. This is important : we always need to know who is in camp in case of an emergency (fire, evacuation, etc.) You will also get back your key for your room.

### 2.2 UPON DEPARTURE

Before leaving the camp, **you have to come to CRT office and inform the Camp Officer of your departure.** You will have to give back your key, whether it is for a regular turn around or final leave. For a definitive departure, make sure you pick up all your personal belongings, including boots, shoes, hard hat and clothing.

### 2.3 PERSONAL BELONGINGS


Before leaving, make sure you gather all your personal belongings. If ever you leave personal belongings behind and want to retrieve them, CRT will send them at your fees at the indicated location (prepaid courier).

After informing you of the presence of your belongings, CRT will dispose of them if no action to recover them is done on your part.

## 3. ROOMS

Upon registration, you are assigned a room for the duration of your stay. If there is a problem with the room, please inform the Camp Officer of the situation. The Camp Officer will try its best to resolve the situation or assign you another room. You are not allowed to switch or to exchange room with other workers.

When your room is assigned, you are responsible for all personal belongings and material provided in the room by the CO (linen, towels, blankets, mattress, etc.). Upon final departure, all camp material must be left in the room. Fees will be applied for missing or damaged items.

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All assigned room is assumed to be in good condition upon registration. Please inspect your room and make sure everything is in order. Damages, breakage and deterioration not resulting from normal wear and tear will be charged to the occupant. The occupant will be responsible for repair costs.

In order to keep living clean, removed dirty boots and any soiled or wet clothing at the space provided at the camp entrance.

Occupants must keep their room in a normal state of cleanliness. Housekeeping services are provided. Rooms not tidy enough or excessively dirty due to the occupant carelessness will not be cleaned by housekeepers.

It is the responsibility of the occupant to keep the room locked at all times to prevent theft. Complaints about stolen belongings will be denied if the occupant has history of not locking their door. Housekeepers are instructed to lock room doors at all times.

Occupants must also ensure a way to keep their room key safe. **Lost keys incur a replacement cost of \$ 20. Occupants that lock themselves out regularly will be charged fees.**

It is forbidden to use without reasonable cause firefighting equipment, alarm system or any other equipment belonging to CRT available in the common areas.


Tranquility is always required in rooms. Noisy meetings, listening to music, movies, radio or television must be done in a way as not disturbing neighbours. **After 10 :00 PM**, all these activities must stop. Use of headphones is recommended.

Only authorized personnel can repair or modify mechanical components, the electrical system, heating system or fire protection system.

In order to protect the health and safety of all room occupants, **it is forbidden to:**

- Make modifications in the room without authorization ;
- Cook in rooms or other locations not designated or keep perishable food;
- Store food from the cafeteria or lunch room, except a reasonable amount of snack food (1 or 2 days supply) ;
- Store or use small electric appliances in rooms;
- Smoke in rooms or in indoor public locations (lunch room, hall way, etc.);
- Store flammable liquids (other than domestic) in rooms, below dorms or any other location near living quarters;
- Store tools or similar equipment in living quarters;
- Disconnect the fire alarm system;
- Use or move firefighting equipment unless it is an emergency;
- Spit on floors;
- Dispose of waste and garbage in hallways, toilets or outside.

All problems related to housing or safety system must be reported to the Camp Officer.

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CRT management has the right to enter any room at any reasonable hour for safety inspection, or to ensure compliance with camp regulations regarding alcohol or illegal drugs. In case of an emergency, CRT may enter any rooms at any time.

#### 4. BEHAVIOUR

The following behaviours are forbidden :

- Any behaviour, individual or collective, detrimental to the construction site and camp management;
- Anyone who disturbs the peace or cause disorder by his misconduct or that encourages or participates in a brawl is punishable under these regulations. The penalties may result in prosecution and eviction of the site;
- Trade, traffic or distribution of alcohol or illegal drugs as well as its use is prohibited throughout the site;
- Illegal drugs are defined as any drugs, narcotics or medication other than those prescribed by a physician or those that cannot be obtained in a pharmacy without a prescription;
- Keeping animals of any species;
- Feeding wildlife, voluntarily or not;
- Acts for which the law establishes criminal penalties as well as any attempt to commit such acts.

#### 5. ALCOHOL AND DRUGS

CRT prohibits the possession, the consumption, the distribution, the sale or the traffic of alcohol and drugs on camp and work site of Innavik Project.


The employee or the subcontractor will be denied access to the camp if the direction of CRT has reasonable grounds to believe that someone violates this rule.

#### 6. VEHICLES

All drivers must comply with road signals on site and Québec driving regulations and Project specified speed limits. All drivers and passengers must use seatbelts in all pick-ups, SUV's, vans, buses, trucks and all other similar equipment including heavy machinery. It is the driver's responsibility to make sure all passengers are buckled up before operating the vehicle.

All vehicles must be equipped with a mobile radio with at least the four (4) frequencies (channel) as stated in the contract. Radio communication must follow the radio protocol established by CRT for efficient radio communications and safe operation of machinery.

All drivers must comply with the speed limit of, at most, 40 km/h on site. All drivers must also comply with posted speed limits.

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All vehicles must be parked ready to go. At the camp site and when possible, park rear end first. Avoid parking too close to the building, and leave access to stairways and building entrances. Outside the winter, a no idling policy is enforced for environmental reasons.

No personal vehicle is authorized to be on site, only company's vehicle. Company vehicles must be clearly identified.

Drivers not complying with driving regulation will be subject to sanctions. Repeat offenders will be dealt with using the progressive disciplinary policy.

Driving under the influence of alcohol or illegal drugs, drinking while driving or passengers drinking are strictly forbidden. The offenders could be evicted from the site.

In case of an accident, a supervisor must be informed immediately. Injured personnel will be dealt with in priority and an accident investigation will take place. All accidents, incidents and close calls involving a vehicle must be reported as soon as possible to CRT Safety Manager.

CRT pick-ups are generally assigned to supervision or office staff. They are responsible for the proper maintenance of their vehicle, they must ensure it is kept clean and that all food waste, coffee cups and wrappers are disposed of properly at the end of each day. If the pick-up is not assigned, the last user of the day is responsible for performing those tasks. You will be held responsible for breakages in the pick-up if you do not report the condition of the vehicle before your shift.

All damages must be reported on the Daily Inspection Form. Drivers with two (2) passengers and more must fill out a Pre-Shift Inspection Form and bring it back to the office each day.

## 7. ORDER AND SECURITY

Good housekeeping should be a priority for all.

Order and cleanliness must be maintained at all times in order not to jeopardize the health, safety and welfare of persons working on construction sites as well as the quality of the environment.

Occupants must comply with the normal rules of personal hygiene and cleanliness. It is forbidden to wash clothes anywhere other than in the laundry rooms.


Each person has custody of his personal effects and remains responsible for any damage.

All postings must be approved by CRT, and it must be posted in the public section on billboards, so as to not interfere with mandatory and regulatory posting.

Smokers must comply with federal, provincial and CNESST Acts and Regulation and smoke only in designated areas, outside buildings.

All accidents (with or without personal injuries) incidents, spills, close calls) must be reported to the employer and to CRT'Safety Supervisor.



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## 8. PERSONNEL PROTECTIVE EQUIPMENT

All personnel must wear Personal Protection Equipment (PPE) at all times on site.

PPE includes steel-toe boots, hard hat, high visibility vest, safety glasses (these four (4) items are mandatory), hearing protection and gloves (generally optional, but required depending on environment and tasks to perform).

Exceptions:

- Personnel getting in and out of the camp (arriving/leaving) ;
- Workers not assigned to a construction site or activity (ex: kitchen staff) ;
- Workers around the camp site, outside working hours.

Workers wanting to take a walk around camp ending by walking on the main road should wear high-visibility vests.


## 9. SERIOUS OFFENCES

Besides the criminal prosecutions they may cause, the following offences are considered serious :

- Theft;
- Lewd acts and sexual aggression;
- Acts of aggression, intimidation or assault;
- Possession, consumption or sale of drugs;
- Trafficking, consumption or distribution of alcohol;
- Vandalism and destruction of equipment;
- Reckless behaviour involving your own life or that of others;
- Driving under the influence of drugs or alcohol;
- Unauthorized use of vehicles or equipment for personal use;
- Hunting, trapping or fishing/disturbing wildlife in any way/form or fashion;
- False identity;
- Bullying or Harassment (Sexual, physical, verbal, ethnic, due to religious or sexual orientation).

## 10. EMERGENCY PLAN

An emergency plan is implemented and updated with the progress of the work.

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## 11. FIRE PREVENTION

Smoking is not allowed inside any building on the construction site or at the camp site.

Smoking is allowed outside:

- In designated areas;
- Anywhere on the camp at least you are 9 m from any building, warehouse, tank.

Cigarettes butts should be thrown away cleanly and safely; they must be extinct!

It is forbidden to store combustible liquids in rooms (except domestic liquids), under dorms or trailers, or near living quarters.

In an emergency situation, follow directions given by CRT and gather at the nearest muster station.

In practice drills, you are required to participate and follow instruction given by CRT.

## 12. FAMILY PROBLEM, ACCIDENT OR SICKNESS

There is an emergency situation at home and someone needs to reach you?

Leave them this phone number: XXX XXX-XXXX. This is CRT main office number at Innavik Project.

Staff will do their best to reach you rapidly and give you the information.

Monday through Sunday

7:00 AM to 5:30 PM

Sunday

9:00 AM to 3:00 PM (Only if it is a work day)

You can also give them your personal email address. Internet is provided at no charge in camp.

You need to inform a relative that you are sick or injured?

It is your responsibility to update the emergency contact information you provided your employer with.

## 13. PENALTIES


Any deviation from the regulations is subject to a penalty of up to the offender being expelled from the site upon CRT or their representative's decision.

The penalty will be imposed according to the severity of the infraction. A repeat offender is likely to have a more serious penalty.

## 14. PUBLIC PHONES

Free phone service is provided to workers. Phones are located in the recreation area, in a local near \_\_\_\_\_.

Please use them responsibly.

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## 15. FOOD

The cafeteria schedule is: TO BE CONFIRMED

- Breakfast : 5.30 AM to 7.00 AM
- Lunch : 12.00 PM to 1.00 PM
- Dinner : 5.30 PM to 7.00 PM

Please, dispose of your tableware and silverware in the plastic bin provided.

Use the large can set aside for recycling water bottles and pop cans.

The lunch room is always open and you have access to snack foods, sandwiches and soft drinks in the refrigerators.

Please do not remove silverware and tableware (including mugs) from the cafeteria. Use paper cups and disposable containers and utensils located in the lunch room.

Reminder: you are not allowed to store food in your room as it attracts rodents and bears. You are limited to a one (1) or two (2) day supply of snack food.

## 16. WASTE MANAGEMENT

At Innavik Project, we do have four (4) different categories of waste :

- Domestic waste : leftover food, food packaging, general household waste;
- General construction waste : plastic wrapping, wood cut-outs, scrap, metal, etc.;
- Contaminated soil : soil that has been contaminated by oil, fuel, antifreeze;
- Contaminated waste : oil pails, grease tubes, aerosol cans, etc.

We do not mix different types of waste together. On the construction site, each type of waste has its own bin/container in which it is disposed of.

The recycling of water bottles and pop cans is done.


All the domestic waste generated by the camp and the site is burnt at the camp's incinerator.

All other waste will be disposed outside the camp.

Be sure to dispose your waste in designated containers. Domestic containers of the site and camp are kept indoors, away from bears. Do not leave any domestic waste in boxes of the pick-up. Cabs must be cleaned daily and waste disposed at the end of the day.

## 17. WILDLIFE

If you are in the presence of a wildlife animal on the site, you must complete the form provided for this purpose and available at CRT's office. You must report any wildlife animal. This information is collected and analyzed by biologists who measure the impact of construction on animal populations.

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**18. RADIO COMMUNICATION ON SITE**

Radio communications are very important on site and because of the extent of the construction site and the number of workers; a practical and efficient radio protocol has been developed.

All communications users are required to comply with the protocol.

See Appendix 1 for the Radio Protocol used at the Innavik Project (TO FOLLOW)

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## ***A P P E N D I X 1***

### ***Telecommunication Protocol***


***To be follow***

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## ***A P P E N D I X 2***

### ***Truck Operation Protocol***

***To be follow***

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***APPENDIX 3***  
***Health Questionnaire***

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Health Questionnaire		
Last Name :		
First Name :		
Address		
<b>If you suffer from or have suffered from a disease listed below, please mention it in the appropriate box</b>		
	<b>YES</b>	<b>NO</b>
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Hemophilia	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis C	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Disease	<input type="checkbox"/>	<input type="checkbox"/>
Heart Attack – within two years	<input type="checkbox"/>	<input type="checkbox"/>
Surgery	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Allergy, specify	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you suffer from a disease requiring the use of injection? Specify:</b>		
I confirm that all the information provided below is true and to the best of my knowledge		
Signature	Date: YY/MM/DD	