

Service Offerings Package

“THERE’S SAFETY IN OUR NUMBERS!”



1984+

Table of Contents

Table of Contents.....	1
About Us	2
Safety Services	2
Developing the Site-Specific Safety Program™	2
Executing Orientation Programs for Site Supervisors	2
Implementing Occupational Health & Safety Best Practices	3
Implementing the Emergency Response System.....	3
Monitoring the Site-Specific Safety Programs	3
Maintaining Reports and Legal Files	3
Compiling Safety Manuals and Support Material	3
Assessments.....	4
Occupational Health & Safety Staff.....	5
Occupational Health and Safety Coordinator	5
Medical Support Staff.....	6
Nurse.....	6
Occupational First Aid Attendant (OFA) – OFA Level III	7
Kitchen Services	8
Camp Cook.....	8
Bull Cook	9
Camp Attendant.....	9
First Aid Equipment.....	10
First Aid Rental Equipment and Kits.....	10
Trauma Units.....	10
First Aid Training.....	10

About Us

1984 Enterprises Inc. is your ONLY contact for your site-specific safety and staffing solutions. From safety equipment rental to trained professionals to the development and implementation of entire site-specific safety programs, we've got you covered. With leading-edge systems and a team of professionals experienced in the resource sector and up to date with the latest industry procedures and regulations, 1984 Enterprises Inc. is here to help you achieve an excellent safety record, a productive worksite, and peace of mind. Through our diversity policy and affirmative hiring practices, we are able to support your linguistic, cultural and social responsibility requirements and our people are well versed to adhere to all environmental standards. Whether here in Canada or as an integral part of your team abroad, we strive to raise the safety bar and deliver beyond compliant service that you can count on.

Safety Services

1984 Enterprises Inc. has a wide variety of Safety Services that will benefit your company. Keeping all onsite personnel safe and healthy within today's stringent laws and regulations is an onerous but necessary task. Let 1984 Enterprises Inc. assist you. We offer services such as Emergency Response System implementation and the creation of a site-specific safety program that includes monitoring, reporting, legal file maintenance, 24/7 support, and much more. Our knowledge and expertise with Bill C45 and all provincial, territorial and national regulations will help you become compliant without compromise.

Developing the Site-Specific Safety Program™

- Review Corporate and Program Safety Policies
- Adoption of Occupational Health and Safety policies
- Development of Occupational Health & Safety Guidelines for site-specific work site and Corporate policies
- Development of the work site Emergency Response Plan (ERP)

Executing Orientation Programs for Site Supervisors

- Site-Specific Safety Program™ support materials
- Documentation and logging of all incidents, accidents and employee medical information
- Equipment and personnel tracking and managing as per Corporate Policies
- Root cause analyses and reporting
- Accident Prevention Program Management
- Company Safety Procedures, Emergency Response Procedures and Personal Protective Equipment Requirements
- Posting procedures for worksite signage
- Recording of on-site dangerous goods intake, disposal, and ticket holders
- Management of recordkeeping

Implementing Occupational Health & Safety Best Practices

- Assist with meeting “*Due Diligence*” mandate
- Risk Reduction Program
- Repatriations for medical reasons
- Occupational Health and Safety Policy
- Operational Plan and Guidelines
- On-site First Aid Orientation Review
- Site-Specific Emergency Response System and Procedures

Implementing the Emergency Response System

- Orientation and deployment of working support material specific to guidelines
- Liaison with medical support stations
- Liaison with approved medevac carriers
- Assisting with emergency evacuations and repatriations
- Immunization advisories
- Crisis management
- Follow-up on medevac mandates specific to the work site
- Update Emergency Response Plan (ERP) contact numbers as per requirements and geographic location
- 24/7 Emergency phone support

Monitoring the Site-Specific Safety Programs

- Ongoing liaison with client Health, Safety and Environmental Committees
- Ongoing work site operational updates
- Ensuring compliance to all regulatory and Occupational Health and Safety requirements for the site specific safety/first aid
- 24/7 Emergency Line to handle safety, supervisory and medical emergencies

Maintaining Reports and Legal Files

- Filing of mandated reports including: Incident/Accident/First Aid occurrences for specific work sites and follow-ups
- Submission of First Aid Summary reports
- Worksite specific legal files/documents such as Incident/Accident or First Aid Occurrences are stored and maintained at the 1984 Enterprises Inc. head office for a period of 3 years as per legal requirements.

Compiling Safety Manuals and Support Material

- First Aid Attendant Manual
- Medical Support Manual
- Program Manager Reference Booklet
- Site-Specific Orientation Field Booklet
- Site-Specific Medical and Reporting Forms
- Material Safety Data Sheets (MSDS) for site-specific work program
- Signage for site-specific work programs

Assessments

A key element to maintaining a safe worksite is to perform risk assessments. We provide you, our client, with risk assessments in any environment where a safety incident may result in injury, loss of assets or life. We begin the process with an evaluation of the safety risks by using a site-specific 6-step program.

The 1984 Enterprises Inc. Risk Assessment evaluates safety risks using a site-specific 6-step process:

1. Assess the organization and identify the individuals and assets at risk
2. Specify loss incident risks and vulnerabilities
3. Establish the probability and frequency of loss incidents
4. Determine the impact of probable events
5. Develop options to mitigate risks
6. Study the feasibility of option placement and perform a cost/benefit analysis

We actively:

- Identify Hot-Spots
- Lessen Impact
- Prevent Issues
- Manage and Control Risks
- Reduce Risk to a Practical Level
- Comply to Industry and Legislative Standards
- Set Targets

We identify risks, articulate solutions and generate a report for management. Decision-makers are then armed with valuable information required to draft safety procedures and incorporate proposed solutions.

Our main objective is to mitigate liability and minimize the loss to a company.

We are a proactive company that pinpoints site-specific safety risks and provides cost-effective solutions to alleviate them. The report generated as a result of the risk assessment provides management with guidance regarding the site-specific safety risks and solutions for mitigating them.

Occupational Health & Safety Staff

To get the job done right you need the right staff. With 1984 Enterprises Inc. we provide Occupational Health & Safety Coordinators to assist your project with all the mandatory steps and processes associated with running a successful and safe operation. Everything from adherence to the Occupational Health & Safety Policies to planning and conducting emergency exercises, 1984 Enterprises Inc. has your staffing needs covered.

Occupational Health and Safety Coordinator

About the Occupational Health and Safety Coordinator:

- Orientated to requirements of working in remote Northern locations
- Excellent communication and interpersonal skills
- Computer literate
- Orientated to site mandated safety regulations & developed safety program
- Knowledgeable of site compliance and operation procedures in accordance with site regulatory requirements
- Experience with diplomacy in the working environment and with all stakeholders

Occupational Health and Safety Coordinator Duties:

- Ensure adherence to the client's Occupational Health and Safety Policies, Management Standards, Standard Operation Procedures (SOP)
- Ensure that all work areas are compliant with government regulatory requirements and guidelines
- Provide orientation and training of the clients OH&S Policies and Procedures and government regulatory requirements to all employees, contractors or camp personnel
- Orientate camp personnel (including visitors and new employees) in various safety procedures such as camp evacuation, fire procedures.
- Participate in the on-site OH&S Committee
- Assist with regular on-site project safety meetings
- Assist with emergency response exercises such as fires, serious accident, missing persons. This will be conducted with the Site Manager, to ensure effectiveness
- Encourage, complete and follow-up on incident reporting such as near miss, hazards/incidents. All with the assistance of the Site Manager
- Participate in the Incident Cause Analysis Method (ICAM) with the Site Manager
- Support a safe, healthy and clean work environment

Medical Support Staff

With the ever-demanding changes in the resource industry and the shortage of skilled and experienced workers, onsite health and safety has become a major concern. You have our assurance that, not only will you be provided with industry experienced and caring support staff, but also our Nurses, Occupational Health and Safety Practitioners, Occupational First Aid Attendants, Medics, Intermediate Care Aids and other medical specialists will surpass current regulatory requirements. You will have peace of mind knowing that all your personnel are well cared for by our support staff (bilingual staff also available). The team at 1984 Enterprises Inc. strives to always be reliable, advanced and efficient at fulfilling both large and small site requirements - with the same professionalism extended in both circumstances.

About our Medical Staff:

- Orientated to the requirements of working in remote Northern locations
- Emergency response proficient
- Oriented to medical evacuations programs
- Oriented to site-specific reporting procedures
- Personal Information Protection and Electronic Documents Act (**PIPEDA**) compliant
- Team members

Nurse

Primary Medical Services – Nursing:

- Licensed to dispense narcotics
- Sponsored by a physician
- Emergency trauma experienced

Nurse Duties:

- Attend to any and all first aid needs
- Liaison with management and medical support staff for any and all medical emergencies
- Maintain nursing station, equipment and supplies
- Assist Site Manager in completing mandatory Provincial or Territorial forms for injuries and accidents (such as WCB or CSST)
- Complete site-specific forms and reports for injuries and accidents
- Review weekly with 1984 Enterprises Inc. and with Site Manager the First Aid Activities on-site
- Assist with dry runs of medevac emergency response procedures
- Subsequent to any Nursing duties – he/she may provide reasonable clerical assistance to the clients program. This will be directed by the Site Manager upon agreement with the client, the company and the site personnel

Occupational First Aid Attendant (OFA) – OFA Level III

About the OFA Attendant:

- Occupational First Aid training to site requirements

OFA Attendant Duties:

- Attend to any and all first aid needs
- Conduct medevac procedures
- Follow our online medical support procedures
- Provide orientation to all site personnel of the first aid station
- Responsible to gather and secure all personal medical information
- Responsible to maintain an up-to-date inventory of all first aid supplies
- Maintain first aid room, supplies and equipment
- Assist the Site Manager in completing mandatory Provincial or Territorial forms for injuries and accidents (such as WCB or CSST)
- Complete site-specific forms and reports for injuries and accidents
- Review weekly with 1984 Enterprises Inc. and with Site Manager the First Aid Activities on-site

Kitchen Services

With our variety of personnel we will be able to customize staffing to meet your camp needs. Our cooks are experienced to handle any sized site whether it is a small, start-up exploration camp to a larger, commercial project. Our cooks specialize in providing nutritious and delicious meals, paying extra attention to details such as fresh baked breads and deserts from scratch. Also if there are employees on site that require specific diets due to medical conditions, our chefs are sensitive to these needs and will prepare specific menus to adequately accommodate them. Our chefs believe in providing healthy, hearty meals using as much fresh produce as possible to keep your workers happy and productive.

We surpass our competition by providing camp and kitchen personnel that are certified OFA level III attendants. Our **dual-role personnel** are not only exceptional chefs they are also your first aid. This will bring logistical and cost savings to you, our client.

Dual-role OFA III Certified + Kitchen Expertise = Cost & Logistical Savings

About our kitchen/camp staff:

- Orientated to requirements of working in remote locations
- Food Safe oriented
- WHMIS certified
- Interpersonal Skills
- Computer literate
- All lead cooks have managerial experience
- **ALL AVAILABLE WITH OFA LEVEL III CERTIFICATION**

Camp Cook

Camp Cook Duties:

- Provide quality cooking services
- Provide weekly menus to the Site Manager when requested
- Submission of grocery order on a predetermined order schedule as set by Site Manager
- Maintain a clean and effective kitchen and preparation area
- Follow food safe procedures
- Submit weekly site food inventory
- Prepare special dietary meals when required
- Assist with general kitchen safety and housekeeping

Bull Cook

Bull Cook Duties:

- Preparation work for each meal as directed
- Baking as per instructions
- Housekeeping of kitchen area (such as washing dishes, floors, counter tops and appliances)
- Assisting with receiving and sorting of weekly grocery order
- Assisting with grocery inventory
- Maintain and sorting of preparation area
- Assist with general kitchen safety and housekeeping

Camp Attendant

Camp Attendant Duties:

- General cleaning of the living area of the camp
- Maintaining clean and sanitary areas such as the kitchen, sleeping quarters, front entrances, recreation rooms, hallways, washrooms and utility room
- Keep an accurate record of various inventory allotted in the camp and report any shortages to the cook and camp manager if required
- Assist with unloading, loading and storing of supplies
- Assist kitchen staff with the cleaning of kitchen exhaust fans and hood vents weekly or sooner if required or requested
- Assist with garbage removal following approved procedures
- Assist cook with the inventory of cleaning supplies, etc.

First Aid Equipment

We provide rental services for various First Aid Equipment Kits. All equipment is approved to meet provincial and territorial regulatory mandates and exceed all industry requirements and standards. We provide the inventory control and support program for all equipment rented from us and all equipment is timely replenished and/or replaced as necessary.

First Aid Rental Equipment and Kits

(Occupational Health and Safety Standard)

- Personal First Aid Kits
- Level 1 First Aid Kits
- Level 3 First Aid Jump Kits with Spine board/Basket
- Level 3 First Aid Jump Kits with Spine board/Basket and Dressing Station
- Oxygen Therapy Units – O2 (included in Level 3 jump kits)

Trauma Units

We provide approved site-specific trauma units that meet all industry and regulatory requirements. Our units are mobile and are constructed to your site's needs—growing as your project grows. Rental, lease and purchase options are available.

- Mobile First Aid Emergency Response Trauma Units
- Built to site-specific geographical area
- Built to regulatory requirements
- 28-foot to 48-foot all-inclusive units:
 - Heavy-duty stabilizers
 - Self-contained (water, heat, air conditioner, full service)
 - Communication via independent satellite telephone system
 - IP video capable
 - Emergency medical equipment to surgical level

First Aid Training

Basic & Customized On-site Training:

Workplace and Safety regulations require employers to have a sufficient number of Certified First Aid Employees. It is advantageous and proactive for your business to exceed the legislative requirements by giving all employees basic first aid training. We can provide our clients with quality, hands-on OFA Level I training on-site. To customize training to your needs, we provide additional modules that are specific to your industry and site challenges.

1984 Enterprises Inc. will provide a certified Instructor to provide basic CPR and First Aid training. The course will follow the standard St. John Ambulance format customized for site-specific requirements.

OFA Level I Course outline:

1. Emergency Scene Management (ESM)
2. Shock, Unconsciousness and Fainting
3. Artificial Respiration (Adult)
4. Choking (Adult)
5. Severe Bleeding

There are various elective lessons including:

- Cardiovascular Emergencies and One-Rescuer CPR (Adult Casualty)
- Two-Rescuer CPR (Adult)
- Secondary Survey
- Bone and Joint Injuries Upper Limbs, Muscle Strains
- Bone and Joint Injuries – Lower Limbs
- Head/Spine and Pelvic Injuries
- Chest Injuries
- Wound Care
- Multiple Casualty Management
- Rescue Carries
- Eye Injuries
- Burns
- Poisons, Bites and Stings
- Medical Conditions (diabetes, convulsions, asthma, allergies)
- Environmental Illness and Injuries

Upon completion and testing, project staff members will have a basic knowledge of first aid and receive valid certificate.

Our Vancouver First Aid Training Facility:

In addition to the basic and site-specific training, we also offer course work, examination and certification at all OFA levels (1, 2, & 3) in our well-equipped, expertly-staffed Vancouver training facility.

For more information on our training facility, course offerings and schedules, please visit our training link in our services section of our web site: www.1984inc.com.

