



## Safety Meeting:

|                                |                                          |
|--------------------------------|------------------------------------------|
| Meeting Location: K3 Boardroom | Date & time: May 29, 2026 @ 12PM         |
| 10 # of staff attending:       | Meeting Facilitator: Andy Schalk + NICKI |

### Topics Covered:

- AWSA Audit Readiness Review
- Site Rules & SOP Review
- ER Plan Review
- PPE Review
- WHMIS Review
- ER Tabletop Exercise

| Print Name:        | Signature: | Print Name: | Signature: |
|--------------------|------------|-------------|------------|
| Andy Schalk        |            |             |            |
| Catherine Waterman |            |             |            |
| Effy Fietti        |            |             |            |
| Colin Dube         |            |             |            |
| Klaas Slomp        |            |             |            |
| Leighton Kalk      |            |             |            |
| Carter Bezoooyen   |            |             |            |
| Sean Churchill     |            |             |            |
| Dillon Roth        |            |             |            |
| Nicki Hildebrand   |            |             |            |

### AWSA Audit Readiness Review

- Audit July 6th
- Office, Chem Shed, Seed Plant, Warehouse, Treater Circle, Shop (quonset)
- Outstanding action items:

| Topic/Item                    | Action                                                                                                        | Who's Responsible    | Date to complete |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------|------------------|
| Containment system            | Storage & seed treatment areas have containment systems in place for spills - SOP                             | Sean                 | June 16          |
|                               | Fire fighting water containment plan                                                                          | Andy                 | June 4           |
| Storage & treatment areas     | Cracks filled in flooring & holes in wall                                                                     | Sean / Dillon        | June 16          |
|                               | No flammable, combustible fuel products, and or spare compressed flammable liquefied storage cylinders inside | Sean / Dillon        | June 16          |
|                               | House keeping – floors, ramps, stairways, shipping areas.                                                     | Everyone             | July 3           |
| Storage area ventilation      | Calculations                                                                                                  | Andy                 | June 16          |
| Fire extinguishers            | Need to mount in storage & treatment areas, forklifts, mobile seed treaters                                   | Andy                 | June 16          |
|                               | Confirm ER map matches                                                                                        | Dillon               | May 29           |
| Emergency equipment inventory | Post inventory lists, check supply levels & conditions. Make sure not store on floor.                         | Sean                 | June 16          |
|                               | Check first aid kits and eye wash stations                                                                    | Nikki / Sean         | June 26          |
| Treatment/Chem                | All is labelled (supplier or workplace)                                                                       | Sean / Dillon        | June 16          |
|                               | None leaking, or left open (not being used)                                                                   | Sean / Dillon        | June 16          |
|                               | All treatment/chem back in storage area when not being used                                                   | Andy / Sean / Dillon | July 3           |
|                               | Empty chem in designated area or shipped back                                                                 | Andy                 | July 3           |
| Training                      | Fire extinguisher training                                                                                    | Andy                 | June 29          |
| Signs                         | Muster point, contact for other entrance, and chem shed                                                       | Andy / Sean / Dillon | June 16          |
| Equipment                     | All open augers, belts, pulleys, and motors have appropriate protective guarding                              | Sean                 | June 16          |

|         |                                                                                   |       |         |
|---------|-----------------------------------------------------------------------------------|-------|---------|
|         | Lock out locks                                                                    | Andy  | June 29 |
| ER Plan | Copies with each designated person, office, & mobile units (waterproof container) | Nikki | June 29 |
|         | Alternative emergency coordinator – Now Sean                                      | Andy  | June 29 |
|         | Alternative evacuation supervisor – Now Dillon                                    | Andy  | June 29 |
| PPE     | Fit test respirator, and pesticide cartridges                                     | Andy  | June 16 |

- Expectations

- Wear appropriate PPE while treating.
- Follow SOPs
- Will be asked questions from Auditor
  - Who has overall responsibility for the ER Plan?
  - What would you do first if you spotted a fire at the operation?
  - What is your specific responsibility?
  - What role will the local fire department play in the fire?
  - Describe how you maintain your first aid kit.
  - How would you use the eye wash station? How do you maintain the eye wash station?
  - Describe how you would use a portable fire extinguisher to fight a fire.
  - How often is the emergency equipment inspected?
  - Have the employees explain the established procedures for: storage of seed treatment, application of seed treatment, operating/cleaning seed treatment, labeling of treated seed.
  - Describe to me how you cleanup and decontaminate a spill.
  - What do you include on the label of the container when you are storing spilled cleanup products?
  - Does any agency need to be contact in the event of a spill? Spill hotline number.
  - Describe to me your understanding of a hazardous waste material.
  - How do you handle and dispose of hazardous waste material?
  - How to access/where the SDS's are kept? (Treater trucks x2, treater circle, chem shed, office x2)
    - For a selected product, use the SDS' to:
      - Describe hazards of the product;
      - Describe the personal protective equipment required;
      - Describe first aid procedures.
  - What is the daily inspection procedure for forklift?
  - What is the proper procedure to drive a loaded forklift down an incline?
  - Describe the safe refueling procedure for the forklift.



- Describe the position of the forks when traveling forward empty.

### **Site Rules & SOP Review**

- Managing fire-fighting run-off (could change in the future)
  - No water used on fires involving seed treatment products.
  - If it cannot be safely controlled with a fire extinguisher, fire shall be left to burn
- First Aid Kits
  - Inspect annually and keep inspection records
    - Missing supplies, expired products, damaged packaging, contamination, moisture or dirt
  - Ensure kits remain clearly identified and accessible
- Eye wash station
  - Inspect annually and keep inspection records
  - Eye contamination, immediately flush for a minimum of 15 mins. Hold eyelid open and move eye around to irrigate all areas of the eye.
  - Notify supervisor of any event that require use of eye wash and document incident.
- Fire Extinguishers
  - Inspected monthly
    - Check for signs of damage or tampering, keep unobstructed.
    - We use type ABC extinguishers. Good for ordinary combustible fires, flammable liquids and gases, and energized electrical equipment.
    - PASS technique
      - Pull the pin
      - Aim low
      - Squeeze the handle
      - Sweep from side to side
    - Report incident to supervisor
- PPE
  - Inspect PPE before each use, replace when necessary
  - Clean and disinfect reusable PPE regularly
  - Store PPE in dry clean area
  - Wear PPE during seed treating
  - Make sure you have a good seal when using a respirator
    - Positive or negative pressure facefit check
- Spill cleanup
  - Select appropriate spill clean up equipment, are readily accessible
    - Absorbent materials, neutralizing agents, PPE, containment barriers
  - Spill event
    - Alert personnel in the area, and secure area

- Use appropriate PPE, use absorbent materials to contain and absorb spilled material, working the perimeter of the spill towards the centre
  - All materials, PPE and cleanup waste shall be disposed of according to product label, SDS, and hazardous waster requirements.
- Hazardous Waste Materials
  - Special over pack drum, apply WHMIS label on drum (name of contents, date, volume, safe handling procedures, and signature on label to indicate who did the work)
  - Advice supplier of spill and ask for assistance.
    - If they can't, call Alberta Environment
  - Report spill to Alberta Environment and Transport Canada if quantity of spill exceeds reportable amount
    - Call licensed waste disposal to pick up materials
- Accidents/Incidents
  - Immediately respond and then gather information and report.
- Bagging and bulk handling equipment
  - Turn off power and isolate from any energy source
  - Lock out/tag out
  - Clear equipment of any debris, dust or residue
  - Inspect all components for signs of wear, damage, or misalignment.
    - Belts, chains, sprockets, bearings, rollers, electrical connections, switches, sensors
  - Clean and lubricate as needed
  - Calibrate scales and sensors
  - Adjust settings as needed
  - Test emergencies stop buttons
  - Verify safety guards and barriers are in place
- Seed treatment equipment
  - Visually inspect all equipment prior to use
    - Leaks, loose fittings, safety guards/barriers
  - Clean equipment thoroughly with appropriate cleaning agents
  - Monitor fluid levels, ensure quality and consistency of treatment
  - Store treatment in proper storage locations
  - Calibrate equipment regularly and document calibrations
- Seed treatment
  - Inspect trays, tanks, basins, or other components that could compromise containments.
  - Monitor fluid levels to prevent overflow or spills
  - Ensure system has capacity to handle volume of treatment fluid
  - Ensure spill response equipment is readily available
  - Inventory tracking and updated monthly

- Product name
  - PCP registration number
  - Quantity onsite
  - Container size/type
  - Storage location
  - Remain properly labeled – check when chem is dropped off
  - Check for damaged, leaking or improperly labelled containers
  - During emergencies current inventory shall be made available to emergency personnel
  - SDS available on mobile unit, chem shed, treater circle, office?
  - All treatment shall be shipped/received using TDG regulations
- Seed treatment containers/system Rinsate
  - Any seed treatment containers that do not require rinsing, return to supplier (Taber Home & Farm)
  - Any seed treatment containers that do require rinsing, in designated area wearing appropriate PPE. Rinse 3x with clean water each lasting 30 seconds and capture all Rinsate in a designated container. Dispose of Rinsate via licensed hazardous waste company.

### **ER Plan Review**

- Designated Personnel
  - Andy – Emergency Coordinator (OR Sean)
    - Overall management of the emergency
  - Nikki & Sean – First Aid Officer
    - Care of injured or exposed individuals
  - Dillon – Evacuation Supervisor
    - Safe evacuation and accountability of personnel
- Fire emergency
  - Notify everyone on the Whatsapp group
  - Evacuate the premises, assemble at the designated muster point located next to bin #1 and report to the Evacuation Supervisor.
  - If safe to do so, attempt to extinguish the fire using appropriate extinguishers
  - Designated employees should assist in guiding emergency responders to the location of the fire
- Chemical spill/release
  - Evacuate the affected area
  - If safe to do so, contain the spill using spill kits available on-site
  - Notify the Emergency Coordinator and Alberta Environmental, Transport Canada if necessary
  - Do not attempt to clean up hazardous chemicals unless properly trained and equipped



- Medical Emergency
  - First aid personnel assess the situation and ensure the safety of the individual.
  - Call for medical assistance
  - Administer first aid if trained to do so
  - Provide emergency responders with necessary information upon their arrival.
- Severe weather emergency
  - Monitor weather alerts and warnings issued by local authorities.
  - In the event of a tornado warning, move to designated tornado shelter areas (K3 boardroom)
  - Secure outdoor equipment and loose objects to prevent damage.
  - Follow instructions from emergency personnel and stay indoors until the all-clear is given.
- Security threats
  - Security threat or suspicious activity report to Andy
  - Cooperate with law enforcement and security personnel



## ER Tabletop Exercise:

Date: May 29, 2026

Scenario: Seed Treatment Spill During Loading

**Scenario:** At 9:30 AM, Carter is moving totes of seed treatment with a forklift in the treatment area. While turning, the forklift punctures a tote. Approximately 50 litres of seed treatment begins leaking onto the ground. Carter is not injured but is standing near the spill.

### Initial Response

1. What is the first thing he should do?
  - a. Stop work? **Yes**
  - b. Secure the area? **Yes**
  - c. Notify someone? **Yes**
2. Who should be notified first? **Andy**
3. Should employees remain in the area? **No, move away from affected areas**

### PPE

1. What PPE would be required before approaching the spill? **Respirator & cartridge, gloves. Check SDS**
2. Where is the PPE located? **Chem shed, Treat circle**
3. Where is the SDS located? **Chem shed, circle, office**

### Spill Response

1. Where is the spill kit located? **Chem shed, circle**
2. How would you contain the spill? **Absorbent materials**
3. How would you prevent the spill from leaving the containment area? **Absorbent materials**
4. What materials would be used for cleanup? **Aluminum shovels**

### Emergency Response Team

1. What is Andy's responsibility as Emergency Coordinator? **Make sure everyone is safe, make sure the spill is contained, and the appropriate authorities are called**
2. What is Sean's responsibility as First Aid Officers? **Treat any injuries or exposures**
3. What is Dillon's responsibility as Evacuation Supervisor? **Make sure everyone is out of the area and accounted for**

### Reporting

1. Does the spill need to be documented? **-Yes**
2. When would Alberta Environmental Response Line be contacted? **More than 5 L on the ground**

### Disposal

1. What happens to contaminated absorbent materials? **Hazard waste drum**
2. How would rinsate or contaminated cleanup materials be disposed of? **Call hazard waste company and containers back to Taber Home & Farm**

### Lessons Learned

1. Were emergency contacts readily available? **Yes**
2. Were employees familiar with spill kit location? **Yes**
3. Were employees familiar with PPE requirements? **Yes**
4. Are any improvements required to the ER Plan or SOPs? **More practice operating forklift, and spotter to help.**