

Health and Safety

Health and Safety Policy

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Safety and Health Policy

Workplace safety and health is the responsibility of all employees at Top Rank Diamond Drilling Ltd. beginning with management leadership. Top Rank Diamond Drilling Ltd. is committed to providing and maintaining a safe and healthy working environment for all employees through the use of a comprehensive health and safety program. Top Rank Diamond Drilling Ltd. leadership has the responsibility to implement strategies to meet the following objectives.

- Provide and maintain safe and healthy workplaces and comply with all laws and regulations applicable to workplace safety and health
- Provide employees with the necessary training, education and instruction related to safe work procedures that will enable them to perform their jobs safely and efficiently
- Make available to employees, all necessary safety and health technologies, equipment, tools, and devices and provide training and supervision to ensure their effective use.
- Top Rank Diamond Drilling Ltd. expresses a commitment to work in a spirit of consultation and cooperation with all workers. Communicate the worker's rights in the workplace.
- Conduct risk assessments and pursue continuous improvements in workplace safety and health by developing plans to correct identified hazards and to minimize the adverse outcomes of accidents and emergency situations
- Communicate openly with employees, government agencies, suppliers and customers on workplace safety and health issues and contribute to the development of relevant policies, principles and procedures designed to eliminate or reduce operational exposures.
- Top Rank Diamond Drilling Ltd. will continue to work jointly with their workforce in the development and implementation of their health and safety program.

This policy is applicable to all Top Rank Diamond Drilling Ltd. employees and it is expected that all Top Rank Diamond Drilling Ltd. employees participate in the Health and Safety Program.

Company President – (Devon Rank)

Date

Environmental Policy

Protecting the environment is everybody's responsibility-beginning with management leadership. Employees are encouraged and empowered to take ownership of the wellbeing of the environment Top Rank Diamond Drilling Ltd.'s management is committed to ensuring all their sites and practices protect the environment.

Top Rank Diamond Drilling Ltd. leadership has the responsibility to implement strategies to meet the following objectives.

- Provide and maintain workplace and comply with all laws and regulations applicable to the environment
- Provide employees with the necessary training, education and instruction related to safe work procedures that will enable them to maintain worksites that provide and maintain the environment.
- Protect the environment including and/or minimizing pollution to air, water, and soil to mitigate adverse effects on plants, animals, and humans.
- Make available to employees, all necessary environmental technologies, equipment, tools, and devices and provide training and supervision to ensure their effective use.
- Conduct site assessments and pursue continuous improvement in the workplace environment practices by developing plans to correct identified hazards and to minimize the adverse outcomes of accidents and emergency situations, such as pollution or destroyed environments.
- Communicate openly with employees, government agencies, suppliers and customers on environmental issues and contribute to the development of relevant policies, principles and procedures designed to eliminate or reduce operational losses.
- Provide qualified leadership, and resources to implement this policy through the Top Rank Diamond Drilling Ltd. business planning process.

This policy is applicable to all Top Rank Diamond Drilling Ltd. employees and it is expected that everyone, including customers and external services providers participate and follow this policy to ensure these strategies are implemented in a meaningful and effective manner.

Company President - (Devon Rank)

Date

Diamond Drilling Environmental Plan **Sustainable Development**

1. Drill sites shall use existing clearings where possible. Any new clearing or expansion of existing clearings shall be of a minimum reasonable size to facilitate the operation. There shall be no use of heavy equipment within 100 metres of any waterbody (lakes, rivers, streams) unless prior separate approval is obtained from the supervising Conservation Officer and proper permits are obtained prior to work taking place.
2. There shall be no bulldozing of vegetation into standing timber. All tress and debris remaining shall be piled or compacted to lie as close to the ground as possible, windrows may be no more than 0.6 meter high. All hanging tress must be cut so as to lie as close to the ground as possible.
3. Secondary containment measures shall be placed beneath the drill and filtration unit to collect and deleterious discharge in identified sensitive areas or within 100 meters of a waterbody. Any hydrocarbons, cuttings and/or debris collected shall be disposed of at an approved recycling facility or waist disposal ground.
4. No drilling fluids containing sediment, petroleum products or hazardous wastes may Be allowed to runoff into a waterbody.
5. Existing trails, portages and other travel-ways shall not be altered to Interfere with other users.
6. Drilling casings shall be cut so that they are 15 cm or less above ground level at the conclusion of operations.
7. Core racks that are to remain after the expiration of the work permit shall not Exceed 1.3 metres in height and shall not be placed within 100 metres of a waterbody unless prior separate approval is obtained from the supervising conservation officer.
8. The supervising conservation officer shall be notified no less than one week prior to completion of operations to allow for final inspection of the operation.
9. All operations must be completed to the approval of the local Conservation Officer.
10. When work has not begun within two weeks of the issuance of the permit, or if work Is halted for more than one week, or if work is to begin in a new Sustainable Development district, the permittee must notify the district office prior to starting or Restarting operations.
11. The supervising Conservation Officer on behalf of the Minister of Stainable Development, shall have the authority to, at any time, amend or cancel the work permit or to suspend operations, should non-compliance of any of the terms or conditions of the work permit occur.

Harassment Policy

Top Rank Diamond Drilling Ltd. believes that no person should have to experience any type of harassment while in the workplace. Any such acts committed by or against any workers, members of the public or clients will be seen as unacceptable, and behaviors will not be tolerated.

Top Rank Diamond Drilling Ltd. is committed to:

- Providing a harassment free workplace for all employees.
- Investigating all reported incidents of harassment in a timely manner.
- Taking the appropriate corrective action that pertain to the workplace harassment.
- Provide the appropriate support needed for any victims of workplace harassment.

Employees have a responsibility to:

- Become familiar with and comply with this policy.
- Report all incidents of workplace harassments to their supervisor.
- Participate in worksite assessments and participate in the implementation of control measures designed to prevent harassment.

All Top Rank Diamond Drilling Ltd. employees have the right to file a complaint with the Manitoba Human rights Commission in the event of a Workplace harassment.

The names of the complainants of alleged harassers, of any circumstance that are related to the complaint will not be disclosed unless:

- a) Disclosure is necessary to investigate the complete or take corrective actions; or
- b) Is required by law

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

Company President – (Devon Rank)

Date

Violence Prevention Policy

Top Rank Diamond Drilling Ltd. believes in the prevention of violence and promotes a violence-free workplace. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

Top Rank Diamond Drilling Ltd. is committed to:

- Providing employees with an appropriate level of protection from the risks associated with workplace violence.
- Investigating reported incidents of violence in an objective and timely manner.
- Taking necessary action on acts of workplace violence; and
- Providing appropriate support for victims of workplace violence.

Employees have a responsibility to:

- Become familiar and comply with this policy.
- Report incidents of workplace violence to their supervisor.
- Participate in worksite risk assessments and implement control measures to mitigate associated risks as required.

No actions shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with Top Rank Diamond Drilling Ltd. shall subject any other person to violence in the workplace.

Company President – (Devon Rank)

Date

Privacy Policy

Top Rank Diamond Drilling Ltd. views the handling of confidential information as an important matter of trust. Confidential information refers to non-public information about clients, employees, internal documents, and general internal information gained during the course of employment.

Confidentiality will be enforced at Top Rank Diamond Drilling Ltd. to protect our operations, our clients and the rights and privileges of our employees. Breach of confidentiality is a serious matter and subject to disciplinary action, up to including termination of employment.

1.0 Information concerning Top Rank Diamond Drilling Ltd. Employees

1.1 Top Rank Diamond Drilling Ltd. employees will keep confidential, even when no longer employed by Top Rank Diamond Drilling Ltd. information about medical, financial, and personal matters, or information about Top Rank Diamond Drilling Ltd. employees that is attained on the job. The following information is to be kept confidentially but not limited to:

- Information with respect to race, nationality or ethnic origin, religion, age, sex, sexual orientation, marital or family status of the employee.
- Information relating to personnel matters such as disciplinary procedures and performance evaluations.
- Information relating education or qualifications.
- Information relating to medical, psychiatric, psychological, or criminal history.
- Information pertaining to financial transactions in which an individual has been involved including salary or benefits.
- Addresses and/or telephone numbers of the employee unless public knowledge of it is requirement of their position.
- Correspondence sent to Top Rank Diamond Drilling Ltd. which is of private or personal nature and in the individual's name.

1.2 Top Rank Diamond Drilling Ltd. may, in writing set out reasons, refuse to disclose records or parts of records where the identity of a person who has supplied information in confidence may be revealed, or where there are reasonable grounds to believe the disclosure might result in serious physical or psychological harm.

1.3 Inquiries from the press, radio, and television regarding Top Rank Diamond Drilling Ltd. employees, Business, or confidential information must be referred to the President of Top Rank Diamond Drilling Ltd. No Employees can comment to the media on behalf of Top Rank Diamond Drilling Ltd.

Company President – (Devon Rank)

Date

Roles and Responsibilities for Health and Safety (As far as is reasonably practicable to)

1. Owner(s) / Employers and President

- a. Provide and maintain a safe and healthy workplace with the necessary equipment, systems and tools that are safe and without risks to health.
- b. Ensure Supervisors are familiar with their legal duties for safe work, familiar with the Act & Regulations and are competent from their experience, training, or knowledge to ensure work is performed in an efficient and safe manner.
- c. Ensure Employees, Supervisors, foremen are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service. That the workers are trained with the use of all devices or equipment provided for their protection.
- d. Ensure that Employees are properly trained and are competent to fulfill their job duties in a safe and efficient manner. That people who are not in his service are not exposed to risks to their safety or health arising out of, or in connection with activities in the workplace.
- e. Ensure Employees are provided with personal protective equipment and are trained on the proper use and care of their PPE.
- f. Ensure an ongoing system to identify existing and potential hazards to Employees, equipment, property, and the environment, including measures to reduce, eliminate or control those hazards.
- g. Ensure procedures to report and investigate incidents, near misses and work refusals so that root causes are identified and controlled.
- h. Ensure criteria for evaluating and selecting contracted Employers and self-employed persons and strive to ensure that they meet company safety requirements.
- i. Ensure Emergency Response Plans are developed and communicated for credible emergencies, including the resources required to deal with those emergencies.
- j. Ensure that a Worker Representative is established and cooperate with them regarding the duties with which they are charged. Consult and Co-operate with the workplace safety and health committee where such a committee exists, regarding the duties and matters with which that committee is charged under this act.
- k. Owners, Managers and Supervisors will express a commitment to work in a spirit of consultation and cooperation with all workers.
- l. Ensure the company Safety Management System is communicated and enforced.

2. Supervisors/Forman

- a. Take all precautions necessary to protect the safety and health of Employees under their supervision including:
- b. Taking disciplinary action to enforce compliance with all company policies and procedures.
- c. Taking corrective action on any unsafe condition or stop work until safe conditions are restored.
- d. Assign definite safety and health responsibilities to individuals to meet the safety, health, and environmental standards of the company. Follow the Acts and Regulations.
- e. Ensure hazard and Incident Reports are completed, and root causes are identified and controlled. Keep records and copy them to the owners and the Worker Representative.
- f. Investigate incidents, near misses and refusals to work in cooperation with the owners and/or the Worker Representative and ensure that root causes are corrected.
- g. Ensure company Safe Work Practices & Safe Job Procedures are followed for all work undertaken by the company.
- h. Inspect worksites regularly for hazards, and ensure those hazards are assessed, communicated, and controlled.
- i. Ensure compliance with WHMIS, TDG, Environmental and all other regulatory requirements.
- j. Ensure regular Safety Talks are held with Employees and that records of meetings are maintained. Safety talks must:
 - i. include relevant safety and health topics
 - ii. be at least 15 – 30 minutes in length
 - iii. be held more frequently if work changes, if new hazards are introduced or if an incident occurs
- k. Ensure all Employees under their supervision:
 - i. Have received a company safety orientation, have been trained in all Safe Work Practices & Safe Job Procedures and understand the company rules and expectations for safety before beginning work.
 - ii. Use all PPE where supplied and required for their protection, such as hard hats, safety boots and glasses, face shields, fall protection, hearing protection and respiratory protection.
 - iii. Are advised of all known and reasonably foreseeable risks to safety and health in the area that they are performing work.
 - iv. Report ALL known and potential hazards, near misses and incidents.
- l. To model safe work and environmental practices, including wearing all PPE and maintaining and orderly work site (housekeeping).

3. Employees

- a. Take reasonable care to protect their safety and health and the safety and health of other persons who may be affected by his acts or omissions at work.
- b. Understand and comply with all company safety rules, policies and procedures. Employees are responsible to ask their Supervisor if there is anything about which they are unclear. Employees should not undertake work if they are not sure of the safe way of doing that work.
- c. Report to their Supervisors all hazards, near misses, unsafe conditions, and incidents.
- d. Follow all Safe Work Practices & Safe Job Procedures and wear all required Personal Protective Equipment (PPE).
- e. Participate in safety and health activities such as inspections of their work area, equipment, and tools.
- f. Take care to properly maintain tools, equipment, and PPE.
- g. Consult and cooperate with the Worker Representative.
- h. Consult and Co-operate with the workplace safety and Health Committee, where such a committee exists, regarding the duties and matters with which that committee is charges under this Act.

4. Worker Representative

- a. Participate in workplace safety inspections and special assignments or activities.
- b. Inspect the workplace and the work processes and procedures at the workplace at least once before each regularly scheduled meeting. Refer to inspection policies and procedures.
- c. Take a leadership role in promoting safety and health in the workplace.
- d. The receipt, consideration, and disposition of concerns and complaints respecting the safety and health of Employees and/or visitors.
- e. Participate in the identification of risks to safety and health arising from, or in connection with activities undertaken by Top Rank Diamond Drilling Ltd. The Worker Representative is not responsible for unsafe conditions or health hazards at the workplace or any worksite.
- f. May be called upon to assist Management in the assessment of new projects, equipment or processes prior to being introduced into company operations, and to assist with adequate and effective hazard identification and controls.
- g. Establish an effective means of communication with all Employees about safety and health information and issues.
- h. Cooperate with any Safety and Health Officer who is exercising his/her duties under the Workplace Safety and Health Act.
- i. Maintain records in connection with the receipt and disposition of concerns, complaints and all matters relating to the duties of the Worker Representative and Participate in work refusals and investigate incidents.

5. Workplace Safety and Health Committee

- a. Receive and follow-up on concerns and complaints regarding the safety and health of workers.
- b. Help identify safety and health risks in the workplace.
- c. Help the employer develop and promote measures to protect workers and check on the effectiveness of those measures.
- d. Co-operate with workplace safety and health officers.
- e. Help develop programs, provide education and information about safety and health in the workplace.
- f. Make recommendations to employers or prime contractors regarding the safety and health of workers.
- g. Inspect the workplace at regular intervals (inspections must take place before each regular meetings)
- h. Participate in investigations of incidents and dangerous occurrences.
- i. Maintain records regarding concerns, complaints and other matters regarding safety and health.
- j. Other duties as specified in the Act or Workplace Safety and Health Regulation.

Contracted Employers/Self Employed Persons (i.e., for projects where no more than one contractor is involved).

As far as reasonably practicable to:

- a. Take reasonable care to work safe for themselves, and in a way that protects the safety and health of all other employees, property, equipment, and the environment.
- b. Report all hazards, near misses, unsafe conditions and incidents to your supervisor and designated representative from Top Rank Diamond Drilling Ltd.
- c. Understand and comply with all Top Rank Diamond Drilling Ltd. safety rules, policies, and procedures. Contracted Employers/ Self Employed Persons are responsible to talk to their supervisor or owner of Top Rank Diamond Drilling Ltd. if there is anything about which they are unclear.
- d. If working under a prime contractor, advise the prime contractor of any other sub-contractor or self-employed person with whom you have hired to perform work on the project.
- e. Abide by all reporting procedures outlined in this Safety Management System.
- f. Abide by Top Rank Diamond Drilling Ltd. company rules outlined in this Safety Management System.

6. Top Rank Diamond Drilling Ltd. as the Prime Contractor (Use as Required)

- a. Establish an effective system to ensure that all parties involved on a construction project meet all legal safety and health responsibilities.
- b. Co-ordinate, organize and monitor work on a construction project site to ensure reasonable and practical precautions are in place to effectively control safety and health hazards.
- c. Ensure sub-contractors:
 - i. Are evaluated and monitored so that they contribute to a safety and health work environment for all,
 - ii. Receive an orientation to Top Rank Diamond Drilling Ltd. Safety Management System requirements and the worksite before work commences and
 - iii. Is held accountable to Top Rank Diamond Drilling Ltd. company safety policies, procedures, and rules.

SAFE WORK IS EVERYONE'S RESPONSIBILITY.