



# **Sub-Contractor Orientation**



## Sub-Contractor Orientation

Revised: January 01, 2014

### Safety Management

#### *Introduction and Overview*

##### **Commitment of Overland Transport Ltd**

Overland Transport Ltd believes that Health and Safety is integral part of the business operations, intended to protect its employees, clients, property, environment and the public. And as such, are committed to such by way of implementation of Overland Transport's Safety program.

##### **Beliefs of Overland Transport Ltd**

Overland Transport Ltd believes that by protecting workers, they are also protecting the friends, families and fellow workers, management, the public and the environment from the far-reaching effects of serious accidents. In addition to protecting lives, a health and safety program contributes to employee morale and pride in addition to protecting lives.

##### **Goals of Overland Transport Ltd**

Overland Transport's goals are to work with employees and contractors to ensure that all reasonable precautions are taken in accordance with the Occupational Health and Safety Act, Code and Regulations and other applicable legislation, and that the HSE Program is fully implemented and integrated into all workplace activities.

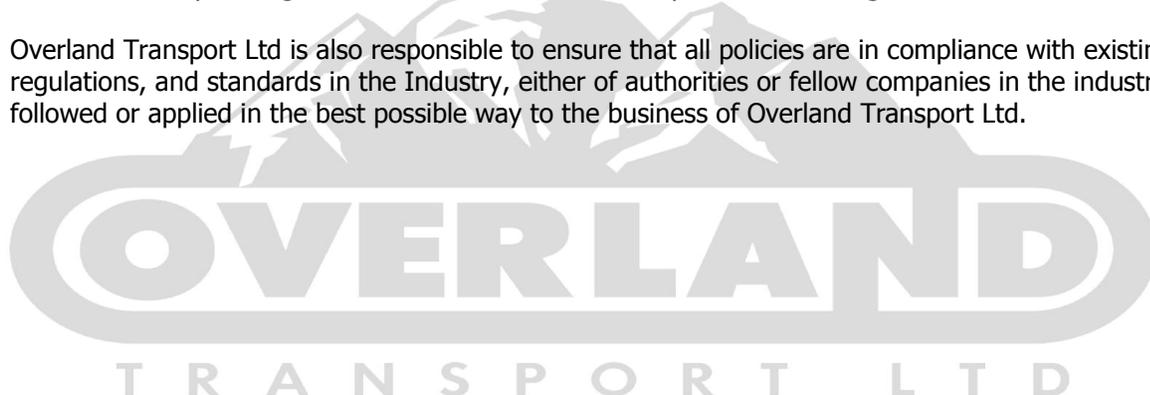
##### **Responsibilities**

*Overland Transport Ltd* is responsible to provide a clear, practical and safe Safety Program for the protection of its workers, contractors and subcontractors. And to ensure that Policies are updated and regularly communicated to all workers. Overland Transport is also responsible to ensure that the clients Safety Policies are adhered to.

The Overland Transport Ltd Health and Safety Policies apply to staff are employed by Overland Transport Ltd and that are authorized to operate commercial vehicles for Overland Transport Ltd.

*Employees, workers and contractors* at all levels are responsible for protecting their health and safety and that of their co-workers, and should all be in compliance with health and safety policies by following the requirements of the Occupational Health and Safety Act, Code and Regulations, the Federal and Provincial Transport Regulations and the Overland Transport Ltd HSE Program.

Overland Transport Ltd is also responsible to ensure that all policies are in compliance with existing regulations, and standards in the Industry, either of authorities or fellow companies in the industry, are followed or applied in the best possible way to the business of Overland Transport Ltd.





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## **-SUBCONTRACTOR MANAGEMENT POLICY**

Any subcontractors working for Overland Transport Ltd will be required to submit Safety program documentation as part of the qualifying process to work with Overland Transport Ltd.

Acceptable safety metrics for qualification are, but not limited to:

- **WCB Clearance Letter Copy**
- **Insurance Certificate Copy**
- **Copy of SECOR/COR (if applicable)**
- **Confirmation that required safety training has been acquired**
- **Table of Content of Safety Program (if applicable)**
- **Public Carrier Profile Copy**
- **Signed copy of acknowledgement of Overland Transport Ltd HSE Policy**

All contractors are considered employees and will be included in any work-site Pre-Job Safety meetings or in regards to work they are performing for Overland Transport Ltd.

Sub-contractors will be expected to comply with Overland Transport Ltd safety policies and/or other clients safety policies that may be in effect. Contractors must also communicate Overland Transport Ltd Drug and Alcohol policy to subcontractors, and be in compliance at times while at the workplace.

Subcontractors will be responsible for their own renewal of tickets and licenses, unless otherwise agreed with Overland Transport Ltd management.

Subcontractors will also be required to participate in any other meetings, hazard assessments or job safety inspections that may occur. Contractors and subcontractors are responsible to report all incidents and accidents which may occur while working for Overland Transport Ltd. Contractors are responsible to investigate subcontractor accidents and provide reports of the investigations back to Overland Transport Ltd.

Subcontractors will also be monitored and post safety reviews will be conducted internally on Subcontractors.

## **- STANDARD FOR HAZARD IDENTIFICATION**

Upon reaching a new jobsite, Overland Transport workers (includes subcontractors) should identify the hazards of the worksite. The formal process on identifying hazards and all potential emergencies, is to complete the Job Safety Hazard sheets upon arrival at a worksite, hold a Pre-Job Safety Meeting and to consult the clients representative regarding hazards or potential causes. ALL Workers and/or subcontractors of Overland Transport Ltd need to complete the Hazard identification process's and shall be involved in completing a JSA form or hold a Safety meeting so all others on site can be aware of the hazards etc.

### **- JSA / Tailgate Meeting Forms**

Workers shall refer to the Overland Transport Ltd company Job Safety Analysis forms to complete their evaluation of the jobsite hazards. Hazards should be checked off, and if any others are present and not listed, the worker shall add those to the list. Hazards shall be classified and ranked on severity.

### **- Pre-Job Safety meeting**

Will be held before work starts, or if any work has been revised. In this meeting, using the JSA / Tailgate Meeting Forms, workers must be notified of any hazards or potential problems, and should communicate to Supervisor if they have any concerns. Workers should be advised if any safety equipment has to be or may need to be used. Right to refuse policy is always in effect!

### **- Incident / Near Misses**

In the event that a Near Miss occurs (such as avoiding a deer etc) workers should report the potential accident by using the Incident / Near Miss forms.

### **- Lock Out/Tag Out Procedures**

When working on vehicles in shop, ignition key shall be taken out of vehicle and placed in mechanics toolbox and the "OUT OF SERVICE" sign hung on steering wheel, until vehicle is repaired and ready for use. If repairs are required to shop equipment, main power supply and master switch shall be turned off and lock placed on master switch until repairs are completed. Hand tools will be unplugged until repaired or disposed of.

Throughout the job, workers should notify the Manager or Supervisor if any concerns or hazards arise. Upon identifying hazards, these shall be reviewed so that new hazards will be avoided from the initial corrective measures.



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### **- Short Service Employee / New Worker program**

- Before a new or transferred worker begins employment with Overland Transport Ltd, he/she shall receive On-the-Job training and instruction on care of PPE, which is to be provided by the Manager or Supervisor. This training shall orientate the worker to their new positions, explaining responsibilities and expectations by a senior experienced worker. At any time during training or employment, workers are encouraged to ask questions in order to be familiar and have a clear understanding of the required safety procedures and will be mentored by an experienced senior worker.
- An employee is considered a "New Worker" if he/she has less than 6 months experience in his/her present role. The worker will then be evaluated by Overland Transport Ltd as to his/her level of competency.
- New employees with Overland Transport Ltd will not work alone until a senior driver/mentor has deemed them capable in their role and signed the worker off as competent.
- New workers will be monitored for compliance with health, safety, and environmental policies and procedures. Once the worker has demonstrated competency and compliance with HSE policies and procedures, he/she will be considered a regular, experienced employee.
- Customers will be notified when a new employee is being sent to their site.
- Any New Worker hired will be required to wear a Green Hardhat, for a period of 6 months as described in paragraph 2, or longer if required, until worker has demonstrated a satisfactory level of competency.
- Subcontractors are expected to manage their own New Employees in accordance with the requirements of the Overland Transport New Worker Program while employed under or through Overland Transport Ltd.

### **- Drug and Alcohol Use:**

All employees and contractors of Overland Transport are expected to comply with the Drug and Alcohol Guidelines and arrive fit for work and remain fit for work during their shift, and be free from any adverse performance effects of alcohol and drugs.

#### **Overland Transport prohibits:**

- The possession, use, distribution or sale of illicit drugs on company business or premises.
- Being unfit for work because of misuse of drugs or alcohol and the intentional misuse of medications on company business or premises.

Overland Transport Ltd supports and implements a Pre-Employment / Post Incident Drug and Alcohol Testing Policy and as such enlists an agent acting on their behalf, to conduct the Drug and Alcohol Policy at testing when required.

### **- Cell Phone Usage & Distracted Driving Legislation**

In accordance with Traffic Safety Act, drivers shall be restricted from the following when driving:

- Talking on a hand held cell phone.
- Texting or emailing or any other activities with a handheld device.
- Using other electronic devices, such as laptop computers, cameras, portable audio players, etc
- Entering information on a GPS unit.
- Reading printed materials.
- Writing, printing or sketching
- Personal grooming.
- ALL cell phone usage, including hands free is prohibited while driving on customer/client property.

Employees and Contractors are required to adhere to the following practices while in engaged in driving a unit:

- Allow a swamper, or your voice mail to receive a phone call.
- Call dispatcher or client, or make personal calls when parked.
- Do not engage in stressful or emotional conversations when working.
- DO NOT use a cellular phone when fueling a unit.

### **- Personal Protective Clothing**

Personal protective equipment and safety equipment help reduce the consequences of the workers exposure to various worksite hazards. Personal protective and safety equipment must be worn by workers where danger of personal injury exists and all personnel will be appropriately trained in wear and care of PPE. Personal protective equipment policies apply to workers as well as to Visitors.

Overland Transport Ltd Safety Programs requires **all workers and contractors on-site or location to wear specified PPE** when potential hazards pose for designated body parts. **Workers shall maintain, and when necessary replace,** the following PPE;

- **Reflective vests or Coveralls with Stripping**
- **CSA Approved Hard Hats**
- **CSA Approved steel-toed boots**
- **Fire Retardant Coveralls with Approved Reflective Stripping**
- **CSA Safety Glasses with Side Shields**
- **Respiratory and Hearing Protection when required by conditions.**



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### < Crane / Picker Operator and Equipment Requirements >

#### **- Crane Operator Training and Capabilities**

All operators and contractors of Cranes, Boom Trucks or lifting units for Overland Transport Ltd shall be trained in the operation of the lifting devices. All relevant and required Safety tickets must be acquired before employees operate lifting devices. Upon completion of training, operators will be requested to demonstrate their abilities to correctly operate the lifting device(s).

#### **- SAFETY FOR CRANE AND HOISTS**

The manufacturer's manual for the crane/hoist must be reasonably available to the workplace where equipment is being used. The manual must show the approved methods of erection, dismantling, maintenance and operation of the component parts and of the assembled crane or hoist.

Operator of a crane/hoist must be protected against hazardous conditions such as falling or flying objects and excessive heat or cold.

- Operators seat must allow the operator to safely operate the equipment and seat must be kept in good condition.
- Operators cab must be kept free of unnecessary tools, material and equipment.
- A fire extinguisher having at least a 10BC rating must be immediately available in the cab of each crane.

A crane/hoist must only be operated by:

- A qualified person who has been instructed and authorized by the employer to operate the equipment.
- A person who can demonstrate competency, including familiarity with the operating instructions for the crane/hoist and the code of signals for hoisting operations authorized by the AB and BC Board before operating the equipment.
- An operator operating in BC must have be an apprentice or have a valid trade qualification for BC.

#### **- Crane Log Books:**

Each lifting device must have a log book. The following applies to the Crane/Hoist log book:

- The log book must be readily available for inspection by an officer at any time.
- The most current log book of a mobile crane must accompany it or be available to the operator at all times
- If ownership of the lifting device is transferred to a new owner, the log book must be transferred to the new owner.

The following details are to be entered in the log book:

- The date and time work was performed on the lifting device
- The length of time in lifting services
- Record of hours of service if the lifting device is equipped by the manufacturer with an hour meter
- All defects or deficiencies and when they were detected.
- Inspections, including examinations, checks and tests that are performed including those specified in the manufacturer's specifications.
- Repairs or modifications performed
- Any matter or incident that may affect the safe operation of the lifting device
- Any other operational information specifically identified by the employer.
- The person doing the work must sign and identify themselves in the log book

#### **- Lifting loads:**

An operator must ensure that work is arranged, if it is reasonably practicable, so that a load does not pass over workers.

Any operator has the Right of Refusal if he/she feels the required work is unsafe. In the case of Safety concerns, operators have the right to postpone work until Safety issues have been addressed and satisfactorily corrected.

An operator of a lifting device must not pass the load on a device over workers unless;

- No other practical alternative exists in the circumstances
- All workers are warned of the danger and instructed to stay clear of the lift area.

A worker must not stand or pass under a suspended load!

All loads being lifted must remain as close to the ground as possible.

Both operator and other workers involved with Crane operations must be familiar with the signaling system.

**A designated signal person is to be used if operators view is obstructed at any point of the lift.**

**A hand held radio with good communication to the crane operator(s) is preferred and supplied in OVLD cranes.**

If workers are in danger because of the movement of a load being lifted, lowered or moved by a lifting device, an employer must ensure that;

- A worker uses a tag line of sufficient length to control the load
- The tag line is used in a way that prevents the load from striking the worker controlling the tag line.

An operator must ensure that a mobile crane is equipped with an effective warning device that is:

- Readily accessible to the operator.
- Is sufficient to warn workers of the impending movement of the crane.
- If it is an auditory warning device, has a distinct sound that is distinguishable from all other sounds at the work site.

### < Load Securement Requirements >

#### **- Rigging**

- The maximum load rating of the rigging, as determined by the rigging manufacturer or a professional engineer is legible and clearly marked on the rigging. Test rating documents are to be kept in vehicle.
- Loads should not exceed the maximum load rating.
- All rigging must be inspected before, during and after use, to ensure safety and functionality.
- All wire rope, alloy steel chain, synthetic fiber rope, metal mesh slings and synthetic fiber slings will meet the requirements of ASME Standard B30.9-1996 (or current version).
- Below-the-Hook lifting devices, other than slings, will meet the requirements of ASME Standard B30-20-2006, Below the Hook Lifting Devices (or current version).
- Hooks should have safety latches, mousing or shackles if the hook could cause injury if it is dislodged while in use. If worker could be injured using this style of hook, then other provisions are allowed.
- Damaged, breaking or potentially harmful slings that may not be capable of intended use should be discarded and replaced. Failure to do so could result in serious materiel or physical injury.
- If a worker is being raised or lowered, rigging load must not exceed 10% of the breaking strength of the weakest part of the rigging.

**\* \*LOAD MUST BE CROSS-CHAINED AT ALL 4 POINTS OF ANY UNIT \* \***

**\*\* Deck Pins must have restraining devices attached or be removed from deck after loading / unloading is completed!! \*\***

#### **- Single Unit Load w/skids (Wellsite Shacks, shale bins etc.).**

- Min 7/16" Grade 70 transport chain
- Ratchet boomers
- 2 chains cross-chained on front, 1 or 2 chains cross-chained at rear.
- Min of 3 Deck pins to be used per side (6 pins total)

#### **- Double Unit load w/skids (Double suck) ie 400bbl tanks**

- Min 7/16" Grande 70 Transport Chain
- Ratchet boomers
- Cross-chain front and rear of both units
- Min 2 deck pins per side of each unit (8pins total)

#### **- Coil Tubing Reels ( Very Top Heavy Load. Chain Down Well!!!!)**

- Use steel beam bunks to cradle reel
- Min 7/16" Grade 70 Transport Chain
- Ratchet Boomers
- 4 full chains to cross-chain reel front and rear approx.  $\frac{3}{4}$  way up reel down to trailer.
- 4 points cross-chained forward and rearward along the side of reel approx.  $\frac{1}{4}$  way up reel, to same side of trailer.
- 2 full chains through reel at cross supports down to trailer.

#### **- Equipment Loads**

- Min 7/16" Grade 70 Transport Chain
- Ratchet boomers
- Cross-chained at front and rear of unit
- Additional chain over attachments, ie. Hoe boom and/or bucket, loader bucket etc.

#### **- Regular Freight Type Loads**

- Min 7/16" chain/Ratchet Boomers
- 4" webbing straps with Flat Hook or D-Ring
- Tie downs at front and rear of load
- Tie down again at first 2 feet of load and every 3 meters thereafter to rear tie down point.
- **Any pipe loads will be belly-wrapped in 2 places, evenly spaced along load.**



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### < Paperwork Details Required >

#### **- BILL OF LADING REQUIREMENTS**

Alberta regulations require that when "goods" are shipped a bill of lading must be prepared and accompany the shipment. All drivers must complete a Bill of Lading upon hauling of a load.

The carrier of "goods", for which a bill of lading is issued "must" retain the bill of lading for 1 year from the date the bill of lading is issued.

- That are transported under the "Transportation of Dangerous Goods" regulations must retain the shipping document for 2 years after the "Dangerous Goods" are no longer in transport.

All bills of lading must have at least the following information on them:

- the name and address of the consignor (shipper)
- the shippers signature (if available)
- the date of the shipment
- the point of origin of the shipment
- the destination of the shipment
- description of the items being shipped with unit or serial number
- Weight of cargo or estimated weight if shipper cannot provide one (use basic info sheet provided to each driver)
- Estimated value of cargo (use basic info sheet provided to each driver)
- the name and address of the consignee (receiver)
- the receivers signature (if available)
- the Carriers name (Overland Transport)
- the drivers name, and swamper name if applicable
- the unit number used to haul the shipment (truck and trailer)
- permit numbers (if required)

#### **- Dangerous Goods**

Special requirements for dangerous goods shipping documents:

- the name and address of the consignor (shipper)
- the date the shipping document was prepared
- the description of the dangerous goods in the following order:
  - o the shipping name (from col 2 of the dangerous goods list)
  - o the primary class (from col 3 of the dangerous goods list)
  - o the subsidiary class in parentheses (from col 3 of the dangerous goods list)
  - o the UN number (from col 1 of the dangerous goods list)
  - o the packing group roman numeral (from col 4 of the dangerous goods list)
- the quantity of the dangerous goods
- the number of containers the dangerous goods are in, if more than 1 container
- the 24 hour telephone number at which the consignor (shipper) can be reached immediately for technical information about the dangerous goods
- dangerous goods that have a ERAP (emergency response assistance plan) (identified by a quantity listed in col 7 of the dangerous goods list) must have the reference number of the ERAP issued by Transport Canada as well as the 24 hour telephone number to call to implement the ERAP

#### **- INCIDENT OR ACCIDENT REPORTING**

Reporting of incidents and accidents are critical steps in preventing these misfortunes from reoccurring.

Incidents and Accidents are defined as follows:

**Near Miss/Incident:** "An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage, or loss" (Incidents are also referred to as Near-Misses.)

**Accident:** "An undesired event that results in physical harm to a person or damage to property."

All workers, and personnel directly involved with a Near Miss/Incident or Accident must use the Overland Transport *Incident or Accident Report Form Booklet* to record Incident/Accident in the event of:

- Fatalities
- Injuries or occupational illnesses that prevent a worker from performing regular tasks
- Injuries that can be treated at the worksite.
- Any emergency or loss, such as motor vehicle accident, fire, explosion, vandalism, theft or spill etc.
- All incidents and/or near misses

**Reports should be prepared as soon as possible** after the events have occurred so that pertinent information is not lost or disturbed and details are not forgotten by those involved. Drivers/Workers involved in accident are responsible for filling the report out and handing it in to the office, where it will be properly filed along with all supporting documents.



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Any Drivers or workers ticket violations shall be reported to the Supervisor as well. Management will semi-annually review driver's abstracts and violations, as well as the companies Carrier Profile.

Pictures should be taken of incident and surrounding environment that may have influenced incident/accident. If needed, accident/incident may be reported to the **Workers Compensation Board Report, which requires that employers and employees file a report within 72 hours** after receiving notice or knowledge of the injury.

Accidents with death, damage or injury over \$1000 are to be reported to police.

**All** collisions in company vehicles are to be reported to the Overland Supervisor

Any reportable injuries or fatalities should be reported to the police or to Workers Compensation Board as soon as possible.

### **- Carrying of Passengers**

- All passengers, which can include but are not limited to workers of Overland Transport Ltd, shall wear seatbelts when riding in units.

- Drivers and passengers shall ensure that areas around driver and passenger are reasonably free and clear of debris or loose object that could potentially harm persons in the event of an accident. Heavier objects should be secured by safety nets or designated storage areas. Passengers should limit their movement while riding in order to prevent distraction for driver.

- Overland Transport Ltd assumes responsibility for all Overland workers riding as passengers.

**\*\* However**, any non-Overland-personnel drivers choose to carry, are the responsibility of the driver, and will not be compensated by Overland Transport Ltd in the event of an accident or incident. Drivers and passengers will be required to sign the Passenger Policy Waiver Form before riding in an Overland unit.

### **- Working Alone Policy**

Some work may require workers to work alone or in remote areas, with little or no communication to other fellow workers. All Overland Transport Ltd workers have access to a cell phone and 2-way radios.

- When working in remote areas, workers should be aware of how much 2-way radio or cell service they have. Report back regularly, to the supervisor or other designated person with the location and /or the destination.

- If workers are traveling into an area with no communication, alert dispatch before leaving communication range, tell them the destination, and give them an estimated return time into communication range. Follow Journey Management Plan as drawn up for trip.

- Workers should ensure that they have all required emergency kits and personal protective equipment with them and that it is maintained.

- Upon arriving at a work site, workers should familiarize themselves with emergency or 1<sup>st</sup> Aid Stations, and emergency equipment. Know who the supervisor is and where the contact phone numbers are in case of emergency.

- Know how to active the Emergency Response Plan.

- Know their own responsibilities in the event of an emergency.

### **- Violence/Harassment Policy and Complaint Procedures**

Harassment is defined as any unwanted or unwelcome conduct that intimidates, threatens, harasses, abuses, injures or otherwise victimizes an employee or contractor. This behavior could be such as bullying, teasing, abusive or aggressive behavior.

Harassment may be in any of the following; threatening behavior, written or verbal threats or abuse, or physical attacks.

It may be one incident or a series of incidents. Harassment is discrimination and is against the law.

Overland Transport supports a **No Harassment Policy!** Overland Transport strives to provide a safe, healthy and violence free workplace. OVLD is dedicated to provide attention, resources and time to address, assess severity and factors that contribute to workplace violence. Controls will be placed in order to eliminate or minimize workplace violence. OVLD will also communicate and train workers in regards to factors contributing to workplace violence, identifying, prevention measures, reporting procedures, as well as any new information as it becomes available or a new risk is identified. This training and information will be reviewed within a three year period. This issue will be reviewed and discussed at regularly scheduled monthly safety meetings.

Workers shall report harassment or violence to management as soon as possible, in order to resolve the issue before it escalates to a problematic level. Management will review and investigate the complaint/report and act accordingly to preserve the safety and wellbeing of the workers. Persons involved in the harassment will be spoken with and a Violation Report will be filed in regards to the incident. Disciplinary action may occur!

As well, in the occurrence of Harassment, and a victim reports an injury or adverse symptoms resulting from workplace violence, management will encourage and support the victim to consult a health professional of the workers choice.



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### Sub-Contractor Acknowledgement Form Sub-Contractor Health & Safety Expectations

The Sub-Contractor (named below) acknowledges that the expectations contained in this document are designed to mitigate the occurrences of incidents while working for Overland Transport Ltd.

The Sub-Contractor is responsible for ensuring that the sub-contractor and / or all sub-contractor's employees, comply with these expectations and that persons and property are protected from injury and damage as a result of the sub-contractors actions when working for Overland Transport Ltd.

The sub-contractor, by way of signature below, acknowledges that they have read and understand Overland Transport's commitment and expectations toward safety. Sub-Contractor also commits to representing Overland Transport Ltd when operating for Overland and is expected to conduct themselves and/or any of their employees in a respectful, professional and safe manner, at all times when contracted to Overland Transport Ltd.

***Any disregard of the previously stated requirements, may lead to termination of the Sub-contractor and/or the sub-contractors employees and also be removed from the Overland Transport Ltd vendor list.***

The Sub-Contractor shall complete and return a copy of this form and the accompanying General Information form, with attached requested information to;

**Rick Tullson / Safety Coordinator:** [safety@overlandtransport.ca](mailto:safety@overlandtransport.ca)

Or mail to: **Box 23445, Grande Prairie, AB. T8V 7G7 / Att: Rick Tullson**

**Acknowledged and Agreed to by Overland Transport Ltd. Sub-Contractor**

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Signature of Sub-Contractor's Authorized Representative

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Date

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Printed Name of Sub-Contractors Authorized Representative

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Sub-Contractor Legal Company Name

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Mailing Address

---

City, Province, Postal Code

---

E-Mail Address

---

Contact Phone Number



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### GENERAL CONTACT INFORMATION FOR FILE

Legal Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Acct Payable Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

### OPERATIONAL INFORMATION FOR FILE

Please check off and attach copies of the following;

- WCB Clearance Letter
- Certificate of Insurance
- Safety Fitness Certificate
- COR/SECOR Certificate

### MINIMUM JOB REQUIREMENTS TO WORK

Drivers / Workers will be required to carry the following;

- Valid Driver's Licence
- TDG/WHMIS Certificates
- PST or eGSO at minimum
- First Aid
- H2S Alive
- Basic PPE described in orientation

Thank you in advance for your cooperation in helping Overland Transport Ltd to be a safe and reliable transportation company that brings you and our own employee's home safely each day.