St. Clair Ethanol Plant - Grain Driver Orientation

Welcome to the St. Clair Ethanol Plant's Grains Driver Orientation

We look forward to having you join us onsite.

Upon completion of this course, you will be able to:

- ✓ Understand and apply the procedures discussed by successfully completing the test portion of this course.
- ✓ Continue to work safely while at the St. Clair Ethanol Plant by applying the procedures discussed in this course.

Part 1

Grain Driver Access Instructions

Welcome to the St. Clair Ethanol Plant!

- Receiving hours: Monday – Friday 6:00 AM to 5:00 PM
- A scheduled timeslot shall be provided to the company by LAC with their offloading/loading information.
- There is a no rider policy in effect. Exception: a licensed employee trainee is permitted to shadow a trained driver, only after notification is made to the Grain Equipment Operators.
- Grain Drivers are to access Rokeby Line from Highway 40 only – **do not enter or exit Rokeby Line via St. Clair Parkway at any time**.

- Weekly site-wide alarm test: Mondays at 12:35 PM
- If you arrive onsite and the lights are flashing at the road, do not enter unless it is during the weekly alarm test
- The speed limit on St. Clair Ethanol Ave., prior to entering the plant, is 40 km/h.
- Once inside the plant, the speed limit is 20 km/h

- As the driver proceeds south on St. Clair Ethanol Ave., there is a Stacking Lane on the right-hand side of the road.
  - This lane is to be used when there is a lineup of trucks before the gate.
- Prior to entering the gate, drivers may use their cell phones when the vehicle is not in motion, and may exit their vehicle without any Personal Protective Equipment (PPE)

- As the driver moves past the Stacking Lane, they will stop at the STOP sign.
- The driver will proceed forward once it is safe to do so.
- The driver will make a left turn onto the angled paved road that leads to the east side of the facility.

- Drivers must be attentive to all signage while onsite.
- Grain Drivers use CB Channel 40 to communicate with Operations
- As the driver pulls up to the gate, the Grain Control Room will ask for the Load Number, Trucking Company, Driver Name and Truck Number to ensure that the driver is trained and with an approved carrier.
- Once this is confirmed, the Grain Operator will open the gate and the driver will continue through the gate making an immediate right turn
- Cell phone use within the facility is prohibited (includes Bluetooth headsets)
- Do not block an intersection in case of an emergency

- Drivers who are bringing in corn shall be probed 4-5 times prior to the weigh scale for quality control.

- The Grain Operator will instruct the driver to move forward, backward, or proceed toward the scale while the load is being probed.

- There are 2 weigh scales for use.
  - The north scale (closest to the red-brick building) is approximately 10 feet longer than the south scale (closest to the white trailer).
- Trucks must be weighed in and out on the same scale
- Once the truck has been probed and/or weighed, the Driver will leave the vehicle on the scale and pick up their paperwork in the Grain Trailer (white trailer south of the scales)
- For driver's offloading corn a bill of lading and a cleanout inspection form (last 3 loads) are required
- For driver's loading Dried Distillers Grains (DDG) a cleanout inspection form is required (last 3 loads)

COVID-19 Protocols

- To allow for physical distancing, drivers shall drop off scale tickets inside the Grain Trailer vestibule
- A portable wash station is available outside of the trailer for driver use.
- Please clean any staplers or other equipment before and after use with the provided supplies.

- Immediately west of the scales there is a crosswalk.
- Drivers must yield to all pedestrians before proceeding forward
- Driver will continue to the STOP sign, and make a left turn continuing to the south end of the facility

- The Driver will continue to proceed south on St. Clair Ethanol Ave., following the curve at the end onto Cooling Tower Road

- Midway on Cooling Tower Road, there is a pedestrian crosswalk with a STOP sign and flashing light.
- Drivers must stop and yield to all pedestrians
- Immediately past the crosswalk is a dirt road on the right, drivers must not block this intersection at any time

- As the Driver reaches the end of Cooling Tower Road, they will follow the curve onto Grains Gateway

Grain Receiving Building

- Corn is offloaded in Pit #1 and Pit #2
- DDG is loaded in Pit #2 and DDG Loading Pit (a.k.a. Rail Pit)
- If any of the pits are closed, the door will be shut and/or a barricade will be in place.
- In between Pit #2 and DDG Loading, there is a Control Room where Drivers may receive assistance if needed.
- Note: ahead of each pit, there is a STOP sign. Drivers must STOP before proceeding into the Receiving Building

- After the offloading or loading is complete, the Driver shall pull through the building.
- Trucks that have been offloaded may continue toward the scales.
- Trucks that have loaded DDG may pull up to the raised landing, where the Driver can use a rake to level the load.
- Drivers with “walking floor” trailers are permitted to enter their trailer for cleanout inside the Receiving Building (see the Walking Floor Trailer section). There is no driver entry into any other type of trailer.
- There is no driver entry into any trailer that is not empty.

- After offloading and/or loading, proceed north and make a left toward the weigh scales.

- The Driver shall slowly approach the scale that was initially used to weigh in
- Once the truck is positioned on the scale and weighed, the Driver shall leave the truck on the scale and return to the trailer to complete their paperwork.
- Drivers who offloaded corn will take all three copies of paperwork.
- Drivers who loaded DDG will sign the top copy and leave it in the blue box, and take the other two copies.

- After all paperwork is completed, the Driver may get back into their truck and proceed toward the STOP sign once the area is clear of pedestrians.

- At the STOP sign, the Driver will make a right turn toward the Main Gate

- As the truck approaches the Exit gate on the right, the gate will automatically open.
- Trucks are not permitted to stop on Rokeby Line
- Trucks may stop along St. Clair Ethanol Ave. or in the gravel parking lot (east of St. Clair Ethanol Ave.)
- Once outside of the facility, no PPE is required and cell phone use is permitted when the vehicle is no longer in motion.

Truck Route

ST. CLAIR ETHANOL PLANT
Grains Trucks Route
N
W
E
S
Enter
Exit
Ethanol Loadout
Admin
Parking Lot
WEIGH SCALES
St. Clair Ethanol Avenue
DDG Barn
Silo Avenue
Praxair
CO2 Crescent
Process Building
Silos
Maintenance
Energy Centre #1
Energy Centre #2
Grains Gateway
Cooling Tower Road
Pump House
Pump House Av

Part 2

Life Saving Rules

Life Saving Rules

The Suncor St. Clair Ethanol facility has ten (10) Life Saving Rules. We value safety above all else, and we believe that Life Saving Rules are an essential part of how we protect each other on the job. These Life Saving Rules are aligned with the International Association of Oil and Gas Producers (IOGP) and Energy Safety Canada (ESC). These rules outline the critical safety behaviours that are the foundation of how we keep ourselves, and each other, safe. Deviation from or failure to follow the Life Saving Rules may result in serious consequences.

Part 3

Safety Standards

Working at Heights

- The Suncor St. Clair Ethanol Plant, as an industrial facility, has prohibited the access of heights above 6 feet without a guard rail or the use of fall protection.
- Climbing atop a truck or trailer is prohibited, regardless of reason.
- **If access is required, please notify Yard Operators (via CB Channel 40)**.

Personal Protective Equipment (PPE)

- The following PPE must be worn onsite (within the gated area) prior to exiting their vehicle:
  - Hard Hat
  - Long Sleeves/Long Pants
  - CSA-approved Work Boots (“green patch”) (minimum of 6 inches of height)
  - Safety Glasses

Trailer Entry

- Drivers shall never enter their trailer(s) at any point while it is loaded
- Entry for cleanout once offloaded is permitted for “walking floor” trailer versions only under the guidance of the Grain Operators.
- Entry for cleanout into any other type of trailer is prohibited.

Incident Reporting

- All incidents, near-misses and hazardous conditions must be reported to Grain Operators immediately
- Operations will help to facilitate the Incident Reporting process

No Rider Policy

- Drivers are not to bring passengers to the St. Clair Ethanol Plant
- Exception: licensed employee of your company for training purposes – notify the Operator when you are receiving permission to enter the plant that there is a trainee with you).
- There no area for passengers to wait for a Driver.

Traction Aids

- All Drivers must have traction aids on their person during the winter months (December 1 – February 28).
- Outside of the mandatory season, traction aids must be used whenever a potential slip hazard may be present.
- Traction aids shall be used on: designated walkways, roadways, where ice and snow are present, and used in compliance with manufacturer's instructions.
- Drivers shall not wear traction aids on surfaces that will create further hazards, such as concrete or asphalt that is clear of snow, on ladders or structural steel, and while operating a vehicle or mounting/dismounting from said vehicle.

Safety Standards

- Drivers must have a working CB radio inside their vehicle for communication.
- Drivers must not stop on the side Rokeby Line for any purpose.
- Rules of the road must be followed at all times: speed limit approaching the plant is 40 km/h and once inside the gated area the speed limit is reduced to 20 km/h
- Cell phones, or any other personal electronic device, are not permitted to be used within the facility.
- There are no smoking areas onsite. Smoking is not permitted anywhere on the property (including the north gravel parking lot).

Part 4

Emergency Procedures

Emergency Procedures

- In the event of site-wide alarm, Drivers will safely stop/park their truck on the side of the road, ensuring not to block any intersections.
- Drivers shall shut down all sources of ignition, while still maintaining power to their CB radio.
- Drivers shall ensure that all windows/vents are closed.
- Grain Operator shall communicate with Drivers regarding any further actions through CB radio.

Part 5

COVID-19 Protocols

Self-Assessment

Prior to attending the Suncor St. Clair Ethanol facility and throughout their time onsite, drivers must conduct a self-monitoring of their health.

If the answer to ANY of the questions below is “YES” do not go to the St. Clair Ethanol Plant. If a driver’s status changes during their time onsite, they must immediately notify a member of Operations.

1. Are you experiencing a fever (over 38C) and/or respiratory symptoms, such as a cough, shortness of breath, difficulty breathing or any other COVID-19 symptom as defined by Ontario Public Health?
2. In the past 14 days have you had close contact with a confirmed COVID-19 case?
3. Have you traveled outside of Canada without being cleared by a Health Care Provider to return to work?

Physical Distancing

- Physical distancing (2m or 6ft) must be maintained at all times.
- In adherence with physical distancing, drivers are not permitted to enter the Grain Scale House trailer, drivers shall pick up their paperwork in the trailer vestibule.
- Hand washing facilities are available outside for driver use.

Part 6

Walking Floor Trailer Clean Out Procedures

Walking Floor Trailer Clean Out Procedure

- Prior to the commencement of offloading, drivers must ensure that the parking brake on their truck and trailer is applied.
- Drivers must open one trailer door at a time, maintaining a body position that ensures the door remains between their body and the offloading corn as the door is moved to the fully open positions
- Drivers shall never stand behind the trailer or in the discharge area
- Trailer doors must be secured in the open position
- Drivers shall follow their vehicle specific unloading procedures – maintaining care and control of the vehicle at all times
- Once offloading is complete, the driver shall use their remote fob to stop the walking floor
- Drivers shall notify the Operations that entry into their trailer is now required. Operations is required to witness the isolation of hazardous energy (i.e. ensuring the walking floor cannot be activated).
- Drivers will turn off their truck, disengage the power take off pump (PTO) and lock the cabinet or cab of the truck where the PTO is located to restrict access – in the presence of Operations
- Drivers will confirm the isolation by attempting to start the floor utilizing the remote fob
- If the floor does not start, the test is successful and the driver shall place their key in a lock box in the Grain Control Room
- The driver is then permitted access to their trailer to sweep out any remaining corn.
- **No entry shall be permitted ahead of the execution of the hazardous energy process defined above**.

Part 7

Mould, Mycotoxins and Other Related Hazards

Mould, Mycotoxins, and Other Related Hazards

- Due to the nature of the St. Clair Ethanol Plant's process, there is potential for mould, mycotoxins, or H. Capsulatum and Cyptococcus spores to be present.
- Mould may be found throughout the facility with visible accumulations on tanks, buildings, sample points, etc.
- Mycotoxins are potentially present in contaminated or mouldy corn, corn dust, and Dried Distililer's Grains (DDG)
  - Types of mycotoxins that may be present: Aflatoxins, Fumonisens, Tricothecenes, and Vomitoxin
- H. Capsulatum and Cryptococcus Spores my be present in bird excrement
- **Varying thresholds of mould or fungi can trigger health effects in individuals due to individual physiological factors. Therefore there are no occupational exposure limits. Since quantification of hazard exposure if not possible, safe work practices are the best way to ensure minimal exposure and health effects in workers**
- It is recommended to don a respirator with a P100 filter should your work involve the disturbance of mould, mycotoxins or other related hazards (i.e. offloading corn).

Closing

Site Access Requirements

Site Training Requirements

- Carriers must submit a Carrier Information Package through LAC prior to training
- Carriers will be provided with the St. Clair Ethanol Plant Grain Driver Training Package upon receipt and approval of their Carrier Information Package
- Carriers shall administer the training package to ALL drivers who will be attending the St. Clair Ethanol Plant
- Carriers will submit training documents to LAC for all drivers who will be attending the St. Clair Ethanol Plant, prior to their arrival.
  - Drivers with no record of training shall be refused entry to the facility
- Carriers must complete a training refresher every 3 years.

Closing Summary

- Required PPE
  - Hard hat
  - Safety glasses
  - Long sleeves/long pants
  - CSA-approved work boots
- No work at height (i.e. climbing on top of truck and/or trailer)
- Physical distancing (6 ft) must be maintained at all times
- Follow the rules of the road – obey all posted signage
- **If assistance while onsite is required at any time (tarp issues, etc.), please notify Yard Operators (via CB Channel 40)**