

## 1. Definitions

Experimental mRNA vaccine - *a vaccine that is delivered by direct interaction with the cellular machinery. Further research is required to determine any long-term negative effects of this delivery platform*

Infectious Disease – *a readily-transmissible illness that compromises an individual’s ability to perform work or to think clearly on a Philtech Jobsite*

Philtech Jobsite - *any site where Philtech [Enterprises | Electric] has performed work, or has been contracted to perform work*

Rabies – *a deadly infectious viral disease affecting the central nervous system that can be transmitted by salivary aerosols*

## 2. Safety

*For more information on a topic, contact the [Philtech Safety Coordinator](#)*

The safety of everyone on Philtech Jobsites is of utmost importance. Through adequate planning and discipline, the Philtech safety requirements as outlined below may be met efficiently.

### A. Planning

Five categories of items are required to complete an installation: tools and equipment, material, information or expertise, financing, and labour. A deficit in any of these will result in an unsafe Jobsite, and must be addressed in a timely fashion.

### B. Tools and Equipment

All tools shall be maintained in working order. The correct tool for the job shall be used.  
*Refer to Philtech Methods of Installation for more information.*

### C. Personal Protective Equipment

#### i. Eye Protection

A full faceshield or safety glasses shall be used in conditions of flying particulate. In light above 25k lux, a welder’s mask or polarized sun shades shall be used, as applicable. Refer to the respective Material Safety Data Sheet when working with chemically hazardous materials.

#### ii. Ear Protection

Where ambient noise exceeds 85 decibels, earplugs or a combination of other hearing protection shall be used to reduce the effective noise to below this threshold value.

#### iii. Hand Protection

Gloves of the “Hyflex” type shall be worn when working with materials with edges able to break the skin, typically 3.0 or harder on the Mohs scale.

When working with volatile organic or other hazardous chemicals, nitrile or other gloves as recommended in the MSDS must be worn.

**iv. Foot Protection**

Footwear shall be selected to suit the task and environment. Different jobs require footwear that provides varying degrees and combinations of impact and puncture resistance to the toes, metatarsals, sole, and heels, waterproofing, fireproofing, or cold protection. For inspections or other light labour, or when passing through an indoor clean area, civilian footwear may be worn.

**D. Environment and Materials**

Inclement weather or hazardous materials require an adapted clothing and workflow. For cold weather, Philtech recommends a well-insulated winter jacket composed of fire-resistant, ripstop fabric with 3" high-visibility striping. For rainy conditions, a rain jacket or pop-up canopy may be employed. For hot, humid conditions, maintain adequate hydration and work pace.

When dealing with hazardous materials, follow the information on the Material Safety Data Sheet.

All debris produced in the course of the task shall be disposed of regularly to ensure there is no tripping hazard. Tools and materials shall be kept organized to ensure efficient workflow.

**E. Discipline**

Informed competence in all relevant disciplines is essential to achieving a safe Jobsite. Philtech primarily uses an educational approach to ensure compliance with these procedures on Philtech Jobsites.

**F. Infectious disease**

Anyone not feeling well is encouraged to take steps to understand the nature of their malaise in order to determine whether the illness is infectious, and what remedies are available. A visit to a medical professional may be required to determine the nature and cause of the illness. This section does not apply to diseases that are not infectious.

**i. Common Cold or Influenza**

Persons who are asymptomatic during the cold and flu season and who are well enough to perform their job are permitted on Philtech Jobsites.

**ii. Rabies**

No person with rabies shall be permitted on a Philtech Jobsite.

**iii. SARS-COV-2**

- a) Covid has a germophobic or hypochondriac aspect that is serious because it interferes with the ability to think clearly, and can be contagious. A person who is concerned about whether other people are wearing dust masks in an environment that is not dusty is deemed to be suffering from this aspect of Covid and is required to read section 2 of the Special Procedures and all referenced memos. The Philtech Safety Coordinator will then determine whether any additional action is required to address their affliction. Any such individual need not be banned from a Philtech Jobsite, provided that the symptoms may be managed.
- b) No person afflicted with SARS-COV-2 shall be permitted on a Philtech Jobsite. Those who have gained immunity by recovery from a confirmed-positive case or who have received an experimental mRNA vaccine shall be permitted only with written permission of the Philtech Safety Coordinator. Compliance with the corresponding Covid protocol found in the Philtech Special Procedures handbook will be strictly enforced.

### 3. Service

#### A. Mission Statements

##### i. **Enterprises**

*“Philtech Enterprises represents the interests of Canadians to the agents of corporations with executive or legislative functions that operate in its community. The mission is general societal improvement through individual paradigm shifts, attained through targeted feedback to such agents, in the form of ongoing written and verbal communications.*

*The fundamental idea is that one person is not better or more intrinsically valuable than any other person. All occupy a unique and essential position in relation to others. Often, mediation is required to repair failed interpersonal communication caused by the misunderstanding of who a person is and what one's role is in relation to others. Philtech Enterprises is thus a vehicle to properly address a policy whose enforcement is obstructive or restrictive to the fundamental idea.”*

[Additional Information](#)

##### ii. **Philtech Electric**

Philtech strives to provide exceptional service in the maintenance and installation of electrical systems.

[Additional Information](#)

#### B. Contracts

##### i. **Parties to Contract**

Philtech recognizes that the most meaningful interactions occur between mutually-interested parties. For this reason, Philtech limits the involvement of third parties and middlemen who are in conflict with the Mission Statements.

##### ii. **Third Parties**

###### a. **Regional Municipality of Wood Buffalo (RMWB)**

The RMWB continues to provide valuable feedback to Philtech [Electric | Enterprises]. However, at this time the certified partner status of the RMWB is suspended due to the adversarial position that the RMWB has elected to adopt toward Philtech. Because of the probationary status of this partnership, access to the Philtech procedures is limited.

###### b. **Atco Electric**

Atco Electric operates under the Alberta Utilities Code, and is not a party to Philtech interactions with other third parties that do not involve the electric utility supply equipment and conductors owned by Atco Electric. Because of liability and privacy concerns, Atco is only authorized to view the tags that are part of the permitting system used by the RMWB, and only for installations that require a utility service connection.

*Please see the email from 6 October 2020 for more information on this procedure, which was forwarded to [inspections@rmwb.ca](mailto:inspections@rmwb.ca), [brad.mcmurdo@rmwb.ca](mailto:brad.mcmurdo@rmwb.ca), [Erica.Collins@atco.com](mailto:Erica.Collins@atco.com), [Ryan.Martin@atco.com](mailto:Ryan.Martin@atco.com)*

###### c. **Safety Codes Council of Alberta (SCC)**

As administrator of the Master Electrician program and accreditor of regional inspection authorities, the SCC is a Philtech Certified Partner.

**d. Canadian Standards Association (CSA)**

As publisher of the Canadian Electrical Code, the CSA is a Philtech Certified Partner.

**iii. Non-electrical Enterprises**

For non-electrical installations completed by Philtech, quality control and assurance are the sole responsibility of Philtech.

**iv. Electrical Work**

In the case of a property owner or authorized representative who has contracted with Philtech to complete an electrical installation in keeping with the requirements of the Canadian Electrical Code: As a Professional Electrical Contractor, Philtech has elected to maintain accountability and assurance of work quality by retaining the RMWB as a third party to dispatch safety codes officers and provide inspection reports, which Philtech shall then provide to the owner as part of the contract.

**C. Privacy Policy**

Philtech [Electric | Enterprises] collects information from clients and third parties for the purpose of informing Philtech, facilitating interactions with individual clients or third parties, which includes creating and maintaining profiles, processing and fulfilling orders, advertising and promotions, and detecting and preventing fraudulent activities. The information that may be collected includes name, title, telephone number, address/postal code, email address, and a record of all transactions and interactions. Collected information is not shared outside Philtech except with the express or implied consent of the client or third party, except when required to prevent unlawful activities.

A client or third party may request access to the information contained in their profile by filling out Form [SP-C3](#). Individuals have the right to correct or notate their personal information. Questions or concerns about personal information or this privacy policy may be directed to the [Philtech Privacy Commissioner](#).

**D. Research**

**i. Materials**

An important role of Philtech Research and Development is to curate a database of the physical and chemical characteristics of materials used in installations. This materials engineering informs the decision-making and installation workflow.

**a. Copper**

*Please see [Memo – Materials Science v1](#), prepared on 25 June 2020*

**b. Aluminum**

*“Electricity is transmitted to your city or neighbourhood via aerial high-voltage cables made from aluminum spiral-wound over a high-strength steel core, as aluminum is lightweight, relatively inexpensive, and a decent conductor of electricity.*

*Because aluminum also conducts heat well, it is used to make pots and pans, and because it oxidizes to form a hard, protective shell that prevents corrosion, it is also used for siding or roofing.*

*There are hundreds of alloys of aluminum that may be formed with other metals such as magnesium, zinc, or copper, to enhance its mechanical properties to exact engineered specifications, whether it is to build rocket fin, a bicycle frame, or a beverage can.*

*The production of aluminum from raw ore uses a lot of electricity, such that it takes twenty times the electricity to produce a given amount from scratch, than it takes to recycle it. So, keep on recycling those cans.”*

*Excerpt from statement on Aluminum 26 April, 2021. For complete statement, visit [facebook.com](https://www.facebook.com)*

**c. Polyethylene**

*Please see [Memo – Materials Science v1](#), prepared on 25 June 2020*

**d. Nylon**

*Please see [Memo – Materials Science v1](#), prepared on 25 June 2020*

**e. PVC**

*Please see [Memo – Materials Science v1](#), prepared on 25 June 2020*

**f. Polycarbonate**

*Research on this material is ongoing.*

**ii. Equipment**

Philtech is continually researching and acquiring equipment that will assist in safe and efficient installations on Philtech Jobsites.

*Refer to Philtech Methods of Installation for more information.*

**iii. Policy**

These procedures are costly to develop and maintain, and for the most part, are intended for internal use only. For an annual subscription to the complete Philtech Operating Procedures, which includes errata and updates, please download and send a completed [order form](#) to [orders@philtech.ca](mailto:orders@philtech.ca).

# Philtech Special Procedures

This handbook of Special Procedures is required to inform decision-making when there is no applicable Standard Procedure. As such, the special procedures are the subject of continuous research and development. After sufficient testing, a special procedure that has proven to be highly effective at achieving the goals set forth in the Philtech [Electric | Enterprises] Mission Statements may be incorporated into the Standard Procedures. Other special procedures may retain this status indefinitely if conditions do not allow for adequate testing, or else be discarded or amended if their effectiveness is questionable.

## 1. Adversarial Third Parties

Philtech recognizes that third-party organizations may have departments of research and development that are similar to those of Philtech. For this reason, Philtech cooperates with such organizations in the interest of intelligent law and order. When an interaction has become prejudicial or adversarial due to a breakdown of dialogue and subsequent involvement of a police agency, the party has become adversarial, which adversely affects its certified status as a Philtech partner.

*For complementary information, see letters dated 23 June 2020 and 10 September 2020, sent to representatives of the RMWB. [Kurt.Stilwell@rmwb.ca](mailto:Kurt.Stilwell@rmwb.ca), [Chris.Davis@rmwb.ca](mailto:Chris.Davis@rmwb.ca)*

## 2. Covid

Philtech encourages the practice of regular hygiene and healthy living in order to boost immune systems, in accordance with the Standard Operating Procedure.

In the interest of maintaining a free and democratic society as defined in the [Canadian Charter of Rights and Freedoms](#), Philtech presumes innocence when there is a question regarding any third-party Covid rules. In practice, this means that a person who is healthy may not be required to perform a non-pharmaceutical intervention, such as wearing a dust mask while in a non-dusty environment. This is in accordance with the principle contained in the Standard Operating Procedure, of matching PPE and workflow to the actual physical conditions on the Jobsite.

Philtech participates with and evaluates the various Covid rules initiatives of its regional stakeholders on an individual basis, as laid out below.

### A. Non-pharmaceutical interventions (NPIs)

#### i. Masks

*Refer to [Memo – Dust Masks v3](#), prepared on 23 June 2020*

#### ii. Sanitization

*Refer to [Memo – Money Sanitization](#), prepared on 20 August 2020*

#### iii. Physical Distancing, Quarantine or Isolation

*Refer to email, 11 February 2021 for more information on this and other topics, which was sent to*

*[Chris.Davis@rmwb.ca](mailto:Chris.Davis@rmwb.ca), [Jamie.Doyle@rmwb.ca](mailto:Jamie.Doyle@rmwb.ca), [Don.Scott@rmwb.ca](mailto:Don.Scott@rmwb.ca), [Phil.Meagher@rmwb.ca](mailto:Phil.Meagher@rmwb.ca), [Sheila.Lalonde@rmwb.ca](mailto:Sheila.Lalonde@rmwb.ca), [Verna.Murphy@rmwb.ca](mailto:Verna.Murphy@rmwb.ca), [Keith.McGrath@rmwb.ca](mailto:Keith.McGrath@rmwb.ca)*

**iv. Contact tracing**

In accordance with the Privacy Policy contained in the Standard Operating Procedure, Philtech maintains privacy and protects personal information in order to keep the community safe. However, some information that can be anonymized or obfuscated without detracting from its purpose to satisfy third-party contact tracing requirements, may be made available upon request.

**B. Site Access**

Persons who wish to gain site access in accordance with 2.F.iii.b) of the Standard Operating Procedure must obtain written authorization from the Philtech Safety Coordinator and complete [Form SP-C5](#).