

# Standard Operating Procedure



## DEFINITIONS

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*

Supervisor – *the person responsible for completing the scope of work on the Philtech Jobsite*

## SAFETY

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:

1. tools and equipment
2. material, building supplies
3. information, knowledge
4. financing, and
5. labour

A deficit in any of these will result in an unsafe Jobsite, and must be addressed in a timely fashion.

### B. Work Environment

Awareness of the work environment is essential to make informed decisions. Inclement weather or hazardous materials require an adapted clothing and workflow.

#### 1. Weather

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.

#### 2. Hazardous Materials

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

#### 3. Personal Protective Equipment

##### a. 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.

##### b. 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.

##### c. Hand Protection

- i. 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.

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

**d. 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.

**4. Organization**

- a. All tools shall be maintained in working order. The correct tool for the job shall be used.
- b. Tools and material are to be kept as organized as possible at all times to ensure efficient workflow. If it is necessary to move someone else's tools or material, the moved items must be maintained at the same or higher level of organization. If the material is relocated to a different room or if it would possibly not be obvious to the owner where the material was moved to, the owner must be informed. Do not take from or put things to a tool bag or equipment belonging to someone else without the explicit permission of the owner.
- c. All debris produced in the course of the task shall be disposed of regularly to ensure there is no tripping hazard. To minimize airborne dust, sweeping shall be done by sections, with each section being no larger than 25 ft<sup>2</sup>. Sweeping of all sections to be swept shall be completed before mopping. To minimize wet floor area and duration, mopping shall be done by sections, with each section no larger than 25 ft<sup>2</sup>.

**C. Driving Protocol**

**1. Driver mindset**

- a. plan the most efficient route before departure, and stick to the planned route as closely as possible: do not make detours unless there is a physical obstruction on the road
- b. limit commentary: passengers want to know that you are focussed on the road and safe driving and are not otherwise preoccupied.

**2. Driving Behaviour**

- a. Lane changes
  - i. change to the necessary lane to allow for an upcoming left or right turn as soon as it is safe to do so
  - ii. signal prior to entering a turn lane, and enter it as soon as the turn lane is available; do not linger in the lane from which the turn is being made for any longer than necessary
- b. Driver must remain focussed on route and road
  - i. If driver sees friends or acquaintances, minimal waving and a small tap on the horn is acceptable, stopping on road is not acceptable
  - ii. talking on the phone or accepting calls while driving is only permitted when it is with the supervisor, in accordance with Alberta Traffic Safety Act §115.1(3)(b)
- c. Conveyances shall be operated at a safe speed, which is generally and preferably the posted speed limit. When the speed limit is badly assigned, i.e. too slow, it is safer to go with the flow of traffic, but never go faster than the flow of traffic, and advise the supervisor of the bad speed limit.

**D. 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.

**1. Work Ethic**

- a. The worker's primary objective is to efficiently complete the assigned tasks. Each worker who is part of a team has a different role. The roles of everyone on the team shall be defined and respected. The scope of work shall not be changed without confirmation from the client and supervisor. All questions about the scope of work shall be directed to the supervisor. If the conduct of a site visitor is causing a worker to lose focus on a task, the visitor shall be advised that a critical task is being performed and that abusive or disrespectful behaviour will not be tolerated.

## 2. Breaks from work

There is to be a paid 15-minute break in each segment of the work day equal to 4 hours, and an unpaid half hour break in every work day exceeding 4 hours.

## E. Infectious disease

Anyone not feeling well is encouraged to take steps to understand the nature of their illness 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.

### 1. 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.

## SERVICE

### A. Mission Statements

#### i. Enterprises Philosophy

*"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."*

#### ii. Philtech Electric

Philtech strives to provide exceptional service to the residents of Fort McMurray into 2024 and beyond in the maintenance and installation of electrical systems, in partnership with the municipal Planning and Development and other authorities.

### 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.

##### b. Atco Electric

Atco Electric operates under the Alberta Utilities Code, and is not party to Philtech interactions with other third parties unless the work involves 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.

**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](#), available at philtech.ca. 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. Non-hazardous 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**

*Information attached*

**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.”*

**c. Polyethylene**

*Information attached*

**d. Nylon**

*Information attached*

**e. PVC**

*Information attached*

**f. Polycarbonate**

*Research on this material is ongoing.*

**ii. Tools and Equipment**

Philtech is continually researching and acquiring equipment that assists with 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](#), available at [philtech.ca](http://philtech.ca), 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

There were many third-party Covid rules and policies put in force in A.D. 2020 through 2022 that were more fear-based than science-based. These bad policies caused problems as varied as the withholding of mail by a local Shopper's Drug Mart manager, in contravention of the Canada Post Act, and numerous violations of the rights of citizens and workers, such as the right to privacy with respect to personal health choices.

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. Pharmaceutical Interventions

The novel mRNA vaccines are an amazing feat of engineering that were dispensed experimentally and absent responsible, transparent government oversight:

- i. The mRNA was engineered to produce spike proteins that linger in the cellular plasma membrane in a pre-fusion state, intended to cause a stronger adaptive immune response by providing better access for the antibodies to the cellular fusion site. However, these lingering proteins block the ACE2 receptors of cells, which causes unnecessary inflammation that can damage the heart, liver, kidneys, digestive tract, and other tissues.
- ii. The adaptive immune system forms unnecessary antibodies to the nanolipid particles that encase the mRNA intended to be taken up by cells for spike protein production. The relevance to public health is that the extra antibodies cause unintended inflammation or allergic reaction that especially on subsequent exposure to the vaccine can be life-threatening due to anaphylaxis, at a rate that is 21 times higher than what was initially reported by the CDC.
- iii. The specific antibodies produced after vaccination can enhance the infectivity of SARS-CoV-2 by providing additional access to cells, leading to ramped-up production of spike proteins and causing a cytokine storm. Rather than conferring immunity, the vaccine can make a person MORE susceptible to COVID.
- iv. Because of the homology of the manufactured spike protein with normal human cellular proteins, antibodies built as part of the adaptive immune response of mass-vaccinating the general population will cause expressions of auto-immune disease that may be acute or chronic, in genetically-susceptible individuals who would have otherwise been perfectly fine had their innate immune systems not been bypassed by an intramuscular injection of nanoparticles artificially-configured to contain mRNA.
- v. The vaccines contain fragmented RNA as part of the manufacturing process, which when acted upon by the cellular machinery could lead to weird or misfolded proteins, causing undue cellular stress at best or prion disease at worst.
- vi. The incorporation of the engineered mRNA into the human genome via natural reverse transcription qualifies the mRNA vaccines as an experimental gene therapy that is full of unpredictable, false signals.

#### Sources

<https://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Boards/BOH/Meetings/2021/SENEFF~1.PDF>

### C. 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](#).