



## **Oilsands Lodge Rules and Site Orientation**

The following information is to be reviewed and signed off as understood by the room occupant at the time of check in. Failure to sign off will result in no room being issued. Failure to comply with the camp rules may result in removal from camp.

### **CAMP RULES**

1. **Drugs, Drug Paraphernalia, and Alcohol are strictly prohibited.** Oilsands Lodge has been designated as a "dry" (alcohol and drug free) facility. The following are strictly prohibited for all workers, residents, and visitors: use, possession, distribution, offering or sale of alcoholic beverages; use, possession, distribution, offering or sale of marijuana (in any form); and use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia, or unprescribed drugs for which a prescription is legally required in Canada. Failure to comply with or ignoring this policy will result at a minimum, in loss of Clean Harbors' site privileges.
2. All guests are required to **CHECK OUT by 11:00am for day shift and 1:00pm for night shift.** Please check out at the Front Desk and return your swipe card at this time.
3. **Check in time is 3:00 p.m.**
4. All visitors of Lodge residents must sign into the facility at the Lodge office.
5. No visitors after 10:00 p.m. Overnight visitors are not allowed.
6. No pets of any type are allowed in the Lodge at any time.
7. Parking is permitted in designated areas only. Any vehicles parked improperly or unregistered may be towed or disposed of at the guest's expense.
8. **Outside footwear MUST be removed at the main entrance.**
9. **Dining Room / Bag Up Area:** No bare feet (must wear socks or indoor shoes), hats or head wear, workout clothes, coveralls, PPE, backpacks, and personal take-out containers are not permitted in these areas. Proper attire must be worn, consult Front Desk or Management if you have any further questions.
10. Use of fitness equipment is at the risk and discretion of guests. Clean Harbors assumes no liability for any personal injuries that may result from the use of fitness equipment.
11. **Timing Out.** If you are leaving Lodge for a few days, you must complete a time out form and return your key to the front office or kitchen notifying us of your absence.
12. Clean Harbors recognizes a relatively quiet period at all times in the guest accommodations area. Residents and visitors must show respect regarding personal electronic devices like computers, radios, TVs, loudspeakers, or similar devices by not engaging in loud or disruptive conversation or other behavior. Please respect night shift employees who sleep during the day. **Quiet time is enforced at 10:00pm.**
13. **Harassment of any kind will not be tolerated.** Offenders will be removed from Lodge immediately. Clean Harbors practices and enforces a zero-tolerance policy in all areas of the facility. This includes, but is not limited to, verbal, physical or sexual harassment and abuse, vandalism, or illegal drugs. This will result in immediate removal from the property and loss of lodging privileges.
14. **HSE concerns are to be reported using the Clean Harbors Near Miss/Hazard ID reporting cards.** Place concerns into drop boxes, located by the main Lodge Housing Office.
15. Sharps containers are located in the laundry rooms and public washrooms of each wing. Improper disposal of sharps will result in loss of lodging privileges. If a sharps container is required for your personal use it may be requested at the front desk.
16. **NO SMOKING rules will adhere to Alberta Tobacco Reduction Act Chapter T-3.8.** A copy is available at the office. Smoking/E-Cigarettes are prohibited throughout the facility except for designated smoking areas. Any person found smoking/vaping in a non-smoking area will be subject to loss of their lodging privileges. The use and possession of Hookahs & Shishas is strictly prohibited on site.
17. No device which creates a flame is permitted to be used inside the lodge. The burning of candles and incense is strictly prohibited as they are fire hazards. It is strictly prohibited to place fabric softener sheets in the baseboard heaters or to create any potential fire hazards by open flame or flammables. Failure to comply will result in loss of Clean Harbors' site privileges.
18. No electric cooking appliances are allowed in guest rooms like steamers, rice cookers, slow cookers, or microwaves. No food is to be prepared in any guest room which requires an appliance or an open flame. CHLS 04-03-2023 Oilsands Lodge Rules and Site Orientation – continued
19. Washing machines/dryers are not to be overfilled. Anyone caught not following these rules/and or causing damage will be subject to the loss of their lodge privileges and may be subject to the cost of repairs
20. Vehicles must be kept free of wildlife attractants like garbage, pop containers, and any food items.
21. Clean Harbors Lodging Services is not responsible for lost or stolen articles. You are responsible to **LOCK YOUR ROOM & YOUR VEHICLE.** It is recommended that you not leave valuables in your room.
22. **Please use the MAIN entrance only. TV room and dorm exits at the end of the hallways are for EMERGENCY EXITS ONLY!**
23. From time-to-time searches will be conducted, which may include the use of canines, of the facilities, guest rooms and vehicles for prohibited items. This may result in the search of personal belongings where there is reasonable cause to do so.
24. If you have any issues with your internet or television services, please contact the front desk. DO NOT try to access the modem as the systems are being monitored. If any person is caught tampering with the system this may be subject to their loss of lodging privileges.



## **Oilsands Lodge Rules and Site Orientation Acknowledgement**

I agree it is my responsibility to examine my room and report any damages at move in to the office within 24 hours of occupancy.

I agree that Clean Harbors Lodging Services is not responsible for any lost or stolen articles, and that it is my responsibility to lock my room and vehicle.

I agree the use of any fitness equipment is at my own risk, and further agree to waive any rights or claims against Clean Harbors in the event of personal injury.

I agree to allow entry into my room, by housekeeping on a daily basis, and I agree to allow entry into my room on a weekly basis, for the purposes of hygiene, health and safety inspections, as well as maintenance inspections. I further agree to allow entry into my room for routine and emergency maintenance work. I agree that my room and vehicle are subject to inspection for prohibited items at any time; possibly with the use of trained canines. I understand that this may result in the search of personal belongings where there is reasonable cause to do so.

I have read and understand the above information and will comply with all rules and regulations of the camp. I have read and received a copy of the Clean Harbors Oilsands Lodge, camp rules and site orientation. I agree that if I violate any of the rules or procedures I may be instructed to vacate the premises.

### **Topics Discussed:**

- Camp Rules
- Emergency Procedures
- Harassment
- Wildlife Awareness
- Dining Room Etiquette
- Fitness Facilities Policy
- Drug and Alcohol Policy
- Smoking policy

Please answer the following question by circling Yes or No.

Are you aware of any condition that would prevent you from hearing, responding, and safely evacuating this camp in the event of an emergency?

YES

NO

If yes, please indicate the condition:

\_\_\_\_\_

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Date (DD/MM/YY)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Clerk / Manager Initials**