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1. Purpose

This document provides basic safety procedures to be followed when working on or near a transmission tower, antenna – supporting structure and/or antenna structure (hereafter referred to as ‘the structure’).

The purpose is to prevent injury and to facilitate compliance with Part II of the Canada Labour Code and the Canada Occupational Safety and Health Regulations.

2. Application

This procedure applies to all CBC/Radio-Canada personnel as well as to any consultant, contractor or contractor’s employee who is required to work on or near CBC/Radio Canada owned structures.

CBC/Radio-Canada is responsible for ensuring that its structures are safe for other users and should ensure that all work conducted on CBC owned facilities is conducted in a safe manner.

3. Areas of Responsibility

Who	Responsibility
Health, Safety and Environment	develops and maintains this procedure, in consultation with CBC/Radio-Canada Transmission
Directors	ensure that all staff are aware of, and follow, these procedures
Supervisor and/or Sr. Manager Operations	ensures that: ➤ the necessary personal protective equipment (for use by CBC/Radio-Canada staff) is available for use and is maintained in good condition ➤ the necessary personal protective equipment is used ➤ appropriate CBC/Radio-Canada staff receive proper training in order to qualify them to safely perform or monitor work on the structure ➤ only qualified persons, validated with ComplyWorks, are permitted to climb or work near the structure ➤ a person in charge is present at <u>all times</u> while work is being conducted on or near the structure
NOC	monitors the Transmission operations and Infrastructure of CBC/Radio-Canada Transmission.



4. Definitions

(for the purpose of this procedure)

COHS Reg.	the Canada Occupational Health and Safety Regulations made pursuant to Part II of the Canada Labour Code
Isolated	means separated or disconnected from every source of electrical energy that is capable of making electrical equipment dangerous
High Risk Work	➤ for the purpose of these guidelines, high risk work involves working on or near structures: ➤ where workers are incapable of controlling energized sources such as an antenna or a transmitter. ➤ where multiple contractors or trades are working during the same work period and facility and the coordination of the work between these trades must be undertaken by a CBC/Radio-Canada supervisor or person in charge who has a full understanding of the work and knowledge of the facilities ➤ where access to and egress from a facility or site is remote, difficult or complicated (i.e.: mountain top, air access, water, snowmobile access), and that coordination of rescue efforts (should they be required) would require the knowledge and involvement a CBC/Radio-Canada representative who is intimately familiar with the access to the site and resources required for rapid intervention
NIR	Non-Ionizing Radiation
Person in Charge	➤ the designated CBC/Radio-Canada employee on location who supervises employees performing work on the structure, or in the case of remote shutdowns or power reductions, the person who locks out the transmitter control via the VTS ➤ the designated representative for the contractor on location who supervises employees performing work on the structure and to whom the CBC/Radio-Canada person in charge has transferred his functions and responsibilities as outlined in these guidelines ➤ has received training and is knowledgeable in the applicable codes, regulations and guidelines that apply to NIR and working from heights



Personal RF Monitor	➤ Personal RF monitoring device, for use by employees with potential for RF exposure (in a controlled environment), that emits a sound and visual alarm, with or without indicating the potential level of human exposure to radiofrequency (RF) fields, and calibrated to meet the latest Health Canada Safety Code 6 standards and recommendations. ➤ Must be calibrated based on the instructions provided by the manufacturer. ➤ The device must be worn based on the manufacturer's recommendations, and never under an RF protective garment.
RTU	the Remote Terminal Unit which is normally located at the transmission site and is used to control and monitor transmission facilities and operations
RF	radiofrequency
Safety Code 6	entitled ' <i>Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300GHz - Safety Code 6</i> ' and prepared by Health Canada, the guidelines serve as standards in matters of human exposure to radiofrequencies. Any references made in this guideline to Safety Code 6 are always to the latest version published by Health Canada.
Qualified Person	➤ means, in respect of a specified duty, a person who, because of his / her knowledge, training and experience, is qualified to perform that duty safely and properly ➤ means a person who is knowledgeable, properly trained, experienced, and has demonstrated a capability to perform safely and properly (a) on similar structures; (b) at the heights required; (c) with the equipment installed on the structure; and (d) with the equipment or tools to be used while on the structure.
Same Work Area	working area or zone, on or in proximity of the structure, where workers are close enough to each other to be easily able to communicate verbally.
Supervisor	the person to whom the employee reports and who is responsible for the facilities where the work is being conducted.
Structure	means any CBC/Radio-Canada transmission tower (including guy anchors), antenna structure or antenna supporting structure.
VTS	(Visual Tag System) the software used to control the Remote Terminal Units in CBC/Radio-Canada's transmitter sites.



Notes:

- 1) Work being conducted on a tower or antenna system can be very difficult to supervise as most of the work occurs at various locations on the structure high above the ground. **The person in charge is only expected to comment or monitor on what they reasonably observe which, in most cases, is work done at ground level or on the first 10 metres (33 ft) of the structure.**
- 2) A consultant, contractor, or anyone other than a CBC/Radio-Canada employee, is expected to provide and use all the required personal protective equipment and gear and must follow all guidelines, instructions and regulations as a condition of being allowed access to the structure.
- 3) It is mandatory for daily “Pre-Job” (tailgate) safety meetings to occur prior to the start of any work on the structure in order to ensure that any changes which could impact safety related to climbing, climate conditions or crew members are addressed. It is the responsibility of the person in charge to ensure that all present are aware of the work, dangers involved and safety precautions in place, and the “Pre-Job” safety meeting must be conducted by the contractor responsible for the work activities.
- 4) The use of moving vehicles to raise or lower equipment on or off a tower is strictly prohibited. The use of a capstan winch to a fixed vehicle is an acceptable method to raise/lower equipment.
- 5) Any remote shutdown or remote power reduction must be approved by the appropriate Senior Manager Operations or their delegate.



5. Procedures

5.1 The CBC Person in charge must ensure that:

a	The contractor requirements, employee training requirements as outlined in ComplyWorks are up-to-date and have "Qualified" status prior to granting permission to access the tower.
b	All contractor personnel qualifications are verified in ComplyWorks prior to allowing access to the tower.
c	The following are informed of any work to be performed on the structure: ➤ the regional maintenance base for the site; and ➤ the NOC.
d	The NOC must be called when arriving onsite to commence work, and again when work is complete and leaving the site.
e	Prior to the start of any work on the structure, without exception, all transmission site RTU(s) are put into "local" mode, disabling any remote activation or switching of systems or equipment.
f	All local automatic switching systems relating to the system being serviced are disabled.
g	Any power reductions required at a transmission site, in order to allow work on or within a short distance of an antenna, will:
	i not be carried out by the NOC without senior manager approval.
	ii be carefully coordinated and communicated with the regional maintenance base and the NOC.
	iii be carefully coordinated with the other broadcasters whose antennas are located on the same structure or on neighbouring structure(s) at the site where the work is to be done.



	iv	be done in accordance with the site-specific procedures established in conjunction with NIR calculations of safe RF exposure levels for workers climbing to the planned work area. If site-specific procedures do not exist or cannot be determined; ➤ all transmission antennas are Powered-Off, or ➤ whenever any person is required to <u>work behind the reflector panels</u> of a FM panel antenna system, the total power per bay will not exceed: ➤ 200 watts for any FM panel antenna system, minimum 1m from the dipole(s), unless proven otherwise by actual measurements. And for a FM ring-type antenna system, the total power per bay will not exceed: ➤ 50 watts for any FM ring antenna system, minimum 1m from the dipole(s) unless proven otherwise by actual measurements. ➤ persons doing the work are equipped with and make use of a functional and calibrated personal RF monitoring unit and stop working as soon as the equipment indicates that the limit is reached. Note: If two or more workers are working in the <u>same work area</u> on or in proximity of the structure, a single functional and calibrated personal RF monitoring unit per group is acceptable. When at all possible, the individual wearing the RF monitoring unit should be closest to the point of RF radiation having surveyed the entire working area to determine if any potential risks exist.
	v	follow the guidelines set out in the CBC/Radio-Canada <i>Safety Guidelines – Lockout / Tagout at Transmission facilities</i>
	vi	respect the established limits in section 2: ‘Maximum Exposure Limits’ of the latest Health Canada’s publication “<i>Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3kHz to 300GHz</i>”
h	whenever situations arise where conditions cannot be achieved because RF power levels cannot be reduced in accordance with “<i>Safety Code 6</i>” requirements, the use of RF protective clothing is considered <u>only</u> if the following criteria are met: ➤ the RF power levels in the work area, in conjunction with the type of protective clothing to be used, has been analysed and safe work practices and procedures developed by a CBC/Radio-Canada approved engineer (no adopted standard currently exists for RF protective clothing), and ➤ CBC/Radio-Canada has approved the work practices and procedures established by the engineer and will ensure compliance, and ➤ When used, the RF Safety suit is not torn or damaged and a repair kit is available for emergency repairs during the climb. Any emergency repairs to the suit must be undertaken following the manufacturer’s directions and recommendations.	
i	before any work is attempted on or within 1 meter (3.3 feet) from any AM tower, transmitting Stack-Type antenna, any radiating element, (regardless of the type of antenna), the RF power is completely eliminated and locked-out, in accordance with the guidelines set out in the CBC/Radio-Canada <i>Safety Guidelines - Lockout / Tagout at Transmission facilities</i>. The AM tower must be grounded by qualified and experienced personnel before the climb. Non-conductive ladder must be used to get on the AM tower.	



j	a copy is available, on site, in paper or electronic form of the latest versions of the: ➤ Health Canada Publication “<i>Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3kHz to 300GHz</i>”, ➤ CBC/Radio-Canada Safety Guidelines – Lockout / Tagout at Transmission facilities, ➤ CBC/Radio-Canada Safety Guidelines – Working on Towers and Antennas (this document) ➤ CBC/Radio-Canada Safety Guidelines – Working from Heights
k	A DAILY “Pre-Job” Safety meeting is conducted ensuring that all necessary action is taken to ensure the safety of all persons working at the site and to ensure that any changes or concerns related to daily climbing requirements, climate issues or crew members are adequately addressed. After the initial tailgate meeting, this daily pre-job meeting is the responsibility of the Contractor.
l	Prior to the start of any work on the structure, a rescue plan based on industry standards and best practice has been developed, is available at the work site and incorporates, as a minimum, the use of either: ➤ a minimum of 1 qualified person trained to climb and perform tower rescue work and who will be present, <u>remains available on the ground</u>, on site, throughout the work, <u>or</u> ➤ a minimum of 2 qualified persons trained to climb and perform tower rescue work and who will be present, on site, throughout the work.
m	all ground personnel present on the exterior of the site buildings and within the demarcated zone, while work is being conducted on the structure, are aware of the work being conducted and are wearing hard hats and safety footwear in accordance with the safety standards in these guidelines
n	all fall protection equipment must be inspected* in accordance with manufacturer instructions before work begins and all equipment that is not in good condition or does not meet manufacturer inspection criteria or that has been subjected to an actual fall arrest is removed from service and inspected by a qualified person before being returned to service. *CBC/Radio-Canada employees are not responsible for inspecting contractor’s equipment.
o	all unsafe conditions or hazards are corrected or guarded, as soon as possible after they have been reported



p	in the case where the CBC person in charge leaves the site during the time work is being conducted on or near the structure, before he leaves he must: - transfer his function of person in charge to the contractor representative by ensuring that the new person in charge understands his responsibilities as they pertain to the work being conducted, these guidelines and relevant guidelines referred to in these guidelines. - provide the new person in charge with: - his contact information (cell phone), his supervisor and the NOC, should an emergency arise - access to shelter (CBC building) and communication facilities - any information related to the safety and wellbeing of the work crew - notify his supervisor and NOC of his departure and transfer of function communicating to them he can be reached in case of emergency as well as the name of the new person in charge means of contacting him. - shutdown and lock out all energized sources (i.e.: RF transmission and electrical sources) on or near the structure that might endanger workers. - only leave the site if no power reductions are required or if they have reduced power to a safe level and that power level can't be changed remotely.
q	Any employee, consultant or contractor, who will be climbing the structure, has been fully trained in tower fall protection and, if necessary, in tower rescue. In addition, upon request, the consultant or contractor may be required to provide proof of tower fall protection and rescue-training and course content prior to commencing work.

5.2 The Contractor person in charge of any person required to work on a structure must ensure that:

Step	Action
a	Workers are qualified and fully trained in tower fall protection, tower rescue procedures (where necessary) and proper use of all required safety gear.
b	All required personal protective equipment, including RF monitors, are available on site and must be used properly.
c	The personal protective equipment that will be used is inspected for damage or defects that would render it unsafe and remove it from service and has tagged it as " Defective " should any be found
d	A fall arrest system must be used at <u>all times</u> on the structure, including while ascending or descending and when at rest or at the working level. The positioning rope or belt attached to the full body harness must be used for positioning only and is NOT considered a fall arrest system



e	The structure must not be climbed ➤ when the RF radiation levels exceed the worker limit or ➤ when the weather conditions are likely to cause a hazard; or ➤ where the physical condition of the tower or structure is likely to be hazardous; except when the work is necessary to rescue a person or to remove a hazard that cannot be left in place until the weather improves. In the case of serious structural damage, a professional engineer must verify the integrity of the structure before climbing may be resumed.
f	The workers are familiar with and follow the requirements of these Safety Guidelines as well as the contents of “Safety Guidelines – Working from Heights” and “Safety Guidelines – Lockout/Tagout at Transmission facilities”.
g	The workers are in possession of functional communications equipment that will allow communications at all times with the person in charge. Note: If two or more climbers are working in the <u>same work area</u> on or in proximity of the structure, a single functional 2-way radio unit for this group is acceptable.
h	A rescue plan based on industry standards and best practice is available at the work site, communicated to all staff on site and incorporates, as a minimum, the use of either: ➤ a minimum of 1 qualified person trained to climb and perform tower rescue work and who will be present, <u>remains available on the ground</u>, on site, throughout the work, <u>or</u> ➤ a minimum of 2 qualified persons trained to climb and perform tower rescue work and who will be present, on site, throughout the work
i	➤ The workers are equipped with - and makes use of at all times - a functional and calibrated personal RF monitoring unit for which he has been properly trained for use. Note: If two or more workers are working in the <u>same work area</u> on or in proximity of the structure, a single functional and calibrated personal RF monitoring unit per group is acceptable. When at all possible, the individual wearing the RF monitoring unit should be closest to the point of RF radiation having surveyed the entire working area to determine if any potential risks exist.
j	The workers are not under the influence of alcohol, any drug and/or medication that may cause drowsiness or impairment of judgement.

5.3 Person who is required to work on a tower must:

Step	Action
a	Participate in a DAILY “Pre-Job” Safety meeting and ensure that all necessary action is taken to ensure their safety; the safety of all persons working at the site and to ensure that any changes or concerns related to daily climbing requirements, climate issues or crew members are adequately addressed
b	Have the necessary training, knowledge and experience to be qualified to do so and must have



	previous experience on similar structures at the required heights using similar equipment and tools as those to be used	
c	Be equipped with and make use of a functional and calibrated personal RF monitoring unit <u>at all times</u>. Note: If two or more workers are working in the <u>same work area</u> on or in proximity of the structure, a single functional and calibrated personal RF monitoring unit per group is acceptable. When at all possible, the individual wearing the RF monitoring unit should be closest to the point of RF radiation having surveyed the entire working area to determine if any potential risks exist	
d	Be in possession of, or have immediate access to, and must use: ➤ locking-type snaps and hooks (which cannot be accidentally disengaged) ➤ a rescue kit ➤ sign(s) indicating "Caution - Overhead Work - Hardhats and Safety Footwear Required Beyond This Point," which will warn people who are accessing the site and will be placed at a distance from the tower base equal to one third (1/3) the height of the tower or at all site access points ➤ safety equipment which has been inspected for damage by the user before use and meets the latest amended version of the listed standard, as follows:	
	Equipment	Standard
i	safety footwear	CSA Standard Z195, Protective Footwear
ii	head protection, complete with a chin strap attached to the outer shell. The user must ensure that the chinstrap has been designed for the particular make and model of headwear.	CSA Standard Z94.1, Industrial Protective Headwear, Performance, selection, care and use
iii	Have all the components of a fall protection system that meet current CSA standards and are appropriate for the type of tower and fall protection system in place	a. Z259.1, Body belts and saddles for work positioning and travel restraint; b. Z259.2.2, Self-retracting devices; c. Z259.2.3, Descent devices; d. Z259.2.4, Fall arresters and vertical rigid rails; e. Z259.2.5, Fall arresters and vertical lifelines; f. Z259.10, Full body harnesses; g. Z259.11, Personal energy absorbers and lanyards; h. Z259.12, Connecting components for personal fall-arrest systems (PFAS); i. Z259.13, Manufactured horizontal lifeline systems; j. Z259.14, Fall restrict equipment for wood pole climbing; and k. Z259.15, Anchorage connectors.



	iv	RF monitoring unit with the appropriate accessories required for the intended use.	Calibrated to the RF worker limits set out in Health Canada - <i>Safety Code 6 - Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3kHz to 300GHz</i> . In cases where this differs from the above-mentioned calibration standard, an engineering consultant must establish the operational guidelines for the monitoring device. CBC/Radio-Canada reserves the right to reject any such device without further obligation on its part.
e		Remove from service and tag as “ <i>Defective</i> ” any personal protective equipment that has a defect that may render it unsafe for use, or that has been stressed due to a fall; and must delay any climbing on a structure until that equipment is replaced	
f		Remove all rings, watches, bracelets and other jewellery, as well as loose or bulky items from pockets, prior to climbing	
g		use a fall arrest system and full body harness at <u>all times</u> on the structure, including while ascending or descending and when at rest or at the working level. The positioning rope or belt attached to the full body harness must be used for positioning only and is NOT considered a fall arrest system	
h		Use the proper trolley for the type of fall-arrest vertical lifeline, cable or rail installed and in use on the structure, if this fall arrest system is used by the worker	
i		Make use of a lanyard (when positioning or working on the structure), which is used in conjunction with a fall arrest system in order to free up hands for work system; e.g lanyard must be attached to the structure at all times	
j		Never attach the fall arrest system to the lightning rod or to any other attachment not designed for the purpose of fall arrest	
k		Not attempt to climb the tower or structure ➤ when the RF radiation levels exceed the worker limit or ➤ when the weather conditions are likely to cause a hazard; or ➤ where the physical condition of the tower or structure is likely to be hazardous; except when the work is necessary to rescue a person or to remove a hazard that cannot be left in place until the weather improves. In the case of serious structural damage, the integrity of the structure will need to be verified by a professional engineer before climbing may be resumed.	
l		Fully understand and adhere to the RF and microwave exposure limits, as outlined in <i>Health Canada - Safety Code 6</i>	
m		Confirm with the person in charge that the power reduction or shutdown and associated isolation and lock-out are done in conformance with the guidelines set out in the <i>CBC Safety Guidelines - Lockout / Tagout at Transmission facilities</i>	



n	Before starting any work <u>near</u> an antenna system, confirm with the person in charge the isolation or reduction of the power to the AM tower, transmitting Stack-Type antenna or any radiating element or any transmitting antenna. No work may proceed without this confirmation.
o	Not touch any radiating element of any antenna system, for any reason, unless the RF system has been isolated and locked-out
p	Ensure a constant means of communication with the person in charge. If such equipment fails, the work <u>must stop</u> and the climber must descend the structure. The work may resume only when a reliable means of communication has been established. Note: If two or more climbers are working in the <u>same work area</u> on or in proximity of the structure, a single functional 2-way radio unit for this group is acceptable.
q	Be equipped with and make use of a functional and calibrated personal RF monitoring unit <u>at all times</u> . Note: If two or more workers are working in the <u>same work area</u> on or in proximity of the structure, a single functional and calibrated personal RF monitoring unit per group is acceptable. When at all possible, the individual wearing the RF monitoring unit should be closest to the point of RF radiation having surveyed the entire working area to determine if any potential risks exist.
r	Immediately report to the supervisor, or person-in-charge at the structure, any hazard or unsafe condition, or any contravention of the <i>Code</i> or <i>Regulations</i> that comes to the person's attention
s	Not be under the influence of alcohol, any drug and/or medication that may cause drowsiness or impairment of judgement.

6. Infractions

The **supervisor** or **person in charge** of the work at the structure must monitor the work and when an infraction of the procedures is noted, must:

Step	Action
a	Stop the work immediately until the infraction is corrected and it is safe to resume work.
b	Maintain a record of the incident, including the date, time, name of the individual involved, nature of the incident and the steps taken to correct the situation.
c	Notify the Supervisor and Senior Manager of Operations, Transmission and the Contractor responsible for the work.



7. Limitations and Adaptations

These safety guidelines can in no way provide procedures for every possible situation that could be encountered in the field. This does not mean that they cannot be amended, adapted or combined with other safe work procedures by trained, experienced staff, knowledgeable in the operation of the equipment or system being worked on, in order to provide a safe way of completing repairs or installations. It is important to remember that personnel safety is the number one objective when performing any task. If you are unsure about the safety of a procedure or you are uncomfortable carrying it out, please discuss this with your supervisor before proceeding.

8. Enquiries

Any questions related specifically to work on a Tower or Antenna or concerning this procedure should be directed to the Senior Manager Operations, Regional Supervisor or the Senior Manager, Health, Safety & Environment, CBC/Radio-Canada T&I.

For more health and safety information, access the [CBC/Radio-Canada iO Portal](#).

9. References

[ComplyWorks](#)

[Pre-job Safety Meetings - Safety Bulletin](#)

[Supervising Tower/Antenna Work - Safety Bulletin](#)

[Lockout/Tagout at Transmission Facilities Safety Guideline](#)

[Working at Heights Safety Procedure](#)

[CBC/Radio-Canada Health and Safety Policy \(SEC-1\)](#)



10. Document History

Date	Parties Consulted	Main Modifications	By
May 2006	Senior Manager - Transmission Two external Consultants (Yves R. Hamel Inc. & Nouvelle Hauteur Inc.)	First version	Harry Phillips & Michel Bazin
February 2007	Harry Phillips & Martin Marcotte	Clauses were introduced forbidding anyone who is under the influence of alcohol, any drug or medication that may cause drowsiness or impairment of judgement from working from heights.	Michel Bazin
April 2007	Harry Phillips	The definition of “Qualified person” was updated to include the definition provided under section 15 of the CSA standard S37-01 Antennas, Towers, and Antenna - Supporting Structures.	Michel Bazin
February 2008	Harry Phillips	A new “Limitations and Adaptations” section was introduced. The guideline was modified to indicate that careful coordination is required with other broadcasters whose antennas are located on the same structure or on neighbouring structure(s) at the site where work is being done. This is to avoid possible problems with high NIR fields from neighbouring structures which can pose a hazard to climbers	Michel Bazin
November 2010	Harry Phillips, Athena Trastelis & René Stébenne	“Application” section clarified to better define where and when guidelines apply. The definition of “Supervisor” is redefined A note is added that “Pre-Job” safety meetings are strongly recommended. Supervisors/Sr. Managers are responsible to ensure that the Letter of Confirmation and Acceptance is completed by the contractor and available to the Person in Charge. Updated to reflect latest version of HC Safety Code 6 Clarification in NIR related sections	Michel Bazin
October 2014	Martin Marcotte Larry Wartman Jacques Letourneau Michel Bazin (retired) Nouvelle Hauteur Philippe Aubé	Addition of reference to Part II of Canada Labour Code, updated Safety Code 6 2014 changes, definition of High Risk Work, person in charge transfer of responsibilities, requirement for DAILY Pre-Job Safety Meeting in procedures and on checklist.	Dennis Graham



October 2017	Dave Rainnie Jimmy Berthelot Dennis Graham	Addition of reference regarding remote transmitter shutdown approval	Dennis Graham
November 2018	Dennis Graham Dave Rainnie Jimmy Berthelot	Addition of reference prohibiting use of vehicles for raising or lowering equipment on/off towers, additional requirements for pre-job safety meeting	Dennis Graham
April 2022	Dennis Graham Dave Rainnie Jimmy Berthelot	Addition of reference for Remote, Shutdown or Power Reduction, Job title/department updates. Addition of reference to new ComplyWorks requirements. Updated CSA standards based on COSH reg Updates	Dennis Graham
May 2026	Philippe Aube Larry Wartman Jimmy Berthelot Christina Boncheff Spectrum Engineering	General review of guideline and clarification of some sections. Transfer of Pre-job safety meeting checklist from guideline to Safety Bulletin.	Christina Boncheff