

EPCOR Water Contractor Quick Reference Guide

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Foreword/Introduction

Purpose & How to Use This Manual:

This EPCOR Water Contractor Quick Guide has been developed as a quick reference guide for contractor workers to provide a general overview of EPCOR's health, safety and environmental requirements.

Each topic section in this manual highlights three key areas:

- EPCOR's requirements (key requirements from EPCOR standards, procedures, practices and safety expectations),
- Communication requirements (before, during, and after work),
- Documentation and record requirements.

Note that these guidelines are only a quick reference of EPCOR's expectations and requirements, and are not intended to replace or limit EPCOR's HSE contractor requirements, government legislation, and/or provincial regulations; contractors still have to abide by these. More complete information can be found in the referenced documents as well as the EPCOR Contractor Management Standard. It is the responsibility of contractors to ensure they are implementing the most appropriate health, safety, and environmental policies, procedures, rules and best practices.

Provincial Legislation

Each province has specific legislation that highlights regulatory obligations of employees, employers, and contractors. Make sure you're following the legal requirements of the province you are working in:

- Alberta Occupational Health and Safety Act, Regulations and OHS Codes
- Saskatchewan Occupational Health and Safety Act and Regulations
- British Columbia Workers Compensation Act and the Health and Safety Regulations
- Health, Safety and Reclamation Code for Mines in British Columbia

The Right and Responsibility to Refuse Unsafe Work

EPCOR has a strong commitment to the health and safety of its employees, contractors, and visitors. No one is expected to work in an unsafe environment or perform an unsafe act and no one will be penalized for refusing to do so. It is the responsibility of each employee to take responsibility for his or her safety and for the safety of those working around them.

On-boarding Process

Before Work

The EPCOR site contact will arrange for site access. Contractors must provide proof of all certifications for the work they will be doing while on the EPCOR site contact at the pre-mobilization meeting. Copies of relevant certifications, along with expiry dates, will be taken and logged by EPCOR.

Pre-Mobilization Meeting

The Pre-Mobilization Meeting is intended to communicate EPCOR's expectations of the contract. It will also introduce the project team members and review project based elements such as scope, HSE requirements, communication, schedules, quality assurance, progress payments, and construction completion.

Orientation Training

Before beginning any work on an EPCOR site, the contractor and any sub-contractors must complete orientation training. This will be organized by a designated EPCOR site contact. Orientations will include a site-specific overview for the site or sites you will be working on as well as a walkthrough of appropriate site(s) and areas where you will be working. If contract work will take place at a location that is not at an EPCOR site, such as a roadway, an orientation is still required and will include safety rules and expectations. Contractor orientation will be recorded and the contractor will be provided with a record to indicate that they have completed orientation training and are allowed to work on EPCOR sites.

General Housekeeping

Ensure that the work site is kept clean and free from accumulation of debris and other hazards that may endanger workers or restrict safe access or egress, and make sure equipment and material are stored properly.

Contractor Responsibilities

The contractor is responsible for ensuring that all their workers and subcontractors comply with all applicable HSE legislation for the jurisdiction of work being executed.

The contractor shall enforce all applicable safety rules and regulations to all individuals under their supervision, including subcontractors, on the work site.

The contractor shall be responsible to:

- Ensure the health and safety of their workers,
- Manage environmental aspects and impacts of the job and the environment,
- Ensure that their workers are competent to perform their assigned tasks,
- Ensure equipment brought onto the work site is in good repair, and is maintained and operated in accordance with the manufacturers' recommendations,
- Meet the intent of the EPCOR HSE commitment and beliefs, and these contractor requirements,
- Explain these contractor requirements and any project specific procedures to their employees and subcontractors to ensure compliance,
- Ensure property is not damaged,
- Ensure that their employees, other workers, visitors, and the public are not subjected to injury or illness as a result of contractor operations, and
- Ensure that the EPCOR Alcohol and Drug Standard or their own standards is adhered to by workers and subcontractors on the work site, including providing pre-access testing for safety sensitive positions.

Life Saving Rules

EPCOR has identified seven Life Saving Rules to encourage consistent behaviours which can help prevent the kind of incidents that could result in a serious injury or fatality on our sites. These rules are created based on our own experiences, along with lessons from our peers in industry, and have been put in place to highlight the activities that carry the greatest potential threat of serious injury, death, or harm to the EPCOR brand when safety rules are not observed.

The Life Saving Rules are not just rules, but are intended to focus on a certain group of practices associated with higher hazard activities. The aim of the Life Saving Rules is to build more awareness about the appropriate safe behaviours and practices and the need for consistency when engaging in these behaviours. There is a reference to the associated rule in each section in the manual where the Life Saving Rules apply directly.

Any incident that involves the violation of any of these rules will be thoroughly investigated. Based on the findings of the investigation, individuals found in breach of the aforementioned Life-Saving Rules will be subject to EPCOR's disciplinary processes, up to and including removal from further work on EPCOR projects.

1. Assess all Ground Disturbance Hazards

What does violation of this rule mean?

- Failure to locate and/or expose known underground services prior to disturbing the ground (i.e. using trained locaters and appropriate documentation)
- Failure to ensure proper methods of worker protection as per EPCOR's Standards, rules and procedures are maintained when excavation occurs
- Unauthorized entry into an excavation which has not been protected as per EPCOR's Standards, practices and procedures



When does this rule apply?

Whenever the ground is being disturbed. Applies to all employees exposed to excavation/trenching hazards while performing work including water main repair(s), new service line, main and/or hydrant installation(s) or any other similar type of work.

2. Do not violate the Limits of Approach Rules

What does violation of this rule mean?

- Failure to maintain your prescribed Limits of Approach (includes personnel, tools and mobile equipment) as per applicable legislation and EPCOR's Standards, practices and procedures



When does this rule apply?

While working in proximity to exposed energized apparatuses (e.g. lines, substations, cubicles, etc.).

3. Ensure Isolation of Hazardous Energy Sources

What does violation of this rule mean?

- Failure to isolate, or verify the isolation, of hazardous energy (as per EPCOR's Standards, practices and procedures) before beginning work.



When does this rule apply?

While working with all installations, machines and equipment that have a potential to store and release hazardous energy.

Special Conditions: This rule does not apply when: checking equipment function or trouble shooting, isolating or de-isolating equipment, performing battery maintenance, and carrying out on-line testing. When it is necessary to work on systems that are energized, the hazards to the employee must be controlled to the same level of control as when working de-energized.

4. Do not work under the Influence of Alcohol or Drugs

What does violation of this rule mean?

- Failure to be fit for duty as defined in the EPCOR Alcohol and Drug Standard (i.e. working while under the influence of alcohol or drugs)



When does this rule apply?

This Rule applies to all EPCOR employees and contractors while they are engaged in EPCOR business.

5. Protect Yourself when Working at Heights

What does violation of this rule mean?

- Failure to utilize approved fall protection measures when working at heights (as defined by applicable legislation and EPCOR Standards, practices and procedures)



When does this rule apply?

When work is being performed in areas where fall protection is required.

6. Do not Enter a Confined Space without Authorization

What does violation of this rule mean?

- Working in a confined space without a confined space permit or other requirements (e.g. standby watch, air testing, etc.) as defined by applicable legislation and EPCOR's Standards, practices and procedures.



When does this rule apply?

This rule applies to all EPCOR employees and contractors working in or around designated confined spaces.

7. Follow the Prescribed Lift Plans and do not Work or Walk Under Suspended Loads

What does violation of this rule mean?

- A lift plan describes how to lift and hoist safely. For routine lifts, there needs to be a general lift plan. For non-routine lifts, including complex and heavy lifts, the plan is specific.
- Working or walking immediately under a suspended load is unsafe as the load can fall on you.



Exception: If there is no reasonably practicable alternative, the workers must be warned of the hazard and the lifting device operator must be made aware of workers standing under the suspended load. This information, and the actions taken, must be included in the lifting plan. Any exception/variance to process/procedure would require VP/Director approval.

When does this rule apply?

This Rule applies to all EPCOR employees and contractors rigging, hoisting and lifting loads.

Supervision Requirements

The contractor shall advise EPCOR in writing, of the person(s) who will ensure continuous compliance with applicable requirements. This list should include the contractor's supervisor

and as many representatives as the contractor determines are required to ensure appropriate supervision and safe performance of all jobs on the work site. A 24-hour emergency telephone number(s) shall be provided. The individuals noted shall have the authority to correct safety deficiencies. EPCOR reserves the right to approve the contractor's supervisor and/or safety staff.

Supervisors provided by contractor must be competent, and clear limits of authority need to be established for the contractor's supervisor.

Training

The contractor shall ensure that workers on the work site are adequately qualified, suitably trained/certified, and sufficiently experienced to perform work in a safe manner with minimum supervision. Those workers who do not meet these criteria shall be directly supervised by a competent worker. All training must meet OH&S legislation. EPCOR standards for training should be discussed with EPCOR project manager prior to starting work to ensure expectations are met.

EPCOR HSE Policy



EPCOR's safety and environmental program is based on OHSAS 18001 and ISO14001 requirements. All contract work on EPCOR sites is done according to a signed contract agreement that includes health, safety and environmental expectations. Contractors should also have and follow their own corporate HSE program, work site specific HSE plans, along with applicable HSE legislation and other applicable regulations.

Contractors are required to keep documentation and records, conduct work observations and/or inspections to review the safety and environmental aspects of the task being observed, and complete monthly performance reports as required.

Daily Safe Work Plans/FLHAs must take place at the start of each shift or task. EPCOR will monitor and track contractor performance against legal and other requirements.

The EPCOR HSE Policy is in accordance with the following provincial codes and standards:

- Saskatchewan Occupational Health and Safety Regulations – Part 3 (General Duties)
- British Columbia Occupational Health and Safety Regulations – Part 3 (Roles and Responsibilities – Occupational Health and Safety Programs)

Questions

If you have any questions about any safety matter, talk to your EPCOR Project Manager, your Project Coordinator, or the EPCOR area safety advisor.

Confined Space Entry

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Comply with all applicable legislation in accordance with the jurisdiction.
- Classify spaces as confined or restricted (Alberta only) as per regulatory requirement in the jurisdiction (please note several EPCOR sites have already classified their confined/restricted spaces).
- Follow all permit conditions for all confined space entry work.
- Follow all procedures based on permit requirements.
- Develop and review rescue plan prior to a permit being issued.
- If other permits are required (HEI, Hot Work, Fall Protection), appropriate issuing procedures must be followed.
- Comply with requirements of other applicable permits (HEI, Hot Work, Fall Protection).
- Whenever any EPCOR process or equipment is involved, an EPCOR-issued permit is required. Under certain conditions, for example if contractors bring their own tank onto site, contractors may use their own permit issuing process. This process must meet or exceed regulatory requirement in the jurisdiction.
- All training must meet OH&S Code and EPCOR standards.

Life Saving Rule?

YES



Applicable Legal and Other Requirements

EPCOR Documents

- MS21-STD-RD1, EPCOR HSE Requirements
- Relevant site-specific confined space entry procedures (obtain from the project manager/coordinator or site safety advisor)

Provincial Codes & Standards

- Alberta OH&S Code - Part 5 (Confined Spaces)
- Saskatchewan Occupational Health and Safety Regulations – Part 18 (Confined Space Entry)
- British Columbia Occupational Health and Safety Regulations – Part 9 (Confined Spaces)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Equipment certification standards (air monitoring, entry and emergency equipment)

Communication

EPCOR Project Manager/Coordinator Communication

- Determine classification confined/restricted (Alberta only) space prior to work or check with Project Manager regarding existing classifications on EPCOR sites prior to work.
- Communicate if work will deviate from original permit.
- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate promptly if scope of work or site hazards change.
- Inform if work will impact adjacent areas/work activities.
- Obtain site-specific SOPs and ERPs.
- Clarify site specific training requirements for example site specific training requirements for permit issuing procedures.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.
- Check in daily throughout duration of work.

Team Communication

- Communicate identified hazards and equipment concerns.
- Formally share procedures and rescue and site-specific emergency plans with everyone involved.
- Clarify roles and responsibilities – especially when multiple contractors are involved.

Control Room/Water Dispatch/Permit Office Communication

- If on an EPCOR site, inform permit office of the need for a permit and confirm controls and rescue plan.
- If on an EPCOR site, notify permit office of completion of entry and permit termination.

Required Documentation and Records

- Completed Confined Space Entry Permit
- Verified Rescue Plan
- Hazardous Energy Isolation (HEI) Permit (if applicable)
- Hot Work Permit (if applicable)
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions change or control over confined space was lost
- Confined/Restricted Space Procedures
- Confined Space Entry Hazard Assessment
- Entry Log
- Air Monitoring Records
- Equipment Calibration Certificates
- Record of communication of hazards impacting adjacent sites
- Training records/proof of competence, including respirator fit test card (if applicable)

Cranes and Hoists/Lifting & Rigging

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Ensure that all aspects of hoisting and rigging comply with the applicable legislation in the jurisdiction in which the work is being performed.
- Maintain and inspect all rigging, manual lifting devices (chain falls, slings, ropes, wire ropes, cable clips, ferrules, safety latches etc.), and powered lifting devices, and use in accordance with manufacturer's instructions.
- Ensure only competent workers, designated by the contractor, operate hoists, act as signalers, or perform rigging.
- Review lift hazards before every lift.
- Ensure signaler is included in the lift plan.
- Inspect approved lifting and rigging equipment thoroughly at the beginning of each shift to ensure it is of sufficient strength.
- Mark all equipment with its maximum load rating.
- Use tag lines to prevent undesired movement and control the load where required, unless the use of tag lines create a greater hazard.
- Never keep loads suspended or allow loads to travel over workers.
- Use lifting and rigging equipment in a safe manner.
- Ensure loads are appropriately rigged.
- Ensure the operator of the lift device has access to sufficient load charts and is aware of the load weight to safely perform the lift.
- Maintain log books for cranes and hoists, and update with any noted defects/incidents as required.

Life Saving Rule?

YES



Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD-RD1, EPCOR HSE Requirements

Provincial Codes & Standards

- Alberta OH&S Code - Part 6 (Cranes, Hoists and Lifting Devices)
- Alberta OH&S Code - Part 21 (Rigging)
- Saskatchewan Occupational Health and Safety Regulations – Part 8 (Hoists, Cranes and Lifting Devices)
- Saskatchewan Occupational Health and Safety Regulations – Part 9 (Rigging)
- British Columbia Occupational Health and Safety Regulations – Part 14 (Cranes and Hoists)
- British Columbia Occupational Health and Safety Regulations – Part 15 (Rigging)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment

- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures (Cranes & Hoists)
- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts (Cranes & Hoists)
- Health, Safety and Reclamation Code for Mines in BC –Part 8: Explosives (Cranes & Hoists)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness (Lifting)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment (Lifting)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment (Rigging)
- Relevant equipment certification standards (CSA, ANSI etc.) where applicable

Communication

EPCOR Project Manager/Coordinator Communication

- Coordinate with Project Manager for any crane/hoist operation.
- If EPCOR crane or hoist is used, coordinate with Project Manager and obtain proper authorization through the Maintenance Department (at the Water Treatment Plants), or other applicable EPCOR contact.
- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.

Team Communication

- Communicate Identified hazards and equipment concerns.
- Communicate Safe Lift Plan particulars and controls.
- Verify hand signal use.
- Clarify roles and responsibilities – especially when multiple contractors are involved.

Control Room/Water Dispatch/Permit Office Communication

- Obtain site specific authorization for crane use.
- Notify Control Room/Water Dispatch on commencement and completion of work.

Required Documentation and Records

- Hoisting and Rigging regulatory requirements for the jurisdiction in which the work is completed
- CSA standards and equipment certifications
- Safe Lift Plan
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions change
- Load charts
- Operating procedures regarding specific on-site cranes
- Hoisting and Rigging procedures
- Manufacturers specifications for use
- Pre-shift checks
- Inspection for rigging and lifting equipment (everything under the hook)
- Crane logbooks, maintenance records
- Training records of crane operators, rigging, signaling personnel

Drug & Alcohol Standard

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Comply with the EPCOR Alcohol and Drug Standard for Contractors, including pre-access testing for safety sensitive positions.
- Any worker showing signs of impairment, or any person in a supervisory position to the person or the project who knowingly allows a person showing signs of impairment to perform work, will be subject to disciplinary action.
- Failure to abide by these provisions may result in permanent removal from EPCOR work.
- Failure to meet these expectations may be considered a breach of the contract, and may result in triggering penalty clauses under the contract, or suspension or termination of the contract.
- EPCOR reserves the right to require a contractor to investigate a possible violation of this standard if a contract worker is on duty in an unfit condition or is directly involved in a significant incident when on EPCOR premises or performing work on behalf of EPCOR.

Life Saving Rule?

YES



Applicable Legal and Other Requirements EPCOR Documents

- MS20-STD4-Alcohol and Drug for Contractors
- MS20-STD4-RD1-Contractor/Sole Proprietor Acknowledgement
- MS20-STD4-RD2-Contractor Test Service Waiver
- MS20-PRO1.3-Post Incident Testing
- MS20-PRO1.3-RD1-Post Incident Testing Review Form
- MS20-PRO2.3-Unfit for Duty Investigation/Reasonable Cause Test
- MS20-PRO2.3-RD1-Unfit for Duty Investigation/Reasonable Cause Test Review Form
- MS20-STD3-RD1-Testing Protocols

Provincial Codes & Standards

- The Canadian Model for Providing a Safe Workplace – Alcohol and Drug Guideline and Work Rule
- British Columbia Occupational Health and Safety Regulations – Part 4 (General Conditions – Impairment)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness

Communication

EPCOR Project Manager/Coordinator Communication

- Coordinate alcohol and drug pre job testing (where required).
- Report all alcohol and drug related incidents.

Team Communication

- Communicate EPCOR's standard on the use of alcohol and drug use to all workers prior to work.
- Conduct tailgate talks on fitness for work.

Control Room/Water Dispatch/Permit Office Communication

- NA

Required Documentation and Records

- Pre-access alcohol and drug pass/fail results
- Completed MS20-STD4-RD1-Contractor/Sole Proprietor Acknowledgement
- Completed MS20-STD4-RD2-Contractor Test Service Waiver
- Meeting minutes/sign-off where alcohol and drug standard was discussed
- Orientation training records

Emergency Preparedness

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Complete a hazard assessment pertaining to emergency preparedness and develop an emergency plan prior to work.
- Provide first aid services according to OH&S legislation, unless the provision of first aid services by EPCOR is agreed to prior to the commencement of work.
- Coordinate EPCOR's ERP with any contractor ERPs.
- Follow site specific ERP as covered in orientation training.
- Have set environmental measures in place for spill control and clean up.
- Inform workers on the worksite of the contents of this plan.
- Participate in emergency drills and exercises.
- Be responsible for all aspects of fire extinguisher provision and maintenance.
- Train an appropriate number of workers in the use of fire extinguishers in accordance with local legislative requirements.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- MS12-STD1-Emergency Preparedness and Response Standard
- Site specific Emergency Response Plans (ERPs) (contact the EPCOR Project Manager or the site safety advisor)

Provincial Codes & Standards

- Alberta OH&S Code 2009 Part 7 Emergency Preparedness and Response
- Saskatchewan Occupational Health and Safety Regulations – Part 21 (Fire and Explosion Hazards)
- British Columbia Occupational Health and Safety Regulations – Part 4 (General Conditions – Emergency Preparedness and Response)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- Health, Safety and Reclamation Code for Mines in BC –Part 1: Application of the Code and General Rules
- Health, Safety and Reclamation Code for Mines in BC –Part 2: Occupational Health
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts
- Health, Safety and Reclamation Code for Mines in BC –Part 9: Mineral Exploration
- Health, Safety and Reclamation Code for Mines in BC –Part 10: Reclamation and Closure
- Applicable Equipment certification standards

Communication

EPCOR Project Manager/Coordinator Communication

- Communicate promptly if scope of work or site hazards change.
- Obtain site-specific ERPs.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.

Team Communication

- Formally share pertinent information from site-specific ERPs (emergency protocols, alarm sounds, muster points, shelter-in-place locations, spill response etc.) with all workers.
- Clarify assigned roles and responsibilities for emergency situations.

Control Room/Water Dispatch/Permit Office Communication

- Communicate emergency situations with the Control Room.

Required Documentation and Records

- Emergency procedures for all identified scenarios must be available
- Medical direction protocols (where applicable)
- AED Equipment Certification documents
- First Aid Responder training certificates
- AED training certificates
- First Aid records
- Orientation Training Records
- Tailgate Talks where emergency information was shared with employees

Excavation Safety Requirements including Barricades

(To be read in conjunction with Utility Strike requirements)

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Comply with all applicable legislation in accordance with the jurisdiction.
- Contact One-Call or private locate company if required; take into account the locating and exposing of underground utilities, soil conditions.
- Apply a one-meter hand expose zone.
- Ensure all correct ground disturbance permit(s) are obtained prior to work.
- Ensure relevant environmental (archeological or contaminated sites) permits are obtained prior to work. If in doubt, talk to the EPCOR Project Manager.
- Determine if HEI permit is required in consultation with EPCOR Project Management personnel. If so, follow all HEI procedures.
- Determine whether the excavation/trench is a confined space in consultation with EPCOR Project Management personnel. If so, follow all confined space entry procedures.
- Ensure that worker access/egress is not impacted by spoil pile location, and that spoil pile location meets requirements.
- Ensure marked facilities match facilities identified on the drawing.
- Consider sensitive infrastructure before beginning excavation. If in doubt, talk to the EPCOR Project Manager.
- Establish the need for hydrovac vs. digging before starting job.
- Ensure protection from cave-ins by cutting back the walls and/or by installing temporary protective structures in trenches and excavations in accordance with applicable legislation.
- Ensure public safety by erecting appropriate barricades and pedestrian control devices.
- Ensure work is carried out within limits of designated scope.

Life Saving Rule?

YES



Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD-RD1 EPCOR HSE Requirements
- EPCOR Water D&T Shoring Specification Standards
- Guidelines for working in close proximity to water infrastructure (EPCOR booklet)
- Rossdale Archaeological Clearance for Planned Excavation (EPCOR procedure)
- Relevant site As-Built diagrams and plans
- Site Specific Excavation, Shoring and Backfilling Procedures (contact the EPCOR Project Manager or site safety advisor)

Provincial Codes & Standards

- Alberta OH&S Code 2009 Code - Part 32 (Excavation and Tunneling)
- North Saskatchewan River Valley Bylaw - 7188
- Saskatchewan Occupational Health and Safety Regulations - Part 2 (Notice Requirements)
- Saskatchewan Occupational Health and Safety Regulations - Part 17 (Excavations, Trenches, Tunnels and Excavated Shafts)
- British Columbia Occupational Health and Safety Regulations – Part 20 (Construction, Excavation and Demolition)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Health, Safety and Reclamation Code for Mines in BC –Part 9: Mineral Exploration
- Health, Safety and Reclamation Code for Mines in BC –Part 10: Reclamation and Closure

Communication

EPCOR Project Manager/Coordinator Communication

- Have work plan approved prior to work starting.
- Communicate if work will deviate from original permit.
- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate promptly if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.
- Check in daily throughout job process.
- Report all incidents or emergencies.

Team Communication

- Communicate scope and exact boundaries of work.
- Conduct toolbox talks or similar to communicate hazards.

Control Room/Water Dispatch/Permit Office Communication

- Notify Water Dispatch or Control Room of work to be done.
- If any utilities have been hit, follow the site ERP's notification protocols.
- Report all incidents or emergencies to Water Dispatch or Control Room.

Required Documentation and Records

- HEI and CSE permits where applicable
- Archaeological or Contaminated Site permits where applicable
- Ground Disturbance/Excavation Permit
- Approved excavation plan
- One-Call/Locator report
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changed
- Site-specific SOPs
- Site-specific ERPs
- Sign in/out of Daily Contractor Log
- Record of communication of hazards impacting adjacent sites
- Training records/proof of competence (mobile equipment, safe excavation, trenching and shoring, CSTS)

Fall Protection

EPCOR Requirements

Fundamentals *(including but not limited to)*

- A fall protection plan, including a rescue plan, is required for workers where:
 - A worker may fall three meters or more and is not protected from falling by a guardrail,
 - A vertical distance of less than 3 metres if there is an unusual possibility of falling into or onto a hazardous substance or object, or through an opening in a work surface.
- Fall protection plan must meet jurisdictional regulatory requirements.
- Workers shall ensure 100% tie off including the use of double lanyards when required.
- Openings that create a falling hazard must have a temporary cover with warning signs or guardrails and toe boards installed by the contractor before the opening is created. Similarly, where open trench work is conducted guardrails or barricades shall be erected and maintained as required.
- The fall protection system shall be used in accordance with the manufacturer's instructions and shall be attached to an anchor point which complies with the jurisdictional legislative requirements for anchor points.
- Any contractor who performs requiring fall protection must have applicable accredited fall protection training that jurisdictional regulatory requirements and EPCOR standards.

Life Saving Rule?

YES



Applicable Legal and Other Requirements

EPCOR Documents

- MS21-STD-RD1 EPCOR HSE Requirements
- Relevant site-specific procedures
- Equipment manufacturer's instructions
- Equipment specification standards (CSA and ANSI)

Provincial Codes & Standards

- Alberta OH&S Code 2009 Code - Part 9 (Fall Protection)
- Saskatchewan Occupational Health and Safety Regulations - Part 9 (Safeguards, Storage, Warning Signs and Signals)
- British Columbia Occupational Health and Safety Regulations - Part 11 (Fall Protection)
- Health, Safety and Reclamation Code for Mines in BC –Part 1: Application of the Code and General Rules
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures

- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts

Communication

EPCOR Project Manager/Coordinator Communication

- Discuss location of established and temporary anchor points.
- Communicate if work will deviate from original permit.
- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate promptly if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.
- Check in daily throughout duration of work.

Team Communication

- Discuss identified hazards with involved workers.
- Formally communicate fall protection plan to involved workers.
- Formally communicate rescue and site-specific emergency plans to involved workers.

Control Room/Water Dispatch/Permit Office Communication

- Notify of working at heights work commencement and completion.

Required Documentation and Records

- Fall protection plan
- Rescue plan
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changes
- Record of communication of hazards impacting adjacent sites
- Equipment inspection records
- Equipment certification records
- Training records/proof of competence (including operating an aerial work platform, if required)

Hazard Identification & Control

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Every reasonable effort must be made to utilize the principles of accident and loss prevention in the management of all activities and programs.
- Prior to any job commencing, a written formal hazard identification and risk analysis must be completed by the contractor(s) involved in the project.
- Prior to commencing any job that may pose an environmental risk, a written formal environmental aspect and impact analysis must be completed by the contractor(s) involved in the project.
- If the work site is shared by or is adjacent to another operation or construction work site(s), the hazard assessment must take into account any hazards presented by the activities of the other work site(s) and develop action plans based on these hazards.
- EPCOR may stop work, impose a Safety Stand Down (re-focus) or refuse work site access to contractors or workers, if deemed necessary.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- EPCOR HSE Requirements MS21-STD-RD1 EPCOR HSE Requirements
- EPCOR Health, Safety and Environment Management System MS21-STD1- Contractor Management Standard

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 Part 2, Hazard Assessment, Elimination and Control
- Saskatchewan Occupational Health and Safety Regulations - Part 3 (General Duties)
- British Columbia Worker's Compensation Act - Part 3, Division 3 (General Duties of Employers, Workers and Others)
- British Columbia Occupational Health and Safety Regulations Part 3 (Roles and Responsibilities)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 5: Electrical Power System
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts
- Health, Safety and Reclamation Code for Mines in BC –Part 8: Explosives
- Health, Safety and Reclamation Code for Mines in BC –Part 9: Mineral Exploration
- Health, Safety and Reclamation Code for Mines in BC –Part 10: Reclamation and Closure

Communication

EPCOR Project Manager/Coordinator Communication

- Discuss relevant hazard registries/environmental impacts.
- Communicate promptly if scope of work or site hazards change.
- Inform if work will impact adjacent areas/work activities.

- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.

Team Communication

- Conduct tailgate talks about identified hazards and potential environmental impacts.
- Communicate any additionally identified hazards at safety meetings.
- Communicate any contract and site hazards with personnel on adjacent areas/buildings.

Control Room/Water Dispatch/Permit Office Communication

- NA

Required Documentation and Records

- Kick Off Meeting Minutes, including confirmation of EPCOR hazard registry review
- Contract-level risk assessment (overall project)
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changes
- Record of communication of hazards impacting adjacent sites
- Minutes of communication with EPCOR Project Manager regarding site hazards
- Minutes of communication with employees regarding hazards and controls

Hazardous Energy Isolation (HEI)

(Lockout-Tagout/LOTO)

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Contractor shall ensure hazardous energy isolations are executed per local OH&S regulatory requirements.
- An EPCOR permit is required when work involves EPCOR sites and equipment, materials, and processes.
- All other hazardous energy isolation work must be done under contractor's permit requirements.
- All procedures must be followed based on permit requirements.
- Engineering approval is required for variation on double block and bleed or blanking and blinding requirements on all EPCOR sites.
- Any contractor who performs hazardous energy isolation on EPCOR equipment or materials must have EPCOR HEI training.

Life Saving Rule?

YES



Applicable Legal and Other Requirements EPCOR Documents

- EPCOR HSE Requirements MS21-STD-RD1 EPCOR HSE Requirements
- Relevant Site Specific HEI Permit procedures

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 - Part 15
- Saskatchewan Occupational Health and Safety Regulations - Part 5 (Machine Safety)
- British Columbia Occupational Health and Safety Regulations – Part 10 (De-energization and Lockout)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures

Communication

EPCOR Project Manager/Coordinator Communication

- Coordinate onset of isolation with Project Manager/Coordinator on EPCOR sites (who will notify HEI Coordinator of scope and need of isolation).
- Communicate if work will deviate from original permit.
- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate promptly if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.

- Check in daily throughout duration of work.
- Notify Project Manager/Coordinator of completion of permit.

Team Communication

- Communicate the need and purpose for HEI.
- Formally share rescue and site-specific procedures with everyone involved.
- Clarify roles and responsibilities.

Control Room/Water Dispatch/Permit Office Communication

- Communicate any concerns or questions before, during or after work to the HEI Coordinator.
- Verify areas where double block and bleed is not possible with HEI Coordinator when working on EPCOR sites to get engineering approval.
- If scope is expanded, communicate with HEI Coordinator.
- If a temporary lift is required, coordinate with HEI Coordinator.
- Sign Daily Contractor Log at Control Room.
- Minimum daily check-in with HEI Coordinator when things are going according to plan.
- When HEI Coordinator is not available, contact the Charge Operator for coordination.

Required Documentation and Records

- Completed and signed HEI permits
- Transmission Main Shutdown permit
- HEI Hazard Assessment
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions change
- Pre-job meeting minutes
- EWTP-RD-Daily Contractor Log
- HEI Training Records Log
- Record of communication of hazards impacting adjacent sites
- Engineering approval document for variation on double block and bleed or blanking and blinding requirements on EPCOR sites
- Training records/proof of competence, including respirator fit test card (if applicable)

Hot Work

(Hot work is any process that can be a source of ignition when flammable material is present. The most common hot work processes are welding, soldering, grinding cutting and brazing.)

EPCOR Requirements

Fundamentals *(including but not limited to)*

- All hot work to be done in accordance with legislated and fire insurance requirements in the jurisdiction.
- All hot work must be done in accordance with EPCOR Hot Work permitting requirements or assigned contractor requirements. Hot work permits and quality assurance procedures may be required at some work sites.
- In the event of a site alarm emergency or site evacuation, all permits are cancelled and must be reissued.
- Determine whether there is an alternative to the hot work.
- Workers shall use work practices that prevent fires and injury to themselves and other workers at the work site.
- Contractors must be aware of critical areas as identified by EPCOR.
- Workers shall be equipped with PPE that will prevent burn injuries.
- Fire blankets and barriers shall be used to protect other workers and control fire hazards.
- Assign fire watch duty as applicable for the hot work area and conditions. Fire watch duty must comply with permit requirements.
- Assume any alarm is a real alarm and evacuate accordingly.
- Workers must be trained in Hot Work Permit procedures.
- Fire extinguisher training is required for people involved in hot work.

Life Saving Rule?

NO

Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD1-RD1-EPCOR HSE Requirements
- Hot Work permit
- Appropriate site specific Hot Work Permit procedure

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code - Part 10 (Fire and Explosion Hazards)
- Saskatchewan Occupational Health and Safety Regulations - Part 25 (Fire and Explosion Hazards)
- British Columbia Occupational Health and Safety Regulations - Part 12 (Tools, Machinery and Equipment - Welding, Cutting and Allied Processes)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment

Communication

EPCOR Project Manager/Coordinator Communication

- Communicate what permit requirements are in the area.
- Communicate if work will deviate from original permit.
- Discuss relevant hazard registries/environmental impacts.

- Communicate promptly if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.
- Check in daily throughout duration of work.

Team Communication

- Communicate permit requirements with all personnel involved.
- Reinforce the terms of the permit.
- Communicate critical areas to all personnel.

Control Room/Water Dispatch/Permit Office Communication

- Inform of permit arrangements and confirm controls.
- Notify of commencement and completion of work.

Required Documentation and Records

- Signed Hot Work permits, including sign off of final inspection
- Fire Watch sign off
- Toolbox talks/meeting minutes of permit requirements
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions or work scope changes
- Record of communication of hazards impacting adjacent sites
- Training records/proof of competence, including respirator fit test card (if applicable)

Incident and Near Miss Reporting

EPCOR Requirements

Fundamentals *(including but not limited to)*

- OHS and Environmental Regulatory notification shall be completed in accordance with applicable federal, provincial or municipal reporting guidelines.
- The contractor shall maintain an incident management system that complies with EPCOR standards, procedures, and the applicable legislation in the jurisdiction in which the work is being performed.
- If required, the contractor is responsible for complying with EPCOR's Alcohol and Drug testing and investigation protocols.
- EPCOR must be notified within 30 minutes from the time of an incident by voice or e-mail. This includes personal injury, property damage, equipment damage, powerline contact, near-miss, and environmental incidents.
- Contractors must provide incident scene management for situations occurring within their contractual requirements.
- Contractors shall lead their incident investigations and submit preliminary incident reports to EPCOR within 24-hours identifying any lost time, modified or restricted work, medical aid, first aid, property/equipment damage, or near-miss incidents.
- When required, detailed incident investigations shall be completed within seven days.
- Where required, the contractor will provide EPCOR with a monthly report to be used to develop HSE related statistics.
- Where required, the contractor shall collect and maintain records on the leading indicator performance. The development of leading indicators shall be determined by EPCOR and the contractor based on the hazard identification/risk analysis performed for the project.
- The contractor must ensure that all work site supervisory staff has been provided with the training required for implementing incident scene management and reporting.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD1-Contractor Management
- MS21-STD1-RD1-EPCOR HSE Requirements

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 - Part 2 Hazard Assessment, Elimination and Control, Part 11 (First Aid Requirements), Part 27 (Violence), Part 33 (Explosives)
- Saskatchewan Occupational Health and Safety Regulations - Part 2 (Notice Requirements), Part 3 (General Duties), Part 11 (Chemical and Biological Substances,
- British Columbia Occupational Health and Safety Regulations – Part 3 (Rights and Responsibilities)
- Health, Safety and Reclamation Code for Mines in BC –Part 8: Explosives
- Health, Safety and Reclamation Code for Mines in BC –Part 1: Application of the Code and General Rules

Communication

EPCOR Project Manager/Coordinator Communication

- Provide incident and near miss reports to EPCOR Project Manager.
- Provide monthly statistical reports to EPCOR Water Health and Safety department.

Team Communication

- Communicate need to report incidents and near misses.
- Conduct team talks to share associated corrective actions/controls.

Control Room/Water Dispatch/Permit Office Communication

- Notify Control Room/Water Dispatch of any serious incidents occurred causing process upsets or requiring medical or emergency response.

Required Documentation and Records

Permits & Records

- Incident investigation reports
- Incident and near miss reporting records
- Incident investigation training records

Ladders/Scaffolds/Scissor Lifts/Platforms

EPCOR Requirements

Fundamentals *(including but not limited to)*

- The contractor shall ensure that all scaffold erection is in compliance with the applicable legislation in the jurisdiction in which the work is being performed.
- All scaffolding shall be properly tagged and certified for use in accordance with legislative requirements.
- All portable ladders shall be in good repair, and used in accordance with the OHS requirements of the jurisdiction in which the work is being performed and Canadian Standards Association (CSA) Standards.
- Ladders/scaffolds/scissor lifts/platforms must be used according to manufacturer's instructions.
- Ladders must be tied off at the top and secured at the bottom unless held in position by a second worker.
- Workers shall not perform work from either of the top two rungs or steps of a ladder.
- Extension ladders shall extend a minimum of three rungs (or one meter) beyond the platform, deck, roof line, etc.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- Site specific procedures

Provincial Codes & Standards

- Applicable CSA standards as per local legal requirements
- Alberta Occupational Health and Safety Code 2009 - Part 8 Entrances, Walkways, Stairways and Ladders, Part 23 - Scaffolds and Temporary Work Platforms
- Saskatchewan Occupational Health and Safety Regulations - Part 16 - Entrances, Exits and Ladders, Part 12 - Scaffolds, Aerial Devices, Elevating Work Platforms and Temporary Supporting Structures
- British Columbia Occupational Health and Safety Regulations - Part 13 (Ladders, Scaffolds and Temporary Work Platforms)
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts

Communication

EPCOR Project Manager/Coordinator Communication

- Discuss relevant hazard registries/environmental impacts before work starts.
- Communicate if scope of work or site hazards change.
- Communicate if work will deviate from original permit.
- Inform if work will impact adjacent areas/work activities.
- Check in daily throughout duration of work.
- Communicate if scaffolding will be used as an engineered lifting point

Team Communication

- Communicate identified hazards and equipment concerns.
- Communicate safe work procedures (specific to site).

- Share manufacturer's equipment specifications for use.

Control Room/Water Dispatch/Permit Office Communication

- Notify Control Room/Water Dispatch of type of work and starting time (daily log).

Required Documentation and Records

- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changes
- Equipment maintenance logs and inspection schedules
- Completed equipment inspection sheets
- Manufacturer's specifications for use
- Equipment Certificates (engineering sign-off) where applicable
- Training records/proof of competence (safe ladder use and equipment operation)

Occupational Hygiene & WHMIS

EPCOR Requirements

Fundamentals *(including but not limited to)*

- The contractor shall ensure that all controlled products brought onto the work site are stored, used, and handled in accordance with manufacturer's recommendations and WHMIS requirements.
- All controlled products present at the work site must be identified with either WHMIS approved supplier or work site labels.
 - All controlled products brought onto the work site must have their Safety Data Sheets (SDS) on site and accessible by workers, with copies provided to the EPCOR Project Manager.
- Hazards associated with the use of any flammable substance must be evaluated and controlled.
- Flammable substances and rags contaminated with flammable substances must be stored appropriately.
- Compressed gas cylinders must be used, handled, stored, and disposed of in accordance with local legislation.
- Occupational hygiene control measures for chemical and biological hazards must comply with the applicable legislation in the jurisdiction in which the work is being performed.
- Any potential exposure to chemical, biological, radiation, and noise hazards must be adequately controlled to protect the health and safety of workers.
- Control plans for hazards must include hazard assessment, education, safe work practices, PPE, clean up, decontamination, and disposal as required.
- Contractors will provide adequate spill containment and clean up kits.
- Quantitative monitoring methods for hazards must be done where necessary, with corrective action taken as required.
- The potential for the following occupational hygiene hazards exists at EPCOR Water locations:
 - Asbestos;
 - Silica;
 - Hydrogen Sulfide;
 - Ozone;
 - Water treatment chemicals/by-products (ammonia, acids, caustics, sulfur dioxide);
 - Biohazards; and
 - Noise.

Asbestos

- Asbestos can be present in building materials at many EPCOR Water sites. The fibres are hazardous when inhaled and they can be found in products from flooring, walls, ceiling, exteriors and insulations.
- EPCOR has completed asbestos surveys for Edmonton WTPs, WWTPs, reservoirs, and some Southern Alberta sites; the results for each site are kept in inventory logs.
- Any disturbance of asbestos-containing materials or working in proximity to asbestos will require appropriate safe work procedures.

References:

- EPCOR Asbestos Management Standard MS20-STD
- Site Specific Asbestos Management procedures

Crystalline Silica

- Tasks involving sanding, drilling, chipping, grinding, cutting, sawing, and sweeping of concrete products, conducted without the use of dust controls have the potential to expose workers to airborne concentrations or respirable crystalline silica above occupational exposure limits.
- Crystalline silica dust particles can be inhaled and deposited in lungs and cause respiratory illnesses, the most common being silicosis. Crystalline silica is also a suspected carcinogen and health hazards are dependent on many factors including particle size, exposure duration, concentration, and individual susceptibility.
- Effective control options should be used to eliminate or reduce the risk to workers from silica dust exposure.

References:

- EPCOR Water Silica Procedure
- EPCOR Silica Awareness Bulletin

Hydrogen Sulfide

- Hydrogen Sulfide (H₂S) exposure potential exists mainly in WWTP operations and can be caused by biogas or specific sludge releases through valve, piping, tanks, or equipment leaks. Sludge accumulations in tanks or clarifiers in WTP operations may also cause H₂S gas.
- H₂S is a highly toxic, colourless, and poisonous flammable gas with a strong smell of rotten eggs.
- H₂S can be detected by smell at concentrations below 1 ppm. However, because H₂S can fatigue the sense of smell at 50 ppm relying solely on odour is not recommended.
- Workers can be exposed through inhalation and the gas is absorbed by the lungs.
- Identification of H₂S potential in work areas will require the use of exposure control options which could include elimination, administrative, and PPE (including respirators and personal monitors).
- Reference site specific H₂S Exposure Control Plans.

References:

- EPCOR Water Hydrogen Sulfide Exposure Control Procedure

Ozone

- Ozone can be present at Rosedale WTP in the Filter Gallery, specifically during periods of filter backwashing in winter months.
- At low concentrations less than 1 ppm ozone primarily acts as an irritant to the eyes, upper respiratory tract and lungs.
- Ozone alarm beacons in the Filter Gallery are activated at low and high levels of 0.1 ppm and 0.3 ppm and this information is posted on signage at the entry doors.
- Contact operations or safety advisors if there is concern regarding ozone levels in the area.

Corrosive and Toxic Chemicals

- Corrosive chemicals such as caustic soda, hydrofluorosilicic acid, citric acid, hydrochloric acid and sulfuric acid can all be used in the water treatment process and stored and distributed from chemical rooms on site.
- These chemicals can damage skin, eyes and respiratory tract tissues through direct contact or inhalation of mists or fumes.
- Work activities in areas with corrosive chemicals will require a detailed orientation which includes PPE and any gas detection requirements.

Biohazards

- Exposure to biological hazards exists in wastewater and water treatment plants.

- Refer to site specific control requirements.

References:

- Risk Assessment and Management of Wastewater, Current and Emerging Biological Hazards (PF14-153).

Noise

- Noise levels exceeding 85 dBA exist in many operating areas of the WTP and WWTPs.
- Areas with elevated noise levels requiring hearing protection are identified through warning signage.
- The EPCOR MS20-STD6-Hearing Conservation Program provides additional information regarding exposure assessments and control measures.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- EPCOR Health, Safety and Environment Management System MS21-STD1-Contractor Management Standard
- EPCOR Health, Safety and Environment Management System MS20-STD8-Occupational Health Management Program

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 - Part 4 (Chemical Hazards, Biological Hazards and Harmful Substances)
- Alberta Occupational Health and Safety Code 2009 - Part 16 (Noise Exposure)
- Saskatchewan Occupational Health and Safety Regulations - Part 8 (Noise Control and Hearing Conservation)
- Saskatchewan Occupational Health and Safety Regulations - Part 11 (Chemical and Biological Substances)
- Saskatchewan Occupational Health and Safety Regulations - Part 12 (Controlled Products – Workplace Hazardous Materials Information System)
- Saskatchewan Occupational Health and Safety Regulations - Part 13 (Asbestos)
- Saskatchewan Occupational Health and Safety Regulations - Part 14 (Silica Processes and Abrasive Blasting)
- British Columbia Occupational Health and Safety Regulations - Part 5 (Chemical Agents and Biological Agents)
- British Columbia Occupational Health and Safety Regulations - Part 6 (Substance Specific Requirements)
- British Columbia Occupational Health and Safety Regulations - Part 7 (Noise, Vibration, Radiation and Temperature)
- Health, Safety and Reclamation Code for Mines in BC –Part 2: Occupational Health
- Where there are no established OELs for used chemicals, the ACGIH (American Conference of Governmental Industrial Hygienists) TLVs should be complied with.

Communication

EPCOR Project Manager/Coordinator Communication

- Discuss relevant hazard registries/environmental impacts.
- Notify of any suspicious asbestos-containing materials, verify in consultation with EPCOR's hygienist before continuing with work.
- Notify of incidents as a result of exposure to asbestos, silica, or over exposure to other chemical or biological agents.

- Communicate if scope of work or site hazards change.
- Inform if work will impact adjacent areas/work activities.

Team Communication

- Communicate identified chemical and biological hazards to workers.
- Communicate safe work procedures (specific to site).

Control Room/Water Dispatch/Permit Office Communication

- Notify Control Room/Water Dispatch of incidents involving chemicals.

Required Documentation and Records

- Occupational Hygiene reports (where applicable)
- Hygiene equipment certification and calibration certificates
- Respirator and Fit Testing training records (where applicable)
- Applicable SDS for site
- WHMIS training records

Personal Protective Equipment (PPE)

EPCOR Requirements

Fundamentals *(including but not limited to)*

- In general, side-impact hard hats, safety glasses with side shields, CSA approved footwear, and high visibility vests are mandatory on all EPCOR sites.
- Use proper PPE in accordance with the safe work plan, permit and/or site requirements and task being performed (for example, anti-fog safety glasses, if required).
- Contractors must ensure that their workers and all subcontracted workers use the appropriate PPE and are trained in its use, care, and limitations, in order to control or minimize hazards that cannot be controlled by elimination, engineering or administrative practices.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 – Part 18 (Personal Protective Equipment)
- Saskatchewan Occupational Health and Safety Regulations - Part 7 (Personal Protective Equipment)
- British Columbia Occupational Health and Safety Regulations – Part 8 (Personal Protective Clothing and Equipment)
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Health, Safety and Reclamation Code for Mines in BC –Part 7: Hoists and Shafts
- Health, Safety and Reclamation Code for Mines in BC –Part 9: Mineral Exploration
- Health, Safety and Reclamation Code for Mines in BC –Part 1: Application of the Code and General Rules
- Health, Safety and Reclamation Code for Mines in BC –Part 2: Occupational Health
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness
- CSA Standard CAN/CSA-Z94.1-05, Industrial Protective Headwear, or
- ANSI Standard Z89.1-2003, American National Standard for Industrial Head Protection
- CSA Standard Z94.3-07, Eye and Face Protectors
- ANSI Standard Z87.1-2003, Occupational and Educational Personal Eye and Face Protection Devices
- ASTM Standard D120–09 Standard Specification for Rubber Insulating Gloves
- ASTM Standard F496 – 08 Standard Specification for In-Service Care of Insulating Gloves and Sleeves
- CSA Standard Z195-02 Protective Footwear, or
- ASTM Standard F2413-05 Specification for Performance Requirements for Protective Footwear
- CSA Standard Z94.2-02 Hearing Protection Devices – Performance, Selection, Care and Use
- CSA Standard CSA Z96-09 High Visibility Safety Apparel
- ASTM Standard F1506 Specification for Flame-Resistant Textile Materials for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electrical Arc and Related Thermal Hazards
- ASTM Standard F2302 Standard Performance Specification for Labeling Protective

- Clothing as Heat and Flame-Resistant
- Canadian General Standards Board (CGSB) Standard CAN/CGSB 155.20, Workwear for Protection against Hydrocarbon Flash Fire
 - CSA Standard Z96 High-visibility safety apparel
 - CSA Standard Z94.4-02, Selection, Use and Care of Respirators

Communication

EPCOR Project Manager/Coordinator Communication

- Notify of hazard registries for type of work being done to ensure appropriate PPE is selected and made available.
- If unclear, unusual, or unexpected situation arises, do not proceed with job and verify that the correct type of PPE is used.

Team Communication

- Communicate the hazards and associated PPE requirements for the area work will be taking place.
- Communicate the health hazards associated with exposure to relevant chemicals.

Control Room/Water Dispatch/Permit Office Communication

- NA

Required Documentation and Records

- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changes
- PPE inspection schedules
- Manufacturer's specifications for use
- Training records (in the use and care or relevant PPE)
- Fit testing records – where applicable

Utility Strikes: Requirements When Working Around High Voltage Equipment & Underground Utilities

(To be read in conjunction with Excavation requirements)

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Follow all applicable procedures for the Pipeline Act, Electrical Utilities Act, Alberta Electrical Utility code – or the similar legislative scheme for the province in which the work is taking place – and other applicable legislation.
- The contractor shall ensure that all underground utilities are located in accordance with the applicable legislation in the jurisdiction in which the work is being performed.
- The contractor shall ensure that the safe limits of approach as outlined in legislation for workers and equipment are maintained at all times.
- The contractor shall ensure that workers are made aware of the location of overhead and/or underground utilities and that the dangers of contacting these utilities are communicated to all workers.
- When it is necessary for equipment to move underneath overhead power lines, the contractor shall ensure that the equipment is moved in a configuration which would prevent contact with the overhead lines.
- Spotters will be used if there are overhead powerlines in or near the work zone.
- Signs warning of the danger of overhead power lines shall be erected below the lines when travel under the lines is required.
- Any facilities within one (1) meter of the outer limits of the proposed excavation must be day- lighted prior to any ground disturbance.
- When in doubt, hand excavate or hydrovac to positively locate and identify any underground facility.
- Once exposed, equipment must operate no closer than 0.3 m (1 ft) of the underground facility.
- A competent person provided by the contractor must be onsite to supervise the excavation at all times.
- A standby person must be stationed on surface to direct operator of excavating equipment or to observe workers required to enter a trench (as per regulations).
- Ensure proper sloping or shoring or approved protective structures.
- Certification of shoring must be obtained by a professional engineer where required.
- Maintain drawings and instructions for installing shoring on site.
- Support of adjacent structures must be certified by professional engineer.
- Clean and shave side walls and slopes of excavation.
- Maintain access and egress routes at all times.
- Perform concrete scans when applicable.
- Ensure locate timeframes are complied with are current.
- Ensure the contractor representative, operator, and spotter have ground disturbance training.

Life Saving Rule?

YES



Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD1-Contractor Management
- Guidelines for working in close proximity to water infrastructure (EPCOR handbook, April 2014)
- ERPs for each site
- Ground Disturbance Permit

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code, Part 32 Excavating and Tunnelling
- Saskatchewan Occupational Health and Safety Regulation, Part 17 – (Excavations, Trenches, Tunnels and Excavated Shafts)
- British Columbia Occupational Health and Safety Regulations – Part 4 (General Conditions)

Communication

EPCOR Project Manager/Coordinator Communication

- Notify of hazard registries for type of work being done.
- Communicate location and situational inconsistencies.
- If unclear, unusual, or unexpected situation arises, do not proceed with job and verify with EPCOR Project Manager.
- Report all utility strikes and provide information for completion of Damage Information Reporting Tool (DIRT) form if applicable.

Team Communication

- Ensure that workers are made aware of the location of overhead and/or underground utilities.
- Communicate the dangers of contacting utilities to all workers.
- Formally share rules and requirements around each utility's identified hazards.

Control Room/Water Dispatch/Permit Office Communication

- Notification of authorities as outlined in the ERPs.

Required Documentation and Records

- Damage Information Reporting Tool (DIRT) form for prime contractors
- Authority notification records
- Current excavation permits

Safe Driving

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Comply with all applicable legislation in the jurisdiction in which the driving takes place.
- Abide by all traffic safety legislation. This includes but is not limited to:
 - Using seat belts,
 - Driving at a speed appropriate for the conditions and within the posted speed limit,
 - Refraining from distracted driving activities such as using electronic devices (the use of hands-free cell phones are not acceptable on site), reading, writing, grooming, etc.,
 - Refraining from driving if you are under the influence of drugs or alcohol, fatigued, or under a great deal of stress,
 - Driving defensively.
- Ensure only competent workers, designated by the contractor, drive vehicles.
- Ensure drivers:
 - Have a valid driver's license appropriate to the type of vehicle being operated,
 - Have an EPCOR driver permit prior to operating an EPCOR owned or leased vehicle.
- Maintain and inspect all vehicles according to the legislative requirements for the jurisdiction in which driving takes place.
- Ensure the vehicle has emergency equipment appropriate for the road and weather conditions.
- Maintain log books for vehicles and update with any noted defects/incidents as required.
- When driving:
 - Perform a pre-trip inspection and conduct a circle check prior to entering your vehicle,
 - Use safe backing techniques, including utilizing a guide when one is available, and
 - Ensure all loads and articles are properly secured.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- MS21-STD-RD1, EPCOR HSE Requirements
- EPCOR Fleet Safety Program, Drivers Manual
- EPCOR Fatigue and Shiftwork Management Standard

Provincial Codes & Standards

- Alberta Traffic Safety Act
- Access to Motor Vehicle Information Regulation – AR 140/2003
- Alberta Transportation Safety Board Appeal Fees Regulation – AR259/2003
- Bill of Lading and Conditions of Carriage Regulation – AR313/2002
- Commercial Vehicle Certificate and Insurance Regulation – AR314/2002
- Commercial Vehicle Dimension and Weight Regulation – AR315/2002
- Commercial Vehicle Safety Regulation – AR121/2009
- Commercial Vehicle Dimension and Weight Regulation -AR315/
- Demerit Point Program and Service of Documents Regulation - AR 331/2002
- Distracted Driving Regulation - AR113/2011
- Driver Training and Driver Examination Regulation - AR316/2002
- Drivers' Hours of Service Regulation AR314/2002
- Off-highway Vehicle Operator Licensing and Vehicle Control Regulation –AR319/2002 –
- Operator Licensing and Vehicle Control Regulation – AR320/2002
- Service Restriction Regulation – AR321/2002
- Traffic Control Device Regulation – AR254/2002

- Use of Highway and Rules of the Road Regulation – AR304/2002
- Vehicle Equipment Regulation – AR122/2009
- Vehicle Seizure and Removal Regulation – AR251/2006
- Vehicle Inspection Regulation – AR211/2006
- British Columbia Motor Vehicle Act 26/58
- Health, Safety and Reclamation Code for Mines in BC –Part 4: Building Machinery and Equipment
- Health, Safety and Reclamation Code for Mines in BC –Part 6: Mine Design and Procedures
- Saskatchewan Traffic Safety Act T-18.1

Communication

EPCOR Project Manager/Coordinator Communication

- Discuss relevant hazard registries/environmental impacts before work starts.

Team Communication

- Communicate identified hazards and vehicle maintenance concerns.

Control Room/Water Dispatch/Permit Office Communication

- Notify Control Room/Water Dispatch of incidents involving EPCOR vehicles or driving related incidents.

Required Documentation and Records

- Drivers licenses
- Drivers abstracts
- EPCOR drivers permit (if using an EPCOR vehicle)
- Pre-Trip inspection sheets
- Vehicle logbooks, maintenance records
- Defensive driving training records

Working Alone

EPCOR Requirements

Fundamentals *(including but not limited to)*

- An employee is considered to be working alone when both of the following two conditions are met:
 - ✓ A worker is working by himself or herself, and
 - ✓ Assistance is not readily available to the worker if there is an emergency or the worker is injured or ill.
- The contractor shall conduct a hazard assessment for each instance where a working alone situation occurs.
- The contractor shall develop and follow appropriate measures, based on the hazard assessment, to monitor and ensure the health and safety of workers in accordance with applicable legislation.
- The contractor shall establish emergency response procedures.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- EPCOR MS21-STD-RD1-EPCOR HSE Requirements
- MS11-PRO1.3-Working Alone

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 - Part 28 (Working Alone)
- Saskatchewan Occupational Health and Safety Regulations - Part 3 (General Duties)
- British Columbia Occupational Health and Safety Regulations – Part 4 (General Conditions)
- Health, Safety and Reclamation Code for Mines in BC –Part 3: Personal Safety and Emergency Preparedness

Communication

EPCOR Project Manager/Coordinator Communication

- Identify working alone situations in hazard assessment for contractual work.
- Communicate if scope of work or site hazards change.
- Clarify roles and responsibilities prior to work - especially when multiple contractors are on site - both at pre-job meeting and during day-to-day project meetings.

Team Communication

- Prior to working alone, discuss communication plan with all workers.
- Review working alone procedures.
- Conduct tailgate talks on working alone.
- Clarify roles and responsibilities – especially when multiple contractors are involved.

Control Room/Water Dispatch/Permit Office Communication

- Sign in at Control Room.

Required Documentation and Records

- Emergency Response procedures
- Completed Field Level Hazard Assessment (FLHA)
- Updated FLHA if conditions changes
- EPCOR Daily Contractor Log sign in

- Records of contact
- Tailgate meeting minutes

Workplace Violence and Respectful Conduct

EPCOR Requirements

Fundamentals *(including but not limited to)*

- Canadian standards must be followed.
- EPCOR has zero tolerance for violence, bullying and harassment involving EPCOR personnel. Non-compliance will be thoroughly investigated and be subject to EPCOR's disciplinary processes, up to and including removal from further work on EPCOR projects.
- Incidents involving all types of violence must be reported to the EPCOR Project Manager who will track in ESS.
- The contractor shall ensure that an adequate violence in the work place policy/procedure is in place to comply with applicable legislation. The policy shall cover, but not be limited to:
 - Harassment,
 - Threats and threatening behaviour,
 - Physical or mental abuse,
 - Investigation of suspected violence in the work place,
 - Disciplinary policy for violence in the work place.

Life Saving Rule?

No

Applicable Legal and Other Requirements EPCOR Documents

- EPCOR Respectful Workplace Policy (DOC# 0001-2014)
- Site Specific Workplace Violence ERP

Provincial Codes & Standards

- Alberta Occupational Health and Safety Code 2009 - Part 27 (Violence)
- Saskatchewan Occupational Health and Safety Regulations - Part 3 (General Duties)
- British Columbia Occupational Health and Safety Regulations – Part 4 (General Conditions)

Communication

EPCOR Project Manager/Coordinator Communication

- Identify potential workplace violence situations in hazard assessment for contractual work.
- Notify of violent behavior incidents.

Team Communication

- Review communication plans with all workers.
- Review dealing with violent situations procedures.
- Undertake tailgate talks with workers.

Control Room/Water Dispatch/Permit Office Communication

- NA

Required Documentation and Records

- Emergency Response procedures
- Tailgate meeting minutes
- Dealing with potentially violent situations (aggressive people)

Contact List

- Emergency Response Department: 911 (verify that 911 service is available in your area before work commences and if not, have the correct number available)
- EPCOR Corporate Security Pager: (780) 491-9921 (Emergency)
- EPCOR Health and Safety Advisor (24 hours): (780) 289-5610

Site Safety Advisors

- Contractor Safety Advisor: (780) 412-3150 (office), (780) 720-3059
- Rosedale & E.L. Smith WTP: (780) 412-3073(office),(780) 446-1365
- Gold Bar: (780) 969-8490(office), (780) 777-4992
- McCauley/Montrose: (780) 412-7692(office), (780) 999-5787
- Watermark Building (facility): (780) 412-3073(office),(780) 446-1365
- Watermark Building (operational activities): (780) 412-7692(office), (780) 999-5787
- Fort McMurray & Regina: (780) 793-5509(office), (780) 215-0344
- Southern Alberta: (403) 717-8184(office), (403) 669-1183

Site Managers (Regional Areas)

- Fort McMurray: (780) 793-5502 (office), (780) 881-9276 (cell)
- Red Deer Count: (403) 350-2161 (office), (403) 350-5067 (cell): (403) 588-2753
- Strathmore/Chestermere: (403) 934-9440/(403) 207-4503 (office), (403) 899-6341 (cell)
- Okotoks: (403) 938-1230 (office), (403) 803-1998 (cell)
- Taber: (403) 223-3860 (office), (403) 634-2460 (cell)
- Kananaskis: (403) 591-7621 (office), (403) 996-0550 (cell)
- Canmore: (403) 609-4794 (office)
- Regina: (306) 337-7211
- BC: (250) 951-2460

Control Rooms/Security Control Rooms

- McCauley Water Trouble: (780) 412-6800
- Rosedale Control Room: (780) 412-7638
- E.L. Smith Control Room: (780) 412-7860
- Gold Bar Control Room: (780) 969-8488 or (780) 969-8489
- Regina Control Room: (306) 337-7200/7202 (After-hours will transfer to On-Call Operator)
- Teck Control Room: (250) 425-6175
- Suncor South Control Room: (780) 598-6073 (780) 742-5874
- Evan Thomas/Kananaskis Control Room: (403) 591-7621

Guardhouse/Security

- Rosedale Guardhouse: (780) 412-7665
- E.L. Smith Guardhouse: (780) 412-7853
- Gold Bar Security – West Gate: (780) 969-8437
- Gold Bar Security – East Gate: (780) 224-3789
- Teck Security/Guardhouse: (250) 425-3115
- Suncor South Guardhouse: (780) 790-7001

HEI/Permit Office

- Rossdale HEI/Permit Office: (780) 412-7681
- EL Smith HEI/Permit Office: (780) 412-7851
- Teck HEI/Permit Office: (250) 425-6176
- Suncor South HEI/Permit Office: (780) 598-6073 or 780-742-5874

Other

- Regina Admin: (306) 337-7217
- Okotoks Main Line: (403) 938-1230, ext 3 or 4