

OWNER HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS FOR CONTRACTORS

DEVELOPMENT SITES

1. **Purpose.** This document outlines the Owner's Health, Safety and Environmental requirements (The Requirements") associated with the Work that the Contractor is required to follow.
2. **Health Safety Environment (HSE) Site Planning.** During the period between contract award and the start of Work at the Site, the Contractor shall meet with an Owner representative to review these Requirements and the required documents.

No Work shall commence at the Site until the Owner had confirmed the planning requirements as described in these Requirements have been satisfied by the Contractor.

The Owner may make recommendations for improvements to any of the documents set out in these Requirements. The Contractor shall cooperate with the Owner in connection to those recommendations and shall support the Owner's desire to positively influence HSE performance.

Any review comments or recommendations by the Owner related to any documents set out in these Requirements will not relieve the Contractor of full and complete responsibility and liability for HSE compliance associated with the Work.

3. **General Planning.** In addition to observing, abiding and complying with all jurisdictional regulations applicable to the Work identified in the contract, the Contractor shall:
 - a. Ensure all workers including Subcontractors attend Owner's Site-specific orientations if working at any Owner Site;
 - b. Ensure both the Contractor's and Subcontractor's personnel comply with the Site-specific PPE requirements, operating procedures, processes and Work practices governing the environment, health, safety, security, protection of the public, and the Work on the Site;
 - c. Participate in Owner's safety kick-off meeting;
 - d. Conduct a formal documented safety kick-off meeting with Subcontractors and any other appropriate parties as applicable prior to starting Work;
 - e. Utilize a root cause analysis process acceptable to the Owner;
 - f. Verify Contractor personnel and their Subcontractors are fit for Work relative to medical and physical considerations;
 - g. If applicable, have a plan in place to address integration of any non-English speaking workers at the Site;
 - h. Ensure Subcontractors meet the requirements in this document;
 - i. As required by applicable laws, provide a trained and competent safety representative of designated worker to participate in the joint health and safety committee.
4. **Pre-Mobilization Requirements.** The Contractor shall complete prior to the date of Work and provide to the Owner for review upon request:
 - a. Job Hazard Assessments;
 - b. A Spill Prevention and Contingency Plan for the Site (if applicable);
 - c. A Waste Management Plan for the Work Site (if applicable);

5. **Hazard Recognition, Assessment and Control.** The Contractor and Subcontractors shall use structured and documented processes to identify, assess and control potential hazards. This process shall include:
 - a. **Job Hazard Assessments**
 - i. The Work to be performed
 - ii. Steps associated with performing the Work
 - iii. Hazards associated with each step
 - iv. Means to eliminate or control all hazards
 - b. **Field Level Hazard Assessments**
 - i. The Contractor and Subcontractors shall require workers to complete a field level hazard assessment prior to starting Work each day
 - ii. The Contractor shall monitor its field Work to ensure hazard control procedures and execution are effective and all hazards remain under control. The Contractor shall stop work immediately where hazardous conditions cannot be adequately controlled.
6. **Right to Stop Unsafe Work.** Any Worker, whether in the employ of the Owner, the Contractor, or any Subcontractor, shall have the right to stop all work for unacceptable health, safety, or environmental risk. Work stoppage is considered a near miss incident and shall be investigated, documented and reported to the Owner.
7. **Alcohol and Drug Policy.** The Contractor shall have an Alcohol and Drug Policy that meets or exceeds the requirements set out in the Owner's requirements set out in the Owner's Alcohol and Drug Policy for Contractors. To the extent that the Contractor's Alcohol and Drug Policy does not meet or exceed the requirements set out in the Owner's Alcohol and Drug Policy for Contractors, the requirements set out in the Owner's Alcohol and Drug Policy shall be met unless the Owner and the Contractor have agreed to modifications to the Contractor's Alcohol and Drug Policy in which case such modifications shall apply.
8. **Fit for Duty.** The Contractor shall verify all Subcontractor personnel are fit for duty relative to medical and physical considerations.
9. **Evaluation and Selection of Subcontractors.** The Contractor is responsible for the health and safety performance of its Subcontractors and shall:
 - a. Evaluate the safety performance of Subcontractors by using a formal, documented process;
 - b. Prior to and Subcontractor starting Work, the Contractor shall provide completed Subcontractor HSE related prequalification documentation to the Owner for review, if requested.
10. **Incident Management.** The Contractor and its Subcontractors shall have a formal incident management program and shall:
 - a. Report all environment, health and safety incidents and near misses in accordance with regulatory requirements and Owner requirements;
 - b. Fully investigate all incidents, including near miss incidents to identify root causes and corrective measure to prevent reoccurrence;
 - c. At the Owner's request, present incident investigation findings to the Owner's Site management. The Owner may require or make recommendations for improvements to

these investigations. The Contractor shall cooperate with the Owner in regard to the recommendations to ensure investigations identify root causes and have corrective actions that will help prevent reoccurrence;

- d. At the commencement of the investigation, the Owner is to be notified and the Contractor and/or Subcontractor, as applicable, will provide notice of any meetings, interview or any other elements of the incident investigation;
- e. As its sole discretion, the Owner reserves the right to participate directly in any aspect of the incident investigation, including review and finalization of the incident report.
- f. Provide qualified senior management, line management and safety representatives to oversee and participate in incident investigations;
- g. Provide injured parties with adequate medical care and shall perform the appropriate level of case management.

11. **Incident Reporting Timelines.** The Contractor shall provide the Owner with the following:

- a. Immediate verbal notification for all incidents and near misses, unless impracticable in which case as soon as practicable;
- b. A preliminary written notification and preliminary incident report within twenty-four (24) hours of an incident; and
- c. A detailed final incident report or investigation status update in writing within forty-eight (48) hours of the incident stating when the report will be completed.

12. **Incident Investigations.** The Contractor shall investigate the following incident types:

- a. **First Aid:** Injury requiring medical attention administered immediately after the injury occurs and at the Work Site (short term treatment).
- b. **Recordable Injury/Illness:** Incident requiring medical treatment beyond First Aid (hospital treatment).
- c. **Restricted Work:** Any Work-related injury or illness that prevents a worker from performing the routine functions of their regularly scheduled job on any subsequent regularly scheduled work day.
- d. **Lost Time Injury:** Any work-related injury or illness that renders the injured person temporarily unable to perform any regular job or restricted Work activity on any normally scheduled workday after the day on which the injury occurred.
- e. **High-Potential Near Miss:** An event in which under slightly different circumstances could have resulted in a fatality, significant injury, significant damage, or significant production loss.

13. **Measurement and Reporting of Performance.** The Contractor shall submit monthly HSE reporting to the Owner within 4 business days of the end of a month.

The Contractor may report Contractor and Subcontractor data as a single report but it must clearly describe Contractor and Subcontractor information.

The Contractor shall be responsible for tracking and reporting the following metrics as a minimum:

- a. Total Recordable Injury Frequency for the project;
- b. DART (Days Away, Restricted or Transfer) UNITED STATES ONLY;
- c. Hours worked for the Contractor and each Subcontractor.

- d. **Leading Indicators:**
 - i. Number of inspections performed with corrective actions;
 - ii. Number of field level hazard assessments completed;
 - iii. Number of safety meetings/tool box talks performed;
 - iv. Number of near miss/hazard IDs reported with corrective actions, and
 - v. Percentage of corrective actions completed
- e. **Lagging Indicators:**
 - i. First aid injuries, recordable injuries, restricted Work injuries, lost time injuries;
 - ii. Motor vehicle incidents;
 - iii. Security incidents/property damage;
 - iv. Mobile equipment damage;
 - v. Environmental incidents (spills or release, violation of regulatory requirements).

14. **Emergency Preparedness.** Each Contractor shall provide First Aid services, equipment and supplies in accordance with jurisdictional regulations. The Contractor shall establish an overall emergency plan (routes, equipment, emergency contacts, etc.) and inform all the workers on the Site of the contents of the plan.

If the Site has an existing emergency plan, the Contractor shall familiarize the workers under their control of the contents of the plan.

15. **HSE Management Personnel.** If applicable, the Contractor's HSE management personnel shall be approved by the Owner in advance of appointments at the Work Site. The Contractor shall submit to the Owner, a statement of qualification (i.e. resume) for identified health and safety personnel and environmental monitor(s).

In consultation with the Owner, the Contractor shall determine the peak workforce. The peak workforce number will be used to determine the experience required by the Contractor's Site HSE representative as outlined below: Management Personnel Qualifications. This determination will be made so that the most qualified safety representative is on Site from the start of Work. The Contractor's Site HSE representative shall remain onsite from the start of the Work and until completion of the Work.

For each of the identified safety personnel and environmental monitor, name, telephone and email contact information shall be supplied to the Owner.

The Contractor shall notify the Owner at a minimum seventy-two (72) hours in advance (in writing) regarding any changes in Site safety and environmental monitoring coverage. The Environmental monitor personnel shall be provided in accordance to the requirements specified in the contract.

Manpower Including Subcontractors	Role	Minimum Qualification Criteria	
		CANADA	UNITED STATES
1-19	<p>Safety Representative</p> <p><i>This worker may also function as a supervisor, foreman, or crew leader on the Project.</i></p>	<p>Current CPR/standard first aid training.</p> <p>Demonstrate experience and skills necessary to thoroughly understand the health and safety hazards and controls of the specific Work.</p>	<p>30-hour OSHA Construction Safety Course</p> <p>Current CPR/standard first aid training.</p> <p>Demonstrate experience and skills necessary to thoroughly understand the health and safety hazards and controls of the specific Work.</p>
20-99	<p>Health and Safety Coordinator</p> <p><i>Dedicated full-time. This person shall not have any other non-H&S assigned duties.</i></p>	<p>3 years construction experience as a full-time Health and Safety Coordinator.</p> <p>Current CPR/standard first aid training.</p> <p>National Construction Safety Officer (NCSO) or equivalent level of training of experience, and skills necessary to thoroughly understands the health and safety hazards and controls.</p>	<p>3 years construction experience as a full-time Health and Safety Coordinator.</p> <p>Current CPR/standard first aid training.</p> <p>Construction Health and Safety Technician (CHST) or equivalent level of training, experience and skills necessary to thoroughly understand the health and safety hazards and controls.</p>
100+	<p>Health and Safety Manager</p> <p><i>Dedicated full-time. This person shall not have any non-H&S assigned duties.</i></p>	<p>5 years related construction experience as a full-time Health and Safety Manger.</p> <p>Current CPR/first aid certification.</p> <p>Canadian Registered Safety Professional (CRSP) or equivalent level of training, years of experience, and skills necessary to thoroughly understand the health and safety controls.</p>	<p>5 years related construction experience as a full-time Health and Safety Manger.</p> <p>Current CPR/first aid certification.</p> <p>Certified Safety Professional (CSP) or equivalent level of training, years of experience, and skills necessary to thoroughly understand the health and safety controls.</p>
Each 100 thereafter	<p>One additional Health and Safety Coordinator will be required. <i>The Owner may accept Junior H&S Coordinators when experienced H&S personnel are on Site with a ratio of 1 Junior: 3 Health and Safety Coordinators.</i></p>		

