

OWNER HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS FOR CONTRACTORS

REGULAR PICK UP AND DELIVERY

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 has 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 the 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 their Subcontractors meet the requirements in this document;
 - i. Ensuring all on-Site equipment is safe, operable, and reliable, inspected and approved for use. All documentation of equipment inspections, maintenance, and approvals will be made available to the Owner upon request.
4. **Pre-Mobilization Requirements.** The Contractor shall complete prior to the start of Work and provide to the Owner for review upon request:
 - a. Job Hazard Assessments;
 - b. A Subcontractor assessment procedure (if applicable);
 - c. A waste management plan for the Site (if applicable);
 - d. A spill prevention and contingency plan for the Site (if applicable);
 - e. Safety Data Sheets (SDS) for all chemicals to be used at the Site (if applicable);

- f. Copies of qualifications, certifications and competency training for those workers who will be present at the Site.
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 Hazard Assessment will be valid for one shift and will be conducted at the Site where the task is being conducted, at the beginning of a new tasks, if new hazards are introduced or if there is a change of scope.
 - iii. 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.
 - c. **Hazardous Materials Identification**
 - i. Contractors are to identify the hazardous materials they will be using at the Work Site and provide Safety Data Sheets (SDS's) for those materials, if requested, in advance of arriving onsite. All hazardous materials not previously identified during premobilization must be declared upon arrival at the Site.
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 risks. Work stoppage is considered a mean miss incident and shall be investigate, documented and reported to the Owner.
7. **Alcohol and Drug Policy.** The Contractor shall have and Alcohol and Drug Policy that meets or exceed the 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 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 of its Subcontractors at every tier and shall;
- a. Evaluate the safety performance of Subcontractors by using a formal, documented process;

- b. Prior to any Subcontractor starting Work, 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 measures 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 this capacity 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, interviews or any other key elements of the incident investigation;
 - e. At 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 representative 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. **Immediately Dangerous to Life and Health Situations.** If any situations that present immediate danger to life, health or the environment are found during any incident or near-miss investigation, inspection, compliance assessment, audit, regulatory inspection or by any other means, immediate corrective actions shall be taken, and all affected Work shall be stopped until appropriate corrective actions are implemented. These situations shall be treated as a near miss under the Contractor's incident management program.
13. **Emergency Preparedness.** If the Site has an existing emergency plan, the Contractor shall familiarize the workers under their control of the contents of the plan.