

**HSE REQUIREMENTS**

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## **ARTICLE 1 – PURPOSE**

This document outlines the Owner’s Health, Safety and Environmental requirements (“the requirements”) associated with the Work that Contractor is required to follow.

## **ARTICLE 2 – HEALTH, SAFETY AND ENVIRONMENTAL (‘HSE’) PLANNING**

### **2.1 ISNetworld Health & Safety Management System Evaluation.**

“ISNetworld” or “ISN” means the 3rd party contractor management system that Owner uses to verify HSE qualifications among other things. Unless an exception has been granted by the Owner, contractors completing on site work activities for the Owner must be registered and have a fully completed contractor profile in ISNetworld (ISN) in advance of Contractor selection. Contractors shall not enter the Site or other property controlled by Owner or its Affiliates unless;

- a) They are a member of ISN;
- b) Have an Alcohol and Drug Policy that meets the requirements set out in ISN. Should Contractor not have an Alcohol and Drug Policy they shall be required to follow Capital Power’s Alcohol and Drug Program for Contractors;
- c) Have designated Capital Power Corporation as an “Owner Client” entitled to view Contractor information;
- d) Have been assigned an ISN grade for the purposes of evaluating Contractors Health and Safety program for acceptability to Owner requirements (“ISN Grade”);
- e) If applicable have implemented a Risk Mitigation Plan as required by Owner in its sole discretion which shall be maintained for the Term of the Contract.

### **2.2 Health Safety Environment (HSE) Site Planning.**

During the period between contract award and the start of Work at the Site, 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 set out in this document have been satisfied by Contractor.

The Owner may make recommendations for improvements to any of the documents set out in these requirements. 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 Contractor of full and complete responsibility and liability for HSE compliance associated with the Work.

### **2.3 General Planning.**

In addition to observing, abiding and complying with all jurisdictional regulations applicable to the Work identified in the contract, Contractor shall;

- a) Ensure all workers including Subcontractors complete Owner’s Orientations in ISN prior to arriving at any Owner Site at Contractor’s expense. Workers will not be permitted to enter upon the Site or other property controlled by Owner or its Affiliates, without evidence that their orientations are current;
- b) Ensure their Subcontractors meet the requirements in this document;

- c) Ensure both Contractor's and Subcontractor's personnel comply with the Site-specific Personal Protective Equipment (PPE) requirements, operating procedures, processes and Work practices governing the environment, health, safety, security, protection of the public and the Work on the Site;
- d) Participate in the Owner's safety kick-off meeting;
- e) Conduct a formal documented safety kick-off meeting with Subcontractors and any other appropriate parties as applicable prior to starting Work;
- f) Utilize a root cause analysis process acceptable to the Owner;
- g) Verify Contractor personnel and their Subcontractors are fit for Work relative to medical and physical considerations;
- h) If applicable, have a plan in place to address integration of any non-English speaking workers at the Site;
- i) As required by applicable laws, provide a trained and competent safety representative or designated worker to participate in the joint health and safety committee.

#### **2.4 Pre-Mobilization Requirements.**

The Contractor shall complete prior to the date of Work commencement at the Site 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.

#### **2.5 Hazard Recognition, Assessment and Control.**

Contractor and Subcontractors shall use structured and documented processes to identify, assess and control potential hazards. This process shall include:

- a. Job Hazard Assessments identifying the following:
  - The Work to be performed
  - Steps associated with performing the Work
  - Hazards associated with each step
  - Means to eliminate or control all hazards
- b. Field Level Hazard Assessments
  - Contractor and Subcontractors shall require workers to complete a field level hazard assessment prior to starting Work each day.
  - Contractor shall monitor its field Work to ensure hazard control procedures and execution are effective and all hazards remain under control. Contractor shall stop Work immediately where hazardous conditions cannot be adequately controlled.

#### **2.6 Hazardous Materials Identification**

Contractors are to identify the hazardous materials that will be used at the Site and provide Safety Data Sheets (SDS's) for those material, if requested, in advance of arriving onsite. All hazardous materials not previously identified during premobilization must be declared upon arrival at the Site.

### **ARTICLE 3 - RIGHT TO STOP UNSAFE WORK**

Any Worker, whether in the employ of the Owner, Contractor, or any Subcontractor, shall have the right to stop all Work for unacceptable health, safety, or environmental risks. Work stoppage is considered a near miss incident and shall be investigated, documented and reported to the Owner.

### **ARTICLE 4 – ALCOHOL AND DRUG POLICY**

Contractor shall follow their Alcohol and Drug Policy when deemed acceptable by Capital Power. Contractors with a policy that does not meet Capital Power expectations will follow the risk mitigation plan as agreed to. Contractors without an A&D Policy will be asked to follow Capital Power Alcohol and Drug Program for Contractors as provided by Capital Power.

### **ARTICLE 5 – PRE-ACCESS TESTING VERIFICATION (SAFETY SENSITIVE POSITIONS)**

Except for Contractor Workers who are participants in the Alberta Canada, “Rapid Site Access Program”, all Workers in an identified Safety-Sensitive Position are to undergo an Alcohol and Drug test as precondition to commencing work on Capital Power Business. Failure to pass the test(s) or refusal to participate means the Worker is not eligible to perform Capital Power Business or gain access to Site. Testing types: Canada - Breath Alcohol and Urine Express Panel 5. US – Breath Alcohol and Urine Lab Panel 5 (DP7N). The use of urine or oral fluid laboratory testing for site-access is acceptable.

The test shall be completed 90 days or less before deployment to Site and confirmation of compliance shall be provided to Capital Power by means of an acceptable clearance letter from the testing provider or on the Capital Power Contractor Site Access A&D Compliance Form.

Pre-Access testing is not required for Contractor Workers who are subject to pre-employment testing by Contractor as long as they have been in constant employment with Contractor and have not had a negative testing result. Confirmation of compliance shall be provided to Capital Power by submitting Contractor Site Access A&D Compliance Form.

When pre-access testing is waived by the Owner, Contractor shall ensure that every supervisor and employee provides a signed declaration before being permitted to commence work on site. This form shall be completed ONCE upon initial arrival in lieu of pre-access testing.

To mitigate risk in this circumstance Contractor shall conduct/complete Contractor Fit for Duty Declaration Form.

Capital Power reserves the right to request and review compliance to the pre-access testing requirements or Contractor Fit for Duty Declaration Form.

### **ARTICLE 6 – FIT FOR DUTY**

Contractor shall verify all Subcontractor personnel are fit for duty relative to medical and physical considerations.

## **ARTICLE 7 – INCIDENT MANAGEMENT**

Contractor 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.
- d) At the commencement of the investigation, the Owner is to be notified and 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 perform the appropriate level of case management.

### **7.1 Incident Reporting Timelines.**

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.

## **ARTICLE 8 – 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 Contactor's incident management program.

## **ARTICLE 9 – EMERGENCY PREPAREDNESS**

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