



## 1 Purpose

To outline the minimum Health & Safety requirements required by all Contractors undertaking works on behalf of Etera.

## 2 Scope


The Contractor Safety Requirements are applicable to all contractors and sub-contractors at all Etera projects.

## 3 Etera Health & Safety Program

- 3.1 The Etera Health & Safety Program applies to all workers, contractors, and visitors. It does not limit or detract from the responsibilities contained within current legislation pertaining to workplace health & safety.
- 3.2 The objectives of the Etera Health & Safety Program are to:
  - Describe the controls and procedures in place to reduce or eliminate injury or incidents and to manage incidents
  - To facilitate a positive working relationship between management and workers to reduce or eliminate injury and incidents.
- 3.3 Consistently meet legislative requirements regarding health & safety management, performance, and reporting in accordance with the requirements of:
  - Saskatchewan Occupational Health and Safety Act (1993)
  - Saskatchewan Occupational Health and Safety Regulations (1996)

## 4 Health & Safety Directives

- 4.1 The following directives have been developed to support the Etera Health & Safety Policy:
  - Etera considers a safe and healthy workplace to be paramount in all phases of Etera activities and recognizes the right of workers to work in a safe and healthy environment.
  - Etera shall develop, implement, and continually improve upon safe operating practices and procedures that will safeguard workers, contractors, the general public, and projects.
  - Workers shall integrate safety planning and practice into all aspects of design, supply, construction, operations, administration, and travel.
  - Workers and contractors are always responsible for their own safety, as well as the safety of all others in the workplace.
  - All work on new and existing projects shall be carried out in accordance with all applicable regulations, standards, and codes.

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- Failure to comply with safe operating practices and procedures or being under the influence of drugs or alcohol may result in disciplinary action up to and including dismissal.
- Unsafe work conditions and all incidents shall be reported to Management immediately. This will allow us to make Etera a safer place for all.
- Etera shall comply with all health & safety legislation and work with all levels of government and our worker to improve health & safety regulations, standards, policies, and procedures.

## 5 Contractor Discipline Policy

### Policy Statement

5.1 This policy applies to all contract work performed for Etera. Contractors shall conduct themselves in a safe and professional manner and shall adhere to all rules, regulations, policies, notices, and standards. Etera project staff shall hold Contractors accountable for performing work safely. Unsafe work actions or behaviours and the violation of any rule, regulation, policy, notice, or standard will result in disciplinary measures, up to and including cancellation of the contract.

### Guidelines:

5.2 It is the right and duty of Etera project staff to identify violations and unsafe behaviours by Contractors and to take the appropriate disciplinary actions as per this policy to resolve an issue. Etera may take whatever action it deems necessary to address the issue, up to and including the cancellation of a contract.

5.3 Progressive discipline of contractors shall generally apply to each individual contract and not be cumulative between contracts, provided the infractions are not at the corporate level and not being addressed at the corporate level (i.e., failure to adhere to contractor's own safety rules).

5.4 When a Contractor violates a rule, regulation, policy, notice, or standard or commits an unsafe act, Etera shall document all relevant circumstances regarding the violation and the resulting disciplinary actions.

### Procedure:

5.5 There are three levels of disciplinary action to be taken in the event of a violation or unsafe behaviour by a Contractor. The level at which the disciplinary process is entered is dependent on the seriousness of the violation. A formal, documented meeting between the Contractor and Etera shall be conducted at all levels of disciplinary action.



**5.6 Level One: Work stoppage until issue is corrected**

- Etera project staff shall contact the Contractor supervisor and request an immediate stoppage of work.
- Etera shall document all relevant circumstances regarding the violation and resulting disciplinary actions in a letter to the Contractor.
- The Contractor shall submit a written letter to Etera documenting how the violation will be resolved and how they will ensure the violation will not occur again.
- Work shall resume once the issue has been corrected to the satisfaction of Etera.
- Expenses incurred during the work stoppage shall be the responsibility of the Contractor.

**5.7 Level Two: Work stoppage for a minimum of 48 hours**

- Etera project staff shall contact the Contractor supervisor and request an immediate stoppage of work.
- Etera shall document all relevant circumstances regarding the violation and resulting disciplinary actions in a letter to the Contractor.
- The Contractor shall submit a written letter to Etera documenting how the violation will be resolved and how they will ensure the violation will not occur again.
- Work shall not resume until at least 48 hours has passed since the work stoppage and the issue has been corrected to the satisfaction of Etera
- Expenses incurred during the work stoppage shall be the responsibility of the Contractor.

**5.8 Level Three: Contract cancellation**

- Etera project staff shall contact the Contractor supervisor and request an immediate stoppage of work.
- Etera shall document all relevant circumstances regarding the violation and resulting contract cancellation in a letter to the Contractor.
- The Contractor shall be suspended from conducting work for Etera for a minimum of 1 year.
- All expenses incurred due to the cancellation of the contract shall be the responsibility of the Contractor.



## **6 Contractors Legislative Requirements**

- 6.1 The contractor shall identify, document and comply with all Health and Safety laws and regulations, approvals, licenses and permits which are applicable to the work site and shall conduct its activities in a manner consistent with Etera policies, standards, guidelines procedures and permits.
- 6.2 The contractor shall keep accurate, current and legible evidence to prove compliance with these health and safety requirements and at the request of Etera produce documentary and other evidence to prove such compliance.
- 6.3 The contractor warrants that it is and its personnel are familiar with all Health and Safety legislative requirements applicable to all work undertaken in the jurisdiction and shall comply with these requirements fully.
- 6.4 The governing key legislation for Saskatchewan includes:
- Saskatchewan Occupational Health and Safety Act (1993)
  - Saskatchewan Occupational Health and Safety Regulations (1996)

## **7 Contractors General Health and Safety Responsibilities**

- 7.1 All contractors and subcontractors engaged to perform work on Etera premises or projects are required, as part of their contract, to comply with the Etera Health & Safety Program and to observe directions on health & safety from Etera .
- 7.2 Failure to comply or observe a direction is considered a breach of contract and is sufficient grounds for termination of the contract.
- 7.3 Contractors and subcontractors are responsible to:
- Comply with all applicable health & safety legislation.
  - Comply with all applicable Etera Health & Safety Program requirements.
  - Take all practicable precautions against the risk of loss of life, injury, and disease to their workers, Etera workers, and any other persons about the project location.
  - Instruct their workers in the Etera Health & Safety Program requirements and the regulator requirements.
  - Assume responsibility for the coordination of their subcontractors' compliance with the requirements of the Etera Health & Safety Program and applicable health & safety legislation.
- 7.4 Where Contractors do not have in place their own Health & Safety Program Elements applicable to the work activities being undertaken, they shall follow and comply with the Etera Health & Safety Program Element.



## 8 Principal Contractors

- 8.1 A contractor shall be designated as Principal Contractor only if they satisfy each of the following conditions:
- Demonstrates how their Safety Management System will address the additional responsibilities of Principal Contractor;
  - Prepares and implements a Project Safety Plan in accordance with the Etera requirements;
  - Provides a clear delineation between the site and any other work areas and will control:
    - Access to the site;
    - Operation of equipment at the site;
    - Materials and substances used and/or stored at the site; and
    - Workers at the site.
  - A contractor designated as Principal Contractor shall have full control of the worksite and Etera shall treat the site as the contractor's workplace.

## 9 Hazard Assessment and Control

- 9.1 The Contractor shall ensure they have a process to identify hazards, reduce risk and ensure effective measures of control are developed and implemented to create a safe and healthy work environment for all workers.
- 9.2 Contractors shall ensure the resources, time, money, and technology are available to support their Hazard Assessment and Control program and training is provided to their workers in the Hazard Assessment and Control program.
- 9.3 Contractors shall ensure that Tailgate Meetings are conducted to prevent workplace incidents by informing all workers of all possible hazards and risks associated with a job. Tailgate Meetings can be led by any worker before the work begins but the supervisor of a work group must ensure that the meeting takes place and that it is documented. Tailgate Meetings are conducted prior to any work beginning and again if the personnel, scope, or conditions of the work change.

## 10 Safe Work Practices

- 10.1 Safe Work Practices are a set of general guidelines (do's and don'ts) on how to perform a specific task that may not always be done in a certain way.
- 10.2 Contractors shall ensure they develop, implement appropriate Safe Work Practices for each task to allow for the correct and safe performance of the task and ensure training is provided to workers in the use and revision of Safe Job Procedures.
- 10.3 Safe Work Practice support of hazard assessment and control within Etera workplaces and are based on industry best practice, manufacturer specifications, and applicable legislation.



## 11 Safe Job Procedures

- 11.1 Safe Job Procedure is a documented set of specific steps required to carry out a job safely and efficiently.
- 11.2 Contractors shall ensure they develop, implement appropriate Safe Job Procedures for each task to allow for the correct and safe performance of the task and ensure training is provided to workers in the use and revision of Safe Job Procedures.
- 11.3 Safe Job Procedures are developed and implemented for routine jobs. They are to be developed with worker input to ensure all hazards are addressed and controls recommended. Safe Job Procedures support of hazard assessment and control within Etera workplaces and are based on industry best practice, manufacturer specifications, and applicable legislation.

## 12 Smoke Free Workplace

- 12.1 Etera recognizes the health hazards associated with tobacco use in the workplace, both to smokers and non-smokers. Etera does not permit the smoking of tobacco, in any form, by its workers, contractors or the general public in Etera workplaces.
- 12.2 The following rules apply to all Etera workers and contractors and the general public while in a workplace, coffee room, or vehicle that is leased, rented, chartered, owned, or operated by Etera.
- Smoking is prohibited within the enclosed worksite.
  - Smoking is prohibited within a three metre radius of exits or entrances to the enclosed worksite.
  - Smoking may be permitted in some locations, such as outdoors or in areas designated by Etera.

## 13 Alcohol and Drug Use

- 13.1 Etera philosophy on Alcohol and Drug Use is covered in ***Health and Safety Element 05 Company Health and Safety Rules*** and applies to all Etera workers while on Etera business; on Etera `worksites, property, or projects; and when in vehicles or equipment owned, leased, operated, or in any other manner in service to Etera.
- 13.2 All contractors are expected to be in a fit condition and will be escorted from the premises if there are concerns about safety. Contractors are expected to enforce the provisions of this procedure with their worker, sub-contractors, and agents.
- 13.3 Etera recognizes the negative effects and consequences of drug abuse:
- including alcohol, medication abuse, and illicit drugs upon the individual abuser and the potential danger to the welfare of the individual abuser and others.
  - Contractors shall develop, implement, and continually improve upon safe practices and procedures that will safeguard all worker and others from drug abuse.



## 14 Vehicle Driving

- 14.1 Contractors shall ensure all their workers who drive vehicles are required to have and maintain a valid driver's license, obey all traffic laws, and report any traffic infractions/tickets/injury or incidents.
- 14.2 Workers shall not operate vehicles while under the influence of alcohol and/or drugs. This includes any prescription or non-prescription drugs that may impair a worker's judgment while driving.

## 15 Personal Protective Equipment

- 15.1 Contractors shall assess the workplace to identify hazards that necessitate the use of PPE. Suitable PPE will then be identified. All PPE shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition.
- 15.2 Only those items of protective clothing and equipment that meet CSA requirements are accepted for use.
- 15.3 Etera has designated areas for which eye protection is required by workers. Eye protection equipment is to be approved under the Canadian Standards Association Industrial Eye and Face Protectors and existing government legislation. Current applicable safety standards include: CSA Z94.3, CSA Z94.3.1.
- 15.4 Hearing protection devices (e.g., ear plugs, ear defenders) shall be approved as per CSA Standard Z94.2: Hearing Protection and applicable government legislation. Workers shall wear approved hearing protection in all designated areas and whenever or wherever exposed to the hazard of noise in excess of the acceptable lower limit and time allowances in accordance with existing legislative requirements, as required by the applicable legislation.
- 15.5 Foot protection devices shall be approved as per CSA Standard Z195: Protective Footwear. Workers shall wear CSA-approved protective footwear with steel toes and sole puncture protection (marked with a green or yellow triangular CSA label on the right boot wherever the possibility of injury to their feet exists. This includes:
- any location where any project, construction, or maintenance work is being carried out.
  - any location where a worker is exposed to foot injury hazards.
  - all areas posted as requiring safety footwear.
  - exception of offices
- 15.6 Workers exposed to arc flash hazards shall wear CSA-approved footwear with sole electric shock resistance (marked with a white rectangular CSA label containing an orange omega symbol ( $\Omega$ ) on the right boot.
- 15.7 Workers operating chainsaws shall wear CSA-approved chainsaw protective footwear (marked with a white rectangular CSA label containing a green fir tree symbol on the right boot). The boots are designed to prevent a running chainsaw from cutting all the way through the boot uppers to protect the shins, ankles, feet, and toes.





- 15.8 Workers shall wear industrial protective headwear that is appropriate to the hazards and meets the requirements of the most current CSA Standard Z94.1: Industrial Protective Headwear. Protective headgear is provided and worn where there is a potential hazard from falling, flying, or moving objects or from structures and equipment that can come into contact with the head of a worker as a result of the movement of the worker. A worker exposed to electrical hazards is provided with and wears non-conductive protective headgear of sufficient dielectric capacity to protect the worker. Workers shall wear Type 2, Class E, CSA-approved hard hats. “Type 2” refers to side impact protection while “Class E” refers to a 20,000 V electrical rating.
- 15.9 If there is a danger that a worker’s hand may be injured, ensure that the worker wears properly fitting hand protective equipment that is appropriate to the work, the work site, and the hazards identified. Suitable gloves along with arm protection, as necessary, shall be worn when hazards from chemicals, paints, cuts, lacerations, abrasions, punctures, burns, electricity, prolonged exposure to water, irritation of the skin, biological incidences, and harmful temperature extremes are present.
- 15.10 All rubber gloves shall be manufactured, maintained, inspected, dielectrically tested, and used in accordance with the current applicable American Standards Testing of Material (ASTM) specifications and sized to fit the worker. Leather protective covers shall be used in conjunction with rubber gloves and shall never be used separately as a work glove. Leather protective covers shall be sized to meet the minimum cuff distance for each class as required by ASTM.
- 15.11 Category 2 and Category 4 arc flash protective flame resistant (FR) clothing shall be worn when working within the arc flash boundary distance to minimize the risk from arc flash hazards.
- 15.12 FR clothing shall be high-visibility and shall meet CSA Standard Z96: High Visibility Safety Apparel.
- 15.13 Approved winter footwear traction devices (e.g., Yaktrax) shall be worn when working outside for extended periods of time in slippery winter conditions.
- 15.14 Winter footwear traction devices shall not be worn where they will present a slipping hazard:
- Indoors.
  - On metal grating (e.g., stairs, walkways).
  - On smooth outdoor non-snow/ice surfaces (e.g., pavement, concrete, wood, metal).
- 15.15 Ensure that a worker’s skin is protected from a harmful substance that may injure the skin on contact or may adversely affect a worker’s health if it is absorbed through the skin. Approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker’s skin is required and will be supplied to protect against specific hazards associated with sparks, molten metal, radiation, chemicals, heat, cold, etc. (e.g., water proof and heat-resistant clothing to be worn during clean-up procedures when working with hot water).
- 15.16 Respiratory protective equipment that meets CSA Standard Z94.4: Selection, Use and Care of Respirators shall be provided and shall be suitable to site-specific airborne





hazards. Cleaning and maintenance will be done as per manufacturer's specifications using either manufacturer approved wipes, sprays, or mild detergent and warm water with a good rinse and air dried out of direct sunlight or direct source of heat.

15.17 Fall protection equipment and all associated components shall meet the requirements of the CSA Standard Z259 series of standards.

15.18 High-visibility clothing shall have highly reflective properties and/or a colour that is easily discernible from any background, as well as a pattern of retro-reflecting parts that helps to distinguish between objects and people.

15.19 High-visibility clothing shall meet CSA Standard Z96: High Visibility Safety Apparel.

15.20 High-visibility clothing shall be worn by all workers working around mobile equipment to assist operator awareness of worker presence in the area.

15.21 Ensure that workers are trained in the correct use, care, limitations, and assigned maintenance of the PPE and periodic re-training shall be offered and coordinated, as needed.

## **16 Preventative Maintenance Program**

16.1 Contractors shall safeguard workers and equipment by instituting and maintaining a Preventative Maintenance Program to ensure that all equipment is provided to workers are in the safest condition possible.

16.2 Contractors shall ensure:

- Competent and/or qualified workers carry out all Preventative Maintenance and inspection work according to applicable standards, procedures, guidelines, and rules.
- Preventative Maintenance is scheduled and that scheduled activities are conducted and documented.
- Workers are provided with well-maintained tools, equipment, and special protective devices as may be required.
- Workers are provided with safety education and training as required that pertain to and enhance the Preventative Maintenance program.

16.3 Gas Monitors shall comply with current applicable safety standard: CSA C22.2 No. 152-M1984: Combustible Gas Detection Instruments. Personal gas monitors shall be bump tested by the user prior to use each day. Gas monitors shall be shop tested at a licensed facility and shall be field calibrated each month following the annual shop testing or prior to initial use if in storage for more than 30 days.

16.4 Grounds shall be visually inspected prior to each use and stored in a clean, dry location when not in use. Grounds shall be field tested annually using the appropriate resistive test method. Grounds shall be fitted with a permanent identification tag with an assigned serial number.

16.5 Rubber or Fibre Insulated Protective Equipment & Tools shall comply with current applicable safety standard: ASTM F711-02 (dry tests), & IEEE978-1984 (wet tests).



Rubber and blanket equipment shall be tested as per ASTM F696-06 Standard Specification for Leather Protectors for Rubber Insulating Gloves and Mittens.

- 16.6 All rubber or fibre insulated protective equipment shall be thoroughly inspected for test date, corona cracks, and general condition prior to each use. All rubber or fibre insulated protective equipment shall be maintained in clean condition, carefully stored in the proper container (e.g., bag, tub, wooden box, line truck) and stowed in a clean, dry area that does not expose the equipment to excessive heat or sunlight.
- 16.7 Fire Protection devices and alarms shall comply with current applicable safety standard: CAN/ULC S536-04 & NFPA 72 for inspection & testing of communications devices for proprietary signalling.
- 16.8 Records of the Preventative Maintenance Program (PMP) shall be maintained.

## **17 Training**

- 17.1 The Contractor shall ensure that its personnel are appropriately trained, licensed, qualified, skilled and experienced to carry out the duties required of them in accordance to applicable legislation
- 17.2 Contractors shall ensure that safety training needs of all workers are met to ensure workers are trained in all matters necessary to protect their health & safety at the work site.
- 17.3 Workers performing tasks where specialised training and competencies are required shall carry their licence or certification with them at all times and be able to provide evidence of their competencies on the request of a Etera representative.
- 17.4 The Contractor shall acknowledge that where Contractor worker do not possess the required competencies, they are prohibited from performing those tasks until such time as competencies are achieved and evidence of completion is provided.
- 17.5 Ensure that every worker receives an Etera Safety Orientation prior to starting work with Etera. Consultants conducting hands-off work at a work site/office (e.g., administrative work, tours, photographs, observations) shall be accompanied at all times by a Qualified Worker and do not require an Etera Safety Orientation. However, they shall follow local sign-in procedures. Principal contractors do not require an Etera Safety Orientation. Contractors are required to receive the Safety Orientation annually.
- 17.6 Documented training records shall be maintained by the Contractor.

## **18 Inspections**

- 18.1 The Contractor shall ensure their workplaces are inspected regularly for hazards and unsafe conditions and that these are identified, recorded, and resolved.
- 18.2 Contractors shall participate in Etera Worksite Visits which are conducted to determine how well work is meeting Etera safety practices and procedures. Worksite Visits are conducted by Etera Project Managers/Worksite Monitors. A Worksite Visit includes a review and assessment of the following elements:



- Completed Project Safety Plans and Tailgate Meeting forms.
- Work methods and procedures.
- Major hazards and use of effective barriers.
- Use personal protective equipment.
- Traffic.
- Emergency preparedness.
- Incident Reporting and Investigation

## **19 Incident Reporting and Investigation**

- 19.1 The Contractor shall ensure the development and implementation of the Incident Reporting and Investigation program which includes training their workers on the Incident Reporting and Investigation program, encourage and support workers in the reporting of incidents, ensure safety measures are taken following an incident to prevent further injury or damage from occurring, make the necessary arrangements to resolve concerns in a timely manner, complete investigations in accordance with these requirements, assign accountability to implement recommendations and provide required resources, and ensure all recommendations are implemented as soon as practicable through periodic follow up.
- 19.2 When an incident occurs (either a near miss or an injury or incidents) Contractors shall notify the Etera Project Manager immediately and a completed incident report shall be submitted to the Etera Project Manager as soon as practicable after the incident and no more than 24 hours after the incident.
- 19.3 Where the Contractor is reporting injuries that require medical treatment, the Contractor shall ensure the injured worker completes a WCB Worker's Report of Injury form (E1) and submit it to WCB and the Etera Project Manager as soon as possible after the incident.
- 19.4 Where the Contractor is reporting injury or incidents of a serious nature and fatalities the Contractor shall report (written or oral) to the WCB immediately.
- 19.5 Etera shall immediately report (verbally) an incident involving the death of an worker at the workplace to the Occupational Health and Safety Division.
- 19.6 The Contractor shall ensure incident investigations are conducted to identify the root, direct, and indirect causes of incidents so that controls can be put in place to prevent future incidents.
- 19.7 Incidents shall be ranked as follows:
- Low: potential to have resulted in a First Aid injury
  - Medium: potential to have resulted in a Medical Treatment injury
  - High: potential to have resulted in a Lost Time, Serious Injury or Fatality
- 19.8 Level 1 Investigations shall be completed within one working day of the incident.
- 19.9 Level 2 Investigations shall commence within 24 hours of the incident and shall be



completed within two (2) working days of the incident unless authorized by the Etera HR Manager/Project Manager.

19.10 Level 3 Investigations shall commence within 24 hours of the incident. A preliminary investigation report shall be completed within two (2) working days of the incident. Investigation shall be completed within five (5) working days of the incident unless authorized by the Etera Human Resources/Safety Coordinator.

## **20 Emergency Preparedness**

20.1 The Contractor shall ensure shall prepare and maintain an site specific emergency response plan that includes:

- event-specific and site-specific response procedures;
- available contingencies (e.g., back-up generation capacity, power diversion options);
- equipment required for response;
- agreements made with third parties for external resources;
- training requirements; and
- a plan, procedure, and schedule for testing the Emergency Response System

20.2 The Contractor shall provide first aid services and equipment at all Etera worksites in accordance with the requirements of the applicable jurisdiction and shall ensure that First aid services and equipment are readily accessible and available to workers during working hours, First aid supplies and equipment are kept clean and dry at all times.

20.3 First aid kits shall be stored in weather proof containers and shall contain, at a minimum, the equipment and supplies set out in Tables 10 and 11 of the Saskatchewan OH&S Regulations (1996) at Saskatchewan worksites. The Contractor shall meet the requirements of Table 9 which summarizes First Aid requirements based on numbers of workers and distance to a medical projects.

## **21 Workplace Hazardous Materials Information System (WHMIS)**

21.1 The Contractor shall ensure that all workers who work with and around hazardous materials at Etera and is in accordance with federal WHMIS legislation and the development, implementation, and use of the WHMIS program based on legislation and industry best practice. This shall include

- WHMIS information is available to all workers.
- Ensure that all controlled products entering the workplace are accompanied by proper labels and MSDS.
- Ensure workers are trained in the WHMIS program.
- Assign one person to coordinate and maintain the MSDS binder.
- Ensure workers are provided with and wear the appropriate PPE for the hazardous products they work with.



## **22 Discrimination, Harassment and Violence**

22.1 Etera recognizes the human dignity of all workers and values relationships based on mutual respect, trust, and fairness and Contractors shall establish and maintaining a Discrimination, Harassment, and Violence program to uphold these values a policy and practice to prohibit and eliminate all discriminatory, offensive, and threatening behaviour in the workplace

22.2 The Contractor shall:

- Ensure the development, implementation, and use of the Discrimination, Harassment, and Violence program based on legislation and industry best practice.
- Ensure workers receive training in the Discrimination, Harassment, and Violence program.
- Reinforce the principles of respect and dignity in the workplace.
- Encourage workers to report situations regarding Discrimination, Harassment, and Violence;
- Take corrective action and use performance management to ensure compliance with the Discrimination, Harassment, and Violence program.

## **23 Equipment**

23.1 The Contractor shall ensure the development, implementation, and use of the Equipment program based on legislation, manufacturer recommendations, and industry best practice and ensure:

- Competent and/or qualified workers carry out all Equipment risk assessments and inspection work according to applicable standards, procedures, guidelines, and rules.
- Workers are provided with well-maintained tools, equipment, and special protective devices as may be required.
- Corrective action is taken to ensure compliance with standards, procedures, guidelines, rules, and practices.

23.2 All equipment shall be maintained, serviced, and cleaned according to the manufacturer's specifications.

23.3 Equipment shall be isolated before maintenance, service, or cleaning commences. Where equipment is isolated and any total or partial shutdown results the situation shall be managed to prevent the creation of hazardous situations.

23.4 Before any repairs are undertaken on equipment, personnel shall ensure the equipment is isolated and in a safe condition for the work to commence. Repairs shall be undertaken by a competent person only and shall be carried out:

- According to the manufacturer's instructions and documented procedures.
- In accordance with relevant standards.

23.5 Workers shall report all faults and the malfunction of any equipment. If equipment



malfunctions it shall be stopped and inspected by a competent person. Any faults that pose a potential safety hazard shall be rectified before the equipment is operated again.

- 23.6 All equipment shall be regularly inspected to ensure the equipment conforms to the requirements of function and safety. Inspection programs for equipment shall be consistent with manufacturers' and legislative requirements.
- 23.7 Where required, the operator of equipment shall perform daily and pre-start equipment checks in accordance with the manufacturer's instructions and the results of inspections shall be recorded in the appropriate logbook, register, or form.
- 23.8 Workers who are likely to be exposed to equipment hazards and anyone supervising these workers shall be trained and provided with information and instruction on:
- The nature of the hazards and risks associated with the equipment and systems of work.
  - The need for, and correct use and maintenance of, control measures.
  - The operation of equipment and the procedures for safe use of the equipment.
  - The use, fit, testing, maintenance, and storage of any personal protective equipment required.
  - Emergency procedures in case of an equipment malfunction or other incident.
  - The location of information relating to the safe use of the equipment.

## **24 Confined Spaces**

- 24.1 The Contractor shall ensure the development and implementation of the Confined Spaces program based on legislation, manufacturer recommendations, and industry best practice which shall ensure:
- Workers receive training in the Confined Spaces program.
  - A process is in place to clearly identify and assess all confined spaces.
  - A process is in place for the issuance of Confined Space Entry Permits.
  - The tests or measurements that shall be taken to determine the presence of contaminants or oxygen deficiencies.
  - The means of purging and ventilating of unsafe atmospheres.
  - The precautions where a safe atmosphere is not possible.
  - The qualifications and training requirements for workers who may be required to enter or work in a confined space.

## **25 Hearing Protection**

- 25.1 The Contractor shall ensure the development and implementation of a hearing protection program for all workers who may be exposed to high noise levels which shall ensure:
- Noise levels of all work areas and equipment are measured and noise levels that regularly exceed 80 dBA are posted with appropriate signage.
  - Hearing protection is provided for workers where it is not reasonably practicable to





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implement engineered sound control measures, or where sound control measures implemented do not reduce the worker's noise exposure.

- All reasonably practicable steps are taken to reduce noise levels in the workplace and to isolate workers from exposure to loud noise.
- Arrangements are made for noise-exposed workers to have appropriate audiometric testing.
- Appropriate training is provided to noise-exposed workers on the harmful effects of exposure to loud noise.
- Noise monitoring records are retained.

## 26 Fall Protection

26.1 The Contractor shall ensure the development, implementation, and use of the Fall Protection program based on legislation and industry best practice which shall ensure:

- Competent and/or qualified workers carry out all fall protection work according to applicable standards, procedures, guidelines, and rules.
- Workers are provided with well-maintained fall protection equipment.
- Workers receive training in the use, care, and maintenance of Fall Protection equipment.
- Regular inspection of workers' Fall Protection equipment and practices.

26.2 Where a worker may fall 1.2M or more or where workers are not protected by a guardrail or similar barrier and shall use a fall protection system. A written fall protection plan shall be developed and shall describe the:

- Fall hazards at the worksite;
- Fall protection system to be used at the worksite;
- Procedures used to assemble, maintain, inspect, use, and disassemble the fall protection system; and
- Rescue procedures to be used if a worker falls or is suspended by a personal fall arrest system.

26.3 Fall protection equipment is to be approved under the Canadian Standards Association Fall Protection Z259 Series of Standards and existing government legislation.

26.4 Workers who may be required to use fall protection equipment shall be trained in the use of fall protection equipment and in the application limits, proper anchoring, and tie-off techniques. Training shall include determination of elongation and deceleration distance, methods of use, inspection, cleaning, and storage of the system components. Workers who may be required to use fall protection equipment shall become familiar with manufacturer's recommendations, reduction in strength caused by certain tie-offs, and maximum permitted free fall distances.



## 27 Ladders

27.1 The Contractor shall ensure Ladders should only be used if there is no other reasonably practicable alternative, such as scaffolding or an elevating work platform.

27.2 If Workers must use a ladder, before you start work:

- conduct a Job Safety Analysis or Tailgate Meeting.
- install a barricade or warning signs if there is a hazard to persons in proximity of the work area
- ensure that the ladder has an angle or pitch of about 1:4
- ensure that the ladder extends at least one metre above the landing
- ensure that the ladder is installed on a firm footing
- secure the top and bottom of the ladder against displacement
- ensure that a non-conductive, insulated ladder is used for electrical work or near electrical hazards
- ensure that the ladder will not be used in a manner that endangers any person.

27.3 When working on a ladder:

- only one person should be on a ladder at any one time.
- and ascending or descending the ladder, maintain three points of contact. For example, two feet and one hand or two hands and one foot must be in contact with the ladder at all times.

27.4 Ladders should be checked frequently and periodically serviced by a competent person (someone who is qualified either through experience, training or both).

## 28 Working on Roofs

28.1 Working on roofs applies to work on pitched and flat roofed buildings, structures, plant and involves several hazards in addition to those related to working at heights. Hazards resulting from adverse weather conditions should be anticipated by the Contractor and appropriate precautions taken. Considerations relating to weather conditions include:

- conditions of the surface e.g. wet, dry, dusty, oily or icy
- wind speed – sheet material, particularly roofing, is difficult to handle safely and secure during windy conditions
- glare – care should be taken to protect eyes on both sunny and overcast days. Glare can cause vision impairment and obscure warning signs
- cold or hot weather – extreme heat or cold can distract workers at height. Lengthy unprotected exposure can lead to hypothermia, hyperthermia or heat stress.
- electrical storms – work is not be undertaken on roofs and in the open during thunder storms.



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## 29 Ergonomics and Manual Handling

29.1 The Contractor shall establish and maintain an Ergonomics and Manual Handling program to prevent musculoskeletal injuries based on legislation and industry best practice.

29.2 The Contractor shall ensure:

- Where reasonably practicable, that suitable equipment is provided and used for the handling of heavy or awkward loads.
- Hazard identification for manual handling activities is conducted.
- Risk assessments of hazard associated with manual handling activities are conducted.
- Training in the Ergonomics and Manual Handling program is provided to workers.

## 30 Respiratory Protection

30.1 The Contractor shall ensure:

- The communication of respiratory protective equipment (RPE) requirements to all workers.
- Which workers require RPE, training, and fit testing.
- Workers receive training in the use, care, maintenance, and limitations of RPE.
- Workers are provided with the required RPE that properly fits each worker.
- RPE is cleaned, sanitized, inspected, maintained, repaired, and stored in accordance with legislation and manufacturer's specifications.
- Workers adhere to facial hair standards.
- Workers do not have any object or material in place that would interfere with the seal or operation of the respirator.
- The proper use of RPE.

30.2 Respiratory Protective Equipment (RPE) shall be used wherever a worker is likely to be exposed to dust, fumes, gas, mist, aerosol, vapour, or any airborne contaminant that may be present in amounts that are harmful or offensive to the worker.

30.3 RPE shall be suitable to site-specific airborne hazards and shall meet CSA Standard Z94.4: Selection, Use and Care of Respirators.

30.4 Respirator fit testing shall be conducted to ensure a worker's respirator seals properly to the face prior to the worker using the Respiratory Protective Equipment (RPE) in a hazardous environment. Workers required to wear respirators shall be fit tested to ensure the respirator they will wear will provide the required protection. Respirator fit testing shall be performed annually along with training in the use, care, maintenance, and limitations of the RPE.

30.5 The Contractor shall ensure records are maintained of Respiratory Protective Equipment (RPE) inventory, control, inspection, service, and maintenance.



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Operations Manager

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### 31 Contractors Agreement

Contractor Company Name:

Address:

I have received a copy of the Etera Contractor Safety Requirements, which I agree to follow and comply with.

Declaration:

For and on behalf of the Contractor:

Signed: Name:

(printed)

Dated:



**Monitor:**  
Operations Manager

Form No.:  
14.4.1

**AUTHORIZATION**

**Prepared by:** Pozniak Safety Associates Inc                      **Date:** February 28, 2014

**Approved by:** Curt Leggett, Operations Manager                      **Date:** February 28, 2014

**REVISION HISTORY**

Revision #	Revised Section(s)	Description of Revision	Revised by	Issue Date
NEW			Les Alm	Feb 28/14
01				
02				
03				
04				
05				
06				
07				