

SaskPower Contractor Environmental Responsibilities



❖ Purpose

SaskPower is committed to environmental stewardship and sustainability. SaskPower achieves this commitment by systematically reducing its environmental impacts, through pollution prevention, regulatory compliance and continuous improvement. To manage this commitment, SaskPower has developed an Environmental Management System (EMS) per the ISO 14001:2004 standard. As a Contractor, SaskPower expects you to be knowledgeable and aware of the specific environmental impacts and environmental regulatory requirements while working for SaskPower.

Environmental aspect is an activity, product or services that can interact with the environment. Environmental aspects have a number of different impacts on the environment (i.e. water, air loss of and/or land pollution, loss of habitat). Barriers or controls can be implemented to prevent or mitigate these impacts. Contractors need to be aware of their responsibilities to control and mitigate these impacts.

As a Contractor for SaskPower, it is your responsibility to communicate this information to all onsite personnel that are engaged in carrying out the work or providing material to the job site, including subcontractors. It is possible that during the course of the work, SaskPower may review the information in this document with you and your personnel.

SaskPower's Health Safety and Environment Policy

SaskPower is committed to the health, safety and well-being of its employees, contractors and everyone exposed to our facilities, and the protection of the environment. We are all responsible for the health and safety of people and for protecting the environment

Our Beliefs

1. Health, safety and environmental protection are an integral part of every job.
2. We can conduct our business without injury and with minimal impact on the environment.
3. Incidents are preventable.

The Three Commitments of SaskPower HSE Policy

1. Actively prevent incident, injuries and pollution
2. Continually improve our safety and environmental performance
3. Meet or exceed environmental occupational health and safety legislations and environmental legislation and corporate commitments

❖ Compliance

The Contractor may be required to supply/or and comply with detailed site specific or job specific environmental protection plans. These plans may be provided in tender documents and required for contract pre-award (e.g. erosion and sedimentation control plans) as well as regulatory stipulations contained in environmental permits and/or approvals for various projects. In general, a copy of the regulatory approval must be on site during the course of the work.

SaskPower designs, constructs and operates its facilities in a manner which is protective of the environment. As such the Contractor shall comply with all relevant Federal, Provincial and Municipal laws, bylaws, ordinances and regulations with regard to preservation of the environment.

The Contractor may also be required to comply with additional requirements for environmental protection as indicated in their contract.

This document is not intended to contain detailed procedures to deal with all environmental issues in all situations.

❖ Environmental Responsibilities Information for Contractors

When working on SaskPower projects, please follow the guidelines outlined below for activities involving:

- Awareness and Competence
- Excavation, Erosion and Sediment Control
- Access Roads

- Heritage Resources
- Working Around Water
- Wildlife, Rare Species and Habitat
- Vegetation Management
- Spills and Release
- Oil, Fuel, Chemicals
- Wastewater Management
- Waste Management and Recycling

❖ **Awareness and Competence**

Contractors/Vendors/Consultants working on behalf SaskPower are expected to be competent to perform their work and must be aware of applicable environmental requirements. Awareness and competence can be achieved through proper education, training or experience. Contractors/Vendors/Consultants must also ensure that Subcontractors are aware of their environmental responsibilities and are competent to perform their work.

It is the responsibility of all contractors to perform a documented hazard, aspect and risk assessment as per SaskPower requirements. The supervisor shall review the job hazard, aspect and risk assessment with any workers not present at the original meeting. If job conditions change, the job hazard, aspect identification and risk assessment shall be reviewed and revised as required.

❖ **Excavation, Erosion and Sediment Control**

Construction activities can result in soil erosion and sedimentation, which if left uncontrolled, can harm the environment. This may include the loss of valuable topsoil and sedimentation in rivers and other water bodies. In an effort to reduce environmental impacts from construction activities, the following things need to be done to control soil erosion, waterway sediment and airborne dust generation.

The Contractor may be required to create and implement an Erosion and Sedimentation Control Plan that will use the principles of erosion and sedimentation control listed below at all sites where soil or subsoil has been exposed and there is potential for erosion.

The Plan shall describe the measures implemented to accomplish the following objectives:

- Where possible select sites that are suitable for the specific activity rather than attempting to modify the site to conform to the proposed activity. Steep slopes, erodible soils, watercourses, wet areas, and other areas of high erosion potential are to be avoided, if possible.
- Prevent loss of soil during construction by stormwater runoff and/or wind erosion, including protecting topsoil by stockpiling for reuse.
- Prevent sedimentation of storm sewer or receiving streams.

Any environmental incident that deviates from the approved requirements must be reported to SaskPower.

Environmental Aspects associated with this activity may include; land disturbance, air emissions, water and biodiversity

❖ **Access Roads**

A site access plan may be required to ensure that access ways will not impact watercourses, wetlands, sensitive habitat or cultivated land. Additional permits or approvals may be required. Contractors will keep a photographic record of access roads (including water crossings) both before and after use to verify that there was no damage. All damage or environmental impacts will be remediated as soon as practical.

Unless instructed otherwise by the Contract Administrator, Line Inspector, or Environmental Monitor, vehicular access in and/or through sites that are designated environmentally sensitive is strictly prohibited. The Environmental Monitor, Contract Administrator or the Line Inspector will designate sites as required. Vehicular access through wet areas (i.e. sloughs, wetlands, creeks, rivers) shall be done only under frozen or unsaturated/stable ground conditions where feasible.

All incidents with an environmental impact involving an access road will be reported as soon as possible to SaskPower.

Environmental Aspects associated with this activity may include; land disturbance, water and biodiversity

❖ **Heritage Resources**

Heritage resources include sites and artefacts of value for their paleontological, archaeological or historical importance or interest. The locations of known heritage resources will be identified and appropriate protection measures described in the site-specific protection plan.

Should the Contractor discover additional sites or artefacts during any SaskPower work program, all activities in the immediate area of the discovery will cease until the proper authorities are notified and permission granted to proceed with the work. The Contractor will report any findings to the SaskPower site contact, who will then contact the appropriate person(s) within SaskPower.

Any environmental incident that deviates from the approved requirements must be reported to SaskPower.

Environmental Aspects associated with this activity may include; local/community

❖ **Working Around Water**

A watercourse is defined as:

- A river, stream, lake, creek, swamp, marsh or other natural body of water marked by the shore,
- A canal, reservoir or other manmade surface feature intended to contain water for a specified use, whether it contains or conveys water continuously or intermittently.

All work, in or near watercourses, that has the potential to deteriorate water quality or alter water flow,

(i.e. dam and bridge maintenance and instream work) requires notification to and possible authorization by the Ministry of the Environment and/or Department of Fisheries and Oceans. The Contractor shall abide by all conditions of the approval and shall follow the guiding principles listed below to protect water resources.

- i) Water crossings and instream work will be avoided where possible by using alternatives such as existing access roads. Water crossings or instream work will be acceptable only when absolutely necessary.
- ii) Activities near water resources will be designed and performed to avoid sedimentation both during and after activities.
- iii) Activities near water resources will be designed to avoid the destruction of natural habitat including spawning area and may be limited or stopped during spawning season.
- iv) Contractor will ensure water crossings do not result in restriction or blockage of natural drainage.

Any incident involving wildlife or rare/threatened plant species will be reported immediately to SaskPower.

Environmental Aspects associated with this activity may include; land disturbance, water, waste management and biodiversity

❖ **Wildlife, Rare Species and Habitat**

Where important wildlife species or sensitive habitats are encountered, noisy, disruptive activities will be scheduled to avoid sensitive wildlife periods. Habitat disruption will be minimized, if possible, through reduced clearing requirements and the preservation of habitat (such as nest trees). Site specific procedures will be described in the project specific protection plan. Protection measures for rare species will be described in project specific environmental protection plans.

Rare or Threatened species are protected at all times of the year. The SaskPower environmental representative will alert the contractor if any species at risk are likely to be on site.

Any incident involving wildlife or rare/threatened plant species will be reported immediately to SaskPower.

Environmental Aspects associated with this activity may include; biodiversity

❖ **Vegetation Management**

The objective of vegetation management at SaskPower is to support the reliability and quality of electrical power supply while managing all connected environmental issues; including habitat protection, invasive species and weed control, management of slash and wildfire fuels, etc.

Contractors shall ensure that all vegetation management activities conform with:

- I. SaskPower's vegetation management policies, standards, procedures, best management practices and guidelines, supporting documents and
- II. All applicable provincial and federal legislation.

All vegetation management activities must also conform to established industry Integrated Vegetation Management environmental practices.

Environmental Aspects associated with this activity may include; water, land disturbance and biodiversity

❖ Spills and Releases

Spills can cause environmental damage and include releases to air, land or water. If a substance leaks into a drain it can pollute the local water supply. If humans are exposed to a hazardous substance, serious health effects can occur. If a substance is flammable, explosive, or reactive, it can also create other hazards.

As a SaskPower Contractor, you must take measures to prevent pollution of land or waterways including the stormwater system. All regulated releases (e.g. 200 L of gas, diesel, oil as well as releases to air etc.) must be reported at the earliest possible opportunity to the Saskatchewan Spill Reporting Line at 1-800-667-7525.

All spills and releases are to be reported to the SaskPower site contact.

Additional reporting and clean up requirements may be required under the Environmental Management and Protection Chapter B.1.1 Discharge and Discovery Reporting Chapter. Contact the SaskPower site contact for more information in the event of a spill.

As a SaskPower Contractor, you must notify your SaskPower delegate of a spill or release at the earliest possible opportunity.

Cleaning Up a Spill or Release

After ensuring the health and safety of the public and workers, the most important component of managing a non-hazardous or hazardous material spill or release is to initiate steps to immediately control and minimize the spilled or released material's impact on the environment. The type of material spilled, the quantity spilled, and the spill location are factors to take into account when deciding what appropriate actions to take.

The person or entity that causes a spill or release of non-hazardous or hazardous material into the environment is responsible to satisfactorily clean and, if necessary, remediate the affected area. The Contractor is responsible for identifying a satisfactory level of clean-up in consultation with SaskPower and other relevant regulatory agencies. Waste material generated during spill clean-up activities must be properly disposed in accordance with Federal and Provincial requirements.

Environmental Aspects associated with this activity may include; air emissions, chemical and dangerous good and water.

❖ **Oil, Fuel and Chemicals**

In general, the management of fuels, lubricants and chemicals will be in accordance with and Federal and Provincial Acts and applicable. The Contractor will provide the SaskPower site contact a list of any petroleum products or chemicals that are to be brought to the site as well as copies of MSDSs. Containers or tanks over 500 L may require permits from the appropriate authorities.

Drums containing oil, fuel or chemicals will be stored in secondary containment and 200m away from any waterbody where feasible or as otherwise specified. Records specifying the nature and quantity of materials being stored will be maintained by the Contractor. These drums shall be appropriately labeled.

The refueling of equipment will be carried out in a manner which minimizes the possibility of spills. Where possible, do not fuel or service construction or mobile equipment within 100 m of a watercourse. Where equipment parked or during refueling, special precautions (i.e., drip trays) will be used to contain any spills.

All oil, fuel and chemical storage must have secondary containment.

All incidents involving oil, fuels or chemicals must be immediately reported to SaskPower and regulating authorities if required.

Environmental Aspects associated with this activity may include; air emissions, biodiversity, chemical and dangerous good, waste management and water.

Wastewater Management

Wastewater is defined as any type of discharge from site including, cooling water, groundwater from dewatering, sewage, and stormwater.

Wastewater must be properly managed to prevent any potential adverse impact on the environment.

- i) Proper disposal of wastewater must be employed to prevent a negative environmental impact via sedimentation in watercourses or the introduction of contaminants into receiving bodies of water, including the sanitary/storm water system.
- ii) The discharge of wastewater into the sanitary/storm water system or water bodies is regulated by a number of federal, provincial and municipal laws or bylaws.

It is your responsibility to implement proper wastewater management practices, and comply with all regulatory requirements.

All incidents involving wastewater must be reported to SaskPower and regulating authorities as required.

Environmental Aspects associated with this activity may include; biodiversity, chemical and dangerous goods, land disturbance, natural resource used, waste management and water.

❖ **Waste Management and Recycling**

Any type of construction, operation or reclamation activity has the potential to generate nonhazardous or hazardous waste products. It is SaskPower's policy to minimize waste and to responsibly manage what does result from our activities. This includes recycling all materials that can be recycled. The Contractor shall follow the requirements listed below as a minimum:

- i) The Contractor shall at all times, keep the site free from the accumulation of waste material and debris, and on completion of the works, the contractor shall clear away and dispose of all surplus material, rubbish and temporary works of all kinds, and leave the site clean and tidy.
- ii) Wastes should not be placed in or come into contact with a water body.
- iii) Bulk storage of hazardous material will be confined to an approved designated storage area which will be inspected regularly
- iv) Do not store hazardous waste including fuels or oil in a manner which allows the hazardous material to enter the water (i.e. 100m)
- v) All waste (construction and litter) will be collected on a daily basis and disposed of at an approved facility.
- vi) All contaminated material (e.g. soil, sorbents, rages etc.) will be disposed of in accordance with applicable legislation and company standards.
- vii) The contractor will keep records of all waste dangerous goods generated, transported, stored, and disposed of and a copy of such records will be forwarded to SaskPower, on request.
- viii) Do not store hazardous materials/chemicals adjacent to drains.
- ix) Hazardous materials will be labeled in compliance with WHMIS.
- x) Ensure all waste is removed from site and properly disposed of.

SaskPower encourages Contractors to reduce and divert waste from landfills through recycling. At a minimum, you are expected to consider recycling cardboard, wood, concrete and metal that is generated onsite.

Construction materials with recycled content should be used where reasonably practical.

Environmental Aspects associated with this activity may include; chemical and dangerous goods, natural resource use and waste management.

CONTRACTOR ENVIRONMENTAL ACKNOWLEDGEMENT

As a contractor for SaskPower, your review and acknowledgement of this document is necessary prior to beginning work. The items in this checklist are in addition to any specific environmental requirements identified in the Tender/Contract document. **Please complete this form by initialling each item in the checklist and then signing the acknowledgement at the bottom of the document.** It is possible that during the course of the contract work, SaskPower may review the information in this document with you and your personnel.

Initial		<p>Health, safety and environment policy I acknowledge that I have been made aware of and will follow SaskPower's Health Safety and Environment Policy. The policy includes the following obligations: Actively prevent incident, injuries and pollution Continually improve our Environmental and Safety Management Systems and performance through setting and monitoring objectives Meet or exceed environmental occupational health and safety legislations and corporate commitments</p>
Initial		<p>Compliance I am aware of the environmental regulatory requirements applicable to the project. I understand the importance of compliance with environmental legislation, approvals or permits, and the consequences of non-compliance.</p>
Initial		<p>Awareness and competence I acknowledge that I am responsible for ensuring that environmental responsibilities contained in the Contractor Environmental Responsibilities Package are communicated to all on-site personnel including subcontractors. I acknowledge that I am responsible for ensuring that all personnel working for this project are competent to perform the assigned work based on training, education and experience.</p>
Initial	n/a	<p>Excavation and sediment control Recognized practices will be utilized that minimize erosion and prevent the movement of sediment into watercourses and storm infrastructure. Where one has been created, the Erosion and Sediment Control Report or Plan will be followed. Any required erosion and sediment control devices will be frequently inspected and maintained during the project, will be removed once the area has been stabilized against erosion and will be disposed of appropriately.</p>
Initial	n/a	<p>Access roads A site access plan may be required to ensure that access ways will not impact watercourses, wetlands, sensitive habitat or cultivated land. Additional permits or approvals may be required. It is suggested to keep a photographic record of access roads (including water crossings) both before and after use to verify that there was no damage. All damage or environmental impacts will be remediated as soon as practical.</p>
Initial	n/a	<p>Heritage resources Should the Contractor discover additional sites or artefacts during any SaskPower work program, all activities in the immediate area of the discovery will cease until the proper authorities are notified and permission granted to proceed with the work. The Contractor will report any findings to the SASKPOWER site contact, who will then contact the appropriate person(s) within SaskPower.</p>
Initial	n/a	<p>Water resources and wetlands All work, in or near watercourses, that has the potential to deteriorate water quality or alter water flow, (i.e. dam and bridge maintenance and instream work) requires notification to and possible authorization by the Ministry of the Environment. The Contractor shall abide by all conditions of the approval and shall follow the guiding principles listed below to protect water resources.</p>
Initial	n/a	<p>Wildlife, rare species and habitat Appropriate soil conservation and stockpiling practices will be implemented to prevent erosion, the loss of topsoil and spread of weeds.</p>
Initial	n/a	<p>Vegetation management The objective of vegetation management at SaskPower is to support the reliability and quality of electrical power supply while managing all connected environmental issues; including habitat protection, invasive species and weed control, management of slash and wildfire fuels, etc.</p>
Initial	n/a	<p>Spill prevention Measures will be taken to prevent pollution of land or waterways, including the storm water system. Spill kits will be available on-site.</p>

Initial	n/a	Oil, fuels and chemicals Contractor and subcontractor personnel will be present during fuelling operations for the duration of the fuelling process. Fuelling or maintenance of equipment will not take place within 30 metres of waterways, including the storm water system or environmentally sensitive areas unless a written standard operating procedure is developed. Spill kits will be present on-site.
Initial	n/a	Waste Management and Recycling All waste materials generated from activities will be removed and disposed of in accordance with regulatory requirements and facility procedures.

I, _____, acknowledge that I have been made aware of these expectations, and I understand it is my responsibility to comply with them and communicate this information to all on-site personnel that are engaged in carrying out the work or providing material to the job site.

Contractor signature _____ Title _____

Company _____ Date (YYYY-MM-DD) _____

Supplemental information (optional) – to be completed by the Contract Authority and contractor if required.

Special instructions were provided to the contractor: Yes No

Description of information:

Project Designate Name _____ Contractor Name _____

Project Designate Signature _____ Date (YYYY-MM-DD) _____ Contractor Signature _____