

Safety and Environment Rulebook

Revision 4.0

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Safety and Environment Message

Health, safety and environmental protection are not an option - it is integral to every job, critical to SaskPower's success and an expectation of every person that works for or on behalf of the company.

Achieving a workplace without injury and where impact on the environment is minimized is possible. Having the information, rules, and direction on how to undertake our work supports this goal. SaskPower's Safety & Environment Rulebook sets out this information and provides the minimum expectations we have for performing work.

Another critical element needed to achieve our safety and environment goals is leadership. Take the time to evaluate the risks of the work you are going to do. Ensure that you understand and use the barriers that are available to protect yourself, your coworkers or the environment. Ask if you don't know. Have the courage to speak-out when something is not right.

Thank-you for your commitment to safety and environmental protection. Please familiarize yourself with the contents of the Safety and Environment Rulebook and consciously use this information into your day-to-day activities- it could save your life.

HEALTH & SAFETY ABSOLUTES

I will not do dangerous work. I commit to these Safety Absolutes – some of them life-saving - and hold others accountable to them. I acknowledge that the Safety Absolutes are mandatory and must be followed at all times.

- 1. I will always conduct a detailed Hazard, Aspect & Risk Assessment (HARA) prior to starting any work.**
- 2. I will always wear appropriate Personal Protective Equipment (PPE) as determined by the HARA.**
- 3. I will always follow all applicable SaskPower work practices including but not limited to:**
 - a. The SaskPower Standard Protection Code and other related permits**
 - b. Safe Driving Standard**
 - c. Working Alone Standard**
- 4. I will always report all incidents and near misses.**

Message from the President

At SaskPower, there is nothing more important than the health and safety of our employees, contractors and members of the public. Safety is one of our core values – it comes first and can't be compromised.

At the same time, we need to be mindful of the impact our business has on the environment. We take every step possible to meet or exceed our environmental responsibilities while supplying our customers with reliable power today and into the future.

No matter what your job role is at SaskPower, you are responsible for making sure you have all the information you need to make the right safety and environmental decisions.

Please take the time to read SaskPower's Safety and Environment Rulebook. You'll find guidelines and direction to make sure you have the tools you need to make responsible decisions every day.

Thank you for your continued commitment to creating a safe, healthy and environmentally sustainable workplace.

M.J. (Mike) Marsh

President and Chief Executive Officer

SaskPower Health, Safety and Environment Policy

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

Our Vision

Health, Safety and Environmental Protection is part of everything we do.

Our Beliefs

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

We shall:

- Actively prevent incidents, injuries and pollution.
- Continually improve our safety and environmental performance.
- Meet or exceed occupational health, safety and environmental legislation and corporate commitments.

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DEFINITIONS

For the purposes of this Rulebook the following definitions shall apply:

Act

The Saskatchewan Employment Act, 2014.

Apparatus

All equipment pertaining to the generation, transmission, distribution and use of electrical energy.

Applicable Environmental Laws and Regulations

The legal requirements enforced by the Provincial, Federal or Municipal governments that applies to the environmental aspects of SaskPower's activities, products and services. These include statutes, regulations, bylaws, permit conditions, authorizations and legally binding agreements with regulatory authorities.

Arc Rating

The maximum incident energy resistance demonstrated by a material (or layered system of materials) prior to break open or at the onset of a second-degree skin burn. Arc rating is normally expressed in cal/cm².

Aspects

Element of an organization's activities or products or services that can interact with the environment.

Combustible liquid

A liquid that has a flash point at or above 37.8° Celsius and below 93.3° Celsius.

Competent

Possessing knowledge, experience and training to perform a specific duty.

Confined Space

Confined space is an enclosed or partially enclosed space that: (i) not primarily designed or intended for human occupancy, except for the purpose of performing work; and (ii) has restricted means of entrance and exit.

De-energized

The state that exists when:

- a. electrical apparatus is isolated from all sources of dynamic energy and grounded.

- b. mechanical apparatus is isolated and/or:
 - i. at rest
 - ii. not spring loaded
 - iii. not under a liquid or gaseous pressure different from that of the atmosphere which will be harmful to workers or create a hazardous condition
 - iv. free from poisonous, suffocating, or explosive gases
 - v. free from chemical energy
 - vi. free from extreme temperature (Standard Protection Code)

Designated Signaler

A worker that is to control traffic through a work area, providing safety to workers, the public and pedestrians.

Distraction

The diversion of attention of an individual from the chosen object of attention onto the source of distraction. Distraction is caused by one of the following: lack of ability to pay attention; lack of interest in the object of attention; greater interest in something other than the object of attention; or the great intensity, novelty or attractiveness of something other than the object of attention. Distractions come from both external sources and/or internal sources. Divided attention, as in multitasking could also be considered as distraction in situations requiring full attention on a single object.

Environment

The sum of all external conditions affecting the life, development, and survival of an organism.

Ergonomics

The science of fitting the design of the working environment to the individual. Ergonomics considers an individual's abilities and limitations for the work.

Flammable Liquid

A liquid that has a flash point below 37.8° Celsius and has a vapour pressure not exceeding 275.8 kilopascals at 37.8° Celsius.

Hazard

Source or situation with the potential for harm in terms of injury or ill health, damage to property, damage to the work place environment, or a combination of these.

Hazard/Aspect and Risk Assessment

The overall formal process to identify hazards/aspects and evaluate the risk of injury or illness arising from exposure to a hazard/aspect, with an objective to eliminate the risk or to utilize control measures to reduce the risk.

Hazard Analysis

A systematic evaluation of a condition or practice with potential for loss.

Hazardous Material

A controlled product that is intended for disposal or is sold for recycling or recovery.

Incident

A work related event in which an injury, ill health (regardless of severity), fatality, adverse environmental impact or security impairment occurred, or could have occurred.

Injury

An instance of physical harm or damage to a person.

Isolated

The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have been put in place to prevent the change of position of the separating device(s).
(Standard Protection Code)

Loss

Avoidable waste of any resource.

Manager/Supervisor

A person who is authorized by an employer to oversee or direct the work of workers.

Mobile Device

Wireless communication devices, (cellular phones iPhones, BlackBerry, Androids, and mobile phones) also known as a handheld device, handheld computer or simply handheld is a small, hand-held computing device, typically having a display screen with touch input and/or a miniature keyboard and can run various types of application software. Most hand held devices can also be equipped with WI-FI, Bluetooth and GPS capabilities that can allow connections to the Internet and other Bluetooth capable devices such as an automobile or a microphone headset.

Multimeter

A multimeter, also known as a VOM (volt-ohm-milliammeter), is an electronic measuring instrument that combines several measurement functions in one unit. A typical multimeter can measure voltage, current, and resistance.

Personal Protective Equipment (PPE)

Any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

Policy

A high level statement of principles outlining obligatory goals and acceptable procedures on a company-wide basis.

Powered Mobile Equipment (PME)

Is a self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers.

Qualified

Means possessing a recognized degree, a recognized certificate or a recognized professional standing and demonstrating, by knowledge, training and experience, the ability to deal with problems related to the subject-matter, the work or the project.

Regulations

The Occupational Health and Safety Regulations, 1996.

Risk

A combination of the likelihood and consequence(s) of a specified hazardous event occurring.

Safety

A measure of the degree of freedom from risk or conditions that can cause death, physical harm, or equipment or property damage.

Safety Management System (SMS)

A set of interrelated elements used to establish policy and objectives to achieve those objectives. A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

Separated

The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have not been put in place either locally or remotely, to prevent the change of position of the separating device(s). (Standard Protection Code)

Shall

To be required or compelled to do. Indicating insistence.

Standard

Clear language standards developed by SaskPower that ensure consistent technical guidance.

Standard Protection Code

The Standard Protection Code is SaskPower's documented lockout procedure as required by Provincial Occupational Health and Safety Legislation and CAN/ULC S801. The Standard Protection Code has been designed to achieve a high level of personnel safety and system security for the operation, maintenance, and commissioning of the Bulk Electric System, radial Transmission and Distribution facilities.

Tailboard Meeting (Round Table)

A meeting conducted at the job site by the workers to assess the adequacy of the job plan, and to ensure that all hazards/aspects are identified and mitigated as identified on the Hazard/Aspect and Risk Assessment.

Work Site

The actual location of the specified apparatus on which work is being performed or device being switched. The specified apparatus or device must be within sight and under total control of an authorized person.

SECTION 1 - ACTION FOR SAFETY AND ENVIRONMENT

100 GENERAL RESPONSIBILITIES FOR SAFETY AND ENVIRONMENT

Compliance with SaskPower Policies and Standards shall be a condition of employment for all SaskPower personnel.

It is the responsibility of all employees and contractors to perform a documented hazard/aspect and risk assessment as per the Division's requirements.

References in each section of this Rulebook are not all inclusive, further documentation (ie. Policies, Standards, Procedures) may apply based on the hazard/aspect and risk assessment.

We all have an obligation to ensure the well-being of all employees, contractors and the public exposed to our facilities.

Employees and Contractors shall:

- actively participate in the protection of the environment and the health and safety of themselves and others.
- stop work immediately if they believe it is unsafe to continue, or work threatens their safety or the environment.
- report to their manager/supervisor as soon as possible, all incidents (including unsafe acts, near misses and adverse environmental impacts), and the absence of, or defect in equipment or protective devices, that may endanger the employee, another worker or the environment.
- identify potential hazards/aspects and offer proactive recommendations to reduce or eliminate the hazard/aspect.
- If there is any other safety, environment, or security issue please contact the Safety, Environment and Security Care Line at 306-566-6200, SafetyCare@saskpower.com or environment@saskpower.com.

101 MANAGER/SUPERVISORS' RESPONSIBILITIES

- .1 All SaskPower managers/supervisors shall understand and comply with the requirements of the Rulebook, The Saskatchewan Employment Act, The OH&S Regulations, and Environmental Regulations as well as standards and policies applicable to their work.
- .2 Managers/supervisors shall ensure that all work under their direct control is carried out in a safe and environmentally responsible manner.
- .3 Managers/supervisors shall ensure there is provision for information, instruction, training, and supervision that is necessary to protect the health and safety of workers and the environment.
 - a. Managers/supervisors shall ensure that all activities are adequately supervised and only assigned to competent workers.
 - b. New and/or transferred employees shall be under direct supervision until their competence is verified.
 - c. Report all environmental incidents to their Environment Specialist.

- .4 Managers/supervisors shall set an example for their workers in their use of safety and environmental equipment and in their work habits, and shall ensure that all PPE is correctly used.
- .5 Managers/supervisors shall ensure that the workers they supervise comply with the local requirements for Hazard/Aspect and Risk Assessment. The procedures for Hazard/Aspect and Risk Assessment shall be referenced in the SMS.
- .6 Managers/supervisors have the authority to shut down any job they believe to be unsafe and/or cause imminent threat to the environment.
- .7 Managers/supervisors shall leave work sites in a safe and secure condition, ensuring that hazardous conditions that may result in injury to other workers, the general public or the environment are controlled.
- .8 Managers/supervisors will investigate all incidents in accordance with the company's Incident Management Process, investigate to root cause, develop corrective actions and disseminate recommendations in a timely manner.

Note: For further information see the [Health, Safety and Environment Management Systems Summary Document](#) or your Environment Specialist.

SECTION 2 - GENERAL SAFETY AND ENVIRONMENT RULES

200 GENERAL WORKPLACE RULES

- .1 Access to all SaskPower work locations shall be controlled to protect the public and to secure SaskPower facilities.
- .2 SaskPower facilities shall be kept clean and orderly at all times.
- .3 Each worker shall be responsible to keep their work area clean and orderly.
- .4 Lighting shall be sufficient and suitable for the work to be done.
- .5 Workers shall report any damage, spills or releases, abnormal conditions, incidents or deficiencies to their immediate manager/supervisor.

201 AUTHORIZED WORKERS

- .1 Authorized workers performing work in a district shall communicate with the Operating Authority to advise them of their work schedule, prior to commencing work. When this work will contact and/or possibly affect the electrical system, and where there is no Central Issuing Authority, the application for a Standard Protection Code permit will suffice as the required communication with the Operating Authority.

202 DEVIATION FROM SAFE WORK PROCEDURES

- .1 A Hazard and Risk assessment must be completed along with the Deviation from Safe Work Procedures template with the indication that this is a one-time deviation. Each deviation from a safe work procedure no matter how similar must be reassessed.
- .2 The Hazard and Risk assessment must be filed in the SMS for audit purposes and include date and time of beginning and end of the deviation.
- .3 A follow-up to the deviation must be completed to assess whether the deviation should be incorporated into the original procedure.

Note: For further information see the [Deviation from Safe Work Procedure Standard](#) and template.

203 EMERGENCY RESPONSE

- .1 Each Division shall determine requirements of emergency response on the work site and develop applicable plans. Plans shall be developed to address both Safety and Environmental concerns associated with any potential incidents.
- .2 The Division shall test their emergency response plans to ensure continuing suitability, adequacy and effectiveness.
- .3 Testing protocol shall be approved by local management and exercises carried out at planned intervals and when significant changes occur.

Note: For further information see the [Emergency Response Testing Protocol Standard](#) and the [Emergency Response Plan Standard](#).

204 FIRE PREVENTION AND PROTECTION

- .1 All SaskPower workplaces shall have a written fire safety plan.
- .2 Use only approved containers and tanks for flammable and combustible liquids.
- .3 Containers with flammable or combustible substances shall be stored in approved storage facilities.
- .4 Materials or furniture shall not hinder access to fire extinguishers or exits.
- .5 All building exits and entrances shall be clear of obstructions.
- .6 Workers shall be familiar with the operation of portable fire extinguishers, their workplace fire safety plan and the location of extinguishers, exits and fire alarm stations.
- .7 SaskPower shall ensure that portable fire extinguishers are inspected and maintained in good working order.
- .8 Any fires involving crown owned or leased buildings and vehicles that will be submitted for an insurance claim shall be reported to the Fire Commissioners office (1-800-739-3473). No alteration of the scene may occur until the commissioner releases the scene.

Note: For further information see the Safe Work Practice [Re-entry and Clean-up of Fire Damaged Buildings](#), the [Emergency Response Plan Standard](#), the [Flammable and Combustible Liquids Safe Work Standard](#) and the [Fire Extinguisher Standard](#).

205 FIRST AID

- .1 First Aid facilities shall be provided and maintained at all workplaces.
- .2 First Aid/CPR/AED training shall be made available as required.
- .3 The ESMIS reporting module is the SaskPower First Aid Register. All first aid incidents shall be recorded in the First Aid Register.

Note: For further information see the [First Aid Standard](#).

206 FITNESS FOR DUTY:

- .1 Any employee suffering from any physical or mental condition that could affect their ability to safely perform their duties shall inform the appropriate person of authority.
- .2 All SaskPower and contract employees shall report to work free from the harmful or debilitating effects of drugs and/or alcohol.
- .3 SaskPower and contract employees shall not use, distribute or offer for sale alcohol or illegal drugs while at a SaskPower workplace.
- .4 All employees shall report known or suspected use of drugs and/or alcohol at work to the appropriate person of authority.
- .5 SaskPower or contract employees who are taking prescription or over the counter medications that could affect their work performance shall inform their immediate manager/supervisor.

- .6 Any employee directly involved in a critical incident and in a safety sensitive position shall be drug and alcohol tested as soon as possible following a critical incident. For incidents that are not categorized as critical, as well as employees not in a safety sensitive position, drug and alcohol testing will only be conducted when reasonable grounds have been established.

Note: For further information see the SaskPower [Drug and Alcohol Policy](#) and [Standard](#).

207 GENERAL HAZARD AND ASPECT CONTROL

- .1 It is a SaskPower policy that all tasks, assignments and circumstances are assessed to identify hazards/aspects, and that reasonably practicable measures shall be taken to eliminate, reduce or control those risks.
- .2 Methods and frequency of hazard/aspect identification at the facility and job specific level shall be defined in Division procedures for hazard/aspect and risk assessment. Workers shall follow their Division procedures.
- .3 Conduct a detailed Hazard/Aspect and Risk Assessment (HARA) prior to starting any work.
- .4 All workers shall be included in the HARA which includes the identification of hazards/aspects, application of controls and evaluation of the risk rating. The manager/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.
- .5 All employees are prohibited from entering a work site unattended until they have received a site orientation from a competent employee. Un-oriented persons must be accompanied by a guide at all times.
- .6 Access to all SaskPower work sites shall be controlled to protect the public and to secure SaskPower facilities.
- .7 SaskPower's hierarchies of hazard controls are:
 - a. Elimination
 - b. Substitution
 - c. Engineering controls
 - d. Administrative controls
 - e. Personal protective equipment
- .8 The Division shall develop and implement safe work procedures where ever work is identified as high risk.
- .9 All applicable environmental permits shall be in place prior to the commencement of any work. Permits should be reviewed several days prior to the commencement of work to ensure all conditions can be met or request changes to the permit, if required.

Note: For further information see the [Hazard/Aspect Control Policy](#), [Hazard/Aspect and Risk Assessment Policy](#), [Safety, Environment and Security Management Policy](#), [Public Safety Policy](#), applicable standards and the [Standard Protection Code](#).

208 HOUSEKEEPING

- .1 Workers shall return materials, tools and equipment to their proper place.
- .2 Aisles, stairs and walkways shall be kept clear of obstructions.
- .3 Where an accumulation of ice and/or snow may pose an overhead hazard, a suitable protective structure shall be provided, or the accumulation of snow and ice shall be removed.
- .4 Portable electrical fans and heaters shall be positioned in a safe manner.
- .5 Extension or telephone cords, etc., shall not be stretched across the floor in a manner that may create a tripping hazard. Use of electrical extension cords shall be kept to a minimum. All electrical office equipment shall be maintained in good repair.
- .6 Drawers of filing cabinets shall be kept closed when not being used. Overloading of top drawers or opening more than one drawer at a time shall be avoided.
- .7 Hazardous waste materials shall be disposed of in accordance with all applicable legislation.

Note: For further information see the [5S Corporate Housekeeping Guidelines](#).

209 MOBILE DEVICES

- .1 Mobiles Devices shall only be used in safe conditions and in a safe manner.
- .2 All tasks, assignments and circumstances where mobile devices are used and may cause a distraction shall be identified via hazard and risk assessment and/or tailboard meeting.
- .3 Use of mobile devices shall be restricted where there is cause for distraction such as operating a vehicle or performing a job, assignment or task that are high risk as identified by a Hazard/Aspect and Risk assessment.

Note: For further information see the [Mobile Device Standard](#).

210 SAFETY ON CUSTOMER PREMISES

- .1 Workers shall be alert to hazards such as overhanging icicles, slippery walkways, irregular stairs, awnings, unprotected shafts and openings in floors.
- .2 All workers encountering aggressive animals or who are threatened or feel endangered on customer premises shall leave immediately. Workers shall report the incident to their immediate manager/supervisor, and if applicable enter the incident into the SMS Software.
- .3 A worker accessing customer premises and/or property shall carry a two-way communication device. When two-way communication is not available an alternate working alone procedure or buddy system is required.
- .4 Workers entering commercial or industrial sites shall comply with the site applicable safety procedures and use PPE as required. Workers shall also participate in an on-site orientation as required.

Note: For further information see the [Animal Control Standard](#), the [Working Alone Standard](#) and the [Workplace Violence Prevention Standard](#).

211 SHIFTWORK

- .1 All workers who are, or will be, assigned to permanent shift work, shall be provided with an orientation that informs them of potential hazards of working shift work, including methods to reduce or minimize the risk to workers.

Note: For further information see the [Shift Work Standard](#).

212 WORKPLACE VISITORS

- .1 Controls shall be in place to minimize the risk exposure to visitors. Controls include orientation, tour guides, and accounting for visitors while on premises.
- .2 The orientation shall be conducted based on the level of risk, prior to accessing controlled areas.
- .3 Visitor access and controls shall be based on the level of risk and security protocols. This shall include PPE requirements.

Note: For further information see the [Workplace Visitor Standard](#).

SECTION 3 - PERSONAL PROTECTION

300 GENERAL

SaskPower's Personal Protective Equipment (PPE) Policy is to facilitate the implementation of appropriate PPE that shall be utilized by SaskPower employees, contractors, and visitors to our facilities and work sites.

- .1 Employees, contractors and visitors shall use applicable PPE as per the requirements of the hazard/aspect and risk assessment.
- .2 Employees shall be trained in the use of PPE.
- .3 Division's shall develop and/or maintain a process(s) whereby PPE is inspected, maintained and returned to, or removed from use.
- .4 Damaged PPE shall be removed from service immediately, repaired by qualified personnel or replaced.

Note: For further information see the [Personal Protective Equipment Policy](#) and applicable Standards.

301 ARC FLASH (FRC)

- .1 The Hazard/Aspect and Risk Assessment process will be used to assess the potential incident energy for the intended task and apparatus.
- .2 An Electrical Safe Work Perimeter shall be established when work is being performed on apparatus that has not been verified to be in an Electrically Safe Work Condition as per the Arc Flash Standard.
- .3 When it has been determined that elimination of the Arc Flash Hazard is not practicable the workers shall select Arc Flash PPE that provides protection from the anticipated potential incident energy. The tables in CSA Z462-12, Table 5 and the Arc Protection Recommendations for Transmission and Distribution can be used to assist in selecting PPE of the appropriate protection level.
- .4 Only garments constructed of fire resistant or non-melting fabrics shall be worn beneath the outer layer of Flame Resistant Clothing.
- .5 Flame Resistant Clothing shall be worn as an outer layer, not worn under other types of non-flame resistant garments.
- .6 Wear protective clothing for maximum protection (i.e. collars closed, cuffs and sleeves worn down and secured).

Note: For further information see the [Arc Flash Standard](#) and the [Electrical Safe Work Standard](#).

[Transmission System](#)

[Distribution System](#)

[Distribution Transformer Secondary](#)

302 CHEMICAL PROTECTIVE CLOTHING (CPC)

- .1 CPC should always be used in accordance with the manufacturer's instructions.
- .2 Only persons who have received appropriate training should use emergency-use CPC.
- .3 Where a safety data sheet (SDS) recommends the use of specific CPC, instructions should be followed, unless reliable data contradicts the SDS or conditions of use permit alternative CPC.

Note: For more information see the [Chemical Protective Clothing Standard](#).

303 EYE AND FACE PROTECTION

- .1 Eye and face protection shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Safety frames shall have permanent side shields.
- .3 Other PPE or equipment must not compromise the level of protection provided.
- .4 Goggles shall be contoured to the face and fit properly.
- .5 Eye and face protection shall not be modified.
- .6 Face shields will have appropriate arc rating based on the hazard.
- .7 Inspect safety glasses and face protectors for damage or defects that could decrease visibility or affect their ability to provide protection. If in doubt, replace.

Note: For further information see the [Eye and Face Protection Standard](#), and the [Arc Flash Standard](#).

304 FALL PROTECTION

- .1 Fall hazards at a temporary or permanent work site shall be identified via a documented hazard/aspect identification and risk assessment. Fall hazards include:
 - a. If employee is elevated at a vertical distance of three metres or more; or
 - b. Where there is potential of injury from falls at less than three metres.
- .2 Full body harnesses and components shall be supplied through Central Stores or through the Division's purchasing process.
- .3 The use of suspension trauma relief straps on full body harnesses shall be mandatory for all SaskPower personnel and contractors.
- .4 A fall protection plan shall be developed in accordance with the Fall Protection Plan Standard, where guardrails or similar barriers do not protect workers.
- .5 Do not mark full body harness with paint, felt marker or tape, as chemical damage may result.
- .6 Workers shall be trained in the use of full body harnesses and fall-arrest devices.
- .7 Full body harnesses and components shall be inspected by the user prior to use.
- .8 Full body harnesses and components in use shall be inspected by a competent person:
 - a. Annually, as per manufacturer's specifications.
 - b. When the harness has been subject to a fall.
- .9 Full body harnesses and components that have been subject to a fall shall be removed from service, tagged and inspected and/or disposed of through the Division's inspection process.

Note: For further information see the [Fall Protection Plan Standard](#).

305 FOOT PROTECTION

- .1 Protective footwear shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Protective footwear shall be used and worn as per the manufacturer specifications and instructions.
- .3 Workers shall wear appropriate approved electrical shock resistant protective footwear in designated areas.
- .4 Protective footwear shall be inspected for damage that could affect its ability to provide protection before each use.

Note: For further information see the [Foot Protection Standard](#).

306 HAND AND ARM PROTECTION

- .1 Hand and arm protection shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Hand and arm protection shall be used as per the manufacturer specifications.
- .3 Hand protection includes gloves that are designed to protect the hand from electrical, chemical, biological, thermal conditions and physical hazards.

Note: For further information see Section 4 of the Safety and Environment Rulebook, the [Hand and Arm Protection Standard](#).

307 HEAD PROTECTION

- .1 Protective headwear shall be worn where a hazard/aspect identification and risk assessment identifies the requirement.
- .2 Protective headwear shall be used and worn as per the manufacturer specifications and instructions.
- .3 Other PPE or equipment must not compromise the level of protection provided by the protective headwear. A proper fit must be ensured when using a liner with a hard hat.
- .4 Nothing shall be carried inside headwear. Space between the head and the headwear is needed to absorb the energy of an impact.
- .5 Winter liners must be fire resistant where a hazard/aspect identification and risk assessment identifies the requirement.
- .6 Protective headwear shall not be modified and shall be kept clean. Where identification is required (i.e. trade specific, apprentice or contractor) on hard hats only approved stickers shall be used.
- .7 Hard hats shall be supplied through Central Stores or through the Division's purchasing process.
- .8 Inspect the shell, suspension and liner of the hard hat daily before use.
- .9 Hard hats shall be Type 1 cap (front brim) or hat (full brim), class E.

Note: For further information see the [Head Protection Standard](#).

308 HEARING PROTECTION

- .1 Hearing protection shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Hearing Protection shall be inspected prior to use.
- .3 Re-usable hearing protection shall be cleaned regularly.
- .4 A proper fit shall be ensured when using hearing protection.
- .5 Hearing protection shall be approved and be adequate to reduce noise levels entering the workers ear below 85 dBA.
- .6 Hearing protection shall be supplied through Central Stores or through the Division's purchasing process.

Note: For further information see the [Hearing Protection Standard](#).

309 HIGH VISIBILITY

- .1 High visibility clothing shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 The high visibility clothing worn shall be a minimum of class 2.
- .3 High visibility class 3 clothing shall be worn by workers conducting flagging operations or directing traffic.
- .4 High visibility clothing shall be required for all work on or near roadways or highways.
- .5 High visibility clothing shall be worn as an outer layer, not under other types of clothing.
- .6 Non flame resistant high-visibility vests/clothing shall not be worn over Flame Resistant Clothing (FRC).
- .7 High visibility clothing shall be kept clean in order to maintain a high visibility level and cleaned according to manufacturer's specifications.

Note: For further information see the [High Visibility Standard](#), the [Traffic Control Standard](#) and the [Traffic Control Planning Guidelines](#).

310 PERSONAL OR PORTABLE GAS MONITOR

- .1 Personal gas monitors shall be used where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Gas monitors shall be tested and used as per the manufacturer specifications.
- .3 Gas monitors shall be supplied through Central Stores or through the Division's purchasing process.
- .4 Gas monitors that are used occasionally shall be bump tested monthly to ensure they continue to remain functional.
- .5 Gas monitors shall be calibrated according to the manufacturer's specification.
- .6 Training is required for all users of the monitors:
 - a. Care and use of monitor.
 - b. Bump testing methods and requirements.
 - c. Calibration intervals.
- .7 Equipment used for bump testing must be maintained as per manufacturing instructions.

- .8 When a gas monitor goes into alarm, it is indicating there may be a dangerous environment present.

Note: For further information see the [Personal and Portable Gas Monitor Standard](#), the [Confined Space Entry Standard](#) and applicable Bump Testing Procedures.

311 RESPIRATORY PROTECTION

- .1 The appropriate respirator shall be worn where hazard/aspect identification and risk assessment identifies the requirement.
- .2 Workers shall be trained in the selection, use, fit and maintenance of respiratory equipment.
- .3 Where a worker is likely to be exposed to airborne contaminants and where there is potential for harm to the worker, employees shall be fit tested prior to use of the respirator.
- .4 Respirators shall be inspected according to the manufacturer's instructions.
- .5 Ensure that nothing interferes with the seal between face and respirator and that there is no facial hair in the areas where a specific respirator is to seal to the skin.
- .6 Check the seal after donning the respirator.
- .7 Respirators shall be supplied through Central Stores or through the Division's purchasing process.

Note: For further information see the [Respiratory Protection Standard](#).

SECTION 4 - ELECTRICAL TOOLS AND PROTECTIVE EQUIPMENT

400 GENERAL

- .1 The Hazard/Aspect Risk assessment process will determine the protective tools and other PPE that are required for each job/task. The PPE requirements shall be documented.
- .2 Protective tools and equipment shall be made available, and shall be used at all work locations as required.
- .3 All protective tools and devices being used shall be tested and inspected according to manufacturer's recommendations.

401 MEDIUM AND LOW VOLTAGE RUBBER INSULATING GLOVES, MITTS AND SLEEVES (GENERAL)

- .1 Rubber insulating gloves shall be worn where the hazard/aspect and risk assessment requires them while performing Live work on medium and low voltage.
- .2 Rubber insulating gloves and their leather protectors shall be in good condition. Rubber insulating gloves shall only be used with the rubber glove protectors unless specifically allowed in work procedures.
- .3 Rubber gloves shall be checked before each use by means of an air test and visual inspection.
- .4 All classes of rubber insulating gloves and sleeves shall not be used beyond the test required date.
- .5 Workers having reason to believe their gloves or sleeves are defective shall stop using them and send them in for testing.
- .6 Rubber gloves and sleeves shall not be stored in direct sunlight and kept in their natural position. Rubber gloves shall be inserted cuffs first into the supplied container.
- .7 Workers shall not wear jewelry on the hands/ arms to avoid damaging rubber insulating gloves.
- .8 Inspection, care and use of rubber insulating gloves shall be completed as per manufacturer's instructions and/or industry standards.
- .9 Rubber Insulating gloves are required when working on any apparatus that is not in the verified de-energized state, unless an approved work procedure dictates otherwise.
- .10 Rubber Insulating gloves shall be worn when working on energized apparatus when adverse weather conditions dictate the use of additional protection, and/or when the worker or manager/supervisor deems the additional protection necessary.

402 CLASS 0 GLOVES

- .1 When working on exposed energized equipment in excess of 50 volts up to 750 volts workers shall either wear Class 0 Rubber Gloves or use insulated or insulating tools or both.

403 CLASS I GLOVES

- .1 At a minimum Class I rubber insulating gloves shall be worn during all direct hand contact with conductors or apparatus from 1kV to 5kV (phase to phase).

404 CLASS II GLOVES

- .1 At a minimum Class II rubber insulating gloves shall be worn during direct hand contact with conductors or apparatus from 1kV to 5kV. The use of Class II above 5kV will be dictated by approved work procedures.
- .2 Class II rubber insulating gloves shall be used in conjunction with a minimum 1 m long insulating hardware tightening stick for tightening hardware on 25kV systems.
- .3 Class II rubber insulating gloves shall not be used to handle energized 14.4kV underground cable.
- .4 Class II rubber insulating gloves are sufficient to provide protection when operating any Group Operated Pole Top (GOPT) switch unless a visual inspection reveals faulty components or an incomplete equipotential zone. These conditions must be corrected before switching can occur.

405 CLASS III GLOVES

- .1 Class III rubber insulating gloves shall be worn when performing 25kV rubber glove work procedures. Rubber protective equipment and/or other protective equipment of the correct voltage range shall also be used as required.
- .2 When performing 25kV rubber glove work, Class III gloves shall be put on before leaving the ground and shall be worn at all times while performing these work procedures.
- .3 Only personnel who have successfully completed SaskPower's approved 25kV Rubber Glove Training and skill check will be permitted to perform these work methods.

Rubber Insulating Glove Voltage Class Rating

Class	Tag Color	Proof Test Voltage AC / DC	Maximum Use Voltage AC / DC
00	Beige	2,500 / 10,000	500 / 750
0	Red	5,000 / 20,000	1,000 / 1,500
1	White	10,00 / 40,000	7,500 / 11,250
2	Yellow	20,000 / 50,000	17,000 / 25,500
3	Green	30,000 / 60,000	26,500 / 39,750
4	Orange	40,000 / 70,000	36,000 / 54,000

406 FIBERGLASS REINFORCED PLASTIC LIVE-LINE TOOLS

- .1 Hot sticks shall be visually inspected for signs of damage before each use.
- .2 Live-line tools shall not be used past the expiry date label on the stick.
- .3 Alterations or modifications shall not be made to hot sticks.
- .4 A live-line tool shall be removed from service if one of the following observations is made:
 - a. A tingling sensation when the tool is in contact with an energized conductor or piece of apparatus.
 - b. Deterioration of the surface of the fiberglass reinforced plastic (FRP) rod, such as loss of glossy appearance, cuts, gouges, dents, cracks, fraying or delaminating.
 - c. Evidence of tracking in an electrically stressed tool.
 - d. Evidence of bent or cracked components.
 - e. Evidence of overloading (deformed rivets indicate that excessive mechanical loading has occurred and has weakened or sheared the bond between the ferrules and the FRP rod).
 - f. If asset ID tag is missing or illegible.
- .5 Live-line tools shall be maintained in a clean condition.
- .6 Live-line tools shall be kept in weather proof enclosures when not in use.

407 MEASURING DEVICES

- .1 Approved dielectric measuring devices shall be used when measuring on or near any energized electrical apparatus that has not been verified de-energized.

408 PHASING EQUIPMENT

- .1 Apparatus Stores shall be the only source of phasing equipment used for phase verification.
- .2 Phase identification shall be performed under the direction of a qualified person.
- .3 Managers/supervisors shall ensure that high potential sticks or phasing testers used on high-voltage circuits are in good condition and have non-expired SaskPower test-dated labels attached.
- .4 Phasing equipment shall be stored and transported in the carrying case provided for this purpose.
- .5 Class II rubber insulating gloves shall be worn when conducting tests with this equipment, according to the manufacturer's specification.

Note: For further information see the [Electrical Safe Work Standard](#), the [Hand and Arm Protection Standard](#) and any applicable Division procedures and directives.

409 RUBBER HOSES, HOODS AND BLANKETS

- .1 Rubber hoses, hoods and blankets shall be used where the hazard/aspect and risk assessment dictates, while performing work on all electrical apparatus that has not been de-energized.
- .2 All rubber equipment shall be stored in containers provided, and/or in an area not subjected to sun rays, light, corona, ozone or heat, and in such a manner that no strain is placed on any part of the rubber equipment. Rubber blankets shall be rolled and placed in containers. Line hose shall be stored lying flat.

- .3 Rubber equipment shall be inspected and cleaned prior to each use. Any rubber equipment found defective shall be tagged and removed from service.
- .4 Inspection, care and use of rubber hoses, hoods and blankets shall be performed as per manufacturer's instructions and/or industry standards.

SECTION 5 - TOOLS AND EQUIPMENT

500 GENERAL

- .1 A hazard/aspect and risk assessment shall be performed prior to operating or using the tools and equipment in this section.
- .2 Identify the potential for, and responses to, incidents and emergency situations.
- .3 Tools and equipment shall be maintained in good working condition and used for the purpose for which they are designed.
- .4 Workers shall inspect tools and equipment prior to use.
- .5 Tools and equipment shall be used as per the manufacturer specifications and instructions.
- .6 Tools and equipment found to be defective or unsafe shall be tagged "defective" and shall not be used until repaired or replaced.
- .7 An employer or contractor shall ensure that:
 - a. machines are operated only by a competent worker; and
 - b. workers are informed of any risk associated with, and trained in the safe use of, the machines.
- .8 Tools and equipment shall be stored and handled safely to avoid injury or damage.
- .9 Safety devices, interlocks and guards shall not be removed, or altered.

501 BATTERIES AND BATTERY ROOMS

- .1 Signs shall be posted on battery room doors prohibiting any unauthorized personnel from entering.
- .2 Care shall be taken not to cause any electrostatic discharge while performing maintenance or work on batteries.
- .3 Work shall be limited to absolutely necessary observation and required maintenance tasks.
- .4 Spilled electrolyte shall be cleaned up immediately according to proper spill control procedures.
- .5 Approved emergency shower and/or eyewash equipment shall be located at all work locations where wet cell batteries are used and/or stored.
- .6 All maintenance on batteries shall be performed with insulated tools.

502 CHAIN SAWS

- .1 Chain saw operators shall be trained in their safe operation.
- .2 Safety devices on chain saws shall be in good working order, and shall not be tampered with or removed.
- .3 An operator shall ensure the chain is stopped and has engaged the chain brake before walking with a chain saw.
- .4 Gasoline chain saws may be used in an aerial device if an external shelf or scabbard is used for chain saw storage. Starting is to be performed outside of the bucket. If the external shelf or scabbard cannot be adhered to, a hydraulically driven chain saw shall be used.
- .5 Chainsaws can only be operated from a ladder or in a tree by a qualified arboriculture contractor. Non-qualified arboriculture personnel shall not use a chainsaw from a ladder, a pole, a rooftop, or in a tree.

- .6 The hands of the chain saw operator shall not be above the shoulders when operating the chain saw.
- .7 When operating an extendable chain saw or bush trimmer the operator shall ensure that all workers are outside of the operating range of the saw or trimmer.
- .8 When operating chain saws the standard PPE will be supplemented with chain saw pants (except when working from an aerial device), tree climbing harness, and eye and face protection.

503 CHIPPERS

- .1 Chipper operators shall be instructed in their safe operation.
- .2 Operators of chippers shall wear loose fitting gloves or mitts and not wear loose fitting or baggy clothing.
- .3 Trees and branches shall be fed into the chipper as per manufacturer's recommendations. The diameter of logs shall not exceed manufacturers' recommended specifications.
- .4 Prior to feeding material into the chipper, everyone except the operator performing this work shall be clear of the feed area.
- .5 Operators shall not stand directly in front of the chipper intake when feeding it, or pass in front of it while it is operating.
- .6 A softwood push stick shall be used to feed brush into the feeder. Hands or feet shall not be used to push brush into the feeder past the protecting apron.
- .7 Chippers shall be maintained and operated in accordance with the manufacturers' recommendations.
- .8 The chipper's intake shall be checked for foreign objects before it is started.
- .9 When chipping brush on a traveled roadway, traffic control devices shall be used.
- .10 Chippers shall be equipped with a kill switch or a quick stop and a reversing feed control bar of approved design at the in-feed location. The safety devices shall be tested on start-up.
- .11 Chipper ignition keys and the starter buttons shall be wired in series. The key shall be removed before attempting to perform service, and the person doing the service shall hold the key.
- .12 If the chipper will be used without being attached to the towing vehicle, the chipper shall be positioned on a level surface (if possible) with the wheels securely chocked and the tongue supported with blocking to ensure a level chipper.

504 COMPRESSED AIR AND PNEUMATIC TOOLS

- .1 Workers who use compressed air and pneumatic tools shall be instructed in their safe operation.
- .2 Compressed air shall never be used to clean clothing or be directed against the skin.
- .3 All air nozzles used for cleaning shall be of an approved safety type and the air pressure shall not exceed 30 psi.
- .4 All compressed air systems shall have an approved safety relief device.
- .5 All system components shall be rated to match the system operating pressure.
- .6 All pneumatic couplings shall be equipped with safety locking devices.
- .7 All air line connections shall be secure and checked before the air pressure is turned on.

- .8 Pressure shall be released on air hoses and tools before they are disconnected or repaired.
- .9 Hoses shall be checked for damage and defects.

505 ELECTRICALLY OPERATED HAND TOOLS AND PORTABLE EQUIPMENT

- .1 All electrical hand tools shall have an identified grounding conductor installed, to ensure the grounding conductor is positively connected to an effective grounding system or, they shall be of an approved design with built-in double insulation.
- .2 Electrically operated hand tools shall only be operated by competent personnel.
- .3 All electrical tools and portable electrical equipment and their cords shall be maintained in good condition.
- .4 Portable extension cords used in boilers, penstocks, wet or damp areas, or other locations where there may be a significant grounding hazard, shall be equipped with an isolating transformer at the source end of the cord; or, they shall be connected to the AC supply through a Ground Fault Circuit Interrupting (GFCI) device.
- .5 Only explosion-proof temporary lighting and equipment shall be used in hazardous atmospheres.
- .6 A portable generator with a rating in excess of 12kVA or 240 volts to ground shall be connected to ground in an approved manner pursuant to the Electrical Inspection Act.

506 EXPLOSIVE ACTUATED TOOLS and THERMAL CHEMICAL WELDING (Cadweld)

- .1 Explosive actuated tools and thermal chemical welding (Cadweld) shall be conducted in accordance with the manufacturer's operating instructions.
- .2 Workers shall be trained in the use of explosive actuated tools and thermal chemical welds.
- .3 When operating explosive actuated tools the worker shall not leave the tool or explosive charges unattended. When not in use, explosive actuated tools and their explosive charges shall be kept in a locked container.

507 FIXED MACHINE TOOLS

- .1 All shafts, wheels, gears, flywheels and other parts of rotating machinery shall be guarded.
- .2 Fixed machine tools shall be operated by qualified and competent personnel.
- .3 Fixed machine tools shall be turned off when work is finished, and shall not be left unattended when they are in operation.
- .4 Operators of fixed machine tools shall wear close-fitting clothing. They shall not wear jewelry or other items that may contact moving parts of the machine, and their hair shall be confined.
- .5 Operating controls shall be within easy reach of the operator, and shall be located or guarded to minimize the possibility of accidental operation.
- .6 Stopping devices shall be readily identifiable and located within direct view and easy reach of the operator.

508 GASOLINE POWERED PORTABLE TOOLS

- .1 Gasoline powered portable tools shall only be used outdoors or in areas with adequate ventilation.
- .2 Gasoline powered portable tools shall not be started in the confines of a man basket or a constricted elevated work platform.
- .3 Gasoline powered portable tools can be used in aerial devices only if there is an external shelf or a scabbard is available for starting and storing.

509 GRINDERS

- .1 Fixed grinders shall be equipped with shields and material rests.
- .2 The rests on fixed grinders shall not be set more than 3 mm from the face of the wheel.
- .3 Blotters (grind stone pads) shall be installed according to the manufacturer's recommendations.
- .4 Grinding discs (wheels) shall not be operated at a speed that exceeds the manufacturer's recommendations.
- .5 Any chipped, cracked or damaged grinding stones or grinding discs shall be removed from service and discarded immediately.
- .6 Portable grinders shall not be placed in a vice for grinding hand held work.

510 HAND SIGNALS

- .1 A designated signaler shall be used when the operator of a hoist or crane does not have a clear view of the load's full range of movement.
- .2 When the nature of the work requires the use of signals, only one person shall give them.
- .3 Signals shall be rehearsed and thoroughly understood by the signaler and operator before beginning a job.
- .4 The signaler shall be easily identified.

511 HOISTS, CRANES AND LIFTING DEVICES

- .1 A documented hazard/aspect and risk assessment for mobile cranes shall include the movement, set up, use and disassembly.
- .2 All roles and responsibilities identified in the lift plan shall be defined and understood by all workers involved in the lift. An individual or entity may perform multiple roles at the same time given the roles do not conflict and doing so will not negatively impact the safety of the load handling operation.
- .3 No lifts shall be undertaken at or exceeding rated capacity of the lifting equipment.
- .4 No worker shall use any equipment in which any safety device(s) have been removed or made ineffective.
- .5 Equipment selected for use shall be fit for the intended purpose and operating conditions.
- .6 No load shall be positioned above workers or be left unattended while in the suspended or elevated state unless it is securely blocked against movement.
- .7 The hazard/aspect and risk assessment, lift plan and safe work procedures shall be reviewed with all workers involved including any contracted workers.
- .8 No worker shall be assigned or undertake a work assignment (role) for which they are not competent and/or qualified.

- .9 When any potentially unsafe condition is recognized or if the lift cannot proceed according to the lift plan, the job shall be stopped immediately until the potentially unsafe condition is addressed and the lift can proceed according to the lift plan.
- .10 Workers and managers/supervisors shall ensure that cranes, hoists and lifting devices are inspected prior to use at the start of a work shift as well as at regular intervals, as required by manufacturer's recommendations.
- .11 If a defect or suspected defect is identified in the equipment, action shall be taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected.
- .12 Cranes and hoists used to hoist workers, regardless of capacity, and those with a capacity of greater than 5 tonnes shall have log books in accordance with the Regulations.
- .13 An operator's proof of certification shall be readily accessible.
- .14 The manufacturer's operating manual shall be readily accessible to the operator.
- .15 Hoists, cranes and lifting devices shall not be altered, repaired or modified unless under the direction of a qualified person.
- .16 Equipment that has been involved in an incident or overload situation shall be immediately removed from service and sent for assessment by qualified personnel.
- .17 Structural modification/major repair to a component of a hoist or crane shall be performed under the direction and control of a professional engineer.

512 JACKS (Hydraulic or Mechanical)

- .1 Jacks shall not be subjected to loads in excess of their rating.
- .2 Jacks shall be placed so that a firm footing is assured.
- .3 Jacks shall be properly centered under loads.
- .4 Jacks shall never be left standing under a load with the handle in the socket.
- .5 Workers shall not rely on jacks alone to support any load under which they have to work; the load shall be securely blocked.

513 LADDERS

- .1 Ladders shall be selected, used and maintained to perform their function safely.
- .2 Portable ladders other than a step ladder, shall;
 - a. Maintain a 1 (horizontal) to 4 (vertical) ratio unless working conditions prevent this ratio from being achievable.
 - b. Workers shall face the ladder and maintain three points of contact.
 - c. Workers shall only extend the arms beyond the rails.
 - d. Ladders must extend a minimum of one meter above any platform, roof or landing.
- .3 All portable ladders shall be equipped with non-slip feet and be secured against accidental movement during use.
- .4 Defective ladders shall be destroyed.
- .5 A worker shall not work from the top two rungs or steps of a portable ladder.
- .6 Stepladders shall be fully opened and in a locked position when being used.
- .7 While ascending or descending a ladder a worker shall maintain three points of contact.

- .8 Ladders being moved in areas of overhead exposed energized equipment or facilities shall be carried in a horizontal position.
- .9 Use of portable metal ladders near exposed electrical circuits or equipment is prohibited.

Note: For further information see the [Occupational Health and Safety Regulations, 1996](#).

514 RIGGING

- .1 Rigging shall be assembled, used, maintained, and dismantled under the supervision of a competent person and in accordance with the manufacturer's specifications.
- .2 Rigging shall be inspected in accordance with manufacturer's instructions, including before use and during use, to determine whether it can safely perform its functions as per manufacturer's specifications and load rating.
- .3 Workers performing these duties shall be trained in safe rigging practices.
- .4 Damaged rigging components shall be removed from service and rendered inoperable.
- .5 Slings shall be removed from service if they fail to meet manufacturer's inspection criteria.

515 SCAFFOLDS

- .1 When work cannot be safely done from the ground or from a permanent structure, a scaffold or other safe working platform or a ladder shall be used.
- .2 The scaffold shall be erected, maintained, tagged and dismantled by a competent person.
- .3 Scaffolds shall be inspected by a competent person prior to use and daily when in use. This inspection shall be logged on an accessible tag.

Note: For further information see the [Scaffolding Erection and Use Standard](#).

516 TOWING DEVICES

- .1 Only approved towing devices shall be used.
- .2 Metal devices shall not be used for the joining of synthetic tow ropes. All tow ropes shall be equipped with soft eyes.
- .3 The use of a rated shackle shall only be permitted when terminating a tow rope on a closed eye attachment point. The use of metal hardware to terminate a synthetic tow rope shall not be permitted in any other application.
- .4 Towing devices shall not be overloaded.
- .5 Towing devices that are damaged beyond the manufacturer inspection criteria shall not be used.

Note: For further information see the [Vehicle Recovery Standard](#), [Safety Briefing #7](#) including supplementary information and the Towing/Equipment Retrieval Safe Work Directive.

517 WINCHES

- .1 When operating a winch on a vehicle, the operator shall ensure the vehicle is secured against inadvertent movement.
- .2 No worker shall be permitted to stand near or pass over or under a winch cable between the winch and its load while it is in use.
- .3 All manually operated winching equipment shall be inspected prior to use.
- .4 A winch shall not be operated beyond its safe work load limit.

518 MULTIMETERS

- .1 Test leads: ensure the multimeter test leads possess sufficient insulation and capacity for the circuit being measured.
- .2 Inspect the test leads for damaged insulation or exposed metal. Check test lead continuity. Damaged leads should be replaced.
- .3 To avoid electrical shock or damage to the meter, do not apply more voltage between any terminal and earth ground than the meter is designed to withstand.
- .4 Multimeters shall be inspected, used and maintained as per the manufacturer specifications and instructions.
- .5 Do not allow the meter to be used if it is damaged, or its safety is impaired.

SECTION 6 - VEHICLES, EQUIPMENT AND TRANSPORTATION

600 GENERAL

- .1 The unsafe operation of any motor vehicle, while performing any job, assignment or task on behalf of SaskPower is prohibited.
- .2 Identify the potential for, and responses to, incidents and emergency situations.
- .3 Drivers and/or passengers shall know and comply with provincial and local traffic laws.
- .4 No one shall be allowed to ride on a SaskPower vehicle or equipment with feet hanging over the sides or end. It is also prohibited to ride on any exterior portion of a vehicle or equipment not designed to carry passengers.
- .5 Drivers shall not engage in any activities that distract from driving.
- .6 Where applicable, vehicle maintenance and driver logs shall be completed as per the applicable regulations.
- .7 Workers who operate snowmobiles and All-Terrain Vehicles (ATVs) shall be instructed in the guidelines for use found in the operator's manual. They shall perform a hazard/aspect and risk assessment to determine appropriate PPE.
- .8 All workers who operate snowmobiles and ATV shall wear approved protective head gear and face protection.
- .9 Workers who operate watercraft shall be licensed and instructed in the safe operation.
- .10 All occupants in the watercraft shall be provided with and wear approved personal flotation devices (PFD).

Note: For further information see the [Motor Vehicle Safety Policy](#), the [Safe Driving Standard](#) and the [Operation and Maintenance of Commercial Vehicles over 5000 kg Standard](#).

601 AERIAL DEVICES, MAN BASKETS and ELEVATING WORK PLATFORMS

- .1 Workers shall receive training to ensure competence in the safe operation of aerial devices. Rescue procedures shall be developed for all aerial equipment.
- .2 When an electrical worker is working on or near exposed energized electrical conductors, they shall have upper controls for the aerial device they are operating.
- .3 Insulated aerial equipment used in live line work shall comply with the applicable SaskPower standard and work procedure test requirements.
- .4 Workers shall be provided with and trained in the use of fall arrest equipment. Workers shall use the fall arrest equipment provided.
- .5 Workers shall be trained in bucket rescue techniques, and practice the skill annually.
- .6 Workers shall not remain in an aerial device that is being moved unless the aerial device is approved to perform that function.
- .7 Aerial devices, elevating work platforms or personnel lifting units shall be designed, constructed, erected, operated and maintained in accordance with the manufacturers' recommendations.

- .8 The suspended basket shall be erected, operated and maintained according to manufacturer's specifications.
- .9 The suspended basket and suspension system shall be designed and certified by a Professional Engineer.

602 AIR TRANSPORTATION

- .1 Workers using air transportation shall participate in a safety orientation from the operator of the plane prior to take-off.
- .2 Workers possessing a pilot license are not permitted to operate aircraft for SaskPower business.
- .3 Workers required to use air transportation for SaskPower business, shall utilize the services of a commercial operator.
- .4 Air patrol activities shall be performed in compliance with applicable procedures.

Note: For further information see the [Fixed Wing Air Patrol procedure](#).

603 FIREARMS

- .1 It is prohibited for SaskPower employees or Contractors to:
 - a. use firearms or ammunition while on duty.
 - b. transport firearms or ammunition in vehicles.
 - c. store firearms or ammunition on SaskPower property.
- .2 Exceptions to rule 603.1 must have written approval from the Business Unit Vice President, or Director.
- .3 Only Workers that possess a valid Fire Arms License may receive written approval from the Business Unit Vice President or Director.

604 POWERED MOBILE EQUIPMENT (PME)

- .1 PME shall have a documented inspection prior to daily use and in accordance with the manufacturer recommendations.
- .2 Before an operator starts any PME, they shall conduct a visual inspection of the equipment and the surrounding area to ensure that no worker including the operator is in danger by the start-up of the equipment.
- .3 PME found to be unsafe shall be removed from service.
- .4 Seat belts or other restraining devices shall be used by PME operators at all times.
- .5 Operators and helpers shall keep constant watch for indications of underground utilities, overhead wires and other obstructions. When required, a signaler shall be used to warn the operator of the presence of workers or pedestrians.
- .6 All work near exposed energized electrical apparatus or overhead conductor where inadvertent movement may cause contact the work shall be done under the direction of a qualified electrical worker.
- .7 Operators shall not leave the controls of running mobile equipment unattended.
- .8 Workers shall remain out of range of the swinging movement of a load or a part of the mobile equipment that may endanger them.

- .9 Working under or on an elevated part of mobile equipment is prohibited, unless the equipment is securely blocked.
- .10 A substantial bulkhead shall be utilized to protect the operator of equipment from shifting loads.
- .11 Booms, buckets and blades shall be lowered to the ground or put on skids before an operator leaves the machine. Loads shall be transported as low as possible.
- .12 Manual clearing of trencher chains while the trencher is in operation is prohibited.
- .13 Climbing on or off any machine while it is in motion is prohibited. Operators shall not allow anyone to stand on the forks or climb on the upright assembly.
- .14 Workers shall wear high visibility clothing when working in the vicinity of PME.
- .15 PME shall be equipped with audible warning devices (horn) and a reverse motion warning device.
- .16 When an operator does not have a clear view to travel, assistance from another person shall be obtained.
- .17 Workers shall be trained and competent in the operation of powered mobile equipment.
- .18 Trucks, trailers and boxcars shall be secured against accidental movement before a forklift enters or leaves them.
- .19 A forklift may be used to support an approved work platform.

Note: For further information see the [Operation of Powered Mobile Equipment Standard, High Visibility Standard](#) and Section 708 SaskPower Limits of Approach.

605 TRAFFIC CONTROL

- .1 Appropriate signs and fluorescent traffic cones shall be used to direct traffic around a work area on a road or street. Beacon lights and hazard flasher lights shall be used when working in these areas.
- .2 Signage that complies with the Traffic Control Act shall be used to establish a Work Zone.
- .3 When directing traffic, all workers and signalers shall wear high visibility clothing in accordance with Saskatchewan Highway and Transportation Regulations and local bylaws.

Note: For further information see the [Traffic Control Planning Guidelines](#) and the [Traffic Control Standard](#).

606 VEHICLE RECOVERY AND EXTRICATION

- .1 When practicable the use of a commercial vehicle towing service shall be the preferred method of vehicle recovery and or extrication.
- .2 Winching is the preferred method of vehicle recovery.
- .3 Before attempting recovery of any vehicle or equipment, a hazard/aspect identification and risk assessment shall be completed.
 - a. Recovery vehicle resistance charts in vehicle logbook shall be used.
 - b. Work shall be reassessed and hazard/aspect and risk assessment performed if conditions change.

- .4 Recovery system kits (rigging) that have been supplied shall be based on vehicle being recovered and not the pulling vehicle.
- .5 Recovery vehicle(s) weight should be equal to or of greater weight than the total vehicle resistance weight of the vehicle being recovered.
- .6 Recovery systems shall be inspected prior to and after use.
- .7 Recovery history shall be documented in the vehicle logbook.
- .8 Damaged rigging shall be removed immediately from service and replaced.
- .9 All the slack in a tow rope must be slowly/gradually removed prior to attempting to extricate a stranded vehicle. Sling shotting is strictly prohibited under any circumstance.
- .10 All property and equipment damage that occurs during a vehicle recovery or extrication shall be reported in the SMS software.
- .11 SaskPower vehicles shall not be used to assist in recovery of third party vehicles.

Note: For further information see the [Vehicle Recovery Standard](#) and the [Safety Briefing #7 Towing and Equipment Retrieval](#).

SECTION 7 - CONSTRUCTION AND MAINTENANCE HAZARD CONTROL

700 GENERAL

- .1 A hazard/aspect and risk assessment shall be performed prior to operating or using the tools and equipment in this section.
- .2 Identify the potential for, and responses to, incidents and emergency situations.
- .3 Tools and equipment shall be maintained in good working condition and used for the purpose for which they are designed.
- .4 Workers shall inspect tools and equipment prior to use.
- .5 Tools and equipment shall be used as per the manufacturer specifications and instructions.
- .6 Workers shall not throw anything to the ground from poles, structures, scaffolds, ladders or any other elevated position, nor permit anything to be thrown to them. Tools shall be secured to prevent falling from the work area if workers may be present below the work activity.

701 BARRICADES AND SIGNS

- .1 Barricades and signage shall be placed at openings, excavations, trenches and other hazardous and restricted areas to protect workers and the public.
- .2 Employees shall ensure that unattended work areas are left in a safe, well-marked condition.
- .3 When effective protection cannot be provided by the use of signs or barricades, the site shall not be left unattended.

702 BLASTING AND EXPLOSIVES

- .1 Only qualified and competent personnel shall be permitted to perform blasting for SaskPower.
- .2 Communication devices shall be turned off in the vicinity of blasting operations. Radio signals may set off electric blasting caps prematurely.

703 BONDING AND GROUNDING

- .1 An approved grounding procedure shall be followed when electrical de-energization of apparatus is required to create a Safe Work Zone. The type of electrical hazard is determined during the Hazard/Aspect and Risk Assessment:
 - a. Static charge energy - Grounding Procedure.
 - b. Induced energy - Equipotential Bonding and Grounding Procedure.
 - c. Dynamic energy - Equipotential Bonding and Grounding Procedure.
- .2 Workers shall wear applicable PPE as determined by the hazard/aspect and risk assessment when bonding and grounding.

Note: For more information see the applicable' Bonding and Grounding training manual(s).

704 CONFINED SPACE ENTRY AND RESCUE

- .1 All confined spaces shall be identified, in consultation with the Occupational Health Committee.
- .2 All confined space entry and rescue shall be done in compliance with an approved local confined space entry and rescue procedure.

- .3 All procedures shall be reviewed at the site of the confined space to ensure that all hazards and controls have been identified and implemented.
- .4 Only authorized personnel shall be permitted to enter a confined space or hazardous confined space. All workers who are required to work in confined spaces shall review the applicable confined space entry plan and the safe practices relevant to this work.
- .5 Administrative controls are required by a manager/supervisor for entering into a confined space that is deemed as immediately dangerous to life or health (IDLH).

Note: For further information see the [Confined Space Entry Standard](#).

705 ELECTRICAL WORK

- .1 Apparatus may be worked-on in the; alive, separated, isolated or de-energized state. All work shall be performed in compliance with the Standard Protection Code (SPC).
- .2 Prior to trip/working grounds being installed, the isolated circuit shall be tested for absence of potential by an approved method.
- .3 Electrical workers shall wear PPE, as determined by the hazard/aspect and risk assessment.
- .4 All electrical apparatus shall be considered alive unless they are confirmed de-energized. Electrical apparatus shall be tested for absence of potential by an approved method prior to commencing work.
- .5 When two electrical workers are working within reach of each other, they shall not work on different energized phases at the same time.
- .6 Compressed air shall not be used to clean live electrical machinery. Use of compressed air to clean overhead insulators is acceptable.
- .7 Ground wires shall be treated with the same caution as any other electrical cable, as they can carry the same voltage. If a ground wire is cut, it shall only be handled by qualified electrical workers. In such situations, the site shall not be left unattended. Qualified electrical staff shall be called immediately to make repairs.

Note: For further information see the [Electrical Safe Work Standard](#).

706 EXCAVATION

- .1 All excavation hazards shall be determined by a hazard/aspect identification and risk assessment. Prior to excavation all services shall be identified that may be affected.
- .2 If there is contact with or damage to an underground pipeline, cable or conduit, the affected utility shall be notified immediately.
- .3 Hydrovac equipment may be used to expose underground cables with the following restrictions:
 - a. Barricades shall be put in place to prevent workers and the public from approaching hydrovac equipment and equipotential mats.
 - b. Hydrovac equipment shall be grounded and if required, barricaded.
 - c. Hydrovac operators shall stand on an equipotential mat that is bonded to the conductive surfaces of the pressure wand and vacuum tube. Any conductive equipment that may be a hazard to the operator must also be connected to the equipotential bond mats.

- d. The end of the vacuum tube shall have a neoprene or equivalent tip to eliminate the possibility of mechanical damage to the cable.
- e. Hydrovac operators working near energized facilities shall use:
 - i. water at a temperature appropriate for the soil (water temperature must not exceed 38 degrees Celsius or 100 F), frost condition and cable ratings at a maximum pressure of 10,000 kPa (1500 psi)
 - ii. an oscillating tip on the pressure wand (a single stream nozzle end should not be allowed); and a non-stop circular motion to direct the stream
- f. If the maximum pressure is insufficient to remove the soil around the cable, the cable must be isolated and grounded, then uncovered using other means.

Note: For further information see the [Excavation and Trenching Standard](#)

707 GAS WELDING AND CUTTING

- .1 Inspection of all gas welding equipment shall be done prior to use.
- .2 Acetylene cylinders shall be stored securely and used in an upright position. An acetylene cylinder that has been accidentally tipped over, transported or stored in the horizontal position shall not be used until it has been in the vertical position for a minimum of one hour.
- .3 Oxygen cylinders shall be stored separate from fuel-gas cylinders or combustible materials (especially oil or grease) at a minimum distance of six (6) metres, or by a 1.5 meter high non-combustible barrier.
- .4 Vehicular transportation of all cylinders requires the removal of gauges and the installation of caps, which shall be secured.
- .5 Approved flashback devices shall be installed at the regulator end on both acetylene and oxygen cylinders.
- .6 Only strikers shall be used to light torches.
- .7 Regulator valves shall be turned off if the equipment is not to be used within two hours.
- .8 Do not cut or weld within one (1) meter of oxygen or acetylene cylinders.
- .9 Hoses shall be protected from sparks, hot metal.
- .10 Oxygen shall not be used as a substitute for compressed air.

708 SASKPOWER MINIMUM APPROACH DISTANCES

- .1 All workers shall follow the rules established by SaskPower's Minimum Approach Distances Standard.

Minimum Approach Distance (MAD)

Nominal ph to ph Voltages*	Qualified Electrical Worker MAD		Qualified Electrical Worker MHAD	
	ph to gnd	ph to ph	ph to gnd	ph to ph
300 V	Avoid Contact		-	
750 V	0.35 m	0.35 m	-	
4.16 kV	0.65 m	0.65 m	-	
15 kV	0.70 m	0.75 m	-	
25 kV	0.75 m	0.85 m	-	
34.5 kV	0.80 m	1.00 m	-	
72 kV	0.95 m	1.25 m	1.05 m	1.35 m
138 kV	1.20 m	1.75 m	1.35 m	1.90 m
230 kV	1.80 m	2.80 m	2.00 m	3.10 m

* For nominal voltages not listed use the next higher voltage in the table.

Note: Distances listed above are for Minimum Approach Distances and Minimum Helicopter Approach Distances for Qualified Electrical Workers and personnel / equipment under their direct supervision. For further information see the Minimum Approach Distance Standard.

Note: **Non-electrical workers** performing work near exposed energized electrical apparatus shall maintain the following minimum distance.

750 V to 25 kV - 3.0 m (9'10")	72 kV to 138 kV - 4.6 m (15'0")	230 kV - 6.1 m (20'0")
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709 HIGH LOAD MOVE SEPARATIONS

Separation to Vehicle and Load passing under Energized Lines

Phase to Phase Voltage	Escort Not Required	Requires Standoff	Requires Outage or Lift
230 kV	>2.8 m	>1.83 m and <2.8 m	<1.83 m (6'0")
138 kV	>2.2 m	> 1.22 m and < 2.2 m	<1.22 m (4'0")
72 kV	>1.8 m	>0.80 m and <1.8 m	<0.80 m (2'6")
25 kV	>1.0 m	>0.60 m and <1.0 m	<0.60 m (2'0")
15 kV	>1.0 m	>0.60 m and <1.0 m	<0.60 m (2'0")
4.16 kV	>1.0 m	>0.60 m and <1.0 m	<0.60 m (2'0")

* For nominal voltages not listed use the next higher voltage in the table.

710 LOCKOUT/TAG OUT

- .1 When work requires apparatus to be isolated, all hazardous energy must be controlled by using procedures to isolate the energy source.
- .2 All system maintenance, commissioning and inspections that require lockout/tag out to protect workers shall be performed according to the rules of the Standard Protection Code.
- .3 All hazardous energy outside the scope of the Standard Protection Code must be controlled using approved procedures and work methods.

Note: For further information see the [Standard Protection Code](#).

711 TREE TRIMMING AND FELLING

- .1 All tree felling operations shall be performed in accordance with Dutch Elm Disease Protocols and applicable Tree Felling/Trimming Procedures.
- .2 If the direction of fall cannot be controlled, the line shall be isolated before tree-felling operations continue.
- .3 Workers shall use the appropriate equipment for supporting and lowering branches.
- .4 Personal Protective Equipment (PPE) shall be worn when conducting tree trimming/removal operations.
- .5 Utility Tree Trimmers shall maintain the required distances as specified in OH&S Regulations Table 22.

712 TRENCHING

- .1 All trenching hazards shall be determined by a hazard/aspect identification and risk assessment. Prior to trenching all services shall be identified that may be affected.
- .2 Where the stability of a structure may be affected by an excavation or trench, the structure shall be supported by a temporary protective structure (shoring) designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design.
- .3 All loose material shall be scaled or trimmed from the side of an excavation or trench where a worker is required or permitted to be present.
- .4 Equipment, spoil piles, rocks and construction materials shall be kept at least one metre from the edge of an excavation or trench.
- .5 An excavation or trench that a worker may be required or permitted to enter shall be kept free from any accumulation of water.
- .6 The slope of a spoil pile adjacent to an excavation or trench shall have a slope at an angle not steeper than one horizontal to one vertical, or 45° measured from the horizontal.

713 WELDING (GENERAL)

- .1 Welders and their helpers shall wear PPE, as determined by the hazard/aspect and risk assessment.
- .2 Only qualified and competent workers conduct welding.
- .3 Only competent workers conduct cutting activities.
- .4 When welding or cutting, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable materials.

- .5 Local hot work procedures shall be followed when performing welding or cutting operations.
- .6 Matches or disposable lighters shall not be carried by welders or their helpers when welding or cutting.
- .7 Ventilation and respiratory protection shall be used to control exposure to welding fumes and gases.
- .8 Welding screens are to be used in areas where others may be exposed to welding flash.
- .9 Electric welding machines shall be adequately grounded.
- .10 When electrode holders are to be left unattended, the electrodes shall be removed, and the holders shall be placed or protected so that they cannot make electrical contact with workers or conductive objects.

SECTION 8 - OCCUPATIONAL HEALTH

800 GENERAL WORKPLACE HAZARDOUS MATERIALS INFORMATION (WHMIS)

- .1 Workers who may be exposed to controlled products are trained in Workplace Hazardous Materials Information System (WHMIS).
- .2 Identify the potential for, and responses to, incidents and emergency situations.
- .3 WHMIS shall be strictly adhered to, as follows:
 - a. Supplier labels for all non-consumer products brought into SaskPower.
 - b. Workplace labels are required for all decanted controlled products.
 - c. Workplace labels are not required if the product is under the exclusive control of the worker that decanted it and is not used longer than one shift.
 - d. Safety Data Sheets (SDS) shall be available to those working with hazardous products.
 - e. The most current versions of SDS will be available in electronic format for all workers.
 - f. All workers required to handle hazardous products shall be trained in the use of SDS.
- .4 Workers, who are required to ship or transport any dangerous goods, as defined by The Transportation of Dangerous Goods Act, shall be trained in the Transportation of The Dangerous Goods Act and Regulations.

Note: For further information see the [Workplace Hazardous Material Information System \(WHMIS\) Standard](#) and [MSDS Online](#).

801 AIR QUALITY

- .1 SaskPower shall, to the extent that is reasonably practicable, prevent the accumulation of airborne contaminants or impurities by maintaining mechanical ventilation systems to circulate clean air.
- .2 Where it is not reasonably practicable to ensure acceptable air quality, respiratory protective equipment shall be used and training in it shall be provided.

Note: For further information see the [Respiratory Protection Standard](#).

802 ANIMAL CONTROL

- .1 Where practicable the hazard posed by aggressive animals shall be removed.
 - a. The worker shall request the animal be detained prior to entering the site.
 - b. All incidents of animal bites, or other acts of aggression must be reported to the Animal Control / Local Municipality or RCMP in your area.
- .2 Incidents shall be reported and investigated according to the Incident Reporting and Investigation Policy and supporting processes.

Note: For further information see the [Animal Control Standard](#).

803 ASBESTOS

- .1 SaskPower Asbestos Management Program includes guidelines for the identification and control of asbestos. Processes shall be referenced when asbestos containing material is identified as a hazard.
- .2 Suspect asbestos containing material must be reported immediately to the supervisor or manager. Under no circumstances disturb the suspect material until the material has been classified. Procedure is located in Appendix A – Asbestos Management Program.
- .3 All procedures identified in the Asbestos Management Program shall be used. If there is a situation where the procedure creates an additional hazard or risk, refer to the Deviation from Safe Work Procedure Standard.
- .4 Asbestos awareness shall be provided to all employees.
- .5 Employees shall be advised of the presence of asbestos containing material in workplaces.
- .6 Workers inadvertently exposed to asbestos shall report the exposure following the Incident Reporting and Investigation Policy.
- .7 Employees who are required to perform an asbestos process shall be provided with:
 - a. Awareness of asbestos hazards and asbestos process work procedures.
 - b. Written asbestos work procedures, good housekeeping practices, emergency procedures to be followed in the event of an uncontrolled release of asbestos fibres, disposal procedures and asbestos fibre control methods.
 - c. Work areas identified through signage and barricades.
 - d. Personal protective equipment (PPE), respirators and disposable clothing.
 - e. Decontamination facilities as required and instruction in its use.

Note: For further information see the [Asbestos Standard](#) and the [Asbestos Management Program](#).

804 BIOLOGICAL HAZARDS AND INFECTIOUS MATERIALS

- .1 Where a hazard/aspect and risk assessment identifies a potential for exposure to biological or infectious material, workers shall contact their manager/supervisor to determine applicable safe work procedures.
- .2 Employers shall determine and record the hazards associated with exposures of workers to biological hazards and provide this information to the workers.
- .3 Workers who may be exposed to rodent droppings shall be instructed about the hazards of Hantavirus and on procedures for workplace decontamination. Personal protective equipment and materials for workplace decontamination shall be supplied.
- .4 Where hazard/aspect and risk assessment identifies the potential for West Nile Virus appropriate PPE shall be provided and used.
- .5 Workers, who may be exposed to mosquitoes, shall be provided with educational materials on the hazards of West Nile virus.

Note: For further information see the [Biological Hazard Standard](#).

805 ERGONOMICS

- .1 Where practicable, ergonomic hazards shall be removed. Where ergonomic hazards cannot be removed controls shall be used to reduce risk factors. Applicable PPE shall be used where engineering and administration controls do not effectively reduce the ergonomic hazard.
- .2 Each Division shall identify and provide training and/or awareness on ergonomic injury prevention.
- .3 Workers who are experiencing symptoms of ergonomic injury shall report the symptoms to their manager/supervisor in accordance with the Incident Reporting and Investigation Policy and supporting processes.
- .4 Workers shall cooperate in the implementing of corrective measures to eliminate or reduce ergonomic risk or injury.
- .5 Managers/supervisors shall review the activities of that worker and of other workers doing similar tasks to identify any cause of the symptoms and to take corrective measures to avoid further injuries. Ergonomic injuries are to be investigated, in conjunction with a health care provider if necessary.

Note: For further information see the [Ergonomic Standard](#) and the [Ergonomic Assessment Process](#).

806 FLAMMABLE, COMBUSTIBLE LIQUIDS and COMPRESSED GASES

- .1 Only competent workers shall handle flammable, combustible liquids and compressed gases. Workers handling flammable, combustible liquids and compressed gases shall be aware of the hazards of that liquid or gas, and the regulations governing its transportation and storage.
- .2 Workers shall identify potential flammable and combustible vapours that may be present including situations where flammable or combustible vapours may travel to a source of ignition at a distance and flashback.
- .3 Workers shall implement appropriate controls for the situation such as strict adherence to grounding and bonding requirements.
- .4 Current emergency preparedness and response plans and procedures, equipment, training, and response drills appropriate for the situation including fire, explosion, and spill risks will be followed.
- .5 Incidents shall be reported and investigated according to the Incident Investigation and Reporting Policy and supporting processes.
- .6 Training and/or awareness shall be provided to employees who are required to work with, or in the vicinity of, flammable or combustible liquids or vapours.
- .7 An inventory of flammable, combustible liquids and compressed gases will be maintained in the Chemical Inventory List.

Note: For further information see the [Flammable and Combustible Liquids Safe Work Standard](#) and the [Safe Storage, Handling, and Use of Flammable and Combustible Liquids Guideline](#).

807 HAZARDOUS CHEMICALS

- .1 Only competent workers shall handle hazardous chemicals.
- .2 Documented procedures shall be developed for the safe handling and storage of chemicals.
- .3 Workers handling chemicals shall be trained to respond to any emergent condition.
- .4 Workers handling chemicals shall wear applicable PPE, as determined by the hazard/aspect and risk assessment.
- .5 Workers shall review MSDS before using or handling chemicals.
- .6 All chemicals in the workplace shall be stored in accordance with provincial, federal, and municipal regulations.
- .7 Emergency shower and/or eyewash facilities shall be available at all work locations where hazardous chemicals are used and/or stored.
- .8 If a hazard/aspect and risk assessment indicates that a work area or field has been contaminated by a hazardous chemical or pesticide the worker shall:
 - a. Follow the applicable Division's Emergency Response procedures.
 - b. Determine what chemical (pesticide) has been applied and the name of the chemical.
 - c. Check the Material Safety Data Sheets (MSDS) and Chemical Inventory List; follow the restricted entry interval (REI).
- .9 Workers shall be aware of the hazards of H2S exposure and for those who may be exposed shall receive recognized H2S training.
- .10 SaskPower shall provide, and workers shall use, a H2S monitor when entering sites where there is potential for H2S exposure.

Note: For further information see the [Chemical Protective Clothing Standard](#) and the [Field Entry Safe Work Practice](#).

808 HOT AND COLD CONDITIONS

- .1 Working in thermal conditions shall begin with the identification and assessment of heat/cold exposure hazards and providing appropriate controls.
- .2 Where practicable thermal exposure hazards shall be removed. Where thermal exposure hazards cannot be removed controls shall be used to reduce exposure.
- .3 Workers and managers/supervisors shall understand the signs and symptoms of exposure to extreme heat and cold conditions.

Note: For further information see the [Working in Hot and Cold Conditions Standard](#).

809 INFECTIOUS DISEASE

- .1 When an infectious disease has been identified SaskPower shall:
 - a. Inform the workers of the hazard.
 - b. Take reasonable measures to reduce worker exposure.
 - c. Provide information to workers on basic controls.

- .2 If the employee becomes symptomatic, the employee is to report the illness to his/her immediate manager/supervisor or designate immediately. The Manager will notify the Return to Work (RTW) Office.

Note: For further information see applicable Contagious Illness Procedures.

810 NOISE

- .1 A noise survey shall be conducted by a competent person in workplaces where noise levels may exceed 80 dBA to determine if a noise exposure hazard exists.
- .2 Where practicable noise exposure hazards shall be minimized. Noise exposure hazard shall be reduced to the lowest practicable level.
- .3 Workers shall be provided and trained in the use, selection, and maintenance of hearing protection.
- .4 Workers shall wear the hearing protection provided by the employer where noise levels exceed 85 dBA.
- .5 Where workplace noise conditions exceed the OH&S guidelines the manager/supervisor shall ensure that:
 - a. audiometric testing is conducted;
 - b. a hearing conservation plan is developed; and
 - c. the decibel level is posted at work locations where noise levels exceed 80 dBA.

Note: For further information see the [Hearing Protection Standard](#).

811 WORKING ALONE

- .1 Where practicable, working alone exposure hazards shall be removed. Where working alone exposure hazards cannot be removed, controls shall be used to reduce the probability of an incident occurring.
- .2 Where a task specific hazard/aspect and risk assessment identifies that working alone increases the risk to the workers:
 - a. Appropriate controls shall be determined and reviewed with the employee's manager/supervisor.
 - b. Where controls are deemed insufficient, the task shall not be performed until a second hazard/aspect and risk assessment has been performed with the Manager or Supervisor and appropriate controls determined.
 - c. Where an employee(s) still feels the level of risk is too high the matter must be referred to the local Occupational Health Committee.
- .3 The steps to be taken to eliminate or reduce the risks must include the establishment of an effective communication system. Steps may also include:
 - a. Limitations on, or prohibitions of, specified activities.
 - b. Establishment of minimum training or experience, or other standards of competency.
 - c. Provision of personal protective equipment.
 - d. Establishment of safe work practices or procedures.

- e. Provision of emergency supplies for use in traveling under conditions of extreme cold or other inclement weather conditions.

Note: For further information see the [Working Alone Standard](#).

812 WORKING ON ICE

- .1 Upon a hazard and risk assessment that identifies work will be done on ice, over a body of water, the worker shall:
 - a. Choose an alternate route or isolation point when possible to avoid working on ice.
 - b. Check the vehicles Gross Vehicle Weight (GVW) against ice thickness.
 - c. Check the quality (clear, blue indicates good quality ice or white, cloudy ice indicates bad quality ice) of the ice visually prior to testing the ice.
 - d. Chip the ice with an axe or hatchet to create a small hole in the ice, or use an ice auger for measuring the thickness and determining if the ice is of good or bad quality.
 - e. Use a measuring device to determine the thickness.
 - f. Testing must be done on the date the work on ice is being done.
 - g. Have rescue equipment kept readily available.
 - h. Not work alone if possible, or follow the Working Alone Standard.
 - i. Inform any designated watch person of the emergency response plan, including contact information.
 - j. Personal Protective Equipment (PPE) specific to work activities on ice shall be provided and may include, but is not limited to a personal flotation device, axe or ice chisel, ice picks, 30 m (minimum) of 10 mm buoyant polypropylene rescue rope and/ or belt /harness with D rings.
 - k. Maintain situational awareness at all times.

Note: For further information see the [Working on Ice Standard](#).

813 WORKING ON, IN, OR NEAR WATER

- .1 Upon a hazard and risk assessment that identifies work will be done on, in or near water, the worker shall:
 - a. Determine if a life jacket or personal flotation device is required and ensure it is inspected prior to each use.
 - b. Be provided with a life jacket or personal flotation device when transported by boat or works from a boat, and that each worker uses the life jacket or personal flotation device at all times when the worker is in the boat.
 - c. Have rescue equipment kept readily available.
 - d. PPE specific to work activities on, in or near water shall be provided and may include, but is not limited to life preservers, waders and steel toed rubber boots.
 - e. Not work alone if possible, or follow the Working Alone Standard.

- f. Inform any designated watch person of the emergency plans including contact information.
- g. Maintain situational awareness at all times.

Note: For further information see the [Working On, In or Near Water Standard](#).

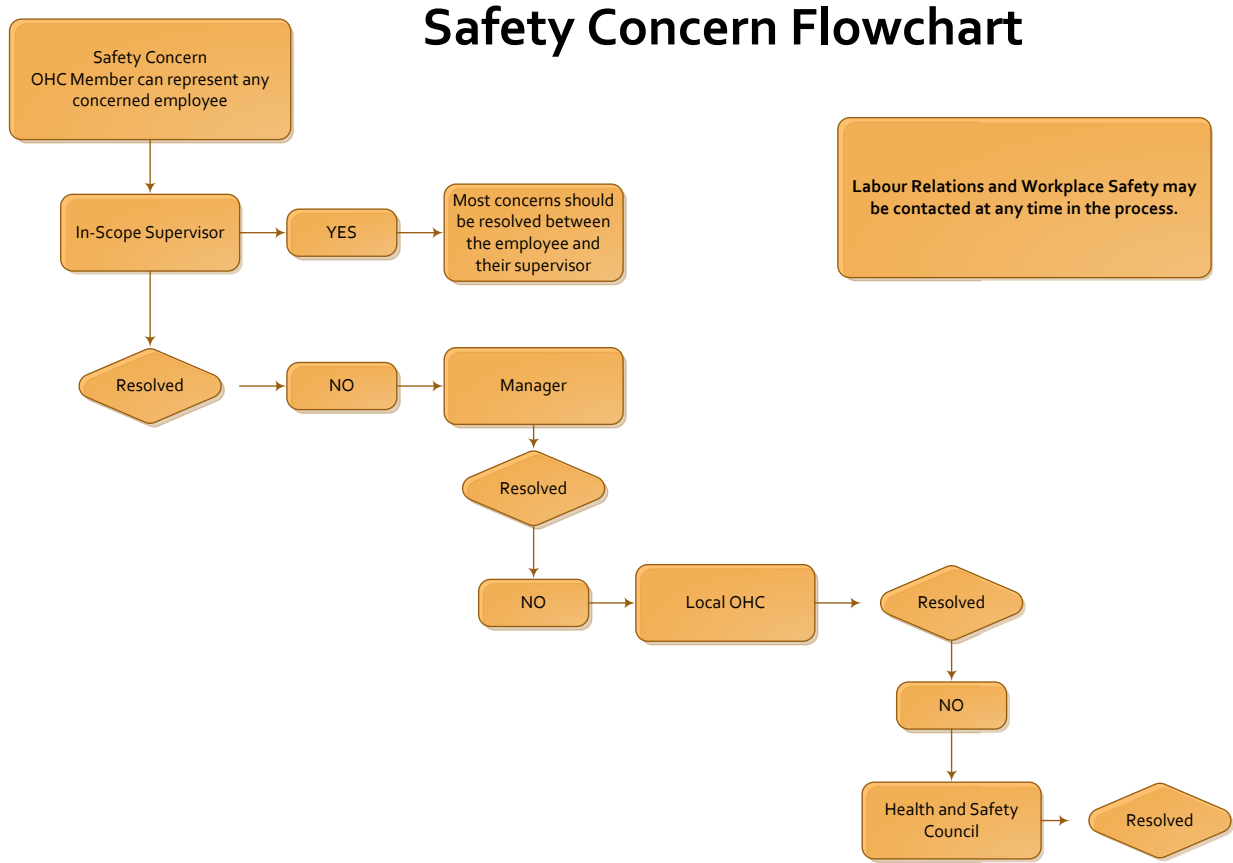
814 WORKPLACE VIOLENCE PREVENTION

- .1 Where practicable, violence exposure hazards shall be removed. Where violence exposure hazards cannot be removed controls shall be used to reduce the probability of a violent incident occurring.
- .2 Workers shall capture and record pertinent information concerning incidents of violence and provide the information to Division's and employees who may be exposed to similar circumstances in the future.
- .3 Employee to employee violence shall be recognized as a personal performance and/or respectful workplace issue and shall be managed through the SaskPower Employee Performance Policy and/or the SaskPower Respectful Workplace Policy and Guidelines.

Note: For further information see the [Workplace Violence Prevention Standard](#).

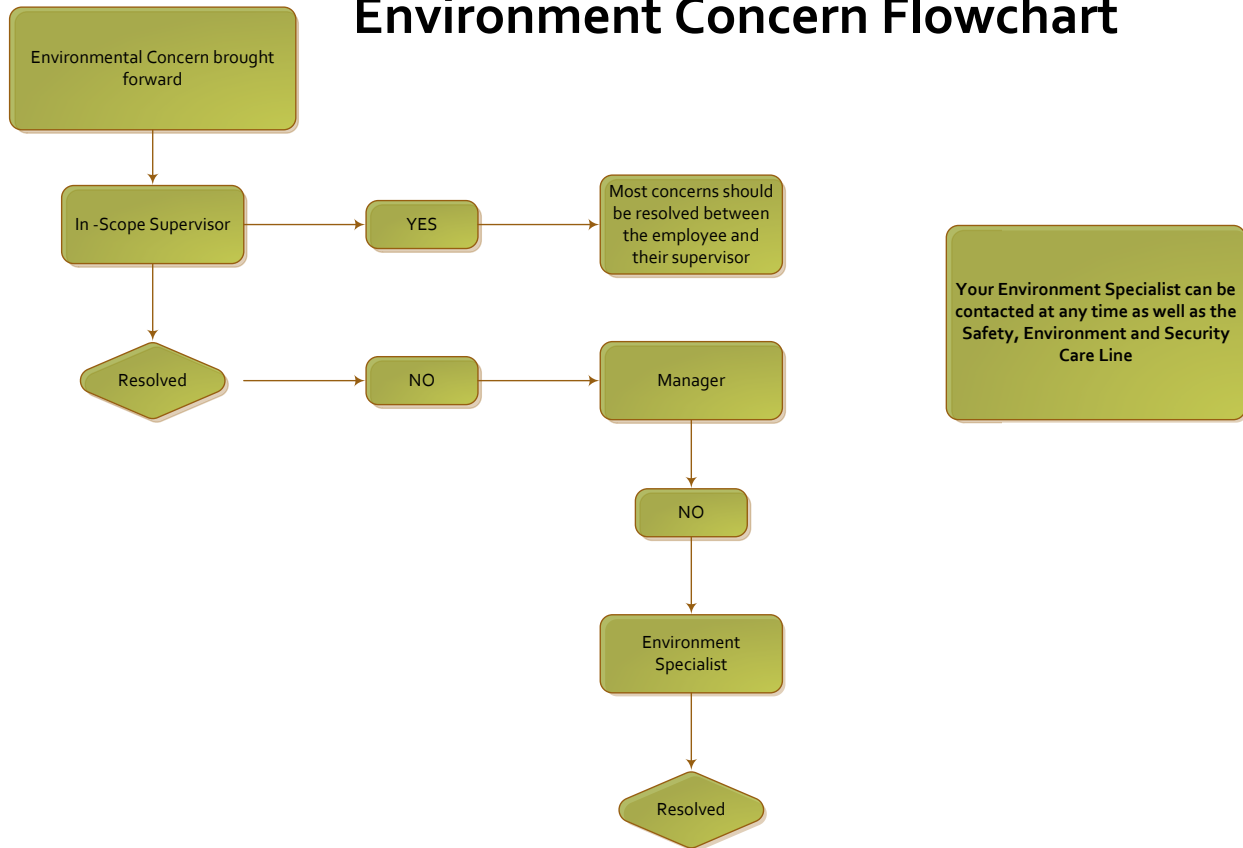
SECTION 9 - HANDLING SAFETY AND ENVIRONMENT CONCERNS

900 PROCESS FOR HANDLING A SAFETY CONCERN



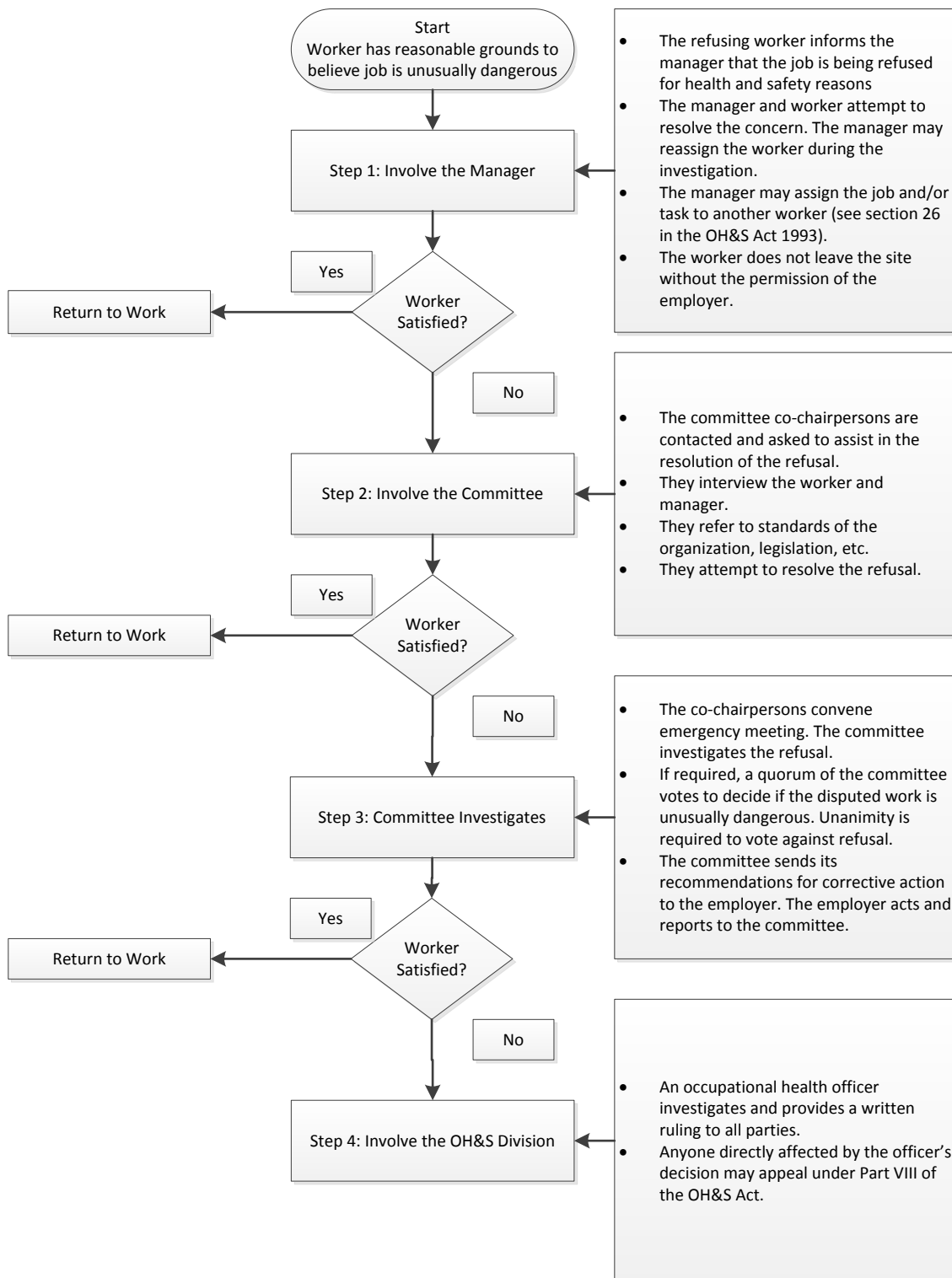
SafetyCare@saskpower.com may be contacted to provide appropriate support.

Environment Concern Flowchart



SafetyCare@saskpower.com may be contacted to provide appropriate support.

Procedure Summary for Investigating A Refusal to Work



SECTION 10 - PROCEDURE FOR RULEBOOK

1000 PROCEDURE FOR RULEBOOK REVISIONS AND INTERPRETATIONS

- .1 All requests for revisions and interpretations are to be submitted to the Safety Department attention SMS Manager in Regina. A [Change Request form](#) should be utilized.
- .2 The Change Management Request form shall include the following information:
 - a. Name of requestor
 - b. Position of requestor
 - c. Request for revision/interpretation
 - d. Rule number
 - e. Problem
 - f. Proposed solution
- .3 The SMS Manager will acknowledge receipt of each request for revision and/or interpretation with the sender.
- .4 Safety and/or Environment will review and deal with all requests for revisions and/or interpretations including a response to the requestor on the decision made.
- .5 If approved, the revision and/or interpretations will then be incorporated into the applicable Policy/Standard and updated in the next revision of the Safety and Environment Rulebook.

SECTION 11 - ENVIRONMENT

1100 GENERAL

- .1 SaskPower is committed to environmental stewardship and sustainability. SaskPower achieves this commitment by systematically reducing its environmental impact, through pollution prevention, meeting or exceeding corporate and regulatory requirement and continuous improvement. An employee of SaskPower you are expected to be knowledgeable and aware of the specific environmental impacts and regulatory requirements while carrying out your work.

1101 ENVIRONMENTAL RESPONSIBILITIES

- .1 Individuals working for SaskPower are responsible for knowing their activities that have the potential to impact the environment. Employees are responsible to know and use the tools and procedures provided to reduce their environmental impact while performing their work.
- .2 An Environmental Management System (EMS) is a set of processes and practices that help SaskPower reduce the risk of non-compliance and reduce its environmental impact and increase its operating efficiency. EMS guides all SaskPower work, employees and personnel working on behalf of the company, of our three key environmental commitments:
 - i. Actively prevent incident and pollution;
 - ii. Continually improve our Environmental performance;
 - iii. Meet or exceed environmental legislation and corporate commitments.

1102 ENVIRONMENTAL AWARENESS

- .1 All employees are required to complete the SaskPower Environmental Awareness Training, available via the Learning Management System (LMS).
- .2 All employees need to:
 - a. Be aware of their potential impact on the environment.
 - b. Identify all potential environmental aspects in the workplace that could result in environmental impact.
 - c. Include the environment in your job planning.
 - d. Make sure you have a thorough understanding of your permit requirements and identify environmental concerns and barriers through a hazard/aspect and risk assessment evaluate the level of risk to help determine what controls to implement

1103 ENVIRONMENTAL ASPECTS

- .1 Aspects are any SaskPower's activities, products or services that can have an environmental impact. Examples include:
 - Spill/releases to water, land and air,
 - Loss/removal of trees and shrubs,
 - Disruption of fish/fish habitat,
 - Waste disposal, and
 - Disturbance of an archeological site.

- .2 SaskPower has identified our aspects, evaluated the potential impact and implemented control measures to reduce the associated risk. For further information on aspects contact your Environment Specialist.

1104 SPILLS/RELEASES/INCIDENTS

- .1 SaskPower requires all employees to report a spill no matter how small. The discharge of a substance can be reportable under federal or provincial regulations when the discharge is in an amount, concentration or level or at a rate of release that may cause or is causing an adverse effect, unless otherwise expressly authorized.
- .2 Incidents include:
 - a. Violation of permit requirements, such as Aquatic Habitat Protection Permits (AHPP),
 - b. Unauthorized fires,
 - c. Vegetation/tree clearing,
 - d. Rutting/wet soils, and
 - e. Migratory bird disturbances.
- .3 Immediate reporting any spill or incident to your Supervisor or Environment Specialist helps to ensure adverse effects are addressed properly and minimized, if possible, to safeguard the public and protect the environment.
- .4 You can reach the Environment Department any time using the Safety, Environment and Security Line at **306-566-6200**
- .5 Everyone is responsible for reporting spills.
- .6 **WHEN IN DOUBT, REPORT.**

1105 COMPLIANCE WITH APPLICABLE LEGISLATION

- .1 SaskPower employees need to be aware of any legal or other requirements that pertain to their scope of work. This could include permit requirements, guidelines or operating statements set out by various regulatory bodies, as well as applicable SaskPower corporate policies and standards. Copies of current legal and other requirement documentation are available from your supervisor or your Environment Specialist.
- .2 Where work is being done and has the potential to create a significant environmental impact, the employee will make every effort to minimize risk to the environment.

1106 WASTE MANAGEMENT

- .1 SaskPower is committed to reducing its environmental impact by minimizing waste and to responsibly manage what waste does result from our activities. This includes recycling all material that can practically be recycled and ensure all hazardous materials are properly disposed of.