Safety and Environment Rulebook

Revision 5.3

Effective: April 2021

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 controls 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 AND CONSTANTS

The Safety Absolutes and Constants are life-saving safety rules that SaskPower has determined to be of utmost priority.

Safety Absolutes for Safety Sensitive Positions

The Safety Absolutes are applicable to all SaskPower employees who have safety sensitive positions.

In respect for my family, friends, and coworkers - I am fully committed to these Safety Absolutes and shall be responsible to hold myself and others accountable to them.

1. **I will complete a detailed HARA & ensure all controls are in place.**
2. **I will wear all appropriate PPE.**
3. **I will perform work in accordance with SaskPower's:**
    a. **Standard Protection Code & understand my responsibilities.**
    b. **MAD - Minimum Approach Distances.**
    c. **Bonding & Grounding Rules & Testing for Absence of Potential.**
4. **I will report all incidents including good catches and near misses.**

ONE Safety Absolute for safety sensitive positions can be customized to ensure they are meaningful to each team.
I acknowledge that the Safety Absolutes are mandatory and must always be followed. If I am unsure of a procedure, or protocol, I will take the responsibility to seek clarification.
SaskPower is committed to a safety culture which supports open and honest reporting of all good catches, near misses and incidents.

Safety Constants for Non-Safety Sensitive Positions
The Safety Constants are applicable to all SaskPower employees in non-safety sensitive positions.

In respect for my family, friends, and coworkers - I am fully committed to these Safety Constants and shall be responsible to hold myself and others accountable to them.

1. **I will complete a detailed HARA & ensure all controls are in place.**
2. **I will wear all appropriate PPE as determined by the HARA.**
3. **I will perform work in accordance with SaskPower's:**
    a. **Ergonomic Standard**
    b. **Safety & Environment Rulebook - housekeeping**
    c. **Motor Vehicle Standard**
4. **I will report all incidents including good catches and near misses.**

ONE Safety Constant for non- safety sensitive positions can be customized to ensure they are meaningful to each team.
I acknowledge that the Safety Constants are mandatory and must always be followed. If I am unsure of a procedure, or protocol, I will take the responsibility to seek clarification.
SaskPower is committed to a safety culture which supports open and honest reporting of all good catches, near misses and incidents.

Message from the President

The world around us is changing, and so is SaskPower. It's an exciting time for us as we move forward into a cleaner energy future.

As we embrace the opportunities of the energy transition, we must redouble our commitment to the health and safety of our employees, contractors, and customers. Health and safety must always be at the core of everything we do.

How we do are work matters. We need to stay focused on the impact of our work. Doing all we can to protect our environment while we provide power for our customers is critical. What we do today impacts our future.

All of us at SaskPower are responsible for making sure we have the tools and information to make smart decisions when it comes to safety and protecting the environment. This Rulebook has everything you need. An important step you can take is to familiarize yourself with the Rulebook, as it explains safe work practices in all areas of our business.

Thank you for doing your part to create a safe, healthy, and sustainable workplace.

Rupen Pandya

President & CEO

SaskPower Health, Safety and Environment Policy

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

Our Vision

Protection of Health, Safety and the Environment 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.
- Eliminate hazards and reduce health and safety risk.
- Ensure consultation and participation of workers and their representatives.

For further information see the Health Safety and Environment Policy.

Contents

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 surroundings in which SaskPower operates including air, water, land, natural resources, flora, fauna, humans and their interrelation.

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 workplace 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 Waste

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

Incident

An occurrence that did, or could have, resulted in injury, damage, environmental impact, or loss. Or an occurrence that caused a breach of corporate policy, legislation or other requirement. The classification will be either: Minor, Significant, Major, or Critical as defined in the Incident Reference Chart – Health and Safety or Incident Reference Chart – Environment.

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. It 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 handheld 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 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 obligations to which the company is committed.

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, 2020.

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 (i.e.. 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 your manager/supervisor or the Safety, Environment and Security Care Line at 306-566-6200, SafetyCare@saskpower.com or environment@saskpower.com.

Note: For further information see the Safety Environment Management System Summary Document or your Environment Specialist.

SECTION 2 - GENERAL SAFETY AND ENVIRONMENT RULES

200 GENERAL WORKPLACE RULES

.1 Supervisors/Managers and Employees are required to participate in safety and environment meetings as per the Safety and Environment Meetings Standard.

.2 Refer to the Health, Safety & Environment Inspections Standard for inspection requirements.

.3 Refer to the Health and Safety Orientation Process for orientation requirements.

.4 Supervisors/Managers and other designated individuals shall perform work observations, and employees and contractors shall participate in the work observation process as per the Work Observations Standard.

.5 Workers shall report any damage, spills or releases, abnormal conditions, incidents or deficiencies to their immediate manager/supervisor. All incidents shall be investigated as per the Incident Investigation Standard.

201 AUTHORIZED WORKERS

.1 Access to all SaskPower work locations shall be controlled to protect the public and to secure SaskPower facilities and only authorized personnel will be allowed access.

.2 Authorized workers performing work in a district shall communicate with the appropriate District Operator to advise them of their work schedule, prior to commencing work.

202 DEVIATION FROM SAFE WORK PROCEDURES

.1 For further information see the Deviation from Safe Work Standard and form template.

.2 A Hazard and Risk assessment must be completed along with the Deviation from Safe Work Procedures form with the indication that this is a one-time deviation. Each deviation from a safe work procedure no matter how similar must be reassessed.

203 EMERGENCY RESPONSE

.1 For further information see the Emergency Response Plan Standard.

.2 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.

204 FIRE PREVENTION AND PROTECTION

.1 For further information see the Safe Work Practice Re-entry and Clean-up of Fire Damaged Buildings, the Emergency Response Plan Standard, the Chemical and Biological Substances Standard and the Fire Extinguisher Standard.

.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 All building exits and entrances shall be clear of obstructions.

.5 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.

.6 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.

205 FIRST AID

.1 For further information see the First Aid Standard.

.2 The ESMIS reporting module is the SaskPower First Aid Register. All first aid incidents shall be recorded in the First Aid Register.

206 FITNESS FOR DUTY

.1 For further information see the Fit For Duty Policy and the Fatigue Management Standard.

.2 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.

.3 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.

207 GENERAL HAZARD AND ASPECT CONTROL

.1 For further information see the Hazard/Aspect and Risk Assessment Standard, Hazard/Aspect and Risk Assessment Policy, Health Safety and Environment Policy, Public Safety Standard, applicable standards and the Standard Protection Code.

.2 The Division shall develop and implement safe work procedures wherever work is identified as high risk.

.3 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.

208 HOUSEKEEPING

.1 For further information see the 5S SPC Corporate Housekeeping Guidelines.

.2 Lighting shall be sufficient and suitable for the work to be done.

.3 SaskPower facilities shall always be kept clean and orderly.

.4 Each worker shall be responsible to keep their work area clean and orderly.

.5 Workers shall return materials, tools and equipment to their proper place.

.6 Aisles, stairs and walkways shall be kept clear of obstructions.

.7 Portable electrical fans and heaters shall be positioned in a safe manner.

.8 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.

.9 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.

.10 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.

.11 Hazardous waste materials shall be disposed of in accordance with all applicable legislation.

209 MOBILE DEVICES

.1 For further information see the Motor Vehicle Safety Standard .

.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.

210 SAFETY ON CUSTOMER PREMISES

.1 For further information see the Animal Control Standard, the Working Alone Standard and the Workplace Violence Prevention Plan.

.2 Workers shall be alert to hazards such as overhanging icicles, slippery walkways, irregular stairs, awnings, unprotected shafts and openings in floors.

.3 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.

.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.

211 SHIFTWORK

For further information see the Fatigue Management Standard.

212 WORKPLACE VISITORS

.1 Divisions and facility/worksite managers shall ensure a procedure is implemented and updated for the identification of potential hazards/aspects, the associated risk and controls to be implemented relevant to their facilities/worksites to ensure the health and safety of visitors. Visitors are a person or group that access SaskPower property or facility/worksites that do not normally report to that location which may include workers from other company locations, contractors, external vendors, stakeholders and the public.

.2 Visitor access and controls shall be based on the level of risk and security protocols. This shall include personal protective equipment (PPE) requirements.

.3 Controls can include but are not limited to orientations, tour guides and zones, accounting for visitors while on premises, appropriate signage, fencing, locked doors, marked walkways, alarms and security cameras. For further information see the Health and Safety Orientation Process.

.4 Orientations shall be conducted with tour zones identified based on the level of risk prior to the assessment of controlled areas.

a. Unaccompanied visitor(s) shall be orientated to restricted areas, PPE requirements, site hazards/aspects and controls, facility safety rules and to applicable emergency response plans.

b. Accompanied visitor(s) shall always remain with the guide. A review of the emergency plan and PPE shall be done with the visitor(s).

SECTION 3 - PERSONAL PROTECTION

300 GENERAL

SaskPower employees, contractors and visitors shall implement appropriate PPE while present at our facilities and work sites.

.1 For further information see the Hazard/Aspect and Risk Assessment Policy and applicable Standards.
.2 Employees, contractors and visitors shall use applicable PPE as per the requirements of the hazard/aspect and risk assessment.
.3 Employees shall be trained in the use of PPE.
.4 Damaged PPE shall be removed from service immediately, repaired by qualified personnel or replaced.

301 ARC FLASH (FRC)

.1 For further information see the Arc Flash Standard.

Transmission System

Distribution System

Distribution Transformer Secondary

302 CHEMICAL PROTECTIVE CLOTHING (CPC)

.1 For more information see the Chemical and Biological Substances Standard.
.2 CPC should always be used in accordance with the manufacturer's instructions.
.3 Only persons who have received appropriate training should use emergency-use CPC.
.4 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.

303 EYE AND FACE PROTECTION

.1 For further information see the Eye and Face Protection Standard, and the Arc Flash Standard.
.2 Face shields will have appropriate arc rating based on the hazard.

304 FALL PROTECTION

.1 For further information see the Fall Protection Standard.

305 FOOT PROTECTION

.1 For further information see the Foot Protection Standard.

306 HAND AND ARM PROTECTION

.1 For further information on Rubber Insulating Gloves see Section 4 of the Safety and Environment Rulebook, the Hand and Arm Protection Standard.

307 HEAD PROTECTION

.1 For further information see the Head Protection Standard.

.2 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.

308 HEARING PROTECTION

.1 For further information see the Hearing Protection Standard.

309 HIGH VISIBILITY

.1 Refer to the High Visibility Standard for requirements.

.2 If performing flag person duties; an additional resource is the Traffic Control Planning SOP.

310 PERSONAL AND/OR PORTABLE GAS MONITOR

.1 Refer to the Personal and Portable Gas Monitor Standard for requirements and any local procedures for further guidance.

.2 Workers shall be aware of the hazards of H_2S (Hydrogen Sulfide) exposure and for those who may be exposed shall receive recognized H_2S training.

.3 SaskPower shall provide, and workers shall use, a H_2S monitor when entering sites where there is potential for H_2S exposure.

311 RESPIRATORY PROTECTION

.1 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.

.4 Any apparatus that is not in the verified de-energized state or disconnected from the system must be considered energized and appropriate controls used, unless an approved work procedure dictates otherwise.

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 require them where protection from electrical hazards is required 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 leather protectors except as allowed in the Low Voltage Live Working Rules or other approved 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 expiry 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.

402 CLASS 0 GLOVES

.1 Class 0 rubber insulating gloves are intended to provide electrical protection for voltages in excess of 50 volts up to 750 volts and shall be worn as dictated by the HARA or procedure being followed.

.2 At a minimum Class 0 Rubber Gloves shall be worn for direct hand contact with apparatus energized at voltages over 50 Volts and up to 750 volts (phase to phase).

403 CLASS I GLOVES

.1 Class I rubber insulating gloves are intended to provide electrical protection for voltages up to 5 kV (phase to phase) and shall be worn as dictated by the HARA or procedure being followed.

.2 At a minimum Class 1 Rubber Gloves shall be worn for direct hand contact with apparatus energized at voltages up to 5000 volts (phase to phase).

404 CLASS II GLOVES

.1 Class II rubber insulating gloves are intended to provide electrical protection for voltages up to 17 kV (phase to phase) and shall be worn as dictated by the HARA or procedure being followed.

.2 Class II rubber insulating gloves may be worn during direct hand contact with energized exposed conductors or apparatus from 1kV to 5kV.

.3 Class II rubber insulating gloves shall be used as a secondary barrier in conjunction with an insulating stick when operating the stick from ground potential. This does not apply when operating the stick from a wood pole.

.4 Class ll rubber insulating gloves shall not be used to handle energized 14.4kV underground cable except as allowed by approved Standard Operating Procedures.

.5 Class II rubber insulating gloves are sufficient to provide protection when operating any Gang 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.

.6 Class II rubber insulating gloves may be used as a secondary barrier on lines up to 25kV phase to phase for downed lines, isolated circuits, stringing and Bonding and Grounding operations as dictated in appropriate work procedures.

405 CLASS III GLOVES

.1 Class III rubber insulating gloves are intended to provide electrical protection for voltages up to 26.5 kV (phase to phase) and shall be worn as dictated by the HARA or procedure being followed.

.2 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.

.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.

.4 Class III rubber insulating gloves may be used as a secondary barrier for handling de-energized transmission lines, transmission guy wire and shield wire where equipotential bonding is impractical as dictated in appropriate work procedures.

Rubber Insulating Glove Voltage Class Rating

CLASS	TAG COLOUR	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	10 000/40 000	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

AC Voltage in this table is the Nominal Phase to Phase voltage of the apparatus

406 FIBERGLASS REINFORCED PLASTIC LIVE-LINE TOOLS (Hot Sticks)

.1 Hot sticks shall be visually inspected for signs of damage before each use.

.2 Hot sticks shall have periodic testing at least every 24 months or be tagged out of service.

.3 Hot sticks shall not be used past the test expiry date.

.4 Hot sticks shall not be field altered or modified.

.5 Hot sticks 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 or tube, 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.

.6 Hot sticks shall be maintained in a clean condition.

.7 Hot sticks shall be kept in weather-proof enclosures when not in use.

407 MEASURING DEVICES

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

.2 Only designated sticks shall be used for taking height measurements on transmission lines.

408 PHASING EQUIPMENT

.1 Phase identification shall be performed under the direction of a qualified person.

.2 Ensure that high potential sticks or phasing testers used on high-voltage circuits are in good condition and have non-expired test-dated labels attached where applicable.

.3 Phasing equipment shall be stored and transported in the carrying case provided for this purpose.

.4 Appropriate class rubber insulating gloves shall be worn when conducting low voltage tests with phasing equipment, according to the manufacturer's specification or SaskPower procedures.

.5 Medium or high voltage phasing equipment shall be used with appropriate insulating sticks.

.6 For further information see any applicable Division procedures and directives.

409 RUBBER HOSES, HOODS AND BLANKETS AND RIGID PROTECTIVE COVER

.1 Rubber hoses, hoods and blankets and rigid protective cover 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 and rigid protective cover 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 equipment. Rubber blankets shall be rolled and placed in containers. Line hose shall be stored lying flat.

.3 Rubber equipment and rigid protective cover shall be inspected and cleaned prior to each use. Any 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.

.5 All class 4 protective rubber must be tested annually.

.6 Testing is not required for Rigid Protective Cover, per the Rigid Protective Cover Work Rules.

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 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 tight 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 Wear appropriate PPE including face shields while operating grinders.

.2 Fixed grinders shall be equipped with shields and material rests.

.3 The rests on fixed grinders shall not be set more than 3 mm from the face of the wheel.

.4 Blotters (grindstone pads) shall be installed according to the manufacturer's recommendations.

.5 Grinding discs (wheels) shall not be operated at a speed that exceeds the manufacturer's recommendations.

.6 Any chipped, cracked or damaged grinding stones or grinding discs shall be removed from service and discarded immediately.

.7 Portable grinders shall not be placed in a vice for grinding handheld 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 logbooks 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 For further information see the Occupational Health and Safety Regulations, 2020.

.2 Ladders shall be selected, used and maintained to perform their function safely.

.3 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.

.4 All portable ladders shall be equipped with non-slip feet and be secured against accidental movement during use.

.5 Defective ladders shall be destroyed.

.6 A worker shall not work from the top two rungs or steps of a portable ladder.

.7 Stepladders shall be fully opened and in a locked position when being used.
.8 While ascending or descending a ladder a worker shall maintain three points of contact.
.9 Ladders being moved in areas of overhead exposed energized equipment or facilities shall be carried in a horizontal position.
.10 Use of portable metal ladders near exposed electrical circuits or equipment is prohibited.

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 Tubular frame scaffolds that are pre-engineered shall be erected, maintained, and dismantled following manufacturer's instructions. They shall be inspected per the manufacturer's recommendations prior to use, and daily thereafter.
.3 More complex scaffolding or custom-built installations such as tube and clamp-type scaffolds, wooden scaffolds, etc. shall be erected, maintained and dismantled by a competent worker trained in scaffolding. These types of 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 applied to the scaffold.
.4 Safe work practices and safe work procedures for specific types of scaffolding equipment shall meet the requirements set out in Part 12 of *The Occupational Health and Safety Regulations, 2020.*

516 TOWING DEVICES

.1 For further information see the Motor Vehicle Safety Standard, Safety Briefing #7 and the Towing/Equipment Retrieval Safe Work Directive.
.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.

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 workload 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.

519 OVERHEAD DOORS

.1 Vehicles shall not pass through overhead doors while they are in motion.

.2 Personnel shall use man door rather than overhead door whenever possible.

.3 Whenever possible use a spotter when moving a vehicle through an overhead door.

SECTION 6 - VEHICLES, EQUIPMENT AND TRANSPORTATION

600 GENERAL

.1 For further information see the Motor Vehicle Safety Standard and the Vehicle Parking Standard.

.2 The unsafe operation of any motor vehicle, while performing any job, assignment or task on behalf of SaskPower is prohibited.

.3 Identify the potential for, and responses to, incidents and emergency situations.

.4 Drivers and/or passengers shall know and comply with provincial and local traffic laws.

.5 Seatbelts shall be worn while in a moving vehicle owned or leased by SaskPower.

.6 Employees shall also wear seatbelts when in a moving vehicle and they are working, traveling for a work-related event, or on company property.

.7 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.

.8 Drivers shall not engage in any activities that distract from driving.

.9 Where applicable, vehicle maintenance and driver logs shall be completed as per the applicable regulations.

.10 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.

.11 All workers who operate snowmobiles and ATV shall wear approved protective head gear and face protection.

.12 Workers who operate watercraft shall be licensed and instructed in the safe operation.

.13 All occupants in the watercraft shall be provided with and wear approved personal flotation devices (PFD).

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 For further information see the Aviation Standard.

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 Firearms License may receive written approval from the Business Unit Vice President or Director.

604 POWERED MOBILE EQUIPMENT (PME)

.1 For further information see the Operation of Powered Mobile Equipment Standard, High Visibility Standard.

.2 PME shall have a documented inspection prior to daily use and in accordance with the manufacturer recommendations.

.3 PME found to be unsafe shall be removed from service.

.4 Seat belts or other restraining devices shall always be used by PME operators.

.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, see Section 707 SaskPower Minimum Approach Distances.

.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 PME shall be equipped with audible warning devices (horn) and a reverse motion warning device.

.15 When an operator does not have a clear view to travel, assistance from another person shall be obtained.

.16 Workers shall be trained and competent in the operation of powered mobile equipment.

.17 Trucks, trailers and boxcars shall be secured against accidental movement before a forklift enters or leaves them.

.18 A forklift may be used to support an approved work platform.

605 TRAFFIC CONTROL

.1 For further information see the Traffic Control Planning SOP.

.2 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.

.3 Signage that complies with the Traffic Control Act shall be used to establish a Work Zone.

.4 When directing traffic, all workers and signalers shall wear high visibility clothing in accordance with Saskatchewan Highway and Transportation Regulations and local bylaws.

606 VEHICLE RECOVERY AND EXTRICATION

.1 For further information see the Motor Vehicle Safety Standard and the Safety Briefing #7 Towing and Equipment Retrieval.

.2 Recovery system kits (rigging) that have been supplied shall be based on vehicle being recovered and not the pulling vehicle.

.3 SaskPower vehicles shall not be used to assist in recovery of third-party vehicles.

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 using 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.

.3 Portable ground sets and portable bond mats used for bonding and grounding shall meet the requirements of the Portable Ground Set and Portable Bond Mat Standard.

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

704 CONFINED SPACE ENTRY AND RESCUE

.1 For further information see the Confined Space Standard.

.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.

705 EXCAVATION

.1 For further information see the Excavation and Trenching Standard and the Hydro-vacuum Excavation SOP.

.2 If there is contact with or damage to an underground pipeline, cable or conduit, the affected utility shall be notified immediately.

706 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.

707 WORKING IN PROXIMITY TO LIVE ELECTRICAL APPARATUS

.1 Where any worker is uncertain as to the voltage or state of apparatus near their work area, they shall contact a qualified and knowledgeable person to determine this information.

.2 A worker that is neither a qualified electrical worker nor a utility tree trimmer is a non-electrical worker. Except as allowed in 707.3, Non-electrical workers performing work near exposed energized electrical apparatus over 750 volts shall remain outside the following minimum distances with their body, material or tools. Examples include metal tape measures, shovels, scaffolding pipes, etc.

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")

.3 A non-electrical worker may approach closer than the distances referred to in 707.2 and up to the Minimum Approach Distance when directly supervised by a qualified electrical worker who shall ensure these distances are respected. The supervising qualified electrical worker shall, prior to commencing work in the area, conduct an orientation and perform a joint HARA with the non-electrical worker(s) identifying the voltage and state of apparatus in or around the work area. The supervising qualified electrical worker shall ensure that the non-electrical worker does not encroach upon the appropriate Minimum Approach Distance with their body, material or tools.

.4 All workers shall follow the rules established by the Minimum Approach Distance 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	-	-	
4.16 kV	0.65 m	-	-	
15 kV	0.70 m	-	-	
25 kV	0.75 m	-	-	
34.5 kV	0.80 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.

708 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.

709 LOCKOUT/TAG OUT

.1 For further information see the Standard Protection Code.

.2 When work requires apparatus to be isolated, all hazardous energy must be controlled by using procedures to isolate the energy source.

.3 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.

.4 All hazardous energy outside the scope of the Standard Protection Code must be controlled using approved procedures and work methods.

710 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 19.

711 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.

712 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 CHEMICAL AND BIOLOGICAL SUBSTANCES (WHMIS)

.1 Refer to the Chemical and Biological Substances Standard for requirements.

.2 Only competent workers shall handle chemical and biological substances, including flammable and combustible substances and are to be aware of the associated hazards, controls and the requirements for appropriate handling, use, storage, transportation and disposal. Refer to MSDS Online for access to SaskPower safety data sheets and the Flammable and Combustible Liquids Storage Cabinet Handbook regarding proper storage.

.3 Workers who are required to ship or transport any dangerous goods, shall be trained in the Transportation of The Dangerous Goods Act and Regulations.

.4 A list of chemical and biological substances shall be developed, maintained and included in a Chemical Inventory List with priority given to bulk and frequently used hazardous chemicals.

.5 Emergency shower and/or eyewash facilities shall be available at all work locations where hazardous chemicals are used and/or stored. Refer to the Emergency Shower and Eyewash Station Standard for requirements.

.6 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.

.7 If it has been determined that a field to be entered may have been sprayed with a pesticide/chemical, refer to the Field Entry During or After Pesticide Application Safe Work Practice.

801 AIR QUALITY

.1 For further information see the Respiratory Protection Plan Standard.

.2 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.

802 ANIMAL CONTROL

.1 For further information see the Animal Control Standard.

a. All incidents of animal bites, or other acts of aggression must be reported to the Animal Control/Local Municipality or RCMP in your area.

803 ASBESTOS

.1 Refer to the Asbestos Standard for general requirements and Asbestos Management Program which outlines the specific requirements and procedures that all SaskPower workers are to follow for the identification, management and control of asbestos and asbestos containing materials.

.2 Suspect asbestos containing material must be reported immediately to the supervisor or manager. Suspect material shall not be disturbed until the material has been classified. Refer to Appendix A in the 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 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 Process.

804 RADIATION SAFETY

.1 For further information see the Radiation Standard.

805 ERGONOMICS

.1 For further information see the Ergonomic Standard and the Ergonomic Assessment Process.

806 HOT AND COLD CONDITIONS

.1 For further information see the Working in Hot and Cold Conditions Standard.

807 INFECTIOUS DISEASE

.1 For further information see applicable Contagious Illness Procedures.

.2 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.

.3 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 Health & Wellness Services.

808 NOISE

.1 For further information see the Hearing Protection Standard.

809 WORKING ALONE

.1 For further information see the Working Alone Standard.

.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.

810 WORKING ON ICE

.1 For further information see the Working on Ice Standard.

811 WORKING ON, IN, OR NEAR WATER

.1 For further information see the Working On, In or Near Water Standard.

812 WORKPLACE VIOLENCE PREVENTION

.1 Refer to the Workplace Violence Prevention Standard for requirements.

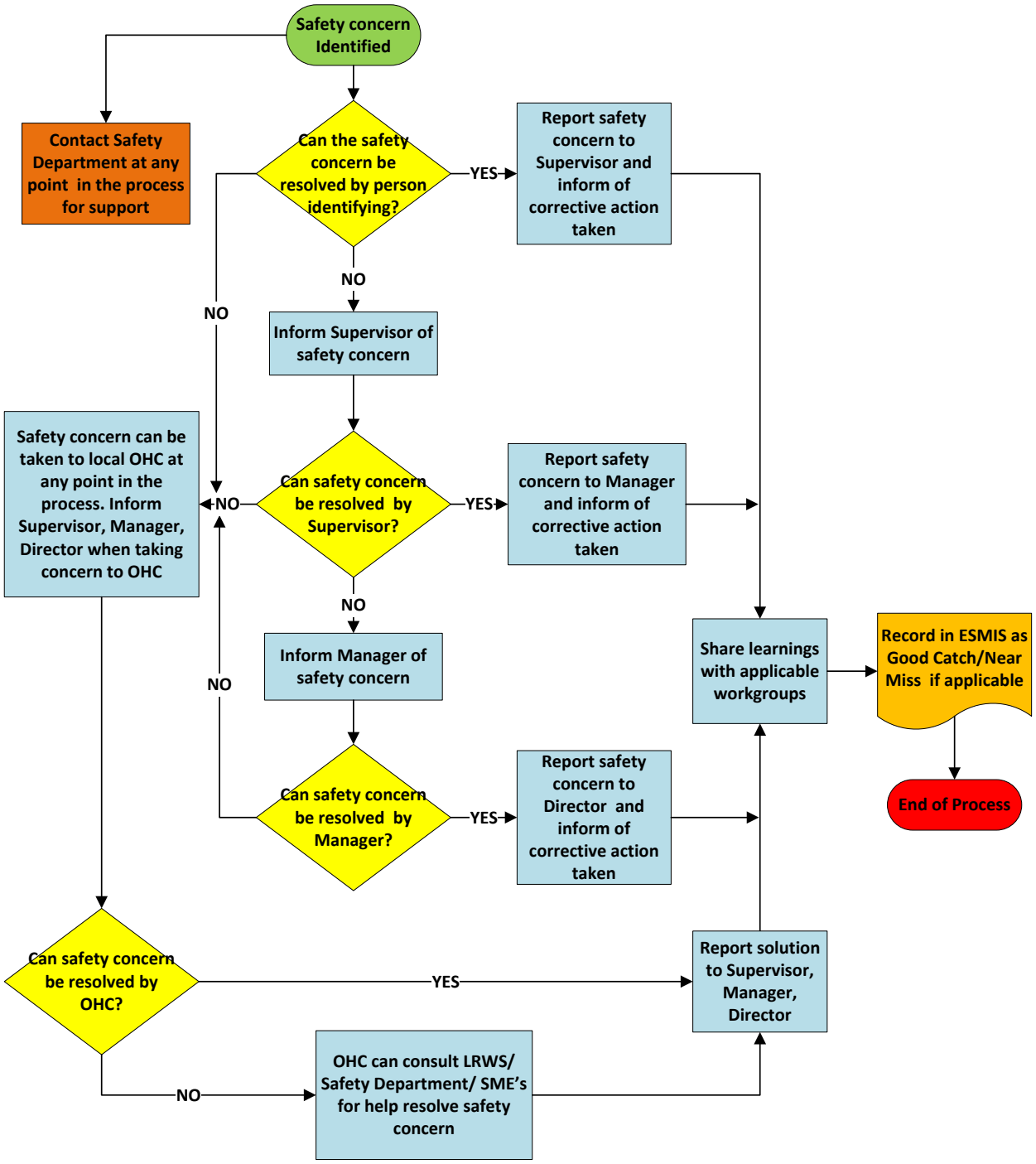
.2 Where practicable, violence exposure hazards shall be removed. Where violence exposure hazards cannot be removed controls shall be used to reduce the probability of a violent incident occurring.

.3 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.

.4 Worker to worker violence shall be recognized as a personal performance and/or respectful workplace issue and shall be reported to and managed through SaskPower Human Resource's Respectful Workplace Policy or the Code of Conduct Policy and Process.

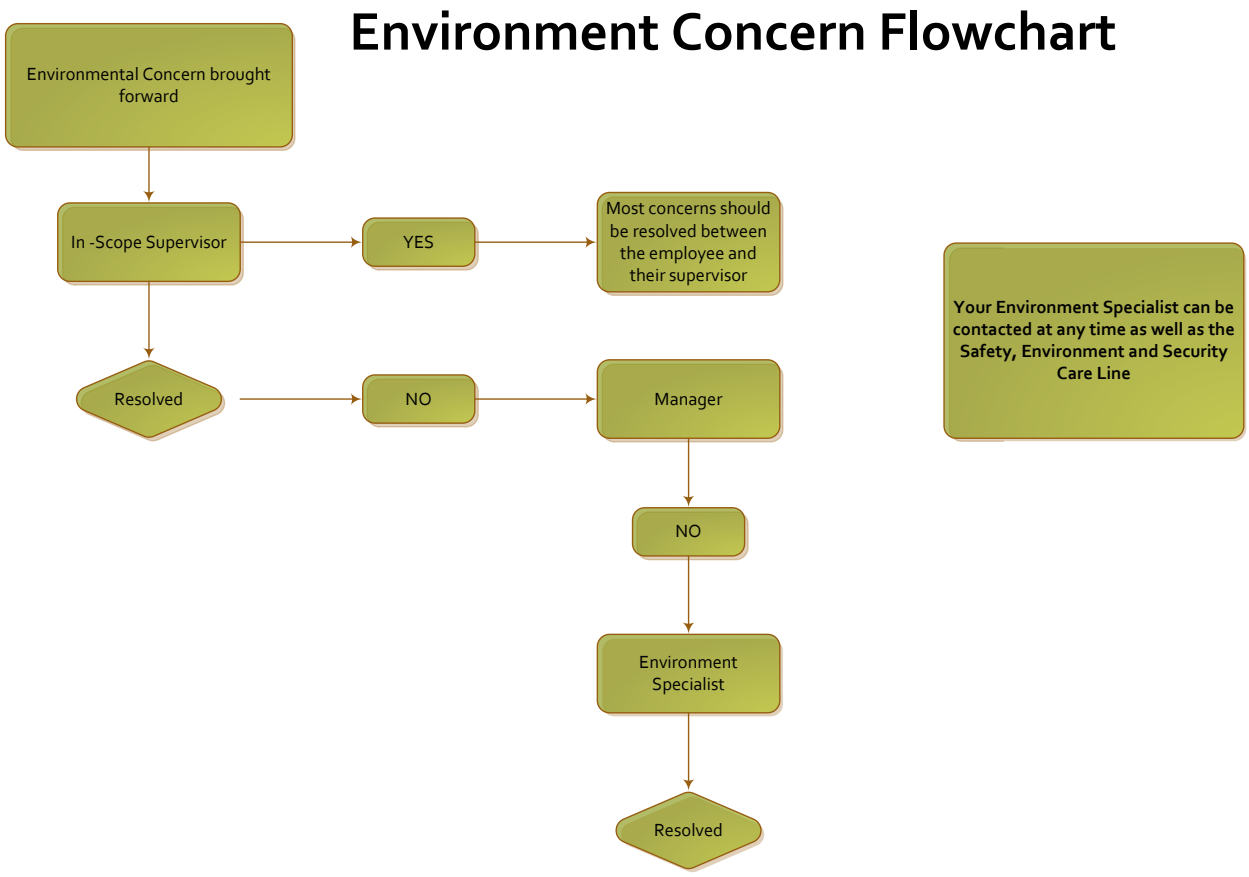
SECTION 9 - HANDLING SAFETY AND ENVIRONMENT CONCERNS

900 PROCESS FOR HANDLING A SAFETY CONCERN



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

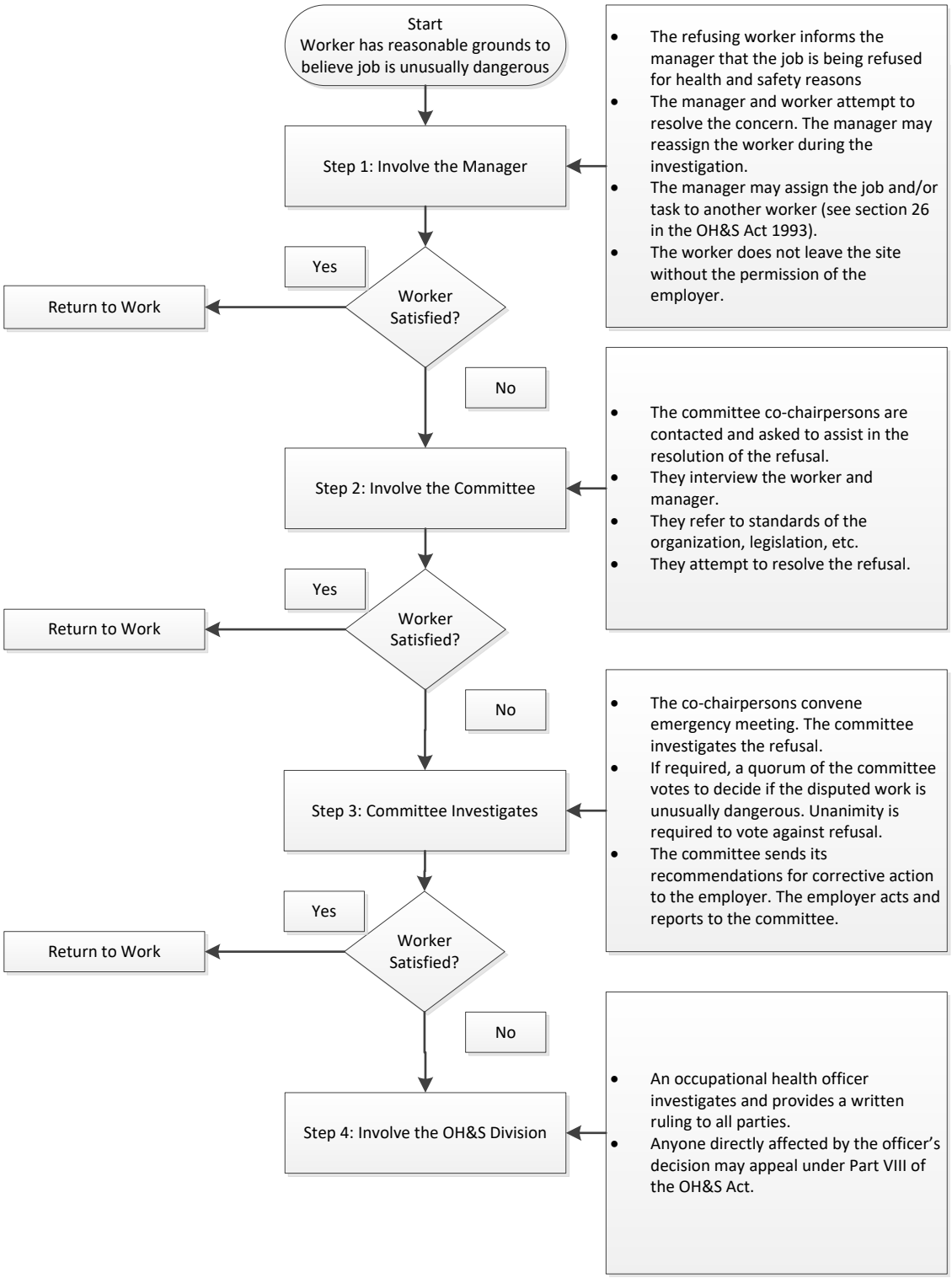
901 PROCESS FOR HANDLING AN ENVIRONMENT CONCERN



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

902 WORK REFUSALS

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 environmental impacts and regulatory requirements while carrying out your work.

1101 ENVIRONMENTAL RESPONSIBILITIES

.1 Individuals working for SaskPower are responsible for understanding potential environmental risks of their work. Employees are responsible to understand and implement controls to minimize impacts to the environment while performing their work.

.2 An Environmental Management System (EMS) is a set of processes and practices that help SaskPower reduce the risk of regulatory and procedural non-compliance and reduce its environmental impact. EMS guides all SaskPower work, employees and contractors, to work towards achieving 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 through 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 and activities in the workplace that could result in environmental impact.
c. Include environmental considerations from project initiation through to project completion in your job planning.
d. Have a thorough understanding of your permit requirements and identify environmental risks and controls through a hazard/aspect and risk assessment (HARA).

1103 ENVIRONMENTAL ASPECTS

.1 Aspects are any of 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 environmental 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 all incidents, including minor incidents such as a low volume spill. Depending on the volume, the type and concentration of the spilled material, as well as the receiving environment (i.e. secondary containment or a creek) the release may need to be reported to provincial and/or federal regulators.

.2 Incidents include:

a. Violation of permit requirements, such as Aquatic Habitat Protection Permits (AHPP),
b. Unauthorized fires,
c. Spills,
d. Vegetation/tree clearing,
e. Rutting/wet soils, and
f. Migratory bird disturbances.

.3 Immediate reporting any spill or incident to your Supervisor or Environment Specialist and report all incidents in ESMIS. You can reach the Environment Department any time using the Safety, Environment and Security Line at **306-566-6200**

.4 Everyone is responsible for reporting incidents.

.5 **WHEN IN DOUBT, REPORT**.

1105 COMPLIANCE WITH APPLICABLE LEGISLATION

.1 SaskPower employees need to be aware of legal or other requirements that pertain to their work. This could include permit requirements, guidelines 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 through proper project planning, following, being aware of any environmental requirements, permit conditions and/or site-specific mitigation as required.

1106 WASTE MANAGEMENT

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