



## **Contractor Health, Safety, Environment and Security Management Standard**

### **1.0 PURPOSE**

This standard supports the SaskPower Contractor Health, Safety, Environment and Security Management Policy and establishes the requirements for managing health, safety, environment (HSE) and security of contractors at SaskPower, including their qualification, orientation, monitoring and measuring of HSE performance.

### **2.0 DEFINITIONS**

#### **2.1 Commercial Work**

A setting where there is no manufacturing of a product and includes low or medium risk activities, such as: 1. of an administrative, professional or clerical nature; and/or: 2. where there may be some physical exertion or exposure to potentially hazardous conditions, work processes, or substances, but not in an industrial setting.

#### **2.2 Contract**

The agreement made between SaskPower and the contractor for the furnishing of goods and / or services.

#### **2.3 Contract Administrator/ Requisitioner**

The person designated by SaskPower to manage the terms of the contract. The Contract administrator can be part of one or more of the following roles: contract owner, contract requisitioners, project managers, contract specialists, construction managers, procurement buyers/purchasing agents and any designates that are representing SaskPower with the contractor.

#### **2.4 Contractor**

A person, partnership or group of people (independent from SaskPower and retained by SaskPower under contract) that directs the activities of one or more employees (of the contractor or of SaskPower, or both) or self-employed people involved in providing SaskPower with contracted Services.

#### **2.5 Environmental Aspects**

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

#### **2.6 Environmental Impact**

Any change to the environment, weather adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

#### **2.7 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.

## **2.8 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.

## **2.9 High Risk Work**

Defined by SaskPower as:

- Activities reflected in the OH&S Regulations:
  - Prescribed Place of Employment, Table 7;
  - High Hazard Activities, Table 8;
- Those activities in the OH&S Regulations that have a dedicated section;
- Work performed in by/in/on\* electrical facilities; and/or
- Any other activities that are typically deemed as medium risk, but working in the industrial setting.

\*By/in/on = area where minimum approach distances could be encroached upon or could not maintain requirements of an unqualified electrical worker, in compliance with Table 22.

## **2.10 Industrial Work**

Industrial setting is the location where a product is manufactured (including generating, transmitting and distributing electricity at SaskPower).

## **2.11 Learning Management System (LMS)**

A learning management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives with respect to learning.

## **2.12 Low Risk Work**

Defined by SaskPower as: activities that are of an administrative, professional or clerical nature that does not require substantial physical exertion or exposure to potentially hazardous conditions, work processes, or substances.

## **2.13 Management System**

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

## **2.14 Medium Risk Work**

Defined by SaskPower as: activities not otherwise defined as high or low risk work and where there is some *“physical exertion or exposure to potential conditions, work processes, or substances”* (Regulation definition).

## **2.15 Risk**

The combination of likelihood and consequences of a specified hazardous event occurring.

## **2.16 Services (Work)**

Services are any and all of the labour, duties, functions and activities required to be performed by the Contractor under the contract.

### **3.0 ROLES AND RESPONSIBILITIES**

#### **3.1 SaskPower Divisions shall:**

- Provide contract administrators resources to support the requirements of the Contractor Health, Safety, Environment and Security Management Standard.
- Support the development, implementation and maintenance of the contractor health, safety, environment and security management requirements.
- Implement the contract in accordance with requirements defined within the SaskPower Safety and Environment Management Systems and Enterprise Security Procedures.
- Contract administrator (or designate) monitors contractor health, safety, environment and security management for his/her respective areas of responsibility.

#### **3.2 The Contract Administrator / Requisitioner shall:**

- On behalf of SaskPower:
  - Identify the HSE requirements of the work, based on the scope or work.
  - Incorporate HSE requirements into contract documents if required.
  - Orientate contractors prior to work starting;
  - Communicate requirements and verify that contractors:
    - Are aware of applicable requirements;
    - Have appropriate training, qualifications and competencies to perform the work;
    - Have a hazard and risk assessment process.
    - Verify that contractors comply with SaskPower drug and alcohol requirements;
    - Takes steps to ensure safety measures in contract specifications are in effect; and
    - Arranges start-up meetings, if applicable.
- Ensure contractor incidents are recorded in the safety software.
- Assist and / or monitor work observations, inspections, job planning, audits and records.
- Assign duties to a designate if required and provide the designate with tools and resources so that they will be able to monitor that the contractor meets requirements.

#### **3.3 Health & Safety, Environment and Enterprise Security shall:**

- Develop, implement and maintain the Contractor Health, Safety, Environment and Security Management Standard. Comply with and provide support for implementing the contractor health, safety, environment and security management requirements.
- Act as a resource in establishing requirements for their respective areas.

#### **3.4 Contracted Company shall:**

- Participate in orientation and tailboard meetings prior to the work commencing.
- Comply with SaskPower policies, standards and procedures.

### **4.0 METHOD/PRACTICE**

#### **4.1 Pre-Qualification:**

- Contractors performing high risk work are required to be pre-qualified in ISNetworld (ISN), based on the requirements set out by SaskPower.
- Contractors performing low or medium risk work do not need to pre-qualify with ISN but are still required to meet the requirements laid out in the balance of the standard.

#### **4.2 Hazard/Aspect and Risk Assessment**

- A documented assessment shall be performed for the contracted work based on health, safety, environment and security hazards/aspects and risks.
- The assessment shall identify qualifications required of the contractor, as well as controls and barriers required to guard against identified health and safety hazards, environmental aspects and security impairments.
- The assessment shall include identifying which SaskPower policies, standards and procedures apply to the situations.

#### **4.3 Qualifications**

- The required contractor qualifications shall be based on scope of work and legal or other requirements.
- The contractor's qualifications shall be verified by the contract administrator.

#### **4.4 Orientation**

- All contractors shall participate in a site orientation, supplemented with an orientation based on the scope of work, as required.
- The level of orientation shall be dependent on level of risk associated with the scope of work.
- The Contract Administrator or designate shall coordinate the orientation prior to work commencing. The orientation shall include the health and safety hazards and associated risks, potential environmental aspects and impacts, potential security impairments, expectations of control measures, additional regulatory requirements and applicable SaskPower policies, standards and procedures, as required by the hazard/aspect and risk assessment.
- The orientation shall be conducted prior to accessing controlled areas at the worksite.
  - Unaccompanied contractors shall be orientated to restricted areas, personal protective equipment (PPE) requirements, site hazards, facility rules and the emergency plan.
  - Accompanied contractors shall remain with the SaskPower guide at all times. A review of the emergency plan and PPE shall also be performed.
- Direct supervision shall supplement orientation, when required by the hazard/aspect and risk assessment.
- Records of orientation shall be maintained in accordance with SaskPower's record management protocol.

#### **4.5 Monitoring and Measurement**

- All contractors shall participate in a site orientation, supplemented with an orientation based on the scope of work, as required.
- The level of orientation shall be dependent on level of risk associated with the scope of work.
- The Contract Administrator or designate shall coordinate the orientation prior to work commencing. The orientation shall include the health and safety hazards and associated risks, potential environmental aspects and impacts, potential security impairments, expectations of control measures, additional regulatory requirements and applicable SaskPower policies, standards and procedures, as required by the hazard/aspect and risk assessment.
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- Direct supervision shall supplement orientation, when required by the hazard/aspect and risk assessment.
- Records of orientation shall be maintained in accordance with SaskPower's record management protocol.

## **4.6 Communication**

- Communications with the contractor shall take place when:
  - There is health, safety, environment and/or security information that is relevant to the contractor.
  - There are changes to the health and safety hazards and risks, environmental aspects, security requirements, SaskPower facilities, scope of work, employees, products, equipment, safety rules and/or other requirements.
  - A contractor has been involved in a health, safety, environment or security related incident.
- The contact persons for both SaskPower and the contractor shall be identified and communicated to affected personnel.
- The type and frequency of communication shall be identified.

## **4.7 Emergency Response**

- Contractors are to have an emergency response plan and/or shall adopt SaskPower's emergency response plans.

## **5.0 RESOURCES**

Health, Safety, Environment and Enterprise Security shall assist in all aspects of complying with this standard, as outlined or requested.

## **6.0 REFERENCES**

- Saskatchewan
  - The Employment Act 2014
  - The Occupational Health and Safety Regulations, 1996
- Safety (located on SafetyNet)
  - Contract Administrator Training Manual
  - Contract Administrator E-learning and Classroom Training
  - ISN Training and supporting forms, tools and resources
  - Contractor Health, Safety and Environment Handbook
  - SaskPower Safety and Environment Rulebook
  - SaskPower Safety Briefing # 28
  - SaskPower Corporate Security Policy
  - Saskpower.com
- Environment
  - EMS Workstation (Master List of Legal and Other Requirements)
- Enterprise Security
  - Not Applicable at this time
- Third Party
  - Relevant Third Party Standards are located on SafetyNet