

# Contractor Handbook

**© SASKATCHEWAN POWER CORPORATION.  
ALL RIGHTS RESERVED.**

This document and the information contained herein is provided to the Recipient and/or Recipient's representatives "AS-IS" without warranty, express or implied. In no event shall SaskPower be liable to the Recipient and/or Recipient's representatives for any damages arising out of or in any way connected with the use of this document and the information contained herein.

# TABLE OF CONTENTS

Introduction .....	4
Health, Safety and Environment (HSE) Policy .....	5
Health and Safety Requirements .....	6
Responsibilities .....	7
Qualifications and Competency .....	10
Hazard/Aspect and Risk Assessment .....	11
First Aid and Emergency Response .....	12
Spill Response .....	13
Visitors .....	13
Hazardous products .....	14
Personal Protective Equipment (PPE) .....	14
Monitoring .....	15
Work Site housekeeping .....	15
Tools and equipment .....	16
Scheduled Safety Meetings .....	17
Reporting incidents .....	18
Resolving Safety Hazards or Concerns .....	19
Environmental Responsibilities .....	22
SaskPower Policies Low/High Risk Determination .....	26
SaskPower Policies .....	28
Reporting Enterprise Security Incidents .....	30
Security Awareness .....	31
Contractor Handbook Quiz .....	36
SaskPower Orientation Sign-off Form .....	38
Contractor HSE Orientation Checklist .....	39
SaskPower Orientation Sign-off Form .....	41
Contractor HSE Orientation Checklist .....	42

## INTRODUCTION

The main objective of this handbook is to supplement contractor orientation in support of the SaskPower contractor health, safety and environment program.

The success of this objective requires each contractor's commitment to the environment, their own health and safety and that of their fellow workers. The health and safety of SaskPower's contractors and their pursuit of environmental stewardship is vital to SaskPower's overall business success.

SaskPower's health, safety and environmental performance undergoes regular review, with the Environmental Management System (EMS) registered under the ISO 14001 Standard.

Contractors must understand and comply with all SaskPower policies and standards which have been developed to reflect currently accepted safety practice, legal and corporate requirements. The policies and standards are available for access on the EIN or from your contract administrator. Information on mandatory policies is included in this Handbook.

## HEALTH, SAFETY AND ENVIRONMENT (HSE) POLICY

The Health, Safety and Environment (HSE) Policy guides all SaskPower work. Personnel working for or on behalf of the company must be aware of the three key policy commitments:

1. Actively prevent incidents, injuries and pollution
2. Continually improve our Environmental and Safety Management Systems through setting and monitoring objectives
3. Meet or exceed environmental, occupational health and Safety legislation and corporate commitments

This policy is posted at SaskPower work locations and can be obtained from SaskPower upon request.

## HEALTH AND SAFETY REQUIREMENTS

SaskPower promotes positive attitudes and HSE awareness among contractors involved in work near or on SaskPower facilities.

In addition to other legislative requirements, contractors shall comply with the following requirements:

- *The Saskatchewan Employment Act (2014)*
- *The Occupational Health and Safety Regulations of Saskatchewan (1996)*
- All applicable federal, provincial and municipal environmental Acts and regulations
- Applicable SaskPower policies and standards
- The SaskPower Safety and Environment Rulebook
- The health, safety and environment measures contained in the contract
- The SaskPower Contractor Health, Safety and Environment Management Program

# RESPONSIBILITIES

## SASKPOWER'S RESPONSIBILITIES

SaskPower acts through its contract administrator (or designate), who is responsible for:

1. Briefing contractors before work begins on the work to be performed;
2. Orienting contractor prior to work commencing; and
3. Ensuring the contractor:
  - Is informed of the hazards and environmental impacts that may exist, as well as hazard controls and barriers;
  - Is aware of the applicable HSE requirements, and applicable HSE legislation.
  - Has the appropriate training skill and ability;
  - Is complying with drug and alcohol requirements
  - Is advised of HSE work practices and procedures;
  - Takes steps to ensure that HSE requirements are in effect; and
  - Arranges start-up meetings if applicable.

## RESPONSIBILITIES

### CONTRACTOR SHALL:

1. Ensure employees complete all corporate training identified by the SaskPower Contract Administrator prior to starting the work;
2. Identify hazards/aspects & associated risks before the start of the work, daily & when conditions change;
3. Ensure employees are fit for work and not under the influence of drugs and / or alcohol;
4. Ensure contractor employees attend safety meetings;
5. Ensure proper equipment and personal protective equipment (PPE) is available and used properly;
6. Ensure safe work procedures and practices are followed;
7. Provide specific safety instruction to employees, as required;
8. Set an example in the use of safety equipment and in work habits;



9. Stop work being performed in an unsafe manner; and
10. Report incidents to SaskPower immediately and participate in incident investigations, as required.
11. Understand the three basic employee rights that The Occupational Health and Safety Regulations of Saskatchewan (1996) provide:
  - The right to know;
  - The right to participate; and
  - The right to refuse to do work they believe to be unusually dangerous.

## QUALIFICATIONS AND COMPETENCY

Only qualified (when required) and competent individuals can work on SaskPower work sites.

### **Mandatory**

Additional training will be required for each site. Every contractor must be aware of the work site's scope and ensure contracted employees have the training required so work can be performed safely and in compliance with applicable legislation, policies and standards.

Please have the appropriate training before arriving at the work site, and be prepared to provide training certificates upon request.

If high hazard work is being performed, registration to ISNetworld will be required. Contact your contract administrator for more information.

## HAZARD/ASPECT AND RISK ASSESSMENT

Contracted employees must be aware of work site hazards and environmental impacts that may exist and work in a manner that does not endanger the environment or the safety and health of themselves, their co-workers and the public.

Hazard/aspect and risk assessment, elimination or control is a requirement for all work sites.

A thorough hazard/aspect and risk assessment will identify the high risk hazards, critical issues or conditions that could impact the project and the environment, the barriers required to eliminate or control the hazards/aspects and the emergency and first aid response plan.

A hazard/aspect and risk assessment must be completed before work begins and if job requirements or conditions change.

SaskPower requires all contractors to report a spill no matter how small.

**NO HAZARD/ASPECT  
AND RISK ASSESSMENT  
= NO WORK**

## FIRST AID AND EMERGENCY RESPONSE

Prior to working at the work site, personnel are to become familiar with the first aid and emergency response requirements. This information will be provided by your employer or SaskPower prior to starting work.

First aid information will include:

- the number of certified first-aiders;
- the location of first aid supplies and equipment;
- the length of time needed to travel from the work site to the nearest health care facility in “normal travel” conditions;
- the means of transportation at the work site; and
- the means of communication to contact first aid services and the medical care facility.

For additional first aid requirements, refer to:

*The Saskatchewan OH&S Regulations 50-63.*

Emergency response requirements should be considered in all job plans.

The first aid and emergency response plan shall be identified in the orientation and/or daily tailboard meeting.

## SPILL RESPONSE

SaskPower requires all contractors to report a spill, no matter how small to their contract administrator. The discharge of a substance may be reportable under federal, provincial or municipal regulations when the discharge is in an amount, concentration, level or at a rate of release that may cause or is causing an adverse effect, unless otherwise expressly authorized. Contractors are required to report all regulated spill to the **Saskatchewan Spill Reporting line – 1-800-667-7525**.

### When in Doubt, Report.

---

## VISITORS

Visitors shall be oriented commensurate to the level of risk prior to accessing controlled areas.

- Unaccompanied visitors shall be oriented to restricted areas, personal protective equipment (PPE) requirements, site hazards, facility safety rules and the emergency plan.
- Accompanied visitors shall remain with the guide at all times. A review of the emergency plan and PPE shall be done with visitors.

All visitors the contractor may bring on site are to be approved by the SaskPower contract administrator.

## HAZARDOUS PRODUCTS

Employees that bring controlled products onto the work site must also bring the Safety Data Sheet (SDS) for each controlled product and be familiar with each product's SDS, including the product's hazards, the personal protection required and the first aid and release response, in the event there is a contact or release.

SaskPower has an online SDS database for controlled products on site. To request an SDS for SaskPower's controlled products, contact your contract administrator.

.....

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be required for certain work activities and will be identified at the site-specific orientation, based on a hazard and risk assessment.

Minimum PPE requirements for industrial activities:

- Hard Hat: CSA Z94. 1-05 or ANSI Z89. 1-2003 approved
- Safety Glasses: CSA Z94.3-02 (with side shields)
- Foot Protection: CSA Z195-02 approved and appropriate for risks associated with work site and occupation

## MONITORING

SaskPower contract administrators and others will monitor work sites to ensure health, safety and environment requirements are met through inspections and work observations.

---

## WORK SITE HOUSEKEEPING

You shall keep work sites clean and orderly.

- Emergency exits, fire, first aid and rescue equipment shall be maintained clear of obstructions.
- Oil, grease, mud, litter and other debris shall be cleaned up as soon as it is spilled or discovered, and it shall be reported to authorities as required.
- Materials shall be stored neatly where they do not obstruct work.
- Supervisors shall leave work sites in a safe and secure condition, ensuring hazardous conditions that may result in injury to other workers; general public and the environment are controlled.
- Properly dispose of and recycle waste in an acceptable manner.
- Whenever possible, aisles, walkways and stairs shall be kept clear to ensure safe entrances and exits.

## TOOLS AND EQUIPMENT

Tools and equipment must be in safe operating condition in accordance with the manufacturer's specifications and recommendations.

If a tool or any equipment is defective, it must be tagged "Out of Service" and immediately sent for repair so it won't be used by others.

All contractors shall have a spill kit on site.



## SCHEDULED SAFETY MEETINGS

### **Health and safety meetings**

*Purpose:* To educate and promote health and safety among contractor employees

*Frequency:* As determined by the contract administrator, legislation and/or the SaskPower Safety and Environment Rulebook

### **Tailboard meetings**

Tailboard meetings are to be held regularly and at the work site.

### **Start-up meetings**

*Purpose:* To review job procedures and HSE requirements

*Frequency:* Prior to the start of any project or at the discretion of local SaskPower management

### **OHC meetings**

As required by The Saskatchewan Employment Act (2014) and the Occupational Health and Safety regulations (1996).

### **Meeting minutes**

Minutes are to be taken and sent to the contract administrator to be kept on file.

## REPORTING INCIDENTS

SaskPower requires that contractors report all incidents to their SaskPower contract administrator.

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

**STEP 1:** All incidents shall be reported to the contractor supervisor as soon as possible after the incident occurs.

When an environmental incident occurs the employee must stop the leak. If the leak cannot be safely stopped, try to control the spill.

**STEP 2:** The contractor supervisor is to notify the SaskPower contract administrator immediately following the incident (24 hour reporting requirement).

**STEP 3:** When a critical incident occurs, no equipment, apparatus, or material involved in the incident shall be moved, unless movement is required to protect personnel or the public, to avoid another incident or to restore essential services.

**STEP 4:** Incidents shall be investigated and a report submitted to the SaskPower contract administrator.

Please refer to the *SaskPower Incident Reference Chart* on [saskpower.com](http://saskpower.com)

## RESOLVING SAFETY HAZARDS OR CONCERNS

Contractors who have 10 or more employees are required to have an Occupational Health Committee (OHC).

Contractors with less than 10 employees are required to have a safety representative.

Contractors are to use the following procedure to address safety concerns.

For immediate hazards, call the SaskPower HSE Care Hotline at 306-566-6200.

**STEP 1:** Personnel witnessing an unsafe act have the responsibility to correct the condition where possible. In the case of imminent danger, a job may be shut down until such time as the supervisor can resolve the situation.

**STEP 2:** If the contractor employee is unable to correct the condition from the action of Step 1, he or she is to report the issue verbally to the immediate supervisor for correction.

**STEP 3:** If the contractor supervisor does not correct the problem, the employee then documents the safety concern and forwards a copy each to his or her supervisor and, depending on the size of the contractor, an OHC member or the safety representative.

The contractor supervisor is to notify the SaskPower contract administrator of the safety concern.

## RESOLVING SAFETY HAZARDS OR CONCERNS

**STEP 4:** If the supervisor and OHC member (or safety representative) do not correct the problem, the OHC member then takes the matter up with the OHC (committee) for correction.

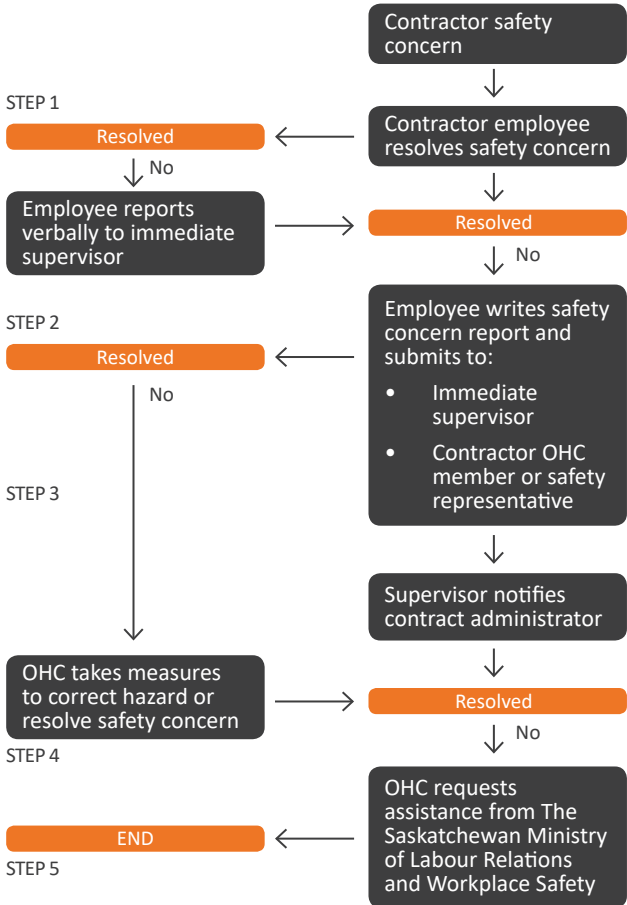
**STEP 5:** If the OHC does not correct the problem, the matter is to be taken to The Saskatchewan Ministry of Labour Relations and Workplace Safety by the OHC for correction.

The Corporate Safety department may act as a resource at any step in the process.

See *Flowchart*, page 21.

# FLOWCHART

## RESOLVING SAFETY HAZARDS OR CONCERNS



# ENVIRONMENTAL RESPONSIBILITIES

## Purpose

Individuals working for or on behalf of SaskPower (including contractors) are responsible for protecting the natural environment while performing their work.

This information is provided in conformance with SaskPower's ISO 14001 registered Environmental Management System (EMS). The overall goal of the EMS is continual improvement of the environmental management systems and SaskPower's environmental performance.

## Application

This information is to be reviewed by the contractor and facilitated by SaskPower personnel, prior to initiation of work. The contractor shall communicate this information to on-site personnel under their supervision.

All contractors need to be aware of their potential impact on the environment.

- Identify all potential environmental aspects in the workplace that could result in harm to the environment.
- Evaluate the level of risk to help determine what controls to implement.
- Select an appropriate solution to control the hazard and protect the environment.

## WASTE MANAGEMENT

The contractor is to make every effort to adhere to good waste management principles in their work for SaskPower.

Contractors shall leave work sites in a safe and secure condition, ensuring that hazardous conditions that may result in injury to other workers, general public and the environment are controlled.

For any environmental concerns, contact your Contract Administrator. For immediate environmental issues call the SaskPower Safety/ Environment Hotline at 306-566-6200.

## **ENVIRONMENTAL AWARENESS**

If the contractor is assigned to a specific SaskPower location, depending on the scope of work as well as the site-specific procedures, he or she may also be required to take SaskPower Environmental Awareness Training, especially where the work involves significant environmental impacts.

.....

## **COMPLIANCE WITH APPLICABLE LEGISLATION**

The contractor should be aware of any legal or other requirements that pertain to their scope of work. This could include permit requirements, guidelines or operating statements set out by various regulatory bodies, as well as applicable SaskPower corporate policies. Copies of current legal and other requirement documentation are available from the SaskPower supervisor upon request.

Where work being done by the contractor has the potential to create or affect a significant environmental impact, the contractor will make every effort to minimize risk to the environment.



## ENVIRONMENTAL ASPECTS

Environmental aspect is an activity, product or services that can interact with the environment. Environmental aspects have a number of different impacts on the environment. Barriers or controls can be implemented to prevent or mitigate these impacts. Contractors need to be aware of their responsibilities to control and mitigate these impacts.

Examples include:

- Spills/releases to water, land and air
- Loss/removal of trees and shrubs
- Disruption of fish/fish habitat
- Generation of hazardous waste

SaskPower has identified our aspects, evaluated the potential impact and implemented control measures to reduce the associated risk. For further information on the aspects for your work contact your Contract Administrator.

## SASKPOWER POLICIES LOW/HIGH RISK DETERMINATION

Policy	Low Risk Definition	Low/ High Risk*
Code of Conduct	Any contractor who has a limited exposure to SaskPower personnel and facilities.	Low Risk High Risk
Drug & Alcohol	Information in Contractor Handbook is applicable to both high and low risk contractors.	Low Risk High Risk
Personal Information Privacy	Any contractor who does not come into contact with personal information in the performance of their duties/delivery of services to SaskPower.	Low Risk High Risk
Records and Information Management	Any contractor who does not produce SaskPower records. Records are defined as “recorded information that relates to the transaction of SaskPower business, which is received, created, or held by SaskPower and provides evidence of a business decision, activity, function, product, or service.”	Low Risk High Risk

## SASKPOWER POLICIES LOW/HIGH RISK DETERMINATION

Policy	Low Risk Definition	Low/ High Risk*
Respectful Workplace	Any contractor who has minimal contact with other SaskPower contractors or employees.	Low Risk High Risk
Security Awareness	<p>An external contractor who:</p> <ul style="list-style-type: none"> <li>• Does not have unescorted physical access to a SaskPower site</li> <li>• Does not have SaskPower system access</li> </ul> <p>This includes not being provisioned any credentials to access SaskPower systems (e.g. username and password), as well as not being provisioned any SaskPower information technology</p>	Low Risk High Risk

\*Note: For high risk work, the Contract Administrator is to notify Contract Services, who will work with the Human Resource Information Systems to assign mandatory corporate training for high risk workers for the applicable policies.

## CODE OF CONDUCT POLICY

SaskPower Personnel must perform their duties in a manner that will bear the closest public scrutiny. Personnel are expected to perform their employment responsibilities with the utmost of honesty, objectivity, integrity and impartiality. Personnel must exercise proper care and judgment in the course of their employment, as well as act in good faith in all transactions involving the Corporation or its property. Situations must be avoided where a conflict of interest or the appearance of a conflict of interest may arise. SaskPower expects its Personnel to conduct themselves in a manner that is perceived to be fair, and in compliance with applicable laws, this Code and related policies.

.....

## DRUG & ALCOHOL STANDARD

An employee or contractor shall not use, distribute, or offer for sale, alcohol and/or illegal drugs while at a SaskPower workplace or site. An employee or contractor shall ensure that they are fit for work in accordance with this Standard. This requirement encompasses drug and/or alcohol use or the use of any prescription or 'over the counter' drug. Contractors performing high risk work

will be required to have pre-access testing. Appropriate measures shall be taken to respond to situations where there are reasonable grounds to believe that the actions appearance or conduct of an employee or contractor are indicative of the use of drugs and/or alcohol at a SaskPower workplace or site. Drug and/or alcohol testing shall take place where there are reasonable grounds to believe that an incident occurred as a result of the use of drugs/alcohol by an employee or contractor.

.....

## **ENTERPRISE SECURITY POLICIES**

### **CORPORATE PHYSICAL SECURITY POLICY**

All SaskPower personnel are responsible for the resources under their care and control, taking reasonable precautions against loss, theft or damage, and following policies and standards. Alertness, vigilance and reporting of incidents will contribute to the level of security required to meet corporate responsibility to provide secure work places, and reliable, safe and secure power for the citizens and businesses of Saskatchewan.

## REPORTING ENTERPRISE SECURITY INCIDENTS

All personnel that become aware of possible Enterprise Security incidents shall report them to their superior. It is then the superior's responsibility to contact the corporate role responsible to determine necessary actions.

SaskPower shall maintain standards and procedures for responding to and documenting security breaches and incidents.

Anonymous reports can be sent via regular mail to Internal Audit, or use SaskPower's external whistleblowing service (ClearView Strategic Partners) established for reporting Code of Conduct violations.

Contact information is as follows:

- toll free hotline at 1-877-257-8439
  - online at [www.clearviewpartners.com](http://www.clearviewpartners.com)
- 

## LOST, STOLEN OR MISSING IT AND CYBER OT ASSETS:

IT assets that are lost, stolen or missing must be reported immediately to your direct supervisor.

## REPORTING ENTERPRISE SECURITY WEAKNESSES

Personnel that observe or suspect Enterprise Security weaknesses in, or threats to systems or services provided by the corporation shall report them as quickly as possible to their direct supervisor.

Under no circumstance shall a suspected weakness be attempted to be exploited by anyone other than Enterprise Security or designate.

.....

## SECURITY AWARENESS

### PASSWORDS

Once someone knows your password, they can steal your identity or access all of your personal information. Let's learn what makes a good password and how to use them securely. There are two key points to good passwords:

- First, you want passwords that are hard to guess. This means do not use simple passwords such as 123456, your pet's name or your birth date.
- Second, use passwords that are easy to remember. If you keep forgetting your passwords, they are not very helpful.

To protect yourself, you want your password to be as long as possible. The longer your password is, the stronger it is.

# SECURITY AWARENESS

## DATA SECURITY

You should take the following steps when handling sensitive information:

- Always understand the sensitivity of the information you are working with. If you are uncertain about the sensitivity of any information or the steps you should take to secure it, ask your SaskPower supervisor.
- Do not copy or store sensitive information to any unauthorized systems or accounts, such as personal laptops or personal email accounts.
- If you transfer sensitive information, use secure, authorized methods that support strong encryption. Do not transfer sensitive data using insecure means, such as email, unless you are using specialized encryption software that you have.
- Any third-party vendor provided with sensitive information, or given access to it, must be required to safeguard the data. This may require a contract and evaluation of their security controls to ensure adequate protection of the data.
- Any sensitive information that is no longer necessary or appropriate to store should be properly destroyed, shredded or rendered unreadable in a way that is consistent with our record retention practices.
- Be sure to contact the Service Desk (306-566-2013) or security team ([enterprisecurity@saskpower.com](mailto:enterprisecurity@saskpower.com)) immediately if you believe any sensitive data has been lost, stolen or compromised. The sooner our organization is notified, the quicker we can respond to minimize damage.



## **PHYSICAL SECURITY**

Physical security is often one of the most challenging risks to an organization. One reason for this is there are often many people walking in and out of our facilities, including contractors, vendors and visitors. To help protect our organization against physical threats, we need your help with the following situations.

### **IDENTIFICATION BADGES**

Always be sure to wear your identification badge when in our facilities where required. In addition, always stop and ask individuals without an identification badge to identify who they are and kindly escort them to the front desk so they can register with security. If you open a door that requires badge access, utilizes locks or leads outdoors, always close the door behind you. This helps to ensure unauthorized personnel cannot access our building due to someone else's mistake. In addition, when you enter a room that requires an access card, be sure anyone else entering also uses their access card. A common attack for criminals is to follow you, pretending to be another employee.

### **DISPOSING OF CONFIDENTIAL DOCUMENTS**

One of the simplest ways for someone to steal confidential documents is to look in our garbage. By simply looking in our dumpsters, an attacker can find a treasure trove of sensitive documents. To protect yourself and our organization, ensure you dispose of all confidential documents in designated bins designed for collecting such documents. This ensures the documents are shredded and destroyed according to our procedures.

# SECURITY AWARENESS

## PERSONAL INFORMATION PRIVACY POLICY

SaskPower considers all personal Information pertaining to its employees, superannuates, customers, contractors, subsidiaries and business activities to be private and confidential. The highest standards of confidentiality and privacy management shall be implemented and maintained.

- Personal information means personal information about an identifiable individual that is recorded in any form including:
  - race, creed, religion, color, sex, sexual orientation, family or marital status, disability, nationality, ancestry or place of origin;
  - information related to the education or criminal or employment history;
  - information related to financial transactions in which the individual has been involved;
  - information related to the health care received by an individual;
  - any identifying number or symbol assigned to an individual;
  - home or business address or telephone number;
  - the personal opinions or views of the individual except where they are about another individual; and
  - correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature.

## **RECORDS AND INFORMATION MANAGEMENT POLICY**

Recorded information is a valuable corporate asset that will be managed in order to protect the rights and interests of SaskPower, its employees and its customers, to meet SaskPower's legislated and regulatory obligations, and to support business processes and decisions. All personnel are responsible for ensuring recorded information is useable, complete, accurate and authentic.

All SaskPower information must be classified as a record or a non-record/reference material.

Any information classified as a record must be retained for a specified period of time before it may be disposed of according to the proper procedure.

## **RESPECTFUL WORKPLACE POLICY**

SaskPower is committed to providing its employees with a respectful workplace free of harassment and other objectionable conduct. SaskPower will take every reasonable measure to ensure that employees are not exposed to harassment/objectionable conduct with respect to any matter or circumstance arising out of their employment.

## CONTRACTOR HANDBOOK QUIZ

Choose the best answer to the following questions. The Contract Administrator will review quiz with Contractor.

1. The Health, Safety and Environment Policy includes the following key policy commitments:
  - Actively prevent incidents, injuries and pollution
  - Continually improve our Environmental and Safety Management Systems through setting and monitoring objectivesA
  - Meet or exceed Environmental, Occupational Health and Safety legislation and corporate commitments

TRUE     FALSE
2. Hazard/aspect and risk assessment, elimination or control is NOT required for all work sites.

TRUE     FALSE
3. All contractors must report a spill, no matter how small.

TRUE     FALSE
4. All incidents must be reported to the SaskPower contract administrator.

TRUE     FALSE
5. Contractors are expected to perform their employment responsibility with the utmost of honesty, objectivity, and impartiality.

TRUE     FALSE
6. Contractors do not have to be concerned about situations where a conflict of interest can be perceived.

TRUE     FALSE

7. Harassment is NOT tolerated at SaskPower.  
 TRUE     FALSE
8. Information about age or gender can be defined as personal information.  
 TRUE     FALSE
9. The highest standards of confidentiality and privacy management shall be implemented and maintained by all personnel.  
 TRUE     FALSE
10. The Drug & Alcohol Standard states that any SaskPower contractor:
- |   |  |
|---|--|
| <input type="checkbox"/> Shall not use, distribute, or offer for sale, alcohol and/or illegal drugs while at a worksite | <input type="checkbox"/> May be subject to drug and/or alcohol testing, when there are reasonable grounds for non-compliance to the standard |
| <input type="checkbox"/> Shall be fit to work, in accordance with the policy  | <input type="checkbox"/> All of the above  |
11. The Drug & Alcohol Standard encompasses drug and/or alcohol use or the use of any prescription or 'over the counter' drug.  
 TRUE     FALSE
12. All SaskPower information must be classified as a record or a non-record/reference material.  
 TRUE     FALSE
13. Any information classified as a record may be disposed of immediately.  
 TRUE     FALSE
14. Lost, stolen, or missing IT (Information Technology) assets must be reported immediately to your direct supervisor.  
 TRUE     FALSE

# SASKPOWER ORIENTATION SIGN-OFF FORM

This is to certify that I, \_\_\_\_\_ (Print Name)  
have reviewed the information in this handbook, and I have  
been oriented as outlined in the orientation checklist on  
the back of this page. I agree to comply with all SaskPower  
corporate policies and will ensure information and policies  
outlined in this booklet are communicated and adhered to  
by any Contract staff under my control.

\_\_\_\_\_  
Contractor (please print)

\_\_\_\_\_  
Contractor signature

\_\_\_\_\_  
Orientation performed by (please print)

\_\_\_\_\_  
Signature of person completing orientation

Date \_\_\_\_\_

KEEP THIS COPY WITH THE HANDBOOK

## CONTRACTOR HSE ORIENTATION CHECKLIST

- Perform hazard/aspect and risk assessment with contractor
- Verify contractor qualifications, as applicable
- Perform general HSE orientation
- Reference to applicable HSE legislation
- Perform site-specific orientation
- Applicable SaskPower HSE policies and standards
- Personal protective equipment
- Site-specific general rules
- Site-specific security
- Facility tour (if applicable)
- Standard Protection Code (if applicable)
- Site-specific safety procedures and process
- Incident reporting
- Contact personnel
- Emergency contact numbers
- Local emergency evacuation plan

### **Other requirements for high hazard work**

- Hazard/aspect and risk assessments
- Work observations
- Scheduled meetings
- In-progress reports
- Post-performance evaluation





## SASKPOWER ORIENTATION SIGN-OFF FORM

This is to certify that I, \_\_\_\_\_ (Print Name)  
have reviewed the information in this handbook, and I have  
been oriented as outlined in the orientation checklist on  
the back of this page. I agree to comply with all SaskPower  
corporate policies and will ensure information and policies  
outlined in this booklet are communicated and adhered to  
by any Contract staff under my control.

---

Contractor (please print)

---

Contractor signature

---

Orientation performed by (please print)

---

Signature of person completing orientation

Date \_\_\_\_\_

KEEP THIS COPY ON FILE WITH SASKPOWER.

Contract administrator is to retain as per record keeping requirements.



## CONTRACTOR HSE ORIENTATION CHECKLIST

- Perform hazard/aspect and risk assessment with contractor
- Verify contractor qualifications, as applicable
- Perform general HSE orientation
- Reference to applicable HSE legislation
- Perform site-specific orientation
- Applicable SaskPower HSE policies and standards
- Personal protective equipment
- Site-specific general rules
- Site-specific security
- Facility tour (if applicable)
- Standard Protection Code (if applicable)
- Site-specific safety procedures and process
- Incident reporting
- Contact personnel
- Emergency contact numbers
- Local emergency evacuation plan

### **Other requirements for high hazard work**

- Hazard/aspect and risk assessments
- Work observations
- Scheduled meetings
- In-progress reports
- Post-performance evaluation



