



# CONTRACTOR HANDBOOK

 **SaskPower**  
Powering our future®

## 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
Flow Chart .....	21
Environmental Responsibilities .....	22



Waste Management.....	23
Environmental Awareness .....	24
Compliance with Applicable Legislation.....	24
Environmental Aspects .....	25
SaskPower's Mandatory Corporate Policies -	
Content Review Requirement .....	26
Code of Conduct Policy .....	28
Fit for Duty Policy .....	28
Enterprise Security Policies .....	29
Reporting Enterprise Security Incidents .....	30
Reporting Security Weaknesses .....	31
Security Awareness and Privacy .....	31
Records and Information Management Policy .....	34
Respectful Workplace .....	36
Contractor Handbook Quiz .....	37
SaskPower Orientation Sign-off Form .....	39
Contractor HSE Orientation Checklist .....	40
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.

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 (2020)
- 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
- Contractor Environmental Responsibilities and Acknowledgment Form

# 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 fit for duty 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 duty 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;
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 (2020) 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.

**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.**

**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 spills and all spills to water regardless of volume 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 Z94.1-15 (R2020)
- Safety Glasses: CSA Z94.3-15
- Foot Protection: CSA Z195-14, CSA Z195-16, ASTM F2413-1 (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, Safety and Environment 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 (2020).

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 (for example, permit incidents, rutting, spills, etc.) 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 Health, Safety and Environment 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.

**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.

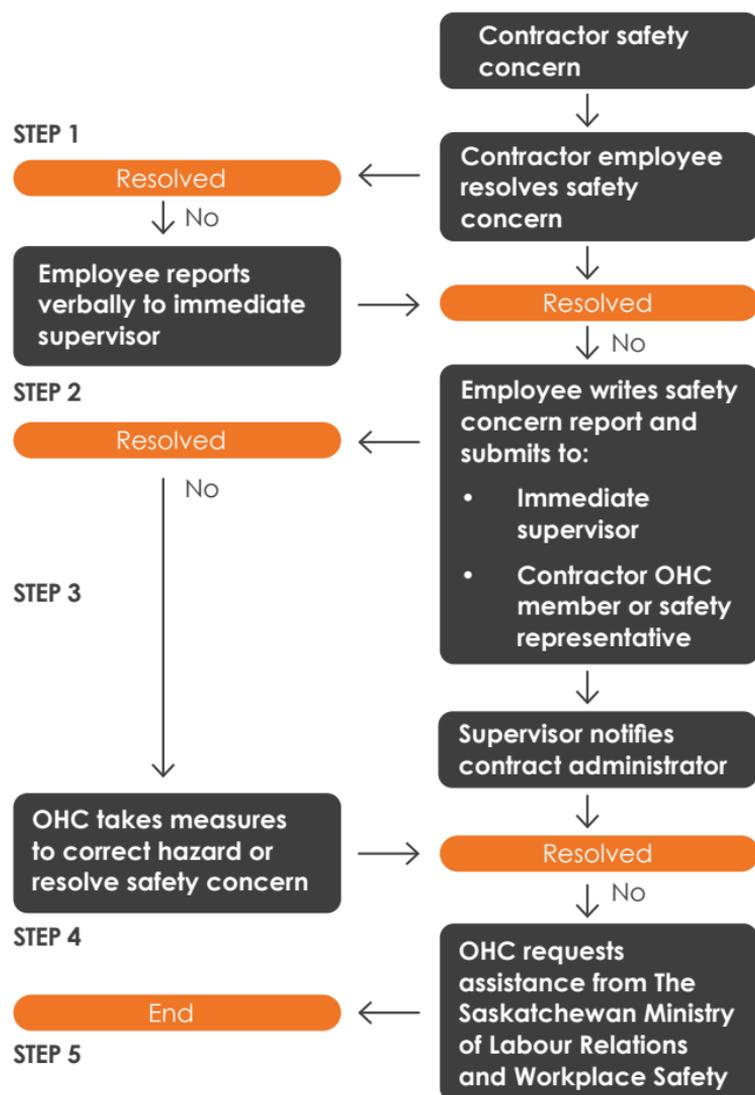
The Corporate Safety department may act as a resource at any step in the process.

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 correspondence with SaskPower's Environmental Management System (EMS) that conforms to the ISO 14001:2015 standard. 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, or other additional 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 all permits and approvals need to be onsite at all times.

Where work being done by the contractor has the potential to create or affect an 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
- Alteration or disturbance to any land, water course, habitat, wildlife or archaeological sites
- Disruption of fish/fish habitat
- Waste generation
- Consumption of natural water sources

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'S MANDATORY CORPORATE POLICIES - CONTENT REVIEW REQUIREMENTS

Policy	Scenarios - Low Impact to Policies
Code of Conduct	Any contractor who has limited exposure to SaskPower personnel and facilities.
Fit for Duty	Drug, alcohol and fit for duty information is applicable to all SaskPower contractors.
Personal Information Privacy	Any contractor who does not come in contact with personal information in the performance of their duties (i.e. delivery of services to SaskPower.
Records and Information Management	Any contractor who does not produce SaskPower records.

Policy	Scenarios - Low Impact to Policies
Respectful Workplace	Any contractor who has minimal contact with other SaskPower contractors or employees.
Security Awareness	An external contractor who: <ul style="list-style-type: none"> <li>• Does not have unescorted physical access to a NERC CIP regulated SaskPower site.</li> <li>• Does not have SaskPower system access (IT or OT).</li> </ul>

\*Note: If the work is deemed low impact, with respect to SaskPower's mandatory corporate policies (as described in the scenario column), receipt, read and acknowledgment of SaskPower's Summary of Mandatory Corporate Policies shown in the document is adequate. If a contractor has a higher impact, more detailed information is required and contact your Contract Administrator.

## 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.

.....

## FIT FOR DUTY POLICY

An employee or contractor shall ensure that they are fit for duty in accordance with this Policy. 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. An employee or contractor shall not use, distribute, or offer for sale, alcohol and/or illegal drugs while at a SaskPower workplace or site.

---

## **ENTERPRISE SECURITY POLICIES**

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 security incidents shall report them to their supervisor, or in case of emergency call (306) 566-6200, Option #3.

Supervisors should report all security incidents via the Security E-Report tool – available on desktops, or on the EIN.

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

---

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

IT or OT assets that are lost, stolen or missing must be reported immediately to your direct supervisor, and to the Service Desk (306-566-2013, or 1-800-667-3375).

## REPORTING SECURITY WEAKNESSES

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

---

## SECURITY AWARENESS AND PRIVACY

### 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 CARD

Always be sure to wear your identification card when in our facilities where required. In addition, always stop and ask individuals without an identification card 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 card 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.



## 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.

## DATA PROTECTION

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 for the guidelines found in the Information Handling Standard on the EIN.
- Do not copy or store sensitive information to any unauthorized systems or accounts, such as personal laptops, unencrypted USB, or personal email accounts.
- If you have need to transfer sensitive information, contact the Service Desk for information on the current approved process. All sensitive information transferred externally is closely monitored
- Any contractor or third-party vendor provided with sensitive information, or given access to it, is required to safeguard the data.
- Be sure to contact the Service Desk (306-566-2013 or 1-800-667-3375) 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 impact.

## RECORDS AND INFORMATION MANAGEMENT POLICY

Recorded information is a valuable corporate asset that will be managed 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, including contractors, are responsible for ensuring recorded information is usable, 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.

Records and Information Management (RIM) covers **all** information across its lifecycle from its creation or receipt through its use and maintenance and ends with its disposal or disposition. This is done to minimize legal risk, facilitate SaskPower's response to external inquiries, and meet operational, legislative, and industry needs.

A Record is information related to the transaction of SaskPower business and is evidence of a business decision, activity, function, product or service.

Should you create this type of record while working at SaskPower, please ensure that is provided to the business area you are working on behalf of so that this information can be properly classified and retained.

When working in an office environment be aware of physical information that is labeled with a Security Classification. Access to these records is limited only to those that have a need to view the information. If you see Confidential or Restricted on a document, turn the document over and do not view.

## **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 reference documents in designated bins designed for collecting such documents. This ensures the documents are shredded and destroyed according to our procedures.

## RESPECTFUL WORKPLACE

SaskPower and its contractors are committed to providing its employees with a respectful workplace free of harassment, discrimination and other objectionable conduct. SaskPower and its contractors will take every reasonable measure to ensure that employees are not exposed to harassment, discrimination or objectionable conduct with respect to any matter or circumstance arising out of their employment. SaskPower's Respectful Workplace Policy sets out the requirements in The Saskatchewan Employment Act.

### EMPLOYEES AND CONTRACTORS SHALL

- Conduct themselves in a manner free of harassing and discriminatory behaviour in the work place;
- Refuse to participate in any form of harassment or discriminatory behaviour against another employee; and
- Address instances of harassment and/or discriminatory behaviour they may witness.

### IMMEDIATE MANAGER SHALL

- Make every reasonable, practical effort to ensure a harassment and discrimination free workplace;
- Refuse to condone any form of harassment and/or discrimination against another employee; and
- Make every reasonable attempt to resolve, in a timely manner, any concerns involving harassment or discrimination in the work place.

## 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 objectives
  - 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 Fit for Duty Policy states that any SaskPower contractor:  
 Shall not use, distribute, or offer for sale, alcohol and/or illegal drugs while at a worksite     May be subject to drug and/or alcohol testing, when there are reasonable grounds for non-compliance to the standard  
 Shall be fit to work, in accordance with the policy     All of the above
11. The Fit for Duty Policy 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.

\_\_\_\_\_  
(Print Name)  
Contractor (please print)

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

\_\_\_\_\_  
(Print Name)  
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
- Environmental permits

### **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, \_\_\_\_\_  
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
- Environmental permits

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

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

**© 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.



*Powering our future<sup>®</sup>*