



Contractor EH&S Requirements (Capital Projects)

Document Type: Governance
Document Owner: Document Management
Document Number: EH&S Temp 2
Revision Number: 2

Rev No.	Date Prepared (yyyy-mm-dd)	Issue Reason	Authored By	Checked By	Approval By	Approval Date (yyyy-mm-dd)
2	(2018-10-01)	Updated for content and format	John Duplessis			(2018-10-19)
1	2018-03-27	Updated for content and format	J. Duplessis			2018-03-27
0	2016-02-01	First Version	J. Duplessis			



Revision Log

Rev No.	Summary of Changes
1	- Change of HSSE to EH&S -
2	- Made change to contractor site safety officer requirement Resident is now required for 20 workers or more. (section 2.5)
	-



Contents

1	OVERVIEW	4
1.1	PURPOSE.....	4
1.2	SCOPE	4
1.3	ROLES AND RESPONSIBILITIES	4
2	MINIMUM SITE EH&S REQUIREMENTS	5
2.1	PERSONAL PROTECTIVE EQUIPMENT	5
2.2	EH&S TRAINING REQUIREMENTS.....	5
2.3	SPECIFIC RULES AND REQUIREMENTS	6
2.4	EH&S PROGRAM ADMINISTRATION	7
2.5	SAFETY REPRESENTATION	7
3	SUBMISSIONS TO THE GIBSON ENERGY ULC AND AFFILIATE	9
3.1	CONTRACTOR EH&S MANAGEMENT SYSTEM REQUIREMENTS.....	9
3.2	CONTRACTOR EH&S PLAN	9
3.3	HAZARD IDENTIFICATION RISK ASSESSMENT AND HAZARD CONTROL	13
3.4	SAFE WORK PRACTICE REQUIREMENTS	14
3.5	INCIDENT MANAGEMENT REQUIREMENTS	14
4	ADDITIONAL INFORMATION	16
4.1	SUPPORTING DOCUMENTS.....	16
4.2	REFERENCE DOCUMENTS	16
5	APPENDIX	17
5.1	APPENDIX A: DEFINITIONS	17



Contractor EH&S Requirements (Capital Projects)

1 Overview

1.1 Purpose

Goal This Standard provides the minimum requirements of Contractors for Health, Safety, Security and Environment on Gibson Energy ULC and affiliate project sites.

1.2 Scope

Application This Standard applies to all Contractors who perform work activities at Gibson Energy ULC and affiliate project site.

1.3 Roles and Responsibilities

Role	Responsibility
Company	To draft, maintain, and provide this standard to the Contractor.
Contractor	To review this standard and provide the deliverables (as per sections 3 of this document) for review and approval before commencement of work.
Construction EH&S Specialist or designate	To review the deliverables provided by the Contractor for approval or rejection.



2 Minimum Site EH&S Requirements

2.1 Personal Protective Equipment

Personal Protective Equipment

- 2.1.1 The minimum PPE for Gibson Energy ULC and affiliate sites require workers to possess and wear the following PPE:
- i* CSA approved Hard Hat;
 - ii* CSA approved safety boot, 8" or higher;
 - iii* CSA approved eye protection (authorized prescription glasses with side shields are acceptable for low hazard work);
 - iv* Hand protection to address the hazards of the work;
 - v* Reflective vest or equivalent;
 - vi* Hearing Protection;
- 2.1.2 Specific Gibson Energy ULC and affiliate operating sites also require the following:
- i* A four (4) head gas (LEL, O₂, CO, H₂S) monitor that must be bumped tested every day of use. At a minimum for each person entering site.
 - ii* Fire Retardant outer clothing of good quality fit for use. (Nomex III A or Indura Ultra Soft)

NOTE: Proban is not allowed on any terminal site.

2.2 EH&S Training Requirements

EH&S Training Requirements

- 2.2.1 Contractor is to provide the appropriate level of training to workers to perform work safely.
- 2.2.1.1 The following is the minimum training requirements for all personnel, Contractors and subcontractors working on a Gibson Energy ULC and affiliate Project site:
- i* Workplace Hazardous Materials Information System (GHS);
 - ii* H₂S Alive (provided by Enform);
 - iii* Emergency Level First Aid with CPR (Cardio-Pulmonary Resuscitation) as per OH&S Requirements;
 - iv* Construction Safety Training System or Petroleum Safety Training System (CSTS or PSTS);
- 2.2.1.2 Hazard specific training is required for workers engaged in the following:
- i* Handling and transportation of dangerous goods (TDG);
 - ii* Confined space entry;
 - iii* Ground disturbance;



Contractor EH&S Requirements (Capital Projects)

iv Working at heights

- 2.2.2 Provide job specific training to **new** or transferred workers.
- Awareness**
- 2.2.3 Provide awareness to all workers of the definition of a Confined Space.
- 2.2.4 Provide awareness to all workers of the definition of 'working at heights' as per Gibson Energy ULC and affiliate requirement of 1.8 m (6 feet).
- 2.2.5 Provide awareness to all workers of the definition of hot work within a Gibson Energy ULC and affiliate site.

2.3 Specific Rules and Requirements

- Positive Air Shut Off Device**
- 2.3.1 Automatic positive air shut offs shall be required on all diesel equipment working on this site. Manual shutoff allowed for certain equipment that will always have an operator in them or a designated person to shut down within 3 m always (crane, delivery truck, etc.).
- Specific Requirement to follow Ground Disturbance**
- 2.3.2 The Contractor must follow Ground Disturbance Guidelines that meet or exceed Gibson Energy ULC and affiliate, requirements and include the Alberta First Call procedure. Anyone supervising a Ground Disturbance must hold a valid Level II certificate.
- MSDS Availability**
- 2.3.3 The Contractor must ensure they have all MSDS at site for any substance that may require documentation.
- Facilities**
- 2.3.4 The Contractor will supply appropriate first aid equipment, supplies, washroom facilities, and potable water according to the OHS Code.
- Temporary Work Platforms (Scaffolds)**
- 2.3.5 The Contractor must ensure that a scaffold is colour coded using tags at each point of entry indicating its status and condition such as: (a) a green tag with "Safe for Use", or similar wording, to indicate it is safe for use; (b) a yellow tag with "Caution: Potential or Unusual Hazard", or similar wording, to indicate the presence of a potential or unusual hazard; (c) a red tag with "Unsafe for Use", or similar wording, to indicate it is not safe to use.
- 2.3.6 A Worker must not use a scaffold if it has (a) a red tag, (b) a green or yellow tag that has expired, (c) or no tag at all.
- 2.3.7 "SafeWay" and "Rolling" scaffolds are not allowed to be used more than one deck height.
- Issuing and Borrowing Equipment and materials**
- 2.3.8 Any borrow or items like PPE or a 4-Head monitor does require the Contractor to bring back the item in good repair and condition (i.e. brought back to Gibson Energy ULC and affiliate in the same condition it was issued). Failure to do will result in cost to the Contractor for repair or replacement of equipment.



Contractor EH&S Requirements (Capital Projects)

2.4 EH&S Program Administration

- Program Administration**
- 2.4.1 Administer the EH&S program to demonstrate the effectiveness in minimizing health and safety risks on the site.
- i* The Program Administration requirements are:
 - ii* Document all aspects of the EH&S System and Plans;
 - iii* Collect and report on leading and lagging indicators monthly;
 - iv* Conduct daily safety inspections of the worksite;
 - v* Conduct daily tailgate safety meetings and document attendance and subject(s) discussed;
 - vi* Remain up to date and knowledgeable of regulatory requirements;
 - vii* Provide workers with responses to safety & regulatory concerns;
 - viii* Inform workers of hazards and potential hazards on the work site;
 - ix* Ensure workers are fit for duty;
 - x* Ensure workers are wearing the appropriate PPE for the work they are performing
- ISNetworld**
- 2.4.2 Be in compliance with ISNetworld and maintain a minimum "B" status grade.
- 2.4.3 Implement ISNetworld requirements to enter site such as identification cards for each employee with current information to the status of, but not limited to, the individual's training, EH&S orientation, Drug and Alcohol Pre-Access testing.

2.5 Safety Representation

- Safety Representative**
- 2.5.1 Provide a Safety representative to administer the EH&S program
- 2.5.1.1 The safety representative's responsibilities include:
- i* Communicate with Gibson Energy ULC and affiliate and workers Occupational Health & Safety matters and the requirements of this Standard.
 - ii* Respond to and investigate incidents;
 - iii* Conduct daily safety inspections of the worksite;
 - iv* Respond to workers questions and concerns;
 - v* Inform workers of potential hazards in the workplace and advise them of precautionary measures;
 - vi* Conduct site orientation sessions with workers;
 - xi* Ensure workers are wearing the appropriate PPE for the work they are performing; and
 - xii* Ensure work is conducted in a safe manner.



Contractor EH&S Requirements (Capital Projects)

**Contractor Safety
Officer**

- 2.5.2 Provide a competent Safety Officer on Projects with 20 or more workers on site. Resume to be submitted for approval by the Gibson Energy ULC and affiliate.
- 2.5.3 Provide a resident Safety Officer when the workforce exceeds 40 or more workers upon request of the Gibson Energy ULC and affiliate.



3 Submissions to the Gibson Energy ULC and affiliate

3.1 Contractor EH&S Management System Requirements

**Contractor EH&S
Management System
Requirements**

- 3.1.1 Contractor shall provide a EH&S Management System for review and approval by the Gibson Energy ULC and affiliate.
- 3.1.1.1 EH&S Management System shall include:
- i* Contractor Policy and Management Commitment
 - ii* Worker Competency & Training
 - iii* Drug and Alcohol Program (as per Canadian Model)
 - iv* Fit for Duty
 - v* Hazard Identification, Risk Assessment and Hazard Control
 - vi* EH&S Inspection and Audit
 - vii* Emergency Response
 - viii* Incident Management (Reporting, Notification and Investigation)
 - ix* EH&S Program Administration
 - x* Personal Protective Equipment (PPE)
 - xi* Safe Work Practices
 - xii* Preventative Maintenance and Equipment Certification
 - xiii* Environmental Management and Sustainability
 - xiv* Legislative Requirements
 - xv* Continuous Improvement
- 3.1.1.2 Provide a detailed program for each of the Elements listed in the system in relation to both Gibson Energy ULC and affiliate requirements and known and foreseeable hazards.
- 3.1.1.3 Provide additional requirements to the above elements in section 2.1.1.1 as per the requirements of this document that will be specific to the scope of work or nature of the hazards.

3.2 Contractor EH&S Plan

**EH&S Plan
Requirements**

- 3.2.1 Provide a EH&S plan (specific to the contracted scope of work) for review and approval by the Gibson Energy ULC and affiliate.
- 3.2.1.1 Include in the EH&S Plan the following:
- i* Schedule of planned work hours and shift rotation;
 - ii* Communication plan including:



Contractor EH&S Requirements (Capital Projects)

Environmental Protection Plan

- a. Tailgate Meetings:
 - b. Safety Meetings (General)
 - c. 'Company' Quarterly EH&S Meeting
 - d. Ground Disturbance pre-work Meetings;
 - e. Shift Meetings; and
 - f. Joint Safety Meetings and Agenda Items.
- iii* An organization chart of key Contractor personnel to include:
- a. Name and contact information;
 - b. Position;
 - c. Responsibility; and
 - d. Accountability.
- iv* An organization chart of key subcontractor personnel in accordance with subsection *iii* above.
- v* Proof of qualification/competency for all personnel;
- vi* A safe return to work program.
- vii* A list of all Safety representatives, contact information and work schedule.
- viii* Environmental protection plan;
- ix* Emergency response plan in alignment with the Gibson Energy ULC and affiliate;
- x* Fire protection plan;
- xi* Transportation plan;
- xii* Safe work procedures and/or practices;
- xiii* Subcontractor management plan;
- xiv* Hazard management program;
- xv* Regulatory plan; and
- xvi* Incident management and investigation methodology.
- 3.2.1.2 The Contractor's EH&S plan is to provide standards and practices in alignment with Gibson Energy ULC and affiliate programs and Codes of Practice. (As per list in section 3.1). Please review the NOTE in section 3.1.
- 3.2.2 Provide a scope specific Environmental Protection Plan for review and approval by the Gibson Energy ULC and affiliate.
- 3.2.2.1 Include in the Environmental Protection Plan:
- xiii* Environmental Emergency Response Plan aligned with the Gibson Energy ULC and affiliate ERP;



Contractor EH&S Requirements (Capital Projects)

-
- xiv* Spill response & clean-up plan;
 - xv* Water & Snow Removal Management Plan; and
 - xvi* Waste Management Plan.
- Fire Protection Plan**
- 3.2.3 Provide a scope specific Fire Protection Plan for review and approval by the Gibson Energy ULC and affiliate.
 - 3.2.3.1 Include in the Fire Protection Plan:
 - i* All potential ignition sources (Fire Triangle);
 - ii* Measures for controlling ignition sources;
 - iii* Firefighting equipment;
 - iv* Basic procedure for 'Hot Work';
 - v* List of trained personnel
- Transportation Plan Requirements**
- 3.2.4 Provide a scope specific Transportation Plan for review and approval by the Gibson Energy ULC and affiliate.
 - 3.2.4.1 Provide in the Transportation Plan:
 - i* The off-site parking location for personnel;
 - ii* Route and means of transport to and from the off-site parking location; and
 - iii* Route and means of transport for materials and equipment
- Emergency Response Plan Requirements**
- 3.2.5 Develop a scope specific emergency response plan for site activities and personnel for review and approval by the Gibson Energy ULC and affiliate.
 - 3.2.5.1 Align the plan with Company facility ERP;
 - 3.2.5.2 Identify all potential emergencies that workers might encounter including as applicable:
 - i* Threatening persons,
 - ii* Severe weather,
 - iii* Earthquakes,
 - iv* Vehicle accidents,
 - v* Equipment rollovers,
 - vi* Chemical spills, and
 - vii* H2S or ammonia release.
 - 3.2.5.3 Develop written procedures for each type of emergency;
 - 3.2.5.4 Have available and provide the following emergency response equipment to workers in the event of an emergency:
 - i* fire extinguishers,



Contractor EH&S Requirements (Capital Projects)

- ii* first aid kits,
- iii* respiratory protective equipment,
- iv* radio,
- v* spill kits,
- vi* eyewash,
- vii* emergency shower, and
- viii* vehicle emergency kits.

3.2.5.5 Review site specific emergency procedures with workers at site orientation and prior to work.

Note: Only Gibson Energy ULC and affiliate Employees are authorized to talk to the media

Safe Work Plans

- 3.2.6 Review Gibson Energy ULC and affiliate Safe Work Program and Codes of Practice as listed in section 3.1.
- 3.2.7 Provide the following Safe Work Plans for review prior to conducting work as per scope of work:
- 3.2.7.1 Working at Heights;
NOTE: Working at heights for all Contractors requires mandatory fall arrest and/or protection at 1.8 m (6 feet).
 - 3.2.7.2 Confined Space Entry;
 - 3.2.7.3 Ground Disturbance;
 - 3.2.7.4 Lock Out Tag Out;
 - 3.2.7.5 High Hazard High Risk jobs; (i.e. x-ray, crane/critical lift, etc.).
- 3.2.8 Comply with Gibson Energy ULC and affiliate Safe Work Permit System on an operating facility.

Subcontractor Management Plan

- 3.2.9 Provide a Subcontractor Management Plan.
- 3.2.9.1 Include in the Subcontractors Management Plan:
- i* A process for orientating all subcontractors;
 - ii* Subcontractor's JHA process;
 - iii* Proof of subcontractor's Workers Compensation coverage;
 - iv* Statement of the subcontractor's WCB premium rate;
 - v* A copy of the subcontractors EH&S programs;
- 3.2.9.2 Proof of qualification for subcontractor personnel.
- 3.2.10 Provide the scope specific Contractor EH&S Plan to all subcontractors (as per section 2.2.1).



Contractor EH&S Requirements (Capital Projects)

Regulatory

- 3.2.11 Provide a program to identify and demonstrate compliance with applicable Health, Safety, Security, and Environmental legislation.
 - 3.2.11.1 Include in the program a process for:
 - i* Identifying regulatory requirements applicable to the scope of work;
 - ii* Creating a legal registry of all legal requirements;
 - iii* Documenting compliance with the legal requirements;
 - iv* Complying with all applicable legislation;
 - v* Communication of legal requirements to Gibson Energy ULC and affiliate, personnel and subcontractors.

Site Access

- 3.2.12 Site access is through designated gates or entry points;
- 3.2.13 Site access is provided only to vehicles and equipment required to complete the work;

Site Orientation

- 3.2.14 Gibson Energy ULC and affiliate safety Orientation is mandatory for all workers and visitors entering a Company site.
- 3.2.15 Provide site orientation for the Contractors work site to all workers.

3.3 Hazard Identification Risk Assessment and Hazard Control

Haz ID, Risk Assessment and Control

- 3.3.1 Provide a hazard management program in alignment with Gibson Energy ULC and affiliate standards.
 - 3.3.1.1 Include in the program a process for:
 - i* Conducting pre-job hazard assessments;
 - ii* Job Hazard Analysis (JHA) that includes;
 - iii* Identified tasks in relation to the Contractor's scope of work;
 - iv* Known and foreseeable hazards;
 - v* Risk ranking of known and foreseeable hazards;
 - vi* Applicable controls to minimize harm or damage; and
 - vii* Provide documentation for review and approval prior to mobilization.
 - viii* Filed Level Hazard Assessments (FLHA);
 - ix* Updating JHAs and FLHAs when changes occur;
 - x* Involving workers in completing JHAs and FLHAs;
 - xi* Training workers in hazard identification and control;
 - xii* Classifying and ranking risks;
 - xiii* Controlling or managing risks.



3.4 Safe Work Practice Requirements

Safe Work Practice

3.4.1 Provide Safe Work Practices for the following activities for review and approval:

3.4.1.1 Safe operation of motor vehicles including a process to:

- i* Ensure workers have valid operator's license for the type of vehicle in use;
- ii* Monitor for seat belt use;
- iii* Monitor compliance with all vehicle operating rules;
- iv* Proper securing of cargo;
- v* Ensure safety walk around before use;
- vi* Ensure safety equipment is in place and not damaged;
- vii* Remove vehicles from service;
- viii* Ensure back in or pull through parking occurs as required

3.4.1.2 Safe operation of heavy and light equipment including process to:

- i* Ensure only qualified workers operate equipment;
- ii* Document pre-work inspections are performed;
- iii* Ensure restraints are in good repair and are being used.

3.4.1.3 Provide a Working Alone procedure including processes to meet or exceed Gibson Energy ULC and affiliate standard.

3.4.1.4 Asbestos Management Plan including processes to meet or exceed Gibson Energy ULC and affiliate standard as per scope of work.

3.4.1.5 Provide a Safe Work Practice for working with NORMs if applicable to scope of work.

3.4.1.6 Provide a Safe Work Practice for working with radiological substances if applicable to scope of work; to include the safe handling, storage, and transportation to and from Gibson Energy ULC and affiliate site.

3.5 Incident Management Requirements

Incident Management

3.5.1 Provide an incident management process to ensure all incidents are reported and investigated.

3.5.1.1 The following are the minimum incident management requirements:

- i* Report all incidents to a Gibson Energy ULC and affiliate Representatives **IMMEDIATELY** when safe to do so (verbally, email, text, and/or phone call);
- ii* Investigate all incidents;
- iii* Assign qualified personnel to the investigation of incidents;



Contractor EH&S Requirements (Capital Projects)

- 3.5.1.2 Submit a preliminary incident report to the Company Representative within 48 hours and a final report within 7 days of the incident;
- 3.5.1.3 Include in the incident report:
 - i* Date and time of the incident;
 - ii* Worker(s) involved in the incident;
 - iii* Equipment involved in the incident;
 - iv* Description of the incident;
 - v* Whether any harm to workers or damage to property occurred;
 - vi* Summary of evidence collected;
 - vii* Explanation of the activities leading up to the incident;
 - viii* Explanation of the cause(s) of the incident;
 - ix* Preventative measures taken at the time; and
 - x* Corrective action taken or planned.



4 Additional Information

4.1 Supporting Documents

The supporting documents associated with this document are:

- i* Asbestos Management Code of Practice
- ii* Benzene Code of Practice
- iii* Confined and Restricted Space Code of Practice
- iv* Control of Hazardous Energy (Lock Out/Tag Out)
- v* Fall Protection Program
- vi* Hazard Identification, Assessment and Control
- vii* Stop Work
- viii* Respiratory Protection Code of Practice
- ix* Noise Control and Hearing Conservation
- x* Silica Code of Practice
- xi* Working Alone
- xii* Electrical Code of Practice

The above documents shall be provided with the document at the time of bid and shall be incorporated into the deliverables of the Contractor.

NOTE: The list above is a general sample of the main documents issued to Contractors for their review. Other documentation will be submitted as per the scope of work of the Contract related to EH&S or will be submitted as per Gibson EH&S development.

4.2 Reference Documents

No reference documents are associated with this document.



5 Appendix

5.1 Appendix A: Definitions

The following table contains additional definitions

Phrase/Word	Definition
Approval	Means that a part of the deliverables sent by the Contractor to the Gibson Energy ULC and affiliate for review has met expectations based on; <ul style="list-style-type: none"> <i>xiii</i> Company standards <i>xiv</i> Regulatory compliance and legislative requirements; and The expectations of this document.
Company	Gibson Energy ULC and affiliate, or any other representation of the company or affiliate that may issue this standard to the Contractor for compliance.
Contractor	The employer who is providing work or service to the Gibson Energy ULC and affiliate as per a scope of work, agreement, PO, or Contract.
Prime Contractor	The employer who is ultimately responsible for provisions of provincial legislation when applicable for sites with multiple employers.
Procedure	Specific instructions necessary to perform a task or steps in a process.
Rejected	Means to reject part or all the deliverables submitted by the Contractor for review and approval.
Standard	Documents that specify the characteristics and technical details that must be met by specific materials, systems, and processes.
Subcontractor	The employer who is providing work or service to the Contractor as per a scope of work, agreement, PO, or Contract.
Worker	A worker for this document is anyone who is brought to site for any purpose of the Contractor's or Subcontractor's scope of work.