



## HEALTH, SAFETY & ENVIRONMENT

January 1, 2023

## Section 1.0 Policy

Canadian Plains Energy Services (CPES) is committed to protect and maintain the health and safety (including physical, psychological, and social well-being) of its employees and contractors.

**Our Objective** is to create a proactive safety culture and an effective Health, Safety and Environmental Management System (HSEMS) that prevents processes, conditions, attitudes or behaviors that could cause injury to employees or the public, or harm to property or the environment.

### **We are Committed to:**

1. Protect the safety and welfare of our employees, and that of other workers and members of the public who could be affected by hazards originating from our work or work sites.
2. Comply with applicable legislation and meet the highest level of industry standards.
3. Make our employees aware of their rights and duties under the applicable government regulations.
4. Ensure that worker do not participate or be subjected to workplace violence or harassment.
5. Consult and cooperate with its joint worksite health and safety committees/representatives.
6. Ensure that workers are adequately trained in matters necessary to protect their health & safety.

### **Obligations of Supervisors and Managers:**

1. Ensure you are competent to supervise the workers in your work team.
2. Protect the health and safety of workers under your supervision.
3. Maintain a worksite free from bullying, violence, and harassment.
4. Advise workers under your supervision of all applicable known and reasonably foreseeable hazards.
5. Ensure workers use appropriate hazard controls and personal protective equipment in accordance with CPES's policies, procedures and the OHS Act, Regulations and Code.

### **Worker and Contractor Rights and Responsibilities**

Workers have the right/responsibility to:

1. Refuse unsafe work. If you believe you are at risk, stop your task and/or stop work.
2. Know about the workplace hazards and have access to basic health and safety information.
3. Participate in the process of identifying and controlling health and safety hazards at the worksite.
4. Not cause or participate in bullying, violence or harassment.
5. Report all incidents, injuries, and unsafe work conditions or practices to your supervisor.
6. Follow applicable OHS legislation, safety rules, Codes of Practice, Safe Work Practices and Safe Job Procedures, wear required Personal Protective Equipment and participate in safety training initiatives.
7. Notify your supervisor of any circumstance which may affect your ability to work safely.

Employees and contractors who knowingly violate safety rules will face disciplinary action, dismissal, and/or legal action.

By working safely and fulfilling their responsibilities, everyone who works at or for CPES will share the benefits of a safe and healthy workplace.

No incidents, no injuries, no harm to the environment

APPROVED: \_\_\_\_\_

  
Aaron Karpan, President



**Senior Management**

**President  
HSE Manager**

**Responsibilities**

- Develop and maintain an effective Health, Safety and Environment Management System (HSEMS).
- Review the HSEMS for relevance and improvement opportunities, at least every 3 years.
- Provide the necessary education and training to ensure that employees are aware of:
  - The contents & mechanics of the HSEMS.
  - Applicable government regulations and legislation.
- Set the levels of expectations for safety performance throughout the organization.
- Demonstrate proactive leadership and commitment to safety.
- Ensure compliance with the contents and mechanics of the HSEMS and all applicable government regulations and legislation.
- Provide the necessary resources to meet the HSE Requirements.
- Participate in the safety observation card (SOC) program.

**Line Management**

**Area Managers  
Project Managers**

**Responsibilities**

- A comprehensive understanding of the contents and mechanics of the HSEMS.
- Ensure safety performance and behavior meet the highest standards of company expectations.
- Ensure educational and training needs are identified and planned for accordingly.
- Demonstrate proactive leadership and commitment to safety.
- Active participation in worksite inspections and safety meetings.
- Encourage active employee involvement and participation.
- Ensure employee and sub-contractor awareness and compliance expectations with respect to the HSEMS.
- Ensure awareness and compliance with all applicable government regulations and legislation.
- Assist supervisors and workers with hazard identification, assessment, and control.
- Communicate hazards to employees.
- Ensure workers understand what is expected of them.
- Participate in the safety observation card (SOC) program.



**Supervisors**

**Project Superintendents  
Foremen**

**Responsibilities**

- A comprehensive understanding of the contents and mechanics of the HSEMS.
- Enforce performance and behavior that meets the highest level of company expectations.
- Identify educational and training requirements and forward to management.
- Demonstrate proactive leadership and commitment to safety.
- Plan, schedule and conduct worksite inspections and safety meetings in accordance with the requirements of the HSEMS.
- Investigate all incidents and complete the required reports as required by the HSEMS.
- Submit Regulatory forms as required within required time frame (e.g. WCB)
- Ensure workers and sub-contractors know what is expected of them.
- Enforce worker and sub-contractor awareness and compliance with respect to the HSEMS.
- Encourage active worker involvement and participation.
- Participate in the safety observation card (SOC) program.
- Identify and correct unsafe or substandard conditions/behaviors.
- Know and ensure compliance with all applicable government regulations and legislation.
- Assist workers with hazard identification, assessment, and control; communicate hazards to all workers on site.
- Report any hazards to management.

**Workers**

**All Applicable Trades & Labour**

**Responsibilities**

- A basic understanding of the contents and mechanics of the HSEMS.
- Follow all of the rules set out by the company.
- Use PPE properly, where and when required.
- Demonstrate a positive attitude and commitment to safety.
- Ask if you don't know how to do something or are unclear regarding instruction.
- Attend and participate in daily tailgate meetings and Pre-Job/General Safety meetings.
- Report sub-standard conditions or behaviors.



- Report all incidents and near misses immediately, to your Superintendent/Manager.
- Check all tools and/or equipment you are asked to use and report defective or unsafe conditions immediately.
- Refuse to do work when an unsafe condition exists.
- Refuse to do work when you feel you are not trained or competent to perform the task safely.
- Assist with hazard identification, assessment and control.
- Report any hazards to your supervisor or management.
- Participate in the safety observation card (SOC) program.
- Advise Superintendent/Manager before seeking medical attention for any work-related injury.

**Sub-Contractors and/or Other Service Providers**

**Responsibilities**

- Ensure proper authorization and orientation(s) to attend a worksite.
- Follow the guidance and instruction of on-site supervision.
- Follow all of the rules set out by the company.
- Use PPE properly, where and when required.
- Demonstrate a positive attitude and commitment to safety.
- Conduct/attend and participate in daily Tailgate meetings and Pre-Job/General Safety meetings.
- Report sub-standard conditions or behaviors.
- Report all incidents/accidents immediately.
- Check all tools and/or equipment you are asked to use and report defective or unsafe conditions immediately.
- Refuse to do work when an unsafe condition exists.
- Refuse to do work when you feel you are not competent enough to perform the task safely.
- Know and comply with all applicable government regulations and legislation.
- Report any hazards to management.
- Assist with the identification of hazards to management.
- Assisting with the controlling/mitigation of hazards.
- Participate in the safety observation card (SOC) program.



**HEALTH, SAFETY & ENVIRONMENT**

**Section 1.1**

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**Assignment of Responsibilities**

**Visitors**

**Responsibilities**

- Ensure proper authorization and orientation(s) to attend a worksite.
- Follow the guidance and instruction of on-site supervision at all times.
- Wear all applicable PPE instructed to be worn.
- Report unsafe conditions and/or behaviors.
- Assist with the identification of hazards.
- Report any hazards to management.

APPROVED:   
Aaron Karpan, President



The information contained in this Health, Safety & Environment Management System (HSEMS) constitutes a written Health & Safety Program. While the company cannot anticipate every workplace hazard, it is intended that the general principles contained herein will govern management, supervision, and worker conduct as it relates to safety in the workplace:

- Apply hazard identification, assessment and control (HIAC) to all work tasks.
- Discuss workplace hazards with your supervisor.
- Attend company sponsored training and safety meetings where required.
- Read all posters and warnings.
- Listen to instructions carefully.
- Participate in incident investigations as requested.
- Accept responsibility for the safety of others.
- Maintain all required documentation.

**To be safe, you must never stop being safety conscious!**

**Senior Management Will:**

- Review the HSEMS every three years for applicability, potential additions and improvements.
- Review inspection reports and ensure corrective action is taken to prevent reoccurrence.
- Review all disciplinary action reports.
- Provide the necessary resources to meet the HSE requirements.

**The President must approve all changes to the HSEMS.**

**References**

- Provincial Occupational Health & Safety Act, Code & Regulations
- General Rules
- Progressive Discipline Policy
- Disciplinary Action Schedule

APPROVED:

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Aaron Karpan, President



## HEALTH, SAFETY & ENVIRONMENT

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## Section 1.3

### Inventory of Sections

Health Safety & Environment	Section 1
Hazard Identification, Assessment & Control	Section 2
Safe Work Practices	Section 3
Safe Job Procedures	Section 4
General Rules	Section 5
Personal Protective Equipment	Section 6
Preventative Maintenance	Section 7
Training & Communication	Section 8
Inspection	Section 9
Incident Management & Investigation	Section 10
Emergency Preparedness & Response	Section 11
Statistics & Records	Section 12
Alcohol & Drugs	Section 13
Violence & Harassment	Section 14
Environment	Section 15
Working Alone	Section 16
Claims Management	Section 17
Contractor Management	Section 18
Glossary of Terms & Definitions	Section 19
Safety Alerts & Bulletins	Section 20
Fleet Safety & Journey Management	Section 21

APPROVED:

  
Aaron Karpan, President



Managing change is required to ensure that new or changed legislation or regulations are identified and shared with all the stakeholders in the organization to ensure that the company remains compliant. Legislation and regulation refer to federal, provincial, and municipal acts and regulations. These may refer to Acts, Codes, Regulations, standards, guidelines, treaties, or conventions as integral parts of the regulations.

The legislative or regulatory change process includes monitoring, identification, analyzing, assessing, providing recommendations, and communicating to stakeholders of the new or changed legislation or regulations for implementation to remain compliant.

In addition to legislation and regulatory changes, there is an expectation within the company, as well as the Regulators, that Canadian Plains Energy Services (CPES) will share the information and findings so that best practices in these areas can be established. If regulators were to find a non-compliance issue at one location within the company, it is expected that all similar compliance issues be addressed across the entire organization.

### **Responsibilities**

Management, employees and sub-contractors have a shared responsibility for ensuring activities are performed and documentation is maintained in accordance with policies and legislation using the applicable standards and procedures.

The Corporate Services business unit is responsible for monitoring and maintaining the sources of legislation, ensuring the current legislation is kept up to date and that the impact of this legislation is relayed to all the stakeholders.

Sources of relevant legislation are monitored for changes by subscribing to publications, electronic newsletters, legislative updates, industry updates, etc.

Canadian Plains Energy Services is an active participant in industry associations such as the Petroleum Services Association of Canada (PSAC), Alberta Construction Safety Association (ACSA), Merit Contractors Association, Construction Owners Association of Alberta (COAA), Canadian Energy Pipeline Association (CEPA), Small Explorers and Producers Association of Canada (SEPAC). These organizations represent the industry in government forums, make recommendations and advise their members of any changes or additions to legislation or regulations.

### **Regulatory Organizations**

- Federal Government
  - Transportation of Dangerous Goods
  - Canada Labor Act
  - Federal Hours of Service Regulations





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## Section 1.4

### Legislative and Regulatory Change

- Provincial Government
  - Occupational Health & Safety (OHS)
  - Environment
  - Energy (EUB)
  - Human Resources & Employment (WCB, WH&S, etc.)
  - Transportation (Carrier Profile, Pro-Rate)
  - Pressure Equipment Safety Authority (TSASK, ABSA, BCSA, SBPVS)
  
- Municipal Government
  - Road use
  - Building permits

#### Change Process Flow

- Monitor government, legislation, standards, industry associations, publications, etc.
- Identify changes
- Determine assessment requirements (Who, How)
- Assess relevance to CPES
- Assess potential impact to CPES
- Assemble interpretation
- Integrate changes into documentation, processes
- Communicate to shareholders
- Request and receive Feedback
- Conduct revisions as required

APPROVED:

A handwritten signature in blue ink, appearing to read "Aaron Karpan".

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Aaron Karpan, President