



# Contractor Safety Program

2018

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## 1. BACKGROUND

The safety of employees and the public is more important than any business interest. Emera shares in the desire of our employees, customers, shareholders and others to enjoy the benefits of a sound economy in a safe and sustainable environment. Emera is committed to meeting business objectives in a manner which is respectful and protective of the safety of people in the workplace, the environment and communities in which we operate. (EMRA-CSP-PROC-001)

## 2. PURPOSE

At Nova Scotia Power Inc. (NSPI), we believe all occupational illnesses and injuries are preventable. The purpose of the Contractor Safety Program (CSP) is to prevent injuries and illness as well as other safety and environmental incidents due to the activities of contractors working for Nova Scotia Power Inc. (hereafter identified as NSPI).

The Contractor Safety Program establishes minimum standards for contractor management and provides guidance to employees who manage contracts to ensure safe completion of contracted work. The program establishes clear accountabilities, encourages active engagement of contractors and provides a consistent and structured approach to contractor Health, Safety and Environmental (HSE) management.

## 3. SCOPE

The NSPI Contractor Safety Program complies with EMRA-CSP-PRC-001 and provides guidance to those who oversee the contracting out of work and services. When specific departments (i.e. Procurement, Legal, Risk and Insurance, Health and Wellness, Environment, etc.) make changes to policies, procedures or systems which impact the CSP, that department is responsible to advise the NSPI Safety Department to ensure appropriate reviews and updates to the CSP are completed.

## 4. DEFINITIONS

The terms used in this document are those used by NSPI and are defined to ensure understanding. Contractors may use different terms in their own documentation, however, these should be defined to ensure all parties understand. Dollar amounts are in Canadian dollars.

**Shall:** Indicates a requirement – the function/accountability must be done without exception or deviation. Shall does not allow for a deviation.

**Should:** Indicates a recommendation – the function/accountability should be considered.

**Can:** indicates a possibility or a capability – action is possible if a situation arises and legal or other requirements necessitate action, or, where legal and other requirements are not present, the potential or capability to act.

**May:** Indicates permission – action is required if situation arises and legal or other requirements necessitate action, or, where legal or other requirements are not present, a choice to act.

**Interested Party(ies):** Person or organization that can affect or be affected by, or perceive itself to be affected by a decision or activity, including customers, communities, suppliers, regulators, nongovernmental organizations, investors and employees.

**Hazard:** Any source of potential illness, injury or damage under certain conditions. Hazard classes considered are usually biological, chemical, ergonomic, physical, psychosocial and safety.

**Job Hazard Analysis (JHA):** Document containing foreseeable hazards and controls for the overall contract. The document is completed prior to the execution of the contract and is updated as applicable.

**Risk:** The potential for illness, injury or property damage when exposed to a hazard. Risk = consequence X exposure X probability where consequence is the severity resulting from an unwanted effect, exposure to a hazard (i.e. percentage of workforce/public exposed to hazard or frequency of exposure to hazard) and probability is the likelihood of an unwanted event occurring (dependent on effectiveness of controls and barriers in place to prevent the undesired event).

**Risk Assessment:** Documented assessment of the job, site and conditions and other factors to be performed for each task. A daily risk assessment is conducted on site by all people involved in the task. The risk assessment must be revisited at some point during the day or whenever there is a change (e.g. change in conditions, returning from break, etc.) The risk assessment is used to identify risks, associated hazards and the control measures required.

## 5. ROLES AND RESPONSIBILITIES

The participants outlined below shall be aware of and follow the requirements of the CSP in addition to other applicable HSE and company standards as applicable.

### 5.1. **Management Team** (i.e. Capital Projects, AMO, Hydro, Lingan, Western Region, Forestry, etc.)

- a. Includes Senior Management, Contract Manager and other applicable management groups
- b. Take ownership and ensure adequate resources are available for the successful implementation and execution of the Contractor Safety Program.
- c. Ensures the Contract Manager has proper signing authority
  - a. "Official Guidelines for the Delegation of Authority Process (N-GP-1)
  - b. "Guideline for Obtaining the Proper Commitment and Approvals When Purchasing Equipment, Materials, and/or Contracted Services and for Real Estate Transactions" (N-GP-2)

### 5.2. **Contract Manager**

- a. Contract / Project Manager is the NSPI employee responsible for the overall contract management. They generally shall:
  - Be identified for each project
  - Oversee the overall implementation, execution and completion of the project
  - Complete the Performance review at the end of the project and ensure the contractor database is updated. **Performance reviews will be completed twice per year for contractors working over six months on an NSPI site.**
  - May also act as the NSPI Site Representative
- b. The Contract / Project Manager specifically shall:
  - Ensure responsibilities under Appendix I are agreed upon (if delegated) and fulfilled

### 5.3. NSPI Site Representative

- a. The NSPI Site Representative is the NSPI employee responsible for **overseeing** the work being performed by the contractor. Where different employees are fulfilling the roles of Contract Manager and NSPI Site Representatives, the roles of each are to be defined for each prior to the start of the contract. They generally shall:
  - Identified as the contact for those involved in the contract
  - Ensure applicable parties, as necessary, are aware of planned activities prior to work execution
  - Be aware of, and/or enlist the services of a knowledgeable representative, applicable HSE requirements (acts, regulations, policies, procedures and contract specifications).
  - Ensure effective communication and coordination of work with other contractors or NSPI representatives on site
  - Consult with NSPI resources such as, but not limited to, Health and Wellness, Safety, Environment, Procurement, Engineering, as applicable
- b. The NSPI Site Representative specifically shall:
  - Ensure their agreed upon responsibilities under Appendix I are fulfilled

### 5.4. Subcontractors

- a. Directly employed by the contractor
- b. Adhere to the same HSE standards as required by the Contractor
- c. Contractor to notify Contract Manager / NSPI Site Representative of subcontractor to ensure they are not banned from working on NSPI projects

### 5.5. NSPI Safety Department

- a. Assist Contract Manager / NSPI Site Representative (i.e. Orientations, monitoring, policies, procedures, regulations, etc.)
- b. Periodically Review and Update the NSPI CSP
- c. Support the use and implementation of the CSP
- d. Annually monitor compliance to EMRA-CSP-PROC-001

### 5.6. NSPI Environmental Department

- a. Periodically Review and submit updates to the NSPI Safety Department
- b. Assist Contract Manager / NSPI Site Representative (i.e. Orientations, Spill Response, etc.)
- c. Support the use and implementation of the CSP

### 5.7. Health and Wellness

- a. Provide support and act as a resource regarding Emera policies and procedures (i.e. Alcohol and Drug Procedure, etc.)

### 5.8. Procurement Department

- a. Administer the Request for Proposals (RFP) process
- b. Provide support for contractor selection and procurement
- c. Review past performance and evaluations from returning contractors in collaboration with Contract Manager / NSPI Site Representative during prequalification stage
- d. Notify Contractors of their successful bid

### 5.9. Tier 1 Project Review Team (NEW)

- a. The Tier 1 Project Review Team (PRT) will be made up of resources from Safety, Environment, Engineering, Capital Projects, Procurement, Legal and a project representative (ie. the Contract Manager). The PRT can be used when the work to be completed is on non-core, large scale or is dealing with work in which we may require outside expertise to identify all of the requirements for the Job Hazard Analysis (JHA) and Request For Proposals (RFP).

## 6. GENERAL

There are five principal phases of the CSP life cycle:

### 6.1. Prequalification (Contract Management, Safety, Procurement, Environment)

- a. Job Hazard Analysis Checklist (Appendix B)
- b. Contractor Service Provider Responsibilities (Appendix C)
- c. Safety Plan Checklist (Appendix D)
- d. Incident Report Form (Appendix E)
- e. Monthly Report Form (Appendix F)
- f. Health, Safety & Environment Program Checklist (non-COR) (Appendix G)
- g. Environmental Handbook (Appendix N)
- h. Orientations (Appendix O)
- i. EMA/NSP Policies (Appendix P)

### 6.2. Pre-job Work Plan & Risk Assessment (Contract Management, Safety, Procurement , Environment)

- a. Job Hazard Analysis Checklist (Appendix B)
- b. Contractor Service Provider Responsibilities (Appendix C)
- c. Safety Plan Checklist (Appendix D)
- d. Incident Report Form (Appendix E)
- e. Monthly Report Form (Appendix F)
- f. Health, Safety & Environment Selection Criteria (Appendix H)
- g. Contract Manager Site Representative Checklist (Appendix I)
- h. Safety Observation Form (Appendix J)
- i. Site Inspection Form (Appendix K)
- j. Start-up Meeting Checklist (Appendix L)
- k. Performance Evaluation Scorecard (Appendix M)
- l. Environmental Handbook (Appendix N)

### 6.3. Contractor Training & Orientations (Contract Management)

- a. Orientations (Appendix O)
- b. EMA/NSP Policies (Appendix P)

### 6.4. Monitoring of Work Execution (Contract Management, Safety, Environment)

- a. Incident Report Form (Appendix E)
- b. Monthly Report Form (Appendix F)
- c. Contract Manager Site Representative Checklist (Appendix I)
- d. Safety Observation Form (Appendix J)
- e. Site Inspection Form (Appendix K)

**6.5. Post-job Evaluations** (Contract Management, Safety, Environment, Procurement)  
 a. Performance Evaluation Scorecard (Appendix M)

Note: All work completed by or on behalf of the contractor shall follow government legislation, standards and the policies and procedures of NSPI. Nova Scotia Power has the authority to require contractors to cease work if they do not adhere to the health, safety or environmental obligations.

**7. PROCEDURE**

**7.1. Three Tiers of Contractor (see Appendix A – Process Flow Diagrams)**

Note: there are three tiers of contractor in the CSP. Please refer to the following charts:

Contract/Project Levels	Risk Mitigation	Risk
Tier 1	Mitigate Risk (COR Certified, JHA, Site Safety Plan, Procedures, Risk Assessment, Orientations, PPE, adherence to Emera / NSPI Policies)	High Risk
Tier 2	Mitigate Risk (Procedures, Risk Assessments, Orientations, PPE, adherence to Emera / NSPI Policies)	Medium Risk
Tier 3	Mitigate Risk (Orientations, PPE, adherence to Emera / NSPI Policies)	Low Risk
Tier 1 - High Risk		Examples
Any Non-Core Work should be considered		
Handling Hazardous Material		Asbestos, X-Ray NDT
Work from Heights		Requiring fall protection
Confined / Restricted Space		Boiler work, diving
Live Systems		Electrical, HEP (ferminite)
Civil (Safety by Design)		Structural Tower, Fire System
Excavation		Setting poles, construction
Major Lifts (complex)		Rotor, vessels, transformers
Blasting / Explosives		Demolition, construction
Tree Cutting		Chain sawing, heavy equipment
Helicopter (piloting)		Transmission line surveys
Towing (vehicles, heavy equipment)		Vehicles, heavy equipment
Mining (Code of Practice)		Hydro construction
Bulk Transport		Fuel, chemicals, poles, etc.
Storm Response Contractors		PLT
Hot Work		Welding, grinding
Grounds Keeping		Bush hogs,
High potential energy		Conveyors, overhead doors
Working on (or) under water		Diving, utilizing watercraft

Boiler Maintenance	Repairs, inspections
Transmission Construction & Repair	New plant
Distribution Construction & Repair	New plant
Working in dust laden environments	Concrete cutting, flyash clean
Traffic Control	Working near roadways
Remote Work	Some Hydro Sites, T&D Const.
Use of new and emerging technologies	Drones
<b>Tier 2 - Medium Risk</b>	
<b>Examples</b>	
All other work that does not fall into Tier 1 or Tier 3 categories	
<b>Tier 3 - Low Risk</b>	
<b>Examples</b>	
Vendor deliveries	Floor mats, water, coffee
Office equipment servicing	Computers, photocopiers

## 7.2. Contract Planning

The contract planning stage identifies and defines the scope of the work to determine and evaluate the HSE requirements and to develop contract specifications. During this stage, an initial assessment of the HSE risks shall be completed and incorporated into the contract specifications and the overall contract execution phase. The contract execution phase will be based upon the nature of the work, complexity and safety / probability factors.

### 7.2.1. Scope of Work

- a. The contract scope describes and documents the work to be performed. Include any milestones, reports, deliverables and end products that are expected to be provided by the contractor as well as timelines for completion of all deliverables.
- b. Consideration should be given to the following:
  - Description of the job or services to be performed and the required resources
  - The competency required to perform the work, the availability of contractors and/or operations
  - Contractor performance expectations (i.e. contract schedule, outage schedule HSE issues and deliverables, etc.)
  - Level and Type of Risk

### 7.2.2. Hazard Identification, Evaluation and Control

- a. HSE hazard identification is an essential aspect of effective job planning. This provides clear direction regarding HSE requirements to contractors to allow them to be better prepared to perform the work safely and without environmental incident. The Contract Manager shall identify the known HSE hazards based upon the scope of work.
- b. The contractor must, at a minimum, address the hazards identified using a Job Hazard Analysis (JHA), or equivalent, as part of their bid submission.

Note: The JHA is not intended to provide an exhaustive list of hazards and controls and should only be used for guidance. Additional hazard identification and control measures may be required.

### 7.2.3. Contract HSE Program

- a. The Contractor shall follow their own HSE program which shall meet or exceed NSPI policies, practices, procedures, standards and regulatory requirements. If the contractor's procedures do not meet or exceed NSPI expectations and regulatory requirements, the contractor shall follow NSPI policies and procedures; these exceptions shall be reviewed and agreed to as part of the planning and/or assessment and orientation stages prior to work starting by the Contract Manager / Site Representative.
- b. When working with multiple contractors, the Contract Manager / Site Representative may identify a general contractor or other responsible party to assist with the coordination of communication for the purpose of ensuring health and safety on the worksite.

### 7.2.4. Contract Specifications

- a. HSE requirements shall be identified in this section. The contract document sets the minimum requirements for HSE expectations of contractors and based on the scope of work additional requirements may need to be specified. The Contract Manager / Site Representative, or designate with specific experience, knowledge and training, may also conduct a site hazard assessment of the intended work site to help identify the potential HSE hazards associated with the work and site conditions.
- b. Examples of HSE requirements to consider include (but are not limited to):
  - Minimum control measures required to eliminate/mitigate specific hazards
  - WCB Certificate of Recognition of their HSE Program (or equivalent)
  - List of controlled products that are prohibited or limited on the work site
  - Site specific information that may be beneficial to communicate during the RFP process
  - Fuel storage and handling (i.e. fuel tank registration and Transportation of Dangerous Goods)
  - Waste stream management (e.g. approved disposal methods, containment and labeling)
  - Protection of fish habitat (i.e. silt control)
  - Spill prevention and response (i.e. spill kits, waste oil transfers)
- c. All contractors may designate an appropriate person on site to provide safety and health direction particularly if the job involves:
  - Large or complex contracts, and/or,
  - Construction work or work that involves high risk activities
    - ✓ Work requiring fall protection
    - ✓ Confined Space Entry
    - ✓ Diving
    - ✓ Blasting
    - ✓ Storm Response

## 7.3. Contract Evaluation and Award

Contractors are evaluated at this stage to determine if they meet the criteria specified in the bid documents. Contractors who are selected for final evaluation shall meet the standard HSE qualification requirements and the requirements outlined in the bid specifications.

### **7.3.1. Safety and Health Program**

- a. Contractor should have Safety Certification from a WCB Safety Certified Audit Provider (ie. Certificate of Recognition (COR)):
  - Construction Safety Nova Scotia
  - East Coast Mobile Medical Inc.
  - Ennis Safety Services
  - HSE Integrated Limited
  - Nova Scotia Trucking and Safety Association
  - Occupational Health and Education Services (2002) Inc
  - Safety Services Nova Scotia
  - St. John Ambulance Nova Scotia / PEI Council
- b. Out of Province Contractor may have a Safety Certification from a recognized Safety Certified Audit Provider (such as COR or ISO18001).
- c. Contractors who are not certified or whose certification is not recognized must complete the Health, Safety & Environment Program Checklist (Appendix G). Based on the responses submitted, additional information or documentation may be required. Nova Scotia Power retains the right to review and require modifications to the Contractor Safety Program even if the Contractor has a letter of “Good Standing”. The Safety Department shall be involved in the review of the Contractor HSE program.

### **7.3.2. Health, Safety and Environment (HSE) Qualifications**

- a. The HSE qualification establishes the eligibility of contractors to bid on work to be performed. Contractors are selected based upon their HSE management abilities and other key requirements. Contractors possess a letter of “Good Standing” or complete a Health, Safety & Environment Selection Criteria (see Appendix H) form for consideration during the bid evaluation.

### **7.3.3. Commercial Liability and Automobile Liability Insurance**

- a. All Contractors shall provide General Commercial Liability (minimum \$2 million) and Automotive Liability (minimum \$2 million) insurance to ensure they have the financial capacity to address potential liabilities and complete the scope of work as determined by the Procurement and the Legal Department. Additional insurance requirements must be outlined in the Bid Submission section of the contract.
- b. Proof of insurance shall be uploaded to the NSPI Contractor Database.
- c. NSPI’s Corporate Insurance Department is to be notified of any incidents involving third parties (including environmental, pollution incidents) within 24 hours of being aware of the incident. These include:
  - Any incident involving bodily injury
  - Any incident involving a fatality
  - Any third party liability incidents expected to exceed \$15 000
  - Any automobile claims expected to exceed \$15 000
  - Any environmental / pollution claim expected to exceed \$75 000
  - Any environmental / pollution claim where there is a release of pollutants to any body of water (i.e. lakes, oceans, etc.)

Note: Third party can refer to a customer, supplier, business partner or a member of the general public. When reporting incidents mentioned above, the forms provided on the Advisory Notice to insurers should be used. The claim form should be forwarded in accordance with the claims reporting process.

#### **7.3.4. Workers' Compensation Board (WCB) Documentation**

- a. Contractors shall provide proof that they are registered and in good standing with the Workers' Compensation Board by providing a clearance letter. In Nova Scotia, these letters are issued quarterly. Contractors outside Nova Scotia must provide documentation of registration with the regional workers' compensation board (or equivalent), if applicable.
- b. Documented proof shall be uploaded to the NSPI Contractor Database.

#### **7.3.5. Safety Performance**

- a. This step will include a review of the Safety and Health Performance document completed by the contractor which will cover specific leading and lagging indicators over the past three years. Past NSPI Contractor Performance Evaluation forms will be considered prior to the awarding of a contract. Safety performance will account for 30% of the weighting when deciding upon the successful contractor.

#### **7.3.6. Environmental Considerations**

- a. The Contractor's past environmental performance will be included in the review prior to the contract. Past NSPI Contractor Performance Evaluation forms will be considered prior to the awarding of a contract.

### **7.4. Pre-Job Tasks**

This step ensures the HSE requirements have been communicated and understood by all parties prior to starting work. Any required corrective actions can be identified, agreed upon and completed before the work begins.

#### **7.4.1. Contractor HSE Documentation Submission**

- a. The approval to start work is conditional pending the submission of further documentation within a specified time frame:
  - Contractor's letter of Good Standing or HSE Safety program if not available
  - Site Safety Plan (Tier 1)
  - Procedures and Risk Assessment (Tier 2)
  - Training certificates and qualification records are available for review

#### **7.4.2. Subcontractor, Supplier and Manufacturer**

- a. The Contractor is responsible for their employees and those involved in the project / site including subcontractors. Subcontractor names will be submitted to the Contract Manager / Site Representative for review and approval. NSPI reserves the authority to approve or prevent workers, subcontractors, etc. from working on NSPI sites or projects.

#### **7.4.3. Start-Up Meeting**

- a. A Start-Up Meeting shall be held with the Contract Manager / Site Representative and the contractor prior to starting work. Topics covered in the meeting may include but not be limited to:
  - Identified Hazards and Controls requirements
  - Site Safety Plan and requirements
  - Emergency Response
  - Roles and responsibilities

#### **7.4.4. Orientations**

- a. The General Orientation provides information on policies and procedures, while the Site Orientation provides specific on site information.
- b. The Contract Manager / Site Representative arrange orientations which are delivered by a competent person
- c. All Tier 1 and Tier 2 Contractors shall participate in a general and/or site orientation prior to starting work with NSPI. Tier 3 Contractors shall participate in a site orientation.
- d. Orientations are valid for a 12 month period. Participation is documented and the information is uploaded to the Orientation Database by the Contract Manager / Site Representative.

#### **7.4.5. Notification of Contract**

- a. Local regulations may require applications, document submissions or other criteria to be met before a contract commences. The Contract Manager shall verify the appropriate requirements have been submitted and, if applicable, approved before the execution of the contract.

### **7.5. Job Mobilization and Execution**

Ensures appropriate implementation and communication to relevant parties and ensures the work is conducted according to contract specifications.

#### **7.5.1. Performance Monitoring**

- a. The Contract Manager / Site Representative or designate is responsible to monitor the HSE aspects of the contractor's work activities. The extent of monitoring is influenced by several factors including but not limited to:
  - Level of risk associated with contractor activity
  - Complexity of the tasks to be performed, and/or
  - Duration of the contract
- b. The documentation of proof of monitoring may include:
  - Documented Observations
  - Area Inspections
  - Copies of Safety Education Meeting Minutes
  - Copies of Contract Manager/ Site Representative Contractor Meeting Minutes
  - Proactive incident reporting

#### **7.5.2. Incident Reporting**

- a. Any NSPI, contractor or subcontractor employee who observes a hazardous act or condition shall report the incident. All NSPI, contractor or subcontractor employees have the authority to stop work on any site when an unsafe act or condition is observed.
- b. NSPI places a high emphasis on the reporting of proactive incidents which identify potential or actual substandard acts or conditions before they can create a high potential or actual incident.

- c. Details of the incident shall be documented using the NSPI Contractor Incident form or other applicable documentation. The Contract Manager / Site Representative is responsible to ensure that contractor incidents are entered and distributed through the NSPI Incident Reporting Database.
- d. Serious incidents are to be reported immediately to the Contractor Supervisor and NSPI Contract Manager / Site Representative. The Contract Manager / Site Representative shall follow Safe Work Practice 03, Incident Response, once the incident has been reported. Serious incidents meet the following criteria:
  - Significant High Potential Incident (Safety Incident Report Matrix Level 1 / 2)
  - No immediate threat outside the incident site, but the potential exists
  - Risk to public, workers or environment
  - Likely need for external emergency agencies
  - Requires significant involvement of external emergency services, federal and/or provincial agencies
  - Injury requiring transport to a Medical Facility
  - Potential for environmental impact
  - Emergency Spill or uncontrolled release of hazardous substance continuing
  - Significant, ongoing environmental effects
  - Effects extended beyond the project site
  - Any electrical contact regardless of whether or not it results in an injury
  - Creates local / media interest
- e. Minor incidents are reported immediately to the Contractor Supervisor and the NSPI Contract Manager / Site Representative. Minor incidents meet the following criteria:
  - No immediate health and safety threat to the public or personnel
  - Low potential to escalate
  - Control of hazardous substance completed or pending
  - Non-emergency spill
  - Handled entirely by the company or contract personnel
  - No media interest in the incident

#### **7.5.3. Observations, Inspections, Site Visits and Audits**

- a. Performance Monitoring includes conducting and documenting inspections of work areas and job observations of tasks being completed. Inspections and observations are conducted by the contractor. The Contract Manager / Site Representative will look for documented evidence during a site visit and/or an audit.
- b. The Contract Manager / Site Representative or designate will conduct observations and complete at least one Site Inspection Form and a Safety Observation Form to monitor compliance with the contractor specifications and HSE expectations.
- c. Any act or condition that is an immediate risk to the health and safety of workers or the public shall result in the immediate halt of work until the risk and been mitigated.
- d. The NSPI Safety Department will complete eight total site audits annually of Tier 1 and Tier 2 contractors and report the results to the Contract Manager.

#### **7.5.4. Contractor Statistical Reporting**

- a. The Contract Manager is responsible for gathering the following information on a monthly basis (see Appendix F):
  - Percentage (%) of Tier 1 contractors that have completed orientation. Tier 1 includes high risk and large scale contracts/projects. Contractor Orientation

is required for contractors, if Tier 1 contractors are used, all targets for that quarter and future quarters must be 100%.

- Percentage (%) of monitoring plan completed. Tier 1 contractors include high risk and large scale contracts/projects. Monitoring includes observations, inspections and audits/assessments.
- Measurement of Medical Aid, Restricted Work, Lost Time and Fatality injuries per 200,000 hours worked (the average annual hours worked for 100 employees) for Tier 1 Contractors, which includes high risk and large scale contracts/projects.

#### **7.5.5. Communication and Coordination**

- a. Efficient and Accurate communication and coordination are essential for each stage of the contract and the work being done to ensure plans, hazards and controls are known by all affected. Consideration should be given to the following, but not limited to:
  - Risk Assessment: task needs to be reviewed, assessed and documented by those completing the work. The assessment will include the identification of hazards and the controls put in place to eliminate and/or mitigate the risk. The assessment will also consider the competency of the work crew, working conditions, etc.
  - Coordination and communication and Security plans: Site access, coordination of work and information and the various types of communication need to be considered to ensure the safety and security of workers, the public and the site.
  - Documentation and Records: Those involved in the contract need to ensure they have the appropriate documentation for the site, work being done, contract requirements, and other appropriate documentation. This includes, but is not limited to Safety Data Sheets, OH&S Policy, Acts and Regulations, Site Safety Plan, contact information, emergency information, etc.

#### **7.5.6. Health, Safety and Environment (HSE) Noncompliance**

- a. Contracts must include a provision requiring contractors to conform to HSE requirements while performing their obligations under the contract.
- b. Noncompliance will result in corrective actions appropriate to the nature and seriousness of the issue, as determined by NSPI, which may include previous violations by the contractor or subcontractor and extenuating circumstances.
- c. Actions can include, but not limited to, warnings (verbal and/or written), coaching, suspension and/or termination, subject to the terms of the applicable contract. Noncompliance and corrective actions are handled on a case by case basis.

#### **7.5.7. Contract Changes**

- a. Any significant changes to a contract require review to ensure that the HSE impacts of the change are considered. This review shall include the contractor, Contract Manager / Site Representative and any other applicable personnel and shall be documented.

**7.6. Contract Completion**

Verifies the contract specifications have been fulfilled and the performance of the contractor has been evaluated. Consideration should be given to HSE, quality, execution, contract management and any other appropriate criteria.

**7.6.1. Demobilization**

- a. Upon completion of the work the Contract Manager / Site Representative shall ensure the worksite is inspected to verify contract conditions have been met, all required work and documentation has been completed, materials have been returned if applicable, any unsafe or environmentally hazardous conditions have been rectified and the site has been properly cleaned up and material properly disposed.
- b. Hazards identified in the inspection that cannot be immediately controlled shall be identified and corrective actions assigned.

**7.6.2. Performance Evaluation and Close Out**

- a. The completion date is when all contract activities have been completed including demobilization from site, correcting of deficiencies, etc.
- b. The Contract Manager / Site Representative shall perform a contract evaluation to assess the contractors Health, Safety and Environmental performance as well as technical performance, compliance with contract specifications and other appropriate criteria.  
The evaluation also provides the contractor with the opportunity to provide feedback to NSPI to allow NSPI to improve its processes.
- c. The documented evaluation is to be filed and updated on the Contractor Database in order to be accessible for future contracts and evaluations.

**8. APPENDICES LOG**

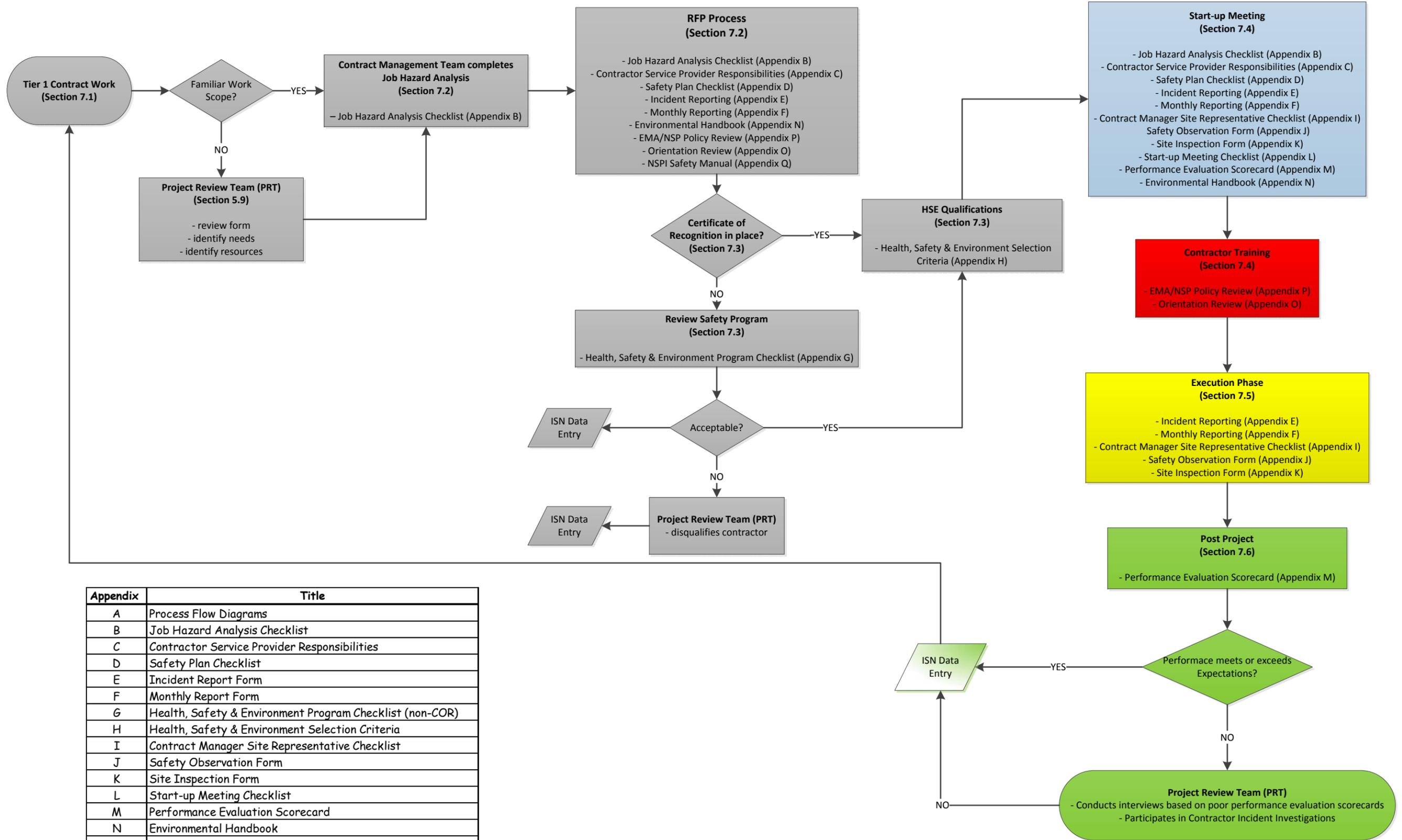
Appendix	Title	Description
A	Process Flow Diagrams	Used by NSPI and Contractors to assist stepping through the Contractor Safety Program (CSP)
B	Job Hazard Analysis Checklist	Used by NSPI and Contractors to identify and communicate known hazards within scope
C	Contractor Service Provider Responsibilities	Guideline supplied to Contractors and service providers to reinforce responsibilities
D	Safety Plan Checklist	Used by NSPI to verify that safety requirements are covered in Contractors Site Safety Plan
E	Incident Report Form	Form used by Contractors in the absence of their own Incident Reporting process
F	Monthly Report Form	Used by Contractor to capture and record safety stats, sent to NSPI Capital Contract Administrator
G	Health, Safety & Environment Program Checklist (non-COR)	Used by NSPI to verify quality of Contractor's HSE program when non-COR

H	Health, Safety & Environment Selection Criteria	Filled out by Contractor then reviewed and scored by NSPI
I	Contract Manager Site Representative Checklist	Used by NSPI to clearly define key responsibilities within Contractor Safety Program (CSP)
J	Safety Observation Form	Form used by Contractors in the absence of their own Safety Observation form
K	Site Inspection Form	NSPI tool which Contractors can use for site inspections (in the absence of Contractor's form)
L	Start-up Meeting Checklist	Used by NSPI to verify program requirements have been met and project can be safely executed
M	Performance Evaluation Scorecard	Used by NSPI to rank and provide feedback based on a Contractor's performance
N	Environmental Handbook	Guideline supplied to Contractors and service providers to communicate Environmental requirements
O	Orientations	Presented to Contractors to communicate site specific safety/operational information
P	EMA/NSP Policies	Presented to Contractors to communicate numerous Emera and NSPI policies
Q	NSPI Safety Manual	Work methods and other requirements used by NSPI and Contractors.

#### 9. RECORD OF REVISIONS

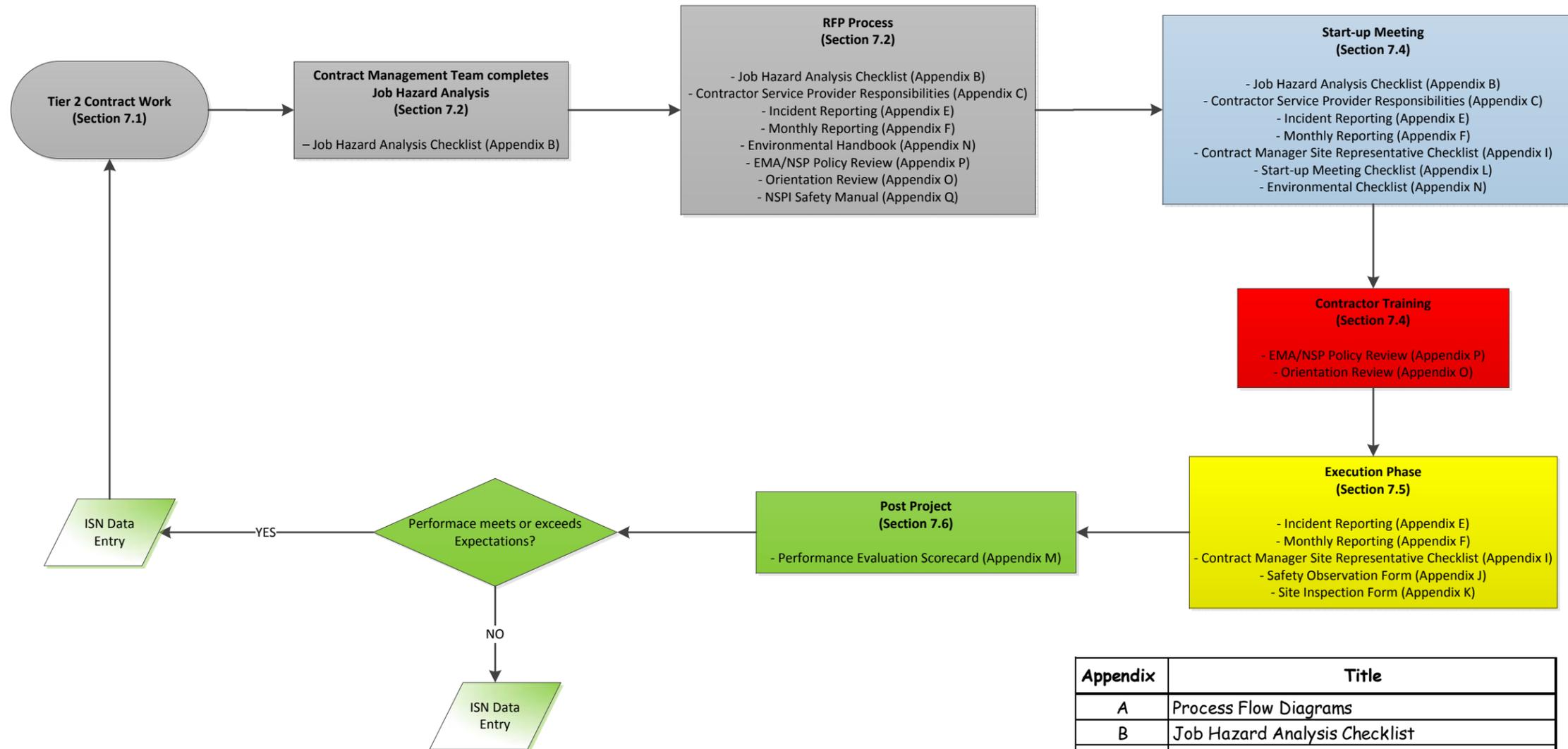
Summary of Revisions	Authorized By	Date of Authorization
Document created	Sean Brennan	11/05/2018

## Appendix A - Process Flow Diagram (Tier 1)



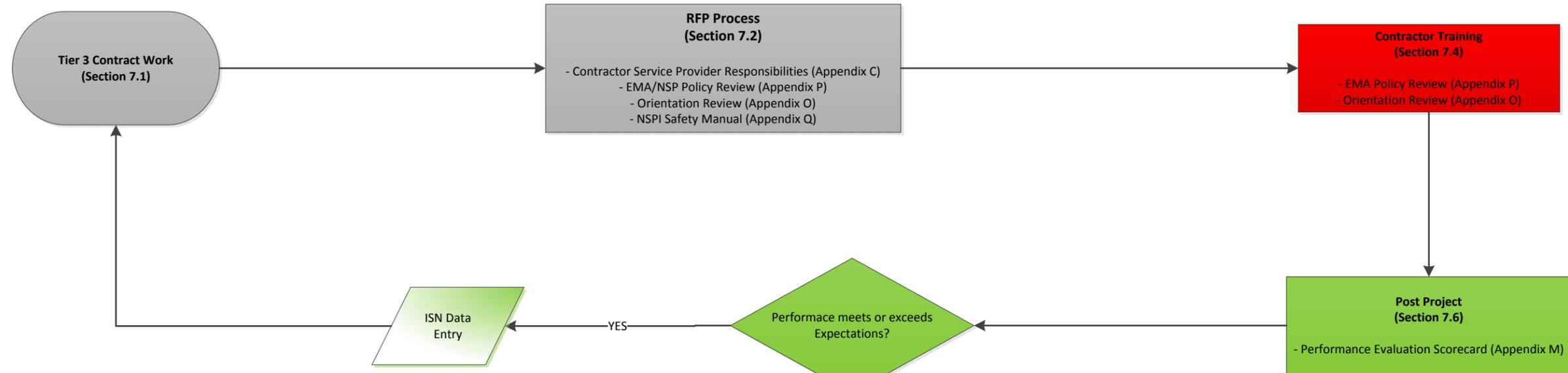
Appendix	Title
A	Process Flow Diagrams
B	Job Hazard Analysis Checklist
C	Contractor Service Provider Responsibilities
D	Safety Plan Checklist
E	Incident Report Form
F	Monthly Report Form
G	Health, Safety & Environment Program Checklist (non-COR)
H	Health, Safety & Environment Selection Criteria
I	Contract Manager Site Representative Checklist
J	Safety Observation Form
K	Site Inspection Form
L	Start-up Meeting Checklist
M	Performance Evaluation Scorecard
N	Environmental Handbook
O	Orientations
P	EMA/NSP Policies
Q	NSPI Safety Manual

## Appendix A - Process Flow Diagram (Tier 2)



Appendix	Title
A	Process Flow Diagrams
B	Job Hazard Analysis Checklist
C	Contractor Service Provider Responsibilities
E	Incident Report Form
F	Monthly Report Form
I	Contract Manager Site Representative Checklist
J	Safety Observation Form
K	Site Inspection Form
L	Start-up Meeting Checklist
M	Performance Evaluation Scorecard
N	Environmental Handbook
O	Orientations
P	EMA/NSP Policies
Q	NSPI Safety Manual

### Appendix A - Process Flow Diagram (Tier 3)



Appendix	Title
A	Process Flow Diagrams
C	Contractor Service Provider Responsibilities
M	Performance Evaluation Scorecard
O	Orientations
P	EMA/NSP Policies
Q	NSPI Safety Manual

Use the table below to help identify the hazards associated with the scope of work and the minimum controls required eliminating and/or mitigating the hazards. Please note this list is not inclusive. It is the Contractor’s responsibility to ensure the hazards associated with the scope of work are identified, evaluated and adequately controlled.

Please mark NSPI / Contractor (CONT) responsibilities either: **Accountable (A)** or **Consulted (C)**

<b>Project:</b>		<b>Date:</b>		
<b>Contractor:</b>		<b>CMSR:</b>		
<b>Hazard</b>	<b>Controls</b>	<b>NSPI</b>	<b>CONT</b>	<b>Additional Comments</b>
General	Prepare Job Hazard Analyses			
	Verify Worker Training and Qualifications			
	Personal Protective Equipment			
	Complete Notice of project (if required)			
	Emergency Response Plan			
	Rescue Plans			
	Orientations			
Electrical	Written Safe Work Procedures			
	Provide Work Group Employee Training			
	Energized Line Permit			
	Standard protection Code Permit			
	Intrinsically Safe Equipment			
	Ground Fault Circuit Interrupter			
	Grounding and Bonding Requirements			
	Temporary Power Supply Needs			
	Equipment Approval and Certification			
	Energization Equipment			
Hazardous Materials	Transportation of Dangerous Goods			
	WHMIS / GHS Training			
	SDS available on site			
	Workplace Supplier Labels			
	Safe Storage, Handling and Disposal			
Industrial Hygiene	Asbestos Management and Exposure Control			
	Lead Management and Exposure Control			
	Silica Measurement and Exposure Control			
	Air Quality Test Results			
	Atmospheric Testing			
	Personal Protective Equipment			
	Excess Noise and Hearing Protection			
	Specialized Tools and Equipment			
Cranes and Rigging	Crane Certification			
	Equipment Pre-use Inspection			
	Written Lift Plan			
	Safe Clearance Report (Power lines)			
	Qualified Workers			
	Engineering lift plan and drawing			

Hazard	Controls	NSPI	CONT	Additional Comments
Trenching and Excavation	Excavation Permit			
	Shoring and Sloping			
	Underground Utility / Service Locates			
	Exit and Entry from Excavation			
	Daily Excavation Inspection			
Hot Work	Hot Work Permit			
	Written Safe Work Procedure			
	Fire Watch			
Lockout, Uncontrolled Energy	Thermal Lockout Practice / Permit Holder			
	Hydro Lockout Practice / Permit Holder			
	Standard Protection Code / Permit Holder			
	Communication			
	Written Work Procedure			
Traffic	Traffic Control Plan			
	Qualified Traffic Control Personnel			
Confined Space	Confined Space Entry Permit			
	Qualified Workers			
	Atmospheric Testing			
	Rescue Plan			
Work at Heights	Fall Protection and Fall Arrest			
	Anchor points identified and certified			
	Scaffold Inspected and Tagged			
	Guardrails			
	Secure Tools and Material from Falling			
Physical	Thermal Stress Prevention			
	Housekeeping			
	Adverse Weather Precautions			
	Check-in Procedure for Working Alone			
	Work in Remote Locations			
Work In, On or Around Water	Dive Plan Approved			
	Water Level Flow Information Communicated			
	Boating Safety Precautions			
	Qualified Workers			
Other				
Additional Safety Requirements:				
NSPI Specific Procedures Required for the Scope of Work:				

## 1. EXPECTATIONS

### 1.1. Contractor Supervisor

- a. Participate in the NSPI orientations prior to the start of work.
- b. Ensure Safety Program is followed
- c. Ensure the work site is kept clean and orderly
- d. Attend safety and other meetings as required
- e. Perform and monitor ongoing risk assessments
- f. Ensure Risk Assessments are completed daily/per task
- g. Identify hazards throughout the job and ensure appropriate controls are in place
- h. Ensure employees/Sub-contractors receive orientation prior to beginning work
- i. Ensure employees/Sub-contractors are fit for work and not under the influence of alcohol and/or drugs
- j. Conduct morning meetings with employees/Sub-contractors to review daily work, hazards, emerging issues, etc.
- k. Ensure proper equipment and personal protective equipment is available and used properly
- l. Ensure procedures, practices and legislation are followed
- m. Ensure applicable documentation is available for NSPI Site Representative inspection/audit
- n. Ensure applicable documentation is available to employees/Sub-contractors
- o. Conduct observations, inspections
- p. Stop work conducted in an unsafe manner or during unsafe conditions that may present a risk to people, property or the environment
- q. Ensure monthly statistical report is provided to the Contract Manager / NSPI Site Representative
- r. Promote proactive incident reporting
- s. Immediately report injuries, safety incidents and environmental incidents to the Contract Manager / NSPI Site Representative
- t. Participate in investigations as required

### 1.2. Contractor Employees/Sub-contractors

- a. Only perform work they understand and are qualified to perform
- b. Be fit for work and not under the influence of alcohol and/or drugs
- c. Work safely according to procedures and/or in the manner instructed
- d. Keeping the worksite clean and orderly is part of the job
- e. Use appropriate PPE and safety equipment
- f. Attend meetings as required
- g. Identify hazards and incorporate appropriate controls
- h. Protect themselves, fellow employees and those in the area of the work site
- i. Report health and safety and environmental concerns
- j. Report all incidents

## 2. REQUIREMENTS

### 2.1. Tier 1 and Tier 2 Contractors

- a. Proof of Liability Insurance (minimum \$2M)
- b. Proof of Auto Insurance (\$2M auto standard)
- c. Workers Compensation Board registration
- d. Safety Certification from a WCB Safety Certified Audit Provider (ie. Certificate of Recognition (COR))
- e. Revise and update the Job Hazard Analyses

- f. License or certificate to perform the work, where applicable
- g. Relevant/required documentation as identified in the Pre-Job Meeting Checklist
- h. Unless otherwise specified, the contract for a one-time project/job must include a provision for adequate site supervision by the Contractor.
- i. Requirements in the Pre-Job Meeting Checklist must be reviewed for all contractors. The NSPI Contract Manager and/or NSPI Site Representative will work with the contractor determine to determine which, if any, apply.

**NOTE:** High risk or large scope projects may require additional insurance; please contact the Manager of Corporate Insurance to determine need.

## **2.2. Service Provider (where a contract in place or regular service is provided)**

- a. Proof of Insurance (minimum \$2M liability, \$2M auto standard)
- b. Workers Compensation Board registration
- c. Appropriate Personal Protective Equipment
- d. To receive a site specific orientation OR be accompanied by an NSPI employee for the duration of the work

**NOTE:** Licensed or certified Service Providers will be given first preference. When a Service Provider does not have the listed amount of insurance, please contact the Manager of Corporate Insurance to determine need.

## **3. SITE SAFETY**

- a. The Contractor has responsibility for the safety of their employees, those they bring to the work site, including Sub-contractors, and those that enter the work site.
- b. A clean and orderly worksite will be a priority
- c. Only Sub-contractors approved by NSPI may work at the work site.
- d. Contractor employees and Sub-contractors will attend a safety orientation provided by the NSPI Contract Manager / Site Representative or approved designate prior to beginning work or annually if applicable.
- e. The Contractor will provide the NSPI Contract Manager / Site Representative with an Emergency Plan for a work site where appropriate; procedures for managing applicable emergencies (medical, fire, chemical, etc.)
- f. Service Providers will receive an orientation appropriate to their work, otherwise they must be accompanied on site, at all times, throughout the duration of their work.

## **4. JOB SAFETY PLAN/RISK ASSESSMENT**

- a. Tier I Contractors will create a Job Safety Plan to be submitted to the NSPI Contract Manager / NSPI Site Representative prior to beginning work. The Job Safety Plan will include the scope of work, detail tasks for the project/job, list hazards associated with each task and include controls for each hazard.
- b. All contract work considered specialized or high risk (i.e. blasting, diving, work not previously undertaken by the company or undertaken infrequently) shall include consultation with a subject matter expert and may include additional oversight involving the subject matter expert.

- c. Risk Assessments will be conducted at the beginning of each day/task at the job site prior to starting work to ensure effective controls are in place to eliminate or mitigate hazards (see SWP 10 in the NSPI Safety Manual).
- d. The NSPI Contract Manager / Site Representative will advise the Contractor of site specific safety requirements.
- e. Tier 3, Service Providers will be made aware of site specific hazards, controls in place and any safety requirements.

## 5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- f. The following PPE is mandatory in all NSPI operational areas, construction sites and yards:
  - Eye protection – CSA certified, clear with side shields that are satisfactory to NSPI
  - Foot protection – CSA certified, electric shock resistant (ohm symbol)
  - Head protection – CSA certified, Class E
- g. Additional PPE may be required, specific to the task, as identified by the Risk Assessment and/or area signage:
  - Hearing protection
  - Hand protection
  - High Visibility Clothing
  - Arc Rated Clothing
  - Fall Protection, etc.
- h. PPE application and use must comply with the requirements under the Occupational Health & Safety Act and regulations and SWP 28 in the NSPI Safety Manual.
- i. The Contractor Supervisor is responsible to ensure that employees and sub-contractors have the appropriate equipment, are trained in its use and use it properly.

## 6. ENVIRONMENTAL

All Contractors shall comply with applicable federal, provincial and municipal environmental legislation, standards and work practices. This includes, but is not limited to:

- a. NSPI Contractor Environmental Requirements Handbook
- b. NSPI work specific environmental procedures
- c. Nova Scotia Environment Act and regulations
- d. Canadian Environmental Protection Act and regulations
- e. Applicable municipal by-laws

## 7. VEHICLES

All vehicles must meet the following regulatory requirements where applicable:

- a. Nova Scotia Provincial Motor Vehicle Act
- b. National Safety Code (pre-trip inspections, lifting devices, air brakes, etc.)
- c. Nova Scotia Provincial Workplace Health and Safety Regulations (Fall Protection, Scaffolds and Other Elevated Work Platforms)
- d. Nova Scotia Occupational Health and Safety Regulations (Hoists and Mobile Equipment).

## 8. OBSERVATIONS, INSPECTIONS AND AUDITS

- a. Contractors, Contractor Supervisor, contractor employees/Sub-contractors shall cooperate with Department of Labour and Advanced Education Officers (DOL) and other regulatory agencies during site inspections/investigations.
- b. Contractors shall notify NSPI Contract Manager / Site Representative immediately of a site inspection by a DOL Officer and provide NSPI with a copy of any orders or inspection reports within 24 hours.
- c. Deficiencies noted by the LAE Officer must be rectified as soon as possible and the corrective action taken reported to the NSPI Contract Manager / NSPI Site Representative
- d. Contractors shall notify the NSPI Contract Manager / Site Representative of any other visits by regulatory agencies.
- e. The NSPI Contract Manager / Site Representative, or other NSPI staff involved with the project, will conduct observations, inspections and/or audits throughout the project/job.
- f. The Contractor must provide documentation supporting the requirements of this Contractor Safety Program and applicable legislation during NSPI Contract Manager / Site Representative inspections/audits.
- g. The NSPI Contract Manager / Site Representative has the right to stop the job until further notice if major deficiencies are found, especially in the case of repeat violations.

## 9. INCIDENT REPORTING AND INVESTIGATIONS

**Any NSPI employee, contractor or sub-contractor employee who observes a hazardous act or condition shall report the matter to the appropriate party.**

### 9.1. General

**9.1.1. All incidents, regardless of severity, shall be reported to the NSPI Contract Manager / Site Representative immediately.**

9.1.2. Contractors are responsible to initiate and complete investigations. Initial reports are to be provided to NSPI within 24 hours.

9.1.3. Completed reports for minor incidents are required to be received by NSPI within 48 – 72 hours.

9.1.4. Completed reports for major incidents are required to be received by NSPI in a time frame set by NSPI after initial report review.

9.1.5. Contractors are responsible to report all injuries or medical treatments to the Worker's Compensation Board within five (5) days.

9.1.6. Where applicable, the Contractor is responsible to forward the final report to the Department of Labour and Advanced Education and WCB.

### 9.2. Serious Injury or Fatality (Major Incidents)

9.2.1. In the event of a serious injury or fatality, the priority is to care for casualties and prevent further injuries.

9.2.2. The NSPI Contract Manager / Site Representative will follow the notification process as outlined in SWP 03 – Incident Response.

9.2.3. Responsibility for notification of next of kin of the injured contract employee or Sub-contractor lies with the Contractor Supervisor (or designate).

### **9.3. Environmental Incidents**

9.3.1. All environmental incidents shall be reported to the NSPI Contract Manager / Site Representative immediately for appropriate action.

### **9.4. Other Incidents (Minor Incidents)**

9.4.1. The following incident types may be considered major incidents dependent on the initial investigation:

- 9.4.1.1. Personal Injury
- 9.4.1.2. Electrical Contact
- 9.4.1.3. Property Damage
- 9.4.1.4. Vehicle Incidents
- 9.4.1.5. High Potential

9.4.2. Contractors and their employees are encouraged to report pro-active reports

Contract Managers / Site Representatives shall contact the Emera Corporate Insurance Department by phone within 24 Hours of an incident involving third parties. For the purpose of this process, a third party can refer to a customer, contractor, supplier, business partner or member of the general public. Incidents include:

- Serious injury or fatality
- Third party liability incidents expected to exceed \$15,000.00 CDN
- Electrical Contacts
- Automobile claims expected to exceed \$15,000.00 CDN
- Environmental/pollution claim expected to exceed \$75,000.00 CDN
- Environmental/pollution claim where there is release of pollutants to any body of water (i.e. lakes, oceans, etc.)

## **10. PERFORMANCE TRACKING AND CORRECTIVE ACTION PROCESS**

If Contractor safety and/or environmental performance is not satisfactory or not in accordance with NSPI practices, the NSPI Contract Manager / Site Representative, NSPI Safety or NSPI Environmental personnel may stop work at the site(s). Performance may be managed by occurrences of concern/issues.

Unsatisfactory performance may result in:

- 10.1. Initial occurrence: On site Interview – Verbal Warning (Documented)
- 10.2. Second occurrence: On site Interview – Documented and signed off
- 10.3. Third occurrence: On site Interview – Final Warning Letter
- 10.4. Contract Dismissal

**NOTE:** Serious infractions may result in immediate contract dismissal regardless of step process.

## **11. CONTRACT COMPLETION**

**The NSPI Contract Manager or NSPI Site Representative shall complete a final inspection of the worksite and a final review of project documentation to verify contract conditions have been met.**

The NSPI Contract Manager / Site Representative will complete the Contractor Performance Evaluation Scorecard (Appendix M) at the end of each project.

The Site Safety Plan is an overview of how a Tier 1 Contractor will execute the work according to the Tier 1 Safety Program and NSPI Safe Work Practices and related procedures. **The table below covers the basic requirements but it is not all inclusive.** Place a check next to the element present in the submitted site safety plan and add comments as required.

X	Element	Comments
	Scope of Work Clearly Defined	
	Contractor Supervision and Reporting Structure	
	NSPI Contacts and Reporting Structure	
	Contractor Safety Program Referenced	
	Communication	
	Safety Bulletin Board	
	Hazard Identification and Controls (JHA)	
	Risk Assessment / Tailboards	
	Specialized Training	
	Observations and Auditing	
	Job Analyses and Procedures	
	Emergency Procedures or Site Emergency Plan	
	Incident Reporting	
	Safety Education	
	Evaluation	

NSPI Contract Manager		Date:	
Contractor Representative		Date:	

Contractor:		Contractor Contact / Employee:	
NSPI Site Representative:			
Date of Incident:	Time of Incident:	Date Reported:	
Type of Incident (See reverse for definitions):			
Short Title:			
Immediate Corrective Action:			
Injury Sustained:			
Equipment / Property Damage:			
Description of Incident:			
Immediate Factors:			
Root Factors:			
Corrective Action:			
Assigned to:		Date Required:	
Corrective Action:			
Assigned to:		Date Required:	
Corrective Action:			
Assigned to:		Assigned to:	
Additional Comments:			

### Definitions of Incident Types:

- **Proactive**: Identifying potential or actual substandard acts or conditions **before** they can create a high potential or actual incident.
- **High Potential**: Any incident which under slightly different circumstances could have resulted in loss to people, property and/or process.
- **Property Damage**: An incident resulting in damage to physical property including material and/or equipment. Includes property owned by subsidiary, customers or general public. Excludes company vehicles.
- **Vehicle Property Damage**: Incident involving a company owned vehicle or rental vehicle used for company business resulting in damages <\$5000 CAD and/or no reportable injury.
- **Vehicle Incident**: Incident involving a company owned vehicle or rental vehicle used for company business resulting in damages >=\$5000 CAD and/or reportable injury. If the incident involves an injury, a separate incident report must be entered in the database to document the injury.
- **Electrical Contact**: Records all types of contact with company owned electrical equipment by employees, contractors or members of the public.
- **First Aid**: Occupational injury or illness that requires first aid treatment only and does not result in lost time from work. Emera uses CEA criteria to classify injury based incidents and enters incidents as First Aid with applicable adjustments made by the Safety Department. Contact the Emera or Subsidiary Safety representative for assistance.
- **Medical Aid**: Occupational injury or illness requiring medical treatment beyond first aid and does not result in lost time from work. Excludes diagnostic procedures, observation and counselling.
- **Lost Time**: Occupational injury or illness resulting in lost time from work beyond date of injury and as a direct result of an occupational injury or illness. Excludes fatality.
- **Vandalism**: An incident to record damage to or defacing company property.
- **Security Breach/Theft**: Any activity, including theft, which compromises the integrity of the company security program.
- **24 Hour Safety and Health**: Any incident that is not work related regardless of type.
- **Environmental Proactive**: Deficiencies identified during inspections, or proactive identification of equipment or condition representing a risk of an environmental release.
- **Environmental High Potential**: Non-conformances with EMS requirements, releases into containment or releases identified by inspection and are in the early stages.
- **Minor Environmental Incident**: Regulatory contraventions that do not involve releases of pollutants; or releases that are not reportable to government. Non-conformance with an environmental procedure that results in an environmental impact.
- **Moderate Environmental Incident**: Regulatory contraventions that involve releases or environmental impacts or involve regulatory action; critical and other reportable releases with no public or regulatory attention; or minor oil releases with ongoing customer contact or ongoing remedial efforts.
- **Significant Environmental Incident**: Regulatory contraventions that results in offsite impacts and has the potential for legal sanction; an uncontrolled critical release that results in offsite impacts and results in numerous public complaints and investigation by regulatory agencies.

Month:                      Year:

<b>Business Unit/Location:</b>		
<b>Project/Contract Info &amp; PO#:</b>		
<b>Contractor Name:</b>		
<b>Sub-Contractor Companies:</b>		
<b>Contacts:</b>	<b>Name &amp; Email Address</b>	<b>Contact Number</b>
<b>Contractor Manager:</b>		
<b>Contractor Health &amp; Safety:</b>		
<b>Contractor Environmental:</b>		
<b>NSPI Contract Manager:</b>		
<b>NSPI Site Representative:</b>		
<b>NSPI Safety Specialist:</b>		
<b>Capital Contract Admin:</b>		
<b>NSPI Environmental:</b>		

**MONTHLY HEALTH, SAFETY & ENVIRONMENT PERFORMANCE**

LAGGING INDICATORS By Business Unit	Monthly Total	Year to Date	LEADING INDICATORS By Business Unit	Monthly Total	Year to Date
High Potential/Near Miss			Safety Talks		
First Aid Injury			Safety Meetings		
Medical Aid Injury			Orientations		
Lost Time Injury			Site Inspections		
Restricted Work Case			Safety Observations		
Lost Work Days			Corrective Actions Completed		
Property Damage			Proactives		
Vehicle Incidents			<b>Please attach a copy and provide list of Incident #'s here:</b>		
Environmental Incidents					
Total Person Hours Worked					
<b>Loss Time Frequency (LTF)</b>					
<b>All Injury Frequency (AIF)</b>					

**REGULATORY COMPLIANCE/INSPECTIONS**

Any regulatory compliance actions or inspections to report this month?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide regulatory agency and description of action taken

**Reporting Instructions:** Contract companies providing services to Nova Scotia Power are required to complete this form on a monthly basis. This reporting requirement applies to projects utilizing Tier 1 services (including sub-contractors). Sub-contractor stats shall be included in the main contractor totals (not reported separately). Each injury/illness should be recorded only once and categorized using the hierarchy below (with the exception of Vehicle related incidents). For example, a Lost-Time Injury that involves Medical Treatment and subsequent Restricted Work shall be categorized as a Lost-Time Injury. The Frequency Rate Calculations (LTF and AIF) are to be calculated using the formula below. Reports are to be submitted to the Nova Scotia Power Capital Contract Administrator on the **first Friday of each month**.

**Definitions:**

**High Potential/Near Miss** – An incident which under slightly different circumstances could have resulted in loss to people, property and/or process.

**Proactive/At Risk** – Substandard acts or conditions that are identified before they cause or contribute to an incident.

**First Aid Injury** – The initial and immediate assistance given for illness or injury with minimal or no medical equipment.

**Medical Aid Injury** – A work related injury for which an employee requires medical treatment beyond the requirements of a First Aid. The employee is able to return to work for their next scheduled shift.

**Lost Time Injury** – A work related injury for which an employee is medically determined to be unable to return to work for their next scheduled shift.

**Restricted Work Cases** – When an employee, due to a work related injury or illness, is medically determined to be unable to perform one or more routine functions or unable to work the normal time period of their pre-injury work day, they are working in a “restricted” capacity. Routine functions are the work activities the employee regularly performs at least once a week.

**Lost Work Days** – Total sum of lost days caused by lost time injuries.

**Vehicle Incidents** – Any incident involving a vehicle. If an injury was a result of this incident, it should be captured as such in a separate incident report (First Aid, Medical Aid, Lost Time, etc.)

**Environmental Incidents** – Any incident that results in a release of a substance into the environment that could cause adverse effects, or is a contravention of the terms and conditions of an approval, code of practice or permit and which may result in a public complaint.

**Total Person Hours worked** - The hours employees worked, includes regular time and overtime. Excludes sick, leave or vacation time.

*Frequency Rate Calculations: The industry Standard for injury/ illness reporting is based on 200 000 hours. This base represents the equivalent of 100 employees working 40 hours per week for 50 weeks per year.*

**Lost Time Frequency (LTF)** - The Frequency Rate is based upon the total number of Lost Time injuries or illnesses which occurred during the calendar year.

*The following formula shall be used:*

$$LTF = (\# \text{ of Lost Time Injuries} \times 200\,000) / \text{Total Person Hours Worked}$$

**All Injury Frequency (AIF)** - This frequency rate is based the total number fatalities and Lost Time injuries, plus the total number of Medical Aids which occurred in a calendar year.

*The following formula shall be used:*

$$AIF = (\# \text{ of FAT} + \# \text{ of Lost Time Injuries} + \# \text{ of Medical Aid Injuries}) \times 200\,000 / \text{Total Person Hours Worked}$$

Please complete this form in its entirety. Failure to answer any questions will lead to the rejection of the bid. The questions pertain to your company's Health and Safety program.

<b>1.0</b>	<b>Health and Safety Policies</b>	<b>Yes</b>	<b>No</b>
1.1	Has a written occupational health and safety (OH&S) policy that is signed by senior management?		
1.2	Has an OH&S policy clearly outline Management's commitment to cooperate with the JOHSC or Safety Representative in the workplace?		
1.3	Does the OH&S Policy outline the respective responsibilities of the employer, supervisors, JOHS Committee or Safety Representative and workers in carrying out their responsibilities?		
1.4	Is the OH&S Policy communicated to all employees, posted and dated?		
<b>2.0</b>	<b>Hazard Recognition, Evaluation and Control</b>	<b>Yes</b>	<b>No</b>
2.1	Has a formal process/procedure for the recognition, evaluation and control of hazards in the workplace?		
2.2	Has a risk assessment process to identify hazards and appropriate control measures?		
2.3	Has a Health and Safety Program require prompt reporting of hazardous practices and/or conditions at the worksite?		
2.4	Conducts Job Hazard Assessments and Risk Assessments (Tailboards, or equivalent processes)?		
2.5	Are hazards prioritized?		
2.6	Is there a list of critical tasks?		
2.7	Has a documented safe work procedures for work activities performed by your company?		
2.8	Has a preventative maintenance program for facilities, tools, equipment and vehicles?		
<b>3.0</b>	<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>
3.1	Does your company have a policy or specific rules with respect to the use of PPE?		
3.2	Does your company have a process for identifying PPE requirements and for providing that equipment to workers?		
3.3	Does your company have a formal process addressing the selection, use, care and maintenance requirements for PPE?		
3.4	Are employees provided instruction and training in the proper use and care of PPE?		
<b>4.0</b>	<b>Inspections</b>	<b>Yes</b>	<b>No</b>
4.1	Does your company have schedules for regular workplace inspections by management and OH&S committee members?		
4.2	Is there a process to track deficiencies to ensure they are corrected in the prescribed timeframe?		
4.3	Does Senior Management review or participate in the inspection process?		
4.4	Are inspection reports posted or communicated to employees?		
<b>5.0</b>	<b>Occupational Health</b>	<b>Yes</b>	<b>No</b>
5.1	Does your company have a formal program for the recognition, evaluation and control of occupational health hazards (such as: noise, lighting, radiation, ergonomics, etc.)		
5.2	Does your company have a plan for the control of biological and/or chemical substances handled, used, stored, produced or disposed of at the workplace?		

5.3	Does your company maintain and make available Safety Data Sheets (SDS) at the worksite for the controlled products that are handled, used, stored, produced or disposed of at the workplace?		
5.4	Does your company have a program to monitor the use of hazardous substance in the workplace?		
5.5	Does your company have a WHMIS/GHS Program that includes information, training, labeling and Safety Data Sheets?		
<b>6.0</b>	<b>Incident Reporting and Investigation</b>	<b>Yes</b>	<b>No</b>
6.1	Has a written policy and procedure for the reporting of incidents and proactive reporting?		
6.2	Has a written policy or procedure for the prompt investigation of hazardous occurrences to determine root causes and corrective actions?		
6.3	Reviews incident reports and tracks corrective actions to completion?		
6.4	Are incident reports reviewed by Senior Management?		
6.5	Have supervisors been trained in investigation and reporting procedures?		
6.6	Is incident data recorded and evaluated for the identification of trends to facilitate continuous improvement?		
<b>7.0</b>	<b>Emergency Preparedness</b>	<b>Yes</b>	<b>No</b>
7.1	Has an Emergency Response Plan related to its activities and specific locations?		
7.2	Does the Emergency Plan include a requirement for training in emergency procedures, roles and responsibilities?		
<b>8.0</b>	<b>Training and Communication</b>	<b>Yes</b>	<b>No</b>
8.1	Has a formal orientation program?		
8.2	Has a plan for training workers and supervisors in workplace and job specific safe work practices, plans, policies and procedures?		
8.3	Has identified specific training requirements (TDG, Fall Protection, Confined Space, etc.)		
8.4	Maintains orientation and training records?		
8.5	Documents Risk Assessments (tailboard or toolbox talks)?		
8.6	Has a process for communicating health and safety information to the workplace?		
<b>9.0</b>	<b>JOHSC Committee or Safety Representative</b>	<b>Yes</b>	<b>No</b>
9.1	Has a JOHSC Committee or Safety Representative for the site?		
9.2	Are the JOHSC Members or Safety Representative trained?		
9.3	Are the names of the JOHSC members and minutes of the previous meetings posted for workers in the workplace or made available?		
9.4	Do the JOHSC, workers and management participate in workplace inspections?		
9.5	Does the JOHSC hold scheduled meetings?		
<b>10.0</b>	<b>System Review and Evaluation</b>	<b>Yes</b>	<b>No</b>
10.1	Has provisions for monitoring the implementation and effectiveness of your occupational health and safety program?		
10.2	Are performance tracking measures compiled monthly and evaluated on a routine basis?		
<b>11.0</b>	<b>Environmental Management</b>		
11.1	Has an Environmental Management Program?		
11.2	Does your company train your managers/supervisors in Environmental Awareness?		
<b>12.0</b>	<b>Subcontractor Management</b>	<b>Yes</b>	<b>No</b>

12.1	Are contractors and subcontractors provided with an orientation to your company's workplace and or site conditions?		
12.2	Has a system to ensure contractors and subcontractors comply with OH&S requirements?		
<b>Contract Manager Review Comments:</b>			

Nova Scotia Power Inc. is committed to providing a safe and healthy workplace for its employees, contractor personnel, subcontractor personnel, vendors and the general public, and seeks to ensure work activities are conducted in an environmentally responsible manner.

Health, Safety and Environmental performance, technical ability and price are all major criteria in the selection of contractors performing work for NSPI.

All bids will be evaluated on the basis of the Contractor’s ability to satisfy the HSE standards of NSPI and any applicable laws, regulations and standards. The information provided in the Health, Safety and Environmental Criteria Form will be used by NSPI to determine each Contractor’s eligibility to be considered for further evaluation.

**Contractor Information**

Company Name:		Telephone: (    )	
Name of individual who completed this form:		Fax: (    )	
Street Address:		Mailing / Calendar Address:	
City:		City:	
Prov /State:		Prov / State:	
Postal /ZIP Code:		Postal / Zip Code:	
Total Number of employees expected to work on this job:		Email address:	
Company’s Main Activities:			
<input type="checkbox"/>	Inspection & Certification	<input type="checkbox"/>	Non-Residential Building
<input type="checkbox"/>	Supplier (Material and Equip)	<input type="checkbox"/>	Heavy Construction
<input type="checkbox"/>	Supplier (Other)	<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Equipment Rental	<input type="checkbox"/>	Electrical
<input type="checkbox"/>		<input type="checkbox"/>	Civil Construction
<input type="checkbox"/>		<input type="checkbox"/>	Commercial Construction
<input type="checkbox"/>		<input type="checkbox"/>	Maintenance and Repair
<input type="checkbox"/>		<input type="checkbox"/>	Testing
<input type="checkbox"/>	Other:		
<input type="checkbox"/>			

Definitions:

MA – Medical Aid Injury – A work related injury for which an employee requires medical treatment beyond the requirements of a First Aid. The employee is able to return to work for their next scheduled shift.

LT – Lost Time Injury – A work related injury for which an employee is medically determined to be unable to return to work for their next scheduled shift.

RWC – Restricted Work Cases – When an employee, due to a work related injury or illness, is medically determined to be unable to perform one or more routine functions or unable to work the normal time period of their pre-injury work day, they are working in a “restricted” capacity. Routine functions are the work activities the employee regularly performs at least once a week.

FAT – Fatality: Any work related death resulting from an injury /illness regardless of time intervening between injury /illness and death will be reported but no lost time days will be charged.

Total Person Hours worked: The hours employees worked, includes regular time and overtime. Excludes sick, leave or vacation time.

Frequency Rate Calculations: The industry Standard for injury/ illness reporting is based on 200 000 hours. This base represents the equivalent of 100 employees working 40 hours per week for 50 weeks per year.

LTF – Lost Time Frequency: The Frequency Rate is based upon the total number of Lost Time injuries or illnesses which occurred during the calendar year.

The following formula shall be used:

$$\text{LTF} = \frac{\text{\# of Lost Time injuries} \times 200\,000}{\text{Total Person Hours Worked}}$$

AIF – All Injury Frequency: This frequency rate is based the total number fatalities and Lost Time injuries, plus the total number of Medical Aids which occurred in a calendar year.

The following formula shall be used:

$$\text{AIF} = \frac{(\text{\# of FAT} + \text{\# of LT} + \text{\# of MA}) \times 200\,000}{\text{Total person Hours Worked}}$$

1.0	Health, Safety and Environmental Standards			Scoring Criteria				Score	
1.1	Certificate of Recognition (COR)			20 points for valid COR or equivalent					
1.2	HSE Management Program								
	Pre-job Hazard Assessment or similar process			10 points for JHA process					
	Incident Reporting Process			10 points for incident reporting process					
	Risk Assessment / Toolbox Process			10 points for process					
	Observation Process			10 points for workplace observations					
	Safety Meetings Frequency			10 points for weekly communication 5 points for monthly communication 2 points for quarterly communication					
1.3	Safety Staff			10 points for full-time safety personnel 5 points for part-time representative 0 points for none on staff					
1.4	Drug and Alcohol Program			10 points for COAA/DOT model 5 points for Drug and Alcohol Policy 2 points for complying with the Emera program					
1.5	Workers Compensation History			20 points for below industry average 10 points for industry average 0 points for exceeding industry average					
	Year	Your Rate	Industry Rate						Discount (-) or Surcharge (+)
	20__								
	20__								
	20__								
1.6	HSE Statistical Performance								
	Year	MA	RW	LT	Fatalities	Hours Worked	AIF	LTF	
	YTD								
	20__								
	20__								
	20__								
1.7	Regulatory Charges, Fines, Convictions or Orders								
	Yes		If yes, Please attach the dates and an explanation:						
	No								
1.8	Subcontractors								
	Are your Subcontractors COR Certified?		Yes	No					
	Do you evaluate your subcontractor or your supplier HSE Program?		Yes	No					
	Explain your evaluation process:								
1.9	Major Equipment								
	Attach a list of major equipment (cranes, forklifts, etc.) your company has available for work on NSPI projects and the methods of establishing operator competency.								

Please note, NSPI Site Representative and Contract Manager can be same individual

<b>NSPI Contract Manager:</b>	
<b>NSPI Site Representative(s):</b>	

<b>Contract Manager is responsible for the following:</b>		<b>Reference</b>	
Identified Contractor Work Tier			
Scope of work is not familiar / Project Review Team			
Ensure proper documentation is included in the RFP			
COR Safety Program Certification (or equivalent)			
Non-COR		Appendix G	
- Contractor to Complete Safety Program Review Checklist			
- Involve Safety Contact in review of program			
- Unsuccessful Contractor flagged in Contractor Database			
Liability Insurance (minimum \$2 Million)			
Vehicle Insurance (minimum \$2 Million)			
WCB Letter			
Complete Job Hazard Analysis		Appendix B	
Reviewed previous Performance Reviews as part of selection process			
Safety and Health Selection Criteria form completed		Appendix H	
Site Safety Plan received and approved		Appendix D	
NSPI Site Representative Identified			
Safety Resource Identified			
Environmental Resource Identified			
Contractor Performance Review Meeting Schedule			
Monthly Report Form submitted to Capital Safety Administrator		Appendix F	
Review Expectations and Pre-job Start Up Checklist with Contractor		Appendix L	
Ensure Performance Evaluation Scorecard(s) are completed and entered in the Contractor Database		Appendix M	
<b>Contract Manager is responsible for the following but may delegate to NSPI Site Representative(s):</b>		<b>Reference</b>	<b>Name of Delegate</b>
Job Hazard Analysis reviewed and available on site	Appendix B		
Job Hazard Analysis reviewed monthly for changes			
Site Safety Plan accepted and available on site	Appendix D		
Monthly Report Forms obtained from Contractor	Appendix F		
Monthly Statistical Report sent to Capital Safety Administrator			
Set schedule for observations:			
- NSPI Presence every day (min 1 per day)			
- NSPI Presence weekly (min 1 per week)			
- Work less than 1 week ( min 1 observation)	Appendix J		
Set schedule for Audit /Area Inspections	Appendix K		
- NSPI Presence every day (min 1 per week)			
- NSPI Presence weekly (min 1 per month)			
Safety Meeting Minutes			
Safety Incident Reports reviewed and entered in Incident Database	Appendix E		
Environmental Incidents reviewed & entered in Incident Database	Appendix E		
Copy of Labour & Advanced Education Inspections, Orders or Charges			
Performance Evaluation Scorecard Reviews	Appendix M		

Employee Name: \_\_\_\_\_  
 Job Observer: \_\_\_\_\_  
 Task Observed \_\_\_\_\_

Date: \_\_\_\_\_  
 Type of Observation: Initial \_\_\_\_\_ Follow-up \_\_\_\_\_  
 Employees Notified of Visit? : Yes\_\_\_\_ No\_\_\_\_

### TASK OBSERVATION

Could any of the practices or conditions observed result in personal injury or property damage? Yes \_\_\_\_\_ No \_\_\_\_\_

Were the methods and practices observed the most efficient and productive? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the practices you observed comply with all of the applicable work standards that exist for the task? Yes \_\_\_\_\_ No \_\_\_\_\_

Were the proper tools being selected and properly used for each task observed? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe below any practices or conditions related to the items above that deserve compliment or correction.

Risk Assessment Quality:

SWP #s:

SWM #s:

Behaviours Observed:

- a) Work pace controlled and not rushed Yes No
- b) Eyes and mind on task Yes No
- c) Keeping out of the line of fire Yes No
- d) Maintaining proper balance/traction /grip Yes No
- e) Potential for frustration, fatigue and/or complacency  Yes No
- f) Quality of communication between crew members  Yes No

Behaviors Comment Section: when commenting please reference the appropriate letter from above

Have you properly complimented and/or re-instructed the worker on these observations? Yes \_\_\_\_\_ No \_\_\_\_\_

Should a follow-up observation of this worker be made in the near future? Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor – Observer:

**Follow-up Action:** Also - Are there any SWP/SWMs that require a revision?

**Follow-up Date:**

<b>Date:</b>				<b>Location:</b>			
<b>Completed by:</b>							
<b>Safe Start</b>				<b>Comments or Corrective Action:</b>			
<b>STATES</b>	Rushing						
	Frustration						
	Complacency						
	Fatigue						
<b>ERRORS</b>	Mind On Task						
	Eyes On Task						
	Balance/Traction/Grip						
	Line of Fire						
<b>Personal Protective Equipment (type):</b>				<b>Comments or Corrective Actions:</b>			
Specialized							
Gloves							
<b>Risk Assessment:</b>		<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>			
Hazards							
Controls							
Reassessed							
Housekeeping							
Hands							
Fall Protection							
<b>Work Approach</b>		<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>			
Permits							
Grating / Openings							
Safe Work Practices / JSA							
Specific Procedure							
Rigging							
Scaffolding							

<b>Housekeeping:</b>	<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>
Lighting			
Ventilation			
Obstructions / Tripping Hazards			
Congestion			
Orderliness / Cleanliness			
Garbage			
<b>Vehicles / Equipment:</b>	<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>
Pre Use Inspection			
Equipment Condition			
<b>Environment</b>	<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>
Spills			
Materials properly sorted			
Materials properly stored			
<b>SITE</b>	<b>Y</b>	<b>N</b>	<b>Comments or Corrective Actions:</b>
Site Safety Plan Available			
Site Emergency Plan Available			
Safety Bulletin Board			
Safety Program Element Reviewed:			

Info	Please Print	
Business Unit/Location:		
Project/Contract Info & PO#:		
Contractor Name:		
Sub-Contractor Companies:		
Info	Please Print	Please Sign
Contractor Manager:		
Contractor Health & Safety:		
Contractor Environmental:		
NSPI Contract Manager:		
NSPI Site Representative:		
NSPI Safety Specialist:		
Capital Contract Admin:		
NSPI Environmental:		

The Contractor will provide proof of documentation and compliance. By initialing the Contractor Sign-off section, you are agreeing to complete the requirement prior to the start of work and/or confirming the information is available for inspection/audit.

Initials in the left column indicate how the material must be available:

- “H” indicates a hardcopy of the document must be received and maintained by NSPI with Contract material (an electronic version of the document may be acceptable as approved by the NSPI Site Representative)
- “A” indicates the document needs to be available to NSPI at any time
- “HS” indicates a hardcopy of the document(s) must be available at the work site.

Contractors are required to adhere to the latest version of applicable federal, provincial and municipal laws and regulations. Contractors must also follow applicable Nova Scotia Power Incorporated (NSPI) rules, guidelines, methods, practices and procedures while conducting business on behalf of and/or while on NSPI work sites.

DOCUMENTATION / POLICY REVIEWS		Contractor Sign-off	Complete/ Received
H HS	Review completed Site Safety Plan (Appendix D)		
H HS	Review completed Contract Manager Site Representative Checklist (Appendix I)		
H HS	Reviewed NSPI Contractor Safety Program Requirements		
HS	NS OHS Act and applicable NS regulations		
HS	Health and Safety Bulletin Board		
H	2018 CSMP Policy 1 NS Power Occupational Health and Safety policy reviewed		
H	2018 CSMP Policy 2 NS Power Environmental policy reviewed		
H	2018 CSMP Policy 3 Emera Respectful Workplace policy reviewed		
H	2018 CSMP Policy 4 Internet Usage policy reviewed		
H	2018 CSMP Policy 5 Emera Smoke-Free Workplace policy reviewed		
H	2018 CSMP Policy 6 Personal Risk Assessment policy reviewed		
H	2018 CSMP Policy 8 Emera Alcohol and Drug policy reviewed		
H	Regulatory approvals submitted		
H HS	Job Hazard Analysis submitted		
A	Review of Contractor and Service Provider Responsibilities (Appendix C)		
A	License and Registration for each Class 3, 4, 5 and 6 vehicle used		
A	Storm Response Contractor Vehicle Checklist		
A	Maintenance records on each aerial device/digger derrick		
A	Non-destructive test results (NDT/Crane Inspection) for each aerial device/digger derrick		
A	Maintenance and inspection records for crane(s)/hoisting device(s)		
A	Heavy Equipment daily inspection forms		
HS	Vehicle Pre-trip Inspection form - >4500 kgs (completed)		
H HS	Risk Assessment / Tailboard form (H - form to be approved by NSPI Site Representative, HS – completed forms available for review)		
H HS	Incident Report (Submit Incident Report form or utilize CSP - Appendix E)		
H HS	Observation form (Submit Observation form or utilize CSP - Appendix J)		
HS	Applicable Safety Data Sheets available on site		
	<b>Other (List below):</b>		

WORK PROCEDURES Requirement		Contractor Sign-off	Complete/ Received
<i>All procedures will be reviewed and agreed upon by NSPI Site Representative</i>			
HS	NSPI Safety Manual – Safe Work Practices must be adhered to and incorporated into the JHA and the Site Safety Plan		
HS	NSPI Contractor Environmental Requirements Manual		
H	NSPI Contractor Environmental Site Assessment form		
A	Applicable but not limited to NSP procedures (Standard Work Methods (SWM), Maintenance Procedures, etc.) Please list.		
HS	Limits of Approach (Regulations, SWP 35)		
H	Safe Clearance Report if working near overhead or underground power lines		
HS			
A	Lock-out Practice (SWP 52, Individual area procedures)		
A	Pole Setting (Applicable SWM's)		
A	Sloping and Shoring of Trenching or Excavations (Work Procedures required)		
A	Blasting Procedures (Work Procedures required)		
A	Placing Concrete (Work Procedures required)		
A	Temporary Power (Work Procedures required)		
HS	Scaffolding Plan; P. Eng approval if >=50 ft (Work Procedures required)		
HS	Fall Protection procedure if < 7.5 m		
HS	Fall Protection Plan if > 7.5 m		
HS	Confined Space Entry Work Procedures required		
HS	Confined Space Rescue Procedures required		
H	Diving Plan (and associated documents including assessment)		
HS			
A	Welding Procedure/Plan (Work Procedures required)		
A	Fuel Storage/Material Storage (Work Procedures required)		
HS	Emergency Procedures (Work Procedures required)		
H	Security Requirements		
HS	Temporary Workplace Traffic Control Manual		
HS	Environmental Procedures (to be covered under Job Safety Plan)		
	<b>Other (List below):</b>		

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENT		Contractor Sign-off	Complete/Received
	CSA certified Eye Protection		
	CSA certified Head Protection - (Class E hardhat working on/near electrical apparatus, Class G hardhat for general areas)		
	CSA certified Foot Protection		
	CSA certified Hearing Protection		
	Hand Protection		
	Arc Rated and/or Fire Rated clothing		
	High Visibility Clothing		
	Respiratory Protection		
	Chain Saw Legging Protection and other appropriate gear		
	Rubber Gloves (proper class and tested)		
	Fall Arrest equipment		
	<b>Other (List below):</b>		
EMERGENCY EQUIPMENT Requirement		Contractor Sign-off	Complete/Received
	First Aid Kit (Appropriate kit and number per work site)		
	Fire Extinguishers – Minimum 10 lbs (Appropriate number per work site)		
	Fire Fighting Equipment when in remote locations (contact DNR for support)		
	Erosion and Sediment Control/Spill Material (if applicable)		
	Environmental Spill Kit		
	Eyewash Bottle(s)/Station		
	<b>Other (List below):</b>		

*This form is to be filled out after completion of a contract or interim for long duration contracts.*

<b>Date of Evaluation (dd/mm/yy):</b>	
<b>Name of Evaluator:</b>	

<b>Type of Evaluation (circle one):</b>	<b>Interim</b>	<b>Final</b>
<b>Business Unit &amp; Location:</b>		
<b>Project/Contract Info &amp; PO#:</b>		
<b>Award Date &amp; Completion Date:</b>		
<b>Contract Total Value:</b>		
<b>Contractor Name:</b>		
<b>Sub-Contractor Companies:</b>		

### **Definitions**

The contractor shall be evaluated using the following ratings:

**SE = Significantly Exceeds:** Contractor significantly exceeded all requirements. Explain how.

**EM = Exceeds Many:** Contractor exceeded many requirements. Explain how.

**ME = Meets Expectations:** Contractor met requirements. Explain how.

**MM = Meets Most:** Contractor met most of the requirements but not all. Explain why.

**DM = Does Not Meet Most:** Contractor did not meet most of the requirements. Explain all noncompliance's or unsatisfactory performance. Explain whether and how the contractor was at fault, where applicable. *Please note, this unsatisfactory rating requires corrective actions and follow up.*

**N/A = Not Applicable:** Does not apply to the contract.

### **Part I – Evaluation of Contractor's Performance**

- Complied with NSP's Safety/Environmental Programs Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Adherence to Contractor Safety Program (CSP)? Did they hold regular safety meetings? Were there any safety or environmental incidents reported? Did they demonstrate the proper attitude to safety and the environment within their work group? Was monthly reporting completed as required?

2. **Cost/Price Control Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Did the contractor complete the contract within the contract amount or did the contractor experience cost growth?

3. **Schedule Control Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Did the contractor meet the original completion date? Request an extension due to reasons within its control? Finish ahead of schedule?

4. **Contract Administration Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Did the contractor respond to company correspondence in a timely manner? Were unnecessary cost/price change proposals submitted? Were company requested price changes submitted and negotiated promptly? Were contract modifications promptly executed? Were the subcontracts properly administered? Did the contractor comply with its subcontracting plan? Were progress reports/invoices submitted on time and correctly?

5. **Responsiveness to NS Power Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Were complaints from NSPower resolved in a reasonable and cooperative manner? Were telephone calls responded to promptly? Were controversial issues resolved amicably? Was the contractor reasonable and responsive the Company's needs?

6. **Contract Compliance with Technical Requirements Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Were all of the contract requirements met? Were the objectives of the statement of work met? Were problems resolved? Will the delivered items or services be able to be used for the purpose intended? If not useable, why not?

7. **Key Personnel Rating** (circle one):

SE	EM	ME	MM	DM	N/A
----	----	----	----	----	-----

*Consider:* Did the personnel have the knowledge and expertise necessary to perform the technical requirements? Were changes in key personnel made? How often were they made?

**Part II – Contract Summary**

Please provide a summary of contract events that supports all the ratings above. Any rating that did not at least “meet expectations” shall be addressed below with corrective actions:

**Part III – Overall Rating**

Based on above rating criteria, how would you rate this contractor overall. Any overall rating that does not at least “meet expectations” means you would not recommend this contractor for future contracts for like or similar requirements? (circle one):

SE	EM	ME	MM	DM
----	----	----	----	----

**Part IV – Contractor’s Review**

I have reviewed the performance evaluation of (*insert name of contractor*) under (*insert contract/task order number*).

I do concur\_\_\_\_ I do NOT concur\_\_\_\_ with it.

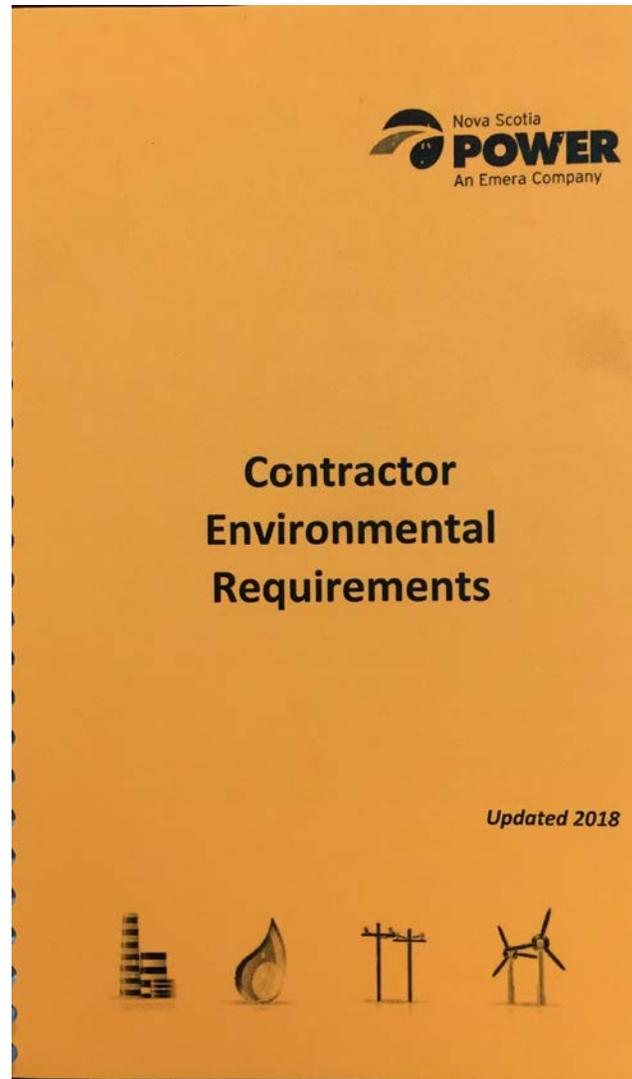
The attached comments consisting of (*insert number of pages*) are returned herewith for review by Project Review Team.

Name of Authorized Reviewer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title of Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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2018 Environmental Handbook



## Orientations:

- Thermal - [General](#) - ([Sign Off / TEST](#))
- Thermal Site Specific – [Lingan](#)
- Thermal Site Specific – [Pt.Aconi](#)
- Thermal Site Specific – [Pt.Tupper](#)
- Thermal Site Specific – [Biomass](#)
- Thermal Site Specific – [Trenton](#)
- Thermal Site Specific – Tufts Cove
- Thermal Site Specific – Combustion Turbines
- Hydro General - (Sign Off / TEST)
- Site Specific – Wreck Cove
- T&D Storm
- T&D
- 1H Orientation

## EMA Policies:

- [EMA 1 - Occupational Health & Safety Policy](#)
- [EMA 2 - Environmental Policy](#)
- [EMA 3 - Respectful Workplace Policy](#)
- [EMA 4 - Internet Usage Policy](#)
- [EMA 5- Tobacco- Smoke Vapor Free Workplace Policy](#)
- [EMA 6 - Personnel Risk Assessment Policy](#)
- [EMA 8 - Alcohol and Drug Policy](#)

## NSPI Policies:

- [Nova Scotia Power Environmental Policy](#)
- [NS Power Occupational Health & Safety Policy](#)

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2018 NSPI Safety Manual

