



Contractor/Project HSSE Handbook

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1.0 INTRODUCTION

This plan describes the processes for ensuring that construction, commissioning and operations management are undertaken safely and in accordance with contractual and both Provincial and Federal regulatory requirements. The principal aim is to ensure that risks to health and safety of personnel, the public and to the environment are reduced or controlled to a level “As Low as Reasonably Practical” (ALARP).

All contractors conducting work on the Port Terminal Property will develop, implement and maintain up to date site-specific HSSE execution plans that meet or exceed the requirements outlined in this plan.

2.0 PRIME CONTRACTOR - TERMINALS

The Enterprise maintains site/property ownership and will act as Prime Contractor for all 3rd party operations unless otherwise determined in writing.

The Prime Contractor is responsible for the following:

1. Establishing and maintaining a system or process that ensures compliance with Part 2 Div 4 (24) of the BC Workers Compensation Act.
2. Undertake the following:
 - a) Ensure that the activities of employers, workers, and other persons at the workplace, relating to occupational health and safety, are coordinated.
 - b) Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this part and the regulations in respect of the workplace.
3. Each employer of workers must give to the Prime Contractor; the name of the person the employer has designated to supervise the employer's workers at that workplace.

Further, the prime contractor is responsible for developing and administering environmental controls. The environmental controls and aspects are in the affective legislation and regulation from the province of British Columbia's Environmental protection and sustainability literature.

As a condition of the construction permitting process, environmental guidelines will be established, and ongoing environmental reviews and inspections will verify compliance per the Port Metro Vancouver permitting process.

3.0 SCOPE & OBJECTIVE

This execution plan applies to all contractors, personnel and work performed on the port terminal site. This execution plan is managed by the Enterprise management team inclusive of both Operations and Maintenance functions.

The objective of the execution plan is to ensure work is conducted in a safe and sustainable manner and to align proper communication between contractors and the Enterprise Terminal management team.

4.0 TERMS / DEFINITIONS / ABBREVIATIONS

Term	Explanation
The Enterprise	Unified corporate entity consisting of previously identified Pacific Coast Terminals Ltd and Sultran Ltd.
Prime Contractor	Maintains ownership of land and project, is responsible for ensuring operations are completed satisfactorily to all applicable regulatory bodies.
Port	Canada Port Authorities are federally incorporated, autonomous, non-share corporations that operate at arm's length from the federal government. They operate on a commercial basis with a view to being financially self-sufficient.
Contractor	Person or company that undertakes a contract to provide materials and/or labor to perform a service or do a job under direction of the Owner/Prime Contractor.
HSE	Health, Safety and Environment
OH&S	Occupational Health & Safety
Toolbox Talk	Toolbox talks are pre-shift meetings held to discuss site considerations, hazards and related tasks for that day. They are documented with a list of attending personnel.
FLRA	Field Level Risk Assessments are short form assessments completed at the working location prior to commencing work. The focus is identifying/controlling hazard that are area and task specific at that active location. They are carried on site until the task is completed.

5.0 RESPONSIBILITIES

Position / Role	Task
Enterprise HSSE	Develop and maintain the plan in consultation with the Enterprise Construction Manager and client construction management.

Enterprise Construction Manager	Execute the plan and ensure compliance by all personnel and contractors.
Enterprise (Terminals)	Prime Contractor, overall responsibility for project operations.
Contractors	Develop, implement and comply with project-specific execution plans that meet or exceed the requirements of this plan. Communicate all HSE issues and incidents to the Enterprise Construction Manager.

6.0 REGULATORY AND OTHER REQUIREMENTS

6.1. Regulatory Requirements

[Summary statement on regulatory requirements]

Table 6.1.1 Applicable Regulations and Guidelines

Abbreviations	Related Acts/ Regulations	Link
CLC	Canada Labor Code	https://laws-lois.justice.gc.ca/eng/acts/l-2/
COHS	Canada OH&S Regulations	https://lois-laws.justice.gc.ca/eng/regulations/SOR-86-304/index.html
MOHS	Maritime OH&S Regulations	https://laws-lois.justice.gc.ca/eng/regulations/sor-2010-120/index.html
CROR	Canadian Rail Protection Act	https://laws-lois.justice.gc.ca/eng/acts/r-4.2/FullText.html
CEPA	Canadian Environmental Protection Act	https://laws-lois.justice.gc.ca/eng/acts/c-15.31/
WHMIS	Workplace Hazardous Material Information System	https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/workplace-hazardous-materials-information-system.html
Safety		Safety Standards Act (gov.bc.ca)

Standards Act		
Railway Safety Act		About the Railway Safety Act - Province of British Columbia (gov.bc.ca) https://laws-lois.justice.gc.ca/eng/acts/r-4.2/
Workers Compensation Act	Occupational Health and Safety Regulations	Searchable OHS Regulation & related materials - WorkSafeBC
Environmental Management Act (EMA)		Hazardous waste legislation and regulations - Province of British Columbia (gov.bc.ca) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03053_00

7.0 CONTRACTOR MANAGEMENT

7.1. Contractors

Contractors working at The Enterprise Terminal site are responsible to develop a site-specific HSSE Execution Plan, including a communicable disease response plan, and to ensure their HSSE programs/procedures meet or exceed the requirements of all relevant provincial and federal governing bodies.

Contractors will ensure all sub-contractors and personnel follow terminal Security protocols when accessing the port at the front gate and orientation facilities.

Contractor(s) are responsible for ensuring that all sub-contractors and employees comply with their execution plans. The contractors' HSSE Execution Plans will detail the requirements of all employees and subcontractors when engaged in any work on the Terminal Site.

Contractors will work to a satisfactory standard, meeting all regulatory requirements.

Failure to comply with these requirements may result in termination of contractual agreements.

All contractors will:

1. Operate in a manner that protects the health and safety of all personnel and ensures environmental protection.
2. Provide a safe and healthy workplace and systems of work that aim to reduce the risk of illness and injury.
3. Ensure pre-qualification of all sub-contractors has been completed prior to mobilization. If the subcontractor does not have a pandemic plan, they will follow the primary contractor's plan.
4. Develop and execute training and communication programs.
5. Incorporate formal audit procedures to monitor and evaluate HSSE performance.

6. Monitor performance regarding safe work practices and consistently enforce HSSE rules and regulations.
7. Verify training competency of all employees and subcontractors.
8. Conduct and/or participate in scheduled and unscheduled inspections of assigned work areas and acknowledge good HSSE performance while taking appropriate remedial action on substandard HSSE practices or conditions.
9. Immediately report incidents and near misses to the Enterprise Construction Manager and participate in investigations of all HSSE incidents and near misses, per The Enterprise Incident Management Guide.
10. Ensure that incident investigations are conducted, and reports are submitted within the specified timeframes.
11. Lead Toolbox Talks and pre-task meetings with workers and sub-contractors.
12. Oversee completion of the pre-task processes, Job Safety Analysis (JSA) review, and Field Level Risk Assessments (FLRA) for each task before work commences.
13. Promptly notify the Enterprise Construction Manager of unique hazards that exist and where special assistance is required.
14. Ensure housekeeping standards are maintained in the contractors' areas of responsibility.
15. Ensure the proper use of all personal protective equipment and safeguards.

All contractors will provide sufficient supervision and oversight to ensure HSSE protocols are met by employees and subcontractors. If the number of workers (employees and subcontractor) is equal to or greater than 20, a full-time safety representative is required. Where the number of workers is below 20, the supervisor will take on the role of safety representative.

7.2. Subcontractors

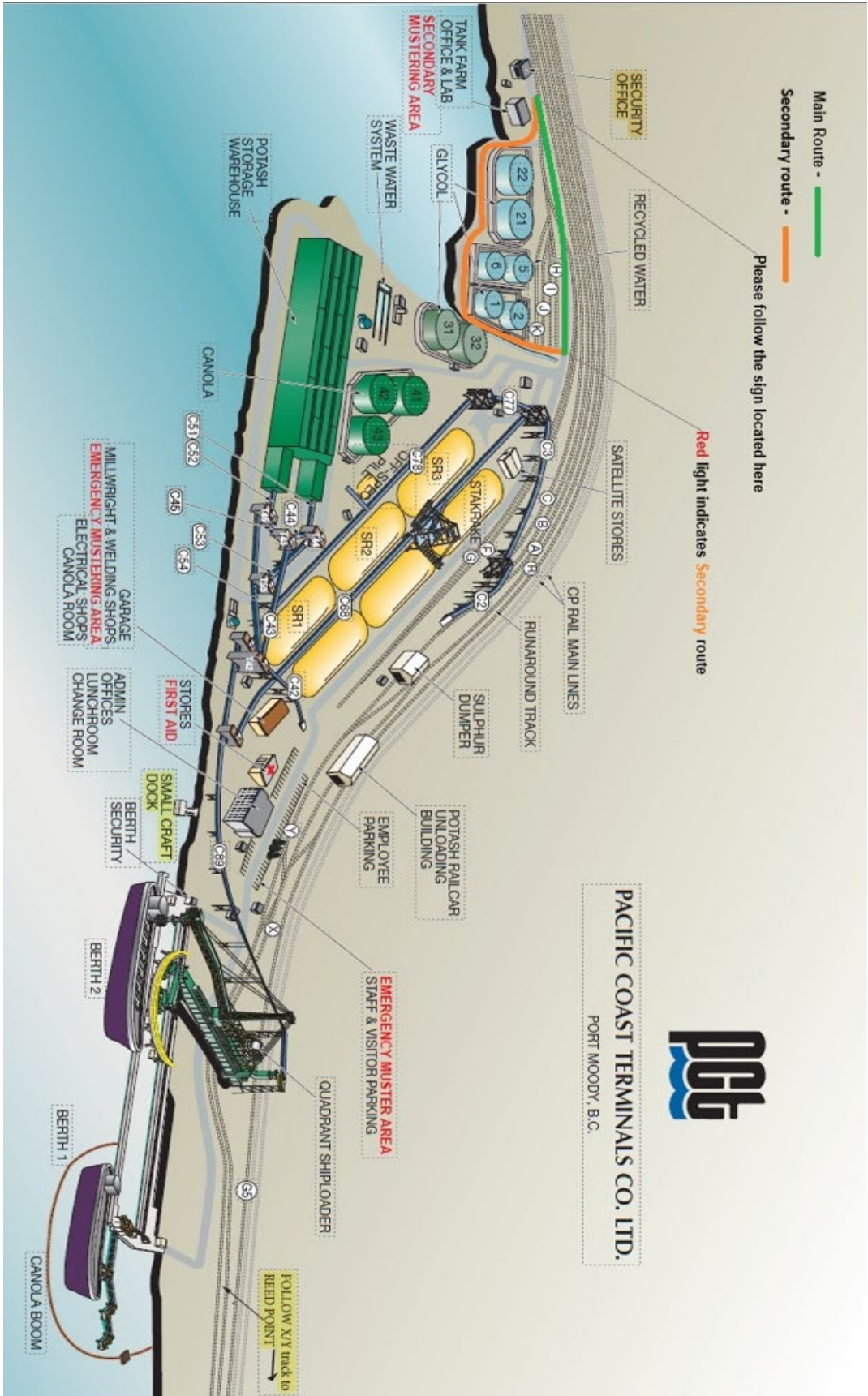
Contractors that require the utilization of direct hire sub-contractors will ensure that their sub-contractors develop and implement a HSSE execution plan that meets or exceeds the contractor's plan. Otherwise, the sub-contractor will utilize and comply with the contractor's HSSE execution plan.

7.3. Joint Occupational Safety and Health Committee

Where required by legislation, a Joint Occupational Safety and Health (JOSH) committee will be established. If established, all contractors will provide a representative to sit on the committee.

7.4. Orientation

In addition to the Enterprise contractor orientation, all personnel/visitors participating in project work on Terminal Port property will receive a project specific site orientation.



8.0 SITE ACCESS

8.1. Prequalification

Project contractors will be prequalified as per Enterprise protocol prior to executing any scopes of work on port property.

8.2. Workers Compensation

Before the contractor or sub-contractor is permitted to work on terminal port property, proof of good standing with the British Columbia Workers' Compensation Board (WCB) will be required to be submitted to the Enterprise Planner/Manager prior to any work commencing on terminal property. It is the contractor's or sub-contractor's responsibility to maintain their good standing for the duration of the contract.

Submission of Workers' Compensation documentation is a mandatory requirement. Should the contractor(s) fail to provide WCB information, work may not proceed by the contractor.

8.3. Port Authority

Personnel working on port property could be required to obtain a Port Metro Vancouver Port Pass, which identifies personnel authorized to access the port site and contains an electronic identifier unique to the port system. Card access synchronizes with the port's Vehicle Access Control System (VACS).

All personnel entering the enterprise Terminal Port Site will review and abide by the "Port pass Conditions of Use". (See 18.0 DOCUMENTS AND REFERENCES)

Please visit Port Metro Vancouver Port Pass Application site for instructions and Port Pass application information.

<https://ppmp.portmetrovancover.com/Application/Application/#/Introduction>

8.4. On Site Communications

Contractors will be expected to communicate with the relevant foreman prior to accessing terminal equipment and/or facilities. This interaction will provide the foreman with relevant information to safety align contractor work with terminal operations and/or maintenance.

- Upon arrival and prior to departing the terminal, all contractors will designate at least one supervisor to attend the foreman's office and sign their crew in and out for that day's activities.
- No contractor will access facilities or equipment without review and completion of lockout requirements for their work locations.

8.5. Orientation

8.5.1. Enterprise Contractor Orientation

All personnel working on the Enterprise Terminal Port Site will complete the Enterprise Contractor Orientation at the main entrance security station upon first arrival. Contractors will be required to notify the Enterprise Planner/Manager of expected new hires one week prior to their starting work to schedule required orientations.

8.5.2. Contractor Orientations

All contractors will provide employees and subcontractors with an orientation specific to their work area and scope of work.

8.5.3. Visitors & Short-Term Attendance

Visitors must be accompanied by a supervisory escort that has participated in all required site/project orientations at all times for the duration of their visit. A visitor pass is required from the main entrance security station upon completion of the visitor orientation.

9.0 GENERAL HSE REQUIREMENTS

9.1. Site Safety Rules

The Enterprise remains diligent with all aspects of health and Safety involved with the operation and maintenance of the terminal and its facilities. Contractors will use a risk-based analysis tool to dictate the safest way to perform all activities, utilizing tools such as an FLRA, JHA, and/or Safe Work Plan (SWP).

All regulations respecting Occupational Safety and Health made under the Canada Labour Code Part II and British Columbia Occupational Health and Safety Regulations must be complied with. The following safety rules are provided to ensure each contractor performs its scope of work in a safe manner.

- **Workers will report to work rested and fit for duty** to ensure full attention to the job.
- **All incidents and near misses will be reported to contractor supervision, contractor supervision will in turn notify the Enterprise Construction Manager immediately.**
- **Good housekeeping is maintained** in each worker's immediate work area.
- **All equipment will be operated as manufacturers manuals and defective equipment will be tagged out and removed from service.** If in doubt, an Enterprise Foreman must be consulted.
- **Required PPE will be worn at all times, all work will be assessed for added PPE.**
- **Gas cylinders must always be secured properly** and in an upright position with proper separation from ignition sources and fuel gases.
- **Private and unauthorized vehicles are not permitted in the rail yard or any operational areas at any time.**

- **All vehicle and/or equipment operations maintain 50 feet of clearance from any live railway equipment.**
 - **Two Lights have been installed to provide safe access during rail activity.**
- **Skateboards, scoots and/or single wheels scooter/boards (including electric versions) are not considered acceptable means of transport** and are not permitted to be used on terminal port property.
- **Clearance to access port property with a bicycle must be obtained prior to arrival.** All bicycles used on port property are required to have a forward-facing white front light and a red back light, reflectors are not acceptable. Cycling Helmets (not hard hats) and standard hand/turning signals are required while on terminal port property.
- **Firearms are not permitted on site.**
- **Posted speed limits must be observed.**
- **Smoking is in designated locations only.**
- **Cell phones will not be used while driving any vehicles or mobile equipment and/or conducting work** on terminal port property. This includes the use of earphones/buds.
- **Guards must be kept secured on all working equipment.** Missing guards must be reported to the supervisor immediately and treated as defective equipment.
- **Climbing over or under any conveyor belts is prohibited,** unless the system is directly involved in the contractor's scope. Lockout is required prior to all conveyor work.
- **Permission will be acquired in advance prior to entering into terminal facilities** including but not limited to product containment areas, rail dumper buildings, Motor Control Center (MCC) rooms in the terminal or any other areas involved in product transport operations.
- **Food Safe training may be required prior to working on Canola Systems**
- **Consumption of food or beverages, including nuts or seeds with shells (such as sunflower, pumpkin, or pistachio), is not permitted in operational areas.**
- **Photography of any time is not permitted without specific terminal management consent.**
- **No personnel will intentionally feed or interact with wild life.**

9.2. Safety Absolutes

In addition to general rules, the following "Safety Absolutes" are in place for all work on the site. The following rules are absolute, and not following them will be considered a serious violation and may result in immediate removal from the terminal site.

These restrictions are not meant to replace contractors' own disciplinary processes but will be issued in parallel to contractor policies.

- **Non-compliance with 100 percent fall protection tie-off** above 10 feet of height.
- **Violation of energy isolation procedures** (including mechanical, electrical, pneumatic, and hydraulic, gravitational)
- **Unauthorized modification of scaffolding or work platforms**
- **Confined space entry procedure violation**
- **Controlled substance policy violation**
- **Tampering with safety devices or emergency response equipment**

- **Disregard for properly demarcated zones** (red or radiation barricaded areas)
- **Use of cell phone while driving, including hands free usage**
- **Any violation of the Workplace Harassment and Violence legislation**

9.3. Injury Management

The Enterprise supports modified work programs as an important component of an injured worker's rehabilitation and recognizes the value of maintaining an injured worker's positive connection to the workplace. All contractors must have an injury management program in place that meets or exceeds regulatory requirements.

Contractors that do not have an Injury Management program will utilize the Enterprise Modified Work and Injury Policy.

9.4. Incident Management

All incidents and near misses will immediately be reported to the relevant Enterprise contact and Enterprise EHS team. A follow-up incident and investigation report (Enterprise Incident and Investigation Report) will be completed. Enterprise team personnel may participate in incident investigations at their or the contractor's request. Incidents will be classified and assigned a severity according to the Enterprise Incident Classification and Incident Severity documents.

Subsequent notifications and reports will be completed according to the Enterprise Incident Management Guide. All corrective actions related to incidents and near misses will be tracked to completion in a timely manner.

Enterprise management reserve the right to request an in person post incident meeting/s with contractor management for incidents we deem of a serious nature. The focus of these meetings will be on the contractor's delivery of their incident investigation, root cause findings and mitigations to prevent.

9.5. Controlled Substances

Project pre access testing will be managed on an "as per project" basis. Where applicable, The Canadian Model for Alcohol and Drug (A&D) Testing will be adopted for all work on the specified projects.

Post-incident and probable testing will follow applicable area guidelines/regulations.

Contractors must have an existing Controlled Substance Policy in effect that meets or exceeds the Enterprise Controlled Substance Policies.

In accordance with the Enterprise policies and programs, the following activities are prohibited on the terminal port site at any/all times:

- Use, possession, offer, or sale of illegal drugs or drugs paraphernalia.
- Use, possession, offer, or sale of alcohol or marijuana products, or consumption of alcohol or marijuana products while on site.

- Being unfit for work due to the use, after-effects, or side effects of alcohol, illicit drugs, or prescription drugs, or as a result of the inappropriate use of medications or other substances
- Refusing to take or submit to an alcohol or drug test when requested with reasonable cause or post-incident.

9.6. Workplace Violence and Harassment

The enterprise recognizes that all personnel have a right to work in an environment free from unlawful discrimination, harassment, and workplace violence in accordance with the British Columbia OHS Regulations (1998). Discrimination, harassment, and violence in the workplace will not be tolerated. All personnel will respect the rights of their fellow workers to work in an environment free from discrimination.

9.7. Occupational Health and Hygiene

The Enterprise Industrial Hygiene policy requires that all operations at the site be performed in a safe, responsible, and compliant manner. This includes maintaining personnel exposure to chemical and physical agents within acceptable exposure limits. This policy further requires that exposures be maintained within the occupational exposure limits by the use of hazard elimination, engineering controls, PPE, and administrative controls.

Contractors must have a SWP that specifies monitoring and control of airborne contaminants. The SWP will detail exposure limits, PPE requirements, safeguards and controls for workers including training requirements.

The contractor will ensure that monitoring methods for applicable airborne contaminants, such as hydrocarbon or chemical vapors and dusts are conducted as required. These contaminants or hygiene issues may include, but are not limited to, the following:

- Asbestos
- Lead
- Silica Dust control
- Noise
- Ionizing radiation
- Non-ionizing radiation
- Ultraviolet and infrared radiation
- Biological hazards
- Pest and insect contaminants
- Ergonomic hazards
- Welding fumes

- Carbon monoxide (CO)
- Hydrogen sulfide (H₂S)
- Bloodborne pathogens

Immediate corrective action will be taken if monitoring shows an uncontrolled health or hygiene hazard exists in volumes greater than 50% of their listed ceiling exposure limit.

These results will be communicated to affected personnel. All airborne contaminant monitoring will be documented, along with corrective action, and maintained on site by the contractor for the duration of the project. The documentation must be readily available to the project team upon request.

9.7.1. Hearing Conservation

Contractors are required to have a hearing conservation program. The hearing conservation program must meet or exceed the Enterprise Hearing Conservation Policy, BC OH&S Regulations, and CSA Standards.

Task-specific SWPs identifying controls must be developed in advance of the work when workers are required to work in conditions where noise exposure is expected to be above 85 decibels (dBA).

9.7.2. Heat and Cold Stress

All Contractors shall develop a system to prevent and manage heat and cold stress illness. Contractors must inform workers about heat and cold prevention and training. Adequate ventilation must be provided using general local and air cooling or heating methods as required. Scheduling work when hot and cold conditions are at their maximum should be avoided if has the potential to affect the health of workers.

9.7.3. Respiratory Protection

When required based on a risk assessment (FLHA, JHA, etc.), respiratory protection must be provided and worn. Workers will be clean-shaven at all times when wearing all respiratory protection devices.

9.8. Personal Protective Equipment (PPE)

Contractors are responsible to provide appropriate PPE to all workers in accordance with applicable legislative and Enterprise Terminal Port requirements.

- A hazard assessment of the work task must be completed in advance of the work that identifies the type of PPE required to perform the work.
- PPE must be worn in accordance with manufacturer's recommendations.
- PPE must be maintained and inspected in accordance with manufacturers requirements.

- Contractors must train employees on the care, use, and maintenance of PPE and must make training records available upon request.
- Records must be kept and made available upon request.

The following PPE must be worn on site at all times, excluding PPE-free zones (offices, lunch areas, trailer, etc.):

- Hard hat, CSA rated and bump caps do not apply.
- High visibility shirt or vest, **minimum Class 2** do to 30 km/h speed limits on site.
- CSA work boots with minimum **6 inch ankle support** (no shoes) .
- Task-specific gloves as identified on the FLRA, JHA, or company standards.
- Long pants
- Long-sleeved shirts will be required for all welding, grinding, or operations that can produce sparks or as assessed by a risk assessment.
- CSA Rated Safety glasses.
- Hearing protection where noise levels exceed 85 Dba, **all active system operations**.

Where there is a risk of contact with moving parts or components, loose clothing and jewelry must not be worn.

9.9. Working from Heights

In addition to meeting applicable regulatory standards and the Enterprise Fall Protection Policy, the following practices must be employed when working at heights:

- Fall protection systems must be used to eliminate fall hazards when performing work above the WCBC threshold, or from foot level if there is a chance of falling into operating machinery, if there is potential for falling into water or other liquid or if there is potential for falling through an open hole or work surface.
- Specific fall plans including rescue planning will be completed prior to all work being conducted over 25 feet of height.
- Personnel exposed to fall hazards must complete fall protection training. Personnel will not use fall protection systems for which they have not been trained. Documentation of fall protection training must be in date, maintained onsite and available upon request.
- Rescue plans must be included with the pre-work assessment (JHA). All High Angle Rescues, unless competent rescue specialists are available, must be pre-arranged and be conducted by Port Moody Emergency Services.
- All personnel using personnel lifts, scissor lifts, and all aerial work platforms must have fall protection training and proper qualifications for operation of the equipment.

9.10. Use of Equipment

All powered industrial mobile equipment will be maintained and operated according to manufacturer recommendations. All equipment will be mechanically inspected prior to mobilizing onto site and prior to use each day. Copies of the inspection will be filed in the contractor's safety filing system and made available upon request.

Any mobile/powered equipment, tools, or machinery that are not fit for use will be taken out of service and will be tagged/locked-out with a tag clearly stating the reason why the item is out of service and the name of the person who took it out of service.

Contractors' procedures must include the following:

- Personnel must not ride on or in equipment, unless in a seat designed for the purpose and equipped with a seat belt.
- Seat belts must be used at all times.
- Safety devices on equipment must not be tampered with.
- Manufacturer's operating manuals must be kept with the equipment.
- Equipment will be inspected daily and will not be operated if conditions pose a hazard to safe operation. A daily vehicle/equipment checklist will also be completed, kept with the equipment, and made available upon request.
- Equipment must be operated by qualified and competent personnel. The contractor is responsible to maintain in date certificates of personnel qualifications on site and be available upon request.
- All mobile equipment will be equipped with an audible back-up alarm and a 20-pound ABC fire extinguisher.
- All mobile equipment used in low light conditions, such as night shift, must be equipped with appropriate lighting according to manufacturer's recommendations, and low light condition hazard assessments will be conducted.
- Swing areas or other potential pinch points must be barricaded.
- Personnel must not walk under suspended loads or equipment components.
- Loads must not be left suspended while the equipment is unattended.
- Equipment with poor visibility, in congested areas or oversized loads will be moved or "spotted" with the assistance of a signal person.
- Booms (for example, Lift Trucks, or AWP's) must be retracted and lowered in accordance with manufacturer specifications before travelling or storage.
- Personnel must stay away from cables or ropes at a range of at least 1.5 times the distance (on all sides) of the length of the cable or ropes being used to pull other equipment.
- Personnel must not walk or position themselves between running equipment and stationary objects.
- Personnel must not perform repairs/maintenance on equipment or equipment components suspended by hydraulic pressure.
- Work will only be done on equipment or components that are safely blocked or secured to prevent movement.
- Heavy equipment will be parked at least one width of the equipment from other equipment when parking side by side, and at least two lengths of the equipment being parked when parking front to back.
- If disabled equipment is on a traffic route, it must be identified with flashing lights, pylons, and reflectors, and the equipment's hazard warning lights must be flashing.
- All equipment must be turned off when left unattended. This includes welding machines, cranes, and construction heaters. If a machine is required to be left running, an attendant must be present at all times.
- A pre-use inspection must be done on all powered industrial mobile equipment prior to use.

- Powered mobile equipment will be rendered inoperative when it is being serviced, repaired, tested, adjusted, or inspected.

9.10.1. Inspections

All equipment must be clean and free of materials which may be deleterious to the environment and waterways, per Fisheries and Oceans Canada.

All equipment (including cranes and skid steers) will undergo a documented inspection prior to being put into service. The inspection must be conducted by a person qualified to conduct such an inspection, and the inspection must be documented, maintained on file by the contractor, and made readily available upon request.

- All tools and equipment will be inspected daily, prior to use, for defects, damage, or excessive wear.
- A visual inspection of scaffolding is required to ensure the scaffold is safe and has a valid inspection tag.

9.10.2. Preventive Maintenance

A preventive maintenance schedule will be established per manufacturer's requirements. All contractors will be required to maintain logs for equipment, which must be readily available for review. Equipment Preventive Maintenance logs must be retained onsite for the duration of work scope.

Preventive maintenance logs will be maintained for the following equipment, as a minimum:

- Cranes and lifting/rigging equipment, including boom trucks and knuckle lifts
- Excavators and hoes
- Aerial work platforms
- Zoom booms, forklifts
- Light plants, generators
- Weekly and monthly vehicle inspections
- Air actuated tools, compressors
- Tools and other equipment, as required

9.11. Permits

Permits are issued through the Enterprise foreman's office. Work permits are required prior to work commencing for the following:

- Confined space entry
- Ground disturbance
- Hot work
- Energy isolation (lock out-tag out)

9.12. HSE Communications

The following methods of communication will be used to relay relevant HSE information, as appropriate:

- Kick-off meetings (scope of work, pre-mobilization, etc.)
- JOSH Committee meetings
- Safety meetings
- Progress meetings
- Morning toolbox meetings
- Safety stand-downs
- One-on-one personal communications
- Bulletin boards or posters

9.12.1. Media Communication

Contractors and subcontractors will not communicate information related to the Enterprise Terminal Port Site to outside entities without prior written authorization from senior management. **No social media posts shall be made that reference the Enterprise Terminal Port Site without express written permission.**

9.13. Barricades and Delineation

Barricades and delineators (e.g. tape) will be used in order to alert employees to potential hazards and to indicate if authorization, protective measures, or protective equipment is required.

A tag will be affixed to each side of the barricade or delineator. The tag will be in a conspicuous location and will contain the following information:

- The date the barricade was erected.
- The reason for the barricade.
- The name of the supervisor responsible for the barricaded area and how they can be reached (for example, radio channel or phone number).

Barricades will be a minimum of 106 centimeters (42 inches) high, neat, uniform, and level and must conform to BC OH&S Regulation Part 4 section 58.

Barricades will be set a minimum of 1.8 meters (6 feet) back from the edge of excavations, holes, platforms, and roofs unless a protective barricade is used. When personnel are exposed to a fall of 1.8 meters (6 feet) or greater, the barricade will be a minimum of 1.8 meters (6 feet) away from the leading edge or the vertical drop. Protective barricades will meet the requirements of Fall Protection when they are installed. Barricades will have blinking lights when used on roadways or walkways after dark.

Barricades will be required around certain work areas. They include, but are not limited to, the following:

- Excavations
- Floor and roof openings

- Around hazardous areas below overhead work
- Elevated work areas
- Hazardous material spill locations
- An accident scene when the site must be preserved
- Hydro, pneumatic, and hydro-pneumatic testing of vessels and piping
- Lifting and rigging activities
- Swing radius of cranes and equipment counterweights
- Working near or around pressurized operating systems such as fuel gas, instrument air, process water, and steam, if the work has potential to affect personnel or industrial operations

9.13.1. Barricade Tape: Yellow-black

Yellow-black barricades or tape are used to indicate caution and warn of hazards present. Such an area may be entered after reading the tag and identifying the hazard. If no tag is present that area remains off limits.

9.13.2. Barricade Tape: Red

Red barricades or delineators (tape or rope) is used to indicate danger to life and health. No one may enter a red barricaded area unless the supervisor identified on the barricade tag specifically authorizes entry and the entrant has met the requirements indicated on the tag.

9.13.3. Radiography

Areas around X-rays on the project will be marked as follows:

- Has a yellow background and black text
- Is of a size appropriate to the size of the device or of the area, door, wall, installation or other item in respect of which it is posted
- Includes the words "CAUTION, X-RAYS : NO UNAUTHORIZED USE" and "ATTENTION, RAYONS X: UTILISATION NON AUTORISEE"
- Contains the following diagram



9.13.4. Removal

Temporary barricades will be removed promptly by the supervisor who installed them once they are no longer needed.

9.14. Hazard Identification and Control

The work planning process for all contractors will include a review of the hazards and associated controls related to the scope of work. Contractors will complete a hazard assessment for their scope of work, which includes the controls applied to mitigate the hazards and a post-control (residual) risk rating.

9.14.1. Job Safety Analysis (JSA)

A JSA is a process that integrates accepted safety and health principles and practices into task or job planning. In a JSA, potential hazards associated with each step of a job are identified and appropriate controls are documented.

Contractor(s) will complete a JSA for all critical tasks, including, but not limited to, the following:

- Jobs or tasks associated with high incident frequencies or high severity risks
- Jobs or tasks with high potential for severe injuries or illnesses or where the consequence of an incident is considered moderate or above
- Jobs or tasks where a hazardous condition, or exposure to harmful substance is present
- New jobs for which the hazards may not be evident or anticipated
- Modified jobs for which new hazards may be associated with changes in job procedures
- Infrequently performed or non-routine jobs for which workers may be at greater risk when undertaking

JSAs must include details on the following:

- Sequence of work
- Equipment to be used at each stage
- Hazards or potential hazards present
- Controls to mitigate the hazards
- Post-control (residual) risk rating

JSAs will be prepared by the contractors in consultation with technical resources (SMEs), as required.

JSAs will be reviewed with crews prior to performing work assignments. Workers will be given the opportunity to provide input to the plan. Workers performing the job will sign the JSA to verify understanding and agreement to job requirements and hazard controls to be implemented. Copies of the completed JSAs will be submitted to the Project team.

Contractors will maintain copies of all JSAs and make them available for review upon request.

9.14.2. Field Level Risk Assessment (FLRA)

A FLRA is a task-specific risk assessment conducted in the field prior to initiation of tasks. A FLRA is the final crucial component of the hazard and risk identification and elimination process and will be used by contractors at the start of each job or task.

FLRAs are completed on the following occasions:

- At the beginning of a new task or a new shift
- When the size of the crew changes
- When there is a change that affects the execution of the work

- When new hazards are introduced as a result of the work activities or other work groups
- When site conditions change (e.g. weather or availability of tools)

The FLRA documents the steps involved in completing a task, the hazards and risks associated with each step, and the controls, using the Hierarchy of Controls, that need to be put into place to eliminate or reduce the risk to acceptable levels.

Hierarchy of Controls:

- Elimination
- Substitution
- Engineering
- Administration
- PPE

The FLRA is not to be used in place of a JSA. The FLRA compliments the JSA by providing an in-field analysis of the task to be performed and takes into account the environmental conditions of the work location.

Supervisors will participate in or review all FLRAs under their scope of supervision and will sign off on the FLRA before productive work may begin.

If contractors do not currently include a Field Level Risk Assessment in their scope of work they will be expected to use the current Enterprise Template found in; **18.0 DOCUMENTS AND REFERENCES**

9.14.3. Shift Resets

Shift resets are conducted routinely during the execution of the job scope (e.g. after breaks). The shift reset is meant to do a quick reassessment of the job and conditions. One common type of reset mechanism is the 20-20-20 rule where workers will, every 20 minutes, take 20 seconds to look 20 feet in all directions (above, below, all around) to look for changes, new hazards, previously unseen hazards, other workers and physical conditions. Resets are an important tool to ensure ongoing assessments of hazards and conditions occur.

9.15. Management of Change

Management of Change (MOC) is the process used to review all proposed changes to materials, technology, equipment, procedures, personnel, and facility operations before they are implemented to determine their effects on safety during the execution of the job scope. If the review determines that a proposed change would impact safety, the applicable safety information will be updated on all related SWPs, procedures, JSAs, and FLRAs. All employees whose job tasks will be affected by the change should be informed and retrained prior to resumption of work.

Modifications to equipment, procedures, materials, or process conditions will be subject to the change management review process. A knowledgeable person will evaluate proposed changes and document them appropriately.

A hazard assessment must be conducted when a change occurs in the construction plan or scope of work, or when external influences impact the way the work will be conducted. This includes, but is not limited to, the following:

- Changes in policy or objectives, operating licenses and permits, or legal and regulatory requirements
- Changes in procedures, practices, and rules
- Changes to controlled documentation, work processes, or methods
- Requirement for a deviation or variance from established procedures
- Any change other than exact replacement in kind to equipment, processes, hardware or software
- Changes to operating boundaries
- Changes to specific JSAs or work procedures developed for the specified work activities

The MOC process covers all activities including the initial request, implementation, review, and closure of a change.

10.0 ENVIRONMENTAL MANAGEMENT

Contractors are required to develop and submit a site-specific environmental management plan as part of the HSSE execution plan. Environmental Management Plans (EMPs) must be in compliance with local, provincial, and federal regulations, as well as site standards as applicable. Contractors will review and align their environmental management plan with the Permit Approval for Project Construction from the Port Metro Vancouver and the Enterprise Construction Environmental Management Plan.

10.1. Waste Management

All waste must be managed in a safe, responsible, and compliant manner. To meet these policies, guidelines to ensure compliancy with federal, provincial, and municipal requirements have been developed.

Waste Management containers will be staged near the trailers and construction area and will be segregated for recycling purposes as required.

- The site will be maintained in a clean and sanitary condition, free of rubbish, debris, wastepaper, garbage, and other refuse.
- All waste materials will be segregated and disposed of in appropriate disposal bins.
- Debris and food scraps will be disposed in proper waste receptacles that will prevent animals or birds from entry.
- Recycling will be maximized and deposited in appropriate bins.

10.2. Wildlife Management

Hunting, fishing, and other uses of natural resources are not permitted on Terminal Port Property. Animals or habitat observed will be reported immediately to the Enterprise Construction Manager. Do not interfere or disturb wildlife or habitat.

10.3. Nuts and Seeds

Nuts and seeds are prohibited around all Product Handling Facilities (PHF) and related equipment to prevent contamination of product. All nuts and seeds must remain in vehicles and/or lunchrooms and be disposed of in appropriate bins.

10.4. Environmental Sensitive Work

Work that considered environmentally sensitive (see below) must first be reviewed and approved by the Enterprise Construction Manager:

- Earthwork within 100 m of the property boundary
- Dewatering of excavations or work areas
- Taking or diverting water from a water body
- Clearing of vegetation or topsoil stripping
- Hydro-testing pipelines or tanks

11.0 EMERGENCY RESPONSE

The Enterprise Emergency Response Plan will be followed for all emergencies on the site. Contractors are required to review requirements for emergency response, develop a plan specific to their work and location and communicate to all personnel.

Please provide the specific plan to your terminal contact.

12.0 REPORTS

A weekly HSE report will be submitted to the Enterprise construction management team that includes all relevant information as identified in the template provided where appropriate (larger projects and/or as discussed with your contract person).

13.0 TRAINING

Contractors are required to provide training for workers to ensure competence to carry out the work scope. All training records are maintained by the contractor and available for review upon request.

14.0 AUDIT / INSPECTION

Contractors are required to conduct inspections and audits during the execution of the scope of work. Records of inspections and audits are maintained and to be made available upon request.

14.1. Observations

HSSE site observations assist in improving HSSE performance, improving employee buy-in, and preventing accidents. They involve observation of work practices and physical conditions to identify exposures that could, if left uncorrected, result in injuries, losses, or adverse

environmental impacts. Site observations are conducted by both the Enterprise Construction Manager and contractor management and supervision.

14.2. Inspections

Inspections can be both planned and unplanned. Planned inspections will be conducted weekly by contractor supervision. These inspections involve the systematic inspection of the work area, including environmental conditions, physical components, and equipment. An observation of the work conducted is also included during the inspection to ensure compliance with work plans, procedures, JSAs and FLHAs. A review of the FLHA is also included in the inspection.

Contractors will conduct regular, informal inspections of their area of responsibility as a part of their daily work activities and will identify corrective action measures on identified non-compliances. Areas of focus will include work practices, tools and equipment, and workplace physical conditions.

Where possible, issues will be corrected on-the-spot with the work crew. Any condition that cannot be corrected immediately and is likely to cause injury or damage must be reported to the Enterprise Construction Manager for assistance.

14.3. Audits

Audits may include contractor audits, Enterprise audits, COR audits and regulatory audits. Records of audits and corrective actions will be logged and tracked to completion.

Inspections of the site may be performed by a WorkSafeBC Safety Officer or other regulatory body. This may result in the issuance of an Assurance of Voluntary Compliance (AVC) or a Directive. The Enterprise Construction Manager must be notified immediately of any inspection or visit by a regulatory authority. The contractor will comply fully with any AVC or Directive issued by WorkSafeBC or the Department of Human Resources and Skills Development Canada (HRSDC), per any applicable regulations, and will provide a copy of the report and any follow-up communication to the Project team.

15.0 CONTRACTOR SUBMITTALS

The list below is not all encompassing of the required submittals during project planning and implementation at the Enterprise Terminal Port site; these documents are offered as a resource for contractor use as needed.

Document #	Title
..\Records For Distribution\Incident Management\Contractor Incident Investigation Form.doc	Contractor Incident Investigation Form

..\Records For Distribution\3. Enterprise MOD Package Combined 2022 Rev2.pdf	Modified Duties Package
..\Records For Distribution\4. FLRA.pdf	Field Level Risk Assessment Doc
..\Records For Distribution\Contractor EHS Report.xlsx	Contractor EHS Report

16.0 DOCUMENTS AND REFERENCES

Document Link	Title
..\Records For Distribution\3. Enterprise MOD Package Combined 2022 Rev2.pdf	Modified Works Program
..\Records For Distribution\7. Port Pass - Conditions of Use.pdf	Port pass – Conditions of Use
..\Records For Distribution\9. Enterprise ERP General Response May 2020.pdf	ERP – General Response
..\Records For Distribution\11. Enterprise Hazard Prevention Program and Policy 2022.pdf	HPP (Hazard Prevention Program)
..\Records For Distribution\12. Enterprise Lock Out March 10 2021 Appx 4.pdf	LOTO (Lock Out Tag Out)
..\Records For Distribution\5. Enterprise HOT WORK Procedure.pdf	Hot Work
..\Records For Distribution\13. Enterprise Ground Disturbance.pdf	Ground Disturbance

17.0 VERSION HISTORY

Rev #	Author	Description of Revision
01	Darren Larson	First Draft
02	Darren Larson	Update, revise Part 10, 17 and 18
03	Darren Larson	Transition to Enterprise, including attachments
04	Darren Larson	2024 Review, addition of post incident meeting criteria.
05	Darren Larson	Update to Prime Contractor responsibilities under Part 2 Div 4 (24) of the WCA.

18.0 DOCUMENT AUTHORIZATION

Company	Position Title	Name
Enterprise	Manager, HSSE	Gordon Sims
Enterprise	Coordinator OHS	Darren Larson

Record of Receipt and Understanding of the Enterprise Safety Rules & Site Requirements

Contractor Employee:

Please complete and return to your supervisor or Enterprise "Contact Person".

This is to certify that I have received and will comply with the Enterprise Terminal Port Site "Safety Rules" and I will observe and follow all Enterprise, WSCB, Canada Labour Code safety rules and regulations while employed on Terminal Port property. I will ask my supervisor or Enterprise Contact Person to explain any site safety procedures that I do not understand or with which I am unfamiliar.

Date: **Day** _____ **Month** _____ **Year** _____

Employer: (print) _____

Contractor Employee:

Name (print): _____

Signature: _____

Port Pass #: _____

This Indoctrination is valid for 24 months

Contractor Supervisor:

I have read and instructed the above-named worker in the fundamentals of the Enterprise Safety Rules for Contractors. I will ensure that all employees under my supervision follow safe work practices and comply with Enterprise, WSCB and Canada Labour Code safety rules and regulations.

Date: **Day** _____ **Month** _____ **Year** _____

Employer: *(print)* _____

Supervisor's Name: *(print)*: _____

Supervisor's Signature: _____

Supervisor Contact #: _____

Port Pass #: _____

**Please return this page to your Enterprise contact person or leave with Security.
Enterprise security to forward to Enterprise Operations and/or Maintenance Planner/s
This Indoctrination is valid for 24 months.**

**Longshore worker to return form to their supervisor.
Supervisors to forward to Enterprise Operations and/or Maintenance Planner/s.**

**Visitors to return form to Enterprise Security.
Enterprise security to forward to Enterprise Operations and/or Maintenance Planner/s.**

This Indoctrination is valid for 24 months.