



# Keyera Contractor Health and Safety Requirements (Alberta)

Rev. 4 – Apr 30, 2023

Keyera Contractor Health and Safety Requirements (Alberta)





## Table of Contents

- 1. Introduction .....3**
- 1.1. Purpose.....3
- 1.2. Scope .....3
- 1.3. Compliance.....3
- 2. Contractor and Subcontractor Management .....3**
- 2.1. Requirements for ISNetwork and Action Plans .....3
- 2.2. Requirements for Health and Safety Management Programs..... 4
- 2.3. Keyera and Contractor Policy Requirements.....5
- 3. Keyera Contractor Working Standards, Training and Competency..... 7**
- 3.1 Keyera and Contractor Regulatory Standard Requirements ..... 7
- 3.2 Keyera Orientations ..... 8
- 3.3 Training and Competency ..... 8
- 4. Health and Safety Management .....10**
- 4.1 Reporting Requirements .....10
- 4.2 Meetings.....11
- 4.3 Inspections and Audits.....12
- 4.4 Requirements for Equipment/Maintenance Assessments.....13
- 5. Hazard Assessment and Risk Management..... 15**
- 5.1 Hazard Assessments ..... 15
- 5.2 Authorization to Work..... 15
- 6. Safe Work Practices .....18**
- 6.1 Keyera Critical Tasks .....18
- 6.2 Keyera Corporate and Site Safe Operating Practices .....21
- 6.3 Other Requirements .....24
- 7. Event Management ..... 25**
- 7.1 Reporting Requirements ..... 25
- 7.2 Notification ..... 26
- 8. Emergency Preparedness ..... 28**
- 9. Appendices to Keyera Contractor Health & Safety Requirements ..... 27**
- 9.1 APPENDIX A: Keyera Contractor Initial Report Form..... 29
- 9.2 APPENDIX B: Dropped Items Chart .....30
- 9.3 APPENDIX C: STARS Remote Site Zone Landing Reference Cards.....31
- 9.4 APPENDIX D: Keyera Post Incident and Reasonable Cause Testing ..... 33



## 1. Introduction

### 1.1. Purpose

The purpose of the *Keyera Contractor Health and Safety Requirements* is to provide guidance to meet Keyera’s minimum health and safety requirements.

### 1.2. Scope

The health and safety requirements within this document apply to all contractors, the contractor’s workforce, and their subcontractors.

### 1.3. Compliance

Contractors must actively demonstrate compliance with these requirements in addition to the contractor’s written health and safety management program. It is the contractor’s responsibility to ensure their workforce and subcontractors are aware of, adhere to, and comply with all applicable laws, statutes, regulatory requirements, industry best practices, and standards.

## 2. Contractor and Subcontractor Management


### 2.1. Requirements for ISNetworld and Actions Plans

Contractor Management	Details
ISNetworld – Keyera	<p>ISNetworld (ISN) is used to ensure contractors meet Keyera’s minimum requirements for insurance, WCB, and health, safety, and environment.</p> <p>Keyera uses ISNetworld to prequalify a contractor’s health and safety management program, WCB status and rating, insurance, and adherence to Keyera’s minimum requirements.</p> <p>Contractors must keep their Keyera ISNetworld profile(s) current and maintain required programs, documents, and submissions.</p>
Action Plans	<p>Contractors may be required to submit action plans detailing mitigations put in place to address gaps within their health and safety management programs or as corrective measure to prevent incidents related to tasks or conditions that have been identified by Keyera through trending of near miss and incident events.</p>



## 2.2. Requirements for Health and Safety Management Program

Contractor Management	Details
Contractor Requirements	<p>Contractor health and safety management program manual(s) must be readily available and reviewed with the workers before they start the work and periodically throughout the work. Manual(s) must be enforced and adhered to at all times.</p> <p>A copy of the contractor health and safety management program manual(s) must be provided to Keyera. A copy of the manual and required health and safety information must be available to workers at the work site.</p> <p>Written health and safety management programs, including safe work practices, hazard assessments, procedures, policies must be developed for job tasks and working conditions that workers will perform or encounter.</p> <p>When required, contractors and subcontractors will adopt and adhere to applicable Keyera corporate safe operating practices (CSOPs), site safe operating practices (SSOPs), training requirements, guidelines, and policies.</p> <p>Contractor written health and safety management programs must meet or exceed regulatory, industry, and Keyera's requirements.</p>
Subcontractor Requirements	<p>Contractor personnel must be able to demonstrate capability and competency of the application of the contractor health and safety program.</p> <p>Contractors must have a subcontractor management plan in place that includes the communication of the Keyera Contractor Health and Safety Requirements to their subcontractors. Contractors must ensure their subcontractors arrive at the work site with the following:</p> <ul style="list-style-type: none"> <li>• Required written health and safety programs</li> <li>• Proof of any required training and competency assessments</li> <li>• Orientations</li> <li>• WCB</li> <li>• Insurance documents</li> </ul> <p>Contractors are responsible for the management of their subcontractors including the reporting and investigation of near miss and incident events.</p>
Minimum program requirements	<p>Contractor health and safety management programs must meet the requirements outlined in the OHS Act and include the following elements:</p> <ul style="list-style-type: none"> <li>• OHS Policy</li> <li>• Hazard assessment procedures</li> <li>• Emergency response plan</li> <li>• Responsibilities of work site parties</li> <li>• Schedule and procedure for inspections</li> </ul>

	Keyera Contractor Health and Safety Requirements (Alberta)	REV.No.:4

Contractor Management	Details
	<ul style="list-style-type: none"> <li>• Procedures to deal with OHS issues when another employer or self-employed person works on site, including criteria for evaluating and selecting and for regularly monitoring those employers</li> <li>• Orientation and training</li> <li>• Incident investigation</li> <li>• Procedure for worker participation</li> <li>• Procedures for reviewing and revising the program</li> </ul>

### 2.3. Keyera and Contractor Policy Requirements

Policy	Details
Fit for Duty	Contractors must verify their workers are fit to perform their duties. Workers are considered unfit for work when impaired by substances such as alcohol and/or drugs or where injury, illness, health problems, fatigue, or stress result in a reduced ability to perform work safely.
Refusal of Dangerous Work	<p>Workers have the right to refuse dangerous work and be protected from reprisal for exercising their rights and responsibilities under the legislation.</p> <p>Contractors must ensure workers understand the hazards at the workplace, know what needs to be reported, and have the support to exercise their right.</p> <p>If dangerous work is refused by a worker:</p> <ul style="list-style-type: none"> <li>• contractors must investigate work refusals in cooperation with Keyera and the joint work site health and safety committee or representative.</li> <li>• if there is a work refusal, contractors will provide Keyera with the opportunity to review investigation reports related to work refusals.</li> </ul> <p>contractor investigations and treatment of workers will comply with OHS requirements for dangerous work and discriminatory action.</p>
Respectful Workplace	<p>Contractors must provide and maintain a respectful work environment free from all forms of bullying, harassment, violence, and discrimination. All workers are prohibited from engaging in all forms of discriminatory, harassing, bullying, violent, or other behaviours or actions that threaten the health and safety of workers.</p> <p>Contractors are required to do the following:</p> <ul style="list-style-type: none"> <li>• have policies, procedures, and plans in place to establish and maintain a respectful workplace in accordance with Alberta OHS.</li> <li>• take measures to identify, prevent, and investigate all forms of discrimination, harassment, and violence in the workplace</li> <li>• ensure that none of their workers cause or are subjected to or participate in harassment or violence at the work site.</li> </ul>
Drug and Alcohol	<p>Contractors must have in place and enforce a drug and alcohol policy that meets or exceeds the standards of Keyera's Drug and Alcohol Workplace Policy.</p> <p>If a contractor does not have a drug and alcohol policy in place that is acceptable to Keyera, the contractor and all contractor workers shall be required to comply with Keyera's Drug and Alcohol Workplace Policy while on Keyera premises or while conducting Keyera business. It is the responsibility of the contractor to ensure that their workers comply with the contractor's drug and alcohol policy (or Keyera's policy as applicable).</p>



Keyera Contractor Health and Safety Requirements (Alberta)


REV.No.:4

Policy	Details
	<p>Contractors are expected to have a contract in place with a third-party provider within reasonable proximity to the work site to perform alcohol and drug testing. Contractors must inform their Keyera representative prior to conducting post-incident test or reasonable cause drug and alcohol testing as outlined in their program (see Appendix D Keyera decision trees).</p>
Injury and Case Management	<p>Contractors are expected to have a modified work program that includes modified work plans and procedures to handle occupational and non-occupational injuries and illnesses.</p> <p>Contractors will classify injury and illness events in accordance with the Energy Safety Canada Health &amp; Safety Performance Metrics Reporting Guide when reporting injuries or illnesses.</p> <p>Programs must have provisions for the management of workers requiring emergency treatment. Contractors must ensure their supervisors and workers are familiar with these programs.</p> <p>Contractors are responsible for all notifications and case management reporting with WCB or other agencies.</p>
Clean Shaven Policy	<p>Contractors visiting Keyera sites must be clean shaven at all times.</p>

### 3.0 Keyera Contractor Working Standards, Training and Competency

#### 3.1 Keyera and Contractor Regulatory Standard Requirements

Standard	Requirements	
Hours of Work – Employment Standards	Contractors are to adhere to Alberta Employment Standards Code for hours of work rest periods including: <ul style="list-style-type: none"> <li>Shift schedule for a maximum 12 hours – includes hours on the work site and spent travelling to and from the work site</li> <li>Make provisions if work may exceed the hours of work.</li> </ul>	
Fatigue Management	Fatigue and journey management plans must be developed for daily and shift travel.	
Transportation – Operating Status	Alberta carriers changing their operating status (OS) from “Provincial” to “Federal” will affect the regulatory requirements they must comply with. A summary of the requirements from Alberta Transportation is in the following table:	
	Provincial Operating Status (Provincially Regulated)	Federal Operating Status (Federally Regulated)
	Carrier must obtain a Safety Fitness Certificate with a “Provincial” Operating Status if they operate the following vehicles only within Alberta: <ul style="list-style-type: none"> <li>Commercial vehicles that are registered for a weight of 11,794 kilograms or more.</li> <li>Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver.</li> </ul>	Carrier must obtain a Safety Fitness Certificate with a “Federal” Operating Status if they operate the following vehicles in multiple provinces, territories, or states: <ul style="list-style-type: none"> <li>Commercial vehicles that are registered for a weight of more than 4,500 kilograms.</li> <li>Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver.</li> </ul> Note: No exceptions
Compliance	Carrier is required to comply with Alberta’s <i>Traffic Safety Act</i> .	Carrier is required to comply with Canada’s <i>Motor Vehicle Transport Act</i> .
Safety Program	Carrier must implement a safety program that applies all regulatory requirements to the drivers of vehicles registered for 11, 794 kilograms or more.	Carrier must implement a safety program that applies all regulatory requirements to the drivers of vehicles registered for more than 4,500 kilograms.
Maintenance Program	Carrier must implement a maintenance program that applies all regulatory requirements to vehicles registered for more that 4,500 kilograms.	Carrier must implement a maintenance program that applies all regulatory requirements to vehicles registered for more that 4,500 kilograms.

	Keyera Contractor Health and Safety Requirements (Alberta)	REV.No.:4

Standard	Requirements	
	Note: Not required by provincial carriers who do not operate vehicles registered for 11,794 kilograms or more.	
Hours of Service	Carrier and drivers must comply with the Alberta <i>Drivers' Hours of Service Regulation</i> .	Carrier and drivers must comply with the Alberta <i>Drivers' Hours of Service Regulation</i> .
Note: There are major differences between the provincial and federal hours of service regulations. Carriers and drivers must comply with the appropriate regulation at all times. As the Commercial Vehicle Drivers Hours of Service Regulations are more restrictive, it is critical that carriers understand this prior to operating outside of Alberta as it may have a major impact on their operations.		

### 3.2 Keyera Orientations

Contractor Management	Details
Keyera orientations	Keyera will ensure that all workers executing work on a Keyera work site receive a Keyera orientation. The location and logistics of the Keyera orientation will be determined by Keyera.
Site-Specific orientations	Contractors must complete site-specific orientations. These must include work site, facility specific and job-specific expectations and requirements. Contractors must complete these orientations before workers begin work.

### 3.3 Training and Competency

Training & Competency	Details
Minimum training requirements	Before arriving to site, each field worker must possess current certification in the following: <ul style="list-style-type: none"> <li>Construction Safety Training System (CSTS) or equivalent with the WHMIS module</li> <li>H<sub>2</sub>S Alive at work sites where H<sub>2</sub>S is present</li> <li>First aid certification as required by OHS</li> <li>other training specific to the work, discipline, work site, owner, and regulatory requirements of the site.</li> </ul>
Supervisor requirements	Any worker acting in a supervisory position for a contractor must have received appropriate leadership or supervisory training. The contractor must provide appropriate guidance regarding supervisor roles and responsibilities to execute the contractor's written health and safety management program. Supervisors must: <ul style="list-style-type: none"> <li>be competent to supervise the workers under their supervision</li> <li>be familiar with regulatory requirements</li> </ul>





Keyera Contractor Health and Safety Requirements (Alberta)

REV.No.:4

Training & Competency	Details
	<ul style="list-style-type: none"> <li>• ensure workers under their supervision:               <ul style="list-style-type: none"> <li>○ follow regulatory requirements</li> <li>○ are aware of hazards and controls and PPE</li> <li>○ aren't subject to or participate in workplace harassment/violence.</li> </ul> </li> </ul>
Health and safety committee members and representatives	<p>Contractor representatives must be trained to carry out the duties and functions of a health and safety committee or representative. Health and safety training for representatives must meet regulatory requirements.</p> <p>In addition to regulatory and relevant task specific training requirements, contractor representatives must be competent in the contractor's written health and safety management program. Representatives may be required to complete training provided by Keyera when their participation is required on a health and safety committee.</p>
New and young workers/short service workers	<p>New and young worker programs must ensure adequate supervision and coaching for new or young workers. New workers are new to the industry, new to the company, or new to the site. Young workers are defined as under the age of 25.</p> <p>Contractors must make these workers easily identifiable to others (e.g. with a green hard hat, sticker, or other suitable alternative) and provide guidance and supervision on program implementation, until that worker is deemed competent to perform their work.</p>
Trade position	<p>Trade positions and certifications must comply with the Alberta Apprenticeship Act and supporting documentation must be available on site in the contractor's field office.</p>
Task competency	<p>The contractor's written health and safety management program shall include a training program to ensure:</p> <ul style="list-style-type: none"> <li>• workers are competent and trained to perform their duties or are directly supervised by a competent person</li> <li>• verification of workers' competency prior to their performing tasks independently</li> <li>• certification, training, and on-the-job training is in place for workers and subcontracted workers specific to the work, discipline, or other regulatory or owner requirement</li> <li>• training and competency for workers in supervisory roles.</li> </ul> <p>Contractors must maintain a current training matrix for their workforce. The training matrix must be available for review upon request.</p>
Equipment and vehicle competency	<p>Workers must be trained in the safe operation of any equipment the worker is to operate.</p> <p>Competency assessments for the operation of vehicles and equipment must be completed and documented.</p>

## 4.0 Health and Safety Management

### 4.1 Reporting Requirements

Reporting Requirements	Details
Daily headcount and personnel reporting	<p>Contractors must maintain an accurate and up-to-date daily head count list of their workforce.</p> <p>The list must identify the following:</p> <ul style="list-style-type: none"> <li>• total number of workers, including subcontractors and visitors</li> <li>• names of those who are in supervisory positions and visitors; and</li> <li>• names of every subcontractor or self-employed person under the contractor's direction.</li> <li>• total hours worked</li> </ul> <p>Keyera will determine the method by which the daily headcount will be submitted, the template or format to be used and the Keyera representative to receive the headcount. The daily headcount list must be submitted at the start of each shift. Hours must be reported by the 6<sup>th</sup> of the following month (i.e. April hours due May 6<sup>th</sup>)</p>
Key performance indicators and statistics	<p>Contractors will be requested to track statistical performance data and key performance indicators (i.e. person-hours, incidents, near miss events, hazard assessments, observations).</p> <p>Keyera will provide the template or format to be used to track and submit the statistical performance data.</p> <p>All incidents, near misses and hazard IDs must be reported immediately to a Keyera representative.</p>
Contractor observation/hazard identification programs	<p>Contractors with written health and safety management programs that include a program for the reporting of positive observations or hazard IDs will ensure that these records are tracked. The contractor is accountable to manage their program, correct any observed at-risk behaviours or conditions, and report them to Keyera.</p>
Maintained documentation	<p>Contractors must maintain current documentation and records at the work site. Documentation resulting from formal audits and inspections of the work sites, workforce, equipment, tools, and subcontractors must be available for review at Keyera's request.</p> <p>Documentation and records include the following:</p> <ul style="list-style-type: none"> <li>• contracts, agreements, and schedules</li> <li>• hazard identification and assessments</li> <li>• Workers' Compensation Board and other insurance maintained by contractor</li> <li>• Records of orientation</li> <li>• Records of training</li> <li>• Training matrix</li> <li>• Competencies and certifications</li> <li>• Audits and inspections</li> </ul>

Reporting Requirements	Details
	<ul style="list-style-type: none"> <li>• Statistical performance data and KPI's (i.e. manhours, incidents, TRIF, observations)</li> <li>• Inspection records</li> <li>• Certificates of maintenance</li> <li>• Manuals and manufacturer specifications; and</li> <li>• Meeting minutes for contractor meetings: kickoff, toolbox, and safety meetings</li> </ul>

## 4.2 Meetings


Meeting	Frequency	Requirements
Kick-off meeting	Once	<p>Kick-off meetings set the expectations for the work execution at a Keyera facility or project work site.</p> <p>Kick-off meetings occur before mobilization.</p> <p>A kick-off meeting agenda must be completed during the meeting and signed off by the contractor. Kick-off meeting minutes must be recorded and retained by Keyera.</p>
Keyera coordinator and safety meetings	Daily	Keyera will meet daily to review progress, quality, daily activities, next day plans and safety concerns. Contractors' supervision is required to attend this coordination meeting.
Keyera progress meetings	As required	Contractors are expected to review the progress, safety key performance indicators for the reporting period. Attendance is required by supervision, safety, and contracts representatives for both contractors and Keyera.
Keyera initiated meetings	As required	Keyera initiated meetings will be scheduled at the discretion of Keyera and involve all personnel at the work site. Examples include Fresh Start, Safety Stand Down, Head in the Game, or other related initiatives.
Joint workplace health and safety committee meetings	Monthly or as required by committee	<p>Contractors may be required to appoint one or more representatives to participate in a Keyera Joint Worksite Health and Safety Committee.</p> <p>The representatives will be required to attend committee meetings and carry out committee activities. The contractor must support the required time away from regular duties to complete committee duties and to attend required training.</p>
Contractor Toolbox Meetings	Daily	<p>A daily crew toolbox meeting must be held before the start of work each day.</p> <p>This meeting must be documented and accompanied by a record of attendance at a minimum. The meeting must reflect the work scope and situational hazards, mitigation of hazards which the workers can expect, in addition to any other pertinent safety related information.</p>



Meeting	Frequency	Requirements
		Keyera representatives may attend these meetings.
Close-out meetings	Daily	<p>A close-out or sign-out meeting is required at the end of the day to review unique events and prompt workers to report any incident or near miss events or other important events that may have occurred.</p> <p>This meeting, which may be short and informal, ensures that all workers have signed out, are accounted for, and are off site at the end of their shift.</p>
Contractor shift meetings	Per shift	<p>A shift safety meeting must occur for each shift rotation.</p> <p>This meeting must be documented with an attendance record and meeting minutes. Keyera representatives may attend these meetings and the meeting schedule must be approved by Keyera representatives to ensure they are able to attend.</p>

### 4.3 Inspections and Audits

Inspection	Requirements
Informal Work site inspections	Contractors will perform daily work site inspections. These inspections do not need to be formally documented.
Formal work site inspections	<p>Contractors will conduct a minimum of one formal inspection per shift in accordance with their written health and safety management programs.</p> <p>Contractors are responsible for correcting any substandard condition, practice, or at-risk behaviour identified during the inspection.</p> <p>Inspection findings must be shared with work crews during toolbox or safety meetings by the contractor.</p> <p>Keyera representatives may participate in scheduled contractor work site inspections and will verify follow-up of action items during contractor audits. A copy of the completed inspection must be provided to the Keyera representative.</p>
Keyera targeted inspections	<p>Keyera representatives will conduct formal targeted inspections on an ongoing basis.</p> <p>Contractors may be asked to participate in targeted inspections. Inspection findings and action items will be documented and shared with the contractor. Substandard acts or conditions will be corrected at the time of inspection by the contractor or Keyera representative. Outstanding actions identified will be delegated and followed up by a Keyera representative.</p>

	Keyera Contractor Health and Safety Requirements (Alberta)	REV.No.:4

Inspection	Requirements
General inspections	Contractors will conduct any general inspection required by a manufacturer, routine, or preventative maintenance schedule, or other as required.
Pre-use and post-use inspections	Contractors will conduct pre-use or start-up inspections as required by their written health and safety management programs, a manufacturer, or preventative maintenance program. Inspections for tools, equipment, and vehicles will be completed at a frequency determined by the contractor health and safety management program, but not less than once per work rotation for each vehicle.

Audit	Requirements
Keyera Prequalification	Prequalification includes a review of the contractor health and safety management program, ISNetwork and submitted prequalification documentation. Each contracting company will be graded with either a pass, pass with recommendations for gap closure, mitigation plan required or fail.
Keyera Contractor HSE program qualification audit	The contractor HSE program qualification audit is conducted at the contractor's office or current work sites prior to mobilization. An audit will be conducted at the discretion of Keyera representatives to qualify, requalify, or validate a contractor health and safety management program.
Keyera contractor HSE program field verification audit	Contractor HSE program field verification audits will be conducted as a gap analysis between the written contractor health and safety management programs and site level execution of those programs. They will typically be conducted quarterly by Keyera representatives. Additional follow-up audits may be triggered by low results, multiple or significant events, gaps noted in applying the health and safety management program or at the discretion of the Keyera representative.
Contractor internal HSE program audits	Contractors will conduct internal audits in accordance with their written health and safety management program, COR certification and the Alberta OHS Act. Contractors must also carry out formal audits and inspections of their work sites, workforce, equipment, tools, and subcontractors, in accordance with their written health and safety management program. Records of these audits and inspections must be available for review at Keyera's request.

#### 4.4 Requirements for Equipment/Maintenance Assessments

Assessment	Requirements
Equipment and tools	<p>Any equipment or tool used on a Keyera site must be maintained, certified, inspected, and operated in accordance with the manufacturer's specifications, and accompanied by the instructions, manual, or procedure required by the manufacturer or OHS.</p> <p>Manufacturer specifications (e.g. owner and user manuals) must be available to workers.</p>
Vehicles and powered mobile equipment for the worksite	<p>Any vehicle, equipment, or powered mobile equipment that enters a Keyera site must be certified, inspected, and operated in accordance with the manufacturer's specifications, and accompanied by an operator's manual and other required documentation.</p> <p>Keyera may inspect, request proof of inspections, or request inspection of any vehicle, equipment, and/or powered mobile equipment.</p>



Assessment	Requirements
	<p>Manufacturer specifications (e.g. owner and user manuals) must be available to the user for all equipment brought on site.</p>
<p>Vehicles and powered mobile equipment requirements</p>	<p>Vehicles and powered mobile equipment must be equipped with the following at minimum:</p> <ul style="list-style-type: none"> <li>• user's/operator's manual,</li> <li>• insurance and registration,</li> <li>• 20 lb dry chemical fire extinguishers (or equivalent),</li> <li>• back-up alarms or working horn where visibility is reduced, and spill containment kit.</li> </ul> <p>Vehicles and powered mobile equipment may be equipped with the following as required by Keyera:</p> <ul style="list-style-type: none"> <li>• positive air shut-offs for diesel-fired equipment</li> <li>• first aid kit</li> <li>• roadside equipment kit with a flashlight</li> <li>• safety triangles</li> <li>• reflective outerwear</li> </ul> <p>Spill containment is a requirement for stationary equipment. Spill kits and absorbent materials must be available for vehicle, equipment, and power mobile equipment to deploy in case of a leak or spill.</p> <p>Contractors are to adhere to work site or facility specific requirements where required.</p>
<p>All-terrain vehicles (ATVs) and off highway vehicles (OHVs)</p>	<p>All-terrain vehicles (ATVs) and off highway vehicles (OHVs) must be equipped with the following at a minimum:</p> <ul style="list-style-type: none"> <li>• user's/operator's manual</li> <li>• insurance and registration</li> <li>• licence plate, head-light, tail-light, muffler, and spark arrestor</li> </ul> <p>A worker operating an ATV or OTV must do so in accordance with the manufacturer, Alberta Transportation, Alberta Environment and Parks, and regulatory requirements. A worker operating an ATV or OTV must wear a helmet unless it meets the standards for a motor vehicle designed for use on a roadway, has seatbelt assemblies maintained in compliance with the Vehicle Equipment Regulation, and that person is wearing a seatbelt.</p>
<p>Maintenance</p>	<p>Maintenance on equipment and vehicles must be performed by an appropriately qualified mechanic.</p> <p>Records of repair and maintenance must be kept on file within the contractor's on-site office for all vehicles or powered mobile equipment on site and be available upon request.</p> <p>Any vehicle or powered mobile equipment that is not safe for use must be locked out, tagged, and removed from service in accordance with the contractor's written health and safety management program and OHS.</p>

## 5.0 Hazard Assessment and Risk Management

### 5.1 Hazard Assessments

Inspection	Requirements
Project hazard assessment	A project hazard assessment must be prepared before the start of any work on a Keyera work site. This project hazard assessment must be reviewed with all workers at the start of the project and as part of the orientation of new workers to the project. The hazard assessment must be updated and review with workers as often as required.
Job hazard assessment	Job hazard assessments (JHA) are to be completed for high-risk work scopes, scopes of work related to the Keyera critical tasks, and as required by Alberta OHS. JHAs are to be prepared by workers planning or performing work and reviewed by workers affected by the work. JHAs must be submitted to Keyera representatives for review at least 48 hours before work begins.
Field level hazard assessment	<p>A field level hazard assessment (FLHA) must be completed by anyone executing work on a Keyera work site. FLHAs shall include the following at a minimum:</p> <ul style="list-style-type: none"> <li>• date,</li> <li>• location, approximate time, persons involved,</li> <li>• hazards identified, and mitigation actions.</li> </ul> <p>FLHA must be completed by all workers involved in the work and must be completed where the covered activity is to be performed. Any new workers to the site where the activity is to be performed must review and sign on to the FLHA. FLHAs must be reviewed and signed by the supervisor and Keyera representative prior to the work starting. FLHAs must be completed using the Keyera FLHA template. If a contractor's FLHA format meets or exceeds Keyera's, they may request an exemption through a Keyera representative.</p>
Management of health and safety change	Management of health and safety change describes the processes that a contractor puts in place when work scopes deviate from the original plan. Work must stop so those involved can determine and document how that change will be managed. This includes updating documentation such as FLHAs, JHAs, lift plans, rescue plans, and permits.

## 5.2 Authorization to Work

### 5.2.1 Safe Work Permits

Work will not begin until a Keyera safe work permit has been issued, the task specific documentation is in place, and an FLHA is completed and signed by a Keyera representative. Permits must be reviewed and acknowledged by all workers working on the specified job. Upon completion of the specified job or task; or when the permit expires, the permit must be closed out and returned to the issuer along with any required documentation (see Figure I for summary of relationship among SWP users).

Figure 1: Relationships Among SWP Users



**Support**

Support roles (e.g., area manager, facility engineer, foreman, superintendent operator, construction lead, health and safety advisor) help develop and approve SSOPs, participate in targeted inspections, and support SWP issues by issuers by ensuring they have the appropriate training, tools, and resources.

**Issuing Authority**

Issuer provides SWP to receiver. Issuer must be an authorized worker directly in charge of and familiar with work to be done (i.e. operations, maintenance, and Keyera reps.)

**Performing Authority Receiver**

Receiver obtains SWP receiver copy. Receiver would typically be a worker from operations, maintenance, and contractors.

**Performing Authority Receiver**

Receiver completes FLHA at the work area immediately before starting work, reviewing with any workers involved. The receiver must ensure the FLHA is reviewed and signed off by the area operator or Keyera representative prior to starting work.

**Permit Users**

Additional workers must sign on to the SWP or FLHA.

Steps	Accountable	Location	Requirements
1. Request permit and complete sections 1,2, and 3.	Contractor	Control room or field office	<ul style="list-style-type: none"> <li>Submit the permit request to Keyera the day before the requested work is to begin.</li> <li>Complete sections 1, 2, and 3 of the safe work permit.</li> <li>Provide required work information to permit reviewer or issuer: required documentation for the scope of work or critical task, job hazard assessment, contractor safe job/work practice or procedure, fall protection plan, lift plan, ground disturbance permit/package, etc.</li> </ul>
2. Complete sections 4 and 5 of permit.	Keyera representative e.g. construction in operating facility (where required)	Control room or field office	<ul style="list-style-type: none"> <li>Review the permit request prior to submitting it to Operations.</li> <li>Confirm the scope of work and accompanying documentation.</li> <li>Complete SWP sections 4 and 5.</li> <li>Submit safe work permit and accompanying documentation to the issuer (Operations).</li> </ul>
3. Complete and review permit.	Keyera operations (brownfield) or Keyera	Control room or field office	<ul style="list-style-type: none"> <li>Review the permit with the permit receiver.</li> <li>Complete safe work permit with the permit receiver, filling out all required sections.</li> <li>Sign section 6 of the permit.</li> <li>Keep "Keyera Rep/Operations Copy."</li> </ul>



Steps	Accountable	Location	Requirements
	representative (greenfield)		
4. Review and sign permit.	Contractor	Control room or field office	<ul style="list-style-type: none"> <li>Sign the permit and take a copy to work area.</li> </ul>
5. Complete FLHA.	Contractor	Work site	<ul style="list-style-type: none"> <li>Complete FLHA at permitted work area.</li> <li>Ensure all workers involved in the work have reviewed and signed the SWP/FLHA.</li> <li>Contact Keyera area/field operator or Keyera representative to review and sign the FLHA (section 6) before starting work.</li> <li>Stop work and return the SWP to the permit issuer if the scope changes, if there is an evacuation, an extension is required, or at completion of the work.</li> </ul>
6. Sign FLHA to authorize work.	Keyera operations or Keyera representative	Work site	<ul style="list-style-type: none"> <li>Participate in and sign FLHA at the permitted work area.</li> <li>Obtain permit upon completion of work scope.</li> <li>Verify that the contractor has completed and initialed the requirements detailed in section 6 for close out.</li> </ul>
7. Management of health and safety change.	Everyone		<ul style="list-style-type: none"> <li>Management of health and safety change describes the processes that a contractor or Keyera put in place when work scopes deviate from the original plan.</li> <li>Work must stop so those involved can determine how that change will be managed.</li> <li>This includes updating documentation such as the safe work permit, FLHAs, JHAs, lift plans, rescue plans, and other permits.</li> </ul>
Note: The steps in the table provide a standard overview of Keyera's safe work permit issuing and receiving procedures. The steps may change depending on Keyera facility and work site requirements.			

### 5.2.2 Personal Protective Equipment

PPE supplied by the contractor must be fit for purpose and meet the requirements of Keyera's CSOP for PPE. Minimum PPE requirements must meet regulatory requirements and include fire-resistant coveralls, steel toed boots, hard hat, safety glasses, hearing protection, gloves and personal gas monitors.

PPE must be worn, stored, and maintained in accordance with the manufacturer's specifications and requirements. Additional work site or facility specific requirements for PPE may be outlined by Keyera.

Contractors visiting Keyera sites must be clean shaven at all times.



Types of Basic PPE	Requirements
Clothing	Clothing worn beneath the flame-resistant outerwear and against the skin is made of flame-resistant fabrics or natural fibers that will not melt when exposed to heat.
Eye Protection	Safety glasses (whether the glasses are prescription or non prescription) must have rigid side shields and conform to CSA or ANSI Standard Eye and Face Protectors.
Fire resistant clothing	Where a potential exists for development of an explosive or flammable atmosphere, workers must wear fire resistant clothing
Footwear	CSA-approved footwear shall be worn by all workers while engaged in activities where risk of injury to the feet may exist. Traction aids are mandatory for snow and/or icy conditions.
Gloves	Gloves are basic PPE and must be selected based on the task and hazard assessment.
Hard hat	All hard hats must meet CSA standards. CSA or ANSI-approved helmets are required on ATVs and snowmobiles. Welders must wear a hard-hat/welding-shield combination whenever there is a potential for an overhead hazard. If this is not reasonably practicable, other protection must be instituted and documented on the field level hazard assessment.
Reflective stripes	High visibility vest or striping is required on Keyera work sites. Flame resistant reflective striping may be required based on the task, hazard assessment, or site requirement.
Respiratory protective equipment (RPE)	Selection, maintenance, and use of respiratory protective equipment must be in accordance with the respiratory code of practice, SDS, and hazard assessment.
Personal Gas Monitors	Contractors are required to provide gas monitors to their workers when working at a Keyera site. Gas monitors must be calibrated and maintained as per manufacturer specs.

## 6.0 Safe Work Practices

### 6.1 Keyera Critical Tasks

Keyera has identified 12 critical tasks that have the potential to result in high consequences if established legislation, practices, procedures, planning, competencies, and work processes are not adhered to.

Contractors must ensure that the appropriate level of rigor, planning and assessment of hazards is applied to work execution involving a critical task. Requirements are listed in Table 16 below.



Critical Task	Reference	Job Planning Requirements
Breaking system integrity	CSOP 2.02 Respiratory Protective Equipment  Facility Site Safe Operating Practice (SSOP)	<ul style="list-style-type: none"> <li>Operations will isolate, depressurize, lock and tag out, and verify system is ready to break.</li> <li>The area must be secured.</li> <li>Workers must be aware of the direction of flow.</li> <li>Gas detection must be used.</li> <li>Review if any other systems will be impacted.</li> <li>Determine if a purge is required.</li> </ul>
Confined/ restricted space entry	CSOP 1.03 Confined Space Entry  Facility Site Safe Operating Practice (SSOP)	<p>Restricted and confined spaces require the following:</p> <ul style="list-style-type: none"> <li>adequate ventilation and monitoring of air quality in place,</li> <li>initial atmospheric test (or "first pass"),</li> <li>periodic or continuous atmospheric monitoring based on the hazards</li> <li>Emergency Rescue Plan,</li> </ul> <p>In addition, confined space requires the following:</p> <ul style="list-style-type: none"> <li>confined space entry watch</li> <li>Confined Space Checklist completed.</li> </ul>
Ground Disturbance	CSOP 3.14 Ground Disturbance	<ul style="list-style-type: none"> <li>Ground Disturbance Permit must be completed.</li> <li>Ground Disturbance Checklist and supporting documents must be provided.</li> <li>Ensure workers have training in conformance with ABCGA Ground Disturbance 201 Standard (Alberta).</li> <li>Obtain a ground disturbance permit and review the GD package with workers involved.</li> <li>Keyera GD supervisor must be identified.</li> </ul>
Hot work/gas detection	Facility Site Safe Operating Practice (SSOP)	<ul style="list-style-type: none"> <li>Gas detection is required if hot work is involved.</li> <li>Vehicle access requirements must be discussed.</li> <li>Hot work safe work permit must be issued.</li> <li>Workers must be equipped with gas monitors appropriate to the work and work site hazards.</li> <li>Workers must be trained in use of gas monitor.</li> <li>Testing must be completed at intervals appropriate to the hazards and activity.</li> </ul>

Critical Task	Reference	Job Planning Requirements
		<ul style="list-style-type: none"> <li>Testing must be completed at intervals required by the safe work permit and facility SSOP.</li> </ul>
H <sub>2</sub> S	CSOP 2.01 Hydrogen Sulphide (H <sub>2</sub> S) Facility Site Safe Operating Practice (SSOP)	<ul style="list-style-type: none"> <li>Hazard assessments, emergency procedures, safe work, removal and disposal procedures, and PPE appropriate to the hazards must be in place.</li> <li>Gas detection is required.</li> <li>Hazard assessment must be completed with workers.</li> <li>Respiratory code of practice, procedures and PPE requirements must be reviewed by workers.</li> <li>Workers must be trained and competent in the risks associated with H<sub>2</sub>S.</li> </ul>
Lifting and rigging	CSOP 3.8 Lifting and Rigging Facility Site Safe Operating Practice (SSOP)	<ul style="list-style-type: none"> <li>Crane and rigging must be inspected.</li> <li>Mobile Lifting Equipment Check Sheet must be completed.</li> <li>Rigging logbook(s) in place.</li> <li>Designated signal person and communication method in place.</li> <li>Area identified and secured.</li> <li>Lift plan completed (if required).</li> </ul>
Managing the control of hazardous energy	CSOP 3.9 Managing the Control of Hazardous Energy Facility Site Safe Operating Practice (SSOP)	<ul style="list-style-type: none"> <li>Single Valve Isolation Procedures must be attached to the safe work permit.</li> <li>Energy free check must be completed.</li> <li>Equipment Isolation Checklist (EIC) must be completed.</li> <li>Lock-out, tag-out (LOTO) must be completed and verified.</li> <li>LOTO box number must be written on permit (for group locks).</li> </ul>
Vehicle Safety	CSOP 3.3 Vehicle Safety  Energy Safety Canada's Journey Management: A Program Development Guide	<ul style="list-style-type: none"> <li>Operator's license must be valid.</li> <li>Limit the requirement of backing up.</li> <li>Use a spotter in congested areas.</li> <li>Complete pre-use and post-trip inspections.</li> <li>Complete regular maintenance.</li> <li>Report collisions.</li> <li>Carry emergency equipment required by journey management plan and for the season.</li> </ul> <p>Vehicle safety:</p>



Critical Task	Reference	Job Planning Requirements
		<ul style="list-style-type: none"> <li>Contractors are expected to have programs or provisions for safe vehicle operation and management.</li> </ul> <p>Journey management:</p> <ul style="list-style-type: none"> <li>Contractors are expected to establish journey management plans to manage the risks related to travel.</li> </ul>
Process safety management	CSOP 1.02 – Bypassing Safety Controls	<ul style="list-style-type: none"> <li>A plan for potential loss of containment should be in place.</li> <li>P&amp;IDs must be reviewed if required.</li> <li>Process flow diagrams (PFDs) must be reviewed if required.</li> <li>Bypassing Safety Controls form must be filled out.</li> </ul>
Rail operations	Keyera Facility Requirements	<ul style="list-style-type: none"> <li>Workers must view the rail orientation video.</li> <li>Workers must have TDG training.</li> <li>If the work requires it, a derail must be put in place, and blue or red flags must be set up.</li> <li>The workers must be familiar with the Rail Operations Safety Management System and General Operating Instructions.</li> </ul>
Working at heights	CSOP 3.2 Working at Heights	<ul style="list-style-type: none"> <li>Control zone/secure area must be set up prior to working at heights.</li> <li>Fall protection equipment must be inspected before use.</li> <li>Fall protection plan (FPP) must be completed.</li> <li>FPP must include how tool securement will be managed.</li> <li>Contractors must have a plan in place to prevent dropped objects.</li> <li>Excavations must be marked and barricaded to prevent a worker or equipment from falling in.</li> </ul>

## 6.2 Keyera Corporate and Site Safe Operating Practices

Topics	Supporting Documentation	General Requirements	Job Planning Requirements
BTEX compound, NORMS, asbestos	CSOP 3.12 Natural Occurring Radioactive Material	Where BTEX compounds, asbestos, or natural occurring radioactive materials (NORMS) are	Hazard assessment must be completed with workers. Respiratory code of practice, procedures, and



Keyera Contractor Health and Safety Requirements (Alberta)

REV.No.:4

Topics	Supporting Documentation	General Requirements	Job Planning Requirements
	<p>CSOP 4.3 BTEX Compounds</p> <p>CSOP 4.5 Asbestos</p>	<p>suspected, the following apply:</p> <ul style="list-style-type: none"> <li>testing and surveys must be completed and require mitigation plans</li> <li>hazard assessments, emergency procedures, safe work, removal and disposal procedures, and PPE appropriate to the hazards will be in place</li> </ul>	<p>PPE requirements must be reviewed by workers. Workers must be trained and competent for the work being performed.</p>
Chemical storage and handling	CSOP 3.20 Chemical Storage and Handling	<p>The contractor must keep an inventory of controlled products as follows:</p> <ul style="list-style-type: none"> <li>with the appropriate safety data sheet (SDS),</li> <li>SDS must be available to and reviewed by any end users of the products</li> <li>SDS must be in conformance with WHMIS</li> <li>chemicals must be safely stored according to the SDS and Keyera requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Identify hazardous material(s).</li> <li>Review SDS with workers involved in the work.</li> <li>Ensure appropriate PPE is available and worn.</li> <li>Request a SDS from Keyera if one is required and was not provided.</li> <li>Review waste management plan(s).</li> <li>Comply with Keyera environment and regulatory requirements.</li> </ul>
Electrical safety	CSOP 3.24 Electrical Safety	<p>Live electrical work may only be conducted by a qualified electrical worker with the appropriate skills, knowledge, experience related to the construction and operation of electrical equipment and installations and associated hazards.</p>	<p>Keyera representative will review the scope of work and requirements. Keyera Energized Electrical Work Assessment (EEWA) form must be completed.</p>
Overhead power lines	<p>Applicable electrical utility, rural electrification association, or industrial power producer website, written agreement, and Alberta OHS</p>	<p>If work will take place within 7 meters (23 feet) of overhead power lines, notification must be made to the power line operator as follows:</p> <ul style="list-style-type: none"> <li>to obtain the required agreements or permits</li> </ul>	<ul style="list-style-type: none"> <li>Identify the safe limits of approach with signs, barricades, or other visual means.</li> <li>Perform a hazard assessment with workers involved.</li> <li>Ensure workers have received required awareness and training.</li> </ul>



Topics	Supporting Documentation	General Requirements	Job Planning Requirements
		<ul style="list-style-type: none"> <li>to obtain the voltage and safe limits of approach</li> <li>to schedule an orientation, if required by the applicable electrical utility, rural electrification association, or industrial power producer.</li> <li>to request the line be de-energized if hazards cannot be mitigated.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that placement of equipment, material, or soil do not infringe on the safe limits of approach.</li> <li>Execute procedures to ensure safe limits of approach are not infringed.</li> <li>Maintain safe limits of approach if transporting loads greater than 4.15 meters (13.5 feet) in height.</li> </ul>
Personal protective equipment	CSOP 3.5 PPE	<p>Basic personal protective equipment includes the following:</p> <ul style="list-style-type: none"> <li>CSA/ANSI approved hard hat</li> <li>CSA approved footwear and eye wear</li> <li>fire retardant/resistant clothing</li> <li>task-appropriate gloves.</li> </ul> <p>Basic personal protective equipment is the minimum required PPE to be worn on a work site.</p> <p>Additional work site or facility specific requirements for PPE may be outlined by Keyera.</p>	<p>Personal protective equipment (PPE) must be as follows:</p> <ul style="list-style-type: none"> <li>fit for purpose and inspected</li> <li>worn by workers as required by the safe work permit, hazard assessment, safety data sheet, or regulatory requirement</li> <li>used, maintained, and stored in accordance with the manufacturer's specifications and requirements.</li> <li>PPE must meet updated standard if manufactured on or after March 31, 2023.</li> </ul>
Pipeline crossing and encroachment	CSOP 3.19 Pipeline Crossing and Encroachment	<p>Workers conducting ground disturbance activities must:</p> <ul style="list-style-type: none"> <li>be familiar with Keyera CSOP 3.14 Ground Disturbance</li> <li>obtain the required permits to work</li> <li>be competent to conduct ground disturbance activities</li> </ul>	<ul style="list-style-type: none"> <li>Ensure workers have training in conformance with ABCGA Ground Disturbance 201 Standard (Alberta).</li> <li>Obtain a ground disturbance permit and review the GD package with workers involved.</li> <li>Complete a hazard assessment.</li> </ul>



Topics	Supporting Documentation	General Requirements	Job Planning Requirements
		<ul style="list-style-type: none"> <li>have training in conformance with ABCGA Ground Disturbance 201 Standard (Alberta).</li> </ul>	<ul style="list-style-type: none"> <li>Verify facilities in the proposed work area and within the 30-metre area have been identified, marked, and exposed as required.</li> </ul>
Working alone	CSOP 3.18 Working Alone Facility Site Safe Operating Practice (SSOP)	Where work will take place in a remote area or where contractors will be working alone, the contractor's working alone program must meet or exceed Keyera CSOP 3.18 Working Alone and be compliant with the Alberta Occupational Health and Safety Act, Regulation, and Code.	<ul style="list-style-type: none"> <li>Conduct a hazard assessment to identify existing or potential safety hazards associated with working alone.</li> <li>Implement measures to reduce the risk to workers from the identified hazards.</li> <li>Have an effective means of communication between the worker and persons capable of responding to the worker's needs in case there is an emergency, or the worker becomes injured or ill.</li> <li>Establish regular contact at intervals appropriate to the nature of the hazards associated with the worker's work.</li> </ul>

### 6.3 Other: Requirements for Seasonal Preparedness, Cell Phones and Electronic Devices, Smoking, and Firearms

Item	Requirements
Seasonal preparedness	<p>Contractors must follow the site safe operating practice (SSOP) for working in inclement weather. If an SSOP is not available, contractors must follow the contractor's written health and safety management program. In the event that the contractor does not have a procedure or policy, the contractor may default to the National Lightning Safety Institute for guidance on developing a practice for lightning safety and working in inclement weather.</p> <p>Contractors are expected to have procedures in place for carrying out work in seasonal work temperatures. In the event that the contractor does not have a procedure, the contractor may default to the Work Safe Alberta Best Practice — Working Safely in the Heat and Cold.</p>





Item	Requirements
Cell phones and electronic devices	<p>The use of handheld devices on Keyera work sites while operating powered mobile equipment or a motor vehicle is prohibited. Keyera expects that provincial legislation will be adhered to all times.</p> <p>Use of non-intrinsic electronic devices on "brown field" (live) sites is strictly prohibited as these devices can become a distraction or a hazard.</p> <p>Contractors are to adhere to work site or facility specific requirements where required.</p>
Smoking	Contractors are expected to communicate and enforce to their workers that smoking is permitted only in designated areas on Keyera work sites.
Firearms	The possession or use of firearms on Keyera premises is strictly prohibited.

## 7.0 Event Management

### 7.1 Reporting Requirements

All incidents, near miss events, and conditions or actions that are recognized to be hazardous or at-risk, will be reported immediately to the contractor’s Keyera representative.

	Immediate	Within 4 Hours	Within 24 Hours	Beyond
	Verbally report events to Keyera representative	Complete Keyera Contractor Initial Report Form	Submit a completed incident report with suggested corrective actions	Implement and monitor corrective actions
	Freeze the scene	Collect scene photographs and appropriate documentation	Completed root cause analysis.	Corrective actions must be reviewed for effectiveness in mitigating the root cause

\*For high risk, generic cause events or when otherwise deemed necessary, Keyera personnel may opt to facilitate a joint investigation. Contractor participation may be required.



## 7.2 Notification

Item	Requirements
Notification	<ul style="list-style-type: none"> <li>Immediate notification to Keyera must be made following an incident or near miss event.</li> <li>The scene will remain undisturbed, unless it is unsafe to do so, until notification is made to the appropriate Keyera representative.</li> <li>The contractor must notify Keyera if a worker is admitted to hospital for treatment of an injury or illness that occurred on a Keyera work site.</li> </ul>
Post incident - drug and alcohol	<ul style="list-style-type: none"> <li>Prior to initiating post incident or reasonable cause testing, the contractor will notify a Keyera representative.</li> </ul>
Initial incident report	<ul style="list-style-type: none"> <li>The contractor will provide an initial report to Keyera within 4 hours, using the Keyera Contractor Initial Report Form (see Appendix A).</li> <li>The contractor will provide timely updates to Keyera as requested.</li> </ul>
Investigation - Contractor	<ul style="list-style-type: none"> <li>Contractors will conduct investigations in accordance with their written health and safety management programs.</li> <li>Incident reports are to be submitted to Keyera within 24 hours of the event and must include appropriate, measurable corrective actions.</li> <li>The 24-hour period will be extended when required and agreed upon by the contractor and a Keyera representative.</li> <li>Incident or near miss events involving dropped objects are to be assessed by the contractor using the dropped items chart (see Appendix B) and this information is to be included in the contractor's report to Keyera.</li> </ul>
Risk ranking	<ul style="list-style-type: none"> <li>Events must be risk ranked collaboratively between the contractor and Keyera to determine the actual and potential severity and likelihood.</li> <li>Contractors will use the contractor's risk matrix for the initial report.</li> <li>If the contractor doesn't have a risk matrix the Keyera risk matrix will be used.</li> </ul>
Classification	<ul style="list-style-type: none"> <li>The Energy Safety Canada (ESC) Health and Safety performance Metrics Reporting Guideline will be used to classify injuries or illnesses.</li> </ul>
High potential and potentially serious events	<ul style="list-style-type: none"> <li>Contractors must investigate events with high actual or potential consequence using a root cause analysis methodology.</li> <li>Incident or near miss events that had the potential to seriously injury a person must be reported to OHS by Keyera.</li> <li>If an Order or Demand is issued by an OHS officer to a contractor on a Keyera work site, the contractor will notify Keyera and post the order or demand.</li> <li>The contractors will provide Keyera the opportunity to review investigation reports prior to submitting to OHS.</li> <li>A member of the joint workplace health and safety committee must be involved in the investigation of serious incidents.</li> </ul>
Work refusal	<ul style="list-style-type: none"> <li>Investigation and remedy of a dangerous work refusal must be carried out in accordance with the OHS Act.</li> </ul> <p>Dangerous work refusals must be:</p> <ul style="list-style-type: none"> <li>reported to Keyera,</li> <li>investigated and resolved</li> <li>investigated and resolved in cooperation with the joint worksite health and safety committee or health and safety representative, if there is one.</li> </ul>



Item	Requirements
Case management	<ul style="list-style-type: none"> <li>Contractors must be registered with an Occupational Injury Services (OIS) clinic.</li> <li>Injured persons must be accompanied by a supervisor who is familiar with the contractor's case management and injury management programs.</li> <li>Contractors must inform their Keyera representative in cases where a worker is admitted for treatment.</li> </ul>
Case management in camp or contractor provided accommodation	<p>Contractors who exhibit symptoms for communicable illnesses in Keyera camp sites are required to remain in their camp room while on site. Supervisors are required to:</p> <ul style="list-style-type: none"> <li>check on workers periodically</li> <li>provide a method of communication for the worker</li> <li>ensure that workers are receiving food</li> <li>transport the worker to a clinic or hospital if the worker's symptoms worsen or fail to improve in an appropriate time frame.</li> </ul>
Medical treatment	<ul style="list-style-type: none"> <li>Contractors are to outline the steps to be taken if a worker requires medical treatment on or off the work site, including transportation.</li> <li>Contractors are to have plans in place to address non-occupational injuries or illnesses including a fit-for-duty policy or program.</li> <li>Supervisors are responsible for: <ul style="list-style-type: none"> <li>accompanying to medics for any occupational injuries</li> <li>provide accommodation as required.</li> </ul> </li> </ul>
Investigation - Keyera	<ul style="list-style-type: none"> <li>Based on severity, Keyera will determine the level of investigation required and in some cases, will lead an investigation into the event.</li> <li>Participation and compliance with any investigation is expected by all workers involved in any event that occurs on a Keyera work site.</li> </ul>
Corrective actions	<ul style="list-style-type: none"> <li>Incident reports submitted to Keyera must include appropriate, measurable corrective actions.</li> </ul>

## 8.0 Emergency Preparedness


Item	Requirements
Emergency preparedness plan	<p>Contractors must develop emergency preparedness procedures or plans required for work, with provisions to address the following:</p> <ul style="list-style-type: none"> <li>fires and fire prevention</li> <li>spill response and prevention</li> <li>wildlife encounters and prevention</li> <li>line contact (power line, pipeline, other utilities)</li> <li>communication to first responders and Keyera</li> <li>medical events and transport</li> <li>inclement weather</li> <li>muster</li> <li>evacuation</li> </ul> <p>Contractors will comply with Keyera Facility and Corporate Emergency Response Plans as required.</p>
Rescue plans	<p>Contractors must complete rescue plans for work at heights, in confined or restricted spaces, or as otherwise required. Rescue plans must be reviewed and updated to reflect any change in scope, and available at the location the work is taking place.</p>



Item	Requirements
Muster and evacuation	<p>Contractors must maintain an accurate head count throughout the shift and to account for their workers during a muster or evacuation. If a situation requiring a muster or evacuation occurs, contractors are to report their head count to Keyera.</p> <p>Contractors will maintain muster positions until an “all clear” direction has been given by Keyera.</p> <p>Minimum muster and evacuation steps:</p> <ol style="list-style-type: none"><li>1. Stop work and safe out the work area.</li><li>2. Proceed to the appropriate muster point based on wind direction, potential or known hazards, and accessibility.</li><li>3. Account for workers.</li><li>4. Report head count to Keyera.</li><li>5. Remain at the muster point and wait for further direction from Keyera.</li><li>6. Evacuate if required.</li></ol> <p>Note: If an injury incident or medical emergency occurs, appropriate notifications must be made to dispatch medical responders.</p>
Emergency drills	<p>Contractors must review emergency preparedness with their workers. Contractors must have a means to review and test the effectiveness of the plans by a tabletop exercise, drill, or other means acceptable to Keyera.</p>
Worksite emergency medical service	<p>Keyera may provide site or project medical services. A contractor supervisor must accompany all personnel who attend the medic.</p>
First aid training	<p>Contractors must comply with regulatory requirements for first aid training and qualification.</p>

## 9.0 Appendices to Keyera Contractor Health & Safety Requirements (Alberta)

### 9.1 APPENDIX A: Keyera Contractor Initial Report Form



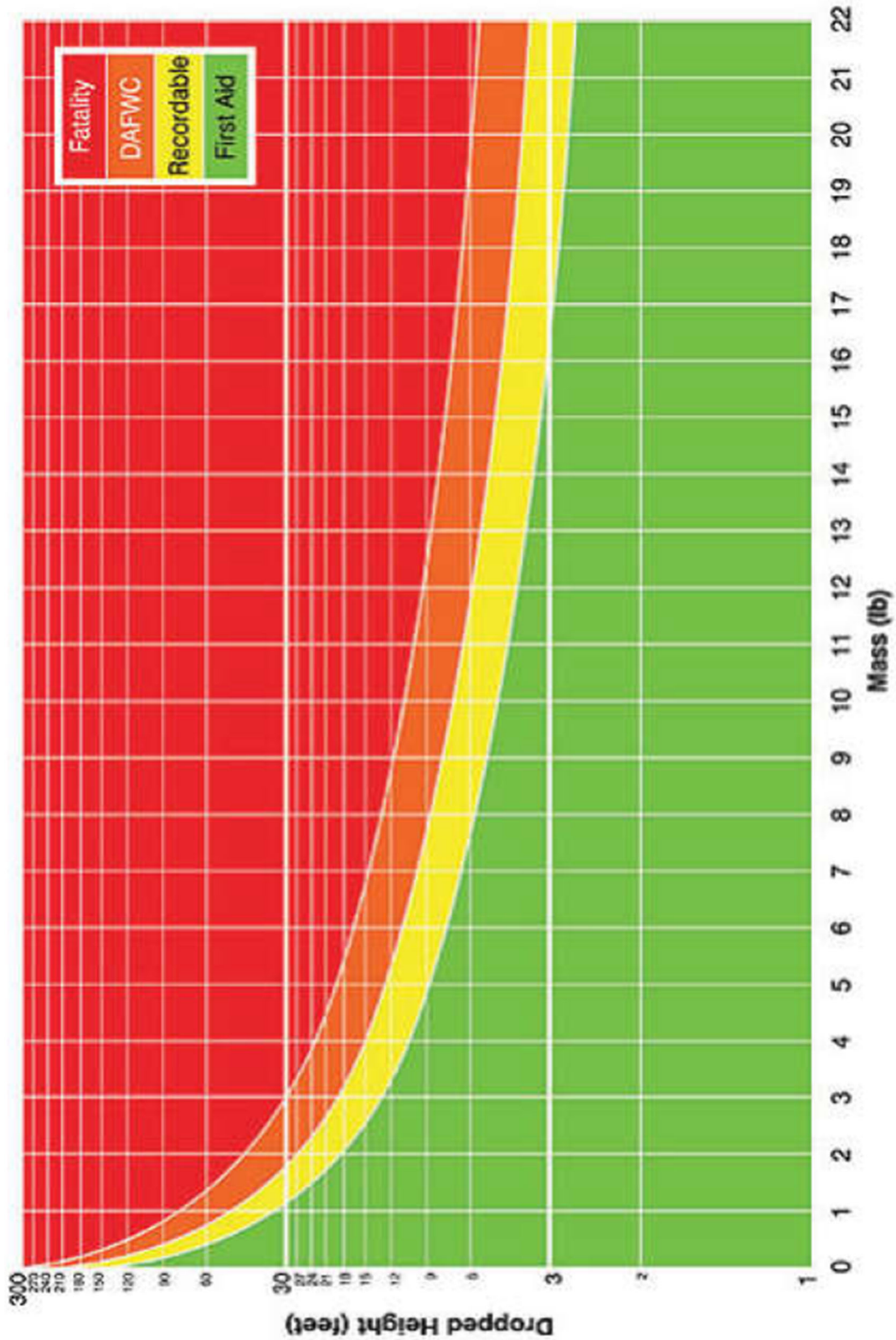
**KEYERA PROJECTS**  
**CONTRACTOR INITIAL REPORT FORM**

NOTE: This report must be submitted to Keyera within 4 hours of an event.

<b>1 BASIC EVENT INFORMATION:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date of event (DMY)</td> <td style="width: 30%;">Time of event (24 H clock)</td> <td style="width: 40%;">Specific location of event</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Classification of event (type)</td> </tr> <tr> <td colspan="3"><input type="text"/></td> </tr> </table>	Date of event (DMY)	Time of event (24 H clock)	Specific location of event	<input type="text"/>	<input type="text"/>	<input type="text"/>	Classification of event (type)			<input type="text"/>																		
Date of event (DMY)	Time of event (24 H clock)	Specific location of event																											
<input type="text"/>	<input type="text"/>	<input type="text"/>																											
Classification of event (type)																													
<input type="text"/>																													
<b>2 DETAILED EVENT DESCRIPTION:</b>	<p>Description of task or activity being performed at time of event</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Risk ranking – actual</td> <td style="width: 50%;">Risk ranking – potential</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Safe work process governing the work (e.g. ground disturbance, working at heights, electrical, rigging, etc.)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Physical or immediate cause</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Immediate actions taken</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Risk ranking – actual	Risk ranking – potential	<input type="text"/>	<input type="text"/>																								
Risk ranking – actual	Risk ranking – potential																												
<input type="text"/>	<input type="text"/>																												
<b>3 WORKER INVOLVED:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">New or young worker? <input type="checkbox"/></td> <td style="width: 33%;">Years of industry experience:</td> <td style="width: 33%;">Years of specific trade/work scope experience:</td> </tr> <tr> <td>Participating in mentorship program? <input type="checkbox"/></td> <td>Subcontractor involved? <input type="checkbox"/></td> <td>Length of time working for contractor at Keyera worksite (this site or other Keyera worksites):</td> </tr> <tr> <td colspan="3">Certified in trade, ticketed, apprentice, or skilled labourer?</td> </tr> </table>	New or young worker? <input type="checkbox"/>	Years of industry experience:	Years of specific trade/work scope experience:	Participating in mentorship program? <input type="checkbox"/>	Subcontractor involved? <input type="checkbox"/>	Length of time working for contractor at Keyera worksite (this site or other Keyera worksites):	Certified in trade, ticketed, apprentice, or skilled labourer?																					
New or young worker? <input type="checkbox"/>	Years of industry experience:	Years of specific trade/work scope experience:																											
Participating in mentorship program? <input type="checkbox"/>	Subcontractor involved? <input type="checkbox"/>	Length of time working for contractor at Keyera worksite (this site or other Keyera worksites):																											
Certified in trade, ticketed, apprentice, or skilled labourer?																													
<b>4 WORK DIRECTION:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Direct supervisor reviewed and signed the FLHA? <input type="checkbox"/></td> <td style="width: 50%;">Disciplinary policy enacted? (No further information required) <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Location of direct supervision at the time of the event:</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">Drug and alcohol policy enacted (including why or why not according to contract policy):</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> </table>	Direct supervisor reviewed and signed the FLHA? <input type="checkbox"/>	Disciplinary policy enacted? (No further information required) <input type="checkbox"/>	Location of direct supervision at the time of the event:		<input type="text"/>		Drug and alcohol policy enacted (including why or why not according to contract policy):		<input type="text"/>																			
Direct supervisor reviewed and signed the FLHA? <input type="checkbox"/>	Disciplinary policy enacted? (No further information required) <input type="checkbox"/>																												
Location of direct supervision at the time of the event:																													
<input type="text"/>																													
Drug and alcohol policy enacted (including why or why not according to contract policy):																													
<input type="text"/>																													
<b>5 INJURY OR ILLNESS:</b>	<p>Body part(s) injured (indicate left or right side of body):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>What PPE was worn (e.g. type of gloves)?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Was there repetitive work (if so, was a job demands analysis completed)?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Weight of any equipment or material being handled or moved:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>If moving material/equipment, were other crew members available? <input type="checkbox"/></p>																												
<b>6 POWERED MOBILE EQUIPMENT AND VEHICLES:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Make, model, year, and type of vehicle or equipment:</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Speed at time of event:</td> <td>Speed posted:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Seat belts worn? <input type="checkbox"/></td> <td>Weather conditions:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Pre-use equipment inspection completed? <input type="checkbox"/></td> <td>Wind direction:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Subcontractor involved? <input type="checkbox"/></td> <td>Road conditions:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Estimated cost:</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">Spotter used and spotter location:</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> </table>	Make, model, year, and type of vehicle or equipment:		<input type="text"/>		Speed at time of event:	Speed posted:	<input type="text"/>	<input type="text"/>	Seat belts worn? <input type="checkbox"/>	Weather conditions:	<input type="text"/>	<input type="text"/>	Pre-use equipment inspection completed? <input type="checkbox"/>	Wind direction:	<input type="text"/>	<input type="text"/>	Subcontractor involved? <input type="checkbox"/>	Road conditions:	<input type="text"/>	<input type="text"/>	Estimated cost:		<input type="text"/>		Spotter used and spotter location:		<input type="text"/>	
Make, model, year, and type of vehicle or equipment:																													
<input type="text"/>																													
Speed at time of event:	Speed posted:																												
<input type="text"/>	<input type="text"/>																												
Seat belts worn? <input type="checkbox"/>	Weather conditions:																												
<input type="text"/>	<input type="text"/>																												
Pre-use equipment inspection completed? <input type="checkbox"/>	Wind direction:																												
<input type="text"/>	<input type="text"/>																												
Subcontractor involved? <input type="checkbox"/>	Road conditions:																												
<input type="text"/>	<input type="text"/>																												
Estimated cost:																													
<input type="text"/>																													
Spotter used and spotter location:																													
<input type="text"/>																													
<b>7 SPILL OR RELEASE:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Commodity:</td> <td style="width: 50%;">Release source:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Amount released:</td> <td>Size of on-site affected area:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Quantity recovered:</td> <td>Where contaminants were disposed of:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Time to contain and what was used:</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> </table>	Commodity:	Release source:	<input type="text"/>	<input type="text"/>	Amount released:	Size of on-site affected area:	<input type="text"/>	<input type="text"/>	Quantity recovered:	Where contaminants were disposed of:	<input type="text"/>	<input type="text"/>	Time to contain and what was used:		<input type="text"/>													
Commodity:	Release source:																												
<input type="text"/>	<input type="text"/>																												
Amount released:	Size of on-site affected area:																												
<input type="text"/>	<input type="text"/>																												
Quantity recovered:	Where contaminants were disposed of:																												
<input type="text"/>	<input type="text"/>																												
Time to contain and what was used:																													
<input type="text"/>																													
<b>8 COSTS:</b>	<p>Estimate cost types (labour, down time, physical damage, training, drug and alcohol testing, investigations, etc.)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																												
<b>9 MINIMUM DOCUMENTATION:</b>	<p>The following documentation must be included with the final report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Applicable certifications for equipment, tools, etc.</td> <td><input type="checkbox"/> Copy of the morning toolbox and field toolbox (job specific)</td> <td><input type="checkbox"/> Copy of the FLHA(s)</td> <td><input type="checkbox"/> Copy of permit(s)</td> <td><input type="checkbox"/> Statements from all involved/witnesses</td> <td><input type="checkbox"/> Rescure plan, fall protection plan, etc.</td> </tr> <tr> <td><input type="checkbox"/> Applicable certifications for worker</td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/> Photos (in .jpg format)</td> <td><input type="checkbox"/> Pre-use inspection documents</td> </tr> </table>	<input type="checkbox"/> Applicable certifications for equipment, tools, etc.	<input type="checkbox"/> Copy of the morning toolbox and field toolbox (job specific)	<input type="checkbox"/> Copy of the FLHA(s)	<input type="checkbox"/> Copy of permit(s)	<input type="checkbox"/> Statements from all involved/witnesses	<input type="checkbox"/> Rescure plan, fall protection plan, etc.	<input type="checkbox"/> Applicable certifications for worker				<input checked="" type="checkbox"/> Photos (in .jpg format)	<input type="checkbox"/> Pre-use inspection documents																
<input type="checkbox"/> Applicable certifications for equipment, tools, etc.	<input type="checkbox"/> Copy of the morning toolbox and field toolbox (job specific)	<input type="checkbox"/> Copy of the FLHA(s)	<input type="checkbox"/> Copy of permit(s)	<input type="checkbox"/> Statements from all involved/witnesses	<input type="checkbox"/> Rescure plan, fall protection plan, etc.																								
<input type="checkbox"/> Applicable certifications for worker				<input checked="" type="checkbox"/> Photos (in .jpg format)	<input type="checkbox"/> Pre-use inspection documents																								
<b>10 INITIAL REPORT CONTACT INFORMATION:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Report prepared by (name)</td> <td style="width: 20%;">Signature</td> <td style="width: 40%;">Date signed (DMY)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Report received by (projed team member name)</td> <td>Signature</td> <td>Date signed (DMY)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Report prepared by (name)	Signature	Date signed (DMY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Report received by (projed team member name)	Signature	Date signed (DMY)	<input type="text"/>	<input type="text"/>	<input type="text"/>																
Report prepared by (name)	Signature	Date signed (DMY)																											
<input type="text"/>	<input type="text"/>	<input type="text"/>																											
Report received by (projed team member name)	Signature	Date signed (DMY)																											
<input type="text"/>	<input type="text"/>	<input type="text"/>																											

### 9.2 APPENDIX B: Dropped Items Chart





# STARS<sup>®</sup>

## LANDING ZONE INFORMATION CARD

**STEP 1:** Advise your dispatch centre which channel you will be using to communicate with STARS.



**STEP 2:** Select an area for the landing zone that is downwind from the incident site (unless hazardous materials or gases are present).



(wind direction)



**STEP 3:** Select an area for the landing zone that is a minimum of 36 metres (or 120 feet, or 36 paces) from the incident site.



36 metres

(120 feet or 36 paces)



**STEP 4:** Select a flat, level surface for the landing zone; preferably pavement or concrete, if available.



**STEP 5:** Ensure the landing zone area is clear of wires, poles, trees and debris.



**STEP 6:** Mark out a 36 metre by 36 metre (120 feet x 120 feet, or 36 paces x 36 paces) square, and mark the corners with LED beacons, heavy pylons or any other bright conspicuous objects easily seen from the air.

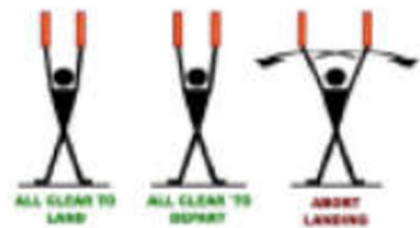


**STEP 7:** Brief STARS crew via radio or cell phone and stand at the middle of the upwind side of the landing zone with the wind at your back.

Monitor radio frequency to communicate with the STARS team.

As the helicopter approaches, go down on one knee and **DO NOT MOVE** from your position.

Do not approach the helicopter at any time unless escorted by the STARS crew.



Landing zone hand signals



## 9.4 APPENDIX D: Keyera Post Incident and Reasonable Cause Testing

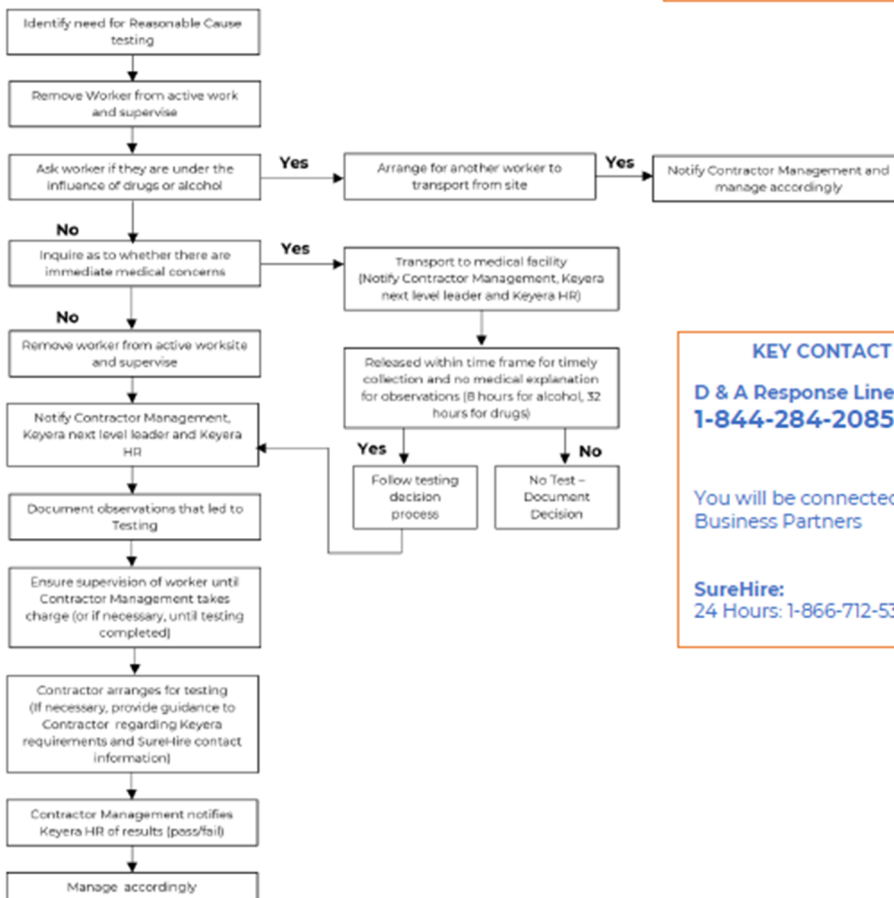


### REASONABLE CAUSE TESTING – DECISION TREE

#### TESTING MANAGED BY CONTRACTOR UNDER CONTRACTOR DRUG AND ALCOHOL POLICY

Applies to: Contractors with a D&A policy acceptable to Keyera

**IMPORTANT**  
If at any time you believe someone may impact the safety of Keyera activities due to impairment, stand down that individual or stop operations



#### KEY CONTACT INFORMATION:

**D & A Response Line:**  
**1-844-284-2085**

You will be connected with one of our HR Business Partners

**SureHire:**  
24 Hours: 1-866-712-5327

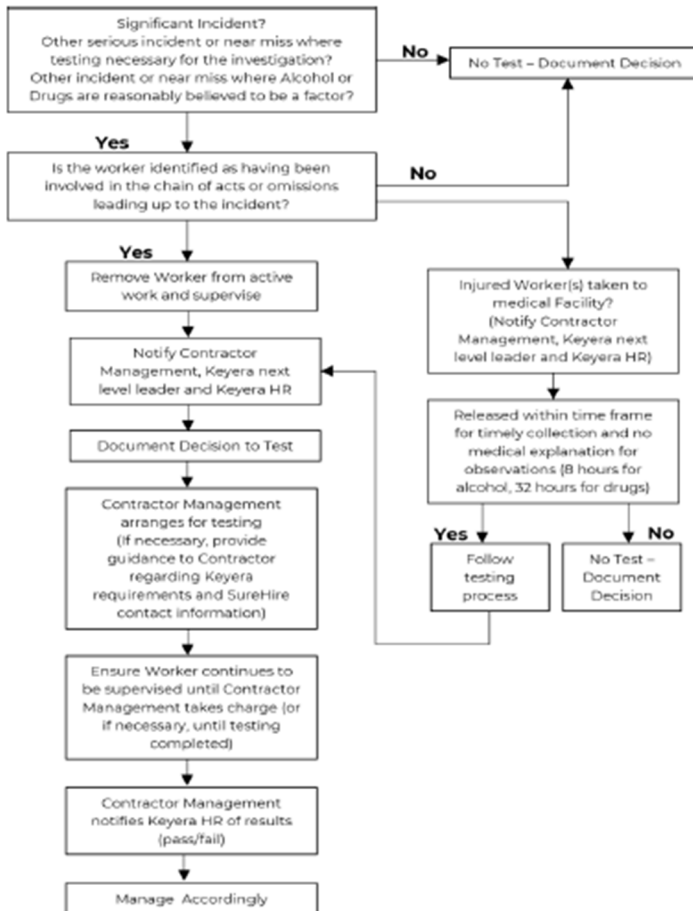
**Notes:**

1. If Worker does not agree to test, this is considered a Positive Test Result. Arrange safe transportation to the worker's residence or to the nearest public transportation.
2. Time lines (8/32 hours) means that tests must be conducted within 8 hours for Alcohol and 32 hours for Drugs.
3. Contractor test results are confidential. Results in form of pass/fail are provided to the Keyera HR representative.
4. Results shared with the leaders responsible for the employee/worksite to the degree necessary to manage the circumstances appropriately.
5. Supervisors/Contractors who do not ensure testing is completed when required by this procedure may be subject to discipline.
6. Contractors unable to demonstrate management of Drug and Alcohol risks or who fail to comply may have their contract terminated or may be denied site access.

ISSUED: SEPTEMBER 2019

# POST INCIDENT TESTING – DECISION TREE

## TESTING MANAGED BY CONTRACTOR UNDER CONTRACTOR DRUG AND ALCOHOL POLICY



Applies to: Contractors with a D&A policy acceptable to Keyera

**IMPORTANT**  
If at any time you believe someone may impact the safety of Keyera activities due to impairment, stand down that individual or stop operations

**KEY CONTACT INFORMATION:**  
**D & A Response Line:**  
**1-844-284-2085**  
  
You will be connected with one of our HR Business Partners  
  
**SureHire:**  
24 Hours: 1-866-712-5327

**Notes:**

1. Drug and alcohol testing is expected after all significant incidents. Refer to the Keyera Risk Matrix. Testing may also be required after a near miss or other incident if drugs or alcohol is suspected of being a contributing factor or if it is necessary as part of a complete investigation. Seek input from your next level leader and Keyera HR.
2. If Worker does not agree to test, this is considered a Positive Test Result. Arrange safe transportation to the worker's residence or to the nearest public transportation.
3. Time lines (8/32 hours) means that tests must be conducted within 8 hours for Alcohol and 32 hours for Drugs.
4. Contractor test results are confidential. Results in form of pass/fail are provided to the Keyera HR representative.
5. Results are shared with the leaders responsible for the employee/worksite to the degree necessary to manage the circumstances appropriately.
6. Supervisors/Contractors who do not ensure testing is completed when required by this procedure may be subject to discipline.
7. Contractors unable to demonstrate management of Drug and Alcohol risks or who fail to comply may have their contract terminated or may be denied site access.

ISSUED: SEPTEMBER 2019