

2024 CONTRACTOR PREMOBILIZATION

**WE'RE
IN THIS
TOGETHER.**

Housekeeping

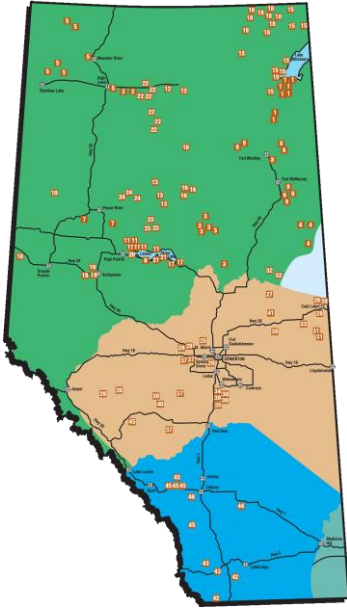


**WE'RE
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Agenda

- Opening Remarks
- Land Acknowledgement
- Indigenous Procurement Strategy
- HSE Requirements and Updates
- 15 minute Break
- Failing Safely
- Environmental Update
- Closing Remarks

Land Acknowledgement



We respectfully acknowledge that we are located on Treaty 6 territory, and respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

Message from Senior Leadership

**WE'RE
IN THIS
TOGETHER.**

EPCOR



EPCOR'S CORE BUSINESS

OUR PURPOSE

Communities count on us. We count on each other.

OUR MISSION

To provide clean water and safe, reliable energy.

OUR VISION

To be a premier essential services company that attracts and retains the best employees, is trusted by our customers, and is valued by our stakeholders.

Our Values

- We put safety first in everything we do
- We act with integrity
- We work as a team
- We are trusted by our customers
- We create shareholder value
- We are environmental leaders

A close-up photograph of a woman with long dark hair, wearing blue safety glasses. She is looking down and smelling the mouth of a clear glass bottle. The photo is framed by a white border and is set against a semi-transparent grey background.

OUR VALUES

We put safety first in everything we do

We act with integrity

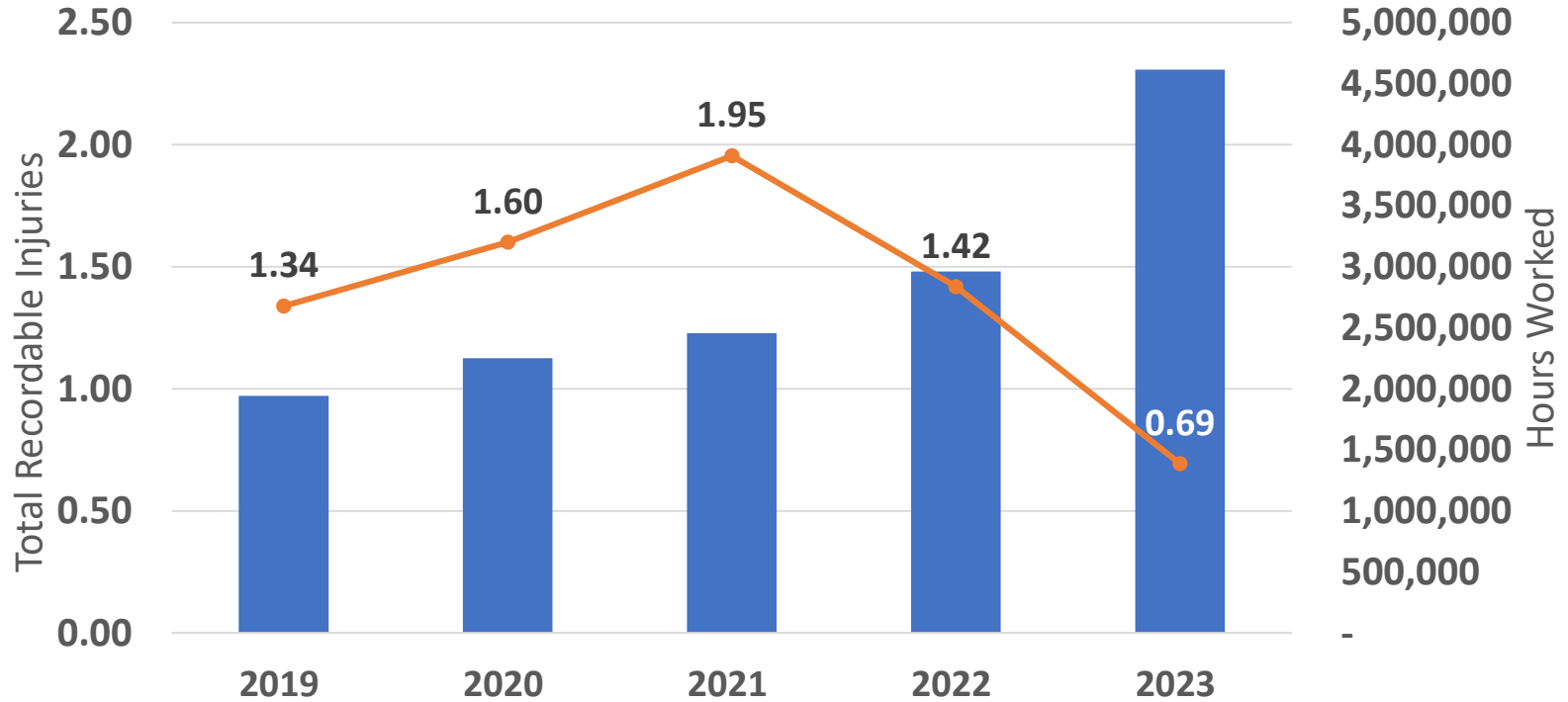
We work as a team

We are trusted by our customers

We create shareholder value

We are environmental leaders

Contractor Metrics (2019-2023)



Hours Worked

Total Recordable Injury Frequency (TRIF)



INDIGENOUS PROCUREMENT STRATEGY

Background

- Developed in support of EPCOR's Indigenous People's Policy
- Indigenous Truth and Reconciliation - Economic Reconciliation
- In support of Progressive Aboriginal Relations (PAR) Certification with the Canadian Council for Aboriginal Business (CCAB)

Indigenous Procurement Strategy

1. Gathering Information

- From existing procurement/scope from Indigenous suppliers
- EPCOR's major Contractors to understand their Indigenous involvement programs/criteria
- From other utilities and public entities on their programs
- Consulted on procurement approaches with various Indigenous contacts
- Met with Indigenous owned companies and companies with partnership agreements with Indigenous Communities

Indigenous Procurement Strategy

2. Indigenous Vendor Registry.

- Created Indigenous Vendor Registration Form

3. Develop relationships with Indigenous Nations and Communities

- EPCOR's Commercial Services team has an established process to build trusting relationships with Indigenous Nations and communities.
- EPCOR MOU with Enoch Cree Nation

Indigenous Procurement Strategy

4. Grow services and goods from Indigenous suppliers through both direct and indirect channels.
- Indigenous participation procurement language to be used in EPCOR competitive requirements (weighted criteria of 5% to 10%)
 - Direct – contract directly with Indigenous owned firms or subcontractor(s) are Indigenous owned companies
 - Indirect – Contractor has partnership / programs with Indigenous suppliers, businesses or communities. Or has certifications such as Progressive Aboriginal Relations (PAR) certification through the Canadian Council for Aboriginal Business (CCAB).

Reporting

Subcontractor(s) and/or Supplier(s) is an Indigenous Owned Business

Indigenous Subcontractor / Supplier Name	Total Value (\$) Completed for Prior Reporting Period(s)	Value (\$) Completed for Present Reporting Period
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Total of all Subcontractors and/or Suppliers:	\$ _____	\$ _____

Next Steps

- Continue to share this strategy with our Contractors
- We strongly suggest Contractors start building their own relationships with Indigenous owned businesses to be utilized as subcontractors on EPCOR Projects.

HSE Requirements and Updates

WE ALL HAVE A ROLE
TO PLAY IN SAFETY.
WE'RE IN THIS TOGETHER.

Topics

- HSE Requirements for Contractors
 - Expectations, content updates
 - SubTracker (management, application and monitoring)
- Premobilization Documentation
 - Checklist, content updates, A&D
- Work in Progress
 - Leading and Lagging Indicators
 - HSE Performance Reporting (updates to criteria and subcategories)

EPCOR 5 Year HSE Plan

OUR GOALS ARE FOR
EVERYONE TO GO HOME SAFELY,
AND TO REDUCE OUR ENVIRONMENTAL IMPACT



**2022-26
STRATEGY
HOUSE**

SUCCESS MEASUREMENT
This is how we'll know we've done a good job.

- Injury frequency within top quartile of urban utilities in North America.
- Reduce musculoskeletal injuries across EPCOR by 50% from 2020 data.
- Reduce SIFPs across EPCOR by 30% from 2020 data.
- Record fewer than 70 preventable environmental incidents per year.
- Emergency Management and Business Resilience readiness dashboard >95%.

ACTION PLAN
Here's what we plan to do.

- Establish clear leading indicators of performance.
- Drive improvements in contractor performance through an enhanced contractor registry and a new "Partners in Safety" program.
- Evolve our investigation process to a Cause Centered Methodology to focus on system failures.
- Enhance our safety culture with behavioural training for advisors and leaders, and a focus on resilience and psychological safety. This includes updated benchmarking through our HSE Perception Survey, a refresh of EPCOR Athletes and the Barrier Thinking model.
- Simplify our systems, including our Risk Matrix, ERS, audits, SIFPs, Legal Register, Integrated Management System, Standards and the Aspects/Impacts Environmental Registry.
- Ensure community protection through public safety and damage prevention strategies, and build a security risk assessment registry.
- Increase our team capacity by further engaging Advisors in field activities and rotating employees across projects and businesses.

HSE APPROACH WILL REMAIN HOLISTIC AND COMPREHENSIVE BY

1. Harmonizing our HSE approach to meet the diverse safety realities across Business Units
2. Revisiting our systems to ensure they remain practical, and simplifying them when necessary
3. Focusing on organizational vulnerability instead of individual liability








THE SUCCESS OF OUR FIVE-YEAR HSE PLAN DEPENDS ON

1. A culture of trust, engagement, performance and accountability
2. A culture of care and inclusion to yield innovation and success
3. Our people having the tools to keep themselves and others safe, including effective safety systems

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2. A culture of care and inclusion to yield innovation and success
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Life Saving Rules

Symbol	LSR	Symbol	LSR
	1. Assess all Ground Disturbance Hazards		5. Protect Yourself when Working at Heights
	2. Do not violate the Limits of Approach Rules		6. Do not Enter a Confined Space without Authorization
	3. Ensure Isolation of Hazardous Energy Sources		7. Follow the Prescribed Lift Plans and do not Work or Walk Under Suspended Loads
	4. Do not work under the Influence of Alcohol or Drugs		

HSE Requirements for Contractors

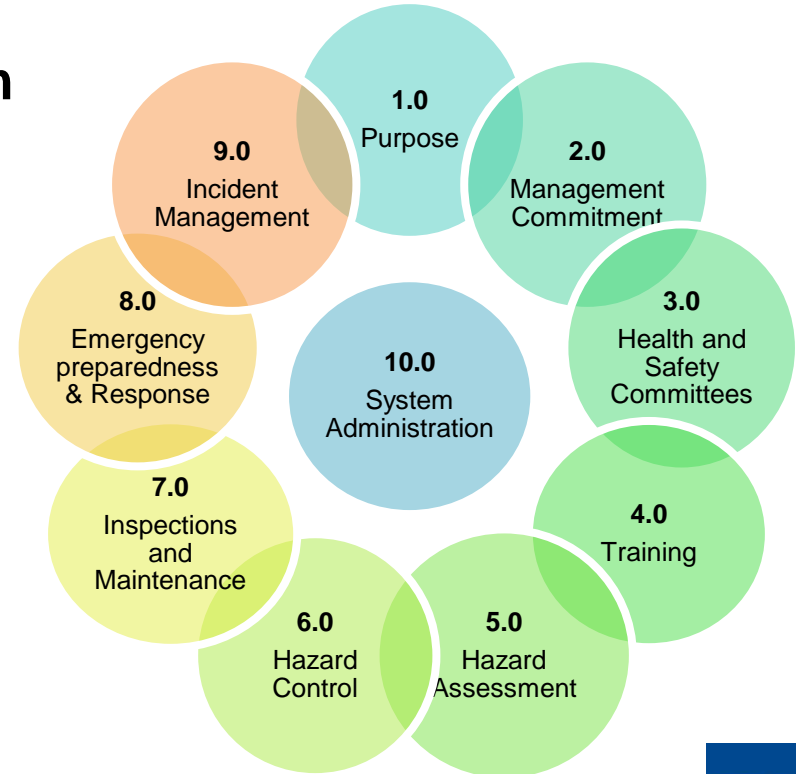
Pre-qualification and Contractor Selection

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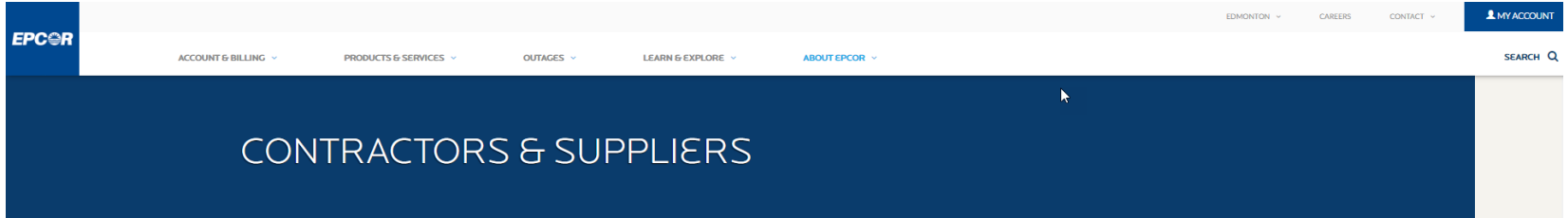
HSE Requirements for Contractors

Health & Safety Management System

- Outlines programs, processes, and practices that contractors are expected to have in place while working for EPCOR
- Embedded within contracts



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The following requirements have been established in order to identify who can

comply with:

- [Contractor Health, Safety and Environment Requirements](#)
- Adherence to [EPCOR policies](#)



EPCOR Contractors shall comply with the following policies.

- [Code of Conduct Compliance Plan](#)
- [Ethics Policy](#)
- [Health, Safety and Environment Policy](#)
- [Inter-Affiliate Code of Conduct Compliance Plan](#)
- [Life Saving Rules](#)
- [Privacy Policy - for employee information](#)
- [Smoke Free Workplace](#)
- [Respectful Workplace Policy](#)

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HSE Requirement Updates



PROVIDING MORE

**MS21-STD1-RD1 EPCOR HSE Requirements for
Contractors**

Page 1 of 25

Version: 08

Reviewed: 17-NOV-2023

- Occupational Hygiene Requirements
 - Hearing Conservation
 - Health Screening
 - Proper Fit Testing
 - Crystalline Silica
- Spill Control & Clean up Requirements
 - Frac out management plans
 - Slurry and Sedimentation control
 - Spill/ Release reporting

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HSE Requirement Updates



PROVIDING MORE

MS21-STD1-RD1 EPCOR HSE Requirements for
Contractors

Page 1 of 25

Version: 08

Reviewed: 17-NOV-2023

- Personal Protective Equipment
 - Minimum requirements defined
- Associated Standards & Procedures
 - Reference to Contractor related are listed
 - Contractor to request
- Subcontractor Management
 - SubTracker requirements
 - SubTracker FAQ's link

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SubTracker - ISNetworld

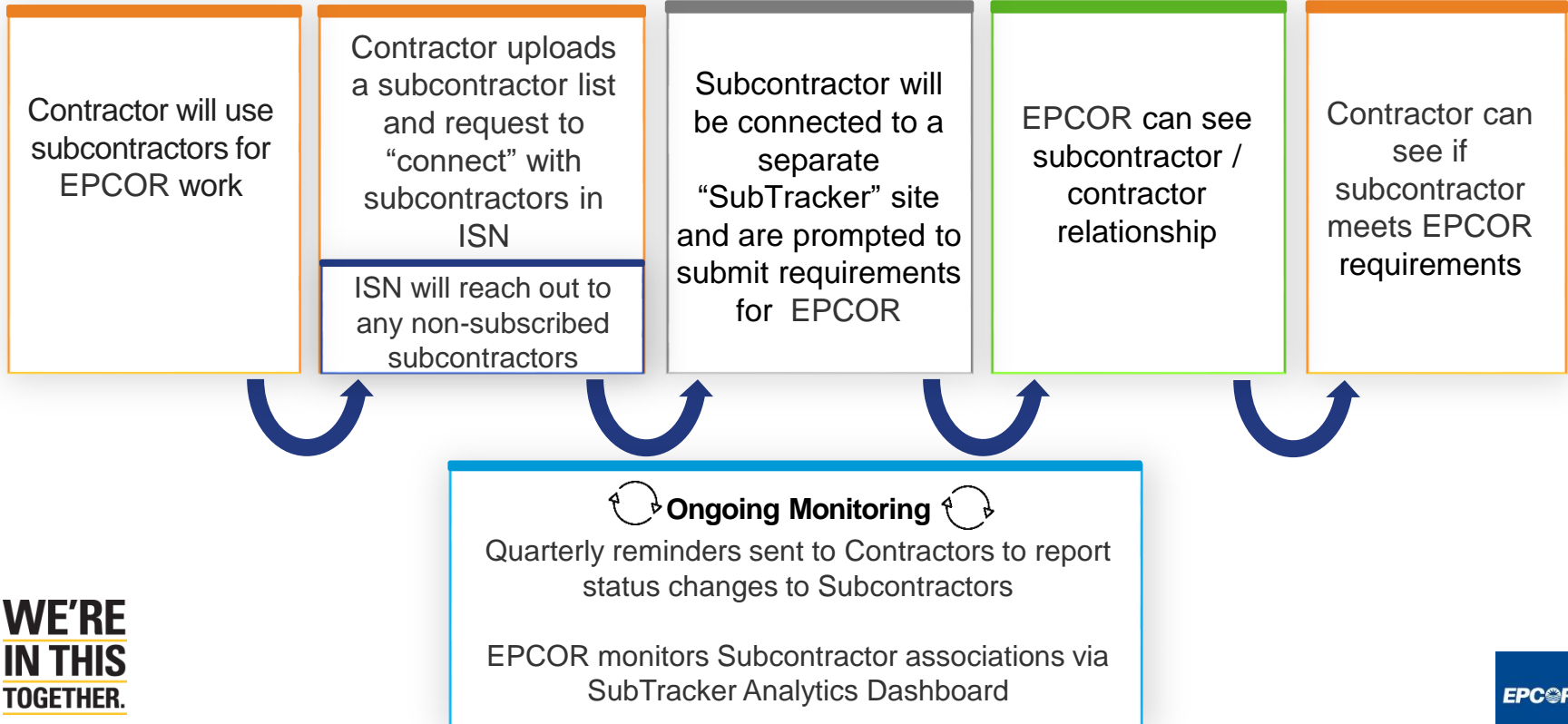
Pre-qualification and Contractor Selection

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Overview

- Limited to high consequence work tasks only
- Improve EPCOR and Contractor visibility
- Assurance of subcontractors compliance to EPCOR HSE requirements
- Assurance that Contractors are implementing mitigation plans to actively manage subcontractors not fully meeting requirements
- Motivate stronger safety performance

SubTracker Process



Compliance Status

Meets Requirements – No additional requirements

Subcontractors can mobilize to site once their premobilization requirements are met (e.g. orientation, A&D pre-access testing complete)

Does Not Meet Requirements – Mitigation plan required

Mitigation plans are uploaded to ISN by the subcontractor

Triggers can include:

1. TRIF > 3.5
2. WCB surcharge
3. Fatalities reported
4. WCB account in negative standing

Mitigation Plan

This form is to be used when a subcontractor is not "A" graded (meeting requirements) in ISNetwork SubTracker. The Mitigation Plan must be signed by the contractor and subcontractor. Once signed, this plan is to be uploaded into ISNetwork under the subcontractor's SubTracker account.

Date:		Project name and number:	
Contractor:		Contractor Lead Representative:	
Subcontractor:		Business Unit:	Commercial Services
Sign-off expiry:			Corporate Services
<small>(Must expire before March 31st of the following year.)</small>		Status of the subcontractor in SubTracker:	Choose an item.
High consequence work scope(s):	Choose an item.		Choose an item.
Other:	Choose an item.		Choose an item.
The above subcontractor has been identified as Conditional / Non-Compliant due to the following reasons:			
			Choose an item.
			Choose an item.

The mitigation plan template and how-to-guide are available in ISN.

The subcontractor will upload into Subtracker once complete and signed by themselves and their hiring contractor.

EPCOR verifies at premobilization that these plans are in place.

Responsibilities

- Contractor:
 - Communicate SubTracker requirement at prequalification
 - Review and verify compliance to the requirement at premobilization
 - Develop and implement mitigation plans (as required)
 - Ongoing monitoring of subcontractor compliance within ISN

Responsibilities

- EPCOR:
 - Communicate SubTracker requirement at prequalification and premobilization
 - Monitor contractor compliance within ISN
 - Verify mitigation plans for subcontractors with status “does not meet requirements”

Change of Status Notification

The screenshot displays the McKinney Enterprises user interface. At the top, the user's name is 'McKinney Enterprises' with options for 'English', 'Help Center', and 'Log Out'. The navigation menu includes 'Home > Profile > Email Settings'. The 'Email Settings' tab is highlighted in red. A dropdown menu is open, showing 'My Profile' highlighted in red. Below the navigation, the 'Email Options' section includes checkboxes for 'Forward ISN Messages to My Email Address' and 'Allow recipients to respond directly to my email'. The 'Manage Email Subscriptions' section shows 'Owner Client Subscription' and 'Set Default Selected Sites: 1 Sites Selected'. The 'Select Emails' section has a list of email categories, with 'Contractor Management' checked and highlighted in red. A modal window titled 'SubTracker' is overlaid on the right, showing a table of subscriptions. The 'Subscribe' column has checkboxes for 'SubTracker - Quarterly Reminder (required)', 'Expiring Subcontractors', 'Prime Contractor Connection Removal', and 'Subcontractor Grade Status Change Notification'. The checkboxes for 'Expiring Subcontractors', 'Prime Contractor Connection Removal', and 'Subcontractor Grade Status Change Notification' are checked and highlighted with a blue box. A 'Save' button is at the bottom of the modal.

McKinney
ENTERPRISES

Your Name McKinney Enterprises English Help Center Log Out ISN

Home > Profile > Email Settings

Profile Login Security Permissions **Email Settings**

Meetings
ISN Network Training
My Profile
Company Admin
High Contrast Theme

Email Options

Forward ISN Messages to My Email Address
 Allow recipients to respond directly to my email

Manage Email Subscriptions

Owner Client Subscription

Set Default Selected Sites: 1 Sites Selected

Select Emails

Account Admin
 Audit / Evaluation
 Contractor Management
 Document Management
 Executive
 ISN Connect
 ISN Meetings

SubTracker

Subscribe	Email (Subscription)
<input checked="" type="checkbox"/>	SubTracker - Quarterly Reminder (required) <i>(This process sends reminder email notification of Contractors in SubTracker.)</i>
<input checked="" type="checkbox"/>	Expiring Subcontractors <i>(Informs Prime contractors that their Subcontractors are expiring)</i>
<input checked="" type="checkbox"/>	Prime Contractor Connection Removal <i>(Sends daily email related to any primes who have removed your company from their subcontractor list)</i>
<input checked="" type="checkbox"/>	Subcontractor Grade Status Change Notification <i>(Notification for Grade Change of Subcontractors)</i>

Save

Resources

Resources for EPCOR contractors:

1. Bulletin Board

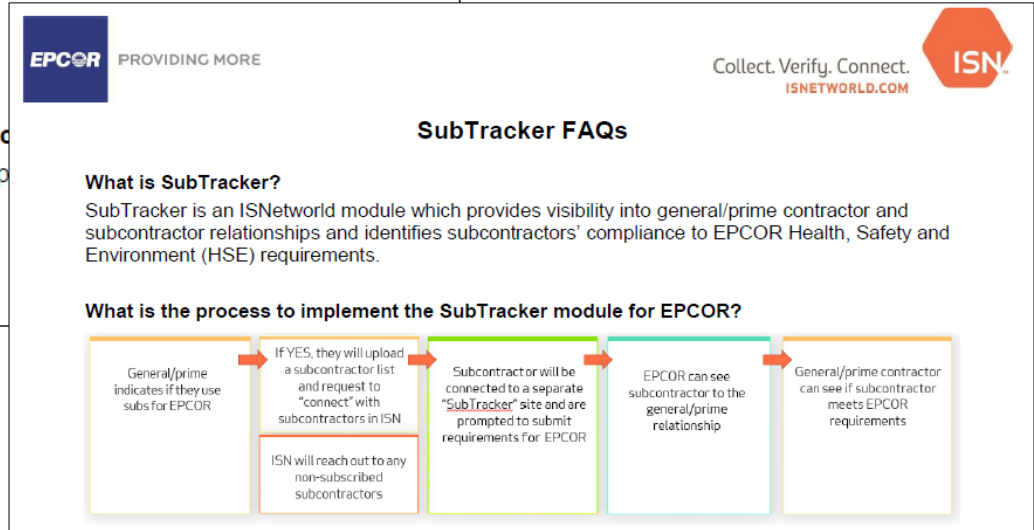
- SubTracker Quick Reference Guide
- EPCOR High Consequence Risk Matrix
- SubTracker FAQs Document
- Guideline for Developing a Mitigation Plan
- Mitigation Plan Template

2. Help Center in the top right of the ISNetworld ac

- FAQ's, navigation videos, and step- by-step

3. ISN's Customer Service Team

- Available to [Chat](#)
- 1(800) 976 -1303

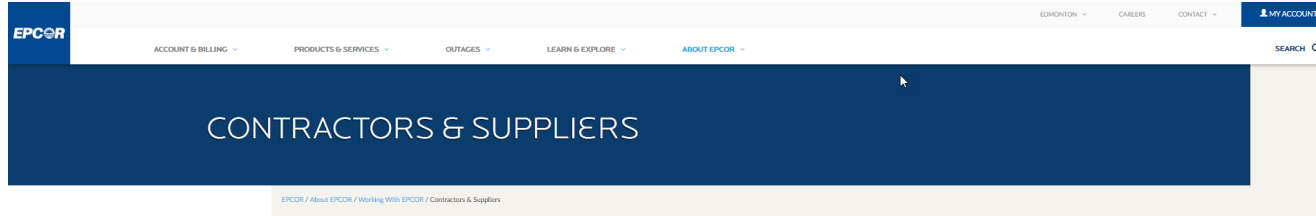


PREMOBILIZATION DOCUMENTATION

- Premobilization Checklist
- A&D Requirements

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Pre-mobilization

Prior to the work commencing, contractors must satisfy EPCOR's contra consequence work.

- [Contractor Premobilization HSE Requirements Checklist](#)
- [EPCOR Contractor Online Orientation](#)



The Contractor shall comply with the EPCOR Alcohol and Drug Standard positions (as defined within the standard). The Contractor shall ensure that while performing Work.

- [EPCOR Alcohol and Drug Standard for Contractors](#)
- For alcohol testing requirements refer to Appendix 2
- For drug testing requirements refer to Appendix 3



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Premobilization Documentation

Site/Project-Specific Safety Plan (SSSP)

Emergency Response Plan (ERP)

Pre-Job Hazard Assessment (PJHA)

HSE Documentation

(Scope/project-specific)

Training/Orientation Certificates

A&D Pre-Access Clearance Letters

OHS-Required Plans

Premobilization Documentation

■ Premobilization HSE Checklist:

Provided by
EPCOR and
Submitted at least
2 weeks prior to
mobilization

Last Revision: January 26, 2024

Instructions: Contractor to complete the below checklist and submit to EPCOR representative with supporting documentation as defined at each step.

Contractor Pre-mobilization Checklist	
Date Completed: <input type="text"/>	Project Name or Number: <input type="text"/>
Contractor: <input type="text"/>	Completed By: <input type="text"/>
EPCOR Representative: <input type="text"/>	Business Unit: <input type="text" value="Choose an item."/> ▼
ISN Status: <input type="text" value="Choose an item."/> ▼	Date Status Verified: <input type="text"/>

Premobilization Documentation

Select <u>ALL</u> tasks required to complete the work scope:	If known, supply subcontractor company name:
<input type="checkbox"/> Use of mobile equipment (i.e., non-licensed vehicles)	
<input type="checkbox"/> Hazards where an occupational exposure control plan is required	
<input type="checkbox"/> Confined space entry	
<input checked="" type="checkbox"/> Working at heights where a fall protection plan is required	ABS Contracting
<input type="checkbox"/> Demolition	
<input type="checkbox"/> Hazardous Energy Isolation	
<input type="checkbox"/> Electrical work	
<input type="checkbox"/> Hot work	
<input type="checkbox"/> Work on, over, or in open water	
<input type="checkbox"/> Rigging or hoisting with a lifting device over 2 ton capacity	
<input type="checkbox"/> Ground disturbance	
<input type="checkbox"/> Working in an excavation	
<input type="checkbox"/> Working on or directly adjacent to a public roadway where traffic control is required	
<input type="checkbox"/> Working in a substation or switch yard	
<input type="checkbox"/> Rescue services	
<input type="checkbox"/> In consultation between Owner Representative and BU Health and Safety, work is deemed to be high consequence	

Premobilization Documentation



Required Rescue plans	
*Required plans do not contain a strikethrough	
Confined Space Rescue Plan	<input type="checkbox"/> Provided <input checked="" type="checkbox"/> N/A
Fall Rescue Plan	<input checked="" type="checkbox"/> Provided <input type="checkbox"/> N/A
Trench Rescue Plan	<input type="checkbox"/> Provided <input checked="" type="checkbox"/> N/A
Pre-mobilization Meeting:	
Contractors must attend a pre-mobilization (also called pre-construction meeting or project kick-off meeting) prior to the work commencing. The meeting is led by the EPCOR Representative and supported by HSE. The contractor is expected to have in attendance their project lead, HSE representative and the person in-charge at the Work site and representation from all known sub-contractors.	<input type="checkbox"/> Pre-mobilization meeting: Date: <input type="text"/>
Pre-access A&D Testing and Clearance Letter:	
Any safety-sensitive workers (i.e., those performing high consequence work) who will be working on an EPCOR site must have pre-access testing completed. EPCOR may request a clearance letter to verify compliance. EPCOR's A&D Standard for Contractors can be found here: https://www.epcor.com/about/working-with-epcor/contractors-standards/#access-to-work-site-standards	<input type="checkbox"/> Captured in matrix TO TRAINING MATRIX
	<input type="checkbox"/> Provide clearance letters for each worker (when requested).

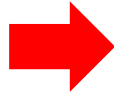
* Complete

Incomplete

Premobilization Documentation

*Below is a list of additional training required to be added to the training matrix based on scope of work selected

* If highlighted green, the training must be added to the training matrix



<i>Aerial Work Platform</i>	<i>Flagging/Traffic Control</i>	<i>Respiratory Protection (and Fit Testing)</i>
<i>Confined Space Entry and Monitoring</i>	<i>Ground Disturbance - Level 2 (Supervisor)</i>	<i>Silica Awareness</i>
<i>Confined Space Rescue</i>	<i>H2S Awareness</i>	<i>Asbestos Awareness</i>
<i>Fall Protection</i>		<i>Hoisting and Rigging</i>

Yes / No / N/A or where applicable capture date of expiry

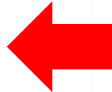
Worker Name:	A&D clearance letter ¹	CSTS	EPCOR orientation	First Aid	WHMIS	Fall Protection	Aerial Work Platform
First Last	YYYY-MM-DD	(Y/N)	YYYY-MM-DD	YYYY-MM-DD	(Y/N)	YYYY-MM-DD	YYYY-MM-DD

A&D Requirements



The Contractor shall comply with the EPCOR Alcohol and Drug Standard positions (as defined within the standard). The Contractor shall ensure that while performing Work.

- [EPCOR Alcohol and Drug Standard for Contractors](#)
- For alcohol testing requirements refer to Appendix 2
- For drug testing requirements refer to Appendix 3



PROVIDING MORE

Health, Safety and Environment Management System

MS20-STD4-Alcohol and Drug Requirements
For Contractors

STANDARD

A&D Requirements

- All workers must be fit for duty (i.e., free of impairment)
- A&D testing conditions (for all safety-sensitive positions):
 - Pre-access
 - Post-incident
 - Reasonable cause / unfit-for-duty
- Safety-sensitive position:
 1. Defined in the A&D Standard

Failure to test and/or to provide a compliant result will result in a worker being *ineligible* to work on EPCOR sites.

A&D Requirements for Contractors

■ Testing protocol:

• Panel 8 w/Fentanyl

- Cannabis
- Cocaine
- Opioids (Codeine / Morphine)
- Hydrocodrone/Hydromorphone
- Oxycodone/Oxymorphone
- Phencyclidine (PCP)
- 6-Acetylmorphine (Heroin)
- Amphetamines (amphetamine, methamphetamine, MDMA, MDA)
- *Fentanyl*

• Breath Alcohol Test (BAT)

Period of validity = 90 days*

Monitoring and Measuring Work in Progress

- Leading and Lagging Indicators
- HSE Performance Reporting

PPE Requirements

- Personal Protective Equipment
 - Minimum requirements:
 - Hardhat (side impact if hazard exist)
 - Eye protection with side shield
 - Safety boots with a nominal height of 6 inches
 - High visibility reflective outer garment
 - Arc Rate (AR) / Flame Resistant (FR):
 - When working within 3 meters of exposed energized electrical equipment, cables, or overhead power lines, including any work in an EPCOR Substation
 - AR (minimum 8 cal/cm²) outer garment
 - FR harness & Lanyard

Inspections and Regulatory Visits

- Inspections & Observations
 - If Work is forecasted to be > 5 business days in continuous duration, weekly formal inspections are required.
 - Involve Subcontractors
 - Joint worksite inspections with EPCOR are encouraged
- Regulatory Visits
 - OHS Inspector/Investigator
 - EPCOR Representative must be notified immediately
 - Documentation issued by regulator to be shared with EPCOR

Emergency Preparedness and

Having a plan

Are we prepared?

Drill your plan!




■ Incident Management

- STOP WORK
- Post Incident Notification Checklist:
 - Immediate notification to EPCOR Rep <30mins

Report until an EPCOR representative is notified “don’t leave a voicemail”

- EPCOR A&D post-incident testing protocols
- Preliminary report to EPCOR Rep <24hours
- Investigation report <7days

Post Incident Notification

Contractor Post Incident Notification Checklist		Page 1 of 1
 PROVIDING MORE	CONTRACTOR POST INCIDENT NOTIFICATION CHECKLIST	RELATED DOCUMENT
	Last Reviewed: 2023 Aug. 22	Version: 02

This document outlines the immediate actions required by the contractor following an event. This includes all incidents: occupational injury/illness (including off-site first aid), fatality, property damage, vehicle or equipment damage, utility strike, environmental incidents and near-misses with potential for significant outcomes.

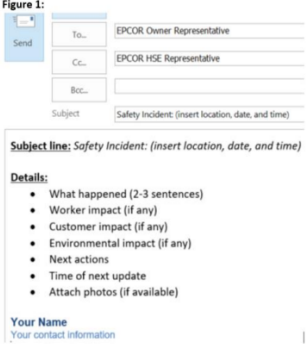
The contractor must report all events to their EPCOR Owner Representative

All Events

- Report event to EPCOR with 30 minutes by voice and email or by alternative means determined during pre-mobilization.
- Review with EPCOR Owner Representative the [Alcohol and Drug Requirements for Contractor](#) to determine if post incident testing will apply.
If testing is required:
 - Maintain care and control of the worker for post incident testing (contractor supervisor to provide transportation).
 - Provide to EPCOR status of test result(s). Worker cannot return to site without clearance.
- Provide to EPCOR within 90 minutes the information outlined in Figure 1.
- Provide to EPCOR a more detailed report within 24 hours to include timeline of events prior to, during, and post incident (who, what, how), preliminary findings, worker injury information – if applicable.
- To determine event type, refer to the definitions in [EPCOR Monthly HSE Performance Report Instructions](#)

Injury (also complete the following) and include it in the 24 hour report

Figure 1:



Send

To: EPCOR Owner Representative

Cc: EPCOR HSE Representative

Bcc:

Subject: Safety Incident: (insert location, date, and time)

Subject line: Safety Incident: (insert location, date, and time)

Details:

- What happened (2-3 sentences)
- Worker impact (if any)
- Customer impact (if any)
- Environmental impact (if any)
- Next actions
- Time of next update
- Attach photos (if available)

Your Name
Your contact information

Post incident meetings:
Discovery meeting <24 hours

Debrief meeting post investigation

HSE Requirements

MONTHLY HSE PERFORMANCE REPORT AND INSTRUCTIONS



General Info

Reports are due by the 5th business day after month end. [Read full instructions and definitions.](#)

Required fields are marked with an asterisk (*).

Month*

Year*

Business Area*

Project Name*

Project Number*

NEXT

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HSE Requirements

▪ Monthly HSE Performance Reporting and Instructions

- Due by the 5th business day of the following month
- Leading/lagging indicators
- Exposure hours (contractor and subcontractors)
- Entry portal at:
<https://www.epcor.com/about/working-with-epcor/contractors-suppliers/Pages/monthly-hse-performance-report.aspx>



Update:

- No more 100 hour minimum
- No more 20% off-site billable hours
- All billable hours worked on EPCOR sites

HSE Requirements

- Monthly HSE Performance Report
 - * **Business Area > Location**

Business Area*

Water Services

Water Services Location*

Gold Bar WWTP
Water Treatment Plants
Water D&T
Wastewater Collection (drainage services)

Business Area*

Electricity Services

Electricity Services Location*

Customer Connections
Distribution
Engineering
Facilities
Transmission
Other

Business Area*

NA Commercial Services

NA Commercial Services Location*

CA Commercial Operations
CA Commercial Services
Ontario Operations
Technologies/Fleet
US Commercial Operations
US Gas Operations

Reminders

- Contractor Safety Orientations:
 - for all workers, *prior* to arrival on site
- Premobilization HSE documentation:
 - submission 2 weeks prior to mobilization
- Monthly HSE Performance Reports:
 - submission by 5th business day of following month
- Scope-specific HSE information:
 - will be shared during future meetings with your EPCOR Representative

EPCOR.com > Contractors &

The screenshot displays the EPCOR website's navigation and content structure. At the top, the EPCOR logo is on the left, and navigation links for 'EDMONTON', 'CAREERS', 'CONTACT', and 'MY ACCOUNT' are on the right. A secondary menu includes 'ACCOUNT & BILLING', 'PRODUCTS & SERVICES', 'OUTAGES', 'LEARN & EXPLORE', and 'ABOUT EPCOR'. A search bar is located on the far right. The main content area features a large blue header for 'CONTRACTORS & SUPPLIERS'. Below this, a breadcrumb trail reads 'EPCOR / About EPCOR / Working with EPCOR / Contractors & Suppliers'. The page is populated with seven resource tiles, each with a background image and a title: 'ALCOHOL AND DRUG STANDARD FOR CONTRACTORS' (bridge construction), 'HEALTH, SAFETY & ENVIRONMENT REQUIREMENTS FOR CONTRACTORS' (road sign), 'INDIGENOUS VENDOR REGISTRATION' (Indigenous woman), 'MINIMUM INSURANCE REQUIREMENTS' (hand holding phone), 'MONTHLY HSE PERFORMANCE REPORT AND INSTRUCTIONS' (warehouse), 'POLICIES' (workers in orange), and 'PRIVACY AND SECURITY' (office worker).

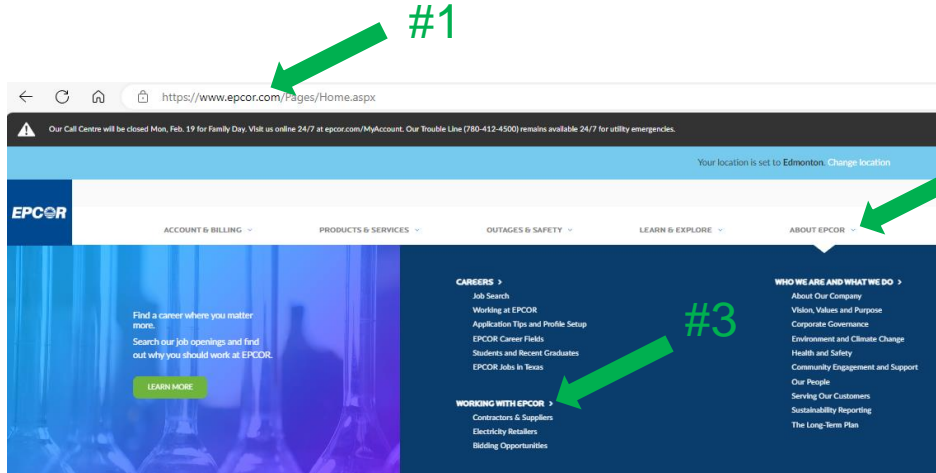
CONTRACTORS & SUPPLIERS

[EPCOR / About EPCOR / Working with EPCOR / Contractors & Suppliers](#)

- ALCOHOL AND DRUG STANDARD FOR CONTRACTORS
- HEALTH, SAFETY & ENVIRONMENT REQUIREMENTS FOR CONTRACTORS
- INDIGENOUS VENDOR REGISTRATION
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- MONTHLY HSE PERFORMANCE REPORT AND INSTRUCTIONS
- POLICIES
- PRIVACY AND SECURITY

**WE'RE
IN THIS
TOGETHER.**

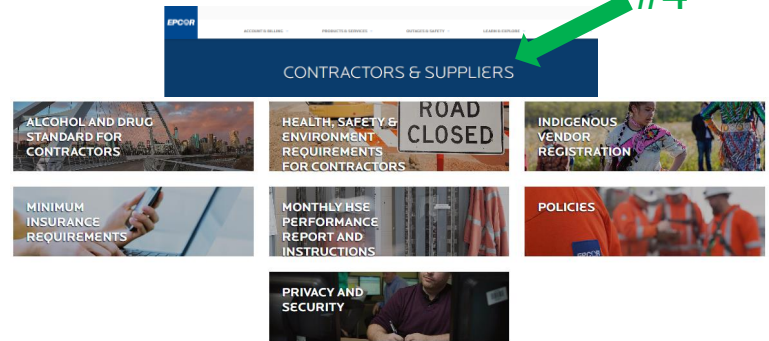
EPCOR.COM



#2

#3

#4



WE ALL HAVE A ROLE
TO PLAY IN SAFETY.
WE'RE IN THIS TOGETHER.

QUESTIONS & ANSWERS

SAFETY
MATTERS
TO US.
BECAUSE
YOU
MATTER.

WE'RE IN THIS TOGETHER

BREAK

15:00 Minutes

**WE'RE
IN THIS
TOGETHER.**

EPCOR

Failing Safely

Shift to a learning culture

**WE'RE
IN THIS
TOGETHER.**

"Human error" is normal.

**WE'RE
IN THIS
TOGETHER.**

EPCOR

We need 'tolerant' systems.

**WE'RE
IN THIS
TOGETHER.**

EPCOR

Blame stops improvement.

**WE'RE
IN THIS
TOGETHER.**

EPCOR

**Accountability is not
blame.**

**WE'RE
IN THIS
TOGETHER.**

EPCOR

A top-down view of a wooden desk. In the center is a spiral-bound notebook with a white cover. The text "Learning is vital" is printed in a large, bold, black sans-serif font on the notebook's page. To the left of the notebook is a black coffee cup with a white sleeve. To the right is a black pen. The background is a light-colored, textured surface.

**Learning
is vital**

**WE'RE
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TOGETHER.**

EPCOR

What EPCOR is doing

1. Building culture
2. Changing investigations
3. Learning to "fail safely"

Cause-Centered Investigations

A tool to investigate unwanted outcomes by looking at what was **TRUE and PRESENT** at the time when something happened.

How is Cause-Centered Methodology Different?



- Verify what did occur
- Identify the causes of human behavior
- Learning to inform actions
- Corrective actions that address cause, not symptoms



- Removes blame
- Avoids reacting to findings
- Prevents generalizations
- Avoids fitting a cause to a pre-determined category

Example

It's Friday afternoon. Ripley, an office employee, is under pressure to meet a tight deadline for a critical project. They are rushing to complete the final deliverable before leaving work to pick up their daughter from daycare. In their rush to complete the task quickly, they tripped over a loose cable while navigating through some stacked boxes in the workspace. Unfortunately, the fall results in a sprained ankle.

Negative to Cause-Centered

Negative Reasoning	Cause-Centered Reasoning
Ripley didn't pay attention to where they were walking.	Ripley tripped on loose cords in their office.
Ripley doesn't keep their office clean.	Boxes are stacked in Ripley's office.
The company puts pressure on their employees to meet deadlines.	There is a tight deadline for the critical project Ripley is working on.
Ripley is distracted by the upcoming weekend and having to pick up their daughter.	Ripley must pick up their daughter after work.
	It is Friday afternoon.

Opinions /
assumptions

What is present and
true / factual



SAFETY
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BECAUSE
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MATTER.

*For more information on Cause-Centered
Investigations or training please contact
your HSE Representative*

EPCOR Water and Electricity

Environmental Requirements for Contractors

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TOGETHER.**

Topics to Cover

- ECO Plan / Environmental Protection Plans
- Spills and Other Incident Reporting
- Hazardous Materials and Waste Storage
- Ground Disturbance and Erosion and Sediment Control
- Bylaws, Releases to Collection System and Dewatering
- River Valley, Parkland, and Tree Protection
- Weeds and Wildlife



= Specific to Water



= Specific to EDTI



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TOGETHER.**

EPCOR

ECO and Environmental Protection



- Environmental Construction Operations (ECO) Plan 🌍
 - Submission and approval of ECO Plan, as per project requirements.
 - Plans must be updated when the project or site conditions change.
 - ECO Plan Framework to follow Municipal Version.
- Environment Protection Plans ⚡
 - Same premise as ECO Plans
 - Typically prepared by external consultants for larger projects.
- Contractors must comply with EPCOR's environmental policy; federal, provincial, and municipal regulations and guidelines
- All applicable environmental permits and approvals must be in place before start of the project.

Environmental Incident Reporting

- Environmental incidents, including all spills regardless of size, must be reported to EPCOR within 24 hours
 - Minor releases
 - No impact to collection system or environment
 - Report to EPCOR representative
 - Major releases, releases into environmentally sensitive areas and contamination discoveries
 - Releases to the collection system, potential impacts to environment, soil that does not meet Class II landfill requirements.
 - Report to EPCOR representative, and
 - Alberta Environment and Protected Areas following review and consultation with EPCOR Environment representatives
 - Additional reporting to municipal or federal agencies may also be required.
 - Contractors are responsible for ensuring spills are cleaned up and remediated to EPCOR specific BU standards.



Hazardous Materials and Waste



- Areas where any hazardous materials and/or dangerous goods being stored on site must have proper signage, labelling, and controls (secondary containment, spill kits, fire extinguishers etc.)
 - Fuel, flammables, and chemicals must be properly stored, as per Fire Code and OHS requirements.
-
- SDS must be available/accessible on site
 - Separate wastes being stored on site (i.e., aerosols, oil, recyclables, waste, etc.)
 - Regulated waste, hydrovac slurry and contaminated soil removal must have appropriate disposal documentation (slurry docket, scale tickets, manifests, and bills of lading.)

Ground Disturbance and ESC

■ Ground disturbance

- Refer to project specific environmental guidelines (EPIC, CFCC, EPP, ECO Plan)
- ESC plans are required for any excavations, stockpile storage, or projects with 10 m of a catch basin, or in close proximity to a waterbody

■ Potential contamination

- Check Environmental Site Assessment Repository (ESAR) for potential contamination.
 - Further Phase I and/or Phase II assessment may be required after ESAR check

■ Historical Resources

- Check the *Listing of Historic Resources* and/or Map (ArcGIS Shapefile) to determine the Historical Resources Value (HRV)
- Clearance under the *Historical Resources Act* may be required depending on the HRV



Bylaws, Releases to Collection System and Dewatering

■ Drainage Bylaws 18093 and 19627

- Obtain permits for releases to the wastewater collection (WWC) system and the Environment, e.g. large volume water releases (site dewatering and planned discharges) and by-pass pumping
 - Contact EPCOR WWC Network Operations (NetworkOPS@epcor.com) for permits/approval. Provide information on location, volume, material, and potential routes. Testing program must be in place for releases to storm collection system and/or environment
- No release of chlorinated water or other non-permitted substances to storm collection system or environment (including water bodies)
 - Keep dechlorination pucks on site in case of planned/unplanned chlorinated water releases.
- Protect the collection system and environment when using concrete and asphalt based products or undertaking related activities such as cutting

■ EDTI Dewatering Procedure ⚡

- Annual permit to release with Drainage Bylaw 19627
- Follow EDTI's De-watering Procedure
 - Complete Sensory Inspection Checklists
 - Send to EDTI Environment
 - Ensure Pump & Sock Method is used correctly
 - Report large volume releases to WWC Network Operations


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Bylaws and Releases

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Permitting

- River Valley Bylaw Permits
 - North Saskatchewan River Valley Area Redevelopment Plan Area (RVB) permitting
- Parkland Access Permits
 - All City Parks and RVB areas required a parkland access permit – (up to 6 weeks timelines).
 - Pre/Post Construction Inspections
 - Final Acceptance Certifications
- City of Edmonton Tree Protection Bylaw
 - Blanket Permits to cover standard scopes of work, specific for each BU
 - Stand Alone Permits for projects not covered under the Blanket Permits



Tree Bylaw and Permitting



- Contractors must comply with the Edmonton *Tree Bylaw*, including permitting and tree protection requirements. Coordinate with your EPCOR representative as needed.
- EWS contractors must apply for their own Tree Permits, unless prior project-specific approval of EWS Tree Permit use is granted 
- Updates to EDTI's 2024 Blanket Permits: 
 - Trees in non-forested natural stands or naturalized areas (i.e., unmanaged grassy areas or sparsely treed) shall be treated as City boulevard and open space trees.
 - Updates to gross vehicle weight rating requiring anti-compaction measures; was 14,000 lbs (6,350 kg), now is 9,000 kg.
 - NEW addition - Anti-compaction measures are not required for low-impact maintenance activities (i.e., no excavation, minimal equipment and short duration [<1 day])

Weeds and Wildlife

- Appropriately manage weeds and crop diseases.
 - E.g. Noxious and prohibited noxious weeds, screened topsoil/restoration, and clubroot
- Identify and minimize disturbances to birds and wildlife.
 - Raptor Breeding Period
 - ~ February 15 – August 30th
 - Regional Migratory Bird Nesting Window
 - ~ April 15 – August 30th
 - Additional wildlife sweep requirements for mature forested areas.



QUESTIONS & ANSWERS

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Contacts

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EWSEvironment@epcor.com
- **Procurement:**
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- **Safety Codes:**
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