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|  | **Form 04** |  |

**CONTRACTOR’S HSE ORIENTATION**

**2019-2020**

***At Pieridae Energy, we take the health, safety and security of our employees, contractors, customers and neighbours very seriously. We have a responsibility toward people and the environment.***

Learn more at [www.pieridaeenergy.com](http://www.pieridaeenergy.com)

**Things to think about before starting work:**

1. **Accountability/Responsibility**
2. **Arrive Ready for Work**
3. **Safety Meetings**
4. **Safe Work Permits**
5. **Hazard Identification & Control**
6. **Training**
7. **Personal Protective Equipment**
8. **Incidents and Emergencies**
9. **Right/Obligation to Refuse**
10. **Enforcement**
11. **Safety Ombudsman**



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1. **Accountability/Responsibility**

***Pieridae*** - is responsible for promoting and maintaining safe and healthy workplaces and to protect all employees, contractors, the environment and the public. To achieve this, the following fundamental activities will be completed prior to commencing work on Pieridae work sites:

* Comply with applicable laws and regulations.
* Pieridae employees and/or work site supervisors will be familiar with and implement the HSE Program.
* For new contractors, a safety orientation will be conducted that will include the distribution of the Contractor’s HSE Orientation pamphlet, the completion and collection of the acknowledgement form and issuance of a hard hat sticker.
* Ensure a safety meeting is conducted prior to beginning work.
* Issue a safe work permit prior to beginning work. Also refer to 4. Safe Work Permits.
* Monitor contractor progress and as a minimum will obtain verbal confirmation upon completion of a job.

***Contractors*** - performing work for Pieridae are expected to perform activities in a safe and environmentally responsible manner in accordance with regulations. Contractors are responsible for the safety of its employees and subcontractors. Contractors will:

* Comply with applicable laws and regulations.
* Follow its own safe work procedures and Pieridae standard operating procedures communicated during orientation, safe work permitting and safety meetings.
* Provide trained and qualified personnel competent to complete the work.
* Provide HSE training for its employees and maintain records of training certification.
* Cooperate and communicate with Pieridae work site supervisor to safely complete the work.
* Report hazards and take steps to address unsafe conditions.
* Have the right and obligation to refuse to conduct unsafe work.

1. **Arrive Ready for Work (Contractor Rules)**

When working on Pieridae work sites, the following rules will be followed:

* Maintain provincial Worker’s Compensation Board account in good standing.
* Maintain at least $2,000,000 comprehensive general liability insurance and $2,000,000 automobile liability insurance.
* Have a safety program that satisfies applicable government regulations.
* Provide equipment, including personal protective equipment (PPE), in compliance with applicable legislation and Canadian Standards Association (CSA) standards.
* Wear standard PPE on Pieridae work sites including: hard hat, steel-toed footwear, fire retardant clothing and safety glasses. When particular tasks require specific personal protective equipment such as hearing protection, respiratory protective equipment, fall protection equipment, combustible gas meters or personal monitors, the equipment must be provided, properly used and maintained by the contractor.
* Provide first aid training and equipment for its personnel as per regulatory requirements.
* Provide appropriate fire extinguishing equipment for its activities at the work site.
* Ensure hazardous products are properly labelled as per TDG and WHMIS and ensure applicable MSDS are available.
* Practice good housekeeping at the work site. Garbage and waste must be disposed of in appropriate containers and at approved facilities.
* Not allow alcoholic beverages, illegal drugs, cannabis/prescribed substances, firearms, weapons or explosives at Pieridae work sites. Persons under the influence of alcohol or drugs are not permitted on Pieridae work sites.
* Only allow smoking in designated areas.
* Prohibit horseplay, fighting or other disturbances.
* Report hazards, unsafe conditions or behaviours and incidents to the Pieridae work site supervisor.

1. **Safety Meetings**

It is the expectation that a safety meeting will be held each day and/or prior to hazardous activities before work begins.

1. **Safe Work Permits**

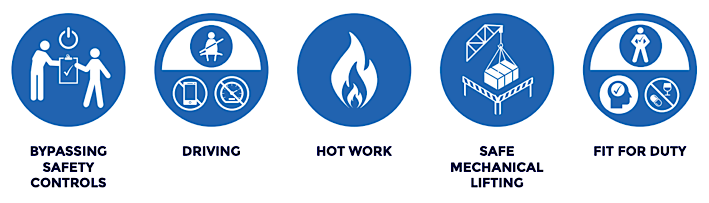
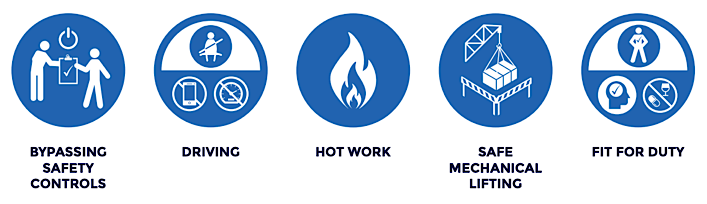
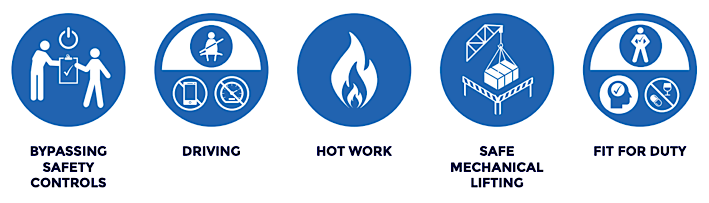
A safe work permit will be issued to the contractor by a Pieridae work site supervisor before work begins. The use of the safe work permit assists in determining hazards and the types of controls required to protect workers. The contractor will notify the permit issuer when the job is completed.

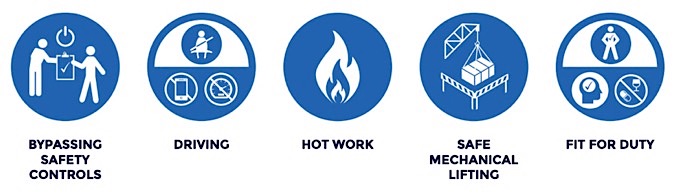
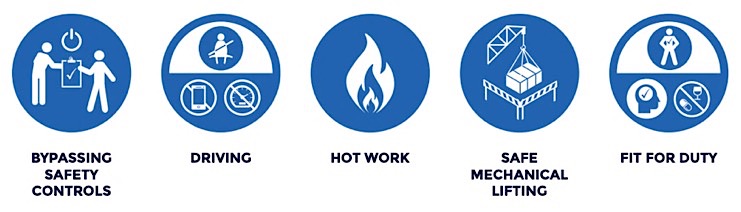
Drilling and completion operations have unique requirements and as such hazard identification and control is addressed via task/work specific contractor hazard analysis documentation.

1. **Hazard Identification & Control**

Every work site contains hazards that must be controlled to ensure worker safety. It is the joint responsibility of the Pieridae work site supervisor and contractors to identify work site hazards and controls via safe work permits, safety meetings, and contractor field level hazard assessments. Communication is an integral and vital part of hazard identification and control. When in doubt – **STOP** – and ask the work site supervisor for further clarification.

Hazards may include: exposure to toxic atmospheres; flammable products; oxygen deficiency; rotating equipment; confined space; moving vehicles/equipment; high pressures; noise; excavations; extreme hot or cold temperatures; radioactive sources; overhead or underground pipelines and electrical lines; working at heights/falling; adequate lighting or working alone; etc. Hazard controls may include: substitution, elimination, engineering controls, administrative controls, and PPE (e.g. safety equipment; ventilation; isolation; atmospheric testing; etc.). WHMIS and TDG regulations govern information regarding hazardous substances. Refer to SDS sheets for specific information.





1. **Training**

Contractors will provide trained and qualified personnel competent to complete the designated work. Contractors will provide training for their employees.

* First Aid/CPR, TDG, WHMIS, H2S.

1. **Personal Protective Equipment**

All workers on Pieridae work sites must wear the following CSA approved standard personal protective equipment:

* Hard hat; safety glasses, safety-toed footwear; and fire retardant outer work wear/coveralls (clothing worn beneath fire retardant outerwear and against the skin should be made of flame resistant fabrics or natural fibres that will not melt when exposed to heat when working in hazardous areas).

Depending on the nature of the work and associated hazards, additional PPE may be required including:

* Hearing protection is required whenever noise levels above 85dBA exist.
* Fall protection systems are required where it is possible for a worker to fall a vertical distance greater than 3.0 metres (or where there is an unusual possibility of injury; or possibility of falling into or onto a hazard substance or object; or through an opening in a work surface).
* Respiratory protective equipment is required where there is exposure to airborne contaminants exceeding occupational exposure limits or oxygen deficiency.
* Personal monitors and/or gas meters are required where work involves exposure to an atmosphere that may contain a hazardous atmosphere (e.g. flammable, explosive, toxic gas or oxygen deficiency).

1. **Incidents and Emergencies**

In an emergency, workers must go to the muster or a safe area. Report emergencies to the Pieridae work site supervisor as soon as possible.

* The first person on the scene of an emergency must: protect themselves, assess the situation, notify the supervisor, evacuate the immediate work area, control the emergency until additional help arrives (depending on the situation) and record pertinent facts.
* All incidents must be reported to the Pieridae work site supervisor.
* All workers must be familiar with the location of fire extinguishers, eye wash stations, SDS sheets, the first aid station and any other emergency equipment on site.

1. **Right/Obligation to Refuse**

No worker shall carry out any work or operate any equipment, if on reasonable and probable grounds, it is the belief that it will cause to exist an imminent danger to the health and safety of that worker or another worker present at the work site. Any worker who refuses to carry out work must notify the Pieridae work site supervisor. The work site supervisor must investigate and take action to eliminate the danger.

1. **Enforcement**

Each contractor requires a WCB account in good standing, insurance in the amount of $2,000,000, and a safety program that satisfies applicable provincial legislation. When the Pieridae work site supervisor conducts an orientation, safety meeting or issues a permit, the contractor agrees to these rules. Pieridae will audit payables for compliance. Non-compliant contractors will be prohibited from working for Pieridae.

The contractor is responsible to ensure compliance with its own safety program, Pieridae’s HSE procedures and any applicable legislation and regulations that apply to the work. Those individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law. Contractors are expected to have a process in place to deal with non-compliant employees and subcontractors. Pieridae reserves the right to terminate contracts and discharge contractors who knowingly violate safety rules or work procedures.

1. **Safety Ombudsman**

Safety concerns must be addressed. Harassment and violence will not be tolerated. If anyone on site is not satisfied with safety performance or has safety concerns that cannot be satisfactorily addressed, contact the Safety Ombudsman without fear of reprimand at 403-261-5900.



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**Calgary Head office: 403-261-5900**

**24 hour emergency: 1-866-267-5298**

**ACKNOWLEDGEMENT**

**2019-2020**

I have read and understand Pieridae’s Contractor’s HSE Orientation pamphlet and agree to comply with Pieridae’s standard procedures and regulatory requirements. Each contractor requires a WCB account in good standing, insurance in the amount of $2,000,000, and a safety program that satisfies applicable provincial legislation.

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Contractor/Company

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Name

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Business Phone/Cell Phone

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Signature

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Date

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Pieridae Project/LSD/Field

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Pieridae Work Site Supervisor

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Signature