





# GeoLibya Oil Services Company (GOSCO)

## Health Safety and Environmental Manual

Version 1.0.0

REV	DATE DD-Mmm-YYYY	ORIGINATOR	APPROVER	REVISION
2	20-Oct-2020	<b>Ali.S.M</b> Manager, HSE Operations Writer	<b>Dr.Mohammed. B.M</b> Director,HSE&RegulatoryCompliance	Issued For Use (IFU)
	<i>Signature</i>			



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## Revision History

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## Acknowledgement Record

I, \_\_\_\_\_, hereby acknowledge that I have received,  
(printed name)

read, and understood all the information contained in the GOSCO Health Safety and Environmental Manual.

I fully understand that it is my responsibility, on behalf of myself and/or other workers, to ensure that GOSCO's safety governing documents, as well as all appropriate government regulations, are enforced prior to commencing activities at all GOSCO worksites.

I understand my Occupational Health and Safety rights and responsibilities to follow all requirements of both the Government and my company.

It is understood that this manual highlights the minimum requirement, which is to be exceeded where the hazard, government legislations, and regulations warrant it.

_____	_____
Company	Worker's Signature
_____	_____
Title	Date
_____	_____
Supervisor's Signature	Date
GOSCO Site Representative	

Forward this sheet to:

Attn: HSE Operations Manager



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## Corporate Health, Safety and Environmental Policy

The purpose of the Health, Safety, & Environment (HSE) Policy is to demonstrate GOSCO HSE commitment to all stakeholders and to provide guidance and set expectations for GOSCO Representatives on how to respect and help to achieve the company's commitments to Health, Safety, & Environment.

A GOSCO-wide commitment to health, safety, and environment helps us grow the value of our business responsibly. We work hard to be a recognized leader in sustainability and to integrate health, safety, and environmental considerations into the way we do business



### Health, Safety & Environmental Policy

GOSCO is committed to conducting its business in a manner that protects Occupational Health, Safety and the Environment. We believe that everyone's Health and Safety is an essential part of the company's core values. We all are responsible and accountable to effectively implement the company's HSE Management System to protect ourselves, each other and to manage risks. Our HSE standards will not be compromised by other business priorities.

To accomplish this, we will:

- Ensure all levels of GOSCO Representatives carry out their activities in a manner that protects the environment and the health and safety of themselves and others;
- Ensure compliance with all external and internal HSE requirements;
- Identify hazards and assess risks to determine suitable controls;
- Provide training to employees and assess their competencies;
- Be prepared to respond to and recover from unplanned events;
- Reduce the consumption of materials, fuels, energy, waste and Greenhouse Gas (GHG) emissions from our operations to take action to address the challenges of climate change;
- Regularly review our HSE performance to identify opportunities of continuous improvement.

This policy is implemented through the application of the HSE Management System which is an integral part of GOSCO overall Management approach.

September 21, 2020

Ali. S. M

President



Dr. Mohammed Ben Masoud

Director, HSE & Regulatory Compliance



Figure 1: Health, Safety and Environment Policy

The HSE policy will be reviewed yearly by senior management and all other HSE governing documents will be reviewed by the document owner and key stakeholders every three years.

For more information please review the [HSE Policy](#).



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## Statement of Intent

GOSCO's Health and Safety Manual is designed to provide health and safety guidance for both employees and contractors. The manual also reinforces specific rules, standards, and procedures within the company's Health Safety and Environmental Management System (HSE-MS). These detailed documents are controlled documents and readily accessible.

Rules, standards, and procedures as set forth in this manual are to be followed by all employees and contractors. Wherever possible and applicable, legislative requirements and industry standards are incorporated into these requirements.

As evidence of our commitment, we will provide our employees with supervision, training, equipment, and governing documents to be able to work in a safe, compliant, and environmentally responsible manner.

Any requirements for change or modification of this documentation shall be reported to the HSE Team. GOSCO welcomes any suggestion for the continuous improvement of this manual and all of its contents. In order to ensure a practical and optimum level of safety for employees and contractors, all personnel must ensure the information contained in this manual fulfills the company's safety needs.

This manual is intended specifically for all personnel. All personnel are expected to become familiar with the manual's applicable contents.

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## 1.0 HSE Management System Overview

### 1.1 Management System Introduction

Organizations that manage health and safety successfully display a number of common characteristics. They have their health, safety, and environmental risks under control and can demonstrate continuous improvement. This Health Safety and Environmental Manual's sections cover the elements in our HSE-MS, which form the foundations of our success.

GOSCO HSE-MS contains 18 elements and has been addressed throughout this manual, in the following locations:

Table 1: HSE MS Elements Cross-Reference

Element Number and Name		Referred to in Section
1	Leadership & Accountability	1 and 10
2	Risk Management	2
3	Legal Requirements & Commitments	14 and 15
4	Goals, Targets & Planning	13
5	Management of Change	2.4.2
6	Structure, Responsibility & Authority	1.5
7	Learning & Competency	7
8	Asset Integrity & Preventive Maintenance	6 and 9
9	Operational Controls	3
10	Information Management	13
11	Emergency Management	12
12	Contractor Management	16
13	Communications & Stakeholder Relations	8
14	Quality Assurance	N/A
15	Incident Management	11
16	Corrective & Preventive Actions	2, 9, 11 and 14
17	Audit & Assessment	14
18	Management Review	1 and 13

For more information please review the [HSE Management System](#).

### 1.2 The Goal of Zero Incidents

We are committed to excellence in HSE performance. The objective is to go everyday with zero incidents of any kind, which means:

- Zero injuries to workers
- Zero damage to plant or equipment

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- Zero unplanned releases

We believe that all incidents are preventable through effective management strategies that will:

- Promote HSE objectives as a constant value in the design, planning, and execution of the work.
- Spread ownership for the effectiveness of the HSE program to all participants.
- Optimize the use of the “Continuous Improvement Process” as a basis for the “Zero Incident Philosophy.”
- Select only those contractors who are competent to do the work and are committed to meeting the site HSE objectives.
- Ensure that workers have the proper training so that they are competent to perform the tasks assigned prior to arrival at site for orientation.
- Develop site specific procedures that address the unique characteristics of projects and operations.

### 1.3 Management Commitment

Management commitment is critical to the viability and continuous improvement of the HSE- MS. This commitment may be demonstrated through the provision of health and safety leadership, planning for health and safety success, participation in system processes, and the enforcement and reinforcement of system requirements.

#### 1.3.1 Provision of Health and Safety Leadership

Management must take the lead in the development, implementation, monitoring and improvement of the HSE-MS. Employees, contractors, and clients will develop commitment to the HSE-MS only where management consciously demonstrates, through their words and actions, that health and safety are highly-valued components of their normal operations.

Communications with employees, contractors, subcontractors, clients, and suppliers reinforce management’s ongoing commitment to health and safety, and are a further demonstration of management’s leadership role. Further information regarding management communications may be found in Section 8.0 of this manual.

#### 1.3.2 Planning for Health and Safety Success

- Living and endorsing GOSCO’s Core Values.
- Creating a HSE-MS - The starting point for the Health Safety and Environmental Management System is the establishment of a consistent standard, from which follows a set of objectives and targets. Ultimately, GOSCO’s goal is to have an incident-free workplace through implementing a program that will reduce the frequency and severity of workplace incidents/injuries by fostering a proactive safety attitude, educating employees in their job tasks, and by controlling workplace hazards to the best of our ability.

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- Setting measurable health, safety and environmental performance goals and area targets – Health, Safety and Environmental performance objectives are required to translate the HSE- MS into actions and activities.
- Assessing risk before entering into new activities and reassess them in the event they change significantly.
- Activities identified as unhealthy, unsafe, or environmentally destructive will not be started or will be suspended until acceptable solutions are found.
- Personnel at all levels will be trained to recognize the implications for their work to own health and that of others; the potential health, safety and environmental hazards, and the impact activities may have on the people, equipment, materials, and the environment.
- Adequate contingency and recovery plans will be developed to cope with the results of incidents that may nevertheless occur.
- Assigning Health and Safety Responsibilities - Specific responsibilities are initially defined in Section 1.5 of this document, and are described in further detail throughout this manual. These responsibilities support the strategic plan, performance objectives, and policies. They are intended to establish and maintain standards, practices, and procedures meant to provide a safe working environment.
- Allocating Sufficient Resources – Management is accountable for determining, allocating, providing adequate and appropriate resources, and developing the organization to put the HSE-MS into effect.

**1.3.3 Participating in System Processes**

Management is involved in all aspects of the Health, Safety and Environment Management System. Management participation is visible and active during all stages of the management system development and functioning. Management participation has been described in each Section of this manual, and includes but is not limited to: key risk management decisions; initiating communications; being involved in company safety initiatives; governing document development; encouraging all workers, including contractors, to provide input; and reviewing, following up and signing off on concerns or deficiencies.

**1.3.4 Reinforcing and Enforcing System Requirements**

GOSCO’s management will reinforce requirements through the monitoring of workplace conditions (as described in Section 9.0 - Inspections of this manual); positive reinforcement/recognition of behaviors (as described in Section 10.0 – Workplace Observations of this manual); and, as necessary, disciplinary enforcement.

**1.4 Supporting Policies**

**1.4.1 Alcohol and Drugs**

The purpose of this policy is to provide a safe workplace for all GOSCO Representatives and those whose safety may be affected by the conduct of GOSCO Representatives, and to ensure that all

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GOSCO Representatives are treated fairly and with respect. The Policy is in accordance with the Libyan Model for Providing a Safe Workplace.

GOSCO considers safety to be very important within the organization and GOSCO believes the use of Alcohol and Drugs is prohibited. GOSCO Representatives at a GOSCO Workplace are often working in safety sensitive positions, working independently with equipment or material in an environment that poses a threat to the safety of themselves, the workforce, the workplace, and the property at the workplace, if handled without proper care and attention.

In setting the requirements in this Policy it is acknowledged that assessments of risks relating to work activities, equipment and processes may lead to a workplace adopting more rigorous requirements in relation to the risks faced in particular work. This Policy will remind GOSCO Representatives understand that the use of alcohol and drugs will not be available by any means according to the Libyan Law and Islamic Rules. By pursuing the purposes of this Policy, GOSCO promotes:

- The safety and dignity of its GOSCO Representatives.
- The welfare of its GOSCO Representatives and their families.
- The best interests of labour providers to which GOSCO Representatives may belong.
- The best interests of GOSCO, the industry and the public.

There are no other reasonable alternatives available to GOSCO to provide any rights a GOSCO Representative may have under any kinds of Human Rights Act buse of alcohol and drugs.

#### 1.4.2 Safety Training and Ongoing Awareness

Employees must be trained in all rules, regulations, and procedures pertinent to their work. To measure training's effectiveness, it should always be based upon satisfactory test results and skill demonstrations. Records of all training must be kept in the employee's personnel file.

Training records shall be kept for all internal and external training sessions attended by company personnel. Ideally the records shall contain the following:

- Course / seminar name
- Date(s) and location of training
- Name of training organization and facilitator (as appropriate)
- Expiry date (if / as applicable)
- Name and title of attendee(s)
- Certificate(s) issued
- Copy of examination / test (if / as applicable)



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Safety training includes but is not limited to orientations, job specific training and refresher training.

Ongoing awareness / training will be provided through monthly safety meetings or daily toolbox talks.

For more information please review section 7 and 8 within this document and the [Learning and Competency Standard](#).

### 1.4.3 Code of BusinessConduct

The purpose of this policy is to describe the expectations for personal conduct for all GOSCO Representatives.

ThisCodeofBusinessConduct(the“Code”)coversawiderangeofbusinesspracticesandprocedures. It does not cover every issue that may arise, but it sets out basic principles to guide all GOSCO Representatives. All GOSCO Representatives must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. It focuses on the following areas:

- Annual Acknowledgement
- Health, Safety, and Environmental
- Authority
- Compliance with Laws, Rules and Regulations
- Conflict of Interest
- Confidentiality
- Discrimination andHarassment
- Competition and Fair Dealing
- Protection and Proper Use Of GOSCO Assets
- Record-Keeping, Financial Controls and Disclosure
- Insider Trading
- Corporate Opportunities
- Political or Charitable Contributions
- GOSCO Email, Internet, Computers and Phones
- Working Hours
- Inventions and Discoveries
- Reporting Any Illegal or Unethical Behaviors
- Compliance Procedures

For more information please review the [Code of Business Conduct Policy](#)

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#### 1.4.4 Progressive Discipline

Any person, who disregards engineering controls, does not follow the safety policies, procedures, and work practices or do not follow PPE requirements which have been developed by GOSCO or that are applicable to Government Regulatory authorities shall be disciplined as follows steps:

- Verbal Warning
- Written Warning
- Suspension
- Termination

For more information please review the [Progressive Discipline Standard](#)

#### 1.4.5 Corporate Driving Policy

GOSCO is committed to promoting and protecting the safety of its representatives conducting company business and all people at GOSCO work-sites. Accordingly, this Policy establishes the general requirements for the safe use of vehicles while on company business, whether on public roadways, lease roads, trails, pipeline right-of-ways (ROWs) or GOSCO work sites. It focuses on the following areas:

- General Conduct
- Licensing and Training
- Driver Abstracts / Acceptable Driving Records
- Advanced Driver Training Standard
- Distracted Driving
- Care and Use of Motor Vehicles
- Drivers' Hours and Rest
- Ergonomics and Driver Comfort
- Recovery of Stuck Vehicles
- Incident Reporting

For more information please review the [Corporate Driving Policy](#)

#### 1.4.6 Safety Recognition Policy

GOSCO is committed to protecting the safety of its personnel by promoting, creating, and maintaining a safe and healthy work environment at all GOSCO worksites.

The safety of our employees is a top priority at GOSCO. Our Safety Recognition Program acknowledges and rewards those Personnel who place a high value on incident prevention and the promotion of safety in the workplace and protection of the environment.

For more information please review [Safety Recognition Policy](#)

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#### 1.4.7 Smoking Policy (Including Vaping and E-Cigarettes)

The Smoking Policy ensures that potential workplace hazards are recognized, identified and controlled, and that all employees have adequate protection from the hazards created or introduced in the workplace.

Smoking is defined as:

Smoking, holding or otherwise having control over an ignited tobacco product or e-cigarettes. GOSCO will ensure that:

- No employee smokes in an enclosed place of employment, worksite or work-related area;
- The hazards of second-hand smoke and the potential source of ignition in the workplace will be discussed with the employees;
- Designated smoking areas are provided where appropriate, and will ensure appropriate safety precautions are taken to protect people, property and the environment.

#### 1.4.8 Personal Protective Equipment Policy

The following will be observed and practiced by the company, employees and contractors when the company undertakes any job.

- All PPE used by GOSCO will be within the requirements of O.H.& S. regulations and CSA standards.
- All PPE used by this company will be used and maintained in accordance with manufacturer’s instructions and requirements.
- The employee using PPE will inspect PPE at time of issue, and before each use.
- PPE that is damaged, in need of service or repair, or of questionable reliability will be removed from service immediately.
- PPE that has been removed from service will be destroyed or tagged “OUT OF SERVICE”. Any PPE tagged “OUT OF SERVICE” will not be returned until repaired and inspected and repaired by a qualified person.
- No piece of PPE will be modified or changed contrary to manufacturers’ instructions or specifications or OH&S Regulations.

For more information please review Section 4 in this document or the [Personal Protective Standard](#)

#### 1.4.9 Preventive Maintenance Policy

GOSCO is committed to creating a safe working environment, including supplying the correct tools or equipment for a job. It is the responsibility of the employee to ensure that these tools and/or equipment are operated in a safe manner and not tampered with in any manner.

- The tools and equipment will be properly maintained, to reduce injury to employees or damage to property.



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- Supervision will ensure qualified personnel carry out all maintenance work and all records are maintained.
- All tools and equipment found to be defective will be appropriately tagged and removed from service. All tools and equipment that have been removed from service will be clearly tagged “OUT OF SERVICE” and properly disposed of.
- All subcontractors are subject to tool and/or equipment inspection by GOSCO. For more information please review Section 6 in this document.

**1.4.10 Inspection Policy**

GOSCO believes that preventative measures are required to control and minimize losses of human and material resources. Regular inspections of land, buildings, equipment, and worksite activities are beneficial for anticipating, recognizing, evaluating, controlling, and eliminating substandard acts, conditions, or hazards.

- GOSCO will maintain their inspection program by continually monitoring the worksite.
- Management will ensure that the health and safety concerns identified in the inspections are addressed as soon as reasonably possible.

For more information please review Section 9 in this document.

**1.4.11 Investigation Policy**

GOSCO promotes the thorough investigation of all incidents that occur on our worksites.

- Accurate records and documentation shall be kept on investigations relating to all incidents.
- If a trend is identified it will be identified immediately before a serious incident occurs.
- The Incident Reporting procedure and the applicable Emergency Response Plan must be reviewed periodically by employees and followed as required.
- All investigations will be followed up with recommendations and the appropriate action must be taken to prevent a similar event from occurring.

For more information please review Sections 11 (IM) and 12 (EM) in this document or the [Incident Management Procedure](#) and the [Emergency Management Standard](#).

**1.4.12 Environmental and Waste Management Policy**

GOSCO pledges our commitment to act in an environmentally responsible manner. We are committed to protecting the environment through compliance with applicable provincial, and local environmental laws and regulations, and we will continually strive to reduce environmental impact associated with the operation of our business.

GOSCO recognizes the importance of the involvement and commitment of senior management and the responsibility of each and every employee in the application of this policy. Managers, supervisors and employees at all levels are held accountable for their environmental performance.

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We will achieve this commitment through the application of the following principles:

- GOSCO will promote the reduction, re-using and recycling of materials and disposal of hazardous waste in compliance with all applicable environmental laws and regulations.
- GOSCO will not create unacceptable risks to the environment and will strive to minimize the risks from existing environmental conditions.
- GOSCO will maintain contingency procedures for serious incidents in order to minimize harm to people and property.

## **1.5 Safety Responsibilities**

### **1.5.1 Managers and Above (Senior Leaders)**

Managers and above (i.e., senior leaders) shall be responsible to:

- Understand and enforce GOSCO' HSE-MS safety requirements, federal and provincial occupational health and safety legislation, and other relevant agency regulations and industry-recommended practices.
- Provide all supervisory staff with an understanding of GOSCO HSE-MS safety requirements, relevant occupational health and safety legislation, other relevant agency regulations and industry-recommended practices.
- Review, contribute to and approve for use (when requested) all relevant HSE-MS governing documents as required.
- Promptly respond to the recommendations, suggestions, or complaints evolving from the continuous application of the HSE-MS.
- Provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all employees and workers, and to promote the protection of equipment and the environment.
- Ensure all employees understand their obligation to refuse and stop unsafe work.
- Ensure that all workers are properly trained and certified to perform required tasks, and to provide ongoing safety education programs and approved safety training courses as required.
- Ensure that all contractors and subcontractors:
  - Have the expertise to perform the scope of work safety
  - Hold all required certifications
  - Possess current liability and Workers' Compensation insurance and registration
  - Have a safety management system and are familiar with applicable GOSCO safety policies, standards, procedures
- Ensure that all workers are provided with proper, well-maintained tools and equipment, as well as any other special personal protection devices that may be required.

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- Ensure an assessment of the worksite is completed, and that existing and potential hazards are identified prior to beginning work.
- Be actively involved in safety meetings/talks and tour worksites on a regular basis.
- Conduct regular worksite inspections.
- Correct unsafe conditions or behaviors.
- Monitor departments, projects and contractors, and hold them accountable for their individual safety performance.
- Carry out disciplinary actions toward those who violate policies, standards, procedures, or rules relating to the HSE-MS.

**1.5.2 Supervisors (Mid-Level Leaders)**

Supervisors (i.e., mid-level leaders) shall be responsible to:

- Know and apply GOSCO' HSE-MS safety requirements, federal and provincial occupational health and safety legislation, and other relevant agency regulations and industry- recommended practices.
- Ensure that all workers receive an orientation based on GOSCO HSE-MS requirements.
- Ensure Hazard Assessments are conducted and controls / plans are put in place to ensure the protection of the workers, visitors, and the public
- Ensure the Health Safety and Environmental Manual, required forms, OH&S legislation, emergency response plans, and emergency contact numbers are available at worksites.
- Ensure all employees/contractors are educated to work in a safe manner, and that they use all protective devices and procedures required by GOSCO and regulatory legislation to protect their health and safety.
- Perform and document on-the-job training to ensure practices are kept efficient, accurate and up-to-date.
- Schedule training as required that ensure certifications are current.
- Observe workers to ensure they are "Fit for Duty" - sufficiently experienced and knowledgeable, alert, and in proper mental and physical condition to perform assigned activities
- Inform workers of their obligation to refuse unsafe work.
- Identify actual or potential hazards, communicate these hazards to workers, and advise them how to isolate, prevent and/or remove such hazards before work begins.
- Conduct regular worksite inspections
- Correct unsafe conditions or behaviors.
- Report all incidents, including no-loss incidents, immediately. Investigate incidents fully, and to advise management on how to prevent similar incidents in the future.

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- Arrange for medical response or treatment in the case of injury or illness, including transportation to a doctor or hospital where necessary.
- Attend regular safety meetings and inspections.
- Encourage workers to provide input into safety development and maintenance.
- Restrict or deny access to visitors to all or part of a worksite, based on the assessment of the risk to that person, or to the employees/contractors on the worksite, or if the visitor is not in compliance with minimum training and PPE standards.

### 1.5.3 Foremen (Front-Line Leaders)

Foremen (i.e., front-line leaders) shall be responsible to:

- Know and apply the GOSCO HSE-MS safety requirements, and the relevant regulations, laws and codes that apply to their area of responsibility.
- Ensure that all employees performing work have been trained and are deemed competent to perform the assigned task. (Tell, Show, Do with, Learn from & Follow-up)
- Ensure that proof of training is forwarded to HSE for uploading into the Learning Management System (LMS).
- Ensure that only approved documents are in use, and that they actively participate in the document revision process.
- Ensure foreman time in the field, while work is underway, is sufficient to support their crews and individuals in applying the HSE and operational tools effectively.
- Provide safe working conditions for all employees/contractors and others to the work site. If it is not within foreman control to provide a safe work site, work must stop until the issues are resolved and it is made safe.
- Ensure that each employee is instructed (competent) in the site specific emergency response procedure.
- Ensure that all employees are aware of, and fully understand the hazards associated with the assigned tasks, and have the support and resources to deal effectively with the hazards.
- Ensure all appropriate safety equipment, including personal protective equipment (PPE), is available onsite, properly stored, maintained in good order and replaced when necessary.
- Conduct and document regular safety meetings and inspections.
- Ensure all incidents are reported and investigated in a timely manner and in accordance with incident management procedure
- Demonstrate visible leadership in HSE-MS programs such as leading safety and/or toolbox meetings, documenting worker concerns, implementing follow-up actions, and reporting back to the workforce.
- Provide visitors to the worksite with a briefing regarding onsite-specific or process-specific hazards and related safety procedures.

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### 1.5.4 Workers

Workers shall be responsible to:

- Cooperate with their employer in all aspects of workplace health and safety.
- Read, understand and comply with GOSCO' HSE-MS related policy, standards, rules, procedures and practices, as well as legislation and industry standards, as described in the GOSCO HSE-MS, and Health and Safety Manual.
- Actively participate in procedure and practice development and maintenance.
- Maintain all required safety certifications and tickets.
- Participate in all required training or related education offered by their employer, either on or off the worksite.
- Check tools and equipment, including personal protective and safety equipment, for hazards prior to use.
- Wear the required safety equipment, personal protective devices and clothing required by GOSCO and/or their employer and regulatory agencies, and to maintain and regularly inspect this equipment as required and recommended by the manufacturer.
- Know the location, type, and operation of emergency equipment.
- Report all hazardous acts and conditions, incidents, including no-loss incidents, injuries, and illnesses to their supervisor(s) or management as soon as possible.
- If possible correct any unsafe conditions that are identified in the workplace.
- Take every reasonable precaution to protect themselves and the safety of others.
- Refuse to perform work when unsafe conditions exist (as defined in provincial Occupational Health & Safety legislation), and to refuse to perform work they are not competent to perform.
- Attend and participate in toolbox talks and safety meetings.
- Review all work permits prior to starting work; sign the work permit and ensure all permit conditions are put in place and complied with.

### 1.5.5 Prime Contractor/Owner

The Prime Contractor (be it the owner or some other party) shall be responsible to:

- Assume overall responsibility for occupational health and safety at the worksite.  
**Note:** This does not relieve the employers of their health and safety responsibilities at the worksite.
- Ensure the Occupational Health & Safety Act and its Regulations are complied with at the worksite.
- Meet these compliance responsibilities through the development of an occupational health and safety management system.

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- Implement the occupational health and safety management system at site, monitor and ensure that it is functioning properly, and make any necessary changes to ensure the system continues to perform as intended.

### 1.5.6 Contractors and Contract Operators

Contractors and contract operators shall be responsible to:

- Possess, supply proof of, and maintain current liability and Workers' Compensation Board insurance and registration.
- Maintain prequalification.
- Have and maintain effective safety programs and procedures, which comply with or surpass GOSCO' HSE-MS safety expectations, policies and procedures, as well as contractual and legislative/regulatory requirements.
- Participate in GOSCO safety orientations, inspections, incident investigations and meetings.
- Familiarize themselves with site-specific emergency response procedures, the location of emergency equipment, and the alarms/beacons used at the site.
- Insist on safe performance throughout their operations by:
  - Providing the time and resources required to enable workers to do their work properly
  - Ensuring personnel (including subcontractors) are competent to perform their assigned tasks, are educated to work in a safe manner, and possess valid training as per client or work requirements
  - Hold their employees accountable for jobsite safety, failure to observe and follow instructions or failure to anticipate/analyze hazardous conditions.
  - Ensure their workers are provided with, and use, all protective devices and procedures required by GOSCO and regulatory legislation to protect their health and safety.
  - Ensure contractor-supplied vehicles, equipment, tools, and materials used at the worksite are safe, suitable and approved, that they are inspected and maintained regularly, and that only competent and qualified personnel use them.
- Assess each worksite and identify existing or potential hazards before work begins at that worksite, to take all necessary precautions to control hazards, and to communicate hazards to all individuals performing work at the worksite.
- Comply with all regulatory record keeping and reporting requirements, and make these records available to GOSCO upon request.
- Where safety procedures provided by the contractor are equal to or surpass those outlined within this Safety Responsibilities Standard/replace with Health and Safety Manual when inserted, the designated Site Representative may use them.

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### 1.5.7 Short-Service Workers

Short-service workers (SSWs) are workers brought on site for a specific scope of work capable of being completed within 4 consecutive days or less. The SSW task must be a "one-time," time-sensitive, or emergency situation.

SSWs may be persons brought on site for an inspection, audit or legislative requirements. SSWs may also be specialized trades brought on to complete a specific scope of work as defined above. Any SSWs that are required for more than 4 consecutive days, or on more than one occasion, are required to complete the applicable Site HSE Orientations (General and Site Specific).

SSWs shall be responsible to:

- Stop and check in at the security gate.
- Report to the designated site representative and complete the condensed safety orientation (valid for 4 days).
- Review and be familiar with all site rules.
- Be supervised at all times.
- Be equipped with proper PPE before accessing the Site.
- Comply with Site HSE practices & emergency procedures.
- Understand their duty and obligation to report situations/conditions they consider imminently dangerous to themselves, GOSCO facilities, or any other person.

### 1.5.8 Visitors

Visitors shall be responsible to:

- Make reasonable efforts to notify the Site Representative at the worksite a minimum of 24 hours prior to the site visit.
- Stop and check in at the security gate.
- Report to the designated site representative and complete the condensed visitor safety orientation.
- Review and be familiar with all site rules.
- Follow the instructions of the site supervisor or personal escort.
- Wear personal protective equipment when required.
- Never walk about a worksite unescorted.
- Never perform hands on work.
- Be aware of emergency response requirements for the site.

**Note:** Visitors include governmental or regulatory agency representatives, and the responsibilities indicated above are applicable to them. Any visitor that does not comply with

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these responsibilities may be politely escorted from the worksite, with no repercussions to the Site Representative.

### 1.5.9 HSE Team

The HSE team shall be responsible to:

- Lead, direct and support the safety activities and initiatives within GOSCO.
- Identify and establish GOSCO safety goals and objectives with Senior Management.
- Maintain and implement a comprehensive HSE-Management System that incorporates industry best practices.
- Assist in the review, revision, update and implementation of the elements of the GOSCO HSE Manual and supporting documents.
- Demonstrate proactive visible leadership in HSE program. Lead by positive example.
- Ensure that the HSE Program reflects industry best practices.
- Monitor, evaluate and provide feedback specific to the effectiveness of the GOSCO HSE Manual and supporting documents.
- Steward and maintain a hazard/risk register specific to the worksite.
- Ensure that only approved governing documents are in use, and are deemed to be effective for purpose.
- Ensure that governing documents are revised as required.
- Participate in the planning and execution of work as required.
- Schedule, support and conduct an audit and inspection schedule.
- Support Operations in an advisory capacity, in the closing out of the gaps identified.
- Ensure that all safety equipment is made readily available, and maintained according to the manufacturer's specifications for all emergency situations.
- Attend toolbox talks and safety meetings to provide any support required and/or updates on incidents that may occurred on or off site.
- Participate in all formal site inspections.

For more information please review [Safety Responsibility Standard](#)

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## 1.6 Health and Safety Activity Requirements

Table 2: Health & Safety Activity Requirements

Health & Safety Activity Requirements					
Activity	Description	Person Responsible	People Attending	Suggested time	Minimum Frequency
<b>Safety Meeting or Town Hall Meeting</b>	Workers and management are to attend to discuss such items as applicable HSE activities, initiatives and performance. Progress will be updated; actions and timelines will be established for any corrective actions.	Managers	Department	30 – 60 min	Monthly: for field-based workers  Bi-Annual: Office workers
<b>Tool Box Talks</b>	Short safety talks held by the supervisors which aim at quick hazard communication and done on a weekly basis.	Supervisor	Field-based workers	10 -15 min	Daily if practical
<b>Job Hazard Analysis (JHA)</b>	<p>A Job Hazard Assessment (JHA) is a formal, step-by-step analysis of a specific task or activity. It is intended to identify any health, safety and environmental hazards that may be associated with each step of the task and then identify suitable methods, procedures, precautions, equipment or other means (as appropriate) in order to eliminate as far as practicable the risks of these hazards causing harm to people or the environment.</p> <p>The requirement to complete a Job Hazard Assessment for a particular activity each time it is performed, or when it is performed under particular circumstances, is determined during the preliminary hazard review.</p> <p>The requirement for a JHA will typically arise when an activity meets most or all of the following criteria:</p> <ul style="list-style-type: none"> <li>- A history of significant injuries, incidents or near misses;</li> <li>- Significant or unusual hazards are present;</li> <li>- A high degree of complexity;</li> <li>- Available, unpredictable or potentially hazardous working environment;</li> <li>- Has the potential to impact sensitive neighbors.</li> </ul>	Supervisors and Managers	Subject Matter Experts	Varies	Varies: See Description for details
<b>Field Level Hazard</b>	A Field Level Hazard Assessment (FLHA) is the final field HSE check conducted by	Employee	Crew conducting	5 mins	As per procedure

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Health & Safety Activity Requirements					
Activity	Description	Person Responsible	People Attending	Suggested time	Minimum Frequency
<b>Analysis (FLHA)</b>	knowledgeable workers involved in a task, identify additional hazards and mechanisms to control risks.		the same activity		
<b>Inspection</b>	A tour of the workplace for the specific purpose of identifying unsafe conditions. Once a job is underway, inspections are conducted on an ongoing basis to monitor the effectiveness of a safety program.	Supervisors and Managers	Other employees	30 min to 1 hour	Monthly
<b>Workplace Observation (WPO)</b>	A tour of the workplace for the specific purpose of identifying unsafe acts and determining the levels of compliance with established Safe Work Practices, Safe Job Procedures, and Safety Rules. Once a job is underway, inspections are conducted on an ongoing basis to monitor the effectiveness of a safety program.	Supervisors and Managers	Other Senior Leaders	30 min to 1 hour	Monthly



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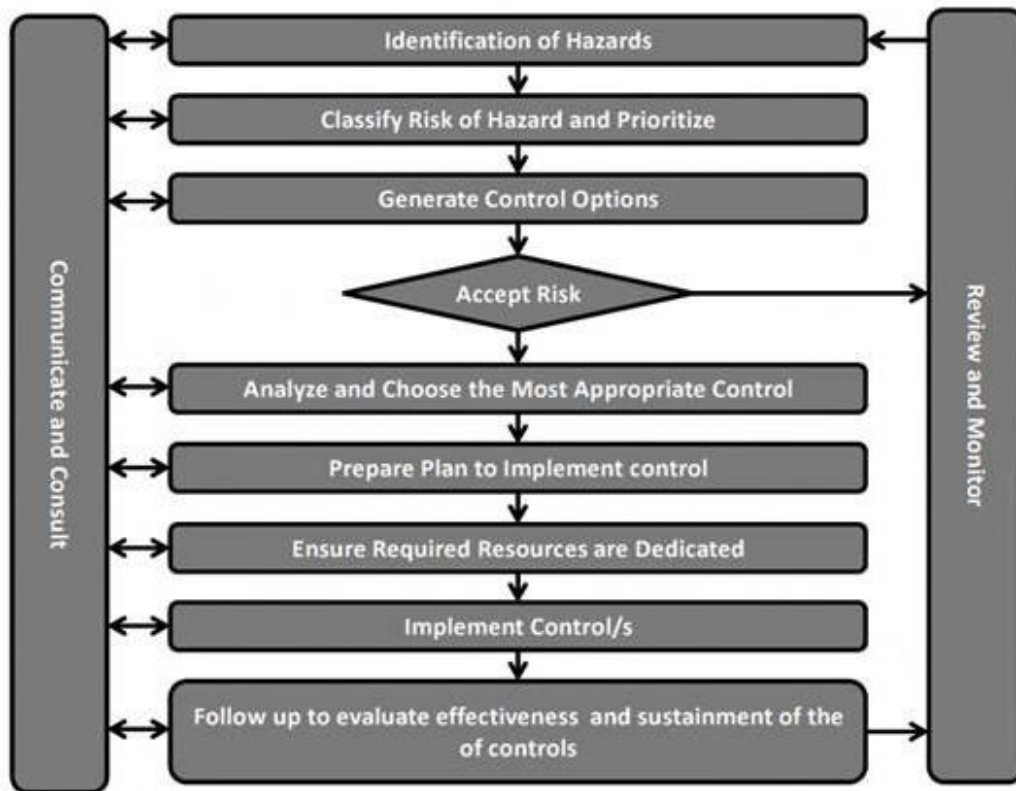
## 2.0 Hazard Assessment and Risk Management

### 2.1 Overview

The cornerstone of our Health and Safety Management System is the ability to identify all workplace hazards. By recognizing, identifying, assessing and controlling hazards, we can eliminate or reduce the possibility, frequency and severity of loss.

Effective risk management uses a predetermined, clear process for hazard identification, reporting, assessment and control, which is used consistently and effectively throughout all levels and worksites in the Company. Effective risk management typically follows the basic flow illustrated in Figure 2 below:

Figure 2: Risk Management Model



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## 2.2 Hazard Identification

Hazards are generally divided into two key categories: hazards related to a task (requiring identification of jobs and their tasks), and hazards related to a workplace. Types of hazards and the associated effects that you may consider include but are not limited to:

Table 3: Hazard and Effect Model

	Hazard	Effect
<b>People</b>	<ol style="list-style-type: none"> <li>1. New / inexperienced / recently-transferred personnel</li> <li>2. Visitors/unauthorized personnel</li> <li>3. Inadequate communications</li> <li>4. Insufficient numbers</li> <li>5. Competence</li> <li>6. Change</li> </ol>	<input type="checkbox"/> Slips, trips, and falls <input type="checkbox"/> Fire <input type="checkbox"/> Exposure to hazardous substances <ul style="list-style-type: none"> <li>o Toxic</li> <li>o Corrosive</li> <li>o Irritant</li> <li>o Carcinogenic</li> <li>o Sensitizing</li> </ul> <input type="checkbox"/> Exposure to noise <input type="checkbox"/> Explosion <input type="checkbox"/> Burns <input type="checkbox"/> Hypothermia <input type="checkbox"/> Shock <input type="checkbox"/> Struck by objects <input type="checkbox"/> Exposure to ionizing radiation <input type="checkbox"/> Entanglement <input type="checkbox"/> Impact <input type="checkbox"/> Crushing <input type="checkbox"/> Cuts/abrasion <input type="checkbox"/> Entrapment <input type="checkbox"/> Electrocution <input type="checkbox"/> Asphyxia <input type="checkbox"/> Drowning <input type="checkbox"/> Stress <input type="checkbox"/> Pollution <input type="checkbox"/> Contamination <input type="checkbox"/> Financial liability
<b>Equipment</b>	<ol style="list-style-type: none"> <li>1. Scaffolding / ladders</li> <li>2. Incorrect use of tools</li> <li>3. Stability/collapse of equipment</li> <li>4. Maintenance</li> <li>5. Equipment failures</li> <li>6. Damaged/faulty equipment</li> <li>7. Mechanical Motion</li> <li>8. Electrical</li> </ol>	
<b>Materials</b>	<ol style="list-style-type: none"> <li>1. Gravity</li> <li>2. Stored Energy</li> <li>3. Hazardous substances</li> <li>4. Radiation</li> <li>5. Flammable substances</li> <li>6. Explosive substances</li> <li>7. Pressure</li> <li>8. Dimensions, weight</li> <li>9. Waste</li> </ol>	
<b>Environment</b>	<ol style="list-style-type: none"> <li>1. Confined/restricted spaces</li> <li>2. Working at heights</li> <li>3. Noise</li> <li>4. Temperature</li> <li>5. Lighting</li> <li>6. Ventilation</li> <li>7. Vibration</li> <li>8. Weather</li> <li>9. Gravity</li> <li>10. Motion</li> </ol>	
<b>Process</b>	<ol style="list-style-type: none"> <li>1. Emergency arrangements</li> <li>2. Incorrect procedure/process</li> <li>3. Inadequate Safety Management System</li> <li>4. Inadequate planning</li> <li>5. Lack of training</li> </ol>	

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Hazards that may be present in the workplace are identified utilizing the following assessments.

**2.2.1 Formal Hazard Assessments**

Formal hazard assessment will be created for:

- Work Locations (Type)
- Positions (incorporating related jobs and tasks)
- Project Start-up / Pre-Job

From the formal hazard assessment a list of critical tasks will be developed.

**2.2.2 Ongoing Hazard Assessments - Job Hazard Assessments (JHA)**

Certain tasks will be identified that present additional risk. These tasks will require review and assessment so that a specific safe-work procedure can be developed for the task.

Responsibility for the development of the JHA rests with the supervisor responsible for the job. Jobs that could require a JHA may include, but are not limited to:

- High risk jobs
- New jobs or a task that present unspecified or unknown hazards
- Jobs or tasks involving new equipment, machinery, or procedures
- Major job categories that will be repeated frequently

If additional hazards arise or are identified during the shift, the workers shall update this information on their Field Level Hazard Assessments ("FLHA").

GOSCO representatives may review Contractor's JHA's to ensure effective hazard identification and risk assessments has been completed and appropriate controls have been identified.

All hazard assessments and applicable mitigation measures will be reviewed with all affected individuals prior to work activities taking place. This may be in the form of Tool Box Talks, Safety meetings or other communication processes approved by GOSCO.

For a blank form please click here [JHA](#)

**2.2.3 Ongoing Hazard Assessments - Field Level Hazard Assessment (FLHA)**

The FLHA is intended to verify in the field, hazards identified in the JHA, identify any changes or additional hazards that may be present in the field and establish site or task specific controls to mitigate the new risk. FLHA's are to be conducted at the start of shift or start of new job.

FLHA's are expected to be updated throughout the day as new hazards arise or any change in the following:

- Scope of work
- Materials, Tools or Equipment
- Environmental (changes in weather etc.)

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- Simultaneous Operations (other activities in the immediate area that may impact the task)
- Muster Points or Escape Routes
- People

For more information please review the [Field Level Hazard Assessment Procedure](#) For a blank form please click here [FLHA](#)

Table 4: FLHA Requirements

Operations	Maintenance / Construction	Support Services
<ul style="list-style-type: none"> <li>- One for all non-routine tasks</li> <li>- Reassess whenever operating, weather or other conditions introduce hazards not typically associated with routine tasks</li> </ul>	<ul style="list-style-type: none"> <li>- One for each job</li> <li>- One if there is a change in work scope</li> <li>- Reassess if there is a substantial change in weather, operating or other conditions.</li> <li>- Reassess when a new person comes to the work area</li> </ul> <p><b>Note:</b> GOSCO and Contractors may use or sign onto each other's forms</p>	<ul style="list-style-type: none"> <li>- One for any task in the field that requires any work beyond performing observations of equipment, people, etc.</li> </ul>

## 2.2.4 General Hazard Reports

Occasionally hazards may not be identified during the conduct of an assessment or inspection, or may develop during the course of work. A Hazard Report form is to be immediately completed by any worker who notices any previously unidentified hazardous conditions or work procedures, and forwarded to their immediate supervisor. The hazard report must include, but not be limited to the following:

- A description of the hazard and its location
- The risk it presents
- Control measures needed, and interim actions taken

If you are not sure as to whether or not a hazard exists, complete and send in the report anyway – Chances are it probably should be investigated.

For a blank form please click here [Report a Hazardous Condition](#)

## 2.3 Risk Management

### 2.3.1 Risk Assessment Process

The risk of the hazard is determined by combining the consequence and likelihood using the Corporate Risk Matrix.

- **Analyzing the potential consequences (impacts/effects):** Identify the possible consequences and associated hazard and effects on the environment, safety, economic, community that may be caused by the incident being analyzed, using either a qualitative or quantitative approach.

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- **Determining Risk Likelihood:** Determine the likelihood using qualitative and/or quantitative techniques as required.
- **Determining Risk Ranking:** Estimate the risk by combining the consequence with the likelihood on the GOSCO Risk Matrix.
- **Determining Risk Responsibility:** Risk responsibility is aligned with the severity of the risk. Click here to

Access the full [Corporate Risk Matrix](#)

## 2.4 Hazard and Risk Control

Once a hazard has been identified and reported, a control measure or corrective action must be determined and completed by workers competent in correcting the condition with the appropriate level of authority. When possible, the cause will be identified and corrected in addition to the specific problem being encountered.

GOSCO will incorporate elimination, substitution, engineered, administrative, and personal protective equipment control methods in the most practical manner possible to reduce or eliminate workplace hazards. For a High (Risk) Hazard, more than one control should be in place. Be aware that a control may solve one hazard but create another.

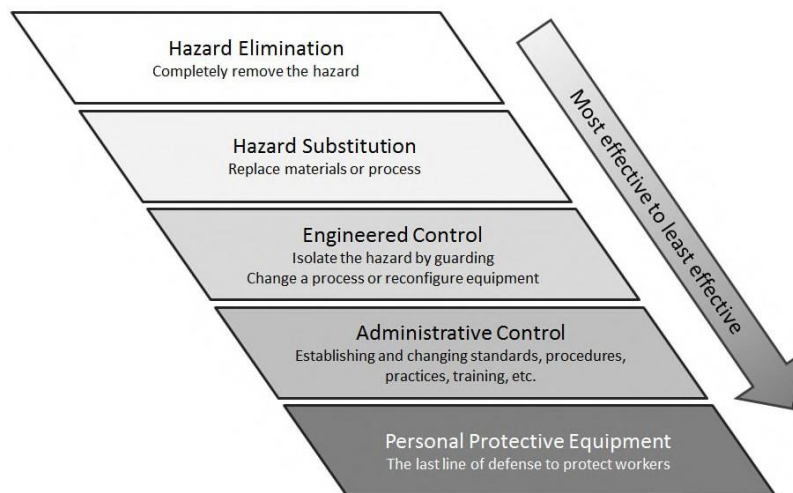


Figure 3: Hierarchy of Controls

### 2.4.1 Corrective and Preventive Actions

A Corrective Action is intended to eliminate a recurrence of an undesirable situation. A Preventive Action is intended to eliminate an occurrence of an identified undesirable situation. The purpose of this Procedure is to provide the requirements for managing Corrective and Preventive Actions at GOSCO.



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Corrective Actions be can be facilitated and closed by launching the following processes:

- Service Requests
- Management of Change (MOC)

For more information please refer to the [Corrective or Preventive Actions Procedure](#)

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### 3.0 Safe Work Procedures and Practices

#### 3.1 Safe Work Procedure

A Safe Work Procedure is a written step-by-step description of how a particular task is to be performed that is used during performance of the work by the person performing the work (or by two people doing the work – one reading and one doing). Examples of procedures include: equipment start-up or shut-down procedures; normal operating procedures; written operating instructions; abnormal operating procedures, emergency procedures, special test procedures, maintenance procedures, construction installation procedures, calibration procedures, hydrostatic test procedures, and inspection procedures.

#### 3.2 Safe Work Practice

Safe Work Practices are written descriptions of how work is generally carried out and allow flexibility in how the work is accomplished. Due to the diversity of circumstances and situations within GOSCO, the information contained in Safe Work Practices cannot be considered complete or applicable in every situation.

Supervisors and employees must refer to federal and provincial health and safety legislation, and industry practices to ensure that the work is accomplished safely.

#### 3.3 Development

Procedures should be developed for high-hazard work or where historical information, legislation, a Hazard Assessment dictates.

Practices should be developed for commonly used equipment or process that does not necessarily follow a step by step order.

Employees, Supervisors, and Management will be involved in the development and/or review of these Safe Work Procedures and Practices.

All Safe Work Procedures and Practices will be developed using the standard GOSCO Safe Work Procedure and Practice format and are based on a job hazard assessment.

#### 3.4 Review

Employees, Supervisors, and technical experts will periodically review Safe Work Procedures and Practices to ensure that they are complete, accurate and applicable on a minimum 3 year bases or when warranted.

#### 3.5 Availability

Safe Work Procedures and Practices applicable to the work being performed will be available to all employees at the work site.

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Safe Work Procedures and Practices should be reviewed at Toolbox Talks before the start of any work using the procedure.

Safe Work Procedures and Practices can be used in job-specific training to instruct employees in their job duties and to verify employee competency and understanding.

### 3.6 Responsibilities

#### 3.6.1 All Employees

- Follow all established steps described in a Safe Work Procedure.
- Use Practices as required to help provide general guidance.

#### 3.6.2 Supervisors

- Ensure that the Safe Work Procedures and associated practices are available for review at the work site.
- Ensure that all the steps in a Safe Work Procedure are carried out in accordance with the Procedure.

### 3.7 Deviations

Safe Work Procedures do not allow for flexibility. Deviations from Safe Work Procedures require a written hazard assessment detailing the changes and appropriate level of sign off of that change. For more complex procedures an MOC might be required.

### 3.8 Codes of Practice

Codes of Practice are specific Safe Work Practices that are required by Health and Safety Legislation for hazardous work, and normally contain Policies, Procedures, Practices and Forms.

Click here to access all the [Corporate Wide HSE Governing Documents](#)

<http://core.GOSCO.com/Areas/hse/HealthandSafety/Pages/GoverningDocuments.aspx> Click

here to access all the [RMWB Governing Documents](#)

<http://core.GOSCO.com/Areas/Operations/HangingstoneExpansion/Pages/OperationsDocumentation.aspx>

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## 4.0 Company Rules

### 4.1 Life Saving Rules – “Rules to Live By”

GOSCO strives towards a proactive safety culture with the belief that all incidents are preventable and no task is important enough to justify injuring employees, damaging property, or harming the environment. Our safety values and beliefs are reflected in our behaviors. GOSCO has 12 “Rules to Live by” These rules have been put in place to ensure basic behaviors are followed to prevent the kind of incidents that could result in a serious injury or a fatality on our site. At GOSCO, we care about our employees and contractors too much to not directly intervene.

### 4.2 General Rules

#### 4.2.1 General Safety Precautions

- The Life Saving Rules - “Rules to live by” will be strictly monitored and enforced regardless of perception or actual severity.
  - Verify isolation of hazardous energy prior to beginning work
  - Obtain authorization prior to conducting ground disturbance activities
  - Work within the permit to work system
  - Follow safe driving rules
  - Obtain authorization before entering a confined space
  - Use proper personal protection equipment “PPE”
  - Never override or disable safety devices without authorization
  - Never work on or near high voltage equipment without proper authorization
  - Follow the drug & alcohol policy by always arriving “Fit for Duty”
  - Never walk under a suspended load or cross a red ribbon without authorization
  - Do not smoke, vape or use e-cigarettes outside designated areas
  - Protect yourself against a fall when working at heights

Figure 4: Life Saving Rules



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- All applicable governing documents (policies, standards, procedures, and practices) must be followed at all times.
- All injuries, no matter how minor they may seem, must be reported. Report all incidents, with and without loss that occur on the job to your leader IMMEDIATELY.
- Cellphones are only allowed to be used in the following areas and cannot be with you outside of these areas:
  - Administrative Areas
  - Lunchrooms
  - Motor Control Centers (MCCs)
  - Vehicles (passenger or driver if pulled over – more detail in section 4.2.4)
- NOTE:** Cell phones must not be used in locker rooms.
- Non-intrinsically safe devices (which include personal electronics) are not allowed in the following areas:
  - Wellpads
  - Plants (CPFs)
  - Operating Areas
  - Outside of a vehicle in a fueling station
- An employee must be “Fit for Duty” meaning if an employee has any medical/emotional/physical condition(s) that may affect their safe performance on the site, they have a duty to inform their supervisor of this condition so that a less hazardous task may be assigned.
- Review SDS and be prepared (prevention and mitigation including proper PPE for the hazard/s) before using any chemical or controlled substance as per SDS training.
- For safety reasons, the following behaviours will not be tolerated on the worksite. Employees engaged in these behaviours will face immediate consequences.
  - Fighting, scuffling or horseplay
  - Practical jokes
  - Theft
- All staff members are responsible for ensuring they know how to complete their job in a safe and proper manner. If in doubt, consult with your supervisor before performing the task.
- Do not perform work that could cause harm and/or is outside of your competency level and/or scope of work (e.g., landing crane buckets, standing on contractor’s forms, running other people’s equipment, etc.)
- Misuse or willful damage of property and equipment is strictly prohibited.

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- Theft, vandalism, abuses or misuse of equipment and/or property including fire-fighting equipment will not be tolerated. Consequences will be immediately enforced.
- Harassment, violence, threats of violence, intimidation, discrimination and other disruptive actions is strictly prohibited.
- It is the duty of all staff to assist new employees in becoming familiar with the worksite and to point out any potential safety concerns to them.
- At times you will be working close to the public whom may not be familiar with the hazards of our work, pay extra attention to them. Be courteous at all times regardless of their attitudes.
- If the media approaches you do not make any statements, comments or answer any questions. Please direct them to the main administration office.
- No unauthorized personnel or visitors will be brought onto GOSCO Property.
- Obey all warning signs, flagging, and tags. Warning tags are not to be removed from any equipment without supervisor/foreman approval.
- Maintain good housekeeping in your area, this will help prevent incidents. Pull or bend nails in material, stack materials neatly, securely and transport friendly, pile garbage if a box is not readily available, maintain free and clear access throughout your work area.
- Beware of conditions for spontaneous combustion. Clear combustibles away from areas where grinding or other hot work operations are taking place. Vent caps on gas cans are to remain open.
- Know where alarms, first aid kits, rescue equipment, and fire extinguishers are located. When establishing a new work area, find the nearest equipment to your area.
- Loose clothing and hair below the shoulders must be secured to mitigate the hazard of entanglement.
- Do not remove covers or barriers from holes or tampering with a safeguard unless competent and instructed/permitted to do so when still ensure the control of the hazard is maintained.
- Do not modify scaffolds or work platforms unless authorized and competent to do so.
- Possession or conveyance of firearms is prohibited.

#### 4.2.2 Personal Protective Equipment (PPE)

- If an item of personal protective equipment is required for the job you are performing, (i.e. respirator or dust mask, eye protection, hearing protection, fall protection) consider the use of that equipment as a condition of employment.
- Wearing jewelry is not recommended in the plant, field, maintenance shops and warehouses. The following rules and exceptions apply:
  - Medical alert bracelets and watches can be worn, but must be covered by the sleeve of a coverall.

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- Necklaces and earrings (except studs) are prohibited and must be removed for your shift. Ear Spacers must be removed as well for your shift and tunnels/ plugs must be worn instead.
- Rings must be removed or covered with an appropriate glove if you are performing hands-on work.

**NOTE:** Due to the identified hazards of your work scope / environment, you may be asked to remove all jewelry at the discretion of your supervisor, with the exception of medical bracelets.

- Adequate hearing protection is required in any environment where noise levels exceed 85 decibels. This includes, but is not limited to: plant operating areas, buildings, excavation equipment, compressed air, power saws, and jackhammers.
- If required to wear respiratory protection (as identified in your job scope regardless of whether work planned for that day specifically requires you to wear respiratory protection , or if identified as part of a rescue team) you must be medically assessed, fit tested, trained and clean shaven (please see Respiratory Protection Standard for further details)
- Life jackets are required if the hazard of drowning is present and are only viewed as optional if other effective safety measures are in place that will protect a worker from the hazard of drowning.
- The minimum personal protective equipment that is mandated when a worker is engaged in hands-on work outside of a PPE-free zone is:
  - CSA/ANSI approved hard hat
  - CSA approved safety glasses
  - CSA approved steel toed safety footwear

**NOTE:** CSA-certified Grade 1 rubber boots with steel toes, manufactured for both chemical resistance and slip resistance, are acceptable. Refer to Section 5.2.2 (7) Foot Protection for additional details.

- FR Coveralls (when in an operating plant)
- High visibility vest/apparel
- Clothing to protect against the elements
- Hearing protection over 85 decibels
- Hand protection when identified in a procedure or your FLHA

Please see the [Personal Protection Standard](#) and [Respiratory Protection Standard](#) for additional information.

#### 4.2.3 Tools, Equipment, Machinery

- Inspect tools and equipment daily, ensure all guards and safety devices are in place and functional. Misuse or willful damage of company tools and equipment is strictly prohibited.

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- Never do maintenance or work under, on or around a piece of running equipment. Shut it off, secure it from accidental movement, lock it out, and test it prior to starting work. If this is not practical, a running check procedure must be developed.
- Climb down from equipment, do not jump. Look out for slippery or uneven surfaces. This includes traversing from minor elevations. Use a three-point contact when climbing on or off equipment. This includes traversing from minor elevations, such as flat decks.
- Refrain from distracting other workers while they are involved in potentially hazardous work activity, such as using power tools or equipment, unless absolutely necessary.
- Do not operate any equipment unless you are qualified and competent to do so and you have been instructed by your leader to operate it in a safe manner.
- Do not leave earth moving equipment unattended unless all attachments or loads are lowered to the ground.
- Any worker that notices a defective tool or piece of equipment must tag it out immediately and notify supervision. Do not try to fix or “make do” with the tool. It must be fixed by qualified maintenance personnel. Never use a tool once it is tagged or thought to be tagged, check first.
- All damaged or worn-out tools and equipment must be promptly replaced and/or tagged and taken out of service.
- Equipment with poor visibility or oversized loads shall be moved or “spotted” with the assistance of a signal person(s). Signal persons or personnel present in areas of high equipment traffic, shall be identified with high visibility fluorescent vests. A walk-around and inspection of the path of travel shall be done prior to moving.
- All mobile equipment that is used to clear and grub must have protective window guards (Excavators, Dozers).

**4.2.4 Vehicles & Traffic**

- Only employees with valid operator licenses and their defensive driving certification will be allowed to operate company vehicles and rental vehicles for company business. They are to be operated in accordance with the manufacturers’ instructions and applicable municipal/provincial regulations.
- GOSCO owned fleet vehicles must be left unlocked with the keys left inside the unit at all times when on GOSCO property (inclusive to GOSCO Operational areas such as the plant side (west side) of the main administration building, well pads, or pipeline corridors and GOSCO Non- Operational areas such as the administration parking lots).
- GOSCO rentals and Contractor fleet vehicles must be left unlocked with keys inside the unit only when in a GOSCO Operational area.
- Except for placing an emergency call to 911, a GOSCO emergency response number or similar services via hands free devices or to briefly engage in two way radio calls all drivers must safely pull over to the side of the road to do the following:



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- Talk on or use a hand held or hands free device (while on site)
- Text or email
- Eat
- Groom
- Adjust or enter information into electronic navigation
- Use gaming or music devices
- Read, write or sketch
- Seatbelts must be worn in all vehicles and equipment when provided.
- Emergency response vehicles with their lights on have the right of way over all other traffic.
- Check around your vehicle before moving. Mobile equipment must have functional audible reverse alarms.
- Use caution when crossing streets or highways, stop, look, listen, and obey any direction given by traffic control persons (TCP's). Where feasible, walk on the left-hand side of the road facing oncoming traffic.
- Smoking, vaping or use of e-cigarettes is not permitted in company vehicles
- All load and tow requirements stipulated by the Original Equipment Manufacturer (OEM) of the vehicle must be followed
- Riders are not permitted in the boxes of pickup trucks or on other mobile equipment unless an approved seat has been provided.
- If stuck, DO NOT attempt to power through it or get unstuck by rocking the vehicle. STOP and contact a supervisor or manager for help.

Please see the [Corporate Driving Policy](#) and site specific Vehicle and Equipment Safety Standards for additional information.

#### 4.2.5 Environmental and Regulatory Precautions

- Do not feed or approach wildlife.
- Report any nesting activities and wildlife sightings as soon as possible.
- Do not redistribute or use any water before checking with an environmental advisor that water quality is acceptable for the release area and there is a regulatory authorization in place.
- Segregate all waste and dispose of it into the designated bins for each waste type.
- Do not utilize any bin that is not labeled.
- If any regulatory inspector shows up on site, notify the environmental advisor and the site manager IMMEDIATELY.
- Do not attempt to move any undisturbed/vegetated soils without consulting with the environmental advisor.



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- Make sure that all containers are labeled properly and do not use any product in an unlabeled container.
- Always utilize a secondary containment device when handling controlled products and ensure there is a spill kit handy.
- Report all spills immediately no matter how minor they are.
- Make sure that secondary containment is clean after use.
- Restock spill kits immediately after cleaning a spill.
- No hunting, fishing, or trapping.

For more information please refer to the [Life Saving Rules "Rules to Live By"](#) and the [Site Environmental Health and Safety Rules](#)

### 4.3 Consequences

All potential rule infractions will be investigated to understand the cause and the associated contributing factors. Contraventions in any of these rules could result in progressive discipline as highlighted in section 1.4.4.



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## 5.0 Personal Protective Equipment

### 5.1 Overview

Specific PPE requirements will be identified through signage but is generally required in all operating areas, support areas such as warehouses, labs, and all maintenance shops, and maintenance and material storage yards.

PPE is defined as 'any device to be worn or held by an individual for protection against one or more health and safety hazards'.

General PPE for our operational sites includes such items as but not limited to:

- Eye and face protection (glasses/goggles)
- Foot protection (safety boots)
- Hand protection (gloves)
- Head protection (hard hats)
- High visibility outerwear (vests and coveralls)

Hazard / Task specific PPE includes such items as but not limited to:

- Body protection (splash suits, life jackets, winter wear)
- Fire resistant clothing (FR work wear)
- Fall protection (harness)
- Hearing protection (ear plugs/ear muffs)
- Respiratory protection (respirators/face masks/cartridge filters)

### 5.2 Requirements

#### 5.2.1 General Eye and Face Protection

This section sets the minimum requirement for eye and face protection where there are known or potential hazards to the eyes or face and will comply with CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors, CSA Standard Z94.3-99, Industrial Eye and Face Protectors, and/or CSA Standard Z94.3-02, Eye and Face Protectors.

- Sealed eyewear should be worn in areas with high dust environments and as required through hazard assessment.
- Face protection or face shields will be worn for work activities involving process sampling, grinding or cutting. High pressure washing and chemical applications as determined by the hazard assessment.
- Face protection will be used in conjunction with safety glasses or monogoggles.
- Face shields should be attached to the hard hat where possible.
- Where face shields are required for electric arc flash protection, the face shield shall have an arc rating suitable for the arc flash exposure as determined by the hazard assessment.



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- Trade specific face protection will be used as appropriate.
- All protective eyewear shall cover an area of not less than 40mm in width and 33mm in height in front of each eye, centered on the geometrical center of the lens.
- Prescription safety glasses will be provided to GOSCO personnel.



**5.2.1.1 Prescription Eyewear**

- This program is focused to provide prescription safety glasses to employee that regularly work in areas that require eye protection due the identified associated hazards.
- To participate in the Eyesafe program, Eyesafe authorization forms will be obtained from the HSE Department and are valid for six months.
- Prescriptions will be no more than 24 months old from the date of an Optometrist's examination.
- One pair of eye glasses will be provided to an employee every two years unless new lenses are required earlier due to a change in prescription. Proof of the change must be provided.
- Replacement for work related damaged lenses or frames will be provided as required within the 24-month period with authorization from the area leader.
- Fixed side-shields are mandatory for all prescription safety glasses utilized in operating or support areas.
- Only plastic or polycarbonate lenses are allowed; no glass.
- High index plastic lenses are allowed if the sphere and cylinder, when added together, are greater than 6 diopters.
- Progressive bifocal lenses will be approved for prescription safety lenses only if this is part of the employee's current dress eyewear prescription and must be verified by an Optometrist.
- Transitional (photo chromatic) lenses are allowed but must be used with care during the transition from an outside environment into a low light inside environment.
- Additional clip in lenses for use with SCBA/SABA masks are also approved and available based upon need and approval.

**5.2.2 Foot Protection**

This section sets the minimum requirement for foot protection where there are known or potential hazards to the feet and legs and will comply with CAN/CSA-Z195-M2 (R2000) or CSA- Z195-02, Protective Footwear, CAN/CSA-Z195.1-02 Guideline on Selection, Care, and Use of Protective Footwear and will consist of the following:

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- CSA certified Grade 1 (green triangle) 
- Where a hazard assessment, trade or craft specific rules dictate additional electrical shock protection, footwear must have the CSA certified White rectangle with orange Greek letter "omega." 
- The boot upper will be a lace style with either a high cut (260mm or 8 inch for the field or while walking off of dedicated and maintained walkways) or a medium cut boots to low cut shoes (150mm or 6 or less inch for the warehouse).
- Laces must be laced up fully. Pull-on or cowboy boot style boots are not recommended.
- Sole should be comprised of thermoplastic polyurethane (TPU).
- Vibram® soles are recommended.
- Rubber boots will be manufactured for commercial industry for both chemical resistance and slip resistance and will be a minimum of CSA certified Grade 1. See also 4.2.2(6) Personal Protective Equipment.
- Indoor operating areas, such as the lab, may be exempt from the boot height requirement but must ensure CSA certified Grade 1 and both chemical resistance and slip resistance. Exemption must be supported with a hazard assessment and HSE and Operations approval.

### 5.2.3 Hand Protection

Many injuries in the workplace occur because hand protection is either not worn or is inadequate for the type of hazard encountered. Tasks for which gloves shall be used include, but are not limited to:

- Exposure to bodily fluids or biochemical hazards – latex gloves.
- Toxic, corrosive or caustic chemical use – rubber or chemical-resistant rubber gloves.
- General handiwork or wire rope use – leather or heavy canvas gloves.
- Working with sharp objects – cut resistant.
- Steam cleaner use and handling hydrocarbons – rubber gloves.
- Welding/cutting – approved welding gloves with wrist coverings.
- Outdoor maintenance, grounds keeping activities, pesticide or herbicide use or sampling equipment use – appropriate gloves (work or chemical resistant).

If in doubt about the selection or requirement for hand protection, consult your supervisor, SDS, or the area HSE advisor.

Make sure gloves fit properly and are free of rips and holes before using. Reusable gloves shall be cleaned often to prevent accumulation of flammable materials. Caution shall be exercised when operating moving machinery or equipment, as a glove may get snagged or caught.

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### 5.2.4 Head Protection

This section sets the minimum requirement for head protection where there are known or potential hazards to the head, neck and back and will comply with CSA Standard CAN/CSA- Z94.1-92 (R1998), Industrial Protective Headwear, ANSI Standard Z89.1-1997, American National Standard for Industrial Head Protection for Type II head protection, and ANSI Standard Z89.1- 2003, American National Standard for Industrial Head Protection and will comply with the following:

- Type 1, Class E requirements.
- In areas where lateral impact is identified, hard hats must follow Type 2, Class E requirements.
- All hard hats must not be in service for more than 5 years (based on manufactured date).
- All hard hats will be worn with brim forward as designed. Trade or craft specific hard hats will be utilized in the manner in which they are designed.
- At no time will a hard hat be modified.
- At no time will a hard hat be worn that sustains an impact, shows signs of wear or damage or has a damaged suspension system.
- At no time will articles be worn under the hard hat that may interfere with its proper fit to the head or that may cause the hard hat to become dislodged from the head. All accessories should be compatible with the headwear and not interfere with its fit, form and function.
- Non-metallic stickers or reflective tape are to be placed at least 13 mm (1/2 in) above the edge of the brim so as to not affect the burn-through (dielectric classification) of the headwear.
- Personnel utilizing an all-terrain vehicle or other means of motorized transport must wear a safety helmet approved by either:
  - USA Federal Motor Vehicle Safety Standard FMVSS 218 Motorcycle Helmets (DOT);
  - BSI Standard BS 6658:85, Specification for Protective Helmets for Vehicle Users; or
  - Snell Memorial Foundation Standard M2000, 2000 Standard for Protective Headgear for Use With Motorcycles and Other Motorized Vehicles and manufactured on or after July 1, 2009.

### 5.2.5 Body Protection

This section sets the minimum requirement for general body protection where there are known or potential hazards to the body.

- Collars buttoned at the neck, long sleeves fastened at the wrist and long pants will be worn in all operating and support areas.
- Exposure of large areas of unprotected skin is not permitted in operating and support areas.
- Tight fitted or excessively dirty / soiled work wear shall not be worn.



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- All requirements for fire resistant work wear will comply with Section 5.2.6 below.
- Outer rainwear must comply with the GOSCO Fire Resistant Work Wear standard when utilized in designated areas.
- Chemical splash outerwear shall be selected in accordance to the hazards associated with the specific work in progress, the area specific safe work practices and shall meet the requirements of the SDS for the chemical(s) involved.
- Electrical flash suits or switching gear shall have an arc rating that is suitable for the arc flash exposure as determined by the hazard assessment as shall be stored as per manufacturer specification.
- Sunscreen shall be utilized in areas where the risk of sun burn has been identified in the hazard assessment.
- All life jackets must be approved to CGSB Standard CAN/CGSB 65.7-M88, Life jackets, Inherently Buoyant Type, and any amendments for approved small vessel life jackets and all personal floatation devices must be approved to CGSB Standard CAN/CGSB 65.11-M88, Personal Flotation Device, and any amendments for personal floatation devices, Type 1 (inherently buoyant).
- Sharp or pointed objects, explosive substances or flammable liquids should not be carried in pockets.
- When operations are conducted in environments that are hostile or unforgiving (e.g. severe cold), the proper clothing to address those environments must be worn (e.g. appropriate cold- weather clothing).

**5.2.6 Flame Resistant Workwear**

This section sets the minimum requirement for flame resistant workwear where there are known or potential hazards of a flash fire or flashover of electrical equipment and will comply with:

- CAN/CGSB 155.20 – 2000, Workwear for Protection against Hydrocarbon Flash Fire.
- CAN/CGSB 155.21-2000, Recommended Practices for the Provision and Use of Workwear for Protection against Hydrocarbon Flash Fire.
- NFPA 2112 – 2007, Standard on Flame-Resistant Garments for Protection of Industrial Personnel against Flash Fire.
- NFPA 70E – 2004, Standard for Electrical Safety in the Workplace.
- ASTM F 1506-02ae1, Standard Performance Specification for Flame Resistant Textile Materials for Wearing Apparel for Use by electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards.
- CAPP - Guide for the Selection and Use of Flame Resistant Workwear

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- All personnel who have the potential to be exposed to a flash fire or flashover of electrical equipment must wear Flame Resistant Workwear (FRW) (and other PPE appropriate to the hazard) that will provide atleast four-second outer garment flash protection.
- Workwear made of approved flame -resistant material either inherently flame resistant fibers or finishes (i.e., Nomex IIIA, Proban or Indura) that state flame resistant on the label will be considered “approved” workwear. Any clothing worn over Flame Resistant Workwear shall also be flame resistant. Outer garment types/materials that are acceptable include clothing made of 100% flame-resistant material.

Other requirements regarding Flame Resistant Workwear include:

- For maximum protection, FRW shall be worn as described in the manufacturer’s instructions.
- FRW is to be worn as the outermost layer of clothing.
- FRW will be inspected before each use for damage, soiling or contamination and will consist of an examination of all components. All personnel are expected to not use FRW that is worn, damaged, or modified beyond its manufacturers specified utilization limits. No FRW will be utilized that is not able to perform the function for which it was designed.
- Workers shall not be permitted to wear Non-FRW over FRW.
- Clothing should fit properly and comfortably, and care should be taken to avoid clothing being caught or snagged by moving equipment.
- FRW collars shall be worn closed.
- Sleeves and cuffs shall be worn down and secured.
- Other personal protective equipment (PPE) shall be worn as determined by the review of the potential hazards to which workers are exposed. If protective neck, head, hand, and foot coverings are warrants their must be constructed of flame resistant fabric.
- Welders are not exempt from the need for FRW.
- Non FRW hoodies must be tucked in under Flame Resistant Workwear.
- Only natural fibres should to be worn under flame resistant garments. Synthetic fabrics such as Nylon, Polyester and Acrylic can melt if exposed to excessive heat from a flash fire or electric arc flashover.
- FRW should be properly fitted -the air gaps between the FRW, the clothing worn underneath and the skin provides thermal insulation.
- Metal snaps and zippers should be covered or enclosed with the FRW fabric.
- All FRW must be kept clean and free of hydrocarbons, grease, etc.
- Chemically treated FRW is acceptable; however, this clothing can only be dry- cleaned when soiled. Washing this type of clothing with detergent may remove its flame protection capability and, therefore, its effectiveness. Types of chemically treated FRW include Proban and Indura.

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- Deet, the active ingredient in most insect repellents, is a flammable product (as are the propellants used in the sprays), and will decrease the effectiveness of FRW when the clothing is saturated with the product. Deet must not be sprayed directly on clothing, and should only be applied to the skin.
- FRW must be mended with flame resistant material and thread. All maintenance should follow manufacturer's specifications.
- FRW, once exposed to a flash fire, electric arc flashover or excessive heat, must be inspected before being returned to use.
- Rain gear and slickers used for chemical resistance and weather are available in flame resistant fabrics but are not flame resistant by themselves. These garments can be used safely if a layer of FRW is worn underneath.

**5.2.7 Fall Protection**

- Where it is impractical to provide safe work platforms or scaffolds, safety harnesses with lanyards or lifelines (meeting CAN/CSA-Z259 standards) shall be worn by all persons working over pits, shafts, moving machinery, hazardous substances/objects, or water; by all persons working at elevations of three metres or more above grade or floor level; and/or where there is an unusual possibility of injury if a worker falls less than 2 metres. Fall arrest/travel restraint systems must be safely secured to an anchor point or plate that meets legislative and engineering requirements.
- Fall protection equipment varies in design, application and protective capabilities. Supervisors must be diligent when assessing the hazard, referencing available information and understanding the specific use and limitations of the fall protection equipment prior to making a selection.
- All persons required to wear fall protection equipment must be provided training by an accredited provider in the care and use of such equipment. Equipment must be visually inspected prior to use, and any components found to be defective will immediately be taken out of service.
- Regular fall protection inspections are required.
- Fall protection equipment involved in a fall arrest must be removed from service until all components are inspected and re-certified as safe for use.

All requirements for fall protection will comply with the GOSCO [Fall Protection Standard](#).

**5.2.8 High Visibility Outerwear**

- Selection, Use, And Care Of High-Visibility Safety Apparel must follow the guidelines set out in CAN/CSA Z96.1-08.
- All high visibility vests must meet the criteria of CAN/CSA Z96-02 Class 2, Level 2, NFPA 2112 and CGSB 155.20.
- All fire resistant striping requirements are outline in Section 5.2.6 above.

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### 5.2.9 Hearing Protection

This section sets the minimum requirement for hearing protection where there are known or potential hazards to the ears due to harmful noise exposure when sound levels exceed the Noise Permissible Exposure Limits and will comply with Z94.2-14 - Hearing Protection Devices.

Occupational Exposure Limits (OELs) in Table 2 will be adhered to. Hearing protection identified in Table 5 will be utilized at all GOSCO operating sites. GOSCO supervision shall ensure a worker's exposure to noise does not exceed:

- the Occupational Exposure Limits listed in Table 1, and
- 85 dBA Lex.

Local occupational exposure limits define the maximum permitted daily exposure to noise without hearing protection. The Occupational Exposure Limits (OELs) adopted by GOSCO are as follows:

Table 5: Occupational Exposure Limits for Noise

Exposure Level (dBA)	Maximum Permitted Duration (per day)	Exposure Level (dBA)	Maximum Permitted Duration (per day)
82	16 hours	97	30 minutes
83	12 hours and 41 minutes	100	15 minutes
84	10 hours and 4 minutes	103	8 minutes
85	8 hours	106	4 minutes
88	4 hours	109	2 minutes
91	2 hours	112	56 seconds
94	1 hour	≥ 115	no exposure allowed

The exposure levels shown in this Section meet or exceed the requirements of Occupational Health & Safety and Workers' Compensation regulations in Alberta. These levels have been adopted to ensure program consistency throughout the organization.

Table 6: Selection of Hearing Protection Devices

Maximum Equivalent Noise Level (dBA Lex)	CSA Class of Hearing Protector	CSA Grade of Hearing Protection
Less than 85 dBA	No protection required	No protection required
Up to 90	C, B or A	1,2,3, or 4
Up to 95	B or A	2,3, or 4
Up to 100	A	3 or 4
Up to 105	A	4
Up to 110	A earplug + A or B earmuff	3 or 4 earplug + 2,3 or 4 earmuff

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Maximum Equivalent Noise Level (dBA L <sub>ex</sub> )	CSA Class of Hearing Protector	CSA Grade of Hearing Protection
> 110	A earplug + A or B earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA L <sub>ex</sub>	3 or 4 earplug + 2, 3 or 4 earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA L <sub>ex</sub>

All hearing protection must comply with CSA Standard Z94.2-02, Hearing Protection Devices – Performance, Selection, Care and Use.

Noise exposure assessments will be conducted at worksites where workers are, or may be, exposed to noise in excess of 85 dBA L<sub>ex</sub> and the noise exposure limits in Table 4. Audiometric testing will be provided to personnel exposed to excess noise. All records of noise assessment or audiometric testing will be retained in the Corporate HR files.

For additional information see the Hearing Conservation Standard

#### 5.2.10 Respiratory Protection

Respiratory protection must be worn if a worker is or may be exposed to an airborne contaminant (or mixture of contaminants) in a concentration exceeding their Occupational Exposure Limits, or when the atmosphere has or may have an oxygen concentration of less than 19.5% by volume.

Respiratory protective equipment varies in design, application and protective capabilities. Supervisors must be diligent when assessing the hazard, referencing available information and understanding the specific use and limitations of the respiratory protective equipment prior to making a selection.

Supervisors and Site Representatives should also review and be familiar with applicable provincial legislation as it pertains to respiratory protective equipment.

All requirements for respiratory protective equipment will comply with the GOSCO [Respiratory Protection Standard](#).

#### 5.2.11 PPE Limitations and Selection

Selection of PPE will be determined by the results of the hazard assessment, health assessment / needs assessment and regulatory compliance. In addition, PPE requirements will be selected in accordance to specific Safety Data Sheet (SDS) requirements. Only PPE that has been approved for use at GOSCO will be purchased, brought on site, kept in inventory, and/or used for on-site trials. All PPE is approved through HSE and Operations.

The following questions may be considered when assessing PPE requirements:

- Is the PPE required to compensate for a lack of engineering controls?
- What is the nature and size of the hazard?
- What degree of protection does the PPE provide?

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- Is the PPE approved and right for the job?
- Will personnel accept using the PPE and will the PPE be worn properly?
- Is training for proper use and care of the PPE required?

**5.2.12 Training**

Workers shall be trained in the correct use, care, limitations and appropriate maintenance of personal protective equipment. Training will be conducted at a minimum, before a worker uses PPE in a work situation. It is recommended to provide ongoing coaching and mentoring on this topic during toolbox talks and/or safety meetings.

Training shall cover the following topics, as a minimum:

- Information that explains when and what PPE should be worn and why it should be worn.
- How to properly use each item of PPE.
- How to properly care for PPE.
- How to store PPE.

**5.2.13 Pre-use Inspection**

All personal protective equipment must be used as per manufacturer's instructions and is not to be modified in any way.

PPE will be inspected before each use for and should be documented on your FLHA.

All personnel are expected to not use PPE that is worn, damaged, modified beyond its manufacturer's specified utilization limits, and has not expired. No PPE will be utilized that is not able to perform the function for which it was designed.

**5.2.14 Cleaning, Inspection, Maintenance and Storage**

Inspection, cleaning and servicing of all types of personal protective equipment will be conducted according to manufacturer's instructions and performed by certified maintenance technicians where applicable. All PPE should be stored in a clean, dry location free from contamination and in a functionally effective condition.

Contaminated protective equipment and other PPE should be removed prior to entering an uncontaminated or clean area. Contaminated PPE must be segregated and disposed of according to hazardous waste procedures and protocols.

For more information please refer to the [Personal Protective Equipment Standard](#).



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## 6.0 Preventive Maintenance

Diligent asset integrity and preventative maintenance programs are essential to GOSCO business success, and includes appropriate and effective processes and systems in place to ensure safe, reliable and best-in-class asset development and management.

Preventative maintenance ensures that the tools and equipment that GOSCO provides to their employees is in the safest condition possible.

### 6.1 Personal Protective Equipment

All operating divisions will have a well-planned and organized maintenance program for keeping personal protective equipment in safe working condition, according to original manufacturer’s specifications.

Employees are expected to identify what type of PPE is required for the job and inspect their equipment prior to every use and document within the FLHA card.

### 6.2 Preventive Maintenance Programs

GOSCO shall ensure the integrity of its assets through the development and implementation of Asset Integrity Inspection and Maintenance programs.

The programs shall:

- Be scheduled according to (or for a shorter period) that recommended by the supplier or regulatory body.
- Take into consideration location, climatic conditions and frequency of use
- Is maintained in a condition that will not compromise the health and safety of workers using or transporting the equipment
- Only be conducted by appropriate competent personnel.
- Be recorded with signature and date in inspection records.
- Be recorded, where applicable, on asset with due date of next inspection.
- All maintenance shall, at a minimum, be:
  - Conducted by approved, competent personnel.
  - Recorded with signature, date and description of maintenance in maintenance records.

### 6.3 Out of service equipment and tools

All equipment and tools removed from service must be tagged “Out of Service” and rendered inoperable.

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### 6.3.1 Responsibilities

#### 6.3.1.1 Supervisors

- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.
- Remove from service any pieces of equipment or tools that have been tagged “OUT OF SERVICE” or are otherwise defective.
- Ensure that equipment and tools are inspected, maintained and repaired in accordance with industry practice, legislated requirements and manufacturer’s specifications.

#### 6.3.1.2 Employees

- To perform a daily inspection of power mobile equipment, equipment and tools the employee operates.
- Remove from service any power mobile equipment, equipment and tools that have been tagged “OUT OF SERVICE” or are otherwise defective.
- Report any repairs or alterations required on the power mobile equipment, equipment and tools he or she operates.
- Leave all safety devices operative on power mobile equipment, equipment and tools.
- Ensure maintenance and/or inspection logs remain with the power mobile equipment when releasing to another site.
- Inspect all power mobile equipment, equipment and tools before use and to keep all equipment and tools in good repair.
- Remove from service any defective tools or pieces of equipment.

#### 6.3.1.3 HSE Team

- Periodically inspect equipment and tools for defects.
- Verify the associate systems and processes

### 6.4 Out of Service Tag (Example)



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## 7.0 Onboarding and Competency Development

The purpose of this section is to ensure that all GOSCO employees and consultants filling GOSCO roles at all levels of the organization have adequate knowledge, skills and experience necessary to competently perform their jobs by:

- Ensuring a process is in place that identifies necessary competency based upon position profiles at all levels of the organization
- Ensuring processes are in place to develop competencies at all levels of the organization
- Identifying tracking systems, and stewarding all training needs

**Note:** No person shall perform any job or task that is beyond their ability to safely do so.

The President of GOSCO will ensure adequate resources are provided so all employees follow a structured process in order to gain the required competencies to undertake their duties.

Senior management and the Director, HSE & Regulatory Compliance have established this standard to help development competency and identify associated training needs

Human Resources, HSE and any area training resources with the support of the area managers, will create position profiles and conduct Job Task Analysis to determine the necessary skills and capabilities as well as the associated training and development requirements for each position. A review of this inventory will take place at a frequency of no more than 3 years or as new roles are developed.

Area managers with the support of the HSE (regulatory training focused) and Human Resources (all other training focused) will monitor the training of their direct reports against the identified training requirements and address any gaps. They will also ensure that employees' at all relevant levels are aware of:

- The importance of conformance to all policies, standards, rules and procedures.
- Significant HSE impacts related to their work activities.
- Their roles and responsibilities in achieving conformance to policies and the management system requirements.
- Potential consequences of any departures from specific procedures.
- All relevant objectives and targets as it relates to learning and competency.
- Skills, knowledge, behaviors and experience required for the organizational role that they are fulfilling.

Leaders will ensure that their personnel are competent to undertake their duties, will monitor the training of their personnel against the identified training requirements as per their Training Matrix to address any gaps.

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This will include but is not limited to:

- General onboarding
- General orientation
- Site specific orientation
- Role based training matrix assignment
- Transfer of employee gap analysis
- Recertification and refresher training

All training records will be filed and retained in the corporate wide Learning Management System.

## 7.1 Onboarding

To ensure that all employees are aware, prepared and competent to perform the duties of their position.

HR shall:

- Maintain position descriptions and job postings to ensure all core competencies are identified
- Verify that all prospective employees have the required degree, diploma, certificate, and designations as per their resume
- Hands out the Current Training and Certification Checklist (Appendix 1) to all new hires and sent to the hiring manager and the HSE team.

**NOTE:** This checklist must be filled out prior to orientation being scheduled. Any gaps in training will be identified by HR to the direct hires supervisor and HSE. The Supervisor with the support of HSE will ensure a learning plan is created, scheduled and executed to support site access.

- Ensure relevant physical demands testing, and medical baseline tests (Hearing and Lung Function) are conducted
- Load all relevant training and certifications into the learning management system prior to start date
- Advise all key stakeholders of a new hire as soon as possible so planning and preparation can commence for their arrival

HSE shall:

- Load all relevant training and certifications into the learning management system post start date
- With the support of the hiring manager schedules site specific orientation for the new hire
- With the support of the hiring manager schedules any mandatory training to ensure the new hire can complete these requirements within 30 days

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- Conducts the field based site-specific component of orientations
- Schedules subsequent medical surveillance tests as required

## 7.2 Orientation Pre-Requirements

**Delivery Drivers** - None

**Visitors** – None

**SSW** – H2S Awareness/Alive

**Contractors**–A&D Confirmation, PST2.0 (or CSTS-09 with the GSO), and H2S Awareness/Alive

## 7.3 General Orientation Contents

The following information will be presented during the contractor and employee orientation session. General attendance must be captured and a knowledge test must be administered.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▶ Identification Of Site Management</li> <li>▶ Identify The Location(s) Of The <i>HSE Safety Manual, The OHS Act And Code And All Pertinent Safety Information</i> Onsite</li> <li>▶ Site Specific Hazards</li> <li>▶ Site Specific FLHA Requirements</li> <li>▶ Site Specific Incident Management Requirements (Reporting, Investigating And Communicating)</li> <li>▶ Site Specific Emergency Response Procedures And Plans</li> <li>▶ Site Specific Muster Points</li> <li>▶ Location Of Fire Extinguishers, First Aid Kits, Safety Showers And Eyewash Stations</li> </ul> | <ul style="list-style-type: none"> <li>▶ Identification of Site First Aiders/Rescue Team</li> <li>▶ Area-specific Controlled Products</li> <li>▶ Working Alone or In Isolation Requirements</li> <li>▶ Site Specific Rules</li> <li>▶ Housekeeping Requirements</li> <li>▶ How To Access Governing Documents</li> <li>▶ Personal Protective Equipment (PPE) Requirements</li> <li>▶ Communication – Safety Meetings – Toolbox Talks</li> <li>▶ Inspections and Workplace Observations</li> <li>▶ Closing Comments and Actions Required</li> </ul> |
|---|---|

Click here to access [all orientation material](#)

## 7.4 Role Based Training Matrix

Every position will have a customized training matrix that will take into consideration the position profile and additional roles.

The role based training matrix will be made up of four parts:

- Regulatory training
- Technical training
- GOSCO business process training
- Self and leadership development



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- All training matrix will be housed in a common [GOSCO wide Learning Management System](#). It is the responsibility of the employee to complete all required training within the predetermined timelines. It is the responsibilities of supervision to monitor the training compliance of their direct reports.

## 7.5 Recertification and Refresher Training

For specific competencies, a recertification may be required by the government or by GOSCO to ensure that the required skills and knowledge have been retained in order to minimize risks.

These learning events are scheduled to update employees' knowledge and to practice skills, which are used infrequently. Selection and frequency is determined by a review of Hazard Analysis, incident analysis, surveys and any legislative requirements. All re-verification requirements will be managed in the Learning Management System.

For more information please refer to the [Learning and Competency Standard](#).

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## 8.0 Safety Communications

One of the most effective ways to improve safety culture and prevent incidents is to enhance safety-related communication throughout the organization. Safety communications encourage the free flow of information between all levels of the organization. This flow helps to effectively identify safety concerns, hazards, and learnings from incidents in order to address them in a timely and effective manner. The ultimate goal of safety communications is to promote change and adoption of best practices.

When preparing and publishing safety communications, it is important to avoid information overload. If the communication process is abused, it can lead to vital information being missed or even ignored.

### 8.1 Safety Communications Classification

For the purpose of this standard, safety communications are classified as:

- Safety Meetings
- Toolbox Talks
- HSE Moments

### 8.2 Safety Meetings

#### Safety Meeting Definition

A Safety Meeting is a formal meeting used to provide ongoing safety awareness, exchange safety information, and used as a vehicle to review safety concerns, performance statistics, emerging trends, and best practices.

#### When to have a Safety Meeting?

Depending on the geographical location, number of participants, or activity, Safety Meetings could be performed monthly or quarterly. At HE safety meetings are performed monthly and in Calgary they are called a townhall meeting and happen bi-annually.

#### What information should a Safety Meeting have?

- Start with a Safety Moment
- Present any area-specific safety trending (incidents, unsafe behaviours, etc.)
- Provide recent incident investigation information (root causes and approved corrective actions).
- Deliver relevant topics.
- Review the actions taken to address issues or concerns identified in the Safety Meetings' Action Log
- Enter any new safety issues or concerns in the Safety Meetings' Action Log.

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- Safety Meeting Recommendations
- It is important to provide adequate time for the workforce to present safety concerns and to receive an update on the status of previously logged action items.
- The main focus of the meeting is safety. Avoid other types of conversation.
- Encourage employee and contractor participation, but stick to the agenda and keep the discussion on track.
- Any safety topic selected needs to be timely and relevant to the group, area, GOSCO and the incident or concern.
- When using external information, ensure the content is accurate and is coming from a reliable source.

### 8.3 Toolbox Talks

#### Toolbox Talks Definition

Toolbox Talks are a short, documented safety focused conversations conducted at the worksite by supervisors with the employees.

The goal is to inform employees and contractors of specific hazards associated with a task and reiterate the safe way to do the work.

#### When to have a Toolbox Talk?

Toolbox Talks should be delivered daily in the field if practical.

#### Toolbox Talk Recommendations

- Choose a topic relevant to the work the employees and contractors are doing.
- Inspect the jobsite for hazards related to the safety topic.
- Make sure you are familiar with any regulations, standards and company policies, procedures and / or processes related to the safety topic and work being performed.
- Review reports of recent incidents on the site on at your workplace, including near misses that can support the safety topic.
- Invite employees and contractors to ask questions and make suggestions related to the topic.
- Highlight the importance of following procedures and perform activities safely
- Encourage employees and contractors to stop activities if they see any unsafe situations and use a questioning attitude.

### 8.4 HSE Moments

#### HSE Moment Definition



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A HSE Moment is a brief discussion on a health, safety and environmental related topic. When planning to deliver a HSE Moment, you should design the HSE Moment to reinforce environmental, health and safety knowledge at:

- Work
- Home
- All aspects of our lives

HSE Moments may include environmental, health and wellness content. Deliver the HSE Moment with or without a presentation slide deck.

### When to have a HSE Moment?

Conduct a HSE Moment when there are more than five people in attendance at a meeting or contains external attendees.

Deliver the HSE Moment at the beginning of the meeting.

### HSE Moment Recommendations

- Take no more than five (5) minutes.
- Use language that is clear and appropriate for the audience.
- Introduce the HSE Moment subject clearly. Let the audience know what you are going to talk about and why it matters.
- Promote audience participation and use of their experience.
- Speak from personal experience, including examples whenever possible.
- Be relatable to everyone.
- Be seasonally appropriate.
- Achieve your main objective of improving and promoting safe behaviours.
- Convey accurate information.
- Please provide a warning if pictures or information could be disturbing to your audience. For more information please refer to the [Internal HSE Communication Standard](#)



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## 9.0 Inspection Program

Regular inspections effectively monitor worksite conditions and work procedures used in the workplace. Inspections allow for the identification of hazardous conditions before they become problems by revealing where improvements to worksite conditions are needed, and are a demonstration of management commitment.

It is essential that any deficiencies identified during a safety inspection be risk ranked and the remedial action required to correct the problem be defined. If the risk is severe, all affected work must be stopped immediately and prompt intervention undertaken to eliminate or minimize the hazard before work can continue. In addition, all corrective measures that is specified on an inspection report must indicate the name of the designated person responsible to carry out such actions, and the date that these actions have been completed.

Management is responsible to promptly review all inspection reports, and to communicate with the Site Representative to ensure prompt correction of deficiencies is being carried out. To ensure employees and subcontractors support corrective measures, they should be included in inspections and allowed input of corrective measures. All inspection findings and corrective measures will be documented and, if applicable, shared with employees/subcontractors and others on the worksite.

Inspection records must be kept on file for a minimum of three years or longer. Company inspections include:

- General facility and worksite inspections
- Equipment and tool safety inspections and maintenance
- Regulatory compliance and safe work performance focused inspections
- Inspection, assessment, and maintenance schedule

### 9.1 General Facility and Worksite Inspections

Facility Inspections include corporate office(s), shop(s), yard(s), equipment, and vehicles.

These inspections will either be a General Inspection (a planned inspection of a specific or general area that will support in the identification of general strengths and potential areas of improvement) or a Focused Inspection (a planned inspection of a specific area or activity against detailed criteria, informed by specific regulatory requirements).

Inspections assess site, equipment and material hazards. If supervisors or employees/subcontractors notice any unsafe behavior, work practices or conditions, work shall be stopped immediately and the problem rectified. This sends a strong signal that proper behavior and work practices must always be followed. In addition, if you witness ongoing safe work or safe work practices, let the workers involved know their efforts to maintain a safe environment are working and are appreciated.

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Click here to access [blank inspection forms](#)

## 9.2 Equipment and Tool Safety Inspections

Inspections are needed to detect loss exposures created by the day-to-day activities and subsequent wear and tear of tools and equipment before losses occur. Equipment inspections shall include leased or rental equipment, prior to and during the rental/lease period. Equipment inspections also include fire and emergency equipment.

Employees and contractors, as part of their normal job, shall conduct continuous, ongoing inspections. Where defective tools or equipment are found, they will be tagged or locked out as required and reported to the Site Representative. Deficiencies will be repaired in order of seriousness, and signed off once corrective action has been completed.

Equipment and tool inspections/preventative maintenance programs are governed and managed by the maintenance department and must be in keeping with governmental and regulatory agency legislation.

## 9.3 Regulatory Compliance and Safe Work Performance Focused Inspection

Compliance to the Occupational Health and Safety Code is critical for employee safety. Focused inspections will be regularly scheduled to ensure adherence to those key requirements and monitored to identify potential leading indicators.

## 9.4 Inspection, Assessment and Maintenance Schedule

Table 7: Facility Inspections and Assessment

Facility Inspections and Assessment			
Location	Frequency	Forms to Document	Persons Responsible
Office (GOSOCO)	Daily informal inspection	None	All Employees
	Annual formal inspection	<a href="#">Inspection Checklist</a>	Senior Management
Field Sites / Facilities (GOSOCO)	Daily informal inspection	None	All Workers
	Monthly focused inspections	<a href="#">Focused Inspection Checklist</a>	All Leaders Identified in Leadership Engagement Program
	Annual formal general inspection	<a href="#">General Inspection Checklist</a>	Area Leadership and Site HSE Team

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Table 8: General Equipment Inspections

General Equipment Inspections			
Item	Frequency and Type	Forms to Document	Persons Responsible
<b>Eyewash Bottles and Stations</b>	Monthly inspection	Monthly Inspection Tag on Equipment	HSE Team, Delegate or third party
	Annual replace solution in bottles		
<b>Safety Showers</b>	Monthly Inspection	Inspection Checklist	HSE Team
	Quarterly	Inspection Checklist	HSE Team
<b>Fire Extinguishers (All Types)</b>	Monthly inspection	Monthly Inspection Tag on Equipment	HSE Team, Delegate or third party
	Annual servicing	Form provided by tech service company	Technical service company
	Re-certify every six years	Form provided by tech service company	Technical service company
	Hydro test shell every 12 years	Form provided by tech service company.	Technical service company
<b>Fire Hose Nozzle and Cabinet Inspection</b>	Monthly	Monthly Inspection Tag on Equipment	HSE Team
<b>First Aid Kits</b>	Quarterly – Visually Inspect Tamper Tape	None; Visually Verified	HSE Team, Delegate or third party
<b>AED</b>	Monthly Inspection	Focused Inspection Checklist	HSE Team
	Yearly Inspection	Focused Inspection Checklist	HSE Team
<b>Gas Detection Instruments</b>	Daily pre-use functional “bump” test	None; report defective items on Work Order Request Form	Operator
	Annual full instrument calibration (or immediately if equipment fails at bump test)	Form provided by technical service company	E&I Team
<b>Hand Tools</b>	Daily pre-use inspection	None; report defective items on Work Order Request Form	Operator
<b>Cranes</b>	Daily pre-use inspection	None; report defective items on Work Order Request Form	Operator
<b>Personal Protective Equipment</b>	Daily pre-use inspection	FLHA	All Employees
	Manufacturer Recommended	None; report defective items on Work Order Request Form	Operator or Technical Service Company

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General Equipment Inspections			
Item	Frequency and Type	Forms to Document	Persons Responsible
<b>Power Tools: Electric, Gas or Air Powered</b>	Daily pre-use inspection	None; report defective items on Work Order Request Form	Operator
	Manufacturer Recommended Maintenance	None; report defective items on Work Order Request Form	Operator or Technical Service Company
<b>Respiratory Protective Equipment (SCBA, SABA)</b>	Daily pre-use inspection	None	Operator
	Monthly Maintenance	Monthly Inspection Tag on Equipment	HSE Team
	Every 3 years, certified inspection; hydro test fiberglass composite bottles	Form provided by technical service company	Technical service company
	Every 5 years hydro test metal bottles	Form provided by technical service company	Technical service company
<b>Breathing Air Compressor</b>	Yearly	Form provided by technical service company	HSE Team
<b>Emergency Lights</b>	Monthly inspections	Inspection Checklist	HSE Team
	Yearly Inspection	Inspection Checklist	HSE Team

Table 9: Motorized Equipment Inspections

Motorized Equipment Inspections			
Item	Frequency and Type	Forms to Document	Persons Responsible
<b>Company Vehicles (Passenger Vehicles)*</b>	Pre-use walk around	Visually Inspected	All Employees
	Manufacturer recommended maintenance	Form provided by dealership	Manufacturer Dealership
*If a worker uses a personal vehicle for work purposes, he/she must also conduct daily pre-use inspections and ensure that the vehicle is maintained in sound mechanical condition as per provincial legislation.			
<b>Powered Mobile Equipment (i.e. forklifts, graders, track hoes, bobcats)</b>	Daily pre-use documented inspection	Information Checklist	Operator
	Manufacturer recommended maintenance	Form provided by service provider	As per manufacturer

## 9.5 Specialized Equipment

Site specific equipment (e.g., High Level Shut Down (HLSD), cathodic protection, boilers, pressure vessels and piping) varies depending on the field site/facility. As such, senior site representatives will determine an inspection and maintenance schedule for each site in keeping



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with corporate, legislative and regulatory requirements (e.g., OH&S, AER and ABSA.) Contact the site supervisor or senior management should you require further information or assistance.

## 9.6 Finding Defective Tools or Equipment

As per Section 6.3 any defective tool, piece of equipment, or part of the facility that is found defective during and inspection must be tagged and taken out of service. This is to eliminate the chance of another employee using or coming into contact with an already identified hazard.



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## 10.0 Workplace Observation Program

The Workplace Observation Program is designed to promote safety conversations throughout the workforce that support the identification of safe and unsafe behaviors, and positive observations.

This program will be based on the principals of behavior-based safety and will focus on positively influencing the hearts and minds of the workforce.

This program will support transparent intervention, specifically: the courage to care, reward and recognition, as well as a process to assure corrective actions are effective.

- Safe behaviors will be celebrated.
- Unsafe behaviors will be addressed through a corrective action or other intervention program that positively influences behaviors.

### 10.1 Plan your Workplace Observation

**Preparing:** the following items must be considered prior to your workplace observation:

- **Identifying Area:** Your area should develop an area specific schedule of areas to inspect and observe in order to ensure all locations in one geographical area are visited. Deviations to the schedule must be considered when repeat hazards and/or incidents have been identified or at the discretion of area management.
- **Invite others:** Ensure the appropriate people have been invited, promote cross functional interactions.
- Understand the check list but don't rely on it
- **Scheduling Time:** Ensure you schedule your observation for times that do NOT coincide with breaks and/or shift change. Observers/Inspectors should coordinate task-specific focused observations with area management (i.e., critical work.)

**Note:** as per the workplace observation training, often the best observations are unplanned, meaning that throughout the course of your work an unsafe behavior is observed, a discussion occurs and the appropriate card is filled out after the observation is completed. This is an entirely acceptable method of conducting workplace observations.

**Make sure you are safe:** You must adhere to the following: Area-specific orientation, area rules and applicable operational controls, permit requirements, FLHA, PPE (specific to the area, e.g., respirators, flame-resistant coveralls) and training.

**Understand the area's history:** When practical, review previous workplace observations, incidents, and audits to ensure actions have been completed. Also, identify critical tasks that are being conducted in the area.

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## 10.2 Conduct your Workplace Observation

### 10.2.1 Promoting Safe Acts and Conditions

Employees/workers must be notified before they are observed. Introduce the observation and some of the critical behaviors you will be looking for (e.g., Do we want to do this? or Do we want it to end? In order to build trust, the process must be completely transparent.)

**Step 1** – Open with a positive comment that:

- Is related to safety
- Recognizes the persons actions prevents injuries
- Is real, not patronizing: "I appreciate the good job you did on the lockout. It sets a really good example for other employees."

**Step 2** – Engage in a discussion:

- Use operational discipline related questions
- Ask questions related specifically to safety
- Question to explore
- Question to learn, not to teach: "What is a safety concern you have in your area?"

**Step 3** – End with a thank you, their time is valuable ... acknowledge it.

### 10.2.2 Stopping an Unsafe Acts and Conditions (Not imminent danger)

**Step 1** – Observe, decide, and STOP the unsafe act.

**Step 2** – Comment on safe behavior.

**Step 3** – Discuss:

- Consequences of unsafe act and conditions
- Safer ways to do job.

**Step 4** – Get agreement to work safely.

**Step 6** – End with a thank-you.

**Note:** After an observation has been completed, a debriefing with the area leaders is recommended to let them know what was observed both positive and negative, what has been corrected, and what remains outstanding.

### 10.2.3 How do you submit the form?

Forms will be submitted to the HSE department for scanning and analysis. Please contact the HSE Advisor for your area to determine who and where the administrative assistant is located. The administrative assistant will briefly review each card as it comes in to ensure it contains the required information prior to upload.



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**10.2.4 Check**

The HSE group is accountable for added relevant findings or trends in the monthly HSE reports. Click here to access the [Workplace Observation \(WPO\) Procedure](#)

Click here to access the [Blank WPO](#)

**10.3 Requirements**

Table 10: Workplace Observation Requirements

WHO	WHAT QUANTITY	HOW OFTEN
Managers, Supervisors and Foreman Coordinators (members of the Leadership Engagement Program)	1 Observation	Per Month



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## 11.0 Incident Management

### 11.1 Overview

GOSCO shall maintain procedures for the identification, reporting, investigation and documenting of all incidents, including near misses (i.e., “no-loss” incidents). Procedures shall address the follow-up of incident investigations, and the tracking to closeout of all preventive and corrective actions.

Incident management will include the reporting of incidents to regulatory bodies, to the extent required by law or to such greater extent as the policy of the company on external communication may require.

### 11.2 Recording and Reporting

GOSCO shall report, record and investigate incidents, including incidents without loss, which affected HSE performance, in order that:

- Root causes are identified
- appropriate preventive actions are taken - Preventive or corrective actions identified from the investigation shall be recorded in an incident report form and, if necessary, supplemented by those contained in a formal investigation report form.

### 11.3 Incident Classification

Incident will be classified primarily against the following receptors

- Health and safety
  - Occupational vs Non- Occupational
  - Injury vs Illness
  - Severity (First Aid-FA vs Medical Treatment-MT vs Restricted Work-RW vs Lost Time-LT vs Fatality-FT)
- Environmental
  - On-Lease vs Off-Lease
  - Mechanism (Release to Environment vs Non-Release to Environment)
  - Receptor
  - Severity
- Economic
  - Asset (Motor Vehicle vs Equipment vs Property or Production Loss)
  - Security
  - Production Interruption

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Once the event or exposure has been classified against this first set of receptors, we can then assess against the following:

- Regulatory
- PSE – Loss of Primary Containment

For more information click here to access the [Incident Classification Standard](#).

#### 11.4 Incident Investigation Team

The investigation team shall be appropriate to the level of severity, type and location of incident.

#### 11.5 Root Cause Analysis

All incidents shall be investigated and documented in order to determine:

- Circumstances that immediately preceded the incident attributable to unsafe acts or conditions.
- Reasons for substandard practices or conditions, possibly the result of personal factors or job factors.
- Root cause of the incident, possibly the result of inadequate programs, standards, or inadequate compliance with standards.

#### 11.6 Corrective and Preventive Actions

All incidents shall be investigated and documented in order to determine corrective and preventive actions to be employed. Planned actions shall be evaluated to ensure they integrate with other HSE requirements. Actions will be implemented on a priority basis that seeks first to prevent recurrence. Actions will be monitored through to completion and verified as to their effectiveness.

For more information click here to access the [Corrective and Preventive Action Procedure](#)

#### 11.7 Tracking to Closeout

All corrective actions shall be recorded and tracked to close out using a corrective action tracking system.

For more information please refer to the [Incident Management Procedure](#), the [Corrective and Preventative Action Standard](#) and the [Incident Classification Standard](#).

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## 12.0 Emergency Management

### 12.1 Overview

GOSCO shall ensure that a documented system and resources are in place to respond swiftly and efficiently to any emergency, crisis or interruption of business, in order to minimize any consequential losses to people, the environment or company assets.

### 12.2 Priority Response

The order of priority for responding in an emergency or crisis shall be:

- Health and Safety of Responders
- Save lives
- Reduce suffering
- Protect public health and safety
- Protect the environment
- Protect property and assets
- Reduce social loss

### 12.3 Planning

Planning for emergency response shall address:

- Operational readiness to deal with any foreseeable emergency
- Compliance with relevant regulations and standards
- A clear definition of roles and responsibilities
- Establishment of support facilities and equipment
- Testing, maintenance and continuous improvement of the system

### 12.4 Emergency Response Plan (ERP)

The [GOSCO Emergency Response Plan](#) shall be regularly reviewed and revised as necessary, to ensure GOSCO Senior Management respond appropriately to an emergency. GOSCO' Incident Command structure will follow the common Incident Command System (ICS) principles.

### 12.5 Scenarios and Incident Specific Response Plans

Credible emergency scenarios for GOSCO operations at all sites shall be identified and the bases for [Incident Specific Plan](#) development.

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## 12.6 Emergency Contact Numbers

All emergency contact numbers must be available within the Emergency Response Plans and available on the Core. It is strongly recommended for employees to also keep a copy at their desks or workplace as well.

Table 11: Key GOSCO Internal Emergency Contact Number

Primary Operations Contacts		
General Manager Operations	Name of Responsible	Telephone number
Director, Field Operations	Name of Responsible	Telephone number
Chief Steam Engineer	Name of Responsible	Telephone number
Operations Supervisor	Name of Responsible	Telephone number
Operations Supervisor	Name of Responsible	Telephone number
Chief Inspector	Name of Responsible	Telephone number
Shift Foreman	Name of Responsible	Telephone number
Shift Foreman	Name of Responsible	Telephone number
Shift Foreman	Name of Responsible	Telephone number
Shift Foreman	Name of Responsible	Telephone number
Manager, Maintenance	Name of Responsible	Telephone number
Mechanical Maintenance Supervisor	Name of Responsible	Telephone number
E & I Supervisor	Name of Responsible	Telephone number
Maintenance Lead	Name of Responsible	Telephone number
Maintenance Lead	Name of Responsible	Telephone number
E & I Lead	Name of Responsible	Telephone number
HE Plant	Control Room	Telephone number
GOSCO HSE and Security Contacts		
Director, HSE & Regulatory Compliance	Name of Responsible	Telephone number
HSE Manager	Name of Responsible	Telephone number
E&R Compliance Manager	Name of Responsible	Telephone number
Senior HSE Advisor	Name of Responsible	Telephone number
HSE Advisor	Name of Responsible	Telephone number
Environmental and Regulatory Coordinator	Name of Responsible	Telephone number
Environmental and Regulatory Advisor	Name of Responsible	Telephone number
Wapose Site Security and First Aid	Name of Responsible	Telephone number
Wapose Security Manager (Offsite)	Name of Responsible	Telephone number





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Table 13: Key Calgary Internal Emergency Contact Number

<b>GOSCO HSE Resources</b>		
Director, HSE & Regulatory Compliance	Name of Responsible	Telephone number
HSE Manager	Name of Responsible	Telephone number
E&R Compliance Manager	Name of Responsible	Telephone number
Corporate Services Manager	Name of Responsible	Telephone number

Table 14: Key Calgary External Emergency Contact Number

<b>Building Security</b>		
Manager, Security & Life Saver.	Name of Responsible	Telephone number

<b>Building Operator</b>		
GOSCO Group	Name of Responsible	Telephone number

<b>External Agencies &amp; Resources</b>		

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### 12.7 Muster Points

**Muster Points** have been determined for all working areas of GOSCO. These areas will be used to assemble workers in a safe area, so that an accurate head count can be obtained, during an event or evacuation as well as a meeting point to meet additional Emergency Response Team (ERT) members or 3rd party resources.

Table 15: RMWB Muster Points

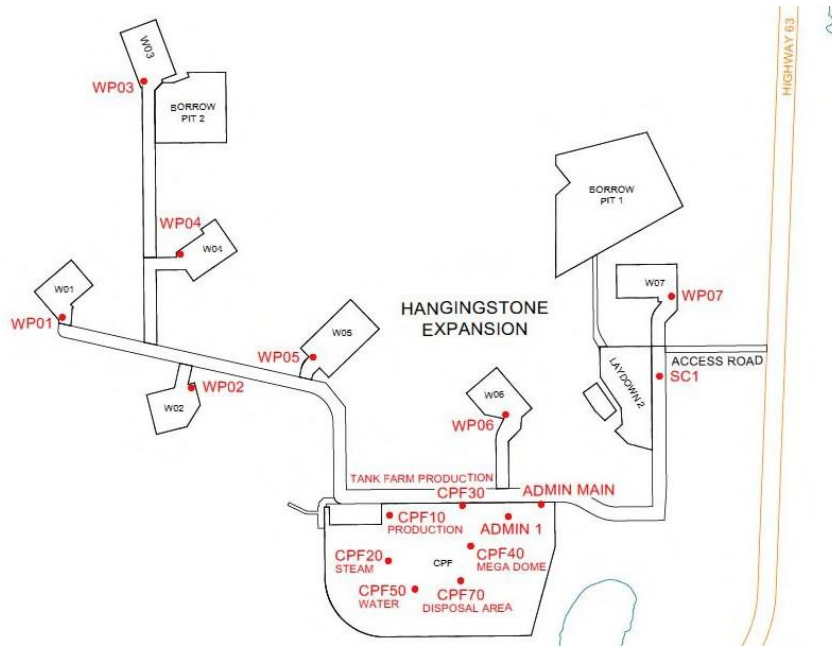
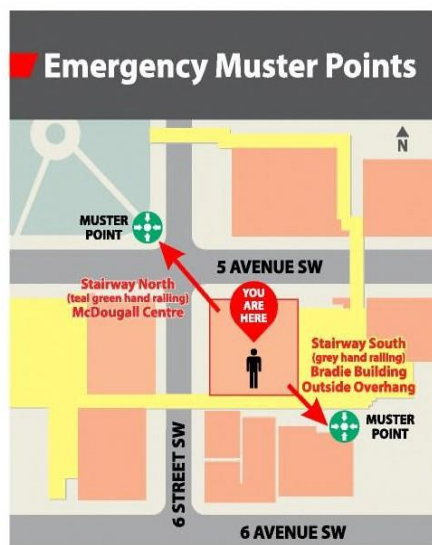


Table 16: Calgary Muster Points





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## 12.8 Response Plan Testing

GOSCO shall test emergency response plans using training exercises and other suitable means, at appropriate intervals. In addition, at least one exercise shall be undertaken annually at each operating facility. Significant findings during exercises will be used to improve the response plans.

### Physical Response

- Site – Exercises Monthly
- Calgary – Annual (held / facilitated by the building operator)

### Response Management Team (RMT)

- Company Wide - 2 Per Year

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## 13.0 Document Reviews, Records and Statistics

GOSCO has a responsibility to ensure that documents relevant for verification of compliance to the Alberta OH&S Regulations, Internal Standards, and other authorities are properly maintained and readily accessible.

### 13.1 Document Review

Documents and records will be stored and maintained so that they are readily retrievable and protected against damage, deterioration, or loss. Due to the confidential nature of the material (e.g., medical records), certain records will be stored in a secured area.

#### 13.1.1 Review Cycles

All HSE owned documents will be reviewed every 3 years besides the HSE policy which will be reviewed yearly. Documents may also be reviewed outside of their set schedule if needed due to things such as changes to legal requirements or incident related improvements.

### 13.2 Document Retention Requirements

Table 17: Document Retention Requirements

Document	Requirement	OHS section
Hazard Assessment	As long as the work covered by the hazard assessment is being done	Code s. 7
Incident Investigation	2 years	Act s. 40(7)
First Aid Record	3 years	Code s. 183(3)
Safe Work Permit with associated supplementary forms (confined space, ground disturbance, ect)	1 year if no incident occurred during the work, 2 years if an incident or unplanned event occurred during the work	Code s. 5(58)
Medical Surveillance Records	As long as the employer operates in Alberta	Code s. 220 (2b)
Audiometric Test Records	10 years	Code s. 223 (4d)
All Other HSE Related Records	1 Year	N/A

NOTE: In the case of inspections, audits, investigations, and meeting minutes, records must include follow-up on identified corrective actions.

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### 13.3 GOSCO HSE Recordkeeping Requirements

GOSCO will retain an electronic version or paper based version of the following records:

- Leadership
  - Work Refusal Reports
- Risk Management
  - Hazard Assessments
- Planned Inspection and Audits
  - Planned Inspection Reports
  - Workplace Observations
  - Documentation of Inspections by Regulatory Agencies
  - Crane Certification and maintenance records
  - External Inspections and Audits
- Communication
  - Safety Meetings Minutes
  - Toolbox Meeting Minutes
- Incident Management (Reporting, Recording and Investigation)
  - Incident (Loss and No Loss) Notifications, Investigations, associated documentation
  - Incident Trend Analysis
  - Hazardous Condition reports
- Training (company, project and skill specific requirements)
  - New hires
  - Training delivered
  - Attendees
  - Training delivery dates
- Environment
  - Release Reports
- Contractor Controls
  - Contractor Pre-qualification
  - Kick Off documents
- Safe Work Permits
- Health and Safety Statistics
  - Injury/Illness Statistics
    - Exposure Hours

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- Stewardship Meeting and Associated Performance Statistics
- Record of disciplinary action (Confidential)

### 13.4 Contractor Recordkeeping Requirements

All Contractors (during a major turnaround, outage or construction project) are expected to maintain their own HSE records. GOSCO will have access to contractor records for the purposes of verification and evaluation.

Prime Contractors will be expected to regularly submit the following records to GOSCO:

- Planned Inspections (complete with follow-up on substandard items identified)
- Incident Investigations (completed investigation including follow-up on identified remedial actions)
- Communication—Weekly General Meeting (complete with follow-up on concerns raised)
- Training Matrix Weekly statistical summary report
- Copies of any reports issued as a result of visits or inspections conducted by regulatory agencies
- Certification documentation as required (e.g., cranes)
- Copies of Material Safety Data Sheets/Safety Data Sheets for the controlled products being used by the contractor

The following records will be maintained by the contractor, but available for review by GOSCO (i.e., right to audit):

- Contractor’s HSE project Plan
- Copy of Project Hazard Assessment
- Proof of Orientations (General and Site-Specific)
- Contractor’s Corporate Safety Manual, including all applicable Standards and Procedures
- Completed Job Hazard Analysis Forms and FLRA’s or equivalent
- Proof of training / certifications / licenses
- Pre-Job, Tailgate/Tool Box Talk, and JHA Meeting minutes
- Weekly Safety Meeting Minutes
- Inspections/Audits
- SDS’s for any controlled products being used at the Site
- Pre-use Equipment Checklists
- Communication—daily pre-job meetings (complete with follow-up on concerns raised)
- Copies of Critical Task Evaluations conducted (complete with attendance lists)
- Workers' Compensation statistics
- Any other health & safety documentation not mentioned above

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### 13.5 Key Performance Indicators

Key Performance indicators (KPI's) have been established to measure HSE performance. Contractors are required to report their HSE KPI's to the HSE Team as required.

#### 13.5.1 Lagging Performance Indicators

Lagging HSE performance indicators will be recorded and tracked to identify current HSE performance and to establish trends either favorable or unfavorable that require additional action or intervention.

The following are the lagging HSE performance indicators monitored and reported by GOSCO:

- Exposure hours
- Total Injury Frequency (TIF) (First Aid – FA, Medical Treatment – MT, Restricted Work – RW, Lost Time – LT)
- Total Recordable Injury Frequency (TRIF) (Medical Treatment – MT, Restricted Work – RW, Lost Time – LT)
- Reportable Environmental (RE)
- Non-Reportable Environmental (NRE)
- Vehicle Incident (VI)
- Equipment Incident (EI)
- Property Damage (PD)
- High Potential Incidents (Loss and No-Loss Incidents)

#### 13.5.2 Leading Performance Indicators

HSE Leading performance indicators will be documented and tracked to record proactive activities that positively impact HSE performance.

The following are the leading HSE performance indicators recorded and tracked by GOSCO:

- Leadership and Accountability
- Leadership Engagement Report
  - Safety Meetings Participation
  - Toolbox Talks Participation
- FHLA Quality Reviews
- Inspection Completion
- Workplace Observation Completion
- Incident Management and Corrective Action Timely Closure
- Emergency Management
  - Physical Response Team Drills (planned vs actual)



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- Response Management Team Exercises (planned vs actual)
- Corrective Actions
  - Incident Management (open vs overdue)
  - Audits and Assessment (open vs overdue)



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## 14.0 Audits

Ongoing audits are fundamental to measuring progress towards achieving GOSCO strategic goals targets and plans.

The goal of audit is to capture a “snapshot in time” of a predetermined scope and focus of inquiry. Audits are of two types, those conducted by an external third party, and those conducted internally, i.e., “self-audits.”

Every audit shall be comprised of three areas of activity:

- Interviews
- Observations
- Documentation review

A formal schedule shall be prepared annually, identifying and coordinating all planned external audits and internal self-audits for the year ahead. In preparing for audit, the following sources shall be reviewed and taken into consideration:

- Legal requirements
- Internal management system requirements
- The results of previous audits and incidents

The audit schedule shall include the following information:

- Scope
- Schedule

Audit findings shall be formally documented. The specific format for documenting audit findings shall be established prior to conducting the audit.

Actions resulting from audits and assessments findings shall be documented, addressed and tracked.

Audit findings and corrective actions will be reviewed as appropriate with Senior Management.

Click here to access the [Audit Schedule](#)

Click here to access all the [Blank Audit Documents](#) Click

here to access all the [Completed Audits](#)



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## 15.0 Legislation

### 15.1 Location of legislation

Copies of the OHS Act, Regulations and Code will be made available on site in all the boardrooms as well the communication board

Copies of the OHS Act, Regulations and Code will be made available in the Calgary Head office with all of the first aid kits in the two lunchrooms and in the largest boardroom on each floor.

### 15.2 Legal Obligations

#### 15.2.1 Obligations of Employers

Every employer shall ensure, as far as it is reasonably practicable for the employer to do so:

- the health and safety and welfare of
  - workers engaged in the work of that employer,
  - those workers not engaged in the work of that employer but present at the worksite at which that work is being carried out, and
  - other persons at or in the vicinity of the worksite who may be affected by hazards originating from the work site,
- that the employer's workers are aware of their rights and duties under this Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the work site,
- that none of the employer's workers are subjected to or participate in harassment or violence at the work site,
- that the employer's workers are supervised by a person who
  - is competent, and
  - is familiar with this Act, the regulations and the OHS code that apply to the work performed at the work site,
- that the employer consults and cooperates with the joint work site health and safety committee or the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns,
- that health and safety concerns raised by workers, supervisors, self-employed persons and the joint worksite health and safety committee or health and safety representative are resolved in a timely manner, and
- that on a work site where a prime contractor is required, the prime contractor is advised of the names of all of the supervisors of the workers.

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Every employer shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

- begins performing a work activity,
- performs a new work activity, uses new equipment or performs new processes, or
- is moved to another area or work site.

Every employer shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code.

Every employer shall comply with this Act, the regulations and the OHS code.

### 15.2.2 Obligations of Supervisors

Every supervisor shall:

- as far as it is reasonably practicable for the supervisor to do so,
  - ensure that the supervisor is competent to supervise every worker under the supervisor’s supervision,
  - take all precautions necessary to protect the health and safety of every worker under the supervisor’s supervision,
  - ensure that a worker under the supervisor’s supervision works in the manner and in accordance with the procedures and measures required by this Act, the regulations and the OHS code,
  - ensure that every worker under the supervisor’s supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by this Act, the regulations or the OHS code, and
  - ensure that none of the workers under the supervisor’s supervision are subjected to or participate in harassment or violence at the work site,
- advise every worker under the supervisor’s supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,
- report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

### 15.2.3 Obligations of Workers

Every worker shall, while engaged in an occupation:

- take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working,

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- cooperate with the worker’s supervisor or employer or any other person for the purposes of protecting the health and safety of
  - the worker,
  - other workers engaged in the work of the employer, and
  - other workers not engaged in the work of that employer but present at the worksite at which that work is being carried out,
- at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker’s protection by the worker’s employer or required to be used when worn by the worker by this Act, the regulations or the OHS code,
- refrain from causing or participating in harassment or violence,
- report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

**15.2.4 Obligations of Suppliers**

Every supplier shall:

- as far as it is reasonably practicable for the supplier to do so, ensure that any equipment that the supplier supplies is in safe operating condition,
- as far as it is reasonably practicable for the supplier to do so, ensure that any harmful substance or explosive the supplier supplies is safe to use, when used in accordance with the manufacturer’s specifications,
- as far as it is reasonably practicable for the supplier to do so, if the supplier has responsibility under an agreement to maintain equipment, ensure that the equipment is maintained in a safe condition, in accordance with the manufacturer’s specifications, if any, and in compliance with this Act, the regulations and the OHS code,
- as far as it is reasonably practicable for the supplier to do so, provide a notice to all of the employers supplied by the supplier with equipment, or to the purchasers or lessees of the equipment, when the supplier becomes aware or ought reasonably to be aware that the equipment that was supplied or is about to be supplied does not comply with a standard prescribed under the regulations or the OHS code,
- as far as it is reasonably practicable for the supplier to do so, provide a notice to all of the employers supplied by the supplier with a harmful substance or explosive when the supplier becomes aware or ought reasonably to be aware that the harmful substance or explosive

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that was supplied or is about to be supplied does not comply with a standard prescribed under the regulations or the OHS code,

- cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

Subject to subsection (1)(d) and (e), every supplier shall ensure that any equipment, harmful substance or explosive that the supplier supplies complies with this Act, the regulations and the OHS code.

### 15.2.5 Obligations of ServiceProviders

Every service provider shall ensure, as far as it is reasonably practicable for the service provider to do so, that any service provided to a person to meet an obligation in the Act, the regulations or the OHS code will enable the person to comply with this Act, the regulations and the OHS code.

Every service provider shall:

- ensure that all services provided in respect of a work site comply with the Act, the regulations and the OHS code,
- ensure that services provided to a person to meet an obligation in the Act, the regulations or the OHS code are completed by workers who are competent to provide those services,
- ensure that, as far as it is reasonably practicable for the service provider to do so, no person at or near a work site is endangered as a result of the service provider's activity,
- cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

### 15.2.6 Obligations of Owners

Every owner shall:

- ensure, as far as it is reasonably practicable to do so, that the land, infrastructure and any building or premises on the land that is under the owner's control is provided and maintained in a manner that does not endanger the health and safety of workers or any other person,
- cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

### 15.2.7 Obligations of Contractors

Every contractor shall ensure, as far as it is reasonably practicable to do so, that

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- every work site where an employer, employer’s worker or self-employed person works pursuant to a contract with the contractor, and
- every work process or procedure performed at a work site by an employer, employer’s worker or self-employed person pursuant to a contract with the contractor
- that is under the control of the contractor does not create a risk to the health and safety of any person.

Every contractor shall:

- if the contractor is on a work site that has a prime contractor, advise the prime contractor of the name of every employer or self- employed person with whom the contractor directs the work activities,
- cooperate with a person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

**15.2.8 Obligations of Prime Contractors**

Every construction and oil and gas work site or a work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers or self- employed persons, or one or more employers and one or more self- employed persons involved in work at the work site.

The person in control of the work site shall designate in writing a person as the prime contractor of the work site.

The name of the prime contractor must be posted in a conspicuous place at the work site.

If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.

The prime contractor shall:

- establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS code in respect of the work site,
- coordinate, organize and oversee the performance of all work at the work site to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- conduct the prime contractor’s own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- consult and cooperate with the joint work site health and safety committee or health and safety representative, as applicable, to attempt to resolve any health and safety issues,

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- coordinate the health and safety programs of employers and self- employed persons on the worksite, if 2ormoreemployersorself- employedpersonsoroneormoreemployersand oneormore self- employedpersons on the worksite have a health and safety program,
- cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.
- If a requirement in this Act, the regulations or the OHS code imposes a duty on an employer or a self- employed person with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.
- Subsection (6) does not relieve the employer, self- employed person or prime contractor from fulfilling other responsibilities under this Act, the regulations and the OHS code.

**15.2.9 Obligations of Self-Employed Persons**

Every self-employed person shall:

- conduct the self- employed person’s work so as to ensure that the self-employed person or any other person is not exposed to hazards from activities at the work site,
- when working on a project that has a prime contractor, advise the prime contractor that the self- employed person is working on the project,
- if a requirement of this Act, the regulations or the OHS code imposes a duty on an employer or a worker, comply with the requirement as if the requirement were directly imposed on the self-employed person, with any necessary modifications,
- report, to the extent that it is reasonably practicable to do so, to all affected employers and self- employed persons at the work site a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful worksite condition that exists or has existed,
- cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

**15.2.10 Obligations of Temporary Staffing Agencies**

Every temporary staffing agency shall:

- ensure, as far as it is reasonably practicable for the temporary staffing agency to do so:
  - that the worker to be assigned to another employer is suitable to perform the task for which the worker is to be assigned,



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- that the worker is equipped with any necessary personal protective equipment prior to deployment to the other employer, or will be so equipped prior to commencing work activities with the other employer, and
- that the other employer is capable of ensuring the health and safety of the worker,
- cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and
- comply with this Act, the regulations and the OHS code.

**15.2.11 Multiple Obligations**

In this section, “function” means the function of prime contractor, owner, contractor, employer, supervisor, service provider, supplier, worker, self- employed person or temporary staffing agency.

If a person has 2 or more functions under this Act in respect of one worksite, the person shall meet the obligations of each function.

If one or more provisions in this Act, the regulations or the OHS code imposes the same duty on more than one person and one of the persons subject to that duty complies with the applicable provision, the other persons subject to that duty are relieved of their duty only during the time when:

- simultaneous compliance of that duty by more than one person would result in unnecessary duplication of effort and expense, and
- the health and safety of any person at the worksite is not put at risk by compliance with that duty by only one person.

**15.3 Basic Right of the Worker**

**15.3.1 Right to Refuse Dangerous Work**

GOSCO expects all Workers to refuse work that they feel is not safe to perform. As per the Occupational Health and Safety Act, all Workers have the obligation to refuse to do work if they have reasonable and probable grounds to believe that there exists an imminent danger to their well-being.

Any Worker who refuses to carry out work or to operate tools or equipment because of safety concerns must notify his immediate supervisor of his refusal, and the reason for his refusal.

Area Management must:

- Investigate the Incident and take action to eliminate the danger
- Ensure that no other Worker performs the job unless the Worker is not exposed to the danger or the danger has been eliminated
- Engage the HSE Advisor for support

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If the Area Management cannot resolve the identified dangerous work to the satisfaction of the Worker, the matter must be immediately referred to the HSE Operations Manager

If GOSCO and the Worker cannot resolve the issue, the Worker will be asked to contact an Alberta OH&S Officer for further assistance

The Worker who gave the notification may be assigned to another job during the investigation, providing there is no loss of pay. This will not be deemed disciplinary action for the purposes of the OH&S Act.

### 15.3.2 Work Refusal Process

#### Worker Obligations

- Don't do the work.
- Tell your supervisor or another designated person as soon as possible what you're refusing to do, and why.
- GOSCO Leadership must investigate and take action to eliminate the danger.
- This may include the employer finding a qualified worker to do the work or implementing controls.
- Unless the danger is fixed immediately, GOSCO Leadership must prepare and provide you with a report once their investigation is complete that explains the actions they took to address the danger.
- Connect with the OHS Contact Centre if your employer won't stop work you think is dangerous.
- Do other work that your employer assigns you in the meantime, providing:
  - you can reasonably do it
  - it's safe
- Review the written report your employer gives you about their investigation into the danger, and the actions they take to fix it.
- Connect with the OHS Contact Centre if you think GOSCO Leadership hasn't corrected the situation.

#### GOSCO Leadership Obligations

- Investigate and take action to eliminate the danger.
- Ensure that no other worker is assigned to the same work, or equipment, unless:
  - the danger has been eliminated
  - the worker to be assigned is not exposed to the danger
  - the worker assigned is informed of the refusal, the reasons for the refusal and their right to refuse work that presents a danger
- You may temporarily assign the worker to another job, but at no loss of pay.

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- Document in writing:
  - the worker's notification
  - your investigation findings
  - what actions you took to remedy the situation
- Involve the Joint Work Site Health and Safety Committee in the investigation.
- Give the committee as well as the worker a copy of the written report.
- If you have questions about how to handle a worker's refusal to do work they think is unsafe, call the OHS Contact Centre.

### 15.3.3 Right to Know

This ensures workers are informed about potential hazards and have access to basic health and safety information in the workplace.

Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace:

- all employers must inform workers about potential hazards
- all worksite parties must ensure information on health and safety hazards is available onsite

### 15.3.4 Right to Participate

Workers have the right to be:

- involved in health and safety discussions
- participate in health and safety committees

## 15.4 Joint Worksite Health and Safety Committee

The Joint Worksite Health and Safety Committee is a committee made up of worker and employer representatives working together to identify and resolve health and safety risks in the workplace. While the employer is ultimately responsible for the overall safety program, the committee is responsible for identifying and recommending solutions to problems. The individual worker has a responsibility to report problems to the supervisor or employer. However, if the problem is not corrected, a committee member should be contacted. To be successful, the committee must operate in an atmosphere of cooperation and be effective in promoting and monitoring a sound occupational health and safety management system.

Joint Work Site Health and Safety Committees provide employees with an opportunity to give input into the Health and Safety Management System for continual improvement.

The duties and functions of a JWHSC members shall include:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations; Each situation is to be documented and corrected, or if it cannot be corrected by that member, isolate the problem so as to prevent

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harm to any other person and report the issue to the Supervisor without delay. Persons other than committee members may also be notified if they are best equipped to deal with the situation.

- Consider and expeditiously deal with complaints relating to the health and safety of workers; These could be workers of the same trade or workers affected by actions of another worker. Again, all complaints are to be documented. These are addressed at the committee meeting if there is no solution in the field. Always ensure complaints follow the issue escalation flow chart within the [Joint Work Site Health and Safety Committee Standard](#)
- Consult with workers and the employer on issues related to occupational health and safety and occupational environment of workers; Committee members are to research issues brought forward and answer any questions or concerns relating to health and safety that workers or the employer may have. They should be able to consult with workers and the employer regarding roles and responsibilities under the WLC OH&S Act, Regulation, Code and any other governing legislation.
- Make recommendations to the committee and to workers for the improvement of the occupational health and safety and occupational environment of workers. Normally, the committee Co-Chair will make recommendations on behalf of the committee, using a less formal documentation method, such as the minutes of a meeting. Committee members must be familiar with the procedure for submitting recommendations to the employer according to the Act.
- Make recommendations to the committee on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation and to monitor their effectiveness; such programs will be provided to workers and members and the members will provide evaluations regarding the programs wherever possible.
- To advise the employer on programs and policies required under the Regulation for the workplace and to monitor their effectiveness; The members will become familiar with applicable policies and procedures required under the regulation, and those required under our company H&S program.
- Advise the committee on proposed changes to the workplace or the work processes that may affect the health or safety of others; through the use of hazard assessment techniques and job hazard analysis, members will be able to provide advice to the committee regarding potential or known hazards of new workplace processes or changes.
- Ensure that incident investigations and regular inspections are carried out as required.
- Participate in inspections, investigations, campaigns and inquiries as required.

**15.4.1 JWHSC Meetings**

- The committee will meet regularly
- Special meetings, if required, will be held at the call of the co-chairs

For more information please refer to the [Joint Work Site Health and Safety Committee Standard](#)

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## 15.5 WCL Claims

GOSCO will comply with all Provincially mandated workplace compliance regulations and legislation, and will comply with the Workers' Compensation Law of the country (WCL) that must accordance with GOSCO Laws in relation to workplace injuries that result in either time lost, or no time lost, as appropriate. This section is designed to outline the appropriate guidelines for dealing with workplace injury claims in regards to:

- Claim Handling
- Appropriate Guidelines
- Return to Work (RTW)

### 15.5.1 Claims Handling

#### 15.5.1.1 Workplace Injuries Resulting in Lost-Time

- A worker may be entitled to benefits/services if the worker suffers a work-related injury/disease and the worker loses time from work and/or has a loss of wages/earnings.
- A "lost time" claim is created when a worker suffers a work-related injury/disease which results in being off work past the day of incident loss of wages/earnings, or a permanent disability/impairment.
- WLC officials will review the information on file to determine a worker's entitlement to benefits. Clinical evidence on file must show that the inability to work is due to the work-related injury/disease. If the worker does not have medical documentation to be off work, wage loss benefits or loss of earnings benefits cannot be paid.
  - Once entitlement has been determined and the initial payment has been made, WLC are responsible for issuing wage loss benefits or loss of earnings benefits and monitoring the treatment and recovery of the worker.
  - Periods of disability/impairment can be prolonged by:
    - Age
    - Pre-existing conditions, as per the WLC Aggravation of Pre-Existing Conditions Policy
    - Complications incidents resulting from treatment
    - Psychological conditions, as per the WLC Injuries Application No. 6: Psychiatric or Psychological Disability
    - Malingering, also known as fraudulent claims for the purposes of obtaining benefits / time-off

#### 15.5.1.2 Workplace Injuries Resulting in No Time-Lost

- A work-related injury that does not result in lost time from work must still be reported by the employer and adjudicated by the WLC
- A No Time-Lost (NTL) claim means the injured employee returns to regular duties without losing time from work beyond the day of injury, and does not have a permanent disability.

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WLC will cover employee medical costs and send a letter that provides a breakdown of the benefits provided. The employee may be on modified work, but still not miss any time from their job

- GOSCO shall pay employees for the day the incident occurred. NTL claims are sent to the claim processing team at WLC.

**Note:** All workplace injuries will be subject to the rules and regulations set forth by the WLC, and governed by the GOSCO guidance documents for Determining At-Work Injuries, and Workplace Incident Reporting.

**15.5.2 Appropriate Guidelines**

**15.5.2.1 Lost-Time**

- GOSCO is responsible for reporting a claim within 72 hours of learning of the injury, as per the WLC Recording and Reporting Incidents Policy (HSE will work with HR to complete the “WLC C040-Employer Report”).
- Employees must report their injuries to their immediate supervisor at the time of injury.
- If the disability/impairment is prolonged, the decision-maker (WLC official) will request the medical consultant's opinion regarding the treatment program. In this way, the WLC ensures that the worker gets appropriate treatment.

**15.5.2.2 No Lost-Time**

- GOSCO is responsible for reporting a claim within 72 hours of learning of the injury, even if no time is lost from work, or no loss of earnings is involved (HSE will work with HR to complete the “WLC C040-Employer Report”).
- Employees must report their injuries to their immediate supervisor at the time of injury;
- If a no lost time claim is allowed, and later the injury necessitates time off work, the claim becomes a "lost time" claim as per the WLC Recording and Reporting Incidents Policy.

**15.5.3 Length of Disability / Impairment**

- WLC officials monitor, assess and weigh the health care information in the worker's claim files to determine whether the worker has recovered from his/her disability/impairment.
- WLC also determines the expected length of disability/impairment based on the following information which includes but is not limited to:
  - Clinical reports from the treating health professional(s)
  - Specialists' report(s)
  - Reports from agency(ies) providing treatment and/or evaluation (for example: Regional Evaluation Centres)
  - Information from the worker on his/her disability/impairment
  - External, evidence-based medical/scientific guidelines on disease and injury-specific disability/impairment and treatment

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- The opinion of WLC clinical staff, if obtained.
- WLC will consider if recent clinical reports indicate any change in the worker's disability/impairment, and if the worker is currently receiving or will receive treatment that is likely to improve the worker's disability/impairment, as per WLC Alberta Disability Duration Guidelines.
- While the worker is unable to perform any type of work, the WLC issues wage loss benefits or loss of earnings benefits. WLC will monitor the claim through the use of progress reports, which are reviewed as often as the severity of the injury dictates to ensure the worker is recovering as expected.

**15.5.4 Return to Work (RTW)**

- WLC will determine, through the review of clinical information, when a worker is fit to go back to his/her pre-injury work, or suitable and available work;
- If the worker is only able to do work that is available at a partial loss of wages/earnings, the worker may be entitled to a partial wage loss benefit or a partial loss of earnings benefit

All WLC claims will be directed through the following location:

Legal Name: GeoLibya Oil Services Company - GOSCO

**15.6 Workplace Hazardous Materials Information System (WHMIS)**

GOSCO requires the following:

- All employees/contractors on GOSCO' worksites shall be fully trained in understanding and using WHMIS.
- All controlled products shall have the appropriate supplier or workplace labels affixed.
- Safety Data Sheets (SDS) for all controlled products shall be available and freely accessible to all workers on all shifts. At GOSCO we provide access to all our SDS sheets. Printed SDS sheets and binders are available throughout the facilities but we strongly recommend using the online binders to obtain the most current versions.



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## 16.0 Contractor Management

GOSCO and its contractors must provide safe workplaces in order to protect the health and safety of their workers and the public; to protect their facilities, product and equipment; and to protect the environment.

Benefits of a comprehensive contractor safety program include the following:

- Less worker injuries and improved moral
- Improved quality and productivity occur because a comprehensive contractor safety program requires that workers be properly trained for their job tasks and be familiar with their job requirements.
- Fewer incidents result in more controlled project costs.
- Reduced potential for damage to the Company's infrastructure, reputation, and contractor equipment.

### 16.1 General Contractors Management Steps

Contractor Management is made up of the following steps:

- Define the Scope of Work
- Establish Contractor Expectations
- Contractor Pre-Qualification & Selection
- Select and Develop Appropriate Agreement
- Contractor Management and Performance Tracking
- Performance Evaluation and Contractor Close-out

#### 16.1.1 Define the Scope of Work

A Scope of Work is required to provide a clear understanding of the work to be performed and provides a basis to select and qualify the most appropriate contractor.

A Scope of Work should include whenever possible:

- Overview (description, size, location, phases, contact and payment information, selection process, standards and regulations)
- Deliverables (objectives, timelines, milestones, designs, labor, material)
- Considerations (monitoring, evaluation, specific and related tasks, critical tasks, hazards/controls and associated risk levels)

#### 16.1.2 Communicating and Establish Contractor HSE Expectations

Identify the qualifications and capabilities that contractor needs to bring to the job early on is very important and might help contractors decide if they are able to support our requests.

##### Key Steps

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- Define roles and responsibilities
- Identify general expectations
- Identify the risk exposure
- Develop a list of key health, safety and environment risks
- Identify key training and certification requirements
- Define and communicate performance measures
- Define the expected process for reporting/communicating information

**16.1.3 Contractor Pre-Qualification**

Supply Chain Management (SCM) manually works with the company and the appropriate GOSCO stakeholders to complete and assess the [Supplier Qualification Form](#).

SCM checks whether contractors have the proper prequalification documentation and performance before being involved in a bid process or being awarded a new scope of work. SCM will also obtain ongoing certifications to ensure the contractor stays in good standings.

**16.1.4 Selection and Develop Appropriate Agreement**

**16.1.4.1 Contract Formation and Administration**

No work shall be committed to, directed or initiated without an approved purchase order or contract.

A contract must clearly describe the goods or services to be supplied and define all performance requirements and obligations of both GOSCO and the contractor. These obligations and performance requirements must be clearly communicated to relevant stakeholders prior to the commencement of work, and throughout the life-cycle of the contract.

This is where the assignment of Prime Contractor Status may occur. If appropriate (based upon location of the worksite and the contractors' ability to manage the hazards and associated responsibilities of being the prime contractor) GOSCO will designate a contractor as the prime contractor. All legal documentation of the designation, acceptance, ongoing monitoring and return of prime contractor status must be generated and retained for 5 years.

All changes to scope of supply and/or GOSCO and contractor obligations will be incorporated in the contract or purchase order.

**16.1.4.2 Work Commencement**

- Pre-Job Mobilization Meeting
  - After the contract has been signed, but before contractor mobilization, SCM and the GOSCO Representative will ensure if appropriate that a pre-job mobilization meeting is conducted. For high risk scopes of work a Hazard Assessment and Control Plan must be submitted before the pre-job mobilization and/or kick-off meeting to allow members time to review.

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- The purpose of the pre-job mobilization meeting is to discuss the work scope specific HSE Hazard Assessment and Control Plan that has been developed and previously submitted by the contractor. GOSCO's HSE expectations, plan for implementation, execution and monitoring of that plan will be established during this meeting. The Contractor should identify any sub-contractors they will be using on the job at this meeting.
- This meeting also ensures that all parties (Contractor, SCM, GOSCO Representative, and HSE) clearly understand the identified work scope and are aware of all known and potential hazards associated with the work area. Everyone must have a full understanding of relevant GOSCO policies, standards, procedures, work practices and rules that affect how the work will be performed.
- As the contractor personnel attending this meeting may be different from those who attended the pre-bid/pre-award meeting they must clearly understand all of the necessary HSE requirements since they will be supervising and performing the hands-on work.
- The Pre-Job Mobilization Meeting Check Sheet must be completed and signed as part of the Contractor Management Process. The contractor cannot mobilize to site and start work until the form is signed by appropriate personnel (as per check sheet). SCM will keep this check sheet in the contractor's file for future reference.
- For contractors already mobilized to the assigned work area, the pre-mobilization meeting may be combined with the kick off meeting if agreed upon by the requesting business area, GOSCO SCM representative and GOSCO HSE representative.
- Kick Off Meeting
  - Following selection and mobilization of a contractor for a specific activity but before the start of any high risk scopes of work it is required that a kick-off meeting be conducted to confirm all the requirements previously agreed to in the pre-bid and/or pre-mobilization meeting are in place. Confirmation of GOSCO and contractor key contact personnel and methods of contact must also be determined during this meeting. The contractor will identify any sub-contractors they plan to use.
  - The Kickoff Meeting Check Sheet must be completed and signed as part of the Contractor Management Process. The contractor cannot start work until the form is signed by appropriate personnel (as per check sheet). SCM will keep this check sheet in the Contractor's file for future reference.

#### 16.1.4.3 Site Access

Site Access Request forms are required to be filled out in full for each individual worker with documentation/certificates attached prior to arrival (exceptions permitted), signed by the GOSCO Representative, and submitted to [HSE@Geolibya.com](mailto:HSE@Geolibya.com). Road Access and Delivery Drivers' are required to sign onto an acknowledgement at Security and is not required to submit a Site Access GeoLibya Request Form.

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- **Delivery Drivers/Road Access and Drop and Go** (straight in and straight out) - Couriers, Less than a load, Shuttle Drivers, Buses, Concrete Trucks and Road Access Only
  - Sign in required (sign off of rule acknowledgement)
  - Hand out of site rules and map
  - Give Access Card
- **Bulk Delivery / Chemical Drivers**
  - Sign in required (sign off of rule acknowledgement)
  - Hand out of site rules and map
  - Give Access Card
  - Call the GOSCO Warehouse to let them know of the Bulk / Chemical Delivery. The Warehouse Staff will either come to the gate or meet the Bulk / Chemical Delivery Driver at the Staging area located north of the Main Admin Building.
  - The GOSCO Operator will ensure
    - FLHA complete
    - Sign on to permit\* if required (hot/cold work) and an escort to the location is required
    - Offloading checklist complete
    - Must be in the presence of a site orientated GOSCO representative at all times
    - No qualifications required except job scope specific competencies (Ground disturbance, Confined space, Fall protection, GOSCO specific training as identified in the kick off meeting, etc)

**Note**—Permit awareness training is not required for Bulk Delivery Drivers to sign on to a GOSCO permit as this is just for acknowledgement of the permit, hazards and controls. The bulk delivery driver can ask the company representative any other questions regarding this permitted work scope.
- **Visitor**
  - Sign in required (sign off of rule acknowledgement)
  - Site Specific Orientation – Visitor
  - Hand out of site rules and map
  - Give Visitor Access Card
  - Not allowed to perform hands on work



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- No qualifications required
- Must be in the presence of a site orientated company representative at all times
- Short Service Worker**
  - Sign in required (sign off of rule acknowledgement)
  - Site Specific Orientation – SSW
  - Given a follow up quiz. If any questions are answered incorrectly either allow them to review the PPT again and retry or work together on the right answer
  - Hand out of site rules and map
  - Ensure they have the following training
    - H2S Alive or Awareness (depending on their work scope)
  - The GOSCO representative will ensure
    - FLHA complete
    - Limited to 4 days of hands on work without exception
    - Must be in the presence of a site orientated Contractor or GOSCO Representative at all times
    - No other qualifications required except job scope specific competencies (Ground disturbance, Confined space, Fall protection, GOSCO specific training as identified in the kick off meeting, etc)

**Note:** For business critical / emergency work or low risk work the GOSCO Representative may complete the Orientation/Training Deviation Form (that is located on the Core). This form must be reviewed and signed off by both GOSCO HSE and the GOSCO Representative prior to security providing them access to site. This form will require consideration for alternative means to ensure the Short Service Workers safety.

- Contractors**
  - Site Specific Orientation – Contractor
  - Given a follow up quiz. If any questions are answered incorrectly either allow them to review the PPT again and retry or work together on the right answer
  - Hand out of site rules and map
  - Negative 7 panel A&D Test - If a worker has not had a recent A&D test, or have had one since a pre-employment A&D test, a letter stating that the companies A&D policy/standard follows the Canadian Model for Providing a Safe Work Place (2010), and that the worker has received a pre-employment test and has been in continuous employment of the company would be sufficient.
  - PST 2.0 (or CSTS and eGSO)
  - H2S Awareness (or Alive depending on their work scope)

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- Job scope specific competencies (Ground disturbance, Confined space, Fall protection, GOSCO specific training as identified in the kick off meeting, ect)

All job specific certifications and training records shall be made available at time of access, and upon requests thereafter.

**16.1.5 Contractor Management and Performance Tracking**

Steps shall be taken to monitor that the contractor is implementing sound safety practices as required by their own safety program and GOSCO guidelines, and in compliance with applicable legislation and minimum industry-recommended practices. To ensure that the responsibility for health and safety at the worksite is fulfilled and as a means of monitoring contractor safety performance, the GOSCO Site Representative and GOSCO HSE shall:

- Ensure all contractor complete site specific orientation prior to commencing work.
- Require regular and appropriate hazard assessments as per the contractor’s health and safety management system.
- Ensure that the contractor is discussing critical or repetitive hazards with their employees during their toolbox talks and/or safety meetings.
- Ensure contractors are regularly inspecting their work areas.
- Require contractor involvement at worksite safety meetings, inspections and cooperation with all safety requirements.
- Instruct contractors on site to report and investigate all incidents and hazards.
- Ensure all investigation findings and reports are forwarded to GOSCO Site Representative and the GOSCO HSE Team for review.
- Require that all incidents be discussed by the contractor’s employees during a safety meeting.
- Ensure all worksite emergency safety equipment is easily identifiable to all site personnel (i.e. fire suppression equipment, first aid room, stretchers, etc.), and is in good operating condition.

Follow up on any deficiencies noted, or recommendations made. Upon the completion of a contract, safety considerations should be taken into account in the evaluation of the contractor’s overall performance. All of this information will be forwarded to SCM for retention.

**16.1.5.1 Notifications**

- Reports of all incidents which occur during the course of work being performed for GOSCO, shall be immediately communicated to the GOSCO Site Representative.
- The contractor and any subcontractor(s) or agent(s) shall inform a Company representative of any notices, warnings or orders issued by any government agencies relative to the contracted work. In addition, the contractor shall immediately report governmental inspections, and the results of the inspections, to the GOSCO representative. Where advance notice is given of an inspection, the contractor shall report it to the Site Representative.



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## 16.1.6 Performance Evaluation Contract Close-out

Contracts shall be closed in a timely manner upon confirmation that all obligations have been completed.

As part of contract close-out, contractor performance shall be assessed and documented following completion of the contracted work. The following data may be used:

- Injury and illness performance (Total Injury Frequency - TIF, Total Recordable Injury - TRIF Lost Time Injury Frequency – LIF and total number of Illnesses)
- HSE incidents (Health and Safety, Environmental and Economic)
- Observations and Inspection findings
- Corrective actions completion
- Overall commitment to GOSCO HSE expectations
- Quality of the contractor's safety program
- Effectiveness of supervision



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## 17.0 Health

GOSCO is committed to the health, safety and well-being of all workers on site. GOSCO will take every reasonable effort to ensure a safe, healthy and productive workplace.

### 17.1 Minimum Health Management Standards

GOSCO focuses on five areas to support health management which include:

- Health Risk Assessment
- Health Monitoring and Reporting
- Human Factors Engineering
- Health Facilities and Medical Emergency Response

### 17.2 Health Risk Assessment

Health Risk Assessments will be completed with the support of a 3<sup>rd</sup> Party Industrial Hygiene resource to identify potential operational health impacts, develop associated sampling strategies, and provide recommendations on controls and ongoing medical surveillance.

### 17.3 Health Monitoring and Reporting

#### 17.3.1 Medical Surveillance

Initial baseline and subsequent medical monitoring will be conducted as required which could include but is also not limited to hearing, vision, and lung function testing.

#### 17.3.2 Injury & Illness Case Management

By focusing on prevention through health and safety programs, pre-employment medicals and functional testing, GOSCO can manage factors to reduce the financial impact of workplace injuries and illnesses. Additional benefits of after-incident case management can reduce costs through:

- Expediting diagnostic procedures and treatment
- Identifying errors
- Shorten compensation times and payments with modified work and return to work programs
- Continuous review of the case for new developments
- Cost relief based on pre-existing conditions

Effective case management benefits the employee by the improved quality of care through expedited procedure and treatment. Case management includes referral of employees to EAP resources, physicians' referrals, conducting physical demands analysis, modified work and return to work programs.

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Under no circumstances will the health or recovery of the injured person be compromised by modified work.

Contractors will ensure that first aid coverage for all workers meets or exceeds the standards set out in the OH&S Act as well as all applicable laws relating to health and safety.

Contractors are required to have a modified duty program, to support claims management.

In the event of discrepancy of classification of injury, GOSCO HSE Manager will determine the final classification.

For more information about WLC Claims Management please refer to the 15.5 in this document

#### **17.4 Human Factors Engineering**

Human Factors Engineering will be assessed, and appropriate controls considered, during the design stage of the facilities to ensure health risks associated with operations will be at a tolerable level.

#### **17.5 Medical Emergency Response**

##### **17.5.1 First Aid Personnel**

GOSCO and large contractors will work together maintain the appropriate number of Standard First Aiders and Advanced First Aiders pending their (including sub-contractor and Service provider) overall workforce numbers.

##### **17.5.2 First Aid Room and Supplies**

###### **HE**

First Aid Supplies – HE, First Aid kits will be provided all First Aid Equipment to all Job Location to GOSCO



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### 17.5.3 HE Transportation (Medevac)

The prompt transportation, after stabilization, of severely injured or seriously ill workers to facilities and personnel with appropriate medical skills can be a matter of life and death.

GOSCO is responsible for providing ground transportation to support Medical Emergency Transport.

Additional resources (ambulances) shall be identified in advance and their reliability and suitability assessed.



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## 18.0 Security

Security related losses (i.e. theft of property or technology, arson and vandalism) represent a significant financial exposure. While most personnel are honest and operate in the best interest of the organization, losses still do occur.

The objective of site security is to protect assets and property and control the access and egress of people and vehicles by:

- Establishing guides for controlling access around the perimeter of the jobsite
- Controlling vehicular traffic and pedestrians at the point of entry control gates
- Enforcing driving rules and regulations
- Maintaining crowd and access control during emergencies

### 18.1 Security Requirements

#### 18.1.1 Site Control

Security personnel will monitor the site 24-hours per day. Access to and from site will be controlled at the main site gate on the site access road. Only authorized personnel are permitted beyond this point.

#### 18.1.2 Access Control of Site Personnel

Upon successful completion of site access requirements, you must sign/swipe in so the security personnel have a log of all entry and exits from site to maintain a real time headcount

#### 18.1.3 Visitors

All visitors must sign in at the security complex at HE. Visitors may not proceed until contact has been made with the host and an authorized escort has met them. Responsibility for the visitor lies with the host, who must ensure they comply with site requirements.

#### 18.1.4 Tours

Tours must be pre-arranged and authorized by designated GOSCO employees.

#### 18.1.5 Parking Lot

GOSCO does not accept responsibility for any damage, theft or other personal loss sustained in the parking lots. Employees are asked to report any incidents to site security.

Employees retain responsibility to satisfy all police, insurance, and other reporting requirements.

Site security, and if applicable, the affected employee(s), will concurrently advise local police authorities of any criminal activities that occur in the parking lots.

While at HE all company owned vehicles must be left unlocked with the keys in them at all times.