

Versant Power Contractor Safety & *Environmental Control* Program (**CSEP**)



Changes for Revision 3 31 2023 are shown in bold italic red text.
3/31/23 changes made to align with ISNetworld Vendor Management Process and include integration of the Environmental Control Requirements into this revision.
See Revision Summary on page 16

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1. Contractor Safety & Environmental Control (CSEP) Process and Procedures

The intent of this document is to provide formal guidance relative to ensuring CSEP compliance and performance on a wide range of projects. It is recognized that there must be some discretion as to how each project is managed depending on the project size and scope as well as the magnitude of risk related to workplace safety of the Contractor, Versant Power Employees and the general public.

Safety and Health & Environmental Control performance is the major criteria utilized in the selection of contractors performing work on behalf of Versant Power (VP).

Background

The safety of employees is more important than any business interest. Versant Power shares in the desires of our customers, shareholders, employees and others to enjoy the benefits of a sound economy in a safe and sustainable environment. Versant Power is committed to meeting business objectives in a manner which is respectful and protective of the environment and the safety of people in the workplace and communities in which we operate.

Purpose

The purpose of CSEP is to prevent injuries and illness as well as other safety and environmental incidents due to the activities of contractors and sub-contractors working for Versant Power. This procedure provides a standard for the management of contracts from planning to completion.

The CSEP establishes minimum standards for contractor safety and provides guidance to employees who manage contracts to ensure safe completion of contracted work. It establishes clear accountabilities, encourages active engagement of contractors, and provides a consistent and structured approach to contractor health, safety and environmental (HSE) commitment and compliance.

Scope

The CSEP provides guidance to those responsible for overseeing the contracting out of work and services. When specific departments (i.e. Procurement, Legal, Risk and Insurance, Environment, etc.) make changes to policies, procedures or systems that impact the CSEP, that department making the change is responsible to advise the Versant Power Safety & Environmental Department to ensure appropriate reviews and updates to the CSEP are completed.

General

The CSEP outlines the life cycle of a contract from initial owner planning to contractor evaluation and close-out. There are five (5) principal phases of the CSEP life cycle:

Phase 1: Contract Planning

- Contract requirements
- Owner Hazard Assessment & Controls

Phase 2: Prequalification & Bid Evaluation

- Contractor qualifications and competence assessment
- Bid comparison, evaluation, and award

Phase 3: Pre-Job Assessment and Orientation

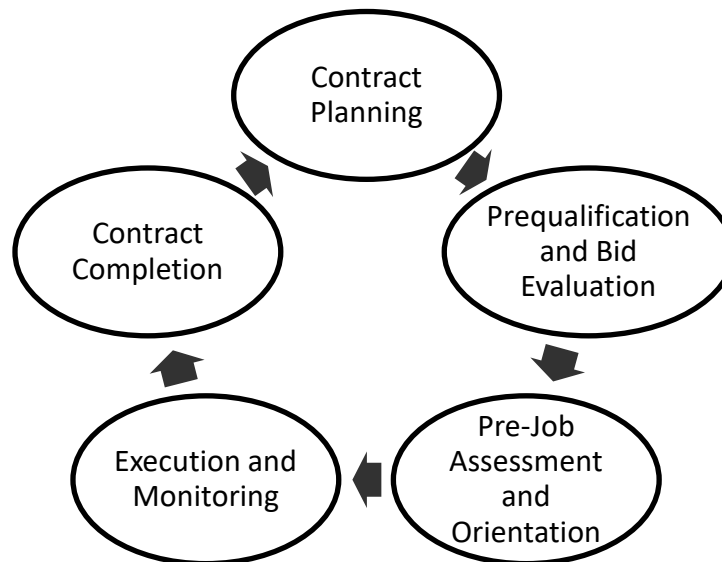
- Contractor job hazard assessment
- Orientation and training

Phase 4: Contract Execution and Monitoring

- Monitoring of contract execution

Phase 5: Contract Completion

- Contract meeting and evaluation



All work completed by or on behalf of the contractor shall follow governing legislation, standards and the policies and procedures of Versant Power. Versant Power has the authority to require contractors to cease work if they do not adhere to the health, safety, or environmental obligations. Appendix 2 – Contractor Safety Plan Process Checklist is included to facilitate tracking of the CSEP life cycle.

2. Roles and Responsibilities

The participants outlined below, shall be aware of, and follow the requirements in addition to other applicable HEALTH, SAFETY, ENVIRONMENTAL and company standards as applicable.

Management Team: Includes Senior Management and other applicable management groups.

- Take ownership of the CSEP, and ensure adequate resources are available for the successful implementation and execution of the CSEP.

VP Project Manager:

Role Description: The Versant Power person responsible for all aspects of the development and execution of the project and associated contracts. Responsibility includes oversight of all contract administration and health, safety and environmental (HSE) commitments and compliance.

Responsibilities:

- Oversees the overall implementation, execution, and completion of the contract through all five stages
- Primary contact for all parties involved in the contract
- Lead role in prequalification process of reviewing data and conducting evaluation of past candidate contractor performance
- **Ensures submission of New Vendor Determination Form to Versant Vendor Management Team (VVMT - email procurement@versantpower.com, if the Contractor/Vendor has not been previously approved. – See Appendix A. Works with VVMT & VP Contract Coordinator to secure contractor approval.**
- Assure qualified contractors have the personnel and equipment to safely execute a specific contract. Further, assure the contractor has acceptable training and qualification records for the defined work
- Require identification of all sub-contractors and assure applicable qualifications
- Identify and document known HSE when planning the work and communicate information to contractor and other supporting parties **using** Appendix 4 Owner Hazards and Control form
- Be aware of and/or enlist the services of experts concerning applicable HSE requirements for the specific contract. This would include special engineering requirements, laws, regulations, codes, policies, procedures and specifications.
- Ensure thorough communication of all planned activities prior to work execution
- Ensure all applicable briefings, orientations, trainings, and kick-off meetings are held
- Ensure effective on-going communication and coordination of work with other contractors and Versant Power representatives
- Ensure existence and use of all applicable HSE monitoring and compliance tools such as: condition assessments, risk assessment forms, hazardous condition/near miss reporting forms, etc.
- Monitor and ensure on-going HSE compliance through entire contract execution
- Participate in weekly project execution and planning meetings with contractors and supporting personnel
- Ensure preparation and maintenance of all applicable contract documentation including progress reports, meeting minutes, etc.
- Maintain ongoing communication of contract progress with various Versant Power HSE departments
- In the case of incidents, form teams and lead root cause analysis investigations
- Lead decision processes concerning continuation and termination of contracts
- Ensure effective project closure including recording of contract results, contractor effectiveness, performance records, and lessons learned

VP Contract Coordinator / Administrator:

Role Description: Person responsible for the administration of purchasing procedures, legal contracts, project coordination, audit compliance and record keeping.

Responsibilities:

- Interface and coordination with Versant Power Supply Chain/Purchasing/Procurement Departments.
- Interface and coordination with Versant Power Legal Department and external attorneys
- Plays key administrative role in prequalification process. ***This includes verification that contractor has been approved by Versant Vendor Management Team (VVMT) or starting the approval process in conjunction with the VP Project Manager.***
- Ensures contract governance and audit compliance
- Manages the administration of RFP's, RFQ's, and sole source processes
- Primary contact with contractors for all purchasing activities
- Maintains fairness and integrity of the purchasing and contracting process
- Ensures that contractor has committed to and signed all HSE documents
- Maintains records and compliance with record retention policies

VP Construction Supervisor/Manager

Role Description: For some larger and/or complex projects, this role provides higher-level on-site construction oversight for either line or substation projects.

Responsibilities:

- Lead on-site role for contract execution
- With the contractor, ensures a safe worksite
- Ensures effective use of daily risk assessments
- Either serves as, or is coordinator with, project engineer
- Key communication and coordination role between field activities and project manager
- Provides inspection of job construction quality, scope compliance, and safety compliance
- Coordinates material deliveries
- Plays lead role in weekly project execution and planning meetings with contractors and supporting personnel
- Ensures public safety and supports neighbor/landowner relations
- Monitors and ensures safe planning and execution of traffic and public access control plans
- Supports immediate incident response actions and communication
- Has authority to stop work if job compliance is not acceptable
- In the event of an incident, plays lead role with the contractor in root cause analyses

VP Tag-holder, Inspector and Construction Lead

Role Description: On-site role providing job oversight, switching management, tag-holding, construction inspection, contractor coordination, and communication. For smaller projects, this is the lead Versant Power on-site role. For larger projects, this would be a supporting on-site role.

Responsibilities:

- With the contractor, individual ensures a safe worksite
- Ensures effective use of daily risk assessments
- Coordinate switching and tag-holding responsibility with System Operations, contractor and other associated parties
- Hold applicable tags through construction activities
- Key communication and coordination role between field activities and construction manager and/or project manager
- Provides inspection of job construction quality, scope compliance, and safety compliance
- Ensures public safety and supports neighbor/landowner relations

- Monitors and ensures safe planning and execution of traffic control and public access plans
- Supports immediate incident response actions and communication
- Has authority to stop work if job compliance is not acceptable
- In the event of an incident, participates in root cause analyses

Other Versant Power Contract Supervisory and Oversight Roles Include:

- On-site Environmental Inspector (usually a consulting contract role)
- Inspections from Environmental Department
- Inspections from Safety Department

Contractors

- Contractors are required to sign the Versant Power CSEP document to acknowledge that they understand and will follow the process as detailed in the document.
- **Contractors may be required to join ISNetworld where they will**
 - **supply information regarding environmental and safety processes**
 - **provide injury data**
 - **provide certificate of insurance (subject to approval)**
 - **acknowledge that they have read and will abide by the CSEP**
 - **obtain a passing grade from ISN to qualify to work for Versant Power.**
- **Versant may decide to review some contractors – typically of lower risk and/or size, on an internal basis. (ISN membership not required) Similar information to the data provide to ISN will be reviewed. Approval will come from the VVMT team. Appendix 3 – Bidder HSE Qualification form will be submitted by the contractor to Versant in these cases.**
- Adhere to applicable HSE requirements according to Versant Power policies and procedures, contract specifications and applicable regulatory requirements. **Be specifically familiar with Appendix 7, Versant Power Contractor & Sub-Contractor Safety Rules & Criteria and Appendix 8, Environmental Control Requirements for Contractors and Sub-Contractors of Versant Power.**
- Ensure employees have the appropriate training and qualifications for the specified work,
- Review Owners list of Hazards and Control form provided by Versant Power project manager for the contract and complete & return a Job Hazard Assessment (JHA) to address hazards identified in the Owners List or by the contractor during review of project. Appendix 5 is available as a JHA template as needed.
- Develop and review with the VP PM a Potential Problem Analysis (PPA) to identify and address “What could go wrong?” during execution of the project’s critical tasks. Appendix 6 is available as a PPA template.
- Ensure that any contractor and subcontractor working under their direction are aware of and adhere to the requirements contained within this document and are adequately supervised
- Notify Versant Power of proposed subcontractors being used or under consideration
- Participate in a Versant Power General and Site Orientation prior to the start of work and applicable safety meetings throughout the project schedule
- Stop work conducted in an unsafe manner or during unsafe conditions that may present a risk to people, property or the environment
- Immediately report injuries, illness, safety incidents and environmental incidents to the Contract Manager/Administrator and participate in and/or conduct investigations as required
- When required, assist in the completion of the Contractor Incident Report Form (Appendix 9)
- Provide dedicated job supervision
- Provide dedicated HSE management for any large project
- Provide a list of employees including Classification and length of service

Subcontractors

- Be aware of and follow the same HSE standards Contractors are held to by Versant Power. ***In some instances Versant Power will require subcontractors to join ISNetwork and maintain a passing grade.***

Versant Power Safety & Environmental Department

- Periodically review and update the Versant Power CSEP as required
- Support the use and implementation of the CSEP
- Assist Contract Manager/Administrators as required (i.e., General/Site Orientations, monitoring, policies, procedures, regulations, etc.)
- ***Support review of contractor safety and environmental data through ISN or internally***

Health and Wellness

- Provide support and act as a resource regarding Versant Power policies and procedures (i.e. Alcohol and Drug Policy and Procedure, Return to Work, etc.)

Procurement Department

- Administer and or support the Request for Proposals (RFP) process ***and the contractor approval process – either through ISN or internally.***
- Notify contractors of their successful bid
- Notify unsuccessful Bidders
- Provide support for contractor selection and procurement
- Review past performance and evaluations from returning contractors

3. Procedures

Small Contracts and Agreements Ranging from \$0.00 to \$250K

For some small contracts and agreements such as those with a low cost, no on-site work conducted or other low risk contracts, it may not be practicable to follow the standard practice of the CSEP. While these smaller contracts may follow different guidelines, consideration should still be given to the standards used for larger contracts.

Contract Planning

The contract planning stage identifies and defines the scope of the work to determine and evaluate the HSE requirements and to develop the contract specifications. During this stage an initial assessment of the HSE risks shall be done to ensure the appropriate information is incorporated into the contract documents (specifications) and the overall contract execution strategy. The selection of the contract execution strategy will be based upon the nature and complexity of the work to be performed.

All contract work considered specialized or high risk (i.e., blasting, diving, not previously undertaken by the company or undertaken infrequently) shall include consultation with a subject matter expert and may include additional oversight involving the subject matter expert.

See Appendix 3 when considering Risks/Severity/Probability

4. The Five Life Cycles of Versant Power CSEP

Phase 1: Contract Planning

The following sections summarize the key steps of the contract planning phase.

1. Scope of Work

This section of the contract describes and documents the work to be performed. This should include any milestones, reports, deliverables, and end products that are expected to be provided by the contractor as well as timelines for completion of all deliverables.

When establishing the scope of work, consideration should be given to the following:

- Description of the job or services to be performed and the required resources,
- The abilities, skills and experience required to perform the work, the availability of contractors, particularly those with highly technical skills,
- Performance expectations of the contractor (HSE, quality, communications, etc.),
- Coordination of work with other contractors and/or operations,
- Time frame and scheduling (e.g., contract schedule, outage schedule, HSE issues and deliverables),
- Level and type of risk.

2. Hazard Identification, Evaluation and Control

Communicating HSE hazards to those involved in the contract is an essential aspect of effective job planning. This provides clear direction regarding HSE requirements to contractors to allow them to be better prepared to perform the work safely and without environmental harm. Based on the scope of work, the Contract Manager shall identify the known HSE hazards using Appendix 4 – Owner’s Identified Hazards and Controls form. The contractor must, at a minimum, address the hazards identified using a JHA form (Appendix 5), or equivalent, as part of their bid submission.

Note: The Risk Assessment is not intended to provide an exhaustive list of hazards and controls and should only be used for guidance. Additional hazard identification and control measures may be required.

3. Contract Specifications

HSE requirements are a critical component and shall be identified in this section. The contract document sets the minimum requirements for HSE expectations of contractors and based on the scope of work additional requirements may need to be specified. The Contract Manager/Administrator, or designate with specific experience, knowledge and training, may also conduct a site hazard assessment of the intended work site to help identify the potential HSE hazards associated with the work and site conditions. Examples of HSE requirements to consider include (but are not limited to):

- Minimum control measures required to eliminate/mitigate specific hazards,
- Certification of their HSE Program,
- List of controlled products that are prohibited or limited on the work site,
- Site-specific information that may be beneficial to communicate during the RFP process,
- Fuel storage and handling (e.g., fuel tank registration and TDG),
- Waste stream management (e.g., approved disposal methods, containment, and labeling of waste containers),
- Protection of fish habitat (e.g., silt control), and,
- Spill prevention and response (e.g., spill kits, fuel and waste oil transfers).

All contractors may designate an appropriate person on site to provide safety and health direction particularly if the job involves:

- Large or complex contracts, and/or,
- Construction work or work that involves high risk activities (e.g., confined space entry, working at heights, diving, blasting, etc.).

Phase 2: Prequalification & Bid Evaluation

1. Bid Evaluation and Award

The bid evaluation and award stage assesses bidders and evaluates whether they meet the criteria specified in the bid documents. Bidders who are selected for final evaluation shall meet the standard HSE qualification requirements and the additional requirements outlined in the bid specifications.

Health, Safety and Environment (HSE) Qualification

The HSE qualification establishes the eligibility of contractors to bid on work to be performed. Contractors are selected based on their HSE management abilities and other key requirements. Bidders must complete a Health, Safety and Environment (HSE) Qualification Form for consideration during bid evaluation. **ISN member contractors complete the HSE questionnaire that is part of the ISN qualification process. Non - ISN member contractors will complete Appendix 3.**

Insurances and Workers' Compensation

All bidders shall provide General Commercial Liability and Automotive Liability Insurance to ensure they have the financial capacity to address potential liabilities and complete the scope of work as determined by Procurement and the Legal Department. Additional insurance requirements must be outlined in the Bid Submission section of the contract document. **For ISN member contractors, these insurance documents must be uploaded to their ISN account. Non – ISN contractors will provide these documents to the VVMT.**

Versant Power's Corporate Insurance Department is to be notified of any incidents involving third parties (including environmental, pollution incidents) within 24 hours of being aware of the incident.

These include:

- Any incident involving bodily injury
- Any incident involving a fatality
- Any third-party liability incidents expected to exceed USD/CDN \$15,000
- Any automobile claims expected to exceed USD/CDN \$15,000
- Any environmental / pollution claim expected to exceed USD/CDN \$75,000 or claim where there is release of pollutants to any body of water (i.e., lakes, oceans, etc.)

For the purposes of this protocol, a third party can refer to a customer, supplier or business partner or a member of the general public.

When reporting the incidents mentioned above, all forms as provided on Advisory Notice to Insurer shall be filled out. The claim form should be forwarded to appropriate personnel in accordance with claims reporting process.

Bidders shall also provide proof that they are registered and in good standing with the appropriate workplace compensation board (or equivalent) by providing a clearance letter/certificate and other applicable information. Bidders from outside jurisdictions must provide documentation of registration with the regional workers' compensation board (or equivalent) and a clearance letter/certificate of good standing (or equivalent), if applicable.

Safety and Health Program

An effective program is an integral part of ensuring a safe workplace. It includes planning, safe practices, monitoring, auditing and evaluation, and continuous improvement. When evaluating bidders, consideration should be given to additional certification (i.e. Certificate of Recognition (COR™), etc.) based on the work to be completed (i.e. construction, diving, etc.). Bidders who are not certified or whose certification is not recognized must complete a Bidder HSE Qualification Form. Based on the responses submitted additional information or documentation may be required.

Safety Performance

This step reviews the safety performance which may include leading and lagging indicators such as proactive and continuous improvement, high potential incidents, injuries, recordable incidents, etc.

2. Contract Execution

The contractor shall follow their own HSE program which shall meet or exceed Versant Power policies, procedures, standards, and regulatory requirements. If the contractor's procedures do not meet or exceed the expectations of Versant Power and regulatory requirements, the contractor shall follow Versant Power policies and procedures; these exceptions shall be reviewed and agreed to as part of the planning and/or assessment and orientation stages prior to work starting.

When working with multiple contractors, the Contract Manager/Administrator may identify a general contractor or other responsible party to assist with the coordination of communication for the purpose of ensuring health and safety on the worksite.

Phase 3: Pre-Job Assessment and Orientation

1. Pre-Job Tasks

This phase ensures the HSE requirements have been communicated and understood by all parties prior to starting work. Any required corrective actions can also be identified, agreed upon and completed before the work begins.

Contractor HSE Documentation Submission

The approval to start work is conditional pending the submission of further documentation within a specified time frame. Documents may include, but may not be limited to:

1. Contractor's HSE Program (or parts of it as required)
2. Site specific HSE Work Plan
3. Training certificates and qualification records
4. Job Hazard Analysis see Appendix 5
5. Potential Problem Analysis document see Appendix 6

Subcontractor, Supplier and Manufacturer

The Contractor is responsible for their employees and those involved in the project/site including subcontractors. Versant Power reserves the authority to approve or prevent workers, subcontractors, etc. from working on Versant Power sites or projects. Approval may be required and shall be documented as applicable.

2. General and Site Orientation

All contractors shall participate in a general and site orientation prior to starting work with Versant Power. The General Orientation provides information on policies and procedures, while the Site Orientation provides specific onsite information. The Contract Manager/Administrator arranges for the orientations which are delivered by a competent Versant Power employee; participation is documented and maintained by the Contract Manager/Administrator.

Frequency of orientation reviews are determined by the Versant Power CSEP.

Pre-Job Meeting

A Pre-Job Meeting shall be held with the Contract Manager/Administrator and the contractor(s) prior to starting work. Topics covered during the meeting may include, but not be limited to:

- HSE Work Plan and requirements
- Job Hazard Analysis
- Potential Problem Analysis (PPA) as prepared by contractor
- Emergency response, and
- Roles and responsibilities

Notification of Contract

Local regulations may require applications, document submission or other criteria to be met before a contract commences. The Contract Manager shall verify that appropriate requirements have been submitted and, if applicable, approved before execution of the contract.

Phase 4: Execution and Monitoring

1. Job Mobilization and Execution

This phase ensures appropriate implementation and communication to relevant parties and ensures the work is conducted according to contract specifications. For any work that exceeds a level 6 from the risk rating matrix, a contractor safety briefing involving all site workers must occur prior to site work and a paper or electronic copy of the current Versant Power Safety Manual must be provided to the site Supervisor. ***This includes workers that arrive on the work site after the job has been in progress that have not received a safety briefing in the last 12 months.***

Performance Monitoring

The Contract Manager/Administrator or designate is responsible to monitor the HSE aspects of the contractor's work activities. The extent of monitoring is influenced by several factors including, but not limited to:

- Level of risk associated with contractor activity
- Complexity of the tasks to be performed
- Duration of the contract.
- Contractor management is responsible for assuring ongoing site inspections

Incident Reporting

Any Versant Power employee, contractor or subcontractor who observes a hazardous act or condition shall report the incident. All Versant Power employees, contractors and subcontractors have the authority to stop work on any site when an unsafe act or condition is observed.

Details of the incident shall be documented using the Versant Power Contractor Incident Report form, (see Appendix 9) or other appropriate documentation. The Contract Manager/Administrator is responsible to ensure that all reported contractor incidents are included in the appropriate internal Versant Power Incident Reporting system or database.

Once an incident has been reported to a Versant Power employee, the applicable reporting and communication protocols shall be initiated as per the Versant Power Safety Management System.

Minor incidents are to be reported immediately to the Contractor Supervisor, and the Versant Power Contract Manager/Administrator. Minor incidents are those that meet the following criteria:

- No immediate health and safety threat to public or personnel
- Low potential to escalate
- Control of hazardous substance completed or pending
- Non-emergency spill
- Handled entirely by company or contract personnel
- Minimal environmental effects
- Little or no media interest in the incident

Serious incidents are to be reported immediately to the Contractor Supervisor, Versant Power Contract Manager/Administrator **AND** Safety Department representative. Serious incidents are those that meet any of the following criteria:

- Significant high potential incident
- No immediate threat outside incident site, but potential exists
- Risk to public, workers, or environment
- Likely need for external emergency agencies
- Requires significant involvement of external emergency services, federal and/or state agencies
- Injury requiring transport to a medical facility
- Critical injury or fatality
- Potential for environmental impact
- Creates local/regional media interest
- Emergency spill or uncontrolled release of hazardous substance continuing
- Significant, ongoing environmental effects (e.g., sediment release with effects to environment or drinking water supply and/or that may generate media interest)
- Effects extend beyond project site
- Any electrical contact regardless of whether it results in an injury

2. Inspections, Site Visits, and Audits

Performance monitoring includes conducting and documenting inspections of work areas and job observations of tasks being completed. These inspections are conducted by the Contractor and will be a part of audits conducted by the Contract Manager/Administrator or appropriate designate.

Audits, inspections and/or observations are conducted by the Contract Manager/Administrator or designate to monitor compliance with the contract specifications and HSE expectations. Contractors shall correct unsafe conditions and practices identified.

Any act or condition that is an immediate risk to the health and safety of workers or the public shall result in the immediate stoppage of work until the risk has been mitigated.

3. Communication and Coordination

Efficient and accurate communication and coordination are essential for each stage of the contract and the work being done to ensure plans, hazards and controls are known by all involved or affected. Consideration should be given to the following, but not limited to:

- Risk Assessment: task or change needs to be reviewed, assessed, and documented by all on site. The assessment includes site hazards, job hazards, conditions, competence of those working on site, hazard controls, etc.
- Coordination and communication plans: Access to sites, coordination of work and information and the various types of communication need to be considered to ensure the safety and security of workers, the public and the site.
- Documentation and Records: Those involved in the contract need to ensure they have the appropriate documentation for the site, work being done, contract requirements, and other appropriate documentation. This includes, but is not limited to, MSDS/SDS, Acts and Regulations, work plan, contact information, etc.

4. HSE Noncompliance

Noncompliance with regulatory requirements, Versant Power policies and procedures is subject to corrective action. Corrective action will be appropriate to the nature and seriousness of the issue, previous violations, and any extenuating circumstances. Actions can include, but not be limited to, coaching, warnings (verbal and/or written), suspension and/or termination. Corrective actions can occur in any order or lead directly to termination. Noncompliance and corrective actions are handled on a case-by-case basis.

5. Contract Changes

Any significant changes to a contract require a review to ensure that the HSE impacts of the change are considered. This review shall include the contractor, Contract Manager/Administrator and any other applicable personnel and shall be documented.

Phase 5: Contract Completion

This stage verifies the contract specifications have been fulfilled and the performance of the contractor has been evaluated. Consideration should be given to quality, HSE, execution, contract management and any other appropriate criteria. This review and evaluation should be considered when awarding future work with Versant Power. See Appendix 10 – Contractor Closeout & Evaluation Form.

1. Demobilization

Upon completion of the work the Contract Manager/Administrator shall ensure the worksite is inspected to verify the contract conditions have been met, all required work and documentation has been completed, materials have been returned if applicable, any unsafe or environmentally hazardous conditions have been rectified and the site has been properly cleaned up and materials disposed of. Any hazards identified in the inspection that cannot be immediately controlled shall be identified and corrective actions are assigned.

2. Contract Evaluation and Close Out (Appendix 10)

The completion date is when all contract activities have been completed including demobilization from site, correcting of deficiencies, etc. At the end of a contract, the Contract Manager/Administrator shall perform a contract evaluation to assess the contractor's technical and HSE performance, compliance with contract specifications and other appropriate criteria. The evaluation also provides the contractor with the opportunity to provide feedback to Versant Power to allow Versant Power to continuously improve its processes. The documented evaluation is to be filed to be accessible for future contracts and bid evaluations.

5. Definitions

Note: The terms used in this document are those used by Versant Power and are defined to ensure understanding. Contractors may use different terms in their own documentation; however, these should be defined to ensure all parties understand.

Can: Indicates a possibility or a capability – action is possible if a situation arises and legal or other requirements necessitate action, or, where legal or other requirements are not present, the potential or capability to act.

Interested Party (ies): Person or organization that can affect or be affected by or perceive itself to be affected by a decision or activity, including customers, communities, suppliers, regulators, non-governmental organizations, investors and employees.

ISN – International Suppliers Network. AKA ISNetworld. ISN is a third party that manages contractor/vendor information and provides review processes that Versant Power utilizes to qualify contractors/vendors. The contractors/vendors must pay an annual subscription fee to ISN based on company size to maintain their membership.

Job Hazard Assessment (JHA): Document containing foreseeable hazards and controls for the overall contract. This document is completed prior to the execution of the contract and is updated as applicable. The JHA is used in conjunction with a risk assessment.

Hazard: Any source of potential illness, injury, or damage under certain conditions. Hazard classes considered are usually biological, chemical, ergonomic, physical, psychosocial and safety.

May: Indicates a permission – action is required if a situation arises and legal or other requirements necessitate action, or, where legal or other requirements are not present, a choice to act.

Risk: The potential for illness, injury or property damage when exposed to a hazard. Risk = consequence x exposure x probability where consequence is the severity resulting from an unwanted effect, exposure to a hazard (i.e. percentage of work force/public exposed to hazard or frequency of exposure to hazard) and probability is the likelihood of an unwanted event occurring (dependent on effectiveness of controls and barriers in place to prevent the undesired event).

Potential Problem Analysis: Process to identify “what could go wrong” during execution of critical tasks that could result in injury or equipment damage. This process includes identification of mitigating strategies and contingency planning.

Risk Assessment: The documented process by which contract employees identify risks, and hazards to determine the barriers that must be put in place to accomplish their work safely.

Tailboard Briefing: an informal safety meeting, which is generally conducted at the job site prior to the commencement of a job or work shift. Job supervisors can draw attention to hazards, processes, equipment, tools, environment, and materials to inform all workers of the risks in their surroundings.

Shall: Indicates a requirement – the function/accountability must be done without exception or deviation.

Should: Indicates a recommendation – the function/accountability should be considered.

Versant Power Vendor Management Team (VVMT): A team of Versant Power employees led by the Procurement Department that includes representatives of the Safety & Environmental Dept, Legal Dept and IT Dept, that have expertise in aspects of safety, environmental, insurance, cyber-security, physical security, contracts, and procurement. This team evaluates various risk factors and approves (or disapproves) vendor/contractors to provide materials or services to Versant Power.

6. Record of Revisions

6.1 Revision team members Include Brian Gould, Stan Hartin, Warren Morgan, Steve Sloan, Terri Johnson

Summary of Revisions	Authorized By	Date of Authorization
	Stan Hartin, Manager of Safety, Versant Power	3/22/18
See 4/29/2020 version	Stan Hartin, Manager of Safety, Versant Power	4/29/2020
See below	Brian Gould, Manager of Safety & Environmental, Versant Power	3/31/2023

The changes made for 10/31/22 revision were done to

- 1) Merge the Safety and Environmental aspects of contractor qualification and oversight.
 - The document is now called the Contractor Safety and Environmental Controls Program or CSEP
 - Appendix 8: Environmental Control Requirements for contractors and subs has been added to cover environmental rules and criteria. Appendix 7 has been modified to reference environmental rules in Appendix 8.
 - The contractor acknowledgement page at the end of this document now covers both safety and environmental rules and processes.
- 2) Align with use of ISNetwork (ISN) as a 3rd party to qualify vendors and/or contractors
 - Contractors that are ISN members will not use Appendix 3, they will need to obtain a passing grade through ISN
 - Some contractors may not be required to hold ISN membership. They will be vetted internally using Appendix 3
 - Details on Versant stakeholders' responsibilities and Contractor's responsibilities have been added referencing ISN membership and requirements
 - ISN has been added to the definitions
 - Versant Power Vendor Management Team (VMMT) has been added to the definitions
 - New Vendor Determination form has been added as Appendix A.
 - Appendix 1 CSEP Process Flowchart has been modified to include ISN
 - Appendix 2 CSEP Planning Process Checklist has been modified to include ISN
- 3) Modify the program to align with the Contractor Safety Briefing document that was updated 8 25 2022
 - Reference in Phase 4 Execution and Monitoring that it's required to give contractor safety briefings to workers that arrive on site after the project has started if they haven't received a briefing in the last 12 months. This is also noted in Appendix 1, Appendix 2, and Appendix 7
 - Added Appendix 7 requirements
 - i. Contractor employees are responsible for using Versant SWPs when working on Versant system.
 - ii. Wheel chock requirements (same as Versant Safety Manual)
 - iii. Contractor cannot return to work after a shut down without approval of Manager of Safety and Environment and the appropriate department manager.
 - iv. Contractors need up to date first aid kits
 - v. Edited text regarding Grounding and Equipotential Zone considerations to align with Contractor Safety Briefing document revision.
 - vi. Details on grounding conductor sizes for NOR & SOR (2/0 with some exceptions for larger requirements at subs detailed in Versant Safety Manual sec 5.5.3
 - vii. Need to use hot sticks when installing/removing line devices into/out of service

Appendix A – New Vendor Determination Form

	<p><u>NEW VENDOR</u> <u>DETERMINATION FORM</u> Effective JUNE 10, 2021</p>
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Below is the Determination Form for ALL vendors and must be completed by business unit requesting use of the vendor. This form will assist in determining the level of risk of this vendor. Please answer all fields completely, accurately and legibly. Thank you.

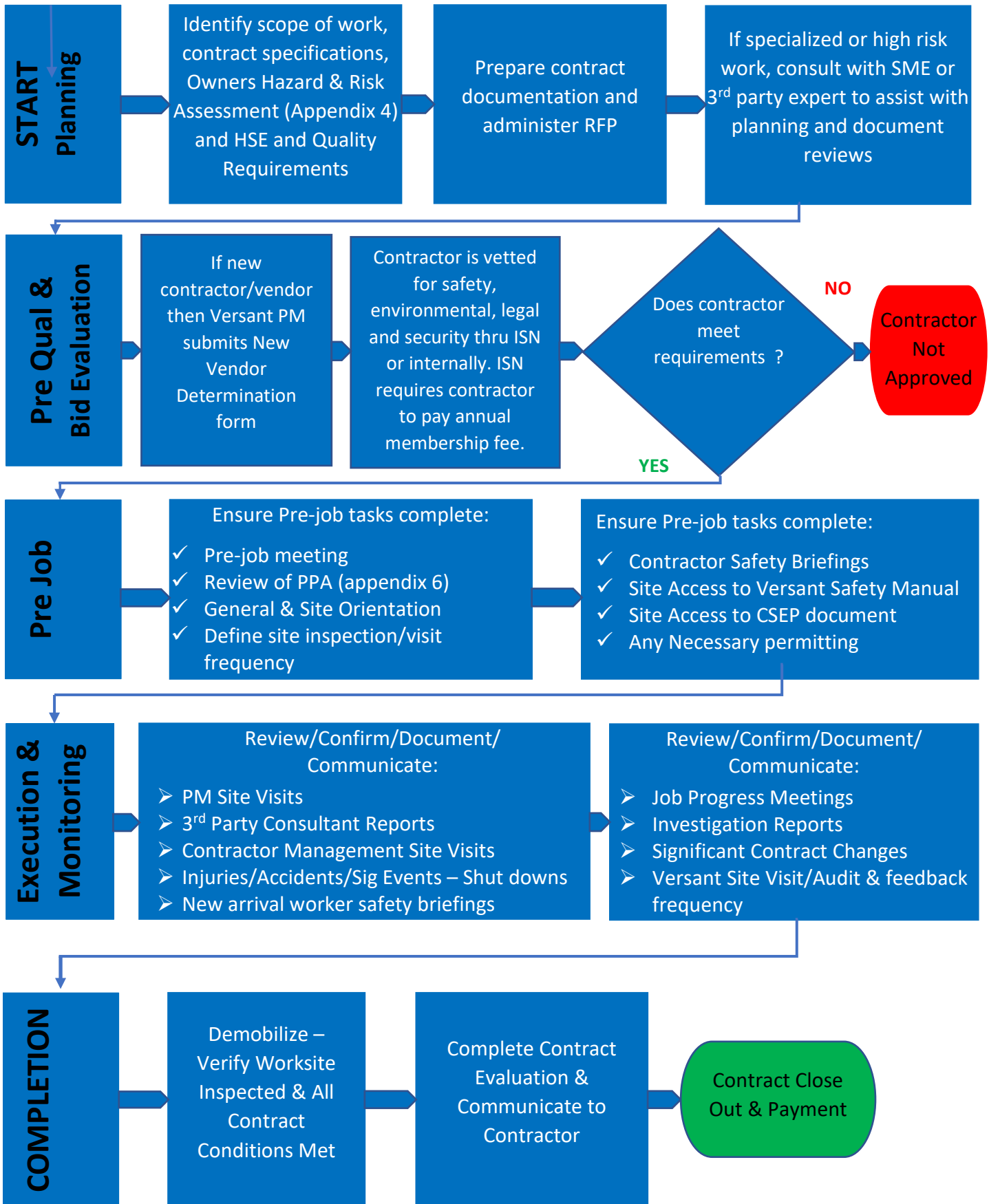
VERSANT POWER VENDOR DETERMINATION FORM

Vendor Name	Vendor Address	Vendor Phone Nos.	Vendor Contact Person/Email
Type of Vendor <small>i.e. Contractor, Plumber, Consultant, etc.</small>	Type of Work Goods Services Both	Full & Detailed Description of Work/Goods	
Business Unit & Dept. # (list all that apply)	Employee Contact(s) at Versant Power Name(s) & Phone#:	Estimated Annual spend with this vendor	Is this vendor a possible CIP-013 required vendor? Yes – No – Don't know -
Will this vendor be present on site for the work they are doing?	Will this vendor have access to any of our computer systems?	Please provide any additional information that may be relevant to the Risk Determination for the vendor.	
Yes (please explain)	Yes (please explain)		
No	No		
What date do you wish for the vendor to begin working for or supplying goods for Versant Power?		If Vendor has already performed work on an Emergency basis, please indicate the reason below:	
Signature of Requestor		Date of Request	Signature of Manager

REQUIRED: Please attach a Form W9 to this Determination Form.

Please return the completed Determination Form to Procurement.

Allow up to 5 days for processing.

Appendix 1: CSEP Flow Chart


Appendix 2: Contractor Safety & Environmental Planning Process Checklist

This form is provided to help guide the Versant Power Project Manager and the contractor on planning, execution and completion of the project. PM = Versant Power Project Manager. VP = Versant Power

Project Stage	Key Steps	Party Responsible	Date Completed
Safety Pre-qualification	<input type="checkbox"/> ISN Path – Contractor is or becomes an ISN member (annual fee) and obtains a passing grade by submitting and acknowledging receipt of safety, env, and insurance info. A New Vendor Determination Form (Appendix A) may be required.	PM & Contractor	
	<input type="checkbox"/> Internal Vendor Approval path – Contractor is exempted from becoming an ISN member as determined by VVMT. Contractor must fill out Appendix 3 – Bidder HSE Qualification form, sign acknowledgement form, and provide insurance information. The VVMT will determine qualification based on information provided. A New Vendor Determination Form (Appendix A) may be required.	PM & Contractor	
Planning	<input type="checkbox"/> Prepare Owners Identified Hazards & Controls – Appendix 4 & submit to qualified contractors.	PM	
	<input type="checkbox"/> Contractor (s) respond to Owners Identified Hazards & Controls with a JHA using Appendix 5 or equivalent.	Contractor	
	<input type="checkbox"/> Review of Contractor JHA and responses to Owners Ident Haz & Controls.		
	<input type="checkbox"/> Contractor notified of awarded bid.	PM	
Pre - job	<input type="checkbox"/> Pre-job meeting. This meeting is held with VP PM and Contractor(s) with others as necessary. Topics to include roles and responsibilities, emergency response plan, work plan items, and Potential Problem Analysis (by contractor)	PM & Contractor	
	<input type="checkbox"/> General & Site Orientation – Typically review the Contractor Safety Briefing and any site-specific issues with respect to safety. This may be done on site or in an off-site environment. The VP Safety Dept usually is involved with review the Contractor Safety Briefing. For work that has a risk rating of 7 or above it is required to have a Contractor Safety Briefing.	PM VP Safety Contractor	
	<input type="checkbox"/> Contractor should have site access to the VP Safety Manual – either electronically or in paper format and the Contractor Safety & Environmental Control Program.	PM & Contractor	
	<input type="checkbox"/> Necessary permits (dig safe, red tag work, yellow tag, environmental, MSDS etc.)	PM & Contractor	
	<input type="checkbox"/> Define site inspection/visit frequency as needed	PM & Contractor	
Execution & Monitoring	<input type="checkbox"/> Documentation of Site Visits by PM	PM	
	<input type="checkbox"/> 3 rd Party Safety Consultant Reports provided as requested	Consultant	
	<input type="checkbox"/> Contractor mgmt site visits documented per schedule provided	Contractor	
	<input type="checkbox"/> Risk Assessments provided as requested	Contractor	
	<input type="checkbox"/> Documentation of job progress meetings	PM	
	<input type="checkbox"/> Documented safety briefings for new to the site contractor workers	PM & VP Safety	
	<input type="checkbox"/> Potential site visits/audits by VP Safety – feedback to PM	PM & VP Safety	
	<input type="checkbox"/> Injuries, Accidents, Significant Near Miss/Haz Cond incidents reported. Job shut down as necessary. Investigations & Corrective actions as needed.	PM & Contractor	
Completion	<input type="checkbox"/> Significant Contract change – review for HSE impacts & document	PM & Contractor	
	<input type="checkbox"/> Demobilization – verify worksite is inspected & meets all contract conditions. Notify Contractor of gaps identified for remediation as needed	PM & Contractor	
	<input type="checkbox"/> Complete Contractor Closeout & Eval form – Appendix 10. Contractor needs to receive copy and sign off with comments.	PM & Contractor	

Appendix 3: Bidder HSE Qualification Form

This form is used when vetting contractors internally. If the contractor is a member of ISN or will become a member of ISN, this form is not needed. Safety and Health performance is the major criteria utilized in the selection of contractors performing work on behalf of Versant Power. Awarding of contracts will not only be on grounds of price and technical ability, but also on a bidder's safety and health performance and ability to carry out the work safely and without risk to health, safety, or environment.

All Bids will be evaluated based on the Bidder's ability to satisfy the safety standards and requirements of Versant Power, and any applicable law, regulation or standard. The information provided in the Bidder Health, Safety & Environment (HSE) Qualification Form will be used by Versant Power to determine each Bidder's eligibility to be considered for further evaluation.

The risk rating matrix below will be used by VP to guide in safety planning and work execution.

Guidance Notes:

1. Contracts with a risk rating of 7-25 will be required to provide **all** information within the Bidder HSE Qualification form. Versant Power reserves the right to request any additional information that is relevant to any unusual High-Risk tasks that are not typically performed. In general, nearly all electrical field work or construction work will carry a risk rating of 7 or greater.
2. Contracts with a risk rating of 1-6 will be required to provide response **only to grayed in sections 1.0, 2.2.0, 2.3.0, and 3.0** - of the Bidder HSE qualification form. Examples are engineering consulting, janitorial work, courier services, snow plowing services, etc.
3. In section 3.0, for companies those are not required to file OSHA safety data due to size or nature of work – fill out 3.1-3.5 and 3.8 as best you can.

Risk Rating Matrix

Severity	Potential Consequence			Probability				
				Rare	Unlikely	Possible	Likely	Almost Certain
				<1% chance	1 to 10% chance	11 to 50% chance	51 to 90% chance	> 90% chance
			1	2	3	4	5	
	Safety (People)	Environment	Property/ Equipment	A freak occurrence of factors would be required for an incident to result	A rare combination of factors would be required for an incident to result	Could happen when additional factors are present, but otherwise unlikely to occur	Not certain to happen, but an additional factor could result in an incident	Almost inevitable that an incident would result
Insignificant 1	Negligible or no injury	No impact	No impact	1	2	3	4	5
Minor 2	First Aid injury	Non-disruptive environmental damage and/or damage costing < \$10K	Non-disruptive damage and/or damage costing < \$10K	2	4	6	8	10
Moderate 3	Medical Treatment injury	Disruptive environmental damage and/or damage costing \$10K to < \$100K.	Disruptive damage and/or damage costing \$10K to < \$100K.	3	6	9	12	15
Major 4	Lost Time injury	Extensive environmental damage and/or damage costing \$100K to < \$1M	Extensive damage and/or damage costing \$100K to < \$1M	4	8	12	16	20
Extreme 5	Death or permanent disability	Complete destruction of the environment and/or damage costing ≥ \$1M	Complete destruction of property/ equipment and/or damage costing ≥ \$1M	5	10	15	20	25

1.0 Bidder Information

Company Name:	Company Address:	
Total # of employees expected to work on this job:	Telephone:	Fax:
Email Address:		
Company's Main Activities:		

2.0 Bidder Health And Safety Program Information:

For risk rating value of 6 or less only grayed sections need to be completed on pages 20, 22, & 23, otherwise fill in all sections.

<u>2.1.0</u>	<u>Health and Safety Policies</u>	<u>Yes</u>	<u>No</u>
2.1.1	Does your company have a written health and safety policy that is signed by senior management?		
2.1.2	Does the health and safety policy clearly outline management's commitment to cooperate with the occupational health and safety committee and workers in the workplace in carrying out their collective responsibility for occupational health and safety?		
2.1.3	Does the health and safety policy outline the respective responsibilities of the employer, supervisors, the occupational health and safety committee and workers in carrying out their collective responsibility for occupational health and safety?		
2.1.4	Is the health and safety policy communicated to all employees and posted in the workplace?		
<u>2.2.0</u>	<u>Hazard Recognition, Evaluation and Control</u>	<u>Yes</u>	<u>No</u>
2.2.1	Does your company have a formal process/procedure for the recognition, evaluation and control of hazards in the workplace?		
2.2.2	Does your company have a risk assessment process to evaluate identified hazards and their control measures?		
2.2.3	Does your company's health and safety program require the prompt reporting of hazardous practices and/or conditions at the worksite?		
2.2.4	Does your company conduct Daily Job Hazard Assessments and Risk Assessments (Tailboard Talks or equivalent processes)?		
2.2.5	Are hazards prioritized?		
2.2.6	Is there a list of identified critical tasks?		
2.2.7	Does your company have documented safe work procedures for the work activities performed by your company?		
2.2.8	Is there a preventative maintenance program for facilities, tools, equipment and vehicles?		
<u>2.3.0</u>	<u>Personal Protective Equipment (PPE)</u>	<u>Yes</u>	<u>No</u>
2.3.1	Does your company have a policy or specific rules with respect to the use of PPE?		
2.3.2	Does your company have a formal process addressing the selection, use, care and maintenance requirements for PPE?		
2.3.3	Does your company have a process for identifying PPE requirements and for providing that equipment to workers?		
2.3.4	Are employees provided instruction and training in the proper use and care of PPE?		

2.4.0 Inspections		Yes	No
2.4.1	Does your company have schedules for regular workplace inspections by management?		
2.4.2	Is there a process to track deficiencies to ensure they are corrected in the prescribed timeframe?		
2.4.3	Does senior management review or participate in the inspection process?		
2.4.4	Are inspection reports posted or communicated to employees?		
2.5.0 Occupational Health		Yes	No
2.5.1	Does your company have a formal program for the recognition, evaluation and control of occupational health hazards (such as: noise, lighting, radiation, chemical exposure, vibration, ergonomics)?		
2.5.2	Does your company have a plan for the control of biological and/or chemical substances handled, used, stored, produced or disposed of at the workplace?		
2.5.3	Does your company maintain and make available up-to-date Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) at the worksite for the controlled products that are handled, used, stored, produced or disposed of at the workplace?		
2.5.4	Does your company have a program to monitor the use of hazardous substance in the workplace?		
2.5.5	Does your company have a HazCom/GHS Program that includes information, training, labeling and Material Safety Data Sheets?		
2.6.0 Incident Reporting and Investigations		Yes	No
2.6.1	Does your company have a written policy and procedure for the reporting of incidents and proactive/at risk reporting?		
2.6.2	Does your company have a written policy and procedures for the prompt investigation of hazardous occurrences to determine the cause of the occurrence and the actions necessary to prevent reoccurrence?		
2.6.3	Does your company review and follow-up all incident reports?		
2.6.4	Are incident reports reviewed by Senior Management?		
2.6.5	Have supervisors been trained in investigation and reporting procedures?		
2.6.6	Is incident data recorded and evaluated for the identification of trends to facilitate system improvement?		
2.7.0 Emergency Preparedness		Yes	No
2.7.1	Does your company have an Emergency Response Plan related to its activities and specific locations?		
2.7.2	Does the plan include a requirement for training in emergency procedures, roles and responsibilities?		
2.8.0 Training and Communication		Yes	No
2.8.1	Does your company have a formal orientation program?		
2.8.2	Does your company have a plan for training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures?		
2.8.3	Does your company have specific requirements regarding training (for example HazCom/GHS, First Aid, Fall Protection, Transportation of Dangerous Good (TDG), etc.)		
2.8.4	Are orientation and training records maintained?		
2.8.5	Are Risk Assessment (tailgate or toolbox) meetings held regularly (Daily) and documented?		
2.8.6	Is there and process for communicating health and safety information to the workforce?		

2.9.0	Employee Safety Team (EST) or Equivalent	Yes	No
2.9.1	Does your company have an EST or Worker Safety Representative for each worksite?		
2.9.2	Are your EST or Worker Safety Representatives trained?		
2.9.3	Are the names of the EST members and the minutes of previous meetings posted in the workplace or otherwise made available to workers?		
2.9.4	Do the EST, workers and management participate in workplace inspections?		
2.9.5	Does your EST hold scheduled safety meetings?		
2.10.0	System Review & Evaluation	Yes	No
2.10.1	Does your company have provisions for monitoring the implementation and effectiveness of your occupational health and safety program?		
2.10.2	Are performance-tracking measures compiled monthly and evaluated on a routine basis?		
2.11.0	Environmental Management	Yes	No
2.11.1	Does your company have an Environmental Management Program?		
2.11.2	Does your company train your managers/supervisors in Environmental?		
2.12.0	Sub-Contractor Management	Yes	No
2.12.1	Are contractors and subcontractors provided with an orientation to your company's workplace and/or site conditions?		
2.12.2	Does your company have a system to ensure contractors and subcontractors comply with occupational health and safety requirements?		

3.0 Safety And Health Performance:

Please provide your safety performance record for **past three (3) years and current year to date**, referencing the attached incident definitions and frequency calculations. Use the reference information for guidance on completing this portion of the form. If you are unfamiliar with OSHA reporting fill out 3.1 thru 3.5 and 3.8.

Safety and Health Indicators	Current YTD	Year - 1	Year - 2	Year - 3
3.1 Total hours worked by your company on all work (not just Versant Power work)				
3.2 Number Fatalities (FAT) (column G total from OSHA 300)				
3.3 Number Lost Time Injuries (LTI) (column H total from OSHA 300)				
3.4 Number Medical Aid Injuries (MA) (column J total from OSHA 300)				
3.5 Number Restricted Work Cases (RWC) (column I total from OSHA 300)				
3.6 Lost Time Injury Frequency (LTF)*				
3.7 Total Case Injury Rate (TCIR)*				
3.8 Experience Modification Rate (EMR)				
* See end of this form for the method to calculate these values				

NOTE: All recordable incidents shall be recorded once only within the categories provided and shall be recorded as the highest category reported. For example, a Medical Aid (MA) incident, which also results in a Restricted Work Case (RWC), shall be recorded as a Medical Aid only. A MA that subsequently results in a Lost Time Injury (LTI) shall be recorded as a LTI only.

3.9 Has your company received any OHS charges, convictions, or fines (within the past 3 years) from the OHS Regulator? Yes No

Date of incident (s):

All information received will be treated as strictly private and confidential. No information given will be shared with other parties or reproduced without the express permission of your company.

I certify that the information I have supplied on the form is complete, accurate and true.

Print name:

Position:

Signature:

Telephone Number:

Date:

***Definitions/Methods**

Total Hours Worked: The hours employees worked, includes regular time and over time. Excludes sick, leave or vacation time.

FAT – Fatality: Any work-related death resulting from an injury/illness regardless of time intervening between injury/illness and death will be reported but no days will be charged to the event.

LTI – Lost Time Injury: A work related injury for which an employee is medically determined to be unable to return to work for his/her next scheduled shift.

MA – Medical Aid Injuries: A work related injury for which an employee requires medical attention beyond first aid; however, he/she is able to return to work for the next scheduled shift.

RWC – Restricted Work Cases: When an employee, due to a work-related injury/illness, is medically determined to be unable to perform one or more routine functions or unable to work the normal time period of their pre-injury/illness workday, they are working in a “restricted” capacity. Routine functions are the work activities that employee regularly performs at least once a week. Also known as Restricted Duty Cases

Frequency Calculations: The Industry Standard for injury/ illness reporting is based on 200,000 hours. This base represents the equivalent of 100 employees working 40 hours per week for 50 weeks per year.

LTF - Lost Time Injury Frequency: This Frequency Rate is based on the total number of Lost-Time Injuries or Illnesses, which occurred in the calendar year. The following formula shall be used:

$$\text{LTF} = \frac{\text{Number of Lost-Time Injuries} \times 200,000}{\text{Total Hours Worked}}$$

TCIR- Total Case Incident Rate: This is based on the total number of fatalities and Lost-Time injuries, plus the total number of Medical Aid Injuries which occurred in a calendar year.

$$\text{TCIR} = \frac{\text{Number of OSHA Recordable Injuries} \times 200,000}{\text{Total Hours Worked}}$$

EMR – Experience Modification Rate: This is a number used by insurance carriers to measure past injury claim costs. It is used as an indicator of future injury costs. A number of 1.0 indicates a company that is an average performer in injury claim costs. A number below 1, for example .90, indicates a company that has lower than average claims. A company with a low EMR will pay less for insurance than one with a higher EMR.

Appendix 4: Owner’s Identified Hazards and Controls Form

This form will be filled out by the Versant Power project manager to help identify hazards and controls associated with the scope of work. The contractor will use information supplied in this form to create a Job Hazard Assessment (JHA) that addresses the identified hazards and controls. The JHA will be submitted to the Versant Power project manager for review. Appendix 5 is available for a template for JHA as needed. Please note this list is not inclusive. It is the contractor’s responsibility to ensure the hazards associated with the scope of work are identified, evaluated, and adequately controlled.

Hazards	Controls	Responsibility
<input type="checkbox"/> General	<input type="checkbox"/> Prepare Job Hazard Analysis (JHA)	
	<input type="checkbox"/> Verify Worker Training and Qualifications	
	<input type="checkbox"/> Verify bucket trucks, diggers, tensioners, tracked vehicles, etc. are maintained and tested	
	<input type="checkbox"/> Personal Protective Equipment	
	<input type="checkbox"/> Complete Notice of Project (if required)	
	<input type="checkbox"/> Emergency Response Plan	
	<input type="checkbox"/> Rescue Plans	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Written Safe Work Procedure	
	<input type="checkbox"/> Provide Work Group Member Training	
	<input type="checkbox"/> Energized Line Permit	
	<input type="checkbox"/> Work Protection Code Permit	
	<input type="checkbox"/> Intrinsically Safe Power Tools	
	<input type="checkbox"/> Ground Fault Circuit Interrupter	
	<input type="checkbox"/> Grounding and Bonding Requirements	
	<input type="checkbox"/> Temporary Power Supply Needs	
	<input type="checkbox"/> Equipment Approval and Certification (e.g. ULC)	
	<input type="checkbox"/> Energization Procedures	
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Transportation of Dangerous Goods	
	<input type="checkbox"/> WHMIS/HazCom Training	
	<input type="checkbox"/> MSDS/SDS Available on Site	
	<input type="checkbox"/> Workplace/Supplier Labels	
	<input type="checkbox"/> Safe Storage, Handling and Disposal	
<input type="checkbox"/> Industrial Hygiene	<input type="checkbox"/> Asbestos Management and Exposure Control	
	<input type="checkbox"/> Lead Management and Exposure Control	
	<input type="checkbox"/> Silica Management and Exposure Control	
	<input type="checkbox"/> Atmospheric Testing	
	<input type="checkbox"/> Personal Protective Equipment	
	<input type="checkbox"/> Excess Noise and Hearing Protection	
	<input type="checkbox"/> Specialized Tools and Equipment	
<input type="checkbox"/> Cranes and Rigging	<input type="checkbox"/> Crane Certification	
	<input type="checkbox"/> Equipment Pre-Use Inspection	
	<input type="checkbox"/> Written Lift Plan	
	<input type="checkbox"/> Check for Overhead Power Lines	
	<input type="checkbox"/> Qualified Workers (riggers, operators, etc.)	
	<input type="checkbox"/> Engineering Lift Plan and Drawing	

<input type="checkbox"/> Trenching and Excavation	<input type="checkbox"/> Excavation Permit	
	<input type="checkbox"/> Shoring and Sloping	
	<input type="checkbox"/> Underground Utility/Service Locates	
	<input type="checkbox"/> Exit and Entry from Excavation	
	<input type="checkbox"/> Excavation Daily Inspection	
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Hot Work Permit	
	<input type="checkbox"/> Written Safe Work Procedure	
	<input type="checkbox"/> Fire Watch	
<input type="checkbox"/> Traffic	<input type="checkbox"/> Barricades/Signage	
	<input type="checkbox"/> Qualified Workers (e.g., TCP)	
	<input type="checkbox"/> Traffic Control Plan	
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Confined Space Entry Permit	
	<input type="checkbox"/> Qualified Workers	
	<input type="checkbox"/> Continuous Atmospheric Testing	
<input type="checkbox"/> Work at Height	<input type="checkbox"/> Fall Protection and Fall Arrest	
	<input type="checkbox"/> Anchor Points Identified and Certified	
	<input type="checkbox"/> Scaffold Inspected and Tagged	
	<input type="checkbox"/> Guardrails	
	<input type="checkbox"/> Secure Tools and Material from Falling	
<input type="checkbox"/> Physical Environment	<input type="checkbox"/> Heat/Cold Stress Prevention	
	<input type="checkbox"/> Adverse Weather Precautions	
	<input type="checkbox"/> Check-in Procedure for Working Alone/In Isolation	
<input type="checkbox"/> Work In, On, or Around Water	<input type="checkbox"/> Dive Plan	
	<input type="checkbox"/> Water Level Flow Information Communicated	
	<input type="checkbox"/> Boating Safety Precautions	
	<input type="checkbox"/> Qualified Workers	
<input type="checkbox"/> Uncontrolled Energy Release	<input type="checkbox"/> LOTO	
	<input type="checkbox"/> Communication	
	<input type="checkbox"/> Written Safe Work Procedures	
<input type="checkbox"/> Other	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Additional Safety Requirements:
Versant Power Specific Procedures Required for the Scope of Work:
Name of VP Project Manager: _____
Date Haz & Controls Form Completed & sent to Contractor: _____
Review of Contractor JHA response date: _____

Appendix 5: Job Hazard Assessment Template

Typically filled in by Contractor to respond to Owner Hazards & Controls form items identified by VP Project Manager

Task (list steps as necessary)	Description of Hazards/Risks	Mitigation Plan	Person/Company Responsible

Contractor Name _____

Date Prepared: _____

Potential Problem Analysis				
Company/Crew:				
Project Name:				
Project Dates:		Prepared by:		Date:
<u>Task</u>	<u>Potential Problems</u>	<u>Possible Causes</u>	<u>Preventive Actions</u>	<u>Contingency Plan</u>

Appendix 7: Versant Power Contractor & Sub-Contractor Safety & Environmental Rules & Criteria

The criteria listed herein cover the requirements for safe work procedures and safety rule compliance by Contractors and Sub-contractors of Versant Power. All Contractors and Sub-contractors shall conform to these rules while working for Versant Power. Sometimes the safety requirements of Versant Power will exceed the OSHA minimum requirements and will take precedence over OSHA standards. If the safety rules of the Contractor or Sub-Contractor exceed the requirements of Versant Power, those rules will take precedence.

Under no circumstance shall either the Versant Power Safety Manual, or the Contractor or Sub-contractors Safe Work Procedures and Safety Rules be less rigorous or strict in terms of ensuring a safe and healthful workplace than would be the case if only the applicable OSHA Standard or other Federal, State, or local law applied. In other words, under all circumstances and at all times, the OSHA Standards establish the minimum safety and health requirements, with any other safe work procedure or safety rule in addition to and in complementation of the OSHA Standard.

Contractor employees must receive a documented safety briefing before working at a job site. This includes workers that arrive on the work site after the job has been in progress that have not received a safety briefing in the last 12 months.

To ensure we have good communications with your company, we request that you provide emergency contact numbers for your company and your employees when they are on site.

COMPANY NAME: _____

Company Emergency Contact Number: _____ Is this a 24-hour number Y / N

Alternate Emergency Contact Number: _____ Is this a 24-hour number Y / N

➤ Qualification for Bidding on Versant Power work,

- Versant Power requires all Contractors and Sub-contractors to provide information as defined in the Contractor Safety Program which includes the Bidder HSE Qualification form (Appendix 3) **or have a passing grade for Versant Power as a member of ISN.**

➤ Versant Power Safe Work Practices (SWP)

- **All contractor employees are responsible for using Versant Power Safe Work Practices while working within Versant Power's system**

➤ Drug Free Workplace

- Versant Power requires all Contractors and Sub-contractors to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees of Contractors and Sub-contractors are expected to report to work in an appropriate mental and physical condition for work. Use or possession of controlled substances during the work shift or on Versant Power property or work site is prohibited.

➤ Tobacco-Free Policy

- The use of any tobacco products (including chewing tobacco) is prohibited on Versant Power property at all times, including a 25' perimeter around Company property and job sites. This includes all Company facilities, Company vehicles (including personal vehicles when used on Company business), project sites, leased and rented spaces and contracted facilities, such as hotel meeting rooms. In addition, the updated policy prohibits use of all tobacco products during paid working time, regardless of whether on Company property. The use of tobacco products is permitted in overnight accommodations if permitted by the property owner.

➤ Parking & Backing of Vehicles

- All Versant Power facilities and worksites require all vehicles to be backed in when parking. Angled parking that is restricted by traffic flow is excepted. When backing, all vehicles with restricted vision out the rear-view window require a spotter who will remain in sight of the vehicle operator at all times. The only exception to this requirement is when driving into a parking spot is required for proper vehicle positioning for workers using the vehicle (I.E. Bucket Truck).

➤ Wheel Chocks

- **Class A and B vehicles are required to place wheel chocks when: 1) the vehicle is parked and there is a risk of it moving due to incline or slippery conditions. 2) when the boom is in the air including when on level terrain. A class C squirt truck must be chocked when the boom is in the air.**

➤ Arc Rated /FR Clothing

- All persons performing work that exposes them to an arc flash hazard within an arc flash boundary shall wear approved AR (Arc Rated) clothing or clothing system and use other protective equipment with an arc rating greater than or equal to the heat energy they are exposed to as described in Section 5.3.4. of VP safety manual. For Versant Power the Arc Boundary is the same as the MAD zone for overhead conductors. A minimum rating of ARC -2 is required to work on VP system. See VP Safety Manual Section 5.3 for details on Arc Flash Boundaries.
- All persons performing work that exposes them to an open flame hazard shall wear approved FR (Flame Resistant) clothing and other protective equipment.

➤ **Hard Hats**

- Workers will wear approved hard hats while working above head level or in the area of others working above head level.
- While working on scaffolding/staging or in the area in which scaffolding/staging is used.
- While working in or around energized substations or while working on or about transmission, distribution, or service lines and equipment.
- When working in areas that employees of Versant Power are required to wear a hard hats.

➤ **Safety Eye Glasses**

- Safety glasses with side shields must conform to the latest ANSI Z87.1 Standard and must be worn for all work activities other than paperwork (away from the work area) and transportation to and from the job site.

➤ **Jewelry**

- Contractors shall not wear jewelry of any kind while working on electrical equipment of any voltage (energized or de-energized). Exceptions to this safe work practice are: 1) electrically or thermally nonconductive jewelry, approved on a case-by-case basis by the Safety Dept. 2) Company approved medical bracelets.

➤ **Hearing Protection**

- Required while operating a rotary or jack hammer, chain saw, and any other equipment with a high noise level.
- Required during any work procedure that employees of Versant Power are required to wear hearing protection.

➤ **Scaffolding**

- All scaffolding/staging will conform to OSHA design specifications as listed in the General Industry Standards (1910.28 through 1919.29) and the Construction Standards (1926.451). Requirements include but are not limited to the following: guardrails, toe boards, proper footing, proper planking, and safe access.

➤ **Fall Protection & Pole Climbing**

- Fall protection will be provided following applicable OSHA standards and will include at a minimum the use of full body harnesses and shock absorber lanyards (including work from aerial buckets).
- The intent of any supplied fall protection equipment or system shall be to ensure 100% fall protection for all exposed employees from any point higher than **4 feet** above ground level.
- Pole climbing will require the use of pole climbing fall arrest system such as the Jelco Pole Choker, Buckingham Buck Squeeze, or similar device. No worker shall climb a pole while alone. Co-worker in attendance must have their set of climbing gear at the work location in case rescue is necessary. The co-worker must be certified in pole top rescue. A visual pole inspection must be completed prior to ascending the pole to determine its integrity. Workers climbing poles shall wear long sleeves, long cuff gloves and no loose clothing.

➤ **Roofing Work**

- Fall protection for roofing work will comply with all the conditions of OSHA 1926.500(g).
- For all work in or around the roof edge area (area between warning line and roof edge) where employees are not protected by a suitable railing and the fall potential exceeds four (4) feet, personal fall protection will be used. The use of a safety monitor will not be considered as a suitable alternative to personal fall protection.

➤ **Chemicals**

- Safety Data Sheets shall be forwarded to the Versant Power Safety Department for review and approval before any products being brought on site.
- All products approved for use will be properly labeled and stored according to OSHA's Hazard Communication Standard 1910.1200, and will be required to meet GHS requirements by June 1, 2015. The contractor or sub-contractor will be responsible for all spill cleanup or other emergency procedures associated with their products. The contractor/sub-contractor must remove all unused products from Versant Power property at the

conclusion of the job.

➤ **Environmental Issues**

- ***Any oil spills or environmental issues must be reported to the Versant Environmental supervisor or designate immediately.***
- ***The Environmental Agreement for Contractors (Appendix 8) details environmental compliance requirements.***

➤ **Substations**

- Before beginning work in any Versant Power substation that is, or could become, in service, the contractor/sub-contractor shall arrange with the Company for a qualified Company representative to be on site during the work.

➤ **Respiratory Protection**

- Proper and adequate respiratory protection will be used while working in any environment requiring said protection.
- Medical suitability to wear a respirator must be documented for each employee expected to use respiratory protection during the project before commencing any work.
- Employees using or required to wear respiratory protection must be clean shaven, to ensure the proper respirator seal.

➤ **Life Jackets**

- While working where there is the potential for falling into a river, lake, etc., a USCG approved life jacket will be worn and properly fastened. In some cases where a fall potential also exists, suitable fall protection will be provided and worn in addition to the life jackets.

➤ **Confined Space:**

- All work that can be considered confined space work must be discussed with the Versant Power Safety Department before commencing any work.
- The contractor or sub-contractor will be responsible for providing their own atmospheric test equipment and all other equipment for all confined space work. All employees expected to enter a confined space or serve as a confined space attendant must be trained in the hazards of the confined space.

➤ **Lockout/Tag Out**

- When the work involves protection or clearance on high voltage lines or equipment (above 600 volts) the specific work project will be discussed with the Versant Power Project Representative prior to beginning work.
- Contractors and Sub-contractors will comply with applicable OSHA regulations concerning Lockout/Tag out for low voltage electrical circuits, and mechanical, hydraulic or pneumatic powered systems. Contractors and Sub-contractors will be responsible for providing their own Lockout/Tag out devices where applicable.

➤ **Chainsaws**

- When the work involves the operation of chainsaws, the saw operator must wear a hard hat, safety glasses, leg protection "chaps", gloves, proper safety footwear, wear hearing protection and follow guidelines for chainsaws as specified in OSHA 1910.266.
- Employees operating chainsaws from within the bucket of an aerial lift bucket truck are permitted to utilize the bucket as protection for the operator's legs and feet. This is to ensure protection from electrical and Arc Flash is maintained.

➤ **Power Tools**

- When using or servicing tools the manufacturer's recommendations shall be followed. Supplementary side handles for tools (hammer drills, grinders, etc.) must be used.

➤ **Traffic**

- When working in or alongside public roadways, contractors and sub-contractors are required to wear the proper class traffic safety vests, utilize proper road signs, cones, and traffic control devices as specified in the most current version of the Manual on Uniform Traffic Control Devices found at <https://mutcd.fhwa.dot.gov/index.htm>. As of 2/12/18 the most current revision of the MUTCD is the 2009 Edition with Revision Numbers 1 and 2 incorporated, dated May 2012.

➤ **Accident Reporting**

- All accidents (personal injury and property damage) involving contractor or sub-contractor employees must be reported to the Safety Office and Project Manager within 24 hours. Appendix 9 may be used to report injuries. Serious accidents (ambulance, emergency room, lost workdays, or any electrical contact) require immediate telephone notification to the Safety Office and Project Manager. Copies of all Workers Compensation First Report of Injury or Property Damage Report Forms will be forwarded to the Safety Office within five business days. A Root Cause Investigation will be conducted immediately by the Contractor or Sub-Contractor and an Investigation Report filed with the Safety Office and Project Manager within 48 hours. Versant Power may require a work shut down until satisfied that causes and conditions leading to any incident have been corrected. ***In the event of a shut down, the contractor must not return to work until approval is received from the Manager of Safety & Environment and the appropriate department manager. (Transmission Development, PST, L&M, etc.)*** Versant Power may require a work stoppage if the required reports are not provided as noted above. The Contractor will be responsible for costs incurred because of the work stoppage.

➤ Near Miss Reporting

- Any near miss incident with a high or medium potential for injury or property damage will be reported immediately to the Safety Office and Project Manager. A Root Cause Investigation will be conducted immediately by the Contractor or Sub-Contractor and an Investigation Report filed with the Safety Office and Project Manager within 48 hours. Appendix 9 may be used to report near miss incidents of medium or high potential. Versant Power may require a work shut down until satisfied that causes and conditions leading to any incident have been corrected. Versant Power may require a work stoppage if the required reports are not provided as noted above. The Contractor will be responsible for costs incurred as a result of the work stoppage.

➤ Footwear

- Employees of Contractors or Sub-contractors performing field operations are required to wear over the ankle safety footwear that complies with ANSI Z41 or ASTM 2413. This includes all Line Department, Electrical Department, Meter Tech, Fleet Maintenance, and Stockroom functions

➤ Ladders

- The use of any ladder will conform to all applicable OSHA regulations. Ladders shall be installed to prevent slipping that may include lashing or some other means to secure in place.
- Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
- Fall protection is required when the portable ladder is used to access another work area, and a transition from the ladder to that work area is necessary (i.e., ladder to structural steel in a substation, ladder to crane catwalk).

➤ Excavations

- All excavations shall be in compliance with OSHA Construction Standard CFR 1926.652.

➤ GFCI

- All electrical tools, lights and extension cords used outside or in a damp location must be of the low voltage type or GFCI protected. All extension cords must use a GFCI or have grounding program as specified in OSHA 1926.404.

➤ Risk Assessments

- Contractors and Sub-contractors will utilize a written process to evaluate hazards of the task(s) at hand and the barriers that will be utilized to reduce or eliminate those hazards, prior to starting work. Versant Power includes a Potential Problem Analysis process to its Risk Assessment. This analysis is based on the question of "What could go wrong?" Preventive actions and contingency plans to address identified issues are captured on the risk assessment. Contractors should incorporate this approach to their Risk Assessment. Contractors and Sub-contractors may utilize a form in use at Versant Power; however, the Contractor and Sub-contractor are responsible for the training, guidance, and implementation of the process with their employees.
- Risk Assessments (documented tailboard discussions) must be reviewed and discussed daily with all affected employees, contractors, or sub-contractors, at the project site and must be signed by all those in attendance. If any change of scope occurs, work must be put on hold until the risk assessment is updated with all present. Any new arrivals to the work site must review the risk assessment with the lead worker or designee and sign off.

➤ Qualified Employees

- All Contractors and Sub-Contractors with employees working for Versant Power on or near energized lines or equipment (i.e., transmission and distribution lines, substations, generation equipment, switchboards, etc.,) shall

comply with the training requirements of OSHA 1910.269(a)(2), which states that qualified employees shall be trained and competent in:

- The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment,
- The skills and techniques necessary to determine the nominal voltage of exposed live parts,
- The minimum approach distances specified in 29 CFR Part 1910.269 corresponding to the voltages to which the qualified employees will be exposed,
- The proper use of the special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed live parts of electric equipment, and
- The Contractor or Sub-contractor shall certify, in writing, to Versant Power that each individual employee to be assigned to Versant Power's project has been trained as shown above and is qualified. This certification shall include each employee's name and job title.
- CPR and First Aid, all trucks should contain **up to date** First Aid kits.

➤ **Tagging**

- Any circuit tagging that may be required must be held in the name of the Versant Power employee(s) assigned to oversee the project.

➤ **Grounding & Equipotential Zone Considerations**

- Versant Power uses Equipotential Zone (EPZ) grounding practices – Cluster bars shall be installed below workers feet **if** worker is on pole or within reach of pole from bucket. If working from a bucket where an individual cannot touch or make contact with the pole and/or cross arm, a cluster bar is not required.

Single Point Grounding

- Not to be used for maintenance and/or repair of broken conductors
- No more than 1 mile between ground location and work area

EPZ bracket grounding

- Is required any time repairs are made to downed or broken conductors or when conductors or buss are to be cut, spliced, or opened in any manner.
- On overhead lines, a bracket ground shall be installed on the nearest pole to the either side of the work area. The distance between grounds shall not exceed 1 mile.
- The first connection to establish an EPZ between two potentials requires a ground lead to bond the two potentials using an insulated stick and rubber gloves.

- Rubber gloves must be used when handling a conductor on the ground and gloves shall be inspected daily.
- Personal protective grounds must be a minimum of 2/0 conductor with rated ground clamps for Versant Power Southern Operating Region & **Northern Operating Regions** with some substation exceptions per section 5.5.3 of Versant Power Safety Manual.
- All conductors and clamp heads must be wire brushed prior to attaching grounds.
- The only approved grounding attachment points for personal protection grounding in order of preference are: 1) System Neutral, 2) Existing ground rod or driven ground rod, 3) Anchor rod (except ledge or rock anchor).
- Testing for voltage prior to grounding is required. The voltage tester shall be attached to an appropriate length hot line tool. The user shall ensure the tester is operable by testing with a known voltage – preferably at the class that the circuit is normally operating at.
- Digger Derricks must be grounded when working in the primary area.

➤ **Energized Work Considerations**

- Rated Rubber gloves must be used ground to ground (including secondaries). Sleeves are required ground to ground on all 3 phase junction poles and when splicing, dead ending conductor, or connecting or disconnecting taps (any time there are loose ends or tails).
- Maintain your clearances, use plenty of cover up. Always establish and maintain your Minimum Approach Distance (MAD) zones. Inspect cover up daily. Provide appropriate cover up for energized conductors and potential paths to ground (poles, arms, guy wires, etc.)
- Insulated pole guards and/or insulating cover up are required if the pole being handled may come in contact with any energized line or if part of the pole or digger boom is inside the MAD zone.
- Setting poles through/near energized primary conductors up to 15KV requires the use of Class 2 rubber gloves when handling the pole. No yellow tag clearance is required for this work.
- Setting poles through/near energized primary conductors above 15KV requires the use of gloves rated for

the voltage OR Class 2 gloves AND insulated tongs/cant dogs. Yellow tag clearance is required for this work.

- When opening a non-load break cutout rated 15T or less, the line worker is not required to use a load break tool on voltages 15KV or less. All other non-load break disconnects must be opened with an approved load break tool OR de-energized before opening.
- ***Any line device taken offline or when installing a line device into service, it must be completed using approved hot sticks while maintaining appropriate MAD clearances. Hot line tools must always be inspected before each use.***
- Hot taps and/or hot line jumpers shall NOT be used to pick up or disconnect load.
- Hot line jumpers must be rated and approved and not of a field fabricated type.

➤ Foreign Contractors

- Foreign Contractors and Sub-contractors must provide written certification that the employees assigned to any Versant Power project have been trained in accordance with U.S. OSHA Standards.
- Foreign Contractors and Sub-contractors with employees assigned to any Versant Power project requiring a Commercial Vehicle shall have a Class A or B Commercial Driver's License or equivalent.

➤ Other:

- Work not specifically covered by these criteria must be discussed before beginning work with the Safety Office and Project Manager.
- Full compliance with this Versant Power Contractor and Sub-contractor Safety Agreement, as well as the Occupational Safety and Health Act, OSHA Standards, and all other Federal, State and local safety laws, rules, and ordinances is a necessary, material, and essential element of the contract between Versant Power and said Contractor and Sub-contractors. Said Contractor or Sub-contractor hereby expressly acknowledges said obligation. Contractor and Sub-contractor hereby also expressly acknowledge that any non-compliance by Contractor, Sub-contractor, or any of their respective employees or agents during the course of performing work under or in furtherance of the contract between Versant Power and said Contractor or Sub-contractor, as the case may be, constitutes a breach by the Contractor or Sub-contractor of that contract.

➤ Special Considerations

- The Contractor shall ensure that each of its employees is instructed in the hazardous conditions relevant to the employee's work that the contract employer is aware of because of information communicated to the contract employer by Versant Power. Before work begins, the contract employer shall advise Versant Power of any unique conditions presented by the contractor's work.
- The Contractor shall advise Versant Power of any unanticipated hazardous conditions found during the contract employer's work that Versant Power did not mention. The contract employer shall provide this information to Versant Power within 2 working days after discovering the hazardous condition.
- The Contractor and Versant Power shall coordinate their work rules and procedures so that each employee of the contract employer and Versant Power are protected.
- Existing characteristics and conditions of electric lines and equipment that are related to the safety of the work to be performed shall be determined before work on or near the lines or equipment is started. Such characteristics and conditions include:
 - Nominal voltage of lines and equipment
 - Maximum switching-transient voltages
 - Presence of hazardous induced voltages
 - Presence of protective grounds and equipment grounding conductors
 - Condition of protective grounds and equipment grounding conductors
 - Condition of poles
 - Environmental conditions relating to safety
 - Locations of circuits and equipment, including electric supply lines, Communication lines, and fire-protective signaling circuits

Appendix 8 –

ENVIRONMENTAL CONTROL REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS OF VERSANT POWER

OIL, HAZARDOUS MATERIAL, AND EROSION AND SEDIMENTATION CONTROL

The criteria listed in Section I below are the requirements for oil and hazardous material use compliance by contractors and subcontractors of Versant Power. All contractors and subcontractors are required to comply with these requirements while working for or on behalf of Versant Power.

The criteria listed below in Section II are the requirements for erosion and sediment control by contractors and subcontractors of Versant Power. All contractors and subcontractors are required to comply with these requirements while working for or on behalf of Versant Power.

Penalties:

Failure to abide by these requirements will constitute grounds for termination of contractor/subcontractor services.

Section I

General Requirements:

- Contractors/subcontractors will store, transport, and use oil, hazardous materials, and wastes in accordance with all applicable local, state, and federal regulations and these requirements.
- At a minimum, contractors/subcontractors will follow best management practices when storing, transporting, or using oil, hazardous materials, and wastes.
- Contractors/subcontractors, at all times, will take care not to cause an uncontrolled spill or release of oil or hazardous materials to the environment.
- Contractors/subcontractors will provide and maintain on-site sufficient spill cleanup and containment supplies (absorbent pads, containment booms, protective clothing, debris containers, etc.) to control releases of oil, hazardous materials, or wastes. This includes carrying spill supplies on vehicles in rights of way.
- Contractors/subcontractors will remove all oils, hazardous materials, wastes and unused materials from the work site at the completion of the job. This includes full and partially full containers of waste material such as, but not limited to, rags, gloves, trash, scrap material, and empty containers.

NOTE: If large quantities of oil or hazardous materials are involved, written agreements with emergency response contractors may be required.

Storage and Handling Requirements:

- Contractors/subcontractors will store only the minimal amount of material (at each work site) necessary to complete the work.
- Handling and application of pesticides and herbicides shall only be in accordance with regulations under the Maine Pesticide Control Act of 1975, as amended, Title 7 M.R.S.A., Section 601.
- Materials will be stored in D.O.T. approved containers or approved tanks in areas not considered to be environmentally sensitive.
- Containers will be kept closed unless material is being transferred.
- Contractors/subcontractors will ensure that all transferring operations are monitored and not left unattended.
- Containers will not be stored on the ground but will be stored in cabinets or on a firm working surface such as a portable trailer bed or other secure decking.

- If at any time a contractor/subcontractor needs to store oil including, but not limited to, fuel oil, petroleum products, sludge, and oil refuse in excess of an aggregate amount of 1,320 gallons (excluding 55-gallon or less containers) that is located near a pathway to navigable waters, the Federal requirements for oil pollution prevention (40 CFR Part 112) must be met. Contractor/Subcontractor Spill Prevention Control and Countermeasure (SPCC) plans will be approved by a licensed, professional engineer and a copy will be sent to the Environmental Services and Compliance group no later than one week prior to the commencement of the oil storage activities.
- Storage and handling of flammable and combustible liquids including gasoline and diesel fuel will be in accordance with rules developed under Title 25 M.R.S.A., Section 2482 (Fire Prevention and Fire Protection), as amended (See also Code of Maine Rules 16-219 Chapter 34). These regulations include, but are not limited to, bonding and grounding during transfer operations, fire protection requirements, storage quantity limitations, and spacing and location requirements.
- All gasoline and fuel storage tanks must have secondary containment constructed of an impervious material and be capable of holding 110% of tank capacity.
- Handling and disposal of hazardous wastes will be in accordance with Maine Department of Environmental Protection (DEP) Hazardous Waste Management rules (06-096 Chapters 850 through 857) developed pursuant to Title 38 M.R.S.A., Section 1301 et. seq., and U.S. Environmental Protection Agency regulations (40 CFR 260 through 272). Handling and disposal of waste oil will be in accordance with Maine Department of Environmental Protection Waste Oil Management Rules (06-096 Chapter 860) and U.S. Environmental Protection Agency regulations (40 CFR 279).

Spill Reporting Requirements:

All spill reporting requirements are the responsibility of the contractor/subcontractor. As required by Title 38 M.R.S.A., Section 543 and Department of Environmental Protection regulations (06-096 Chapters 600 4.A and 800 4.1), spills of oil or hazardous materials in any amount and under any circumstances must be reported to the Department within two hours from the time the spill was discovered at 1-800-482-0777.

As required by the Federal Clean Water Act (40 CFR Part 110.6), a discharge of oil "which causes a sheen upon the surface of the water or adjoining shoreline or oily sludge deposits beneath the surface of the water" must be reported immediately to the National Response Center at 1-800-424-8802.

The need to report spills to the National Response Center of hazardous materials other than oil will be determined by the contractor/subcontractor by consulting the CERCLA list of hazardous substances and reportable quantities (40 CFR Table 302.4). Any spills that involve a reportable quantity of any hazardous substance must be reported to the National Response Center by the contractor/subcontractor.

The contractor/subcontractor must also report all spills immediately to the Versant Power Project and/or Construction Manager and the Versant Power's Environmental Services group.

Spill Cleanup Requirements:

It is the contractor's/subcontractor's responsibility to ensure and oversee immediate and complete cleanup of all spills involving oil or hazardous materials. The contractor/subcontractor is also responsible for all health and safety issues related to the cleanup of oil or hazardous materials. The contractor/subcontractor is also responsible for expediting the disposal of spill debris waste and restoring the site to its original condition.

Section II

General Requirements for Erosion and Sediment Control:

For any project that involves soil disturbance, the contractor/subcontractor will, in accordance with Maine's Erosion and Sedimentation Control requirements (38 M.R.S.A. Section 420-C), take all necessary precautions, prior to commencing construction activity, to prevent unreasonable erosion of soil or sediment beyond the project site or into a protected natural resource as defined by 38 M.R.S.A. Section 480-B, i.e., lakes, ponds, rivers, streams, intermittent streams, brooks, and wetlands. Erosion and sediment control measures may include, but are not limited to, the use of timber mats for access or working in wet areas, the installation of silt fence and hay bale check dams, use of seeding and hay mulching or application of erosion control mix, as necessary. All erosion control mechanisms will be installed and maintained in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, 2003, i.e., grass seed, hay mulch, silt fence, and rutting control and repair.

The contractor will also assure that no vehicles are driven through wetlands or streams. Temporary stream and wetland crossings will be installed in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, 2003, and may include installation of temporary timber mat bridges or temporary culverts. Temporary crossing installations shall be used for the shortest practical period of time and be removed as soon as their function is completed. In the event the contractor is working within a shoreland area as defined by 38 M.R.S.A. Section 435 and disturbing 1 cubic yard or greater of soil the contractor will ensure that a person certified in erosion and sedimentation control is present as required by 38 M.R.S.A. Section 439-B.

Compliance with Laws and Permits:

Certain projects may require local, state, and federal permits. Versant Power will determine whether any environmental or other permits are required by local, state, or federal agencies and will obtain all necessary permits. The contractor/subcontractor will be provided with a copy of all approved permits, as necessary, and will abide by all permit conditions. The contractor/subcontractor shall also comply with all applicable local, state, and federal laws and ordinances together with all applicable local, state, and federal environmental protection statutes, regulations, and standards including, but not limited to:

- State of Maine Natural Resources Protection Act (38 M.R.S.A. Section 480-A to 480- BB)
- State of Maine Erosion and Sediment Control Law (38 M.R.S.A. Section 420-C)
- State of Maine Site Location of Development Law (38 M.R.S.A. Section 483-A)
- Maine Protection and Improvement of Waters Act (38 M.R.S.A. Section 413)
- United States Rivers and Harbors Act of 1899 (Section 10)
- United States Clean Water Act (Section 404)
- "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices" dated March 2003

Any questions concerning these requirements should be directed to Versant Power's Environmental Services and Compliance group at 207-945-5621. Mailing addresses:

Bangor Hydro District — PO Box 932, Bangor, ME 04402-0932

Maine Public District — PO Box 1209, Presque Isle, ME 04769-1209

Appendix 9 – Sample Contractor Incident Report Form

All incidents shall be reported immediately to Versant Power (i.e., Contractor Supervisor, Versant Power Contract Manager/Administrator AND Safety Department representative) to ensure the health and safety of employees, contractors, visitors and the public, to promote safety education and to ensure the protection of the environment. In the event of an incident, this form can be used to capture the information to provide to Versant Power. See Incident Reporting on page 12 of CSEP for guidance. See also Accident Reporting and Near Miss Reporting in Appendix 7 for details.

Contractor Company:		
Contractor Contact/Employee:		
Versant Power Contact:		
Date of Incident:	Time of Incident:	Date Reported:
Location:		
Type of Incident (definitions on reverse):		
Short Title:		
Injury sustained:		
Equipment/Property Damaged:		
Description of Incident:		
Immediate Factors:		
Root Factors:		
Immediate Corrective Actions:		
Additional Corrective Action:		
Assigned to:	Date Required:	
Additional Corrective Action:		
Assigned to:	Date Required:	

Appendix 10 – Contractor Closeout & Evaluation Form

Page 1 of 2

Project Name/Number: _____	Filing No. _____
Location: _____	Copies to: <u>Safety Dept, Purchasing Dept</u>
Contractor: _____	_____
Contractor Representative: _____	_____
_____	_____

Purchase Order No. _____	Complete _____
Start Date: _____	Date: _____
Contract Owner/ Project Mgr.: _____	Telephone No: _____
Contract Administrator: _____	Telephone No: _____

Instructions:

- Review rating for each criterion with Contract Management Team members after Contractor demobilizing.
- Review rating with contractor and lessons learned.
- **Send a copy of this form to Safety Department.**
- Indicate your rating for each criterion by checking the appropriate box (☒) and provide specific performance comments.
- Attach documentation to support performance.

Criteria	Evaluation Factors	Acceptable	Unacceptable	Acceptable with Conditions	Comments
(1) Preparation and Mobilization	A. Acceptance and understanding of scope/ resource, procurement readiness. B. Pre-job planning and readiness, documentation of Job Hazard Assessment & other deliverables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Work Execution	A. Schedule compliance. B. Employee management (adequate manpower). C. Quality of work (minimum rework, quality control, etc.). D. Claims and extras. E. Scope improvements/efficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Demobilization	A. Removal of materials and waste. B. Site remediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) Safety	A. Number of incidents. B. Contractor compliance with safety (Company and OSHA regulations). C. Contractor's ability to ensure all subcontractor's safety compliance. D. Established and maintained good housekeeping and job planning. E. Attitude toward safety F. Adequacy of safety equipment G. Co-operation in correcting safety problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Project Management	A. Qualification of Supervisory personnel. B. Interface/Cooperation/Attitude. C. Ability to manage change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) Documentation	A. Documentation management (i.e., invoicing, ITP, qualifications, safety, turnover records, all pertinent correspondence, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7) Environment	A. Contractor established and maintained an EMS Program. B. Were there any environmental impacts or field orders and were they reported to the company? C. Met terms and conditions of the contract and their permits, approvals, licenses, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 10 – Contractor Closeout & Evaluation Form

Page 2 of 2

Project Manager's Comments:

List any safety incidents that occurred on this project below. Attach reports as necessary.

For future contracts, how would you rate overall contractor Performance from this contract: ____ (0-Unacceptable to 10-Fully Acceptable)

Would you recommend the Contractor for future work? Yes ____ No ____

Contractor's Comments:

Prepared by: _____ Date: _____
Contract Manager (print name) Signature YYYY-MM-DD

Acknowledged by: _____ Date: _____
Contractor (print name) Signature YYYY-MM-DD

Acronyms:

EMS – Environmental Management System

OSHA – Occupational Safety & Health
Administration

ITP – Inspection Test Plan

Prepared:

I certify that I have read and understand this Versant Power Contractor Safety **& Environmental Control** Program document and will follow the processes and rules described within. All work performed will be in compliance with all applicable OSHA, State, and Federal Regulations and all Versant Power Safety Requirements. I agree to, and have advised my on-site foreperson, lead worker, or supervisor to enforce strict adherence to the rules and criteria identified in Appendix 7: Versant Power Contractor & Sub-Contractor Safety Rules & Criteria and **Appendix 8: Environmental Control Requirements for Contractors and Sub-Contractors**.

I also agree that a copy of the Versant Power Contractor Safety **& Environmental Control** Program and a current copy of the Versant Power Safety Manual (provided by Versant Power) shall be accessible at the work site.

Project Name:

Company:

Executive/Owner/Manager:

Date: