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## 1.0. ACTIVITY DESCRIPTION

- 1.1. The purpose of safety orientation/communication is to make sure that all personnel are aware of applicable safety rules and procedures (work instructions) pertaining to their work site, including emergency procedures where applicable.
- 1.2. Orientations are intended to inform all personnel of the known potential for fire, explosions, toxic release hazards, and other serious construction safety hazards related to their job or the work site.
- 1.3. The Orientation is used to elevate the level of awareness of safety by making it personal, relevant, and important such that it impacts our choices and actions.
- 1.4. The guidelines in this document are not meant to supersede or replace regulatory requirements, nor are they intended to be all inclusive of the applicable regulatory requirements. Instead, they are intended to be supportive and complimentary to such requirements.

## 2.0. HAZARD ASSESSMENT

- 2.1. An authorized representative(s) develops a list of site-specific safety hazards, conditions, and operations which is provided to all personnel prior to them entering the work site or performing work.
- 2.2. The list of site-specific safety hazards, conditions, and operational requirements should be reviewed periodically and should form part of the safety orientation program.

## 3.0. ROLES AND RESPONSIBILITIES

- 3.1. **Management Responsibilities** (*includes all personnel with a supervisory role*)
  - 3.1.1. Management must make sure that employees, and contractors have been made aware of all applicable site safety rules and requirements before entering a job site.
  - 3.1.2. Management must confirm that personnel are properly trained in accordance with designated procedures.
  - 3.1.3. Management must define and clearly communicate safety roles, responsibilities, and accountability.
  - 3.1.4. Management must make sure that all project-related incidents are reported to the appropriate personnel as soon as practically possible.
  - 3.1.5. Management must demonstrate commitment to leadership through active participation and the clear communication of expectations.



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3.1.6. Management must confirm that a site-specific list of safety hazards, conditions, and operational requirements are provided to all employees, and contractors before they are permitted to enter the jobsite or perform any work. Implement these guidelines or a site-specific fall protection program.

### 3.2. **Health & Safety Personnel (H&S) Responsibilities**

The Project Safety personnel are responsible for:

- 3.2.1. Conducting project specific orientation sessions when required with new employees including subcontractors and visitors.
- 3.2.2. Assisting project management on the administration of the project/site safety plan(s).
- 3.2.3. Participating in all project related safety meetings and be capable of speaking to safety performance.
- 3.2.4. Providing input into site safety plans and monitoring performance to the overall plan.
- 3.2.5. Serving as liaison with owner and contractor's safety professionals to verify effective management of safety related issues.
- 3.2.6. Verifying that all incidents are reported in a timely manner.
- 3.2.7. Assisting the project management staff with investigations, analysis and completion of accident/incident reports and summaries

### 3.3. **Employee Responsibilities**

- 3.3.1. Employees are responsible for adhering to all applicable safety standards, including the site safety plans to mind his or her own safety, and to look out for the safety and wellbeing of his/her coworkers as well as any visitors.
- 3.3.2. Employees also have the responsibility to call attention to unsafe acts and conditions that they observe and exercise their stop work authority immediately when applicable.
- 3.3.3. Employees shall participate in a site safety orientation (at project start-up or immediately upon joining the project), in routinely scheduled safety briefings, and non-routine safety meetings (as applicable).
- 3.3.4. Employees must come to work fit for duty, and must perform their job responsibilities in a safe, secure, productive, and effective manner.



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3.3.5. Employees are specifically PROHIBITED from performing a job, task or assignment if they have not been trained in safety rules and safe working procedures relating to that specific job

#### 3.4. **Visitors and Contractor Personnel**

All visitors, contractor personnel, and temporary contractor personnel must complete a site- specific safety orientation to be made aware of all applicable safety rules and procedures and emergency procedures applicable to the worksite. All visitors and contractor personnel are required to comply with ALL applicable company and site safety policies, best management practices and regulatory requirements.

#### 4.0. **EQUIPMENT AND SUPPLIES**

- 4.1. All appropriate personal protective safety equipment and any specialized safety equipment required for special work tasks shall be onsite and in working order prior to work starting.
- 4.2. All safety equipment shall be inspected on a periodic basis as required by regulations and specifications to ensure it is in good working condition. All equipment found to be deficient shall be removed from service immediately to prevent inadvertent use.

#### 5.0. **HAZARD MITIGATION**

##### 5.1. **Overall Safety Messages**

- 5.1.1. Through the joint efforts of every employee, we shall maintain full compliance with all applicable environmental and safety laws and regulations, conserve natural resources, reduce wastes and keep our environment clean and our workplace free of health hazards for ourselves, for the community, and for future generations .
- 5.1.2. Ensure that safety is a core value and establish a work environment that facilitates active caring for all individuals and all assets. The INGAA Foundation video “A Culture of Safety” shall be shown.

##### 5.2. **Site-Specific Safety Orientation Programs**

- 5.2.1. Prior to performing any work on the site, all personnel must attend a site-specific orientation session.
- 5.2.2. The orientation program must identify the method used to ensure everyone on site, including visitors, has completed the orientation and the process for accounting for persons entering and leaving the site.



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5.2.3. The site-specific safety orientation program should include the following themes:

- Make Safety Personal and be aware of our own safety.
- Watch for the safety of our co-workers and use of stop work authority.
- Always lead by example.
- No job is so important and no service so urgent that we cannot take time to perform all work safely.
- No job will be performed unless it can be performed safely.
- Build a culture that values safety.
- Safety is important both on and off the job.
- A strong, visible leadership commitment to safety is imperative.
- Safety is everyone's responsibility.
- Foster a culture of safety 24/7.
- Know when to say no.

5.2.4. The site-specific safety orientation program should include the following specific information:

- Where to obtain access to the Company's Hazard Communication Program, including all Safety Data Sheets (SDS's). Both must be readily available to all personnel.
- The Company's safety rules applicable to the location of work.
- The site-specific Emergency Action plan, including evacuation and muster points.
- Break areas for smoking and/or eating must be designated and included in the orientation.
- Use Lessons Learned to address past near misses, unsafe conditions, and out of date procedures.
- General steps for safety:
  1. Identify hazards
  2. Assess the risk
  3. Stop, stand back and observe



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4. Think through the task
  5. Continually monitor the situation
- Hazards and hazard mitigation, as applicable to the site and work to be performed at the site should include:

Confined space entry	Excavations, trenching, and shoring
Respiratory protection	Hazardous chemicals in the work area (including but not limited to lead, PCBs, asbestos)
Excessive noise (hearing conservation)	Hazardous waste operations
Control of hazardous energy sources (lockout- tagout)	Waste disposal requirements
Fire prevention and protection	Work at height (6 ft or more from next level)
Emergency medical assistance	Site specific air and water permit impacts
Slip, trip, and fall hazards	Vehicle safety

- PPE and personal hygiene expectations. Refer to INGAA CSCG # CS-G-1 (Basic PPE) for a comprehensive set of guidelines.
  - As a minimum, wear the following appropriate PPE:
    - Hard hat
    - Gloves
    - Safety glasses with side shields
    - Steel or composite toe boots with a minimum 6" top
    - Reflective vest or shirt
    - Fire retardant clothing where appropriate and/or required
    - Hearing protection where applicable and/or required
  - Proper hygiene is expected while at work
  - No loose jewelry or clothing
  - Long hair must be put into ponytails & tucked into your shirt
  - Dress for the weather (cold or hot) and understand the symptoms of cold/heat stress



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### 5.3. Safety Communication for Visitors and Contractors

5.3.1. All personnel working at a job site will complete the Site-Specific Safety Orientation prior to beginning work. Documentation of attendance will be recorded and kept on file.

5.3.2. Any visitors to the site (exclusions may occur, example: delivery personnel) shall complete the appropriate version of the Safety Orientation(s).

Visitors accompanied by employees or a suitable site representative may not be required to undergo the comprehensive orientation program; however, a safety briefing should be conducted outlining smoking areas, washroom locations, emergency evacuation procedures, PPE requirements, first aid stations, and any unique hazards or conditions.

5.3.3. During performance of work, contractor shall comply with all safety, health, and environmental requirements of Federal, State, and local laws, regulations and ordinances and any other requirements of the Company or the host facility.

### 5.4. Safety Briefings

5.4.1. A safety briefing establishes requirements for:

- Routine Safety Meetings to provide education and training regarding safe work practices.
- Providing an understanding of safety policies and procedures.
- Providing an understanding of governmental and regulatory requirements.
- Providing an understanding of the requirements for compliance with company and client safety rules and regulations.

5.4.2. General safety meetings should be attended by all personnel and are held regularly to increase awareness.

5.4.3. On the job site, management shall conduct a safety briefing prior to beginning work to inform personnel of any hazards associated with any job task.

5.4.4. Before work starts each day, the work team will discuss all hazards and risks associated with the daily job tasks through a Job Safety Analysis (JSA).

- The JSA is a reoccurring reminder to always think about safety.



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- The JSA will inform personnel on how to protect themselves while performing their tasks.
- It is important for all personnel to actively participate in the JSA.
- If the job task or conditions change, the task should be stopped until another JSA and/or hazard assessment is completed and all applicable personnel are briefed.

5.4.5. Safety meeting records shall be maintained.

### 5.5. **Communication: Alcohol, Drugs, and Firearms**

- 5.5.1. Unless otherwise authorized, weapons are prohibited in the workplace.
- 5.5.2. Improperly transporting firearms, flammables, or other hazardous materials in a company vehicle is prohibited.
- 5.5.3. Alcohol in any consumable form is prohibited in the workplace.
- 5.5.4. The use, sale, purchase, possession of illegal drugs, prohibited drugs or any drugs used in an illegal manner is strictly prohibited. Prescribed or over-the-counter medications that could impair performance must be reported to management before work begins.
- 5.5.5. Drivers are prohibited from operating any vehicle while under the influence of alcohol or drugs.
- 5.5.6. Drug testing of any individual will be conducted as per company policy.

### 5.6. **Communication: Cell Phones and Personal Electronic Devices**

- 5.6.1. Refer to Section 5.2 (Guidelines for Electronic Devices) in INGAA Foundation guidance CS-S-13 (Vehicle Safety).
- 5.6.2. Photos/videos are prohibited unless otherwise stated.

### 5.7. **Communication: Confined Space**

- 5.7.1. A pre-entry checklist must be completed along with a confined space entry permit before work can begin.
- 5.7.2. Authorization to enter a “permit required” confined space must be formally documented.
- 5.7.3. No one will be allowed entrance into a confined space until a permit has been issued and all confined space entry precautions have been completed.



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5.7.4. Employees working in or around confined spaces must be trained accordingly.

5.8. **Communication: Safety Instruction and Warning Signs**

All personnel must abide by all warning signs that are posted by the Company or Contractor.

5.9. **Communication: Trenching, Excavation and Backfilling**

5.9.1. Refer to INGAA Foundation guidance CS-S-12 (Excavation and Trenching) for a comprehensive set of guidelines.

5.9.2. Follow Excavation and Backfill Procedure for safe work in and around excavations.

5.9.3. Notify required excavation authorities (One Call) prior to performing an excavation.

5.10. **Communication: Spotters**

5.10.1. A spotter must be used when excavating or working near existing utilities/facilities.

5.10.2. When asked to perform the spotter's duties, you are not allowed to perform any other tasks simultaneously.

5.10.3. Utilize spotters when the following conditions exist: blind spots, congestion, materials- stacked in a work area, vehicles parked too close to work or backing maneuvers, overhead utilities-working near or under and crossing under overhead utilities, some excavation activities, and/or traffic.

5.10.4. When overhead power lines are present protection must be in place to ensure safe passage.

5.10.5. Spotters must be appropriately trained and authorized.

5.11. **Communication: Motor Vehicles / Driving / Drivers / Incidents**

5.11.1. Refer to INGAA Foundation guidance CS-S-13 (Vehicle Safety) and CS-S-11 (Traffic Control Plans) for a comprehensive set of guidelines.

5.11.2. Adjust the vehicle controls such as mirrors, seat, radio, or air conditioning before driving.

5.11.3. Do all GPS programming before driving.

5.11.4. Plan ahead – check weather and traffic condition before driving when traveling any distance.



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- 5.11.5. Avoid distractions such as eating, playing with the radio, intense conversations, etc. and utilize hands-free devices whenever possible.
- 5.11.6. If you are involved in an incident, report it immediately.
- 5.11.7. Perform a walk-around inspection prior to operation.
- 5.11.8. Ensure a valid registration and insurance card are always in the vehicle.
- 5.11.9. Take precautions at uncontrolled intersections and railroad crossings.
- 5.11.10. All vehicle operators are expected to perform a 360° walk around the vehicle before backing and shall sound their horn prior to backing in congested areas. The use of a backup alarm signal is an acceptable alternative to sounding the horn. Whenever practical and available, operators should utilize a spotter when backing.
- 5.11.11. Drivers of vehicles must have a current valid driver's license.
- 5.11.12. Picking up hitchhikers or providing strangers transportation in a company vehicle is prohibited.
- 5.11.13. A safety belt must be worn when driving and riding in the passenger compartment. It is the driver's responsibility to ensure all passengers are buckled-up prior to commencing their drive/travel.
- 5.11.14. Passengers are only permitted to ride on equipment that was designed to carry a passenger and a seat and belt are available for use.
- 5.11.15. All vehicles shall be equipped with a suitable fire extinguisher, a first aid kit, and a spill kit.

## 5.12. **Communication: Ergonomic Hazards**

Ergonomic hazards should be identified to avoid:

- Strains by pushing or pulling heavy objects.
- Strains in reaching, bending, or turning while twisting at the same time.
- Strains in using heavy tools or large machines.
- Falls and slips on hazardous surfaces.



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**5.13. Communication: Fire Prevention and Extinguishing Fires**

- 5.13.1. Make sure that fire extinguishers are located throughout the facility as required by regulation.
- 5.13.2. Employees shall not combat interior structural fires beyond incipient stage or attempt rescue from structures involved in a fire. (Note: Employees must be trained on the proper use of the provided fire extinguisher, and the hazards associated with incipient stage firefighting before they are expected to use one and annually thereafter.)
- 5.13.3. Ensure the proper control of all activities that may create a fire hazard: cutting, welding, and grinding operations.
- 5.13.4. Smoking and open flame is not allowed in a facility except at designated smoking areas. Ask your supervisor for the location of the nearest designated smoking area.
- 5.13.5. Flammable/Explosive Material - Fire or explosion:
  - Do not put gasoline or flammable material in containers that aren't safety cans.
  - Do not store indoors unless a flammable cabinet is available.
  - Do not fill safety cans while the can is in the back of a vehicle.
  - Ensure the appropriate people have fire extinguisher training.

**5.14. Communications: Biological Hazards**

Wildlife may be encountered at a facility or on the right-of-way. Untrained individuals should avoid attempting to remove the wildlife until the proper authorities are contacted.

**5.15. Communications: Chemical Hazards**

- 5.15.1. All hazardous chemicals in the workplace must be listed on the hazardous chemical inventory list for the workplace and an SDS (safety data sheet) must be available for the hazardous chemical, either hardcopy on site or available online. If an online resource is to be utilized, a contingency plan must be in place in case power or internet access are interrupted.
- 5.15.2. Labels on all hazardous chemical containers must be complete, legible and compliant with applicable regulations.



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5.15.3. Ensure labels include the following information:

- Identity - the name of the product as it appears on the SDS and the identity of the hazardous chemical(s) it contains.
- Hazard warnings - words, pictures, symbols, or a combination that provides information regarding the physical and health hazards of the chemicals in the container.
- Name and address of the chemical manufacturer, importer, or other party responsible for emergency information.

5.16. **Communications: Equipment, Machinery and Mechanical Hazards**

- 5.16.1. Before starting any equipment, the operator or driver will check all fluid levels possible.
- 5.16.2. Complete a 360 walk around prior to moving your equipment.
- 5.16.3. No operator-driven equipment shall be operated in a reckless or careless manner, such as purposely spinning your tires, skidding, weaving into the path of another vehicle.
- 5.16.4. Install safety fence and/or signage across access areas to all bodies of water. Personal Flotation Devices (PFDs) should be available on-site for each employee exposed to water hazard conditions.
- 5.16.5. Faulty equipment will be immediately removed from service.
- 5.16.6. Equipment operators are responsible for inspecting their equipment prior to use each day and following any unanticipated events/incidents.

5.17. **Communication: Emergency Response and First Aid**

The Safety Orientation Program should describe:

- Locations of first aid kits.
- Medical service locations.
- Emergency phone numbers and provide incident hotline numbers.
- Different alarm tones based on the nature of the emergency.
- Emergency response expectations for each employee.
- The Evacuation Plan showing routes and assembly points.



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**5.18. Communications: Work Permits**

- 5.18.1. The Contractor person in charge shall ensure the names of all personnel that are assigned to the Safe Work Permit are always listed and kept current.
- 5.18.2. The Safe Work Permit shall be displayed at the work site and be easily retrievable in the event of an emergency and/or request by an employee.

**5.19. Communication: Fall Protection**

- 5.19.1. All personal fall arrest equipment shall be inspected prior to use to detect damage or deterioration such as cuts, tears, abrasions, contact with fire or acids, distorted hooks, loose parts or other deficiencies that could result in a hazardous condition.
- 5.19.2. Company personnel and applicable contractors who are exposed to work-related fall hazards shall be protected from falling by a suitable guardrail system, control line, personal fall arrest system, safety net system, or some other approved safety system or alternate fall protection plan. Note: Refer to the applicable OSHA standard for the specific requirements.
- 5.19.3. Employees on a walking/working surface with an unprotected side or edge that is more than 6 feet above the adjacent surface shall be protected with the use of guardrail systems, safety net systems, or appropriate personal fall arrest systems.

**5.20. Communication: General / Miscellaneous Topics**

- 5.20.1. Never go under a suspended load for any reason.
- 5.20.2. There is to be no walking or standing on the pipe for any reason. This holds true whether the pipe is on skids, in the ditch, or on the ground.
- 5.20.3. Never use a tag line or allow employees to touch the equipment or the suspended load when working near overhead power lines.
- 5.20.4. If mountainous terrain is encountered on this project, follow these rules:
  - Never approach an operated piece of equipment without first making eye contact and acknowledgement with the operator. Never walk in front of or behind a piece of equipment that is tracking up or down a hill.



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- Footing will be a major issue. Rocky, uneven terrain will be encountered and all ground personnel must use caution when having to walk this terrain.
- 5.20.5. Pets are not allowed on work sites unless specifically authorized.
  - 5.20.6. Good housekeeping is required in all areas. Working areas must be clean and orderly. All aisles, walkways, and fire extinguishers must be kept free from obstruction.
  - 5.20.7. Consumption of food or beverages in a process area is prohibited. Ask your supervisor for designated locations which are safe to consume food and beverages.
  - 5.20.8. Sexual harassment, other types of harassment, discrimination, or workplace violence of any kind will not be tolerated.
  - 5.20.9. All potentially hazardous waste is to be separated and disposed of properly according to project directives. If in doubt about any item, check with your immediate supervisor.
  - 5.20.10. Every person has the right to stop work if they feel there is an unsafe condition or procedure about to take place.

## 6.0. TRAINING

- 6.1. Employees shall have training on site safety and security.
- 6.2. Contractor's employees must have appropriate training and qualifications to identify hazards.
- 6.3. Management should make sure that site safety training includes:
  - 6.3.1. Methods and observations that may be used to detect the presence or release of a hazardous chemical, such as appearance, odor, gas detecting methods, etc.
  - 6.3.2. The physical and health hazards associated with the chemicals or classes of chemicals in the work area.
  - 6.3.3. Actions necessary for employees to protect themselves from hazards, including the use of PPE specified for work practices and procedures, and emergency procedures.
  - 6.3.4. Details of the hazard communication program including an explanation of the labeling system, what an SDS is, and how the employee can obtain and use the hazard information.



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## 7.0. REFERENCES

Current versions of the references automatically supersede the references listed below.

### 7.1. Occupational Safety and Health Administration (OSHA)

- 29 CFR 1910 Occupational Safety and Health Standards
- 29 CFR 1910.1200 Hazard Communication
- 29 CFR 1926 Safety and Health Regulations for Construction

### 7.2. Department of Transportation (DOT)

- 49 CFR Subchapter D (Pipeline Safety) Part 199 Drug and Alcohol Testing
- 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

### 7.3. Canadian Standards Association (CSA)

- Applicable provincial Occupational Health and Safety Act, Regulations, and Codes (including distracted driving (or equivalent)) legislation
- Canada Labour Code Part II, RSC 1985 c. L-2, as amended
- Regulations Respecting Occupational Safety and Health, SOR/86-304, as amended
- Provincial Workers' Compensation Board Regulations
- SOR/99-294 National Energy Board Onshore Pipeline Regulations
- Canadian General Standards Board C\*\*/CGSB-155.20
- Criminal Code of Canada Section 217.1 (Bill C-45)
- Canadian Electrical Code Part I
- CSA Z246.1-13 Security Standard for Petroleum and Natural Gas Industry Standards
- CSA Standard Z94.1-15 Industrial Head Protection
- CSA Standard Z94.2-14 - Hearing protection devices - Performance, selection, care, and use
- CSA Z462-15 Workplace Electrical Safety
- CSA Z259.12-11 Canadian Fall Protection Code



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- CSA Z662-15 - Oil and Gas Pipeline Systems
- 7.4. American National Standards Institute (ANSI)
- ANSI Z87.1-2015 American National Standard for Occupational and Educational Eye and Face Protection
  - ANSI/ISEA Z89.1-2014 American National Standard for Industrial Head Protection
  - ANSI Z535.1-2011 American National Standard for Safety Color Code
  - ANSI Z535.3-2011, American National Standard for Criteria or Safety Symbols
  - ANSI Z535.4-2011, American National Standard for Product Safety Signs and Labels
  - ASTM F2413-11 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear

**8.0. HISTORY OF REVISIONS**

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0	January 2016	Initial publication
1	August 2020	General refresh and revision