


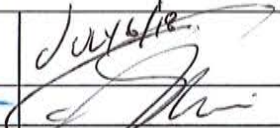



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Maritime Link Operations
Contractor Management Plan (CMP)

Document Number:			Total Pages:		
01	15-Jun-18	Issued for use			
Rev.	Date	Reason for Issue	Originator	Reviewer	Approver



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Related Documents

Document Number	Description	Version

Revision History

Revision	Prepared By	Date	Comments / Changes from last revision

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1. Background

The safety of employees is more important than any business interest. Emera Newfoundland & Labrador (ENL) 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. ENL 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.

2. Purpose

The purpose of the Contractor Management Plan (CMP) is to create a framework in which contractors execute work effectively while preventing injuries and illness, as well as other safety and environmental incidents due to their activities on ENL sites. The CMP establishes minimum standards for contractor safety and provides guidance to employees, who manage contractors, 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) management.

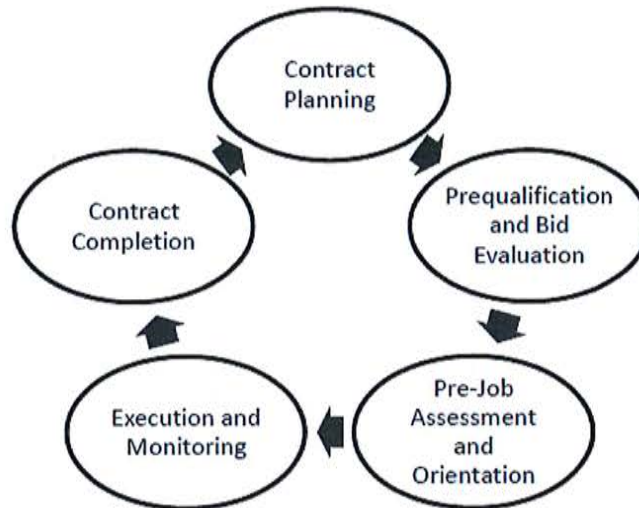
3. Scope

This CMP applies to all contractors working for ENL. ENL management shall ensure appropriate reviews and updates to the CMP are completed and that it meets the requirements of Emera corporate policies.

4. General

There are five (5) principal phases of the CMP life cycle

1. Contract Planning
 - Owner hazard assessment and controls
 - Contract requirements
2. Prequalification and Bid Evaluation
 - Contractor qualifications and competence assessment
 - Bid comparison, evaluation and award
3. Pre-Job Assessment and Orientation
 - Contractor job hazard assessment
 - Orientation and training
4. Contract Execution and Monitoring
 - Monitoring of contract execution
5. Contract Completion
 - Contract meeting and evaluation



All work completed by or on behalf of the contractor shall follow governing legislation and standards as well as the policies and procedures of ENL. ENL has the authority to direct contractors to cease work if they do not adhere to the health, safety or environmental obligations.

5. Roles and Responsibilities

Those outlined below shall be aware of and follow the requirements of the CMP in addition to other applicable HSE and company standards.

5.1 ENL Management

- Application of the CMP
- Periodically review and update the Emera CMP as required and
- Auditing this process.

5.2 ENL Employees

- Oversee the overall implementation, execution and completion of the contract
- Review past performance and evaluations during the Prequalification stage
- Ensure all site parties and external stakeholders, as necessary, are aware of planned activities prior to work execution,
- Identify and document known HSE hazards through risk assessment process when planning the work and communicate information to the contractor,
- Ensure contractors have acceptable training and qualification records

- for the work,
- Arrange for General and Site Orientation, and Pre-Job meetings with contractor prior to work,
- Monitor contractor activities for compliance with site HSE requirements and procedures,
- Maintain all necessary documentation including discussions with contractors, site activities, and meeting minutes, and
- Consult with other ENL resources on such issues as environment, as applicable.

5.3 Contractors

- Adhere to applicable HSE requirements according to ENL policies and procedures, contract specifications and applicable regulatory requirements,
- Ensure employees have the appropriate training and qualifications for the specified work,
- Identify and document hazards and controls for the contract (i.e. JHA, FLRA),
- Ensure that any subcontractor working under their direction are aware of and adhere to the requirements of this document and are adequately supervised,
- Participate in an ENL General and Site Orientation prior to the start of work and applicable safety meetings,
- Stop work conducted in an unsafe manner or during unsafe conditions that may present a risk to people, property or the environment, and,
- Immediately report injuries, illness, safety incidents and environmental incidents to the ENL site representative.

6. Procedure

6.1 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 and incorporated into the contract documents.

All contract work considered specialized or high risk (e.g. blasting, diving, marine works, high voltage work, and work 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.

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

6.1.1 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,
- 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),

6.1.2 Hazard Identification, Evaluation and Control

Communicating HSE hazards to those involved in the contract is an essential aspect of effective job planning. The contractor must, at a minimum, address the hazards identified using a JHA form, or equivalent, as part of their bid submission.

Note: The JHA 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.

6.1.3 Contract Execution

The contractor shall execute the work in accordance with the contract documents. The contractor shall follow their own HSE program which shall meet or exceed Emera policies, procedures, standards and regulatory requirements. If the contractor's procedures do not meet or exceed these, the contractor shall follow Emera policies and procedures. Where high risk activities are planned, the contractor shall provide a risk assessment which shall be reviewed with ENL management.

6.2 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.

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.

Emera'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. A third party can refer to a customer, supplier or business partner or a member of the general public.

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.

6.3 Pre-Job Tasks

This phase ensures the scope of and the HSE requirements have been communicated to and understood by all parties prior to starting work.

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

1. Contractor's HSE Program (or parts of it as required)
2. Site specific HSE Work Plan
3. Execution Plan
4. Risk Management Plan
5. Training certificates and qualification records

All contractors shall participate in a site orientation prior to starting work.

A Pre-Job Meeting shall be held, covering, but not be limited to:

- Scope of work,
- HSE Work Plan and requirements,
- Permit to work/Lock out tag out,
- Risk assessment and mitigation,
- Emergency response, and
- Roles and responsibilities.

6.4 Mobilization and Execution

This phase ensures appropriate implementation and communication to relevant parties and ensures the work is conducted according to contract specifications.

The ENL site representative is responsible to monitor the contractor's work activities, including HSE aspects. This shall include safety observations, equipment inspections, auditing, etc.

Any ENL employee, contractor or sub-contractor who observes a hazardous act or condition, or environmental risk, shall report the incident, and have the authority to stop work when an unsafe act or condition is observed.

Details of the incident shall be documented using the ENL Contractor Incident Report form and shall be entered into the ENL Incident Reporting system.

All incidents are to be reported immediately to the Contractor Supervisor, and the ENL site representative.

6.5 Contract Changes

Any changes to a contract shall be approved prior to the work associated with that change, and require a review to ensure that the HSE impacts of the change are considered.

7. Definitions

Note: The terms used in this document are those used by ENL 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.

Field Level Risk Assessment (FLRA): Documented assessment of the job, site, conditions and other factors to be performed for each task. The daily risk assessment is conducted on site by all people present and must be reassessed whenever there is a change (e.g. change in conditions, returning from break, etc.) and is used in conjunction with the JHA to determine the risk that identified hazards will pose and the control measures required. These are signed by each worker involved in the task and by the supervisor.

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

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.

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).

Shall: Indicates a requirement that cannot be deviated from. The function/accountability must be done without exception or deviation.



8. Record of Revisions

Summary of Revisions	Authorized By	Date of Authorization
Initial document implementation		

Appendix 1: Owner’s Identified Hazards and Controls Form

This form is a tool that can be used by those involved in managing a contract. Other tools or forms may be used in its place.

Owner’s Identified Hazards and Controls

When completing the Job Hazard Assessment Form use this table to help identify the hazards associated with the scope of work and the minimum controls required to eliminate or minimize the hazards. 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"/> 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	



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	<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"/>	
	<input type="checkbox"/>	

Additional Safety Requirements:

ENL Specific Procedures Required for the Scope of Work:



Appendix 2: Health, Safety & Environment (HSE) Qualification Form

Emera Inc. and its subsidiaries (Emera) are committed to providing a safe and healthy workplace for its employees, contractor personnel, subcontractor personnel, vendors and the general public, and seeks to ensure work activities are conducted in an environmentally responsible manner.

Safety and Health performance is a major criteria utilized in the selection of contractors performing work on behalf of Emera. 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 on the basis of the Bidder's ability to satisfy the safety standards and requirements of Emera, and any applicable law, regulation or standard. The information provided in the Bidder Health, Safety & Environment (HSE) Qualification Form will be used by Emera to determine each Bidder's eligibility to be considered for further evaluation.

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:

Section 2.0 is to be completed in its entirety. Failure to answer any questions will lead to the rejection of the bid.

2.1.0 Health and Safety Policies		Yes	No
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?		
2.2.0 Hazard Recognition, Evaluation and Control		Yes	No
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 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?		
2.3.0 Personal Protective Equipment (PPE)		Yes	No
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 (e.g. CSA approved) 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 and OHS committee members?		
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 WHMIS/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?		



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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 WHMIS/HazCom/GHS, First Aid, Fall Protection, Transportation of Dangerous Good (TDG),		
2.8.4	Are orientation and training records maintained?		
2.8.5	Are Risk Assessment (tailgate or toolbox) meetings held regularly and documented?		
2.8.6	Is there and process for communicating health and safety information to the workforce?		
2.9.0	JOHS Committee or Equivalent	Yes	No
2.9.1	Does your company have a Joint Occupational Health & Safety (JOHS) Committee or Worker Safety Representative for each worksite?		
2.9.2	Are your JOHS Committee members or Worker Safety Representatives trained?		
2.9.3	Are the names of the JOHS Committee members and the minutes of previous meetings posted in the workplace or otherwise made available to workers?		
2.9.4	Do the JOHS Committee, workers and management participate in workplace inspections?		
2.9.5	Does your JOHS Committee hold scheduled safety meetings?		
2.10.0	System Review and 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 Awareness?		
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?		



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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.

Safety and Health Indicators	Current YTD	Year - 1	Year - 2	Year - 3
3.1 Number Total Person Hours Worked				
3.2 Number Fatalities (FAT)				
3.3 Number Lost Time Injuries (LTI)				
3.4 Number Medical Aid Injuries (MA)				
3.5 Number Restricted Work Cases (RWC)				
3.6 Lost Time Injury Frequency (LTF)*				
3.7 All Injury Frequency (AIF)*				
* See end of this form for the method to calculate these values				
<p>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.</p>				
<p>3.8 Has your company received any OHS charges, convictions or fines (within the past 3 years) from OHS Regulator? Yes <input type="checkbox"/> No <input type="checkbox"/></p>				
Date:				

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

Print name:

Position:

Signature:

Telephone Number:

Date:

Use the following Definitions to classify your incidents:

Total Person 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; 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 work day, they are working in a “restricted” capacity. Routine functions are the work activities that employee regularly performs at least once a week.

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:

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

AIF – All Injury Frequency: 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.

The following formula shall be used:

$$\text{AIF} = \frac{(\# \text{ of Fatalities} + \# \text{ of Lost-Time Injuries} + \# \text{ of Medical Aid Injuries}) \times 200,000}{\text{Total Person Hours Worked}}$$

Appendix 3: Emera Contractor Incident Report Form

This form is a tool that can be used by those involved in managing a contract. Other tools or forms may be used in its place including those provided by the contractor.



Contractor Incident Report Form

All incidents shall be reported immediately to ENL using the below form 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.

Contractor Company:		
Contractor Contact/Employee:		
Emera/Subsidiary 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:
Additional Corrective Action:	
Assigned to:	Date Required:
Additional Corrective Action:	
Assigned to:	Date Required:
Additional Comments:	

HSE and Security Incident Types use by ENL:

- Proactive: Identifying potential or actual substandard acts or conditions **before** they can create a high potential or actual incident.
- High Potential: Any incident which under slightly different circumstances could have resulted in loss to people, property and/or process.
- Property Damage: An incident resulting in damage to physical property including material and/or equipment. Includes property owned by subsidiary, customers or general public. Excludes company vehicles.
- Vehicle Property Damage: Incident involving a company owned vehicle or rental vehicle used for company business resulting in damages <\$5000 CAD and/or no reportable injury.
- Vehicle Incident: Incident involving a company owned vehicle or rental vehicle used for company business resulting in damages >=\$5000 CAD and/or reportable injury. If the incident involves an injury, a separate incident report must be entered in the database to document the injury.
- Electrical Contact: Records all types of contact with company owned electrical equipment by employees, contractors or members of the public.
- First Aid: Occupational injury or illness that requires first aid treatment only and does not result in lost time from work.

- ENL uses CEA criteria to classify injury based incidents and enters incidents as First Aid with applicable adjustments made.
- Medical Aid: Occupational injury or illness requiring medical treatment beyond first aid and does not result in lost time from work. Excludes diagnostic procedures, observation and counselling.

- Lost Time: Occupational injury or illness resulting in lost time from work beyond date of injury and as a direct result of an occupational injury or illness. Excludes fatality.
- Vandalism: An incident to record damage to or defacing company property.
- Security Breach/Theft: Any activity, including theft, which compromises the integrity of the company security program.
- 24 Hour Safety and Health: Any incident that is not work related regardless of type.
- Environmental Proactive: Deficiencies identified during inspections, or proactive identification of equipment or condition representing a risk of an environmental release.
- Environmental High Potential: Non-conformances with EMS requirements, releases into containment or releases identified by inspection and are in the early stages.
- Minor Environmental Incident: Regulatory contraventions that do not involve releases of pollutants; or releases that are not reportable to government. Non-conformance with an environmental procedure that results in an environmental impact.
- Moderate Environmental Incident: Regulatory contraventions that involve releases or environmental impacts or involve regulatory action; critical and other reportable releases with no public or regulatory attention; or minor oil releases with ongoing customer contact or ongoing remedial efforts.
- Significant Environmental Incident: Regulatory contraventions that results in offsite impacts and has the potential for legal sanction; an uncontrolled critical release that results in offsite impacts and results in numerous public complaints and investigation by regulatory agencies.