


Environmental, Occupational Health & Safety Handbook for Contractors

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NSC Minerals Ltd. Operations

SASKATOON | VANSKOY | DELISLE | ROCANVILLE | FORT SASKATCHEWAN | BROOKS

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This handbook is intended for use by all NSC Minerals Ltd. contractors, sub-contractors and carriers. If the contractor, sub-contractor or carrier does not have a safety program/manual of their own, NSC Minerals Ltd. program must be followed.

The information presented is intended to provide guidance and direction in the implementation of NSC Minerals Ltd. policies and standards. This handbook is also a resource for the development and implementation of NSC Minerals Ltd. Environmental, Occupational Health & Safety (EOHS) Program.

This handbook is not a definitive guide to government, acts, codes, regulations, standards or policies. The appropriate acts, codes, regulations, standards and policies should be consulted. This handbook is a condensed version of our EOHS Manual; and it will not have all the contents of NSC Minerals Ltd. EOHS Program. The entire EOHS Program Manual is available on all our worksites; therefore, the contractor may review it at anytime upon request.

Please contact your EHS Representative for further guidance, direction and assistance.



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Revision List

REV#	Description of Change	Revision Prepared By	Amendment Date
0	Initial Issue	Henry Bartee	June 18, 2019
1	Annual Review	Lisa Chavady	June 15, 2020
2	Three Year Review	Lisa Chavady	June 2023



Introduction

The main objective of this handbook is to supplement contractor, sub-contractor or carrier (hereafter all referred to as ‘contractor’) orientation in support of the NSC Minerals Ltd. contractor environmental, occupational health & safety program.

The success of this objective requires each contractor’s commitment to the environment, their own health and safety, and that of their fellow workers. The health and safety of NSC Minerals Ltd.’s contractors and their pursuit of environmental stewardship is vital to NSC Minerals Ltd. overall business success.

NSC Minerals Ltd.’s environmental, occupational health & safety performance undergoes regular review, with the EOHS Program registered under COR.

Contractors must understand and comply with all NSC Minerals Ltd. policies, standards and procedures which have been developed to reflect currently accepted safety practice, legal and corporate requirements. The policies, standards and procedures are available for access from our site NSC Minerals Ltd. representatives, or from your contract administrator. Information on mandatory policies is included in this Handbook.



Section 1: Environmental, Occupational Health & Safety Policy

The Environmental, Occupational Health and Safety Policy guides all NSC Minerals Ltd. work. Personnel working for or on behalf of the company must be aware of the three key policy commitments:

1. Ensure to report all incidents, injuries, and negative environmental impacts promptly to NSC Minerals Ltd.
2. Continuously improve our Environmental, Occupational Health and Safety (EOHS) Program by performing work in a safe and environmentally sound manner.
3. Remain in compliance with your company safety program, NSC Minerals Ltd. EOHS Program, our Client's Safety Program, and legislative requirements; or where the requirements are the most stringent.

NSC Minerals Ltd. Environmental, Occupational Health and Safety Policy is posted at NSC Minerals Ltd. work locations and can be obtained from NSC Minerals Ltd. upon request.



Section 2: General Rules, EHS Rules, and Code of Behavior

- NSC Minerals Ltd. EOHS Policy is to be followed.
- NSC Minerals Ltd. Workplace Harassment & Violence Policy is to be followed. NSC Minerals Ltd. has a zero-tolerance policy for violence and harassment of any kind.
- All contractors are to participate in a site specific orientation prior to commencing work on all NSC Minerals Ltd. work locations.
- Smoking and vaping is only allowed in designated areas. A site representative will address this during the site orientation.
- Sunflower seeds are not permitted on any NSC Minerals sites.
- All posted speed limits must be followed while on site.
- Operators of vehicles and equipment shall have a valid and relevant driver/operators license.
- Possession or consumption of alcohol and/or any banned substances during working hours, breaks, and at lunchtime is **not permitted.** Likewise, reporting for work while under the influence is **not permitted.**
- All incidents, including near misses are to be verbally reported to the NSC Minerals Ltd. Supervisor/Manager immediately and all appropriate documents filled out within **2 hours** of the incident notification to start the investigation process.
- Immediate/Direct Causes (Substandard Acts/Conditions) & Basic Causes (Personal & Job System Factors) must be



identified, documented, and communicated for all incidents. Corrective actions for all incidents are to be completed and submitted to the NSC Minerals Ltd. Manager/Supervisor.

- Particular site and task requirements and regulations will be described by the Plant Manager/Supervisor and will be strictly adhered to (*** Refer to the Job Safety Analysis (if applicable), Project Safety Plan (if applicable), or Work Order & Toolbox Meeting – See your assigned NSC Minerals Ltd. Plant Manager/Supervisor.*)
- All sites will be provided with the NSC Minerals Ltd. Environmental, Occupational Health & Safety Manual. In addition to client's safety management system manual (if applicable).
- Contractors are to ensure their safety program meets or exceeds NSC Minerals Ltd. EOHS Program, the Client's Safety Program, and legislative requirements.
- Work areas are to be kept neat and tidy. At the end of each day/shift, housekeeping practices are initiated and supervised by the Plant Manager.
- Playing music or talking on a cell phone during work hours can be a distraction and be a barrier to effective work-related communication between peers. This could lead to injuries; therefore, using hand held devices while in operation of motor vehicle or powered mobile equipment is not permitted. Please refer to NSC Minerals Ltd. Cell Phones, Tablets, Laptops & Computers



Policy; and Distractive Driving Policy for more information on cell phone usage.

- All required safety training is to be current to industry requirements and readily available onsite for review. The minimum general training requirements to work on a NSC Minerals Ltd. worksite is, but not limited to:
 - Site Specific Orientation
 - WHMIS 2015
 - Emergency Response Review
 - First Aid Training (if Working Alone; Supervision; or Designated Site OFA (Occupational First Aid Attendant))
- All safety-related site specific documentation is to be submitted to the NSC Minerals Ltd. Manager/Supervisor at the end of day/shift.
- NSC Minerals Ltd. Personal Protective Equipment minimum requirements are to be followed.
- All employees are responsible to ensure all Personal Protective Equipment are inspected prior to use.
- Prior to working at an NSC Minerals Ltd. worksite, workers are to become familiar with the site first aid and emergency response requirements.
- Field Level Hazard Assessments are to be completed prior to commencing work at the assigned work area, or when scope of work changes; and Last Minute Risk Assessments are to be performed throughout the task. All Field Level Hazard Assessments are to be turned in to the Manager/Supervisor by the end of the day/shift.



- All critical tasks require a documented standard operating procedure, or a Safety Plan to be completed prior to commencing work and submitted to the NSC Minerals Ltd. Manager/Supervisor by the end of day/shift.
NSC Minerals Ltd. Critical tasks include:
 - Working at Heights
 - Crane & Rigging Operation
 - Working Along/In Isolation
 - Confined Space Entry
 - Electrical Work
 - Ground Disturbance-Excavation
 - Managing Hazardous Energy
- All Safety Meetings are to cover the following (at minimum):
 - Review of previous incidents
 - Review of corrective actions
 - Review of site specific or regional incident reporting protocols
 - Required task specific training for upcoming work
 - Emergency Response Plan review
 - Applicable NSC Minerals Ltd. policies
- The most current Safety Data Sheets are to be available for all hazardous products; and NSC Minerals Ltd. Manager/Supervisor is to be notified of any hazardous products prior to being brought onto a NSC Minerals Ltd. worksite.



- WHMIS training must be onsite, current, and readily available to be reviewed.
- All electrical/mechanical systems are to be considered live. Lock Out/Tag Out must be performed by competent personnel only.
- All hot work shall be performed under a hot work permit and a fire watch must be assigned. Fire watch is to assess the work area after the task is complete.
- All visitors to NSC Minerals Ltd. sites must be recorded in the site's visitor log book.
- All ground disturbance work must be permitted and approved by the NSC Minerals Ltd. Manager/Supervisor. **(refer to EHS Standard NSCM-S07 Ground Disturbance-Excavation)**



Section 3: Responsibilities

NSC Minerals Ltd. Responsibilities

NSC Minerals Ltd. shall:

1. Brief contractors before work begins on the work to be performed;
2. Orientating contractor prior to work commencing; and
3. Ensuring the contractor:
 - Is informed of the hazards and environmental impacts that may exist, as well as hazard controls and barriers;
 - Is aware of the applicable EHS requirements, and applicable OHS Legislation.
 - Has the appropriate training skill and ability;
 - Is complying with NSC Minerals Ltd. Drug and Alcohol Program;
 - Is advised of EHS Standards and Standard Operating Procedures;
 - Take steps to ensure that EHS requirements are in effect; and
 - Arranges start-up meetings if applicable.

NSC Minerals Ltd. may conduct post-job performance reviews of work completed by contractors/sub-contractors and address any concerns following the review. This is also done on an ongoing basis in the form of contractor work inspections.



Contractor

The Contractor shall:

1. Ensure employees and subcontractors complete all training identified by the NSC Minerals Ltd. contract prior to starting the work;
 2. Identify hazards & associated risk before the start of the work, daily, and when conditions change;
 3. Ensure employees are fit for work and not under the influence of drugs and/or alcohol;
 4. Refrain from participating in activities that would fall under the classification of violence or harassment.
 5. Ensure contractor employees attend safety meetings (if applicable);
 6. Ensure proper equipment and personal protective equipment (PPE) is available and used properly;
 7. Provide specific safety instruction to employees, as required;
 8. Ensure safe work practices and procedures are followed;
 9. Set an example in the use of safety equipment and in work habits;
 10. Stop work being performed in an unsafe manner;
 11. Report all incidents to NSC Minerals Ltd. immediately and participate in incident investigations, as required;
- and



12. Understand the three basic employee rights:

- a. The right to know;
- b. The right to participate; and
- c. The right to refuse to do work they believe to be unusually dangerous.

Section 4: Qualifications and Competency

Only qualified (when required) and competent individuals can work on NSC Minerals Ltd. work sites.


Mandatory

Additional training will be required for each site. Every contractor and their subcontractors must be aware of the work site's scope and ensure contracted employees have the training required so work can be performed safely and in compliance with applicable legislation, policies, and standards.

Please have the appropriate training before arriving at the work site, and be prepared to provide training certificates upon request.

If high hazard work is being performed, you may be required to complete a Project Safety Plan; and/or a Job Safety Analysis.

NSC Minerals Ltd. classification of a critical task; and a list of critical task can be found onsite in our EOHS Manual; and is

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available upon request from a NSC Minerals Ltd. Representative.


Section 5: HIERAC Management Plan

Contracted employees must be aware of work site hazards and environmental impacts that may exist and work in a manner that does not endanger the environment or the safety and health of themselves, their co-workers and the public.

Hazard Identification & Elimination; Risk Assessment & Control (HIERAC) is a requirement for all work sites.

A thorough hazard identification and risk assessment will identify the high risk hazards, critical issues or conditions that could impact the project and the environment, the barriers required to eliminate or control the hazards, and the emergency and first aid response plan.

A formal hazard identification and risk assessment must be completed prior to the commencing work; when new work or equipment is introduced into the project; and when environmental conditions change. An informal hazard assessment, called Last Minute Risk Assessment (LMRA), must also be performed. LMRAs are undocumented assessments that is done mentally 1,000 times through out the project or task life cycle.

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NSC Minerals Ltd. requires all contractors to report environmental incidents no matter how small.

Section 6: First Aid and Emergency Response

Prior to working at the work site, personnel are to become familiar with the first aid and emergency response requirements. This information will be provided by your employer or NSC Minerals Ltd. prior to starting work.

First Aid information will include:

- The number of certified first-aiders;
- The location of first aid supplies and equipment;
- The length of time needed to travel from the work site to the nearest health care facility in “normal travel” conditions;
- The means of transportation at the work site; and
- The means of communication to contact first aid services and the medical care facility.

For additional first aid requirements, refer to:

The Saskatchewan OH&S Regulations Part 5 and the Alberta OH&S Code Part 11.

Emergency Response requirements should be considered in all job plans.



The first aid and emergency response plan shall be identified in the orientation and/or daily safety and/or tailgate meeting.

Section 7: Visitors to NSC Minerals Ltd. Sites


Visitors shall be orientated equal to the level of risk prior to accessing controlled areas. All visitors must sign log book on all NSC Minerals Ltd. sites.

- All visitors shall remain with an NSC Minerals Ltd. representative at all times.
- All visitors shall wear the required personal protective equipment (PPE).
- All visitors shall be oriented to the site hazards, facility safety rules and the emergency response plan.

All visitors the contractor may bring on site are to be approved by the NSC Minerals Ltd. contract coordinator; or the NSC Minerals Ltd. Site Manager.

Section 8: Hazardous Products

Employees or contractors that bring controlled products onto the work site must have approval by NSC Minerals Ltd. Management; and must also bring the most current Safety Data Sheet (SDS) for each controlled product and be familiar with each product's SDS, including the product's hazards, the personal protection required and the first aid and release response, in the event there is a contact or release.

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To request an SDS for NSC Minerals Ltd. controlled products, contact your contract administrator.

Section 9: Personal Protective Equipment

PPE will be required for certain work activities and will be identified at the site-specific orientation, based on a hazard and risk assessment.

NSC Minerals Ltd. minimum PPE requirements:

- CSA Approved Hard Hat.
- CSA Approved Safety Eye Shields.
- CSA Approved 6" Steel-Toe boots with manufacturer-installed Internal or External Metatarsal Protection.
- Hand Protection appropriate to the task performed.
- Category 2 rated coveralls
- Fall Protection harness shall be worn when working at heights greater than 1.2 meters (4 feet).

NSC Minerals Ltd. full Personal Protective Equipment Standard is available upon request. It is the responsibility of all contractors and employees to read, understand, and follow NSC Minerals Ltd. PPE requirements.



Section 10: Worksite Housekeeping


You shall keep work sites clean and orderly.

- Emergency exists, fire, first aid and rescue equipment shall be maintained and clear of obstructions.
- Materials shall be stored neatly where they do not obstruct work.
- Supervisors shall leave work sites in a safe and secure condition, ensuring hazardous conditions that may result in injury to other workers; general public and the environment are controlled.
- Properly dispose of and recycle waste in an acceptable manner.
- Whenever possible, aisles, walkways and stairs shall be kept clear to ensure safe entrances and exits.

Section 11: Reporting Incidents

NSC Minerals Ltd. requires that contractors report all incidents to their NSC Minerals Ltd. site manager.

An incident is a work related event in which an injury, ill health (regardless of severity), fatality, adverse environmental impact or security impairment occurred, or could have occurred (Near Miss).

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Steps to Reporting Incidents:

1. All incidents shall be reported to the contractor supervisor as soon as possible after the incident occurs. When an environmental incident occurs, the employee must stop the leak. If the leak cannot be safely stopped, try to control the spill.
2. The contractor supervisor is to verbally notify the NSC Minerals Ltd. site manager immediately following the incident (24 hour reporting requirement). [See Section 2: General Rules, EHS Rules, and Code of Behavior.](#)
3. When a critical incident occurs, no equipment, apparatus, or material involved in the incident shall be moved, unless movement is required to protect personnel or the public, to avoid another incident or to restore essential services.
4. Incidents shall be investigated and a report submitted to the NSC Minerals Ltd. site manager.

Please refer to ***NSC Minerals EOHS Manual Section 8: Incident & Investigation Analysis*** for further details; or speak to NSC Minerals Ltd. site manager for our rules on incident reporting and investigations.

Section 12: Compliance with Applicable Legislation

The contractor should be aware of any legal or other requirements that pertain to their scope of work. This could include permit requirements, guidelines or operating




statements set out by various regulatory bodies, as well as applicable NSC Minerals Ltd. corporate policies. Copies of current legal and other requirement documentation are available from the NSC Minerals Ltd. site manager upon request.

Where work being done by the contractor has the potential to create or affect a significant environmental impact, the contractor will make every effort to minimize risk to the environment.

Section 13: Drug and Alcohol Standard

An employee or contractor shall not use, distribute, possess or offer for sale, alcohol and/or drugs while at a NSC Minerals Ltd. workplace or site. An employee or contractor shall ensure that they are fit for work in accordance with this Standard. This requirement encompasses illicit drug and/ or alcohol use or the use of any prescription or “over the counter” drug.

Appropriate measures shall be taken to respond to situations where there are reasonable grounds to believe that the actions appearance or conduct of an employee or contractor are indicative of the use of drugs and/or alcohol at a NSC Minerals Ltd. workplace or site. Drug and/or alcohol testing shall take place where there are reasonable grounds to believe that an incident occurred as a result of the use/misuse of drugs/alcohol by an employee or contractor.

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The NSC Minerals Ltd. Drug and Alcohol Program is available for review upon request.

Section 14: Workplace Anti-Harassment & Anti-Violence Standard

NSC Minerals Ltd. is committed to providing its employees and contractors with a respectful workplace free of harassment and other objectionable conduct. NSC Minerals Ltd. will take every reasonable measure to ensure that employees and contractors are not exposed to harassment/objectionable conduct with respect to any matter or circumstance arising out of their employment.

The NSC Minerals Ltd. Workplace Harassment and Violence Policy is posted at all work sites; and it is available for review upon request.



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