

# Safety Standards & Practices:

A Summary of Key  
OHSE Practices, Plans  
and Procedures

Prepared by:

*Walter C. Tersmette*  
*& Associates Ltd.*



## COMPANY EXPECTATIONS

Company employees and contractors are expected to take all steps necessary to ensure that they are conducting Company business safely and in full compliance with the applicable laws. If there are questions about an operation or the applicable regulation in a particular situation, Company's management should be consulted.



**REMEMBER:** An injury and accident-free workplace is the goal. Everyone is expected to participate in the activities needed to work in a safe and environmentally responsible manner.

## PURPOSE AND USE OF THIS HANDBOOK

The purpose of this Handbook is to provide Company employees and contractors with a brief summary of the basic health and safety regulations and work practices that apply to all locations operated by Company. This Handbook includes the following information:

- **General Responsibilities:** Provides a brief summary of Company's expectations. More detailed requirements are discussed in the Company HSE Management Manual provided to every Company Supervisor. If you have questions about Company's Safety program, please discuss them with the Company Representative at your worksite.
- **Parts 1 to 29:** Are based directly on parts of the Alberta OHS Code that apply to all industries. The discussion provided in the handbook is intended to help supervisors and workers understand the general requirements needed to comply with the Code. In addition, these sections include an overview of the practices, plans and procedures that apply to oil and gas operations.
- **Parts 30 to 39:** Are based indirectly on the new Alberta OHS Code. The parts and numbers in the code that apply to oil and gas activities have been included. The non-applicable parts have been replaced by practices, plans and procedures that do apply to oil and gas operations.

# CONTENTS

---

General Responsibilities .....	3
--------------------------------	---

---

## Core OHS Code Requirements – All Industries

1	Definitions.....	7
2	Hazard Assessment, Elimination and Control .....	11
3	Specifications and Certification .....	14
4	Chemical Hazards, Biological Hazards, and Harmful Substances .....	14
5	Confined Spaces.....	18
6	Cranes, Hoists and Lifting Devices.....	25
7	Emergency Preparedness and Response.....	25
8	Entrances, Walkways, Stairways and Ladders .....	26
9	Fall Protection .....	27
10	Fire and Explosion Hazards .....	28
11	First Aid .....	30
12	General Safety Precautions .....	31
13	Joint Worksite Health and Safety Committee .....	31
14	Lifting and Handling Loads .....	32
15	Managing the Control of Hazardous Energy (Locking Out)..	32
16	Noise Exposure .....	33
17	Overhead Power Lines & Electrical Safety.....	33
18	Personal Protective Equipment (PPE) .....	38
19	Powered Mobile Equipment.....	42
20	Radiation Exposure .....	44
21	Rigging (Including Cables, Chains and Ropes) .....	45
22	Safeguards.....	46
23	Scaffolds and Temporary Work Platforms .....	46
24	Toilets and Washing Facilities .....	47
25	Tools, Equipment and Machinery .....	47
26	Ventilation Systems .....	48
27	Violence .....	48
28	Working Alone.....	48
29	Workplace Hazardous Materials Information System (WHMIS / TDG) .....	49

---

---

**Note: Titles in Italics are additional Company requirements not specifically identified in the OHS Code.**

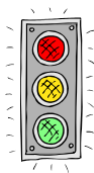
---

**Oil & Gas Specific Requirements**

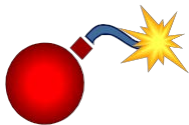
30	<i>Facility Safety (including Demolition)</i> .....	50
31	<i>Environmental Practices</i> .....	54
	<i>Flaring and Other Air Emissions (including odours)</i>	
	<i>Spill Response and Treatment</i>	
	<i>Storage Requirements</i>	
	<i>Surface Water and Groundwater Protection</i>	
	<i>Waste Management</i>	
	<i>Weed and Vegetation Control</i>	
	<i>ROW/Lease Construction</i>	
32	Excavating, Tunnelling & Trenching <i>(and other Ground Disturbances)</i> .....	60
33	Explosives .....	62
34	Forestry <i>(and Timber Removal)</i> .....	62
35	<i>Pipeline Safety (including Pigging, Hot Tapping)</i> .....	63
36	<i>Hydrate and Ice Plug Handling</i> .....	69
37	Oil and Gas Wells .....	72
38	<i>Oilfield Trucking Operations</i> .....	72
39	<i>Vehicle Operations</i> .....	73

---

This handbook contains the following symbols to bring important issues to your attention:



**IMPORTANT:** This symbol is used to highlight issues that require a more site specific practice, plan or procedure. Supervisors need to give these areas added attention.



**WARNING:** This symbol is included when there is a high risk of worker injury. Take the time to read this section. These issues may be worth reviewing at a tailgate safety meeting.



**REMEMBER:** This symbol is used to highlight issues that are worth remembering based on the experience of those who prepared this handbook.

## EVERYONE GOES HOME ...

**An injury and accident-free workplace is everyone's goal. We need everyone to participate in the activities that create a safe and environmentally responsible worksite.**

**What have you done today to ensure your safety and the safety of your co-workers?**

### **Before performing any job, do you:**

- % Know who the prime contractor is at your worksite?
- % Understand what is required of you as a Company employee or contractor?
- % Know the regulations that apply to the work you are doing?

### **At your worksite, have you :**

- % Identified any worksite hazards?
- % Obtained the necessary work permit or work clearance?
- % Conducted a pre-job safety meeting?
- % Made arrangements for handling any emergencies or injuries that may occur?
- % Checked the area for fire and explosion hazards?
- % Familiarized yourself with the safety measures required when monitoring or working in a sour area?
- % Met TDG and WHMIS requirements?
- % Kept your worksite clean and orderly?
- % Conducted your operations in an environmentally responsible manner?
- % Investigated and reported any incidents?
- % Assessed your first aid requirements and established an appropriate first aid transportation plan?

### **Is there anything else worth your attention?**

- % Reviewed any applicable IRP's?
- % Reviewed Code of Practice for key OHS Code issues?
- % Reviewed worker training and competency requirements including applicable general or site-specific procedures?

**...SAFELY!**