

Orientation Program

VSN-HYS-06A

Date approved: May 1, 2012

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Purpose

This practice defines the minimum requirements and expectations for safety orientations and directs their application.

Definitions

Term	Definition
Contractor	A company selected to perform a service without specifying the individuals who provide the service.
Ground Disturbance Orientation	Required for workers directly involved in ground disturbance activities on or adjacent to Veresen Midstream Facilities.
Site-Specific Orientation	Required for workers and visitors on the Veresen worksite. Includes site-specific hazards, procedures, emergency response plan (ERP) information, and site reporting requirements.
Workers	Employees and contractors hired to conduct work on Veresen's behalf.
Worksite	Land, property, structures, installations, vehicles, and equipment that is owned, leased, rented, operated or otherwise directly controlled by Veresen.
Visitor	Any worker or vendor touring the worksite and having no part in performing work at the site.
New Hire Orientation	Required orientation for all new employees, summer students and part time workers.

Scope and application

This practice applies to the Veresen Midstream Facilities.

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Roles and Responsibilities

Worksite Supervisors and Managers

- Ensure that all personnel accessing Veresen Midstream Facilities have authority to be there, have met minimum training requirements, and have been provided with the site specific orientation.
- Develop proper orientation procedures as required and communicate to affected workers as required.
- Ensure that the appropriate controls / documents / personnel are available.
- Ensure that the above are implemented effectively / consistently.
- Respond to worker questions directly or by seeking additional feedback from H&S personnel.

Workers

- Familiarize themselves with this practice and all associated procedures.
- Apply recommended practices and procedures.
- Seek clarification concerning any practice or procedure through their immediate supervisor.

Controls

The required safety orientations are described below.

General Safety Orientation for Contractors

Role	Description
Workers (Employees)	<p>Must ensure service providers working at Veresen Midstream Facilities have completed <i>General Safety Orientation</i> before commencing work.</p> <p>The Orientation must include:</p> <ul style="list-style-type: none"> • Review of the Veresen EHS Policy • Review of HR program including: <ul style="list-style-type: none"> ○ Pay structure, discipline, holidays ○ Review of Smoking, Personal Conduct, Violence and Harassment, Use of Company Vehicles, Tools and Equipment ○ Right to Refuse • Review of Roles and Responsibilities • Corporate Safety Rules and Site Specific Safety Rules • Requirement to report incidents, accidents and near miss occurrences • Site safety communication requirements (safety meetings, postings, safety committees, bulletin boards) • A full orientation of the site including: <ul style="list-style-type: none"> ○ Security access, sign in or check in requirements, location of washrooms, lunch rooms and requirements in each area ○ Muster locations and procedures in case of an emergency • Job Orientation including <ul style="list-style-type: none"> ○ Hazards of tasks to be completed and review of hazard assessment

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	<ul style="list-style-type: none"> ○ Requirements for Field Level Hazard Assessments and Safe Work Permits ○ Safe work procedures ○ Practices for tasks (work at heights, noise, LOTO, etc.) ○ Standards for Personal Protective Equipment ○ Identifying who is their immediate mentor/supervisor ○ Key worker introductions (Task specific) ○ Training and Job Shadowing
<p>Young or New Worker</p>	<p>The Young or New Worker Orientation must include:</p> <ul style="list-style-type: none"> • Review of the Veresen EHS Policy • Review of HR program including: <ul style="list-style-type: none"> ○ Pay structure, discipline, holidays ○ Review of Smoking, Personal Conduct, Violence and Harassment, Use of Company Vehicles, Tools and Equipment • Review of Roles and Responsibilities • Corporate Safety Rules and Site Specific Safety Rules • Requirement to report incidents, accidents and near miss occurrences • Site safety communication requirements (safety meetings, postings, safety committees, bulletin boards) • A full orientation of the site including: <ul style="list-style-type: none"> ○ Security access, sign in or check in requirements, location of washrooms, lunch rooms and requirements in each area ○ Muster locations and procedures in case of an emergency ○ Location of first aid equipment • Rights and Responsibilities including <ul style="list-style-type: none"> ○ Duty to refuse to perform unsafe work if they feel it might be a danger to themselves or others ○ Duty to report hazards immediately • Hazards <ul style="list-style-type: none"> ○ Review of workplace hazards and review of controls. ○ Explain working alone procedures/equipment ○ Identify hazardous materials present in workplace (WHMIS) ○ Show location, purpose and significance of MSDS sheets on site ○ Explain labeling conventions used in workplace (eg. containers/pipes) ○ Explain procedures for dealing with emergencies involving hazardous materials and spills ○ Show location of spill kits and demonstrate use of equipment ○ Provide both instruction and demonstration - not simply a verbal description - of work tasks that the worker will be required to perform when he/she begins work. • Personal Protective Equipment <ul style="list-style-type: none"> ○ Show location of necessary PPE ○ Demonstrate proper use and care of necessary PPE • Additional Training <ul style="list-style-type: none"> ○ Document any additional topics covered based upon the orientation feedback or requested by the worker ○ Communicate primary HS support contact and/ or OHS committee representative • Job Orientation including <ul style="list-style-type: none"> ○ Hazards of tasks to be completed and review of hazard assessment ○ Requirements for Field Level Hazard Assessments and Safe Work Permits ○ Safe work procedures ○ Practices for tasks (work at heights, noise, LOTO, etc.) ○ Standards for Personal Protective Equipment

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	<ul style="list-style-type: none"> ○ Identifying who is their immediate mentor/supervisor ○ Key worker introductions (Task specific) <p><i>Training and Job Shadowing</i></p>
Green Hard Hat Program	<p>New workers working Veresen Midstream Facilities are required to be provided Green Hard Hats.</p> <p>Green hard hats signify new workers on a worksite. All workers are required to have gone through orientation and will be required to wear a green hard hat until such time as their supervisor or mentor determines that you are safe or capable to work on their own.</p>
Contractors (including subcontractor staff)	<p>Each Veresen worksite must develop a contractor orientation for all contract workers that will work on site without immediate supervision. The contractor orientation must include:</p> <ul style="list-style-type: none"> • Review of the Veresen EHS Policy • Contractor discipline • Smoking Policies, Violence and Harassment, • Right to Refuse • Corporate Safety Rules and Site Specific Safety Rules • Requirement to report incidents, accidents and near miss occurrences • A site orientation: <ul style="list-style-type: none"> ○ security access, sign in or check in requirements, location of washrooms, lunch rooms and requirements in each area ○ Muster locations and procedures in case of an emergency • Requirements for Field Level Hazard Assessments and Safe Work Permits • Practices for tasks including Veresen requirements for: <ul style="list-style-type: none"> ○ Inspections (Veresen may inspect contractor worksites and equipment) ○ Site requirements for Personal Protective Equipment ○ Ladder and scaffolding safety ○ Work at heights and fall protection ○ Confined space program ○ Lock out Tag Out ○ Hot Work • Contractor Requirements (Insurance, worker compensation, drug and alcohol policy) <p>Identifying who is their immediate supervisor</p>
Visitors or Vendors not performing work	<p>Each Veresen worksite must develop a visitor and vendor process.</p> <p>The visitor and vendor process may:</p> <ul style="list-style-type: none"> • be limited to requirement that a Veresen worker accompanies the visitor or vendor at all times; • require the visitor or vendor to sign in; and <ul style="list-style-type: none"> ▪ Know the muster point and understand requirements in the case of an emergency.

Ground Disturbance Orientation

Role	Description
Workers	<p>Must ensure that all workers involved in ground disturbance on behalf of Veresen must complete the ground disturbance orientation. This orientation is awareness training and does not qualify workers to supervise ground disturbance activities. Please refer to the <i>Ground Disturbance Practice</i> for more details.</p>

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Training, certification, and competency

Type	Delivery Method
Ground Disturbance Orientation	<ul style="list-style-type: none"> Only designated personnel can provide Ground Disturbance Orientations. Designated personnel are all workers with the minimum training of ground disturbance supervisor. This orientation is not meant to provide Ground Disturbance Training. It outlines site-specific ground disturbance requirements to anyone directly involved in any ground disturbance activities on or directly adjacent to the Veresen Midstream Facilities.
Site Specific Orientations	Only designated personnel can provide Site Specific Orientations. These personnel must be conversant in the hazards and operations expected to be encountered onsite. Records of site-specific orientations must be kept.

Regulations and reference material

Owner	Name
Alberta	Occupational Health and Safety Code , Parts 7(5) and 751(2)
British Columbia	<ul style="list-style-type: none"> Occupational Health and Safety Regulation, Parts 3.22 and 23.4 Workers Compensation Act, Sections 115, 117 (2), and 118 (2)